

## **THE BUDGET PROCESS**

Charter of the City of Whittier  
Article XI - Fiscal Administration  
1970

**Section 1101. ANNUAL BUDGET, PREPARATION BY THE CITY MANAGER.** At such date as the City Manager shall determine, each department head shall furnish to the City Manager estimates of revenue and expenditures for his or her department, detailed in such manner as may be prescribed by the City Manager. In preparing the proposed budget, the City Manager shall review the estimates, hold conferences thereon with the respective department heads and may revise the estimates as he may deem advisable.

**Section 1102. BUDGET, SUBMISSION TO CITY COUNCIL.** At least thirty-five days prior to the beginning of each fiscal year, the City Manager shall submit to the City Council the proposed budget as prepared. After reviewing same and making such revisions as it may deem advisable, the City Council shall determine the time for the holding of a public hearing thereon and shall cause to be published a notice thereof not less than ten days prior to said hearing, by at least one insertion in the official newspaper. Copies of the proposed budget shall be available for inspection by the public in the office of the City Clerk at least ten days prior to the hearing.

**Section 1103. BUDGET, PUBLIC HEARING.** At the time so advertised or at any time to which such public hearing shall from time to time be adjourned, the City Council shall hold a public hearing on the proposed budget, which interested persons desiring to be heard shall be given such opportunity.

**Section 1104. BUDGET, ADOPTION.** After the conclusion of the public hearing, the City Council shall make any revisions of the proposed budget that it may deem advisable and on or before June 30, it shall adopt the budget. A copy thereof, certified by the City Clerk, shall be filed with the person retained by the City Council to perform auditing functions for the Council and further copy shall be placed, and shall remain on file, in the office of the City Clerk where it shall be available for public inspection. The budget so certified shall be reproduced and copies made available for the use of the public and of departments, offices and agencies of the city.

# Table of Contents

City Council	I	<b>Community Development (continued)</b>	
Principal Officers	II	Economic Development	135
Budget Process	III	Housing and Urban Development (HUD)	141
Table of Contents	IV	Housing Rehabilitation Program	144
City Manager's Budget Message	VI	CDBG Administration	146
Master Organization Chart	XXI	Code Enforcement	148
		HOME Program	150
		Non-Housing Capital Projects	152
<b>Summary Schedules</b>			
Fund Balance Summary	4		
Summary and Total of Reserved Monies	8	<b>Library</b>	155
Five Year Projection - General Fund	9	Whittier Public Library	159
		Library Grant	163
<b>Personnel Schedules</b>			
Total Budgeted Positions	13	<b>Parks, Recreation and Community Services</b>	167
Budgeted Full Time Positions	14	Parks	171
Budgeted Part Time Positions (F/T Equivalent)	15	Community Services Administration	174
Employee Service Costs	16	Patriotic Events	180
		Social Services	183
		Air Quality Improvement	186
<b>Revenue Schedules</b>			
Major Revenue Sources - General Fund	21	Transit	
Major Revenue Sources - Special Revenue Funds	26	<i>Proposition A</i>	
Major Revenue Sources - Internal Service Funds	28	Transit Services	188
Major Revenue Sources - Utility Authority	29	Administration	191
Major Revenue Sources - Other	30	Dial-A-Ride Program	194
Key General Fund Revenue Assumptions	31	Fixed Route Bus System	196
Revenues & Transfers-In Schedule	34	Historic Whittier Depot	198
		Incentive Program	200
<b>Expenditure Schedules</b>			
Summary - General Fund Expenditures	51	<i>Proposition C</i>	
Summary - Non-General Fund Expenditures	52	Transit Services	202
Summary - Operating Budget/Transfers-Out	53	Fixed Route	204
Operating Expenditure Budget/Transfers-Out	54	Administration	206
Summary - Non-Operating Budget/Transfers-Out	57	Project Access	208
Non-Operating Expenditure Budget/Transfers-Out	58	Greenway Trail Management	210
Summary - Expenditures/Transfers-Out	59	Dial-A-Ride Program	212
Multi-Year Expenditures/Transfers-Out	60	Recreation Transit	214
Gann Appropriations Limit	63	COG Assessment	216
		Taxi Voucher	218
<b>Department Budgets</b>	67	La Habra Heights Dial-A-Ride	220
<b>City Council</b>	70	Capital Improvements	222
<b>City Attorney</b>	72		
		<i>Measure R</i>	224
<b>City Manager</b>	75		
Administration	79	<b>City Controller</b>	227
Public Information Services	82	Human Resources Administration	232
Non-Departmental	84	Emergency Management	234
Chamber of Commerce	87	City Controller Administration	237
Employee Special Events	90	Property Insurance	240
Capital Outlay General	92	Subventions and Grants	242
		Community Facilities District 1989-1	244
<b>City Clerk/Treasurer</b>	95	Workers' Compensation	246
City Clerk	99	General Liability	248
Elections	103	Equipment Replacement	250
City Treasurer	107	Group Health Insurance	252
Business License	110		
Business Improvement Area	112	<b>Public Works</b>	255
Information Technology	115	Civic Center Maintenance	260
		Street Lighting	262
<b>Community Development</b>	119	Street Sweeping	264
Building and Safety	125	Street Maintenance	266
Planning	129	Traffic Signals	268
Administration	132	Greenway Trail Maintenance	270

# Table of Contents

<b><i>Public Works (continued)</i></b>	
Graffiti Removal	272
Engineering	274
Weed Control	276
Street Lighting Assessment District 1-91	278
Gasoline Tax A (2107)	280
Proposition 1B	282
Traffic Congestion Relief	284
Traffic Safety	286
Gasoline Tax B (2106)	288
Gas Tax 2105	290
Uptown Parking District No. 1	292
Uptown Parking District No. 2	294
Uptown Village Maintenance District	296
Mobile Equipment	299
Mobile Equipment Replacement	303
<b><i>Police</i></b>	307
Whittier Police Department	311
Santa Fe Springs Policing Team	315
Code Enforcement	318
Code Liens	320
Whittwood Police	322
COPS in Schools	324
Traffic Offender / State COPS Program	326
Asset Seizure / Forfeiture Fund	328
<b><u>Whittier Public Financing Authority</u></b>	331
<b><u>Whittier Utility Authority</u></b>	337
Sewer Maintenance	344
Water Fund	346
Solid Waste Collection	348
Solid Waste Reduction	350
Solid Waste Street Sweeping	352
Solid Waste & Toxic Waste Disposal	354
Water Facilities Replacement	356
Water Bond	358
Solid Waste Bond	360
<b><u>Whittier Housing Authority</u></b>	363
<b><u>Five-Year</u></b>	
<b><u>Capital Improvement Program</u></b>	369
Program Summary	371
Summary by Department	
City Manager	373
City Clerk	373
<b><u>Five-Year</u></b>	
<b><u>Capital Improvement Program (continued)</u></b>	
Community Development	373
Library	373
Parks	374
Community Services	374
Controller	375
Public Works	376
Police	379
Capital Improvement Summary - Map	380
<b><u>General City Information</u></b>	383
City of Whittier Value Statement	386
City Demographics	387
City Budget Adoption Resolution	389
Gann Limit Resolution	393
Whittier Housing Authority Budget Resolution	395
Whittier Utility Authority Budget Resolution	397
Financial System and Internal Controls	399
Fraud in the Workplace (SOP 26)	403
Fund Balance Policy for the General Fund (SOP 42)	409
<b><u>Glossary of Acronyms and Terms</u></b>	415
<b><u>Glossary</u></b>	418
<b><u>Alphabetical Index</u></b>	423