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City of Whittier

*City Manager*

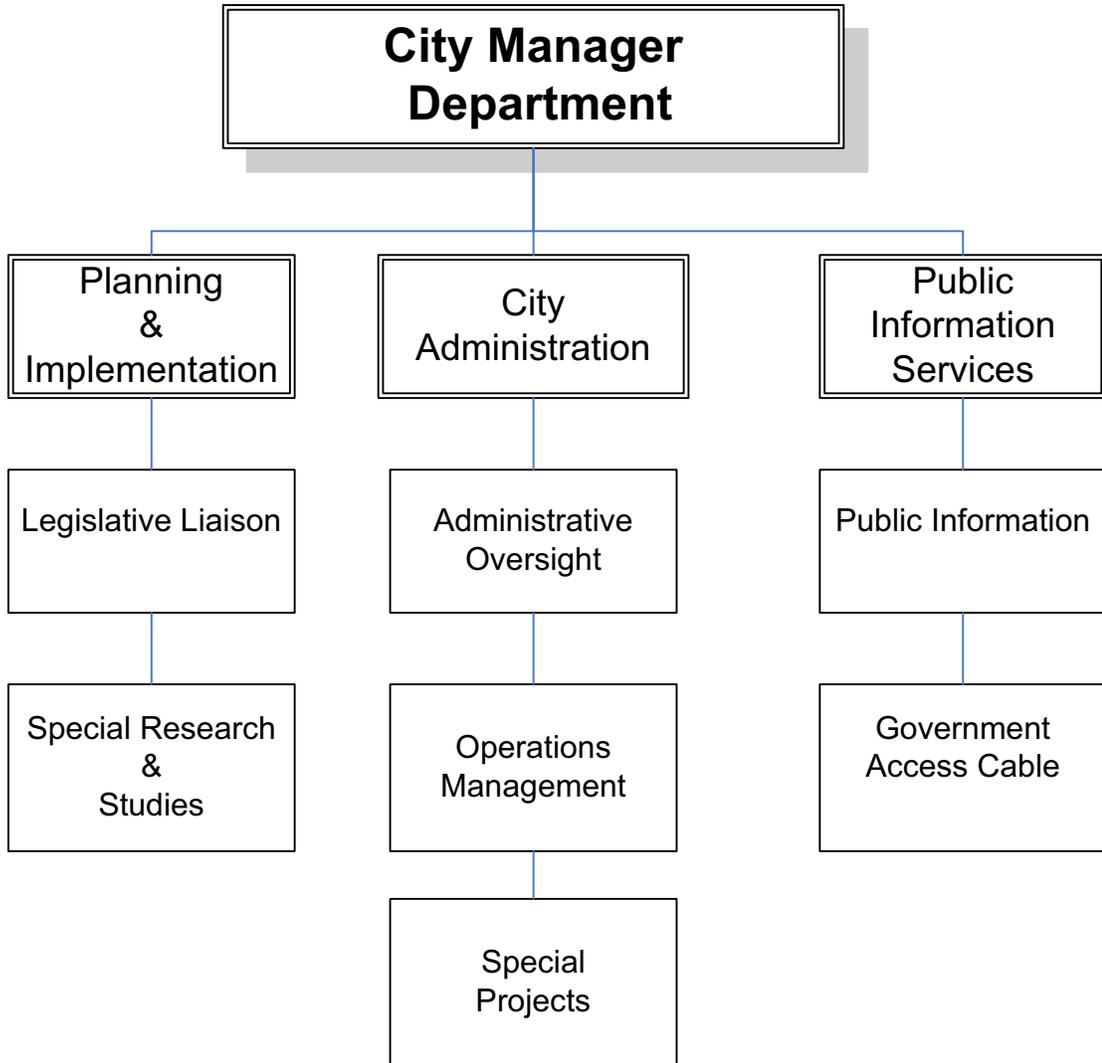
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- *Administration*
- *Public Information Services*
- *Non-Departmental*
- *Chamber of Commerce*
- *Employee Special Events*
- *Capital Outlay – General*



