



City of Whittier, California  
Annual Budget  
Fiscal Year 2017-2018



*Cover photos courtesy of Parks, Recreation and Community Services Department:*

**Top photo** - Bailey House - by Margaret Nagy

*Beautiful blooms in front of the oldest building in Whittier, Jonathan Bailey's Old Ranch House.*

**Left bottom photo** - Jacaranda Tree - by Mike Forshee

*One of the many streets in Whittier lined with the beautiful Jacaranda tree in bloom.*

**Bottom right photo** - The Greenleaf - by Gerardo Arechiga

*One of the Uptown Galleria pieces on an overcast afternoon.*

⋮  
City of Whittier, California

Annual Budget  
Fiscal Year 2017-2018



*People, Pride, Progress*

Submitted by  
**Jeffrey W. Collier, City Manager**

Prepared by the  
Administrative Services Office  
**Rod Hill, Director of Administrative Services**

# City Council

***Joe Vinatieri***

*Mayor*

***Cathy Warner***

*Mayor Pro Tem*

***Josué Alvarado***

*Council Member*

***Fernando Dutra***

*Council Member*

***Bob Henderson***

*Council Member*



# Principal Officers

**Jeffrey W. Collier**  
*City Manager*

**Nancy Mendez**  
*Assistant City Manager*

**Jeff A. Piper**  
*Chief of Police*

**Richard D. Jones**  
*City Attorney*

**Kathryn A. Marshall**  
*City Clerk*

**Rod Hill**  
*Director of Administrative Services*

**Conal McNamara**  
*Director of Community Development*

**Greg Alaniz**  
*Director of Parks, Recreation and Community Services*

**David Schickling**  
*Director of Public Works*

**Paymaneh Maghsoudi**  
*Library Director*

**Monica Lo**  
*Assistant Director of Administrative Services*



## **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.

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# City of Whittier

13230 Penn Street, Whittier, California 90602-1772  
(562) 567-9999 www.cityofwhittier.org

Joe Vinatieri  
Mayor

September 29, 2017

Cathy Warner  
Mayor Pro Tem

The Honorable Mayor and Members of the City Council  
City of Whittier, California

Josué Alvarado  
Council Member

Submitted herewith is the City's budget for fiscal year 2017-18. This budget details the City's operating and non-operating revenues and expenditures, including the Whittier Utility Authority, Whittier Housing Authority and the Whittier Financing Authority. The City continues to focus on meeting the needs of its residents through prudent fiscal management and a policy of closely monitoring revenues and expenditures throughout the year and providing the City Council with quarterly budget updates. As Whittier works towards improving the quality of life throughout the community, challenges in maintaining both City services and a balanced budget continue to exist.

Fernando Dutra  
Council Member

Bob Henderson  
Council Member

Jeffrey W. Collier  
City Manager

Whittier places an emphasis on the importance of balancing operating expenditures with operating revenues. In anticipation of another fiscally challenging year, the 2017-18 budget utilized a combination of new contract and lease revenues to balance the General Fund's adopted operating budget.

## **Economic Outlook**

### Housing and Economic Development

The housing market has continued to improve over recent years. With interest rates continuing at historically low levels, the City remains confident both housing construction and prices will continue to grow during the 2017-18 fiscal year. In Southern California, the July 2016 median home price reached \$460,000, a 5% increase as compared to July 2015. However, home sales were down .2%, at levels essentially consistent with 2015 sales volumes. Increasing property values have had a positive impact on the General Fund, accounting for \$481,298 of additional 2017-18 estimated revenue growth. This budget projects only modest future revenue growth of 2% in this category.

Whittier was selected as the Institute for Local Government's 2016 Beacon Spotlight Award recipient for energy savings and sustainable best practices related to the City's efforts in reducing energy consumption and greenhouse gas emissions. The City of Whittier is also a past recipient of the Los Angeles County Economic Development Corporation's (LAEDC) Most Business-Friendly City in Los Angeles County award and has been a multiple-time finalist for this award. The City was also once again a finalist for the All-American Cities award, which focuses on organizations with strong community programming for their youth.

### Unemployment and Consumer Confidence

The nation experienced a slight increase in job growth, with a decrease in unemployment rates from 5.3% in July 2015 to 5.2% in July 2016<sup>1</sup>, resulting from increased hiring within many business sectors. In California, the unemployment rate is consistent with the national average at 5.2%, while the Los Angeles County rate is higher at 5.5%. In the City of Whittier, the unemployment rate continues to improve at only 4.1% in 2016. Some industries that have displayed positive outlooks with increased employment include high tech manufacturing, tourism, entertainment, construction, and business services. The state and local government sectors have been amongst the slowest employment sectors to recover from the Great Recession. Two of the largest employers in the City of Whittier continue to be Interhealth Corporation - Presbyterian Intercommunity Hospital (PIH) and Whittier Union High School District, and both continue to be stable employers within the community. PIH continues to expand its operations within the Whittier area, with the planned development expansion of their medical campus onto adjacent properties they recently acquired.

