

## MUNICIPAL BUDGET FISCAL YEAR 2016 – 2017

& PROPOSED 2017 – 2018 ADPOTED JULY 20, 2016

Printed By: Finance Department



CITY COUNCIL
Doug Cox – Mayor
James Tucker – Mayor Pro Tem
Geoff Dale – Councilmember
Mark Gran – Councilmember
Betty Sampson – Councilmember

CITY CLERK Debra Jackson

CITY TREASURER Stacy Cox

# Vision & Mission Statement Adopted January 16, 2002

### Our Vision:

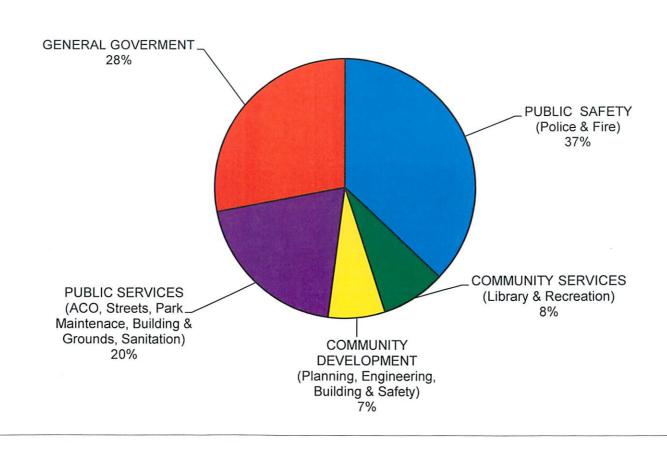
A rebuilt and redeveloped City anchored by an attractive, well-maintained central business district, quality residential areas and subdivisions, excellent schools and an economically vibrant business community, all contributing to a socially diverse and culturally rich city with a strong sense of identity, pride, and environmental awareness, and governed by an active community - involved citizenry focused on the principle of stewardship.

### Our Mission:

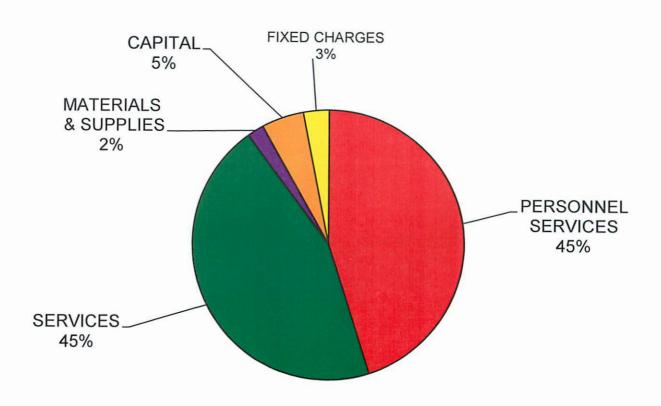
To promote and provide for the safety, health and welfare of our citizens and business community, it is the Mission of the City of Imperial through its elected officials, appointed officials, employees and volunteers to:

- Provide customer service in a professional, cost-effective and innovative manner, consistent with the values of integrity, teamwork, stewardship, competence, politeness and respect.
- Provide land use planning direction that preserves City heritage and quality of life while promoting community improvement and economic development.
- Commit appropriate revenues to fund innovative, high quality, cost-effective City programs and services while maintaining adequate reserves for unforeseen event or opportunities.
- Regularly evaluate City programs and services and revise them when appropriate.
- Seek the involvement of citizens in City government and planning, and foster civic leadership.

### GENERAL FUND USE OF FUNDS FISCAL YEAR 2016 - 2017



### GENERAL FUND EXPENDITURES \$9,500,267 FISCAL YEAR 2016 - 2017



### **CITY OF IMPERIAL**

# PROPOSED REVENUE AND EXPENDITURES - ALL FUNDS FISCAL YEAR JULY 1, 2015 - JUNE 30, 2016

<u>FUND</u>	06/30/15 ENDING BALANCE	REVENUES	EXPEN OPERATION	ISES <u>CAPITAL</u>	FISCAL YEAR SURPLUS / <u>NEED</u>	06/30/16 ENDING BALANCE
GENERAL FUND	5,032,171	9,541,130	9,176,704	92,000	272,426	5,304,597
WATER FUND						
OPERATIONS	2,191,079	3,854,125	3,721,565	745,000	-612,440	1,578,639
CAPACITY	2,249,719	390,000	0	0	390,000	2,639,719
BONDS	0	15,417	0	15,417	0	0
WASTEWATER FUND						
OPERATIONS	2,700,258	3,249,026	2,904,428	174,030	170,568	2,870,826
CAPACITY	3,212,181	300,000	0	357,193	-57,193	3,154,988
BONDS	2,661,880	37,592		2,699,472	-2,661,880	0
SUBTOTAL:	18,047,288	17,387,290	15,802,697	4,083,112	-2,498,519	15,548,769
SPECIAL / RESTRICTED REVENUE	5,698,602	0	0	0	0	5,698,602
SUCCESSOR AGENCY						
SUCCESSOR AGENCY	474,908	0	0	0	0	474,908
DEBT SERVICE	3,459,997	0	0	Ō	0	3,459,997
CAPITAL PROJECTS	1,208,390	0	0	0	0	1,208,390
LOW MODERATE	2,388,280	0	0	0	0	2,388,280
SUCCESSOR SUBTOTAL:	7,531,575	0	0	0	0	7,531,575
TOTAL ALL FUNDS:	\$31,277,465	\$17,387,290	\$15,802,697	\$4,083,112	-\$2,498,519	\$28,778,946

### **CITY OF IMPERIAL**

## PROPOSED REVENUE AND EXPENDITURES - ALL FUNDS FISCAL YEAR JULY 1, 2016 - JUNE 30, 2017

	06/30/16		EXPEN	ISES	FISCAL YEAR SURPLUS /	06/30/17 ENDING
<u>FUND</u>	ENDING BALANCE	<u>REVENUES</u>	<u>OPERATION</u>	<u>CAPITAL</u>	<u>NEED</u>	<b>BALANCE</b>
GENERAL FUND	5,304,597	9,209,522	9,091,741	408,526	-290,745	5,013,852
WATER FUND						
OPERATIONS	1,578,639	4,141,625	4,021,818	945,000	-825,193	753,446
CAPACITY	2,639,719	177,102	0	0	177,102	2,816,821
WASTEWATER FUND						
OPERATIONS	2,870,826	3,900,088	3,044,610	680,000	175,478	3,046,304
CAPACITY	3,154,988	147,586	0	500,000	-352,414	2,802,574
SUBTOTAL:	15,548,769	17,575,923	16,158,169	2,533,526	-1,115,772	14,432,997
SPECIAL / RESTRICTED REVENUE	5,698,602	0	0	0	0	5,698,602
SUCCESSOR AGENCY						
SUCCESSOR AGENCY	474,908	0	0	0	0	474,908
DEBT SERVICE	3,459,997	0	0	0	0	3,459,997
CAPITAL PROJECTS	1,208,390	0	0	0	0	1,208,390
LOW MODERATE	2,388,280	0	0	0	0	2,388,280
SUCCESSOR SUBTOTAL:	7,531,575	0	0	0	0	7,531,575
TOTAL ALL FUNDS:	\$28,778,946	\$17,575,923	\$16,158,169	\$2,533,526	-\$1,115,772	\$27,663,174

### CITY OF IMPERIAL REVENUE ESTIMATES

### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

### **GENERAL FUND**

GEI	ACIVAL	. FUND						
			TAVES	2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
01	000	4110	<u>TAXES</u> PROPERTY TAXES - SECURED	1,374,304	1,350,000	1 265 000	1,406,860	1,456,487
01	000	4111	PROPERTY TAXES - UNSECURED	1,374,304	145,000	1,365,000	1,400,800	145,000
01	000	4112	PROPERTY TRANSFER TAX	-	•	145,000	•	
				55,684	55,000	50,000	50,000	50,000
01	000	4113	AIRCRAFT TAX	27,864	28,000	32,332	32,332	32,332
01	000	4120	SALES TAX	2,061,239	1,900,000	2,000,000	1,992,244	1,500,000
01	000	4130	FRANCHISES	254,975	260,000	260,000	260,000	260,000
01	000	4135	CFD ADMINISTRATIVE FEE	100,000	100,000	100,000	100,000	100,000
01	000	4140	TRANSIENT OCCUPANCY TAX	25,657	25,000	25,000	25,000	25,000
				4,040,062	3,863,000	3,977,332	4,011,436	3,568,819
			LICENSE & PERMITS					
01	000	4210	BUSINESS LICENSE	49,377	47,000	52,000	50,500	50,500
01	000	4211	SCORE	6,651	0	0	0	0
01	000	4220	TAXI CAB LICENSE	1,025	2,560	<b>500</b> °	1,500	1,500
01	000	4230	ANIMAL LICENSE	5,855	5,500	4,900	5,500	5,500
01	000	4240	BUILDING PERMITS	249,842	284,685	370,000	284,685	<u>284,685</u>
				312,750	339,745	427,400	342,185	342,185
			FINES & PENALTIES					
01	000	4311	LOCAL COURT FINES	12,494	15,000	10,000	10,000	10,000
01	000	4330	UTILITY PENALTIES	92,901	85,000	86,000	85,000	80,000
01	000	4335	LICENSE PENALTIES	1,546	1,500	1,800	2,000	1,500
				106,941	101,500	97,800	97,000	91,500
			<u>INTERGOVERNMENTAL</u>					
01	000	4410	MOTOR VEHICLE IN LIEU	1,165,995	1,100,000	1,973,324	1,300,000	1,100,000
01	000	4430	HOMEOWNERS EXEMPTION	13,203	2,000	16,261	15,000	15,000
01	000	4431	HOUSING AUTHORITY IN LIEU	1,704	1,700	1,269	1,200	1,200
01	000	4469	SCHOOL RESOURCE OFFICER	76,853	65,000	68,000	75,000	75,000
01	000	4473	HIDTA SALARY	102,045	80,000	55,000	80,000	80,000
01	000	4480	STONEGARDEN	4,116	15,000	26,428	40,850	. 0
01	000	4483	DHE OVERTIME	2,086	0	0	10,000	10,000
			- · · · · · · · · · · · · · · · · · · ·	1,366,002	1,263,700	2,140,282	1,522,050	1,281,200
				.,000,002	.,200,.00	2,	.,,-	.,,

### CITY OF IMPERIAL REVENUE ESTIMATES

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			CHARGES FOR SERVICE					
01	000	4508	CFD SERVICES FEE	100,000	100,000	100,000	100,000	100,000
01	000	4509	FIRE FEES	43,027	45,000	56,000	45,000	45,000
01	000	4510	ZONING/SUBDIVISION FEES	20,735	23,000	50,000	23,000	23,000
01	000	4521	PLAN CHECK / ENCROACHMENT FEES	211,795	200,000	186,000	200,000	200,000
01	000	4522	SEISMIC FEES	3,155	3,200	3,500	3,200	3,200
01	000	4523	CBSC	1,596	1,500	1,600	1,500	1,500
01	000	4524	RUBBISH COLLECTION FEES	994,510	910,000	947,000	991,900	991,900
01	000	4525	RUBBISH COLLECTION FEES AB 939	113,287	100,000	97,450	100,000	100,000
01	000	4526	RECYCLING	4,704	6,500	4,000	5,000	5,000
01	000	4533	POOL REVENUE	48,012	30,000	30,000	45,000	30,000
01	000	4534	FACILITY RENTAL FEES	39,190	9,000	4,500	9,000	9,000
01	000	4535	ADMINISTRATIVE SERVICES	62,249	54,000	65,000	54,000	54,000
01	000	4536	RECREATION PROGRAMS	1,678	0	40,000	45,000	45,000
01	000	4537	INSTRUCTOR PROGRAMS (REC)	0	30,000	15,000	25,000	25,000
01	000	4538	WORTHINGTON SQUARE PROGRAMS	0	0	0	122,000	72,000
01	000	4540	LIBRARY FEES	11,145	10,000	5,500	15,000	15,000
			<u></u>	1,655,083	1,522,200	1,605,550	1,784,600	1,719,600
			USE OF MONEY & PROPERTY	1,000,000	7,022,200	1,000,000	1,701,000	.,,
01	000	4610	INTEREST EARNED	3,048	2,500	3,000	2,500	2,500
			_	3,048	2,500	3,000	2,500	2,500
			OTHER REVENUE			.5.		a6:
01	000	4700	FARMER'S MARKET	38,952	40,000	20,619	30,000	30,000
01	000	4701	SPONSORSHIP (RECREATION)	41,816	45,000	8,000	25,000	25,000
01	000	4710	SALE OF MAPS, PUBS & COPIES	1,273	1,500	1,700	1,500	1,500
01	000	4711	SALES OF SURPLUS PROPERTY	91,230	96,000	98,000	96,000	95,756
01	000	4720	POLICE - DUI	85	150	0	150	150
01	000	4721	POLICE - OTHER	22,121	25,000	20,000	25,000	25,000
01	000	4723	POLICE DETAIL -AIRPORT	1,000	0	0	0	0
01	000	4724	POST REIMBURSEMENT	10,282	17,000	6,000	10,000	10,000
01	000	4727	POLICE DETAILS	57,177	30,000	7,500	10,000	10,000
01	000	4740	INSURANCE DIVIDENDS	23,953	20,000	1,000	5,000	5,000
01	000	4790	NOT OTHERWISE CLASSIFIED	35,147	30,000	20,000	20,000	20,000
				323,036	304,650	182,819	222,650	222,406
			OTHER RECEIPTS					
01	000	4910	OPERATING TRANSFERS IN	1,189,536	1,486,947	1,106,947	1,227,101	0
				1,189,536	1,486,947	1,106,947	1,227,101	0
			GENERAL FUND TOTAL:	8,996,458	8,884,242	9,541,130	9,209,522	7,228,210
			· ·					

272,426 -290,745 -18,319

# CITY OF IMPERIAL EXPENDITURE SUMMARY - ALL FUNDS PROPOSED FISCAL YEAR 2016 - 2017

<u>FUND</u>	PERSONAL SERVICES	<u>SERVICES</u>	MATERIALS SUPPLIES	ECONOMIC DEVLOP	CAPITAL	INFRAST. IMPROVE	FIXED/ TRANS OUT	<u>TOTAL</u>
GENERAL GOVERNMENT								
CITY COUNCIL	28,211	17,200	500	0	0	0	0	45,911
CITY CLERK	89,446	7,500	21,500	0	0	Ō	Ō	118,446
CITY ATTORNEY	0	150,350	0	Ō	0	0	Ō	150,350
CITY MANAGER	194,972	34,000	1,300	0	0	0	0	230,272
GENERAL SERVICES	0	503,800	29,000	10,000	10,000	0	301,500	854,300
TOTAL GENERAL GOVERNMENT:	\$312,629	\$712,850	\$52,300	\$10,000	\$10,000	\$0	\$301,500	\$1,399,279
FINANCE								
FINANCE - ADMINISTRATION	138,197	3,500	2,000	0	0	0	0	143,697
FINANCE - ACCOUNTING AND REPORTING	0	85,200	2,000	Ö	ő	Ö	Ö	85,200
FINANCE - INFORMATION SERVICES	Ō	189,583	22,360	Ō	28,256	0	Ö	240,199
FINANCE- UTILITY BILLING	0	935,500	5,500	Ō	0	Ō	Ō	941,000
TOTAL FINANCE:	\$138,197	\$1,213,783	\$29,860	\$0	\$28,256	\$0	\$0	\$1,410,096
HUMAN RESOURCES								
HUMAN RESOURCES - MANAGEMENT	119,116	30,400	4,300	0	0	0	0	153,816
RISK MANAGEMENT	200,000	280,000	2,500	Ő	Ö	Ö	Ö	482,500
TOTAL HUMAN RESOURCES:	\$319,116	\$310,400	\$6,800	\$0	\$0	\$0	\$0	\$636,316
PUBLIC SAFETY								
POLICE SERVICE - ADMINISTRATIVE	603,094	14,000	6,500	0	0	0	0	623,594
POLICE FIELD SERVICES	1,286,012	122,000	22,400	0	0	0	0	1,430,412
COMMUNICATIONS	0	305,000	22,400	0	0	0	0	305,000
PUBLIC RELATIONS	0	000,000	2,500	0	0	0	0	2,500
POLICE RECORDS	181,715	4,250	800	Ö	Ö	Ö	ő	186,765
K-9 SERVICES	0	1,150	1,200	0	Ö	Ô	Ö	2,350
ANIMAL CONTROL	55,776	11,700	3,200	Ö	Ö	Ö	Ö	70,676
FIRE SUPPRESSION/INSPECTION	0	946,000	0,200	Ö	0	0	Ö	946,000
TOTAL PUBLIC SAFETY:	\$2,126,597	\$1,404,100	\$36,600	\$0	\$0	\$0	\$0	\$3,567,297
PUBLIC SERVICES								
PUBLIC SERVICES - ADMIN	87,436	0	0	0	0	0	0	87,436
STREETS & SIDEWALK MAINTENANCE	152,013	89,500	48,000	0	165,270	0	0	454,783
STORM DRAINS	0	71,850	1,000	0	105,270	0	0	72,850
BUILDINGS & GROUNDS	Ö	39,000	9,500	ő	9,000	ő	ő	57,500
PARK MAINTENANCE	192,475	53,000	26,800	Ö	60,000	Ö	ő	332,275
TOTAL PUBLIC SERVICES:	\$431,924	\$253,350	\$85,300	\$0	\$234,270	\$0	\$0	\$1,004,844