# City Manager

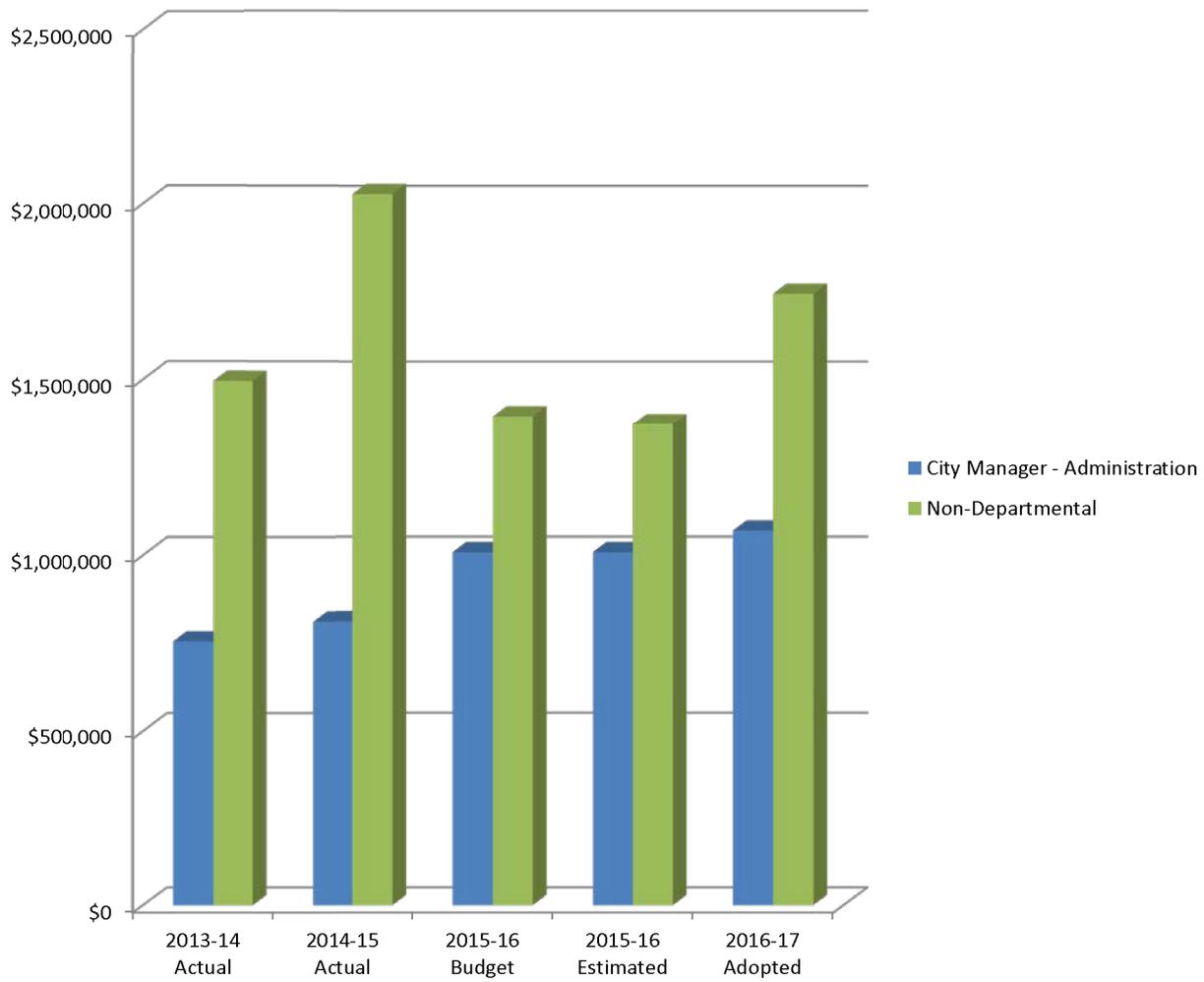
## Organization Chart



# City of Whittier

## City Manager Department

<b>Division/Cost Center</b>	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
City Manager - Administration	\$ 754,986	\$ 810,836	\$ 1,007,594	\$ 1,007,594	\$ 1,069,082
Non-Departmental	1,495,796	2,028,355	1,395,160	1,373,160	1,744,909