Consumer spending has seen improvement, increasing by 3.1% in 2016, after a 1.5% gain in 2015 as reported in the 2015-16 Economic Forecast by the Los Angeles County Economic Development Corporation (LAEDC). This increase was the largest in the past ten years, with the housing and motor vehicle sectors seeing the largest improvements<sup>2</sup>.

Local economic growth has been consistent over the past few years and improvement is expected to continue at a modest pace.

### Citywide Priorities and Goals

The City Manager's 2017-18 priority efforts include the reuse of the Fred C. Nelles correctional facility, the remodel of Whittier's Central Library, the easterly extension of the Greenway Trail, support for sustainable energy projects, and infrastructure improvements throughout the City.

The Administrative Services Department will continue to focus on the management of Whittier's accounting and budget functions, banking and investment responsibilities, risk and emergency management, and human resources duties. The department goal is to provide accurate and transparent financial reporting, and has successfully received the CSMFO's outstanding budget award and the GFOA's Excellence in Financial Reporting for the past 28 years.

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Source: 1: Employee Development Department, State of California

Source: 2: Spending and housing data provided by Los Angeles Economic Development Corporation (LAEDC)

The Risk and Emergency Management Division continues to expand its injured workers “return to work program”, and expanding its available trained compliment of disaster response volunteers. Employee hiring is expected to remain steady and the Human Resources Division is expecting to complete a variety of both full-time and part-time recruitments, while supporting the City's continuous labor needs. The Revenue Management division will oversee the investment of available monies consistent with the City’s investment policy to generate additional funds for operations and is expecting to process over 6,800 business licenses.

The City Clerk’s Office will continue to oversee agenda and elections, and its Information Technology/Records Management Division will focus on complying with public records requests and maintaining the City’s technology infrastructure.

The Parks, Recreation and Community Services Department’s Community Services Division will continue to present a full range of leisure, cultural and social services programs for the Whittier community. A new on-line class registration program has been implemented to improve the program registration process. The Youth Services Division will continue its partnership with the Whittier Community Foundation to operate the popular Club Friday dances. The Parks Division will continue to complete maintenance and improvement projects along the Greenway Trail. Hardscape and play surface improvements will continue City parks and recreation facilities throughout 2017-18. The Transit Division’s Dial-A-Ride program will utilize a taxi voucher program to address special passenger needs related to medical appointments in surrounding cities. Staff will continue to work with Public Works, Metro, and regional bus systems on various transit stop locations in the City.

The Library will continue to circulate nearly 525,000 items and serve over 600,000 patrons annually. The Library’s Summer Reading Program is anticipate serving in excess of 5,000 children, and encourages them to pursue literacy year round. Over 50,000 children are expected to participate in a variety of Library programs, and the Homework Center continues to provide resources designed specifically for students, including live online tutoring.

The Police Department in partnership with the Los Angeles County Department of Mental Health continues to partner a police officer with a DMH clinician to address calls for service involving the mentally ill, homeless, and transient populations. Both the officer and clinician will proactively address these issues in throughout the community. The department is continuing to replace its patrol vehicles with the new SUV-type Police Interceptors, and will begin the process of upgrading its radio system to a new state of the art digital interoperable communication system. City Council approved the Police Radio System Upgrade from analog to digital with an estimated cost of \$2,006,850. The Interagency Communications Interoperable (ICI) radio network will enhance communications throughout the Los Angeles County with redundancy built into the network in the event of a disaster. One of the many advantages of joining ICI is that the new radios will be encrypted for officer safety.

The Community Development Department continues to maintain effective working relationships with both the design and development communities. A primary element of this effort for the Building & Safety Division include a proactive community education

and awareness campaign related to safe building practices. The division conducts an estimated 1,650 building inspections annually. The Planning Division annually processes approximately 1,200 new planning applications ranging from conditional use permits and development review applications to variances and temporary use permits. The Planning Division also continues to actively process a variety of development applications including retail stores, churches, dining establishments, and anticipates the reuse of the former Fred C. Nelles to kick-off in 2017-18. The Economic Development, Redevelopment Successor and Housing Division continues to manage the remaining redevelopment dissolution process and the Whittier Redevelopment Successor Agency (WRSA). In addition, the housing assets of the former Redevelopment Agency are managed by the Whittier Housing Authority for low- and moderate-income housing purposes.