PLANNING								
ENGINEERING	174,066	33,300	3,100	0	25,000	0	0	235,466
PLANNING	250,994	125,700	1,500	0	0	0	0	378,194
BUILDING & SAFETY	88,917	13,300	1,500	0	0	0	0	103,717
TOTAL PLANNING:	\$513,977	\$172,300	\$6,100	\$0	\$25,000	\$0	\$0	\$717,377
LIBRARY								
_	193,298	20,100	5,400	0	11,000	0	0	229,798
TOTAL LIBRARY:	\$193,298	\$20,100	\$5,400	\$0	\$11,000	\$0	\$0	\$229,798
RECREATION								
RECREATION MANAGEMENT	97,487	3,800	1,000	0	0	0	0	102,287
RECREATION PROGRAM	58,715	114,000	0	0	100,000	0	0	272,715
POOL	40,078	700	10,300	0	0	0	0	51,078
DEVELOPMENT & MARKETING	37,680	70,500	1,000	0	0	0	0	109,180
TOTAL PARKS & RECREATION:	\$233,960	\$189,000	\$12,300	\$0	\$100,000	\$0	\$0	\$535,260
TOTAL GENERAL FUND:	\$4,269,698	\$4,275,883	\$234,660	\$10,000	\$408,526	\$0	\$301,500	\$9,500,267
	45%	45%	2%	0%	5%		3%	100%

16/17

## CITY OF IMPERIAL - DEPARTMENT SUMMARY FISCAL YEAR 2016 - 2017

NAME OF DEPARTMENT: City Council

SUPPORTED BY (FUNDS): General Fund

**COMPONENTS OF DEPARTMENT:** 

<u>ALLOCATIONS</u> <u>DIVISION(S) NAME</u> <u>DIVISION(S) ACCT. NO.</u>

6 City Council (01-100)

TOTAL DEPARTMENT BUDGET: \$45,911

**DIVISION NO: 01-100** 

DIVISION NAME: CITY COUNCIL

FUND: General FUND NO: 01 DIVISION BUDGET: \$45,911

DEPARTMENT: City Council DIV NO: 100

THIS DIVISION: City Council

### **DIVISION DESCRIPTION:**

This division provides budgetary support for the Mayor and City Council and various intergovernmental, legislative and ceremonial activities.

### **DIVISION GOAL:**

To facilitate the efficient and effective functioning of the Mayor and City Council.

- 1. To provide effective policy direction for the City of Imperial.
- 2. To participate in regional and state activities as budget allows.

### CITY OF IMPERIAL DEPARTMENTAL OPERATING BUDGETS

### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

# CORPORATE FUND CITY COUNCIL DEPARTMENT CITY COUNCIL DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			PERSONNEL SERVICES					
01	100	5102	SALARIES - PART-TIME	24,900	24,900	24,900	24,900	24,900
01	100	5112	FICA	1,836	1,917	1,917	1,917	1,917
01	100	5114	UNEMPLOYMENT INS	1,320	1,195	1,195	1,394	1,394
				28,056	28,012	28,012	28,211	28,211
			<u>SERVICES</u>					
01	100	5250	PUBLICATION/DUES	0	0	1,090	1,200	1,200
01	100	5265	TRAINING/EDUCATION	375	500	2,850	3,000	3,000
01	100	5270	TRAVEL & MEETINGS	18,161	15,000	15,000	13,000	15,000
				18,536	15,500	18,940	17,200	19,200
			MATERIALS & SUPPLIES					
01	100	5330	SPECIAL DEPARTMENTAL SUPPLIES	904	700	700	500	500
				904	700	700	500	500
			CITY COUNCIL	47,496	44,212	47,652	45,911	47,911

## CITY OF IMPERIAL - DEPARTMENT SUMMARY FISCAL YEAR 2016 - 2017

NAME OF DEPARTMENT: City Clerk

SUPPORTED BY (FUNDS): General Fund

**COMPONENTS OF DEPARTMENT:** 

<u>ALLOCATIONS</u> <u>DIVISION(S) NAME</u> <u>DIVISION(S) ACCT. NO.</u>

1 City Clerk (01-110)

TOTAL DEPARTMENT BUDGET: \$118,446

**DIVISION NO: 01-110** 

DIVISION NAME: CITY CLERK

FUND: General FUND NO: 01 DIVISION BUDGET: \$118.446

DEPARTMENT: City Clerk DIV NO: 110

THIS DIVISION: City Clerk

#### **DIVISION DESCRIPTION:**

This division supports the operation of the City Clerk, maintenance of official City records, elections, recording and developing City Council meeting minutes, as well as Secretary to the Successor Agency to the Redevelopment Agency, Imperial Financing Authority.

#### **DIVISION GOAL:**

To provide efficient and effective records management for the City in order to meet the demands of the public, staff and City Council; and to also provide fast retrieval of archival records.

- 1. Plan and administer preliminary preparations for the November 2016 General Municipal Election for two (2) City Council seats, City Clerk, and City Treasurer. Includes and updated candidates guide and coordinate with the County of Imperial Election Department.
- 2. Continue to prepare Resolutions and Ordinances for permanent retention of the City Council, Successor Agency, Oversight Board, and Planning Commission.
- 3. Continue to organize and move additional files to the new records storage room including the plans and maps.
- 4. Expand the City Clerk's website page to include the City's Municipal Code online.
- 5. Continue to respond to records request and process claims and subpoenas within the legal deadlines.
- 6. Begin research / RFP for automated Agenda preparation program.

### CITY OF IMPERIAL DEPARTMENTAL OPERATING BUDGETS

### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

### CORPORATE FUND CITY CLERK DEPARTMENT CITY CLERK DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			PERSONNEL SERVICES					
01	110	5101	SALARIES-FULL TIME	74,324	71,135	78,000	72,522	72,522
01	110	5111	RETIREMENT	6,245	0	0	0	0
01	110	5112	FICA	5,827	5,625	5,750	5,732	5,732
01	110	5114	UNEMPLOYMENT INS	361	336	392	392	392
01	110	5115	HEALTH INSURANCE	6,600	7,200	7,200	8,400	8,400
01	110	5120	VEHICLE ALLOWANCE	2,500	2,400	2,400	2,400	2,400
				95,857	86,696	93,742	89,446	89,446
			<u>SERVICES</u>					
01	110	5250	PUBLICATION / DUES	3,283	3,500	3,400	3,500	3,500
01	110	5265	TRAINING	442	1,500	0	1,500	1,500
01	110	5270	TRAVEL & MEETINGS	1,128	2,500	1,000	2,500	2,500
				4,853	7,500	4,400	7,500	7,500
			MATERIALS & SUPPLIES					
01	110	5301	OFFICE SUPPLIES	689	1,500	1,400	1,500	1,500
01	110	5330	SPECIAL DEPT SUPPLIES	36	30,000	5,000	20,000	2,500
				725	31,500	6,400	21,500	4,000
			CITY CLERK	101,435	125,696	104,542	118,446	100,946

5250 CITY CLERKS ASSOCIATION \$120, THOMSON WEST, IIMC

5265 CITY CLERKS CONFERENCE, ELECTION SEMINAR, LEAGUE OF CALIFORNIA CITIES

5330 ELECTION MATERIALS, SPECIAL PAPER FOR PRESENTATIONS

## CITY OF IMPERIAL - DEPARTMENT SUMMARY FISCAL YEAR 2016 - 2017

NAME OF DEPARTMENT: City Attorney

SUPPORTED BY (FUNDS): General Fund

**COMPONENTS OF DEPARTMENT:** 

<u>ALLOCATIONS</u> <u>DIVISION(S) NAME</u> <u>DIVISION(S) ACCT. NO.</u>

Contract City Attorney (01-120)

TOTAL DEPARTMENT BUDGET: \$150,350

**DIVISION NO: 01-120** 

**DIVISION NAME: CITY ATTORNEY** 

FUND: General FUND NO: 01 DIVISION BUDGET: \$150,350

**DEPARTMENT:** City Attorney DIV NO: 120

THIS DIVISION: City Attorney

### **DIVISION DESCRIPTION:**

This division provides professional legal services to the City.

### **DIVISION GOAL:**

To provide efficient and effective legal services to the City Council, Planning Commission, City Manager and all City Departments.

- 1. To assist the City with legal review and implementation of water conservation practices to meet state mandates.
- 2. To provide legal support and assistance with other topics such as medical marijuana legislation, code enforcement, and personnel reviews.
- 3. To assist the Successor Agency as needed.

### CITY OF IMPERIAL DEPARTMENTAL OPERATING BUDGETS

### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

CORPORATE FUND CITY ATTORNEY DEPARTMENT CITY ATTORNEY DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			<u>SERVICES</u>					
01	120	5210	CONTRACT SERVICE	162,642	150,000	110,000	150,000	150,000
01	120	5270	TRAVEL & MEETINGS	25	350	0	350	350
				162,667	150,350	110,000	150,350	150,350
			CITY ATTORNEY	162,667	150,350	110,000	150,350	150,350

5210 DENNIS MORITA, LCW

## CITY OF IMPERIAL - DEPARTMENT SUMMARY FISCAL YEAR 2016 - 2017

NAME OF DEPARTMENT: General Management

SUPPORTED BY (FUNDS): General Fund

**Water Fund** 

**Wastewater Fund** 

### **COMPONENTS OF DEPARTMENT:**

ALLOCATIONS DIVISION(S) NAME DIVISION(S) ACCT. NO.

2 City Manager (01-130)

Water (50-510) \*\*see Water budget

Wastewater (55-520) \*\*see Wastewater budget

TOTAL DEPARTMENT BUDGET: \$230,272

**DIVISION NO: 01-130** 

**DIVISION NAME: GENERAL MANAGEMENT** 

FUND: General FUND NO: 01 DIVISION BUDGET: \$230,272

**DEPARTMENT:** City Manager DIV NO: 130

THIS DIVISION: General Management

#### **DIVISION DESCRIPTION:**

This division provides general management of the City, including supervision of all departments and operations and implementation of the policies and objectives of the City Council.

### **DIVISION GOAL:**

To provide professional general management to the City and implement effectively the policies and objectives of the City Council.

- 1. To work with staff in achieving goals outlined for the various departments.
- 2. To manage special issues as they arise such as medical marijuana, essential air service operations, El Niño impacts, and the City's response to such issues as per Council policy and direction.
- 3. To pursue creative options in growing and developing the City of Imperial and its staff team consistent with Council vision.

### CITY OF IMPERIAL DEPARTMENTAL OPERATING BUDGETS

### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

### CORPORATE FUND GENERAL MANAGEMENT DEPARTMENT CITY MANAGER DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			PERSONNEL SERVICES					
01	130	5101	SALARIES-FULL TIME	154,400	139,731	155,000	149,072	149,072
01	130	5103	OVERTIME	2,122	2,500	541	0	0
01	130	5108	SPECIALTY PAY 5%	0	0	2,500	5,400	5,400
01	130	5111	RETIREMENT	12,483	9,167	9,167	10,738	10,738
01	130	5112	FICA	9,974	11,158	11,158	12,095	12,095
01	130	5114	UNEMPLOYMENT INS	615	538	612	627	627
01	130	5115	HEALTH INSURANCE	9,963	11,520	9,200	13,440	13,440
01	130	5120	VEHICLE ALLOWANCE	4,375	3,600	3,325	3,600	3,600
				193,932	178,214	191,503	194,972	194,972
			<u>SERVICES</u>					
01	130	5210	CONTRACT SERVICES	0	0	5,000	25,000	0
01	130	5250	PUBLICATION / DUES	1,921	2,500	3,800	2,500	2,500
01	130	5265	TRAINING	1,540	1,500	2,800	2,000	2,000
01	130	5270	TRAVEL & MEETINGS	7,862	6,500	4,500	4,500	4,500
				11,323	10,500	16,100	34,000	9,000
			MATERIALS & SUPPLIES					
01	130	5301	OFFICE SUPPLIES	362	500	500	500	500
01	130	5330	SPECIAL DEPT SUPPLIES	726	500	1,000	800	800
				1,088	1,000	1,500	1,300	1,300
			CITY MANAGER	206,343	189,714	209,103	230,272	205,272

5250 CPRS, CCMF, ICMA, ROTARY, NRPA, ICSC

## CITY OF IMPERIAL - DEPARTMENT SUMMARY FISCAL YEAR 2016 - 2017

NAME OF DEPARTMENT: General Services

SUPPORTED BY (FUNDS): General Fund

**COMPONENTS OF DEPARTMENT:** 

<u>ALLOCATIONS</u> <u>DIVISION(S) NAME</u> <u>DIVISION(S) ACCT. NO.</u>

General Services (01-190)

TOTAL DEPARTMENT BUDGET: \$854,300

**DIVISION NO: 01-190** 

PROGRAM NAME: GENERAL SERVICES

FUND: General FUND NO: 01 DIVISION BUDGET: \$854,300

**DEPARTMENT:** General Services DIV NO: 190

THIS DIVISION: General Services

### **DIVISION DESCRIPTION:**

This division supports the operation of the City Hall (General Fund) Department Utilize cost, as well as administrative vehicles and it's maintenance.

### **DIVISION GOAL:**

To provide utility, phone, postage, copier, office supplies, etc. for all General Fund Departments; maintains Administrative Vehicle Maintenance.

- 1. Review Chamber contract.
- 2. Review general purchasing process of office supplies.
- 3. Organize storage areas at City Hall.
- 4. Review general City contracts for regional memberships.

### CITY OF IMPERIAL **DEPARTMENTAL OPERATING BUDGETS**

### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

### **CORPORATE FUND** GENERAL SERVICES DEPARTMENT **GENERAL SERVICES DIVISION**

<u> </u>	·		iolo <i>Di Viol</i> oiv					
				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			<u>SERVICES</u>					
01	190	5201	ADVERTISING (INCL LEGAL)	10,182	10,000	8,000	8,500	8,500
01	190	5210	CONTRACT SERVICE	168,649	182,000	230,000	200,000	200,000
01	190	5241	MAINTENANCE OF EQUIPMENT	2,364	3,000	4,000	3,000	3,000
01	190	5242	VEHICLE FUEL	1,016	1,000	1,500	1,500	1,500
01	190	5250	PUBLICATION / DUES	8,176	18,000	4,000	5,000	5,000
01	190	5260	TELEPHONE	29,728	30,000	30,000	30,000	30,000
01	190	5270	TRAVEL & MEETINGS	512	500	500	500	500
01	190	5280	UTILITIES - ELECTRIC	168,628	255,000	255,000	255,000	255,000
01	190	5281	UTILITIES - GAS	286	300	300	300	300
				389,541	499,800	533,300	503,800	503,800
			MATERIALS & SUPPLIES					•
01	190	5301	OFFICE SUPPLIES	16,826	10,000	10,000	10,000	10,000
01	190	5303	BANK FEES	12,344	15,000	15,000	8,000	8,000
01	190	5305	POSTGE / FREIGHT	6,790	10,000	8,000	8,000	8,000
01	190	5330	SPECIAL DEPT SUPPLIES	2,819	3,000	3,000	3,000	3,000
				38,779	38,000	36,000	29,000	29,000
			<u>CAPITAL</u>					
01	190	5410	LAND	0	0	0	0	0
01	190	5442	EQUIPMENT OTHER	12,828	13,000	10,000 2	10,000	10,000
				12,828	13,000	10,000	10,000	10,000
			<u>FIXED CHARGES</u>					
01	190	5522	PASS THROUGH	405,611	250,000 *	400,000 1	300,000 *	300,000
01	190	5540	PROPERTY TAXES	1,328	1,500	1,500	1,500	1,500
				406,939	251,500	401,500	301,500	301,500
			ECONOMIC DEVELOPMENT					
01	190	7000	COMMUNITY SUPPORT	9,650	6,500	25,000	10,000	10,000
01	190	7010	BUSINESS DEVELOPMENT	0	0	0	0	0
01	190	7020	BEAUTIFICATION CAMPAIGN	0	0	0	0	0
				9,650	6,500	25,000	10,000	10,000
			GENERAL SERVICES	857,737	808,800	1,005,800	854,300	854,300

CHAMBER \$20,000, DYNAMIC COMMUNICATION, TOWNSEND, TURCH, IC AUDITOR-CONT. 1 ROGER'S & ROGER'S SHARE OF SALES TAX AGREEMENT '18 5210

<sup>5250</sup> SCAG, IVEDC, LEAGUE OF CA CITIES, COSTCO

<sup>2</sup> COPIER & POSTAGE MACHINE LEASES

## CITY OF IMPERIAL - DEPARTMENT SUMMARY FISCAL YEAR 2016 - 2017

NAME OF DEPARTMENT: Fire

SUPPORTED BY (FUNDS): General Fund

**COMPONENTS OF DEPARTMENT:** 

<u>ALLOCATIONS</u> <u>DIVISION(S) NAME</u> <u>DIVISION(S) ACCT. NO.</u>

Contract Fire Suppression/Inspection and Emergency Medical Service (01-220)

TOTAL DEPARTMENT BUDGET: \$946,000

**DIVISION NO: 01-220** 

DIVISION NAME: FIRE SUPPRESSION/INSPECTION AND EMERGENCY MEDICAL SERVICES (EMS)

FUND: General FUND NO: 01 DIVISION BUDGET: \$946,000

DEPARTMENT: Fire DIV NO: 220

THIS DIVISION: Fire Suppression/Inspection and Emergency Medical Services (EMS)

#### **DIVISION DESCRIPTION:**

This division provides the emergency response and suppression efforts of all Fire and Fire-related emergencies within the City, the Fire Prevention inspection services, and the Advance Life Support (ALS) and Basic Life Support (BLS) emergency medical treatment and transportation services to the sick and injured at the scene of any emergency medical incident in the City.