# City of Whittier

## City Manager - Administration

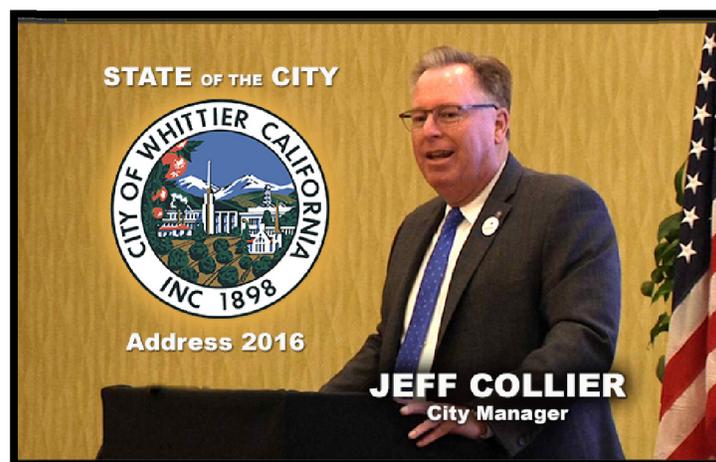
### OVERVIEW

The City Manager is appointed by the City Council to be the administrative head of the municipal government operations. The City Manager provides for the overall planning and control of City programs, in accordance with City Council policies, the Municipal Code and provisions of the City Charter.

The City Manager implements the policies and directives of the City Council and supervises and coordinates the activities of City departments. These responsibilities include identification of problems and key areas of concern; formulating appropriate responses or actions; making policy recommendations to the City Council; and encouraging responsible public participation in the governmental process. In addition, the City Manager is responsible for the provision of administrative services to the City Council; and representing the City in legislative actions, public information and labor negotiations. The City Manager administratively leads City staff and in that capacity performs the function of supervision to ensure the implementation of programs approved by the City Council. The City Manager is responsible for directing the day-to-day operation of the City, as well as performing duties and responsibilities in the areas of public relations, legislative administration and fiscal matters. The City Manager cooperates with other government entities in the pursuit of common goals.

### KEY GOALS

- Promote the efficient administration of all City departments
- Formulate and submit recommended actions concerning policy issues to City Council
- Improve service delivery to residents in a cost-effective manner
- Ensure that the City's interests are effectively represented in decisions made by other governmental agencies



# City of Whittier

## City Manager - Administration

### PERFORMANCE MEASURES

During the past fiscal year, the following significant actions were taken:

- Implemented broad strategic planning process to address negative economic impacts
- Recommended policy actions to City Council on pending legislation and City operations
- Led service delivery improvements such as implementing voter approved election districts with the City's first district election in April, successfully negotiated a one-year contract with two trash haulers and secured grants for the Greenway Trail East extension, continued efforts with Pico Rivera, Santa Fe Springs and Commerce in support of the Washington Boulevard light rail route into Whittier.
- Directed several significant capital projects including comprehensive sidewalk repairs in several neighborhoods, medians on Beverly Boulevard, converting streetlights to LED efficient lights and energy conservation improvements at City facilities.