Redevelopment Dissolution laws allow WRSA to spend pre-2011 bond proceeds on projects for which the bonds were originally issued. These redevelopment funds provide Whittier a significant source of one-time revenue to accomplish strategic infrastructure improvements. The Economic Development, Redevelopment Successor and Housing Division has a plan to deploy available bond funds for a variety of eligible projects, utilizing approximately \$15.9 million of non-housing bond funds, and over \$9 million of low and moderate-income housing bond funds. The projects consist of major infrastructure investments to facilitate implementation of the Uptown Whittier Specific Plan and Whittier Boulevard Specific Plan. Planned projects include a large parking structure and parking meters; curb, gutter, sidewalk, street lighting and street tree improvements; as well as utility infrastructure improvements to facilitate economic growth. Improvements to streets and intersections necessary to accommodate large-scale housing and commercial development are likely to occur in the Uptown and Fred C. Nelles areas of the City. Lastly, the housing bonds will be invested to develop or maintain affordable housing projects throughout the City. The Housing Division continues to implement programs funded by Federal CDBG and HOME grants. These include assisting low-income families with rehabilitation of homes through grant/loan programs, graffiti abatement, code enforcement, social services, affordable housing projects and a variety of infrastructure improvements.

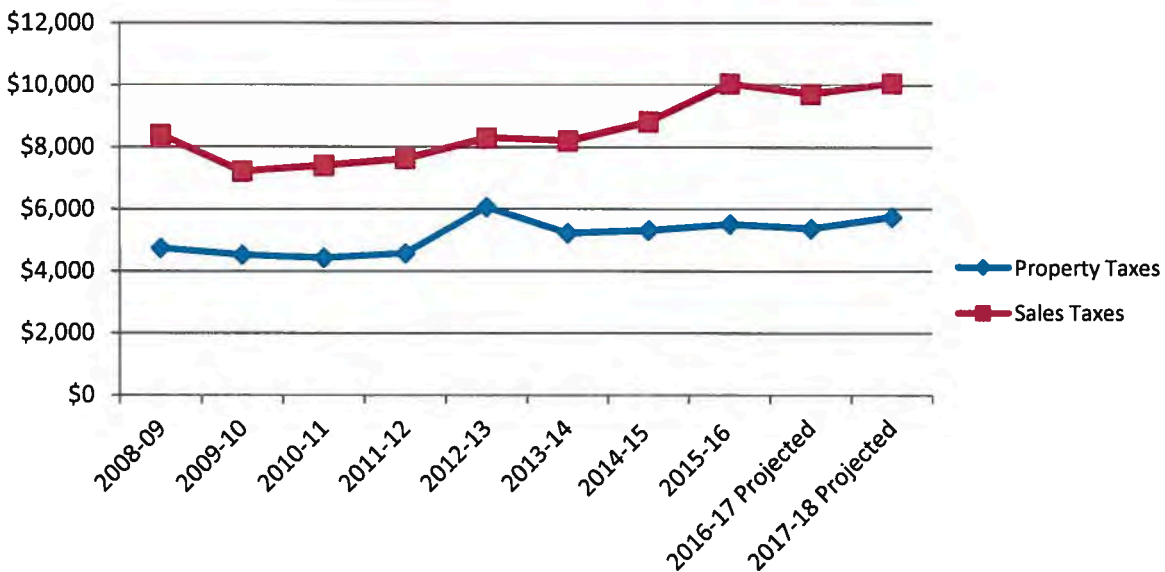
The City has been working towards implementation of an electronic permitting system for the last year. The new permit system will greatly improve how the City does business, by allowing better organization and retention of data, and will improve the efficiency of the development and permit process for all customers. It would also allow for permits to be submitted and fees paid on-line. Because the system will be cloud based, it will also greatly reduce the amount of paperwork maintained in City files. But, most importantly, the system can be used across departments and provide far greater continuity than currently available by improving the interface between the entitlement and permitting processes. The City anticipates the completion of this project before the Spring of 2018.

Whittier continues to recognize the need to creatively assist its local business community. Staff will continue to partner with the Los Angeles County Small Business Contracting Connections seminars, and will also continue to promote the "Shop Whittier" campaign to encourage local consumer spending. Business outreach also continues to be a regular strategy of the City's Economic Development program and staff will continue to meet with both existing and prospective businesses.