### **DIVISION GOAL:**

To minimize loss of life, personal injury, and property damage caused by fire, and to provide patients with high quality emergency medical care transportation within the scope of the ALS and BLS systems.

- 1. Actively support the provision of advancement of Fire and Emergency Training.
- 2. Enhance community risk reduction while maintaining fiscal responsibility.
- 3. Actively supporting the updating of emergency communications equipment.
- 4. Participate in renovations of City Library / EOC Facility planning.
- 5. Work with City Police Department on dispatch service contract.

### CITY OF IMPERIAL DEPARTMENTAL OPERATING BUDGETS

### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

CORPORATE FUND FIRE DEPARTMENT FIRE SUPPRESSION/INSPECTION AND EMS DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
01 01	220 220	5210 5240	SERVICES CONTRACT SERVICE M & O IMPROVEMENTS	942,007 0	950,000 0	946,000 0	946,000 0	946,000 0
				942,007	950,000	946,000	946,000	946,000
	FIRE	SUPP	RESSION/INSPECTION AND EMS	942,007	950,000	946,000	946,000	946,000

5210 IMPERIAL COUNTY FIRE

## CITY OF IMPERIAL - DEPARTMENT SUMMARY FISCAL YEAR 2016 - 2017

NAME OF DEPARTMENT: Finance

SUPPORTED BY (FUNDS): General Fund

**Water Fund** 

Wastewater Fund

### **COMPONENTS OF DEPARTMENT:**

<u>ALLOCATIONS</u>	<u>DIVISION(S) NAME</u>	<u>DIVISION(S) ACCT. NO.</u>
5	Financial Services Administration	(01-140)
	Accounting and Reporting	(01-141)
	Information Technology Services	(01-143)
	Utility Billing	(01-330)
	Water	(50-510) **see Water budget
	Wastewater	(55-520) **see Wastewater budget

TOTAL DEPARTMENT BUDGET: \$1,410,096

**DIVISION NO: 01-140** 

DIVISION NAME: FINANCIAL SERVICES ADMINISTRATION

FUND: General FUND NO: 01 DIVISION BUDGET: \$143,697

DEPARTMENT: Finance DIV NO: 140

THIS DIVISION: Financial Services Administration

### **DIVISION DESCRIPTION:**

This division supports the Management of the Financial Services area and is responsible for directing the accounting and reporting, informational services, investment program, and the budget for all City operations.

### **DIVISION GOAL:**

To efficiently and effectively manage the financial operations, reporting and information services of the City.

- 1. Ensure customer service training for front counter staff.
- 2. Ensure cross-training between front counter staff for more efficient service.
- 3. Update City Business License Fee Schedule.
- 4. Assist with the development of a new water and sewer rate study.
- 5. Review modifications and enhancements to the Investment Policy.
- 6. Review and assess needs of counter space for front counter staff.
- 7. Attend training for FundBalance software.

### CITY OF IMPERIAL DEPARTMENTAL OPERATING BUDGETS

### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

### CORPORATE FUND FINANCE DEPARTMENT FINANCIAL SERVICES MANAGEMENT DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			PERSONNEL SERVICES					
01	140	5101	SALARIES-FULL TIME	116,411	86,010	95,000	93,073	93,073
01	140	5102	SALARIES-PART TIME	0	5,000	5,316	10,000	10,000
01	140	5103	OVERTIME	2,074	5,000	100	5,000	5,000
01	140	5105	CERTIFICATE PAY	0	0	600	1,950	1,950
01	140	5111	RETIREMENT	8,834	5,730	5,730	6,635	6,635
01	140	5112	FICA	8,436	7,347	7,347	8,421	8,421
01	140	5114	UNEMPLOYMENT INSURANCE	975	511	814	938	938
01	140	5115	HEALTH INSURANCE	13,364	10,440	10,440	12,180	12,180
				150,094	120,038	125,347	138,197	138,197
			<u>SERVICES</u>					
01	140	5221	FEE REFUNDS	0	0	119	0	0
01	140	5250	PUBLICATION / DUES	325	500	500	500	500
01	140	5265	TRAINING	325	1,000	1,000	1,000	1,000
01	140	5270	TRAVEL & MEETINGS	2,485	1,500	2,000	2,000	2,000
				3,135	3,000	3,619	3,500	3,500
			MATERIALS & SUPPLIES					
01	140	5301	OFFICE SUPPLIES	171	1,000	1,000	1,000	1,000
01	140	5330	SPECIAL DEPT SUPPLIES	74	1,000	1,000	1,000	1,000
				245	2,000	2,000	2,000	2,000
FINANCIAL SERVICES MANAGEMENT		153,474	125,038	130,966	143,697	143,697		

5250 NOTARY ASSOCIATION, CSMFO, GFOA

5265 CSMFO, GFOA, PERS

**DIVISION NO: 01-141** 

**DIVISION NAME: ACC** 

**ACCOUNTING AND REPORTING** 

**FUND:** 

General

**FUND NO:** 

01

**DIVISION BUDGET: \$85,200** 

**DEPARTMENT:** 

Finance

**DIV NO:** 

141

THIS DIVISION:

**Accounting and Reporting** 

### **DIVISION DESCRIPTION:**

This division is responsible for all revenue collections, expenditures, payroll processing, billing, accounting for all City operations, as well as internal and external financial reporting.

#### **DIVISION GOAL:**

To accurately collect, record, classify and report to the Public, the City Council, the City Treasurer and the City Manager on the financial condition of the City.

- 1. Ensure uncollected closed accounts are sent to collections within 30 days in accordance to the Utility Billing Resolution.
- 2. Ensure expenditures associated with reimbursements are billed and collected in a timely manner.
- 3. Work with Department Heads on utilizing the Purchase Order process and provide staff training on use of the General Ledger.
- 4. Review payroll process to increase efficiencies, including opportunity for electronic timesheet.
- 5. Review and implement credit card processing fee.

### CITY OF IMPERIAL DEPARTMENTAL OPERATING BUDGETS

### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

CORPORATE FUND FINANCE DEPARTMENT ACCOUNTING AND REPORTING DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			<u>SERVICES</u>					
01	141	5210	CONTRACT SERVICE	49,793	46,000	85,000	85,000	85,000
01	141	5213	STATE MANDATED FEES	148_	200	200	200	200
				49,941	46,200	85,200	85,200	85,200
			ACCOUNTING AND REPORTING	49,941	46,200	85,200	85,200	85,200

Audits, Property and Sales Tax Consultant

5213 BUSINESS LICENSE FEE

**DIVISION NO: 01-143** 

DIVISION NAME: INFORMATION TECHNOLOGY SERVICES

FUND: General FUND NO: 01 DIVISION BUDGET: \$240,199

DEPARTMENT: Finance DIV NO: 143

THIS DIVISION: Information Technology Services

#### **DIVISION DESCRIPTION:**

This division provides information support and services for the City's computer activities. Such activities include selection, installation and maintenance of hardware and software, coordination of user training, design and maintenance of the City's Website, system administration and generation of operational and managerial reports.

#### **DIVISION GOAL:**

To provide information, support and services to the City's departments which meets the needs of the users.

- 1. Provide vision and leadership in the evaluation and implementation of emerging technologies.
- 2. Deliver timely and effective responses to City Department requirements.
- 3. Provide usable and easy access to information services.
- 4. Commit to on-going discussions with the City Departments to review and understand business unit goals and objectives.
- 5. Maintain the City of Imperial network infrastructure up to date, secure and accessible for City Departments.
- 6. Continually communicate IT's goals and objectives to City Manager and Department Heads.
- 7. Development of new systems to improve the City Department workflow.
- 8. Develop an upgrade/replacement schedule for hardware and software to maintain an efficient and effective operation for the City.
- 9. Provide training to staff on updating each Department website through the new content management system.
- 10. Update Shortel system to meet the needs of the City.
- 11. Ensure that all necessary forms are available on website in accordance to customer requests.
- 12. Review and implement on-line pay for miscellaneous services.

# CITY OF IMPERIAL DEPARTMENTAL OPERATING BUDGETS FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

### CORPORATE FUND FINANCE DEPARTMENT INFORMATION SERVICES DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			<u>SERVICES</u>					
01	143	5210	CONTRACT SERVICE	61,969	65,000	65,000	65,000	65,000
01	143	5250	PUBLICATION/DUES	24,662	78,400	78,400	108,833	108,833
01	143	5282	FIBER OPTIC	10,000	10,000	10,000	15,750	15,750
				96,631	153,400	153,400	189,583	189,583
			MATERIALS & SUPPLIES					
01	143	5330	SPECIAL DEPT SUPPLIES	37,882	53,700	53,700	22,360	53,700
				37,882	53,700	53,700	22,360	53,700
			CAPITAL					·
01	143	5442	EQUIPMENT OTHER	5,940	6,000	0	28,256	6,000
				5,940	6,000	0	28,256	6,000
			INFORMATION SERVICES	140,453	207,100	207,100	240,199	243,283

5210 ESTRADA SYSTEMS GROUP

**PROGRAM NO: 01-330** 

**DIVISION NAME: UTILITY BILLING** 

FUND: General FUND NO 01 DIVISION BUDGET: \$941,000

DEPARTMENT: Finance DIV NO: 330

THIS DIVISION: Utility Billing

### **DIVISION DESCRIPTION:**

This division is under contract with Allied Waste Management Services contract through August 31, 2016.

### **DIVISION GOAL:**

To provide efficient utility billing and responsive services to City residents and businesses.

- 1. Schedule tire bi-annual clean-ups early in fiscal year.
- 2. Review Allied contract to verify all negotiated items are being met.
- 3. Ensure all commercial recycling is being enforced.
- 4. Ensure positive customer services at City counters and phone contacts.
- 5. Provide a positive image and first impression for City of Imperial.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

#### CORPORATE FUND GENERAL SERVICES DEPARTMENT SANITATION DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			<u>SERVICES</u>					
01	330	5210	CONTRACT SERVICE	932,322	904,050	990,000	910,000	910,000
01	330	5216	RECYCLING/LITTER REDUCTION	0	500	0	500	500
01	330	5217	RECYCLING TASK FORCE	21,264	25,000	21,826	25,000	25,000
				953,586	929,550	1,011,826	935,500	935,500
			MATERIALS & SUPPLIES					
01	330	5301	OFFICE SUPPLIES	587	1,500	4,500	5,000	5,000
01	330	5330	SPECIAL DEPT SUPPLIES	3,916	500	200	500	500
				4,503	2,000	4,700	5,500	5,500
			SANITATION	958,089	931,550	1,016,526	941,000	941,000

5210 ALLIED WASTE

# CITY OF IMPERIAL - DEPARTMENT SUMMARY FISCAL YEAR 2015 - 2016

NAME OF DEPARTMENT: Human Resources

SUPPORTED BY (FUNDS): General Fund

**Water Fund** 

Wastewater Fund

#### **COMPONENTS OF DEPARTMENT:**

<u>ALLOCATIONS</u>	<u>DIVISION(S) NAME</u>	DIVISION(S) ACCT. NO.
1	Human Resources Management	(01-150)
	Employee Benefits	(01-151)
	Water	(50-510) **see Water budget
	Wastewater	(55-520) **see Wastewater budget

TOTAL DEPARTMENT BUDGET: \$636,316

**DIVISION NO: 01-150** 

**DIVISION NAME: HUMAN RESOURCES / EMPLOYEE BENEFITS** 

FUND: General FUND NO: 01 DIVISION BUDGET: \$153,816

**DEPARTMENT:** Human Resources DIV NO: <u>150</u>

THIS DIVISION: Human Resources Management

#### **DIVISION DESCRIPTION:**

This division coordinates the City's Human Resources / Employee Benefits Programs by assisting department heads with the recruitment process, the orientation for new employees, issuance of personnel manuals, administration of compensation plans, and coordination of employee benefits plans.

#### **DIVISION GOAL:**

To support the operations of each of the City's departments by providing effective human resource services, maintaining competitive and equitable compensation programs which includes competitive insurance benefits to employees and their dependents in a timely and cost-effective manner.

- 1. Assist with MOU negotiations for POA, Teamsters, and Unrepresented staff.
- 2. Develop policies to keep the City current with personnel related legislation and legal findings.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

#### CORPORATE FUND HUMAN RESOURCES DEPARTMENT HUMAN RESOURCE MANAGEMENT

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
01	150	5101	SALARIES-FULL TIME	98,404	92,160	110,000	94,525	94,525
01	150	5105	CERTIFICATE PAY	0	0	800	1,950	1,950
01	150	5111	RETIREMENT	7,132	6,183	6,183	6,907	6,907
01	150	5112	FICA	5,367	7,050	7,050	7,382	7,382
01	150	5114	UNEMPLOYMENT INSURANCE	403	319	373	372	372
01	150	5115	HEALTH INSURANCE	6,270	6,840	6,840	7,980	7,980
				117,576	112,552	131,246	119,116	119,116
			<u>SERVICES</u>					
01	150	5210	CONTRACT SERVICE	5,141	10,000	8,000	25,000	10,000
01	150	5230	LIABILITY INSURANCE	246,912	350,000	0	0	0
01	150	5250	PUBLICATION / DUES	230	400	400	400	400
01	150	5262	TESTING SERVICES	1,361	2,000	2,000	2,000	2,000
01	150	5265	TRAINING	1,055	1,000	500	1,000	1,000
01	150	5270	TRAVEL & MEETINGS	2,610	1,000	3,000	2,000	2,000
				257,309	364,400	13,900	30,400	15,400
			MATERIALS & SUPPLIES					
01	150	5301	OFFICE SUPPLIES	100	300	300	300	300
01	150	5330	SPECIAL DEPT SUPPLIES	5,925	4,000	4,500	4,000	4,000
				6,025	4,300	4,800	4,300	4,300
	HUM	AN RES	SOURCE / EMPLOYEE BENEFITS	380,910	481,252	149,946	153,816	138,816

<sup>5210</sup> LCW \$4,200, ACI \$3,200, CAL-TEST, CONEXIS, IVROP, CLASS COMP SURVEY \$15,000

<sup>5250</sup> SHRM, IVEDC

<sup>5265</sup> JPIA, PERS

<sup>5330</sup> EMPLOYEE PROGRAM, HEALTH FAIR

**DIVISION NO: 01-151** 

DIVISION NAME: HUMAN RESOURCES / EMPLOYEE BENEFITS

FUND: General FUND NO: 01 DIVISION BUDGET: \$482,500

**DEPARTMENT:** Human Resources DIV NO: 151

THIS DIVISION: Employee Benefits

#### **DIVISION DESCRIPTION:**

This division coordinates the City's Human Resources / Employee Benefits Programs by assisting department heads with the recruitment process, the orientation for new employees, issuance of personnel manuals, administration of compensation plans, and coordination of employee benefits plans.

#### **DIVISION GOAL:**

To support the operations of each of the City's departments by providing effective human resource services, maintaining competitive and equitable compensation programs which includes competitive insurance benefits to employees and their dependents in a timely and cost-effective manner.