# City of Whittier

## City Manager - Administration (100-12-121-000)

	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Projected	2016-17 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 723,476	\$ 784,842	\$ 977,555	\$ 977,555	\$ 985,920
Maintenance and Operations	31,510	25,994	30,039	30,039	83,162
Capital Outlay	-	-	-	-	-
Total Expenditures	754,986	810,836	1,007,594	1,007,594	1,069,082
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	\$ 754,986	\$ 810,836	\$ 1,007,594	\$ 1,007,594	\$ 1,069,082
<b>Expenditures and Transfers-Out By Funding Source</b>					
General Fund	754,986	810,836	1,007,594	1,007,594	1,069,082
Total Expenditures and Transfers-Out	\$ 754,986	\$ 810,836	\$ 1,007,594	\$ 1,007,594	\$ 1,069,082
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 555,072	\$ 609,158	\$ 739,676	\$ 739,676	\$ 775,630
Employee Benefits	168,404	175,684	237,879	237,879	210,290
Total Employee Services	723,476	784,842	977,555	977,555	985,920
Dues, Memberships, License and Publications	1,059	1,051	1,164	1,164	1,164
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	5,003	1,395	4,604	4,604	7,427
Professional Services	5,785	780	-	-	50,000
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	350	350	350
Repairs and Maintenance	-	385	700	700	700
Materials and Supplies	3,412	4,503	4,210	4,210	4,210
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	16,251	17,880	19,011	19,011	19,311
Total Maintenance and Operations	31,510	25,994	30,039	30,039	83,162
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	754,986	810,836	1,007,594	1,007,594	1,069,082
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	-	-	-	-	-
Total Expenditures and Transfers-Out	\$ 754,986	\$ 810,836	\$ 1,007,594	\$ 1,007,594	\$ 1,069,082
<b>Full Time Positions</b>	4.0	4.0	5.0	5.0	5.0
<b>Part Time Positions (Full Time Equivalent)</b>	0.6	0.6	0.6	0.6	0.6
Total	4.6	4.6	5.6	5.6	5.6

# City of Whittier

## Public Information Services

### OVERVIEW

The Public Information Services Division is responsible for cable television community programming on government access Channel 3 and for oversight for local implementation of state franchise agreements with Charter Communications and Frontier for cable television and video programming service.

The division produces videos for City TV 3 and for internal City use. It provides staff, equipment and supplies for televising City Council and Planning Commission meetings, as well as televising community events such as political forums and special City events, and hosting a community message board for nonprofit organizations. In addition, City TV 3 broadcasts *City Connection*, a weekly video announcement of City events, roadwork, activities, and meetings.

The division also monitors video programming customer service standards in the state franchise agreements with Charter Communications and Frontier, responds to complaints and concerns from the public on video programming matters, and performs other administrative duties.

### KEY GOALS

- Provide consumer protection through the successful local implementation of state video service franchise agreements and alert the public about local emergency response with information on City TV 3
- Provide the community with adequate information concerning City services and educational programs through a regular schedule of municipal access cable television and video service programming, a community message board and other low or no cost programming produced for municipal broadcast
- Provide the community with quality information/educational programming from other government agencies in addition to regular City meetings and special event television programming

### PERFORMANCE MEASURES

During the past fiscal year, the following significant projects were completed:

- 22 City Council meetings and 22 Planning Commission meetings aired live
- League of Women Voters Candidate Forum and Ballot Measures aired live
- 55 City Connection episodes produced and aired
- Election promotional videos (English and Spanish) and LIVE Election night coverage
- State of the City and time lapse video of relocation of Guilford Hall House
- Mayor's Welcome Message on website and Oral History with former Mayor Monte Wicker
- Retirement celebration for LA County Supervisor Don Knabe
- Emergency Water Pumping Plant and 2015 Spooktacular 5K documentaries
- Students in Government Day Council meeting and Dancing with the Whittier Stars performance videos
- 2<sup>nd</sup> place, SCAN NATOA Star Awards – Best City Council Coverage in California & Nevada