#### **CURRENT YEAR DIVISION OBJECTIVES:**

1. Maintain the employee benefit programs and constantly monitor for improvements where possible.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

#### CORPORATE FUND HUMAN RESOURCES DEPARTMENT EMPLOYEE BENEFITS DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
01	151	5113	WORKER'S COMP - SELF FUNDED	63,434	200,000	200,000	200,000	200,000
				63,434	200,000	200,000	200,000	200,000
			<u>SERVICES</u>					
01	151	5230	LIABILITY INSURANCE	246,912	350,000	350,000	280,000	280,000
				246,912	350,000	350,000	280,000	280,000
			MATERIALS & SUPPLIES					
01	151	5330	SPECIAL DEPT SUPPLIES	0	0	0	2,500	2,500
				0	0	0	2,500	2,500
	HUM	AN RES	SOURCE / EMPLOYEE BENEFITS	310,346	550,000	550,000	482,500	482,500

# CITY OF IMPERIAL - DEPARTMENT SUMMARY FISCAL YEAR 2016 - 2017

NAME OF DEPARTMENT:

Police

**SUPPORTED BY (FUNDS):** 

**General Fund** 

#### **COMPONENTS OF DEPARTMENT:**

<u>ALLOCATIONS</u>	DIVISION(S) NAME	DIVISION(S) ACCT. NO.
5	Police Services Management	(01-210)
14	Police Field Services	(01-211)
	Police Communications	(01-213)
	Police Public Relations	(01-214)
3	Police Records	(01-215)
	K-9 Services	(01-216)
1	Animal Control	(01-230)

TOTAL DEPARTMENT BUDGET: \$2,621,297

**DIVISION NO: 01-210** 

DIVISION NAME: POLICE SERVICES MANAGEMENT

FUND: General FUND NO: 01 DIVISION BUDGET: \$623,594

DEPARTMENT: Police DIV NO: 210

THIS DIVISION: Police Services Management

#### **DIVISION DESCRIPTION:**

This division is responsible to ensure, through proper planning, organizing, staffing, training, coordination and review, that the mission of the City of Imperial's Police Department is successfully carried out.

#### **DIVISION GOAL:**

To manage the resources of the Police Department to enhance the safety and security of the community and to meet the goals and objectives of the Department.

- 1. Effectively manage law enforcement services for the City.
- 2. Assist the City Manager in reviewing options for continuing dispatch services.
- 3. Participate in regional and mega-regional coordinated service groups as benefits the City.
- 4. Engage in CALEA accreditation process.
- 5. Strengthen and pursue steps towards acquisition of new police facilities.
- 6. To ensure all Police Officer certification and training are current.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

# CORPORATE FUND POLICE DEPARTMENT POLICE SERVICES MANAGEMENT DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			PERSONNEL SERVICES					
01	210	5101	SALARIES-FULL TIME	386,372	412,068	412,068	416,277	416,277
01	210	5103	OVERTIME	14,769	10,000	35,000	10,000	10,000
01	210	5104	COURT TIME / STANDBY TIME	300	1,000	500	1,000	1,000
01	210	5105	P.O.S.T. CERTIFICATE PAY	5,370	7,280	5,500	7,300	7,300
01	210	5107	SHIFT DIFFERENTIAL	4,950	7,800	7,800	7,800	7,800
01	210	5108	SPECIALTY PAY (5%)	2,019	755	3,500	12,000	12,000
01	210	5110	UNIFORM ALLOWANCE	3,200	0	0	0	0
01	210	5111	RETIREMENT	128,743	63,385	63,385	69,987	69,987
01	210	5112	FICA	27,008	33,586	33,586	34,770	34,770
01	210	5114	UNEMPLOYMENT INSURANCE	1,678	1,680	1,680	1,960	1,960
01	210	5115	HEALTH INSURANCE	25,679	36,000	36,000	42,000	42,000
				600,088	573,554	599,019	603,094	603,094
			<u>SERVICES</u>					
01	210	5210	CONTRACT SERVICE	3,732	2,500	6,000	2,500	2,500
01	210	5250	PUBLICATION / DUES	2,488	2,500	3,800	3,500	3,500
01	210	5265	TRAINING	1,399	1,000	200	500	500
01	210	5266	TRAINING - POST	316	2,000	100	2,000	2,000
01	210	5270	TRAVEL & MEETINGS	1,847	1,500	2,000	1,500	1,500
01	210	5271	TRAVEL & MEETINGS - POST	2,290	4,000	900	4,000	4,000
				12,072	13,500	13,000	14,000	14,000
			MATERIALS & SUPPLIES					
01	210	5310	SAFETY/EQUIPMENT/CLOTHING	0	6,000	2,642	6,000	6,000
01	210	5330	SPECIAL DEPARTMENTAL SUPPLIES	0	0	1,250	500	500
				0	0	3,892	6,500	6,500
		P	OLICE SERVICES MANAGEMENT	612,160	587,054	615,911	623,594	623,594

5250 CPCA, ROTARY, MATTHEW BENDER & CO., INTERNATIONAL ASSOCIATION OF CHIEF'S, POLICE EXECUTIVE RESEARCH 5265 CALCHIEFS CONFERENCE, SUPERVISOR COURSE (SGTS)

**DIVISION NO: 01-211** 

**DIVISION NAME:** 

POLICE FIELD SERVICES

**FUND:** 

General

**FUND NO:** 

01

**DIVISION BUDGET: \$1,430,412** 

**DEPARTMENT:** 

Police

DIV NO:

211

THIS DIVISION:

**Police Field Services** 

#### **DIVISION DESCRIPTION:**

This division protects and serves the residents of the City of Imperial. The Field Services Division enforces all Federal and State Laws and Local Ordinances, and also provides continuous emergency and non-emergency police services.

#### **DIVISION GOAL:**

To pro-actively enforce all Federal and State Laws, and Local Ordinances, and to provide effective response to citizens for police services and to focus non-service demand patrol time in areas and activities related to current community priorities.

- 1. Form a Graffiti Enforcement Team of two (2) Officers to coordinate eradication and prevention of graffiti with other City Departments.
- 2. Maintain a reasonable amount of overtime and specialty pays consistent with funding sources and retention.
- 3. To maintain a fully staffed corp of officers through appropriate hiring processes.
- 4. Support Gang Intervention Coalition efforts.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

#### CORPORATE FUND POLICE DEPARTMENT POLICE FIELD SERVICES DIVISION

, 0			ENVIOLO DI VIOION					
				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			PERSONNEL SERVICES					
01	211	5101	SALARIES-FULL TIME	663,261	793,805	793,805	834,171	834,171
01	211	5103	OVERTIME	119,749	75,000	100,000	80,000	80,000
01	211	5104	COURT TIME / STANDBY TIME	5,219	2,647	4,500	3,500	3,500
01	211	5105	P.O.S.T. CERTIFICATE PAY	4,843	4,680	5,500	7,500	7,500
01	211	5107	SHIFT DIFFERENTIAL	16,350	15,600	15,600	19,500	19,500
01	211	5108	SPECIALTY PAY (5%)	18,935	6,408	9,800	11,300	11,300
01	211	5110	UNIFORM ALLOWANCE	14,081	0	0	0	0
01	211	5111	RETIREMENT	216,919	117,898	117,898	133,813	133,813
01	211	5112	FICA	69,444	68,716	68,716	73,140	73,140
01	211	5114	UNEMPLOYMENT INSURANCE	4,810	4,704	5,391	5,488	5,488
01	211	5115	HEALTH INSURANCE	77,984	100,800	100,800	117,600	117,600
				1,211,595	1,190,258	1,222,010	1,286,012	1,286,012
			<u>SERVICES</u>					
01	211	5210	CONTRACT SERVICE	3,175	3,500	0	0	0
01	211	5221	FEE REFUNDS	5	0	0	0	0
01	211	5241	MAINTENANCE OF EQUIPMENT	66,756	50,000	95,000	50,000	50,000
01	211	5242	VEHICLE FUEL	51,444	60,000	50,000	50,000	50,000
01	211	5250	PUBLICATION / DUES	899	1,000	1,000	1,000	1,000
01	211	5262	TESTING SERVICES	2,865	3,500	8,500	6,500	6,500
01	211	5265	TRAINING	5,041	1,000	1,000	1,000	1,000
01	211	5266	TRAINING - POST	0	3,000	0	3,000	3,000
01	211	5270	TRAVEL & MEETINGS	4,175	1,500	8,000	2,500	2,500
01	211	5271	TRAVEL & MEETINGS - POST	2,662	8,000	1,540	8,000	8,000
				137,022	131,500	165,040	122,000	122,000
			MATERIALS & SUPPLIES					
01	211	5301	OFFICE SUPPLIES	3,240	3,000	4,500	3,000	3,000
01	211	5310	SAFETY/ EQUIP / CLOTHING	2,222	14,900	14,900	14,900	14,900
01	211	5321	ARMORY/SUPPLIES	72	2,500	2,000	2,500	2,500
01	211	5330	SPECIAL DEPT SUPPLIES	8,466	2,000	4,500	2,000	2,000
				14,000	22,400	25,900	22,400	22,400
			POLICE FIELD SERVICES	1,362,617	1,344,158	1,412,950	1,430,412	1,430,412
					.,,	.,,	-,,,,,,,	.,,

<sup>5101</sup> LIMITED TERM POLICE OFFICER POSITION FUNDED THROUGH PROP 172

<sup>5250</sup> CERTIFION CORP, CSAIA

**DIVISION NO: 01-213** 

DIVISION NAME: POLICE COMMUNICATIONS

FUND: General FUND NO: 01 DIVISION BUDGET: \$305,000

DEPARTMENT: Police DIV NO: 213

THIS DIVISION: Police Communications

#### **DIVISION DESCRIPTION:**

This division provides emergency and non-emergency communication services for the Police Department and assists in dispatching for the Fire Department and Emergency Medical Services.

#### **DIVISION GOAL:**

To provide effective and efficient dispatch communication services between the cities of El Centro and Imperial through the existing contract.

- 1. Coordinate communications with existing City of El Centro dispatch agreement.
- 2. Execute a new dispatch service agreement.
- 3. Support Dispatch Appreciation Day.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

# CORPORATE FUND POLICE DEPARTMENT POLICE COMMUNICATIONS DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			<u>SERVICES</u>					
01	213	5210	CONTRACT SERVICE	209,074	217,000	217,000	280,000	280,000
01	213	5260	TELEPHONE	18,261	15,000	25,000	25,000	25,000
				227,335	232,000	242,000	305,000	305,000
			POLICE COMMUNICATIONS	227,335	232,000	242,000	305,000	305,000

5210 EL CENTRO DISPATCH \$140,000 IVECA \$30,508 RCS \$13,674

**DIVISION NO: 01-214** 

**DIVISION NAME: POLICE PUBLIC RELATIONS** 

FUND: General FUND NO: 01 DIVISION BUDGET: \$2,500

DEPARTMENT: Police DIV NO: 214

THIS DIVISION: Police Public Relations

#### **DIVISION DESCRIPTION:**

This division encourages citizen involvement through community action, crime prevention and police relation's efforts, stressing interaction with local schools in a cooperative effort of drug and gang intervention programs.

#### **DIVISION GOAL:**

To enlist the support of the community in accomplishing Police Department goals and objectives.

- 1. Conduct Kindergarten tours
- 2. Conduct Active Shooter Training at Imperial High School.
- 3. Assist with City Events.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

CORPORATE FUND
POLICE DEPARTMENT
POLICE PUBLIC RELATIONS DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
01	214	5330	MATERIALS & SUPPLIS SPECIAL DEPT SUPPLIES	1,593 1,593	2,500 2,500	2,500 * - 2,500	2,500 2,500	<u>2,500</u> 2,500
			POLICE PUBLIC RELATIONS	1,593	2,500	2,500	2,500	2,500

COMMUNITY OUTREACH, KINDERGARDEN TOURS

**DIVISION NO: 01-215** 

**DIVISION NAME:** 

POLICE RECORDS

**FUND:** 

General

**FUND NO:** 

<u>01</u>

**DIVISION BUDGET: \$186,765** 

**DEPARTMENT:** 

Police

DIV NO:

215

THIS DIVISION:

**Police Records** 

#### **DIVISION DESCRIPTION:**

This division provides for the maintenance and retrieval of records required by law and as needed to support Police Department operations.

#### **DIVISION GOAL:**

To provide required information and data on a timely and accurate basis for use of Police Department and other City staff and citizens when appropriate.

- 1. Maintain a vehicle maintenance and fleet repair log.
- 2. Maintain quarterly evidence inventory of high risk items.
- 3. Maintain competency with Spillman records management system.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

CORPORATE FUND
POLICE DEPARTMENT
POLICE RECORDS DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			PERSONNEL SERVICES					
01	215	5101	SALARIES-FULL TIME	117,224	124,978	124,978	131,182	131,182
01	215	5102	SALARIES-PART TIME	12,857	14,600	14,600	. 0	. 0
01	215	5103	OVERTIME	799	2,500	2,000	2,500	2,500
01	215	5104	CERTIFICATE PAY	0	0	0	1,950	1,950
01	215	5111	RETIREMENT	9,579	8,236	8,236	9,327	9,327
01	215	5112	FICA	10,093	10,871	10,871	10,380	10,380
01	215	5114	UNEMPLOYMENT INSURANCE	1,765	1,344	1,344	1,176	1,176
01	215	5115	HEALTH INSURANCE	19,665	21,600	21,600	25,200	25,200
				171,982	184,129	183,629	181,715	181,715
			<u>SERVICES</u>					•
01	215	5250	PUBLICATION / DUES	0	0	165	250	250
01	215	5265	TRAINING / EDUCATION	690	1,200	1,930	1,500	1,500
01	215	5270	TRAVEL & MEETINGS	1,327	2,500	6,700	2,500	2,500
				2,017	3,700	8,795	4,250	4,250
			MATERIALS & SUPPLIES					
01	215	5301	OFFICE SUPPLIES	1,007	800	800	800	800
				1,007	800	800	800	800
			POLICE RECORDS	175,006	188,629	193,224	186,765	186,765

5101 POLICE SERVICE TECH FUNDED THROUGH COPS 2015

**DIVISION NO: 01-216** 

**DIVISION NAME: K-9 SERVICES** 

FUND: General FUND NO: 01 DIVISION BUDGET: \$2,350

DEPARTMENT: Police DIV NO: 216

THIS DIVISION: K-9 Services

#### **DIVISION DESCRIPTION:**

This division provides an additional tool to field services in the areas of narcotic enforcement, search and apprehensions.

#### **DIVISION GOAL:**

To enhance the safety of officers, thoroughness of investigations and quality of neighborhoods through reduction of narcotic trafficking.

- 1. Update certification for all K-9 Officers.
- 2. Perform K-9 demonstrations at local schools.
- 3. Continue to work with and assist other agencies.
- 4. Conduct two (2) school sweeps to include parking lots and gym lockers.
- 5. Attend Narcotic and Field Service re-qualifications and attend one (1) K-9 trail.
- 6. Pursue fundraiser program of 9K for K-9's.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

#### CORPORATE FUND POLICE DEPARTMENT K-9 SERVICES DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			<u>SERVICES</u>					
01	216	5210	CONTRACT SERVICE	120	250	337	500	500
01	216	5250	PUBLICATION/DUES	20	20	90	100	100
01	216	5265	TRAINING / EDUCATION	0	0	500	300	300
01	216	5270	TRAVEL & MEETINGS	320	250	200	250	250
				460	520	1,127	1,150	1,150
			MATERIALS & SUPPLIS					·
01	216	5330	SPECIAL DEPT SUPPLIES	2,012	1,200	1,300	1,200	1,200
				2,012	1,200	1,300	1,200	1,200
			K-9 SERVICES	2,472	1,720	2,427	2,350	2,350

5210 VETERINARY SERVICES

**DIVISION NO: 01-230** 

DIVISION NAME: ANIMAL CONTROL/SHELTERING

FUND: General FUND NO: 01 DIVISION BUDGET: \$70,676

**DEPARTMENT:** Police Services DIV NO: 230

THIS DIVISION: Animal Control / Sheltering

#### **DIVISION DESCRIPTION:**

This division enforces State and City laws pertaining to Animal Control.

#### **DIVISION GOAL:**

To reduce the number of stray animals and other animal related violations within the City.