# City of Whittier

## Public Information Services (100-12-122-000)

	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Projected	2016-17 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 60,757	\$ 63,937	\$ 60,954	\$ 60,954	\$ 60,954
Maintenance and Operations	6,900	9,266	17,367	17,367	17,378
Capital Outlay	-	-	10,000	10,000	242,000
Total Expenditures	<u>67,657</u>	<u>73,203</u>	<u>88,321</u>	<u>88,321</u>	<u>320,332</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 67,657</u>	<u>\$ 73,203</u>	<u>\$ 88,321</u>	<u>\$ 88,321</u>	<u>\$ 320,332</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
General Fund	67,657	73,203	88,321	88,321	320,332
Total Expenditures and Transfers-Out	<u>\$ 67,657</u>	<u>\$ 73,203</u>	<u>\$ 88,321</u>	<u>\$ 88,321</u>	<u>\$ 320,332</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 43,632	\$ 46,702	\$ 40,866	\$ 40,866	\$ 40,866
Employee Benefits	17,125	17,235	20,088	20,088	20,088
Total Employee Services	<u>60,757</u>	<u>63,937</u>	<u>60,954</u>	<u>60,954</u>	<u>60,954</u>
Dues, Memberships, License and Publications	30	909	865	865	865
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	113	70	70	70	81
Professional Services	2,823	479	7,622	7,622	7,622
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	400	400	400
Repairs and Maintenance	2,636	5,592	6,100	6,100	6,100
Materials and Supplies	1,298	2,216	2,110	2,110	2,110
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	200	200	200
Total Maintenance and Operations	<u>6,900</u>	<u>9,266</u>	<u>17,367</u>	<u>17,367</u>	<u>17,378</u>
Capital Outlay	-	-	10,000	10,000	242,000
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>67,657</u>	<u>73,203</u>	<u>88,321</u>	<u>88,321</u>	<u>320,332</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Transfers-Out	<u>\$ 67,657</u>	<u>\$ 73,203</u>	<u>\$ 88,321</u>	<u>\$ 88,321</u>	<u>\$ 320,332</u>
<b>Full Time Positions</b>	0.0	0.0	0.0	0.0	0.0
<b>Part Time Positions (Full Time Equivalent)</b>	1.1	1.1	1.1	1.1	1.1
<b>Total</b>	<u>1.1</u>	<u>1.1</u>	<u>1.1</u>	<u>1.1</u>	<u>1.1</u>

# City of Whittier

## Non-Departmental

### OVERVIEW

The City Manager's Non-Departmental cost center includes expenditures that cannot be attributed to an individual department. Because such expenditures are not related to individual departments, they are placed in a special account under the City Manager's administration. The expenditures charged to this cost center are funded with general funds.

The primary expenditures from the Non-Departmental cost center are General Fund contributions to Library; Parks, Recreation and Community Services; Capital Outlay General; and Equipment Replacement. Also included in Non-Departmental are appropriations for travel expense for activities and meetings beneficial to the City government as a whole, convention expense for all cost centers funded with general funds, educational reimbursement for employees, and citywide memberships.

### KEY GOALS

- Provide the City Manager with adequate administrative control over expenditures that benefit the City government as a whole
- Facilitate efficient and effective operations by providing the City with access to managerial information concerning local government



# City of Whittier

## Non-Departmental (100-12-999-201)

	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Projected	2016-17 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 282,658	\$ 245,429	\$ 175,920	\$ 175,920	\$ 244,669
Maintenance and Operations	784,182	851,630	960,084	960,084	938,084
Capital Outlay	-	-	22,000	-	-
Total Expenditures	<u>1,066,840</u>	<u>1,097,059</u>	<u>1,158,004</u>	<u>1,136,004</u>	<u>1,182,753</u>
Transfers-Out	428,956	931,296	237,156	237,156	562,156
Total Expenditures and Transfers-Out	<u>\$ 1,495,796</u>	<u>\$ 2,028,355</u>	<u>\$ 1,395,160</u>	<u>\$ 1,373,160</u>	<u>\$ 1,744,909</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
General Fund	1,495,796	2,028,355	1,395,160	1,373,160	1,744,909
Total Expenditures and Transfers-Out	<u>\$ 1,495,796</u>	<u>\$ 2,028,355</u>	<u>\$ 1,395,160</u>	<u>\$ 1,373,160</u>	<u>\$ 1,744,909</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	282,658	245,429	175,920	175,920	244,669
Total Employee Services	<u>282,658</u>	<u>245,429</u>	<u>175,920</u>	<u>175,920</u>	<u>244,669</u>
Dues, Memberships, License and Publications	27,724	25,728	29,430	29,430	29,430
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	-	-	-	-	-
Professional Services	43,246	33,032	61,350	61,350	61,350
Utilities	-	-	-	-	-
Miscellaneous Services	2,376	35	6,870	2,800	2,800
Repairs and Maintenance	642,065	733,248	733,248	733,248	733,248
Materials and Supplies	5,078	8,604	15,200	15,200	15,200
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	63,693	50,983	113,986	118,056	96,056
Total Maintenance and Operations	<u>784,182</u>	<u>851,630</u>	<u>960,084</u>	<u>960,084</u>	<u>938,084</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	<u>377,508</u>	<u>232,708</u>	<u>185,708</u>	<u>185,708</u>	<u>210,708</u>
Total Operating Expenditures/Transfers	<u>1,444,348</u>	<u>1,329,767</u>	<u>1,321,712</u>	<u>1,321,712</u>	<u>1,393,461</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	-	22,000	-	-
Transfers-Out	<u>51,448</u>	<u>698,588</u>	<u>51,448</u>	<u>51,448</u>	<u>351,448</u>
Total Non-Operating Expenditures/Transfers	<u>51,448</u>	<u>698,588</u>	<u>73,448</u>	<u>51,448</u>	<u>351,448</u>
Total Expenditures and Transfers-Out	<u>\$ 1,495,796</u>	<u>\$ 2,028,355</u>	<u>\$ 1,395,160</u>	<u>\$ 1,373,160</u>	<u>\$ 1,744,909</u>
<b>Full Time Positions</b>	0.0	0.0	0.0	0.0	0.0
<b>Part Time Positions (Full Time Equivalent)</b>	0.0	0.0	0.0	0.0	0.0
Total	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>



# City of Whittier

## Chamber of Commerce

### OVERVIEW

The City of Whittier and the Whittier Area Chamber of Commerce work in partnership to promote the City's business climate. The City annually contributes toward the cost of Chamber operations since the Chamber has the specialized knowledge, experience, facilities and personnel to effectively carry out a comprehensive program of advertising, publicity and promotional programs for the City.

Chamber services which benefit the City include providing information, data and statistics to the public or organizations making inquiries concerning growth and development of the City; assisting in representing the interests of the City in regional, state and national affairs; providing publicity for the community through local and metropolitan newspapers, radio, television, digital technology, and public appearances; and promoting locations within City limits for new commercial and industrial developments.

### KEY GOALS

- Attract and retain business
- Promote positive relations between the City and the private sector
- Market the City's business and development climate

### PERFORMANCE MEASURES

During the past fiscal year, the following significant projects were completed:

- Held more than 30 ribbon cutting ceremonies for businesses new to the City or Chamber
- Provided opportunities for members to network at Wake Up Whittier networking breakfasts, Tasty Tuesday networking lunches and several after business hours networking mixers including one with five other local Chambers
- Participated in the Regional Chamber Alliance to study business legislation with 4 other Chambers
- Hosted 2 expo-style events for business development and to promote shopping locally
- Hosted several annual events such as Silver Shield, Hathaway Golf Tournament and State of the City
- Produced monthly Business Focus newsletter with two full pages of City news
- Produced the annual Business Directory which features current information about the City
- Developed a citywide "Shop Whittier" campaign called "Shop Home for the Holidays" centered around spending money locally during the holiday season
- Celebrated the second year of the successful Best of the Best Awards as a way of promoting all Whittier businesses and creating local pride within the community
- Developed a partnership with SCORE to make free available mentoring services to all Whittier businesses
- Held a City Council Candidates' Forum with all six candidates
- Partnered with Google to "Put Whittier on the Map" with a special seminar
- Added new features to the website including areas to promote available jobs and increase job retention
- Continued to lobby for and support the Washington Blvd. alternative for the Metro Gold Line light rail by attending meetings, writing support letters and more

# City of Whittier

## Chamber of Commerce

- Supported the City's efforts to obtain grants for specific projects (i.e. extension of the Greenway Trail, Open Streets)
- Lobbied the L.A. County Board of Supervisors against the minimum wage increase
- Been the voice of business for over 6,000 employees and 630 businesses in the Whittier area.