- 1. Host a vaccination clinic in Imperial.
- 2. Continue efforts for a Regional Animal Control.
- 3. Upgrade temporary shelter.
- 4. Participate in feral cat trap / release program with Humane Society.
- 5. Integrate website advertising for detained animals.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

# CORPORATE FUND PUBLIC SERVICES DEPARTMENT ANIMAL CONTROL DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			PERSONNEL SERVICES					
01	230	5101	SALARIES-FULL TIME	0	0	0	39,984	39,984
01	230	5103	OVETIME	411	1,000	1,000	1,000	1,000
01	230	5111	RETIREMENT	0	0	0	2,862	2,862
01	230	5112	FICA	31	79	79	3,137	3,137
01	230	5114	UNEMPLOYMENT INSURANCE	0	0	0	393	393
01	230	5115	HEALTH INSURANCE	0	0	0	8,400	8,400
				442	1,079	1,079	55,776	55,776
			<u>SERVICES</u>					
01	230	5210	CONTRACT SERVICE	11,756	13,000	8,000	8,500	10,000
01	230	5241	MAINTENANCE OF EQUIPMENT	895	1,200	4,000	1,200	1,200
01	230	5242	VEHICLE FUEL	1,891	1,500	800	1,000	1,000
01	230	5265	TRAINING	248	500	0	500	500
01	230	5270	TRAVEL & MEETINGS	212	500	500	500	500
				15,002	16,700	13,300	11,700	13,200
			MATERIALS & SUPPLIES					
01	230	5301	OFFICE SUPPLIES	0	0	0	200	200
01	230	5310	SAFETY / EQUIPMENT / CLOTHING	172	500	500	500	500
01	230	5330	SPECIAL DEPT SUPPLIES	2,676	2,500	3,500	2,500	2,500
				2,848	3,000	4,000	3,200	3,200
			ANIMAL CONTROL	18,292	20,779	18,379	70,676	72,176

5210 IV HUMANE SOCIETY, DESERT VETERINARY GROUP

# CITY OF IMPERIAL - DEPARTMENT SUMMARY FISCAL YEAR 2016 - 2017

NAME OF DEPARTMENT:

**Public Services** 

**SUPPORTED BY (FUNDS):** 

**General Fund** 

Water Fund

**Wastewater Fund** 

#### **COMPONENTS OF DEPARTMENT:**

<u>ALLOCATIONS</u>	DIVISION(S) NAME	DIVISION(S) ACCT. NO.
4	Public Services Management	(01-300)
3	Street Maintenance	(01-320)
	Storm Drains	(01-325)
	Building Maintenance	(01-345)
3	Park Maintenance	(01-420)
10	Water	(50-510) **see Water budget
5	Wastewater	(55-520) **see Wastewater budget

TOTAL DEPARTMENT BUDGET: \$1,004,844

**DIVISION NO: 01-300** 

DIVISION NAME: PUBLIC SERVICES ADMINISTRATION

FUND: General FUND NO 01 DIVISION BUDGET: \$87,436

**DEPARTMENT:** Public Services DIV NO: 300

THIS DIVISION: Public Services Administration

#### **DIVISION DESCRIPTION:**

This division is responsible for planning, scheduling, coordinating and evaluating all activities for the Public Services Department and provides both in - house and consultant Water / Wastewater Systems Management and related services to the City and management of those activities. Services include design and inspection of capital improvement projects. and review of other related issues. This division provides support to the City Council and the Design Review Committee / Safety Committees, as well as responding to customer/citizen inquires and complaints.

#### **DIVISION GOAL:**

To manage the resource of the Public Services Department, and Water / Wastewater Systems Management services in a timely, professional, and cost effective manner.

- 1. Assist with various events as needed throughout the City.
- 2. Verify the City is abiding by all new legislative regulations related to public works contracts.
- 3. Work with various Departments related to water savings programs and plans.
- 4. Work with Finance Department on a new rate water and sewer rate study.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

# CORPORATE FUND PUBLIC SERVICES DEPARTMENT PUBLIC SERVICES MANAGEMENT DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			PERSONNEL SERVICES					
01	300	5101	SALARIES-FULL TIME	8,931	39,837	60,000	61,997	61,997
01	300	5103	OVERTIME	0	0	0	7,500	7,500
01	300	5111	RETIREMENT	403	2,673	2,900	4,271	4,271
01	300	5112	FICA	548	3,047	4,500	5,316	5,316
01	300	5114	UNEMPLOYMENT INSURANCE	18	219	302	372	372
01	300	5115	HEALTH INSURANCE	324	4,680	4,680	7,980	7,980
				10,224	50,456	72,382	87,436	87,436
			<u>SERVICES</u>					
01	300	5241	MAINTENANCE OF EQUIPMENT	0	0	0	0	0
01	300	5242	VEHICLE FUEL	0	0	0	0	0
01	300	5265	TRAINING	0	0	0	0	0
01	300	5270	TRAVEL & MEETINGS	0	0	0	0	0
				0	0	0	. <b>0</b>	0
			PUBLIC SERVICES	10,224	50,456	72,382	87,436	87,436

**DIVISION NO: 01-320** 

DIVISION NAME: STREET & SIDEWALK MAINTENANCE

FUND: General FUND NO: 01 DIVISION BUDGET: \$454,783

DEPARTMENT: Public Works DIV NO: 320

THIS DIVISION: Street & Sidewalk Maintenance

#### **DIVISION DESCRIPTION:**

This division provides budgetary support for maintenance and repair of the 67 miles of City streets. Including striping, painting, patching of streets, and replacement of street signs. Management and repair of traffic signal lights.

#### **DIVISION GOAL:**

To maintain the City streets and provide an efficient / safe movement of vehicular / pedestrian traffic and to provide an aesthetically pleasing appearance of public right-of-ways.

- 1. Continue certification of training and requirements for safe street maintenance.
- 2. Assist with possible relinquishment of Highway 86.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

#### CORPORATE FUND PUBLIC SERVICES DEPARTMENT STREET MAINTENANCE DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			PERSONNEL SERVICES					
01	320	5101	SALARIES-FULL TIME	105,610	87,070	87,070	94,189	94,189
01	320	5103	OVERTIME	4,562	8,000	8,000	8,000	8,000
01	320	5104	STAND-BY	3,534	5,000	5,000	5,000	5,000
01	320	5110	UNIFORM ALLOWANCE	6,822	6,000	6,000	6,000	6,000
01	320	5111	RETIREMENT	8,333	9,495	9,495	6,442	6,442
01	320	5112	FICA	8,765	7,659	7,659	8,204	8,204
01	320	5114	UNEMPLOYMENT INSURANCE	983	924	924	1,078	1,078
01	320	5115	HEALTH INSURANCE	17,550	19,800	19,800	23,100	23,100
				156,159	143,948	143,948	152,013	152,013
			<u>SERVICES</u>					
01	320	5210	CONTRACT SERVICES	1,458	25,000	2,500	20,000	20,000
01	320	5241	MAINTENANCE OF EQUIPMENT	45,103	40,000	45,000	45,000	45,000
01	320	5242	FUEL	12,822	17,000	17,000	17,000	17,000
01	320	5250	PUBLICATION / DUES	7,426	500	250	500	500
01	320	5252	RENT OF EQUIPMENT / PROPERTY	0	0	2,500	2,500	2,500
01	320	5265	TRAINING	0	1,500	2,000	2,000	2,000
01	320	5270	TRAVEL & MEETINGS	3,547	1,000	800	2,500	2,500
				70,356	85,000	70,050	89,500	89,500
			MATERIALS & SUPPLIES					
01	320	5310	SAFETY / EQUIP / CLOTHING	1,194	2,500	2,400	3,000	3,000
01	320	5320	SMALL TOOLS	665	1,200	7,000	5,000	5,000
01	320	5330	SPECIAL DEPT SUPPLIES	31,382	40,000	45,000	40,000	40,000
				33,241	43,700	54,400	48,000	48,000
			<u>CAPITAL</u>					
01	320	5440	EQUIPMENT - AUTOMOTIVE	90,675	0	40,000	0	0
01	320	5442	OTHER	0	157,400	20,000	165,270	0
				90,675	157,400	60,000	165,270	0
			STREET MAINTENANCE	350,431	430,048	328,398	454,783	289,513

<sup>5101 (2)</sup>GENERAL MAINTENANCE WORKER FUNDED THROUGH MEASURE D

<sup>5210</sup> CITY OF EL CENTRO, PRIMO

<sup>5250</sup> DEPT OF TOXIC SUBSTANCES

<sup>5330</sup> MOE FYE 2016: \$33,914 (1.9% CPI)

MOE FYE 2015: \$33,282 (2.1% CPI)

MOE FYE 2014: \$32,597 (2% CPI)

<sup>5442</sup> STREET SIGNS \$5,000

**DIVISION NO: 01-325** 

**DIVISION NAME: STORM DRAINS** 

FUND: General FUND NO: 01 DIVISION BUDGET: \$72,850

DEPARTMENT: Public Services DIV NO: 325

THIS DIVISION: Storm Drains

#### **DIVISION DESCRIPTION:**

This division provides for the maintenance and operation of the Storm Drain throughout the City. Hall, Police, Council Chambers, Library, Garage and other Non-Enterprise Fund Facilities.

#### **DIVISION GOAL:**

To maintain City buildings and associated property in an efficient and effective manner.

- 1. Assist with assigned tasks to implement the Stormwater MS4 Permit.
- 2. Review storm drain modification and possibilities in the high school area.
- 3. Coordinate with Planning & Development Department and other Public Agencies on downtown storm drain improvements.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

# CORPORATE FUND PUBLIC SERVICES DEPARTMENT STORM DRAINS DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			<u>SERVICES</u>					
01	325	5241	MAINTENANCE OF EQUIPMENT	18,475	70,000	15,000	26,250	26,250
01	325	5242	VEHILCE FUEL	0	0	900	1,200	1,200
01	325	5250	PUBLICATION / DUES	8,865	9,500	8,500	9,500	9,500
01	325	5252	RENT OF EQUIPMENT / PROPERTY	0	0	100	30,000	500
01	325	5265	TRAINING / EDUCATION	0	2,500	0	2,600	2,600
01	325	5270	TRAVEL & MEETINGS	1,209	2,200	0	2,300	2,300
				28,549	84,200	24,500	71,850	42,350
			MATERIALS & SUPPLIS					
01	325	5330	SPECIAL DEPT SUPPLIES	5,451	2,000	500	1,000	1,000
				5,451	2,000	500	1,000	1,000
			STORM DRAINS	34,000	86,200	25,000	72,850	43,350

**DIVISION NO: 01-345** 

DIVISION NAME: BUILDINGS & GROUNDS

FUND: General FUND NO: 01 DIVISION BUDGET: \$57,500

**DEPARTMENT:** Public Services DIV NO: 345

THIS DIVISION: Buildings & Grounds

#### **DIVISION DESCRIPTION:**

This division provides for the maintenance and operation of the City Hall, Police, Council Chambers, Library, Garage and other Non-Enterprise Fund Facilities.

#### **DIVISION GOAL:**

To maintain City buildings and associated property in an efficient and effective manner.

- 1. Complete appropriate CIP projects for Buildings & Grounds.
- 2. Provide for annual and regular cleaning of City owned facilities.
- 3. Participate in ADA and safety training, and improvement plans.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

#### **CORPORATE FUND PUBLIC SERVICES DEPARTMENT BUILDINGS & GROUNDS DIVISION**

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			<u>PERSONNEL SERVICES</u>					
01	345	5101	SALARIES-FULL TIME	33,402	19,228	19,228	0	0
01	345	5103	OVERTIME	1,106	7,500	7,500	0	0
01	345	5110	UNIFORM ALLOWANCE	2,959	0	1,800	0	0
01	345	5111	RETIREMENT	2,535	1,199	1,300	0	0
01	345	5112	FICA	2,843	2,045	2,045	0	0
01	345	5114	UNEMPLOYMENT INSURANCE	185	114	121	. 0	0
01	345	5115	HEALTH INSURANCE	3,705	2,448	1,000	0	0
				46,735	32,534	32,994	<u>_</u>	0
			<u>SERVICES</u>					
01	345	5240	M & O IMPROVEMENTS	5,079	6,500	3,500	3,000	3,000
01	345	5241	MAINTENANCE OF EQUIPMENT	30,555	40,000	35,000	35,000	35,000
01	345	5250	PUBLICATION / DUES	0	0	200	200	200
01	345	5252	RENT OF EQUIPMENT / PROPERTY	0	0	800	800	800
				35,634	46,500	39,500	39,000	39,000
			MATERIALS & SUPPLIES					
01	345	5302	CUSTODIAL SUPPLIES	3,233	6,000	4,000	3,500	3,500
01	345	5310	SAFETY / EQUIPMENT / CLOTHING	240	500	1,200	500	500
01	345	5320	SMALL TOOLS	0	0	25	500	500
01	345	5330	SPECIAL DEPT SUPPLIES	3,709	5,000	4,000	5,000	5,000
				7,182	11,500	9,225	9,500	9,500
			<u>CAPITAL</u>					
01	345	5442	OTHER	58,600	50,000	8,000	9,000 *	9,000
				58,600	50,000	8,000	9,000	9,000
			<b>BUILDINGS &amp; GROUNDS</b>	148,151	140,534	89,719	57,500	57,500

5101 NEW POSITION ADDED 1/3 ELECTRICIAN SALARY

5442 A/C'S: LIBRARY, ANNEX BUILDING, CITY HALL/PD \$20,000

CITY HALL IMPROVEMENTS \$30,000

**DIVISION NO: 01-420** 

**DIVISION NAME: PARK MAINTENANCE** 

FUND: General FUND NO: 01 DIVISION BUDGET: \$332,275

DEPARTMENT: Public Services DIV NO: 420

THIS DIVISION: Park Maintenance

#### **DIVISION DESCRIPTION:**

This division provides maintenance of thirteen (13) City parks and green belts / landscaped areas, and all owned City buildings which includes City Hall and the City Library. Also, maintains lawns, subdivision right-of-ways, pathways and retention basins.

#### **DIVISION GOAL:**

To maintain parks to their highest appropriate standard. Maintaining existing parks and other landscaped areas controlled by the City to the highest appropriate standard.

- 1. Explore most cost effective method to manage landscaping programs.
- 2. Sunset Park playground, sprinkler system update, and pedestrian lights around park.
- 3. Fertilize all parks.
- 4. Coordinate landscaping and infields maintenance with local sports groups.
- 5. Perform maintenance on safety surfacing's.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

# CORPORATE FUND PARKS & RECREATION DEPARTMENT PARK MAINTENANCE DIVISION

• • • •				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			PERSONNEL SERVICES					
01	420	5101	SALARIES-FULL TIME	126,154	147,796	147,796	128,751	128,751
01	420	5103	OVERTIME	18,035	8,000	8,000	8,000	8,000
01	420	5104	STANDBY TIME	4,620	5,000	5,000	5,000	5,000
01	420	5110	UNIFORM ALLOWANCE	4,067	4,000	4,000	4,000	4,000
01	420	5111	RETIREMENT	10,738	9,043	9,043	9,504	9,504
01	420	5112	FICA	11,177	11,001	11,001	10,844	10,844
01	420	5114	UNEMPLOYMENT INSURANCE	1,005	1,092	1,092	1,176	1,176
01	420	5115	HEALTH INSURANCE	18,656	22,800	22,800	25,200	25,200
				194,452	208,732	208,732	192,475	192,475
			<u>SERVICES</u>					
01	420	5210	CONTRACT SERVICE	6,072	3,000	7,628	8,000	8,000
01	420	5221	FEE REFUNDS	350	0	60	0	0
01	420	5240	M & O IMPROVEMENTS	2,652	2,500	4,135	4,500	4,500
01	420	5241	MAINTENANCE OF EQUIPMENT	76,812	30,000	42,550	30,000	30,000
01	420	5242	VEHICLE FUEL	6,479	8,000	6,000	8,000	8,000
01	420	5250	PUBLICATION / DUE	0	0	452	500	500
01	420	5265	TRAINING/EDUCATION	0	500	375	500	500
01	420	5270	TRAVEL & MEETINGS	0	500	2,995	1,500	1,500
				92,365	44,500	64,195	53,000	53,000
			MATERIALS & SUPPLIES					
01	420	5252	RENT OF EQUIPMENT / PROPERTY	0	300	1,200	1,500	1,500
01	420	5263	CHEMICALS	868	1,500	1,200	1,500	1,500
01	420	5302	CUSTODIAL SUPPLIES	3,555	4,000	3,500	4,000	4,000
01	420	5310	SAFETY / EQUIP / CLOTHING	2,774	1,800	2,000	1,800	1,800
01	420	5320	SMALL TOOLS	2,526	3,000	2,000	3,000	3,000
01	420	5330	SPECIAL DEPT SUPPLIES	41,622	10,000	20,000	15,000	15,000
				51,345	20,600	29,900	26,800	26,800
			<u>CAPITAL</u>					
01	420	5442	OTHER	0	60,000	4,500	60,000	10,000
				0	60,000	4,500	60,000	10,000
			PARK MAINTENANCE	338,162	333,832	307,327	332,275	282,275

5210 A+ SPEEDY PLUMBING

5442 SUNSET PARK LIGHTING \$50,000 (14/15), \$60,000 (15/16)

# CITY OF IMPERIAL - DEPARTMENT SUMMARY FISCAL YEAR 2016 - 2017

NAME OF DEPARTMENT: Planning Department

SUPPORTED BY (FUNDS): General Fund

**Special Revenues and Grants Administration** 

#### **COMPONENTS OF DEPARTMENT:**

<u>ALLOCATIONS</u>	<u>DIVISION(S) NAME</u>	DIVISION(S) ACCT. NO.
2	Engineering	(01-310)
3	Planning	(01-350)
1	Building & Safety	(01-360)

TOTAL DEPARTMENT BUDGET: \$717,377

**DIVISION NO: 01-310** 

**DIVISION NAME: ENGINEERING** 

FUND: General FUND NO: <u>01</u> DIVISION BUDGET: \$235,466

DEPARTMENT: Planning Department DIV NO: 310

THIS DIVISION: Engineering

#### **DIVISION DESCRIPTION:**

This division provides both in - house and consultant engineering services to the City and management of those activities. Engineering services include design and inspection of capital improvement projects, review and inspection of subdivision development projects, review and issuance of permits, and review of other related engineering issues. This division also provides support to the City Council, and the Planning Commission / Department.

#### **DIVISION GOAL:**

To provide quality engineering services in a timely, professional, and cost effective manner.

- 1. Continue to implement MS4 Stormwater and Water Conservation Reports.
- 2. Revise and finalize City standards.
- 3. Develop standards for roadway cuts.
- 4. Implement road improvements consistent with funding source requirements and community needs.
- 5. Review circulation pattern around IV Expo.
- 6. Participate in processing of relinquishment of Highway 86 should the transition be approved.
- 7. Implement road improvements consistent with funding source requirements and community needs.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

#### CORPORATE FUND PLANNING DEPARTMENT ENGINEERING DIVISION

			2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
		PERSONNEL SERVICES					
	5101	SALARIES-FULL TIME	79,466	132,924	132,924	134,772	134,772
	5105	CERTIFICATE PAY	0	0	1,200	1,950	1,950
			6,701	8,695	8,695	9,299	9,299
310			6,079	10,168	10,168	10,461	10,461
310	5114	UNEMPLOYMENT INSURANCE	364	672	784	784	784
310	5115	HEALTH INSURANCE	6,600	14,400	14,400	16,800	16,800
			99,210	166,859	168,171	174,066	174,066
			22,920	80,000	30,000 *	30,000	80,000
			2,615	500	3,000	500	500
			0	1,000	1,000	1,000	1,000
				1,000	0	1,000	1,000
			90	300	0	300	300
310	5270	TRAVEL & MEETINGS		500	45	500	500
			25,920	83,300	34,045	33,300	83,300
					200	500	500
					800	800	800
310	5330	SPECIAL DEPARTMENTAL SUPPLIES			800	1,800	1,800
			1,603	3,100	1,800	3,100	3,100
310	5442	OTHER	0		0	25,000	25,000
			0	25,000	0	25,000	25,000
		ENGINEERING	126,733	278,259	204,016	235,466	285,466
	310 310 310 310 310 310 310 310 310 310	310 5105 310 5111 310 5112 310 5114 310 5115  310 5210 310 5241 310 5242 310 5250 310 5265 310 5270  310 5301 310 5330	310       5101       SALARIES-FULL TIME         310       5105       CERTIFICATE PAY         310       5111       RETIREMENT         310       5112       FICA         310       5114       UNEMPLOYMENT INSURANCE         310       5115       HEALTH INSURANCE         SERVICES         310       5210       CONTRACT SERVICE         310       5241       MAINTENANCE OF EQUIPMENT         310       5242       VEHICLE FUEL         310       5250       PUBLICATION / DUES         310       5265       TRAINING         310       5270       TRAVEL & MEETINGS         MATERIALS & SUPPLIES         310       5310       SAFETY / EQUIPMENT / CLOTHING         310       5330       SPECIAL DEPARTMENTAL SUPPLIES         CAPITAL         310       5442       OTHER	SERVICES   310   5101   SALARIES-FULL TIME   79,466   310   5105   CERTIFICATE PAY   0   0   310   5111   RETIREMENT   6,701   310   5112   FICA   6,079   310   5114   UNEMPLOYMENT INSURANCE   364   310   5115   HEALTH INSURANCE   6,600   99,210   SERVICES   310   5210   CONTRACT SERVICE   22,920   310   5241   MAINTENANCE OF EQUIPMENT   2,615   310   5242   VEHICLE FUEL   0   0   310   5250   PUBLICATION / DUES   235   310   5265   TRAINING   90   310   5270   TRAVEL & MEETINGS   60   25,920   MATERIALS & SUPPLIES   194   310   5310   SAFETY / EQUIPMENT / CLOTHING   763   310   5330   SPECIAL DEPARTMENTAL SUPPLIES   646   1,603   CAPITAL   310   5442   OTHER   0   0	PERSONNEL SERVICES   79,466   132,924   310   5101   SALARIES-FULL TIME   79,466   132,924   310   5105   CERTIFICATE PAY   0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	STIMATED   PERSONNEL SERVICES   SALARIES-FULL TIME   79,466   132,924   132,924   132,924   310   5105   CERTIFICATE PAY   0   0   0   1,200   310   5111   RETIREMENT   6,701   8,695   8,695   3,695   310   5112   FICA   6,079   10,168   10,168   310   5114   UNEMPLOYMENT INSURANCE   364   672   784   310   5115   HEALTH INSURANCE   6,600   14,400   14,400   14,400   14,400   14,400   166,859   168,171   SERVICES   99,210   166,859   168,171   SERVICES   310   5241   MAINTENANCE OF EQUIPMENT   2,615   500   3,000   310   5242   VEHICLE FUEL   0   1,000   1,000   310   5250   PUBLICATION / DUES   235   1,000   0   310   5250   PUBLICATION / DUES   235   1,000   0   310   5270   TRAVEL & MEETINGS   60   500   45   500   34,045   MATERIALS & SUPPLIES   194   500   200   310   5310   SAFETY / EQUIPMENT / CLOTHING   763   800   800   310   5330   SPECIAL DEPARTMENTAL SUPPLIES   646   1,800   800   310   5330   SPECIAL DEPARTMENTAL SUPPLIES   646   1,800   800   CAPITAL   310   5442   OTHER   0   25,000   0   0   310   5442   OTHER   0   25,000   0   0   310   34,045   3	ACTUAL   BUDGET   ESTIMATED   PROPOSED

**DIVISION NO: 01-350** 

DIVISION NAME: PLANNING ADMINISTRATION

FUND: General FUND NO: 01 DIVISION BUDGET: \$378,194

DEPARTMENT: Planning Department DIV NO: 350

THIS DIVISION: Planning Administration

#### **DIVISION DESCRIPTION:**

This division provides both in-house and consultant planning services to the City and management of those activities. Planning services include review and inspection of subdivision development projects, review and issuance of permits, and review of other planning issues. This division also provides support to the Environmental Evaluation Committee, Planning Commission, Community Development, and the City Council.

#### **DIVISION GOAL:**

To ensure that the City continues to grow in a logical manner utilizing innovative planning principles while complying with all applicable State and Federal laws.

- 1. Work with City Manager's Office, consultant, and business community on economic development activities to benefit the community.
- 2. Research and apply for grants to support services and community improvements.
- 3. Monitor existing grants and loans to maintain compliance with requirements.
- 4. Complete DIF reporting in a timely manner.
- 5. Complete update of Land Use & Circulation Elements as funding allows.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

# CORPORATE FUND PLANNING DEPARTMENT PLANNING MANAGEMENT DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			PERSONNEL SERVICES					
01	350	5101	SALARIES-FULL TIME	243,448	199,637	199,637	193,060	193,060
01	350	5102	SALARIES-PART TIME	1,750	3,000	3,000	3,000	3,000
01	350	5103	OVERTIME	26	500	500	0	. 0
01	350	5110	UNIFORM ALLOWANCE	0	0	0	0	0
01	350	5111	RETIREMENT	19,886	13,394	13,394	13,821	13,821
01	350	5112	FICA	17,581	15,552	15,552	15,009	15,009
01	350	5114	UNEMPLOYMENT INSURANCE	1,511	1,118	1,118	1,324	1,324
01	350	5115	HEALTH INSURANCE	24,809	20,880	20,880	24,780	24,780
				309,011	254,081	254,081	250,994	250,994
			<u>SERVICES</u>					
01	350	5210	CONTRACT SERVICE	106,265	160,000	50,000 *	120,000	0
01	350	5221	FEE REFUNDS	2,320	0	545	0	0
01	350	5241	MAINTENANCE OF EQUIPMENT	306	0	0	0	0
01	350	5242	VEHICLE FUEL	456	0	90	0	0
01	350	5250	PUBLICATION / DUES	3,898	700	600	700	700
01	350	5265	TRAINING	1,344	2,700	180	1,500	1,500
01	350	5270	TRAVEL & MEETINGS	4,378	4,000	3,000	3,500	3,500
				118,967	167,400	54,415	125,700	5,700
			MATERIALS & SUPPLIES					
01	350	5301	OFFICE SUPPLIES	1,752	1,000	1,200	1,000	1,000
01	350	5310	SAFETY / EQUIPMENT / CLOTHING	1,203	0	0	0	0
01	350	5330	SPECIAL DEPARTMENTAL SUPPLIES	534	500	1,550	500	500
				3,489	1,500	2,750	1,500	1,500
			PLANNING	431,467	422,981	311,246	378,194	258,194

5210 WASTEWATER PROJECT \$100,000, TRAFFIC STUDY \$20,000

**DIVISION NO: 01-360** 

**DIVISION NAME: BUILDING & SAFETY** 

FUND: General FUND NO: 01 DIVISION BUDGET: \$103,717

DEPARTMENT: Planning Department DIV NO: 360

THIS DIVISION: Building & Safety

#### **DIVISION DESCRIPTION:**

This division provides issuance of building permits, plan checks, and inspection services for all projects subject to the City's building regulations.

#### **DIVISION GOAL:**

To provide timely and professional plan check and inspection services and to assist applicants in the permitting process. To provide Code Enforcement Services and GIS support to the extent possible.

- 1. Develop GIS capabilities for intranet and City website.
- 2. Promote consumer protection by preventing unlicensed activity.
- 3. Implement Code Enforcement for screening of outdoor storage in industrial areas.
- 4. Coordinate with Public Services and Risk Management on implementation of ADA transition plan.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

#### CORPORATE FUND PLANNING DEPARTMENT BUILDING & SAFETY DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			PERSONNEL SERVICES					
01	360	5101	SALARIES-FULL TIME	62,964	63,264	63,264	67,838	67,838
01	360	5105	CERTIFICATE PAY	0	0	1,200	1,950	1,950
01	360	5108	SPECIALTY PAY	0	0	800	0	0
01	360	5111	RETIREMENT	5,235	4,244	4,244	4,997	4,997
01	360	5112	FICA	4,767	4,840	4,840	5,340	5,340
01	360	5114	UNEMPLOYMENT INSURANCE	355	336	392	392	392
01	360	5115	HEALTH INSURANCE	6,600	7,200	7,200	8,400	8,400
				79,921	79,884	81,940	88,917	88,917
			<u>SERVICES</u>					
01	360	5210	CONTRACT SERVICE	27,201	3,000	8,000	3,000	3,000
01	360	5213	STATE MANDATED FEES	6,412	5,000	6,000	5,000	5,000
01	360	5241	MAINTENANCE OF EQUIPMENT	1,011	2,000	500	2,000	2,000
01	360	5242	VEHICLE FUEL	1,518	1,000	1,500	1,000	1,000
01	360	5250	PUBLICATION / DUES	703	500	400	500	500
01	360	5265	TRAINING	180	800	200	800	800
01	360	5270	TRAVEL & MEETINGS	140	1,000	0	1,000	1,000
				37,165	13,300	16,600	13,300	13,300
			<u>MATERIALS &amp; SUPPLIES</u>					
01	360	5301	OFFICE SUPPLIES	1,424	500	500	500	500
01	360	5310	SAFETY / EQUIPMENT / CLOTHING	908	500	500	500	500
01	360	5330	SPECIAL DEPT SUPPLIES	<u>546</u>	500	500	500	500
				2,878	1,500	1,500	1,500	1,500
			<b>BUILDING &amp; SAFETY</b>	119,964	94,684	100,040	103,717	103,717
			•	<del></del>				

5210 COMMERCIAL PLAN CHECK INSPECTIONS

5213 SEISMIC AND CBSC FEES

5250 INTERNATIONAL CODE COUNCIL

5330 CODE ENFORCEMENT SUPPLIES \$500

## CITY OF IMPERIAL - DEPARTMENT SUMMARY FISCAL YEAR 2016 - 2017

NAME OF DEPARTMENT: Library

SUPPORTED BY (FUNDS): General Fund

**COMPONENTS OF DEPARTMENT:** 

<u>ALLOCATIONS</u> <u>DIVISION(S) NAME</u> <u>DIVISION(S) ACCT. NO.</u>

7 (2 FT) Library Operations (01-410)

TOTAL DEPARTMENT BUDGET: \$229,798

**DIVISION NO: 01-410** 

DIVISION NAME: LIBRARY OPERATIONS

FUND: General FUND NO: 01 DIVISION BUDGET: \$229,798

DEPARTMENT: Library DIV NO: 410

THIS DIVISION: Library Operations Program

#### **DIVISION DESCRIPTION:**

This division provides for the general operation of the library including supervision, salary administration and scheduling for employees, supervision of the budget and implementation of all library policies and objectives.

#### **DIVISION GOAL:**

To provide professional library services and quality collections for the use of the community.

- 1. Aim for the revived of the "Friends of the Library" to assist with on-going fundraising.
- 2. Review and update policies / procedures, with guidance from the Board of Trustees.
- 3. Partner with community organizations to enhance services and programs.
- 4. Investigate opportunities for staff uniforms with the opening of new expansion.
- 5. Partner and coordinate with other Departments on events and program, and the IUSD on literacy programs.
- 6. Enhance image and customer service level of staff and the library.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

#### CORPORATE FUND LIBRARY DEPARTMENT LIBRARY OPERATIONS DIVISION

		<b>0, 2, 0</b>		2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			PERSONNEL SERVICES					
01	410	5101	SALARIES-FULL TIME	87,235	91,748	91,748	97,336	97,336
01	410	5102	SALARIES-PART TIME	29,402	53,237	53,237	54,060	54,060
01	410	5105	CERTIFICATE PAY	0	0	1,200	1,950	1,950
01	410	5111	RETIREMENT	7,675	7,602	7,602	8,663	8,663
01	410	5112	FICA	8,850	11,103	11,103	11,745	11,745
01	410	5114	UNEMPLOYMENT INSURANCE	1,940	2,352	2,352	2,744	2,744
01	410	5115	HEALTH INSURANCE	13,200	14,400	14,400	16,800	16,800
				148,302	180,442	181,642	193,298	193,298
			<u>SERVICES</u>					
01	410	5210	CONTRACT SERVICE	7,344	7,500	4,000	7,500	7,500
01	410	5222	LITERACY SERVICES	7,266	10,000	5,000	10,000	10,000
01	410	5250	PUBLICATION / DUES	1,427	1,000	6,000	1,000	1,000
01	410	5265	TRAINING	0	400	0	400	400
01	410	5270	TRAVEL & MEETINGS	0	1,200	100	1,200	1,200
				16,037	20,100	15,100	20,100	20,100
			MATERIALS & SUPPLIES					
01	410	5301	OFFICE SUPPLIES	1,207	1,200	1,301	1,200	1,200
01	410	5330	SPECIAL DEPT SUPPLIES	3,916	4,200	4,600	4,200	4,200
				5,123	5,400	5,901	5,400	5,400
			<u>CAPITAL</u>					
01	410	5442	OTHER	3,729	4,000	3,000	4,000	4,000
01	410	5444	LIBRARY BOOKS	7,205	7,000	6,500	7,000	7,000
				10,934	11,000	9,500	11,000	11,000
			LIBRARY OPERATIONS	180,396	216,942	212,143	229,798	229,798

<sup>5210</sup> A & S SERVICES, 3M LIBRARY SYSTEM, MOVIE LICENSING, P.O. BOX

<sup>5250</sup> IV PRESS, UNION TRIBUNE, AMERICAN LIBRARY ASSOCIATION, CALIFORNIA LIBRARY ASSOCIATION, SERRA COOPERATIVE

<sup>5442</sup> COPIER LEASE

# CITY OF IMPERIAL - DEPARTMENT SUMMARY FISCAL YEAR 2016 - 2017

NAME OF DEPARTMENT: Recreation

SUPPORTED BY (FUNDS): General Fund

#### **COMPONENTS OF DEPARTMENT:**

<u>ALLOCATIONS</u>	DIVISION(S) NAME	DIVISION(S) ACCT. NO.
1	Recreation Management	(01-415)
1	Recreation Programs	(01-421)
20	Pool	(01-431)
	Development & Marketing	(01-904)

TOTAL DEPARTMENT BUDGET: \$535,260

**DIVISION NO: 01-415** 

DIVISION NAME: RECREATION MANAGEMENT

FUND: General FUND NO 01 DIVISION BUDGET: \$102,287

**DEPARTMENT:** Recreation DIV NO: 415

THIS DIVISION: Recreation Management

#### **DIVISION DESCRIPTION:**

This division is responsible for planning, scheduling, coordinating and evaluating all activities for the Parks & Recreation Department.