# City of Whittier

## Chamber of Commerce (100-12-999-202)

	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Projected	2016-17 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	46,400	23,200	53,400	46,400	53,400
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>46,400</u>	<u>23,200</u>	<u>53,400</u>	<u>46,400</u>	<u>53,400</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 46,400</u>	<u>\$ 23,200</u>	<u>\$ 53,400</u>	<u>\$ 46,400</u>	<u>\$ 53,400</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
General Fund	46,400	23,200	53,400	46,400	53,400
Total Expenditures and Transfers-Out	<u>\$ 46,400</u>	<u>\$ 23,200</u>	<u>\$ 53,400</u>	<u>\$ 46,400</u>	<u>\$ 53,400</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	-	-	-	-	-
Total Employee Services	-	-	-	-	-
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	-	-	-	-	-
Professional Services	46,400	23,200	53,400	46,400	53,400
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	-	-	-	-	-
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>46,400</u>	<u>23,200</u>	<u>53,400</u>	<u>46,400</u>	<u>53,400</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>46,400</u>	<u>23,200</u>	<u>53,400</u>	<u>46,400</u>	<u>53,400</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
<b>Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 46,400</u>	<u>\$ 23,200</u>	<u>\$ 53,400</u>	<u>\$ 46,400</u>	<u>\$ 53,400</u>
<b>Full Time Positions</b>	0.0	0.0	0.0	0.0	0.0
<b>Part Time Positions (Full Time Equivalent)</b>	0.0	0.0	0.0	0.0	0.0
Total	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>

# City of Whittier

## Employee Special Events

### OVERVIEW

Each year, the City sponsors a Holiday Breakfast held during the December holiday season in recognition of the contributions made by all City employees. During the Breakfast, the Mayor and City Council recognize and present service awards to those individuals that have been employed with the City for an extended period of time. This special event provides employees with the opportunity to become better acquainted with new employees, reinforces existing relationships with coworkers, and encourages and develops teamwork through participation in the planning committee for the special event.

### KEY GOALS

- Provide an opportunity for City officials to recognize the contribution made by City employees
- Improve morale among City employees by providing a venue for employees from different departments to meet with each other
- Acknowledge employees for their years of service and continued commitment to the City



# City of Whittier

## Employee Special Events (100-12-999-203)

	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Projected	2016-17 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	8,886	7,645	9,000	9,000	9,000
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>8,886</u>	<u>7,645</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 8,886</u>	<u>\$ 7,645</u>	<u>\$ 9,000</u>	<u>\$ 9,000</u>	<u>\$ 9,000</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
General Fund	8,886	7,645	9,000	9,000	9,000
Total Expenditures and Transfers-Out	<u>\$ 8,886</u>	<u>\$ 7,645</u>	<u>\$ 9,000</u>	<u>\$ 9,000</u>	<u>\$ 9,000</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	-	-	-	-	-
Total Employee Services	-	-	-	-	-
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	-	-	-	-	-
Professional Services	-	-	-	-	-
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	-	-	-	-	-
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	8,886	7,645	9,000	9,000	9,000
Total Maintenance and Operations	<u>8,886</u>	<u>7,645</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>8,886</u>	<u>7,645</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
<b>Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Transfers-Out	<u>\$ 8,886</u>	<u>\$ 7,645</u>	<u>\$ 9,000</u>	<u>\$ 9,000</u>	<u>\$ 9,000</u>
<b>Full Time Positions</b>	0.0	0.0	0.0	0.0	0.0
<b>Part Time Positions (Full Time Equivalent)</b>	0.0	0.0	0.0	0.0	0.0
Total	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>

# City of Whittier

## Capital Outlay - General

### OVERVIEW

The Capital Outlay fund was established to provide a comprehensive view of the capital projects undertaken by the City. Summarized in this cost center are capital projects and major equipment purchases that are funded by the General Fund.

Projects are recommended in accordance with the Five-Year Capital Improvement Plan, which schedules public investment in facilities and properties, including streets, storm drains, buildings, and utilities. The Five-Year Plan provides an overview of all capital projects and the proposed schedule for future projects. Projects not completed within the fiscal year may be carried over to the following year. Projects funded in the current fiscal year are noted under "City Manager Adopted Budget". Proposed future funding is also noted; however, the amounts are merely for forecasting purposes and are not approved. Future projects must return for approval during the budget process each year. Project costs are listed under "Total Cost to Complete".

The Five-Year Plan is a model for planning future capital improvements and is a valuable tool for ensuring optimal and timely use of special revenues. The Plan's summary of total funding requirements ensures that no potential funding source is overlooked.

### KEY GOALS

- Provide for the maintenance of the City's infrastructure system
- Provide for the addition, replacement and/or refurbishment of City buildings, major facilities and infrastructure
- Provide for the addition or replacement of major City equipment

### PERFORMANCE MEASURES

During the past fiscal year, significant projects were accomplished:

- Self-checkout kiosks installed at both libraries
- Replacement of 1,650 street lights with LED energy efficient lights, traffic signals at various locations, and installed at City Hall and Community Center
- Mechanical and HVAC equipment upgraded to energy efficient units for City Hall and Community Center



Example of LED energy efficient street light

# City of Whittier

## Capital Outlay - General (635)

	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Projected	2016-17 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	1,468	15,145	12,000	12,000	12,000
Capital Outlay	604,591	1,202,390	285,400	285,400	288,900
Total Expenditures	<u>606,059</u>	<u>1,217,535</u>	<u>297,400</u>	<u>297,400</u>	<u>300,900</u>
Transfers-Out	81,500	81,500	81,500	81,500	81,500
Total Expenditures and Transfers-Out	<u>\$ 687,559</u>	<u>\$ 1,299,035</u>	<u>\$ 378,900</u>	<u>\$ 378,900</u>	<u>\$ 382,400</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
General Fund	687,559	1,299,035	378,900	378,900	382,400
Total Expenditures and Transfers-Out	<u>\$ 687,559</u>	<u>\$ 1,299,035</u>	<u>\$ 378,900</u>	<u>\$ 378,900</u>	<u>\$ 382,400</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	-	-	-	-	-
Total Employee Services	-	-	-	-	-
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	-	-	-	-	-
Professional Services	-	-	-	-	-
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	1,468	15,145	12,000	12,000	12,000
Materials and Supplies	-	-	-	-	-
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>1,468</u>	<u>15,145</u>	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>
Capital Outlay	83,017	18,240	68,500	68,500	68,500
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>84,485</u>	<u>33,385</u>	<u>80,500</u>	<u>80,500</u>	<u>80,500</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
<b>Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	-	-	-
Capital Outlay	521,574	1,184,150	216,900	216,900	220,400
Transfers-Out	81,500	81,500	81,500	81,500	81,500
Total Non-Operating Expenditures/Transfers	<u>603,074</u>	<u>1,265,650</u>	<u>298,400</u>	<u>298,400</u>	<u>301,900</u>
Total Expenditures and Transfers-Out	<u>\$ 687,559</u>	<u>\$ 1,299,035</u>	<u>\$ 378,900</u>	<u>\$ 378,900</u>	<u>\$ 382,400</u>
<b>Full Time Positions</b>	0.0	0.0	0.0	0.0	0.0
<b>Part Time Positions (Full Time Equivalent)</b>	0.0	0.0	0.0	0.0	0.0
Total	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>