#### **DIVISION GOAL:**

To manage the resource of the Parks & Recreation Department. To meet the goals and objectives of the Department.

- 1. Work with various Departments and community groups on various City-wide special events and Market Days programs.
- 2. Work with other Departments to ensure completion of CIP (projects) funded.
- 3. Review need for updated pedestrian, bicycle, and new Park Master Plans.
- 4. Work with Public Services on overall field development and usage processes.
- 5. Assist with needed information for grant writer
- 6. Support participation in CPRS Disctict XII Board Activities.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

#### CORPORATE FUND RECREATION DEPARTMENT RECREATION MANAGEMENT DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			PERSONNEL SERVICES					
01	415	5101	SALARIES-FULL TIME	146,786	79,781	175,251	77,254	77,254
01	415	5110	UNIFORM ALLOWANCE	160	0	0	0	0
01	415	5111	RETIREMENT	30,106	5,353	5,353	5,530	5,530
01	415	5112	FICA	10,553	6,103	6,103	5,910	5,910
01	415	5114	UNEMPLOYMENT INSURANCE	930	336	336	393	393
01	415	5115	HEALTH INSURANCE	15,641	7,200	7,200	8,400	8,400
				204,176	98,773	194,243	97,487	97,487
			<u>SERVICES</u>					•
01	415	5241	MAINTENANCE OF EQUIPMENT	714	500	600	500	500
01	415	5242	VEHICLE FUEL	2,082	800	200	800	800
01	415	5250	PUBLICATION / DUES	2,030	1,000	1,500	1,000	1,000
01	415	5265	TRAINING	1,723	500	375	500	500
01	415	5270	TRAVEL & MEETINGS	5,186	1,000	3,500	1,000	1,000
				11,735	3,800	6,175	3,800	3,800
			MATERIALS & SUPPLIES					
01	415	5301	OFFICE SUPPLIES	<u>854</u>	1,000	3,066	1,000	1,000
				854	1,000	3,066	1,000	1,000
			RECREATION MANAGEMENT	216,765	103,573	203,484	102,287	102,287

5250 CPRS, NPRA

**DIVISION NO: 01-421** 

DIVISION NAME: RECREATION PROGRAM

FUND: General FUND NO: 01 DIVISION BUDGET: \$272,715

DEPARTMENT: Parks & Recreation DIV NO: 421

THIS DIVISION: Recreation Program

#### **DIVISION DESCRIPTION:**

This division is responsible for planning, coordinating and evaluating all activities for the Parks and Recreation Department.

#### **DIVISION GOAL:**

To manage the resource of the Parks and Recreation Department. To meet the goals and objectives of the Department.

- 1. Implement classes and programs using available facilities in school and private locations.
- 2. Integrate Rainforest activities into community programming.
- 3. Worthington Facility opening for City programming.
- 4. Work with Library and sports groups.

# CITY OF IMPERIAL DEPARTMENTAL OPERATING BUDGETS FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

#### CORPORATE FUND RECREATION DEPARTMENT RECREATION DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			PERSONNEL SERVICES					
01	421	5101	SALARIES-FULL TIME	28,258	32,750	32,750	41,570	41,570
01	421	5102	SALARIES-PART TIME	0	0	6,500	0	0
01	421	5103	OVERTIME	1,557	0	500	0	0
01	421	5111	RETIREMENT	1,757	2,043	2,043	2,975	2,975
01	421	5112	FICA	2,398	2,505	2,505	3,180	3,180
01	421	5114	UNEMPLOYMENT INSURANCE	295	336	336	490	490
01	421	5115	HEALTH INSURANCE	4,610	7,200	7,200	10,500	10,500
				38,875	44,834	51,834	58,715	58,715
			SERVICES					
01	421	5210	CONTRACT SERVICE	27,916	20,000	9,500	15,000	20,000
01	421	5210	FEE REFUNDS	1,427	20,000	500	13,000	20,000 n
01	421	5250	PUBLICATION / DUES	0	0	4,080	0	0
01	421	5252	RENT OF PROPERTY (FACILTY LEASE SPACE)	50	5,000	5,000	95,000	95,000
01	421	5265	TRAINING / EDUCATION	385	500	0,000	500	500
01	421	5270	TRAVEL & MEETINGS	0	0	500	500	500
01	421	5310	SAFETY / EQUIPMENT / CLOTHING	220	500	0	500	500
01	421	5330	SPECIAL DEPARTMENTAL SUPPLIES	4,525	2,500	8,000	2,500	7,500
				34,523	28,500	27,580	114,000	124,000
			CAPITA <u>L</u>	•	•	,	,,	
01	421	5430	IMPROVEMENTS OTHER THAN BLDG	0	0	0	50,000	0
01	421	5442	OTHER	0	0	0	50,000	0
				0	<u> </u>	0	100,000	0
			RECREATION	72 200	72 224	70 414	272 745	400 74E
			RECREATION	73,398	73,334	79,414	272,715	<u>182,715</u>

Programs include: Zumba Fitness, Martial Arts, Start Smart Sports, Babysitter Training, ARC CPR/First Aid, Missoula Children's Theatre, Movie in the Park, Summer Camp, Winter Break Programs, Spring Break Programs, Dinner Draw-Down FundRaiser, Bunko Night FundRaiser, Music Lessons

**DIVISION NO: 01-431** 

**DIVISION NAME: POOL** 

FUND: General FUND NO 01 DIVISION BUDGET: \$51,078

DEPARTMENT: Parks & Recreation DIV NO: 431

THIS DIVISION: Pool

#### **DIVISION DESCRIPTION:**

This division provides for the operation of the City's Summer Pool Program at the IUSD.

#### **DIVISION GOAL:**

To provide summer activities to our local residents.

- 1. Open Pool.
- 2. Swim lessons increase water fitness meet the needs of all ages and fitness levels.
- 3. Continue life guard training.
- 4. Maintain safety support training and equipment.
- 5. Maintain safe environment.
- 6. Support aquatic special events.
- 7. Work with local swim team on facility use.
- 8. Water safety programs.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

# CORPORATE FUND PARKS & RECREATION DEPARTMENT POOL DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			PERSONNEL SERVICES					
01	431	5102	SALARIES-PART TIME	43,653	35,000	43,850	35,000	35,000
01	431	5103	OVERTIME	364	0	0	0	0
01	431	5112	FICA	3,368	2,678	3,360	2,678	2,678
01	431	5114	UNEMPLOYMENT INS	2,451	2,400	2,061	2,400	2,400
				49,836	40,078	49,271	40,078	40,078
			<u>SERVICES</u>					
01	431	5210	CONTRACT SERVICES	1,761	0	0	0	0
01	431	5221	FEE REFUNDS	1,202	0	500	0	0
01	431	5241	MAINTENANCE OF EQUIPMENT	468	500	500	500	500
01	431	5270	TRAVEL & MEETINGS	284	200	300	200	200
				3,715	700	1,300	700	700
			MATERIALS & SUPPLIES					
01	431	5310	SAFETEY/EQUIPMENT/CLOTHING	173	300	200	300	300
01	431	5330	SPECIAL DEPARTMENTAL SUPPLIES	8,131	10,000	7,500	10,000	10,000
				8,304	10,300	7,700	10,300	10,300
			POOL	61,855	51,078	58,271	51,078	51,078

**DIVISION NO: 01-904** 

DIVISION NAME: DEVELOPMENT & MARKETING (SUCCESSOR AGENCY EVENTS)

FUND: General FUND NO 01 DIVISION BUDGET: \$109,180

DEPARTMENT: Recreation DIV NO: 904

THIS DIVISION: Development & Marketing (Successor Agency Events)

#### **DIVISION DESCRIPTION:**

This division provides for the operation of the City's Market Days and other special events.

#### **DIVISION GOAL:**

To provide special events to our local residents.

- 1. Provide monthly events to meet cultural diversity and advertising for the community.
- 2. Encourage additional sponsorship to increase support for activities.
- 3. Use events to increase tourism and economic development opportunities.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

# CORPORATE FUND GENERAL SERVICES DEPARTMENT DEVELOPMENT & MARKETING

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			PERSONNEL SERVICES					
01	904	5102	SALARIES-PART TIME	591	10,000	800	10,000	10,000
01	904	5103	OVERTIME	65,580	25,000	31,310	25,000	25,000
01	904	5112	FICA	5,176	2,678	2,678	2,680	2,680
01	904	5114	UNEMPLOYMENT INS	288	1,350	1,350	0	. 0
01	904	5115	HEALTH INSURANCE	3,406	0	0	0	0
				75,041	39,028	36,138	37,680	37,680
			<u>SERVICES</u>					·
01	904	5210	CONTRACT SERVICES	33,768	20,000	25,000	20,000	20,000
01	904	5211	SUCCESSOR AGENCY EXPENSE	201,385	30,000	150,000	50,000	30,000
01	904	5270	TRAVEL & MEETINGS	712	500	0	500	500
				235,865	50,500	175,000	70,500	50,500
			MATERIALS & SUPPLIES	•	·	•	,	,
01	904	5301	OFFICE SUPPLIES	306	500	900	500	500
01	904	5330	SPECIAL DEPT SUPPLIES	791	500	15,000	500	500
				1,097	1,000	15,900	1,000	1,000
			<u>CAPITAL</u>					ŕ
01	904	5440	<b>EQUIPMENT - AUTOMOTIVE</b>	3,833	0	0	0	0
01	904	5442	OTHER	9,020	0	0	0	0
				12,853	0	0	<u>_</u>	0
		ı	DEVELOPMENT & MARKETING:	324,856	90,528	227,038	109,180	89,180

5442 BANNERS DOWNTOWN

# CITY OF IMPERIAL REVENUE ESTIMATES FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

#### **WATER FUND**

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			CHARGES FOR SERVICE					
50	000	4551	WATER SERVICE CHARGES	4,072,748	4,048,625	3,700,000	4,048,625	4,048,625
50	000	4552	WATER CONNECTION FEES	41,188	20,000	78,000	20,000	20,000
50	000	4554	WATER TURN ON FEE	8,163	65,000	65,000	65,000	65,000
50	000	4556	WATER CONSERVATION FINE	0	0	4,325	4,000	4,000
				4,122,099	4,133,625	3,847,325	4,137,625	4,137,625
			USE OF MONEY & PROPERTY					
50	000	4610	INTEREST EARNED	2,621	2,000	3,000	2,500	2,500
				2,621	2,000	3,000	2,500	2,500
			<u>OTHER REVENUE</u>					
50	000	4741	INSURANCE CLAIMS	27,294	0	0	0	0
50	000	4790	NOT OTHERWISE CLASSIFIED	5,475	1,500	3,800	1,500	1,500
				32,769	1,500	3,800	1,500	1,500
			<u>OTHER RECEIPTS</u>					
50	000	4910	OPERATING TRANSFERS IN	1,368,668	0	0	0	0
				1,368,668	0	0	0	0
			TOTAL	5,526,157	4,137,125	3,854,125	4,141,625	4,141,625

# CITY OF IMPERIAL REVENUE ESTIMATES FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

#### **WATER CAPACITY FUND**

					2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
51	000	4553	CHARGES FOR SERVICE WATER CAPACITY FEES		277,895 277,895	<u>177,102</u> 177,102	<u>390,000</u> 390,000	<u>177,102</u> 177,102	177,102 177,102
				TOTAL	277,895	177,102	390,000	177,102	177,102

#### CITY OF IMPERIAL REVENUE ESTIMATES FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

#### **WASTEWATER FUND**

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			CHARGES FOR SERVICE					
55	000	4482	FEMA	0	562,000	0	562,000	0
55	000	4561	SEWER SERVICE CHARGES	3,456,343	3,206,000	3,243,761	3,336,888	3,336,888
				3,456,343	3,768,000	3,243,761	3,898,888	3,336,888
			USE OF MONEY & PROPERTY					
55	000	4610	INTEREST EARNED	3,541	1,500	5,200	1,500	1,500
				3,541	1,500	5,200	1,500	1,500
			<u>OTHER REVENUE</u>					
55	000	4711	SALES OF SURPLUS PROPERTY	0	0	0	0	0
55	000	4790	NOT OTHERWISE CLASSIFIED	1,200	500	65	500	500
				1,200	500	65	500	500
			OTHER RECEIPTS					
55	000	4910	OPERATING TRANSFERS IN	62,237	0	0	0	0
				62,237	0	0	0	0
			TOTAL	3,523,321	3,770,000	3,249,026	3,900,888	3,338,888

#### CITY OF IMPERIAL REVENUE ESTIMATES FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

#### **WASTEWATER CAPACITY FUND**

					2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
56	000	4563	CHARGES FOR SERVICE SEWER CAPACITY FEES		200,856	147,586	300,000	147,586	147,586
					200,856	147,586	300,000	147,586	147,586
				TOTAL	200,856	147,586	300,000	147,586	147,586

# CITY OF IMPERIAL EXPENDITURE SUMMARY - ENTERPRISE FUNDS PROPOSED FISCAL YEAR 2016 - 2017

	PERSONAL SERVICES	SERVICES	MATERIALS SUPPLIES	ECONOMIC DEVLOP	CAPITAL	INFRAST. IMPROVE	FIXED/ TRANS OUT	TOTAL
WATER ENTERPRISE								
WATER OPERATIONS / DEBT SERVICE	1,048,422	1,362,500	296,500	0	945,000	0	1,259,608	4,912,030
WATER CONSERVATION	39,538	5,750	9,500	0	0	0	0	54,788
TOTAL WATER ENTERPRISE:	\$1,087,960	\$1,368,250	\$306,000	\$0	\$945,000	\$0	\$1,259,608	\$4,966,818
WASTEWATER ENTERPRISE								
WWTR OPERATIONS / DEBT SERVICE	825,071	1,123,500	91,000	0	680,000	0	1,005,039	3,724,610
WASTEWATER CAPACITY	0	0	0	0	500,000	0	0	500,000
TOTAL WASTEWATER ENTERPRISE:	\$825,071	\$1,123,500	\$91,000	\$0	\$1,180,000	\$0	\$1,005,039	\$4,224,610
TOTAL ENTERPRISE:	\$1,913,031	\$2,491,750	\$397,000	\$0	\$2,125,000	\$0	\$2,264,647	\$9,191,428

16/17

## CITY OF IMPERIAL - DEPARTMENT SUMMARY FISCAL YEAR 2016 - 2017

NAME OF DEPARTMENT: Water

SUPPORTED BY (FUNDS): Water Fund

#### **COMPONENTS OF DEPARTMENT:**

<u>ALLOCATIONS</u>	DIVISION(S) NAME	DIVISION(S) ACCT. NO.
**see Public Services	Water Operation	(50-510)
	Water Conservation	(50-515)
	Water Capacity	(51-510)

TOTAL DEPARTMENT BUDGET: \$4,966,818

**DIVISION NO: 50-510** 

DIVISION NAME: WATER OPERATIONS

FUND: Water FUND NO: 50 DIVISION BUDGET: \$4,912,030

DEPARTMENT: Water DIV NO: 510

THIS DIVISION: Water Operations

#### **DIVISION DESCRIPTION:**

This division provides personnel support and all resources necessary to operate and maintain the City's water treatment plant and distribution system comprised of a 7MGD surface water treatment plant, 3 MG reservoirs and 2 remote pump stations, and 64 miles of water mains and appurtenances and a customer base of approximately 5,500 accounts.

#### **DIVISION GOAL:**

To maintain and operate the City's water system in accordance with CDHS regulations in order to provide a safe and reliable supply of potable water customers.

- 1. Develop a distribution pressure monitoring system
- 2. Complete the install of the new meter reading devices as budget allows.

# CITY OF IMPERIAL DEPARTMENTAL OPERATING BUDGETS FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

#### WATER FUND WATER DEPARTMENT WATER OPERATION DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			PERSONNEL SERVICES		33332.			
50	510	5101	SALARIES-FULL TIME	506,137	653,906	653,906	673,352	673,352
50	510	5102	SALARIES-PART TIME	0	0	0	0	. 0
50	510	5103	OVERTIME	49,883	50,000	50,000	50,000	50,000
50	510	5104	STANDBY	17,173	18,000	18,000	18,000	18,000
50	510	5105	CERTIFICATE PAY	2,625	2,600	2,600	13,000	13,000
50	510	5110	UNIFORM ALLOWANCE	17,854	15,000	15,000	15,000	15,000
50	510	5111	RETIREMENT	26,537	41,243	41,243	47,366	47,366
50	510	5112	FICA	42,834	55,519	55,519	57,802	57,802
50	510	5113	WORKER'S COMP - SELF FUNDED	63,434	65,000	65,000	65,000	65,000
50	510	5114	UNEMPLOYMENT INSURANCE	4,161	5,048	5,048	4,802	4,802
50	510	5115	HEALTH INSURANCE	60,984	91,508	91,508	102,900	102,900
50	510	5120	VEHICLE ALLOWANCE	938	1,200	1,200	1,200	1,200
				792,560	999,024	999,024	1,048,422	1,048,422
			<u>SERVICES</u>					
50	510	5201	ADVERTISING	0	2,000	1,800	2,000	2,000
50	510	5210	CONTRACT SERVICE	234,402	250,000	150,000	250,000	250,000
50	510	5211	BACKFLOW / CROSS CONNECTION	9,225	9,000	20,000	15,000	15,000
50	510	5230	INSURANCE LIABILITY	206,403	200,000	200,000	200,000	200,000
50	510	5240	M & O IMPROVEMENTS	920	1,000	1,000	1,000	1,000
50	510	5241	MAINTENANCE OF EQUIPMENT	393,955	400,000	405,000	400,000	400,000
50	510	5242	VEHICLE FUEL	30,863	35,000	20,000	35,000	35,000
50	510	5250	PUBLICATION / DUES / PERMITS	21,547	20,000	48,000	50,000	50,000
50	510	5252	RENT OF EQUIPMENT / PROPERTY	42	500	6,000	5,000	5,000
50	510	5260	TELEPHONE / RADIO	8,330	8,000	10,000	10,000	10,000
50	510	5262	TESTING SERVICES	34,352	35,000	28,000	35,000	35,000
50	510	5263	CHEMICALS	185,484	200,000	200,000	200,000	200,000
50	510	5265	TRAINING	3,197	1,500	7,000	6,500	6,500
50	510	5270	TRAVEL & MEETINGS	4,901	3,000	1,000	3,000	3,000
50	510	5280	UTILITIES - ELECTRIC	92,085	95,000	150,000	150,000	150,000
				1,225,706	1,260,000	1,247,800	1,362,500	1,362,500

# WATER FUND WATER DEPARTMENT WATER OPERATION DIVISION CONT'D

	0			2013 - 2014 ACTUAL	2014 - 2015 BUDGET	2014 - 2015 ESTIMATED	2015 - 2016 PROPOSED	2016 - 2017 PROPOSED
			MATERIALS & SUPPLIES					
50	510	5301	OFFICE SUPPLIES	5,157	10,000	9,500	10,000	10,000
50	510	5302	CUSTODIAL SUPPLIES	2,347	2,500	2,000	2,500	2,500
50	510	5303	BANK CHARGES	12,344	15,000	14,000	15,000	15,000
50	510	5305	POSTAGE / FREIGHT	8,700	15,000	5,000	10,000	10,000
50	510	5310	SAFETY / EQUIP / CLOTHING	4,815	4,000	4,000	4,000	4,000
50	510	5320	SMALL TOOLS	4,729	3,500	11,000	5,000	5,000
50	510	5330	SPECIAL DEPT SUPPLIES	230,204	100,000	80,000	100,000	100,000
50	510	5350	WATER PURCHASES	98,649	150,000	100,000	150,000	150,000
				366,945	300,000	225,500	296,500	296,500
			<u>CAPITAL</u>					
50	510	5440	<b>EQUIPMENT - AUTOMOTIVE</b>	0	95,000	95,000	95,000	95,000
50	510	5442	OTHER	0	1,260,999	650,000	850,000	850,000
				0	1,355,999	745,000	945,000	945,000
			FIXED CHARGES					
50	510	5520	DEBT SERVICE (PRINCIPAL / INTEREST)	0	1,244,822	1,229,324	1,244,822	1,244,822
50	510	5521	TRUSTEE FEES	2,000	2,000	4,500	4,500	4,500
50	510	5523	INTEREST EXPENSE	472,320	0	0	0	0
50	510	5530	DEPRECIATION	1,410,756	0	0	0	0
50	510	5910	TRANSFER OUT	1,972,084	16,661	15,417	10,286	0
				3,857,160	1,263,483	1,249,241	1,259,608	1,249,322
			WATER OPERATION	6,242,371	5,178,506	4,466,565	4,912,030	4,901,744

<sup>5210</sup> ESTRADA SYSTEMS GROUP, PRIMO CONSTRUCTION, HARRIS, CONTROL SYSTEMS ENGINEERING, TOWNSEND, WEBB, STILLS, RS INSTRUMENTS WATER CONSERVATION \$45,000

<sup>5250</sup> AMERICAN WATER WORKS, DEPT OF TOXIC SUBSTANCE, CA DEPT OF PUBLIC HEALTH, IMPERIAL COUNTY AIR POLLUTION, FOUNDATION FOR CROSS, DEPT OF MTR VEH 5440 (2) VEHICLE

<sup>5442</sup> FILTER MEDIA REPLACEMENT \$100,000, SETTING PLATES \$25,000, MAIN LINE VALVE REPLACEMENT \$100,000, ALUM POLYMER \$120,000 FILTER VALVE DRIVE \$100,000, POND GATE \$40,000, BAR SCREEN \$10,000, POND VALVE \$20,000

**DIVISION No: 50-515** 

DIVISION: WATER CONSERVATION

FUND: Water FUND NO: 50 DIVISION BUDGET: \$54,788

DEPARTMENT: Water DIV NO: 515

THIS DIVISION: Water Conservation

#### **DIVISION DESCRIPTION:**

This division is responsible for providing City enforcement of watering regulations. In 2015 by executive order of the Governor, all City's across the State of California were required to conserve water "across the board." These restrictions are on irrigation of lawns and landscaping, as well as other potable water.

#### **DIVISION GOAL:**

To provide quality enforcement to the residential and business community in efforts to meet the State's mandate water restrictions of 25% in the most professional, efficient, and effective manner.

- 1. Hire a Temporary Water Patrol Officer.
- 2. Promote Water Conservation at the various City Events.
- 3. Meet the State's 25% water conservation mandate.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

#### WATER FUND WATER DEPARTMENT WATER CONSERVATION DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			PERSONNEL SERVICES					
50	515	5102	SALARIES-PART TIME	188	36,000	0	36,000	36,000
50	515	5103	OVERTIME	0	0	6,000	0	0
50	515	5112	FICA	14	2,754	500	2,754	2,754
50	515	5114	UNEMPLOYMENT INS	11	672	28	784	784
				213	39,426	6,528	39,538	39,538
			<u>SERVICES</u>					
50	515	5201	ADVERTISING (INCL LEGAL)	0	0	280	500	500
50	515	5241	MAINTENANCE OF EQUIPMENT	0	500	65	500	500
50	515	5242	VEHICLE FUEL	0	5,000	0	2,500	2,500
50	515	5250	PUBLICATION / DUES	0	0	0	250	250
50	515	5260	TELEPHONE	0	0	25	500	500
50	515	5265	TRAINING/EDUCATION	0	500	0	500	500
50	515	5270	TRAVEL & MEETINGS	0	1,000	0	1,000	1,000
				0	7,000	370	5,750	5,750
			MATERIALS & SUPPLIES					
50	515	5301	OFFICE SUPPLIES	100	1,000	2,000	2,500	2,500
50	515	5305	POSTAGE	0	0	1,500	1,500	1,500
50	515	5310	SAFETY/EQUIPMENT/CLOTHING	0	500	200	500	500
50	515	5330	SPECIAL DEPARTMENTAL SUPPLIES	0	5,000	500	5,000	5,000
				100	6,500	4,200	9,500	9,500
			WATER CONSERVATION:	313	52,926	11,098	54,788	54,788

## CITY OF IMPERIAL - DEPARTMENT SUMMARY FISCAL YEAR 2016 - 2017

NAME OF DEPARTMENT:

Wastewater

**SUPPORTED BY (FUNDS):** 

**Wastewater Fund** 

**COMPONENTS OF DEPARTMENT:** 

**ALLOCATIONS** 

**DIVISION(S) NAME** 

DIVISION(S) ACCT. NO.

\*\*see Public Services

**Wastewater Operations** 

(55-520)

**Wastewater Capacity** 

(56-520)

TOTAL DEPARTMENT BUDGET: \$4,224,610

**DIVISION NO: 55-520** 

**DIVISION NAME: WASTEWATER OPERATIONS** 

FUND: Wastewater FUND NO: 55 DIVISION BUDGET: \$3,724,610

DEPARTMENT: Wastewater DIV NO: 520

THIS DIVISION: Wastewater Operations

#### **DIVISION DESCRIPTION:**

This division provides personnel support and all resources necessary to maintain and operate the City's wastewater system comprised of approximately 63 miles of collection system mains, sixteen (16) pump stations, 1 MGD biolac system, and a 2.4 MGD activated sludge (oxidation ditch) treatment facility and serves approximately 5,500 customers.

#### **DIVISION GOAL:**

To maintain and operate the City's wastewater treatment system in accordance with the CRWQCB's and NPDES regulations and requirements in an attempt to generate an effluent that is environmentally safe and that mitigates noxious odor.

- 1. Rehabilitate Claypool Lift Station and service line.
- 2. Complete a line capacity study of the South Colonia Area.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

#### WASTEWATER FUND WASTEWATER DEPARTMENT WASTEWATER OPERATION DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			PERSONNEL SERVICES					
55	520	5101	SALARIES-FULL TIME	371,966	486,278	486,278	530,959	530,959
55	520	5102	SALARIES-PART TIME	0	0	0	0	0
55	520	5103	OVERTIME	20,328	30,000	30,000	30,000	30,000
55	520	5104	STANDBY	13,277	18,000	18,000	18,000	18,000
55	520	5105	CERTIFICATE PAY	625	2,600	2,600	5,200	5,200
55	520	5110	UNIFORM ALLOWANCE	12,509	13,000	13,000	13,000	13,000
55	520	5111	RETIREMENT	19,108	32,342	32,342	36,917	36,917
55	520	5112	FICA	30,567	41,171	41,171	44,788	44,788
55	520	5113	WORKER'S COMP - SELF FUNDED	63,434	65,000	65,000	65,000	65,000
55	520	5114	UNEMPLOYMENT INSURANCE	2,924	2,999	2,999	3,567	3,567
55	520	5115	HEALTH INSURANCE	45,123	64,260	64,260	76,440	76,440
55	520	5120	VEHICLE ALLOWANCE _	938	1,200	1,200	1,200	1,200
				580,799	<i>756,850</i>	756,850	825,071	825,071
			<u>SERVICES</u>					
55	520	5201	ADVERTISING	1,010	2,000	5,000	2,500	2,500
55	520	5210	CONTRACT SERVICE	201,375	200,000	300,000	200,000	200,000
55	520	5230	INSURANCE LIABILITY	256,403	200,000	200,000	200,000	200,000
55	520	5240	M & O IMPROVEMENTS	0	500	1,000	1,000	1,000
55	520	5241	MAINTENANCE OF EQUIPMENT	273,336	400,000	300,000	400,000	400,000
55	520	5242	VEHICLE FUEL	26,087	30,000	20,000	30,000	30,000
55	520	5250	PUBLICATION / DUES / PERMITS / FIN	29,554	30,000	38,000	40,000	40,000
55	520	5252	RENT OF EQUIPMENT	0	500	3,000	2,500	2,500
55	520	5260	TELEPHONE / RADIO	7,674	8,000	9,200	10,000	10,000
55	520	5262	TESTING SERVICES	23,670	25,000	20,000	25,000	25,000
55	520	5263	CHEMICAL	6,907	5,000	6,200	7,500	7,500
55	520	5265	TRAINING	477	1,500	0	1,500	1,500
55	520	5270	TRAVEL & MEETINGS	1,394	3,000	1,600	3,000	3,000
55	520	5280	UTILITIES - ELECTRIC	171,378	180,000	200,000	200,000	200,000
55	520	5281	UTILITIES - GAS	91	200	500	500	500
				999,356	1,085,700	1,104,500	1,123,500	1,123,500

#### **WASTEWATER OPERATION DIVISION CONT'D**

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			MATERIALS & SUPPLIES					
55	520	5301	OFFICE SUPPLIES	5,285	10,000	8,500	10,000	10,000
55	520	5302	CUSTODIAL SUPPLIES	2,347	2,500	2,000	2,500	2,500
55	520	5303	BANK CHARGES	12,344	12,000	12,000	12,000	12,000
55	520	5305	POSTGE / FREIGHT	5,793	15,000	3,500	8,000	8,000
55	520	5310	SAFETY / EQUIP / CLOTHING	3,641	3,500	3,000	3,500	3,500
55	520	5320	SMALL TOOLS	3,299	3,500	16,000	5,000	5,000
55	520	5330	SPECIAL DEPT SUPPLIES	34,502	50,000	15,000	50,000	50,000
			_	67,211	96,500	60,000	91,000	91,000
	500	5.400	CAPITAL	0	0	45.000	0	0
55 55	520	5430	IMPROVEMENTS OTHER THAN BLDG	0 0 *	0 000	15,000		•
55 55	520	5440	EQUIPMENT - AUTOMOTIVE	10,765 *	90,000 590,000	99,030 60,000	90,000 590,000	90,000 590,000
55	520	5442	EQUIPMENT - OTHER	10,765	680,000	174,030	680,000	680,000
				10,765	000,000	174,030	000,000	000,000
			FIXED CHARGES					
55	520	5520	DEBT SERVICE (PRINCIPAL / INTEREST)	0	990,253	978,578	990,253	990,253
55	520	5521	TRUSTEE FEES	2,000	2,000	4,500	4,500	4,500
55	520	5523	INTEREST EXPENSE	433,938	0	0	0	0
55	520	5530	DEPRECIATION	850,085	0	0	0	0
55	520	5910	TRANSFER OUT _	2,969,174	7,195	0	10,286	0
				4,255,197	999,448	983,078	1,005,039	994,753
			WASTEWATER OPERATION	5,913,328	3,618,498	3,078,458	3,724,610	3,714,324

5210 ESTRADA SYSTEMS GROUP, PRIMO CONSTRUCTION, HARRIS, IMPERIAL LANDFILL, TOWNSEND, WEBB, STILLS, RS INSTRUMENTS

5442 INFLUENT PUMP UPGRADE \$100,000, ELECTRICAL UPGRADE \$250,000, WAS PUMP \$50,000, SCUM PUMP \$35,000, SCUM PUMP TO READ WORK \$7,500

GEAR BOX REPLACEMENT \$10,000, STANDBY PUMP \$65,000, VFD UPGRADE \$45,000, B ST UPGRADE \$85,000, EMERGENCY GENERATOR PUMPS \$277,500

<sup>5250</sup> SWRCB ACCOUNTING OFFICE

<sup>5440</sup> NEW VEHICLE

#### CITY OF IMPERIAL - PROGRAM SUMMARY FISCAL YEAR 2016 - 2017

**DIVISION NO: 56-520** 

DIVISION NAME: WASTEWATER CAPACITY

**FUND:** 

Wastewater

**FUND NO:** 

<u>56</u>

**DIVISION BUDGET: \$500,000** 

**DEPARTMENT:** 

Wastewater

**DIV NO:** 

**520** 

THIS DIVISION:

**Wastewater Capacity** 

#### **DIVISION DESCRIPTION:**

This division provides both in - house and consultant engineering services for preparation of plans, administration of construction contracts, and coordination with Waste Water Treatment Plant Operators for the maintenance and safety of the facility and employees as well as collection system improvements.

#### **DIVISION GOAL:**

To provide quality engineering and construction services in a timely, professional, and cost - conscious manner.

- 1. Purchase of property.
- 2. Start a multi-year process for planning plant expansion or upsizing.

#### FISCAL YEAR ENDED 2016 - 2017 & 2017 - 2018

WASTEWATER CAPACITY FUND WASTEWATER CAPACITY DEPARTMENT WASTEWATER CAPACITY DIVISION

				2014 - 2015 ACTUAL	2015 - 2016 BUDGET	2015 - 2016 ESTIMATED	2016 - 2017 PROPOSED	2017 - 2018 PROPOSED
			<u>CAPITAL</u>					
56	520	5410	LAND	0	500,000	0	500,000	0
56	520	5910	OPERATING TRANSFERS OUT	0	200,000	0	0	0
56	520	6010	INFRASTRUCTURE IMPROVEMENTS	0	0	357,193	0	0
				0	700,000	357,193	500,000	0
			WASTEWATER CAPACITY	0	700,000	357,193	500,000	0

5410 KEYSTONE PROPERTY