The Public Works Department continues its long term focus of maintaining and improving infrastructure throughout the City, which includes various street and transportation projects. The Water Division is actively managing and operating the new Marshall R. Bowen Pumping Plant 2 project, which includes updating its SCADA system to efficiently and effectively monitor pumping and storage resources. The Water Division will continue to actively monitor drought conditions, and implement steps necessary to protect the City’s existing water supply. Additionally, the department is actively implementing a water and sewer system replacement program that will result in replacing the entire water system over the next 40 years and replacement of the entire sewer system over the next 30 years. Finally, the Solid Waste Disposal Division is in the process of implementing landfill expansion projects.

Financial Trend Indicators – As demonstrated in the graph below, the City’s property tax revenues have remained stable throughout the past decade, while sales tax revenues have seen steady improvement following the Great Recession. It should be noted that the City received a one-time distribution in fiscal year 2012-13 of \$1,125,163 from a property tax admin fee settlement and a distribution related to the former Whittier Redevelopment Agency.

**Ten Year Trend Lines  
(in thousands)**



**Employee Service Costs**

The Employee Service Costs (ESC) category consists of salaries, wages and employee benefits. ESC makes up the largest component of General Fund expenditures and represents all personnel-related costs. There are currently two represented classified employee groups in the City: the Whittier Police Officers’ Association (sworn) and the Whittier City Employees’ Association (maintenance, clerical, technical, and other non-management employees). Management employees remain unrepresented.

Categories of ESC consist of the following:

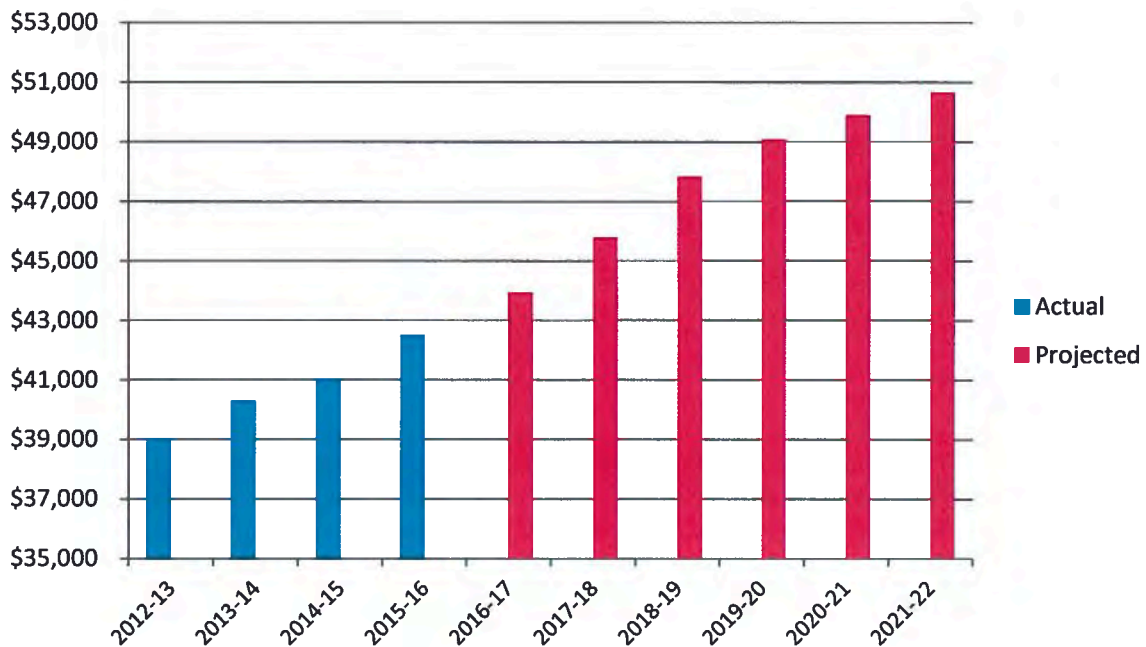
- Salaries
- Wages
- Overtime
- Paid leave (vacation, sick, leave payoff, etc.)
- Public Employees' Retirement System (PERS)
- Other benefits (insurance, 457 plans, disability insurance, unemployment, Medicare, disability pay, etc.)

The City strives to maintain its staffing levels, with a focus of providing a consistent level of service to the community. Over the past several years there have been several reorganizations primarily to address budget challenges, and all were implemented with a focus on improving organizational efficiencies and minimizing service level impacts. Beginning July 1, 2017, the City entered into new four-year labor agreements with both employee associations and unrepresented management employees.

Changes in Total Budgeted Positions:

	2012-13	2013-14	2014-15	2015-16	2017-18	2017-18
General Fund	410.02	408.03	401.07	404.39	409.14	410.14
Total Positions	507.71	504.87	497.91	503.23	490.54	490.54

**General Fund  
Employee Service Costs  
(in thousands)**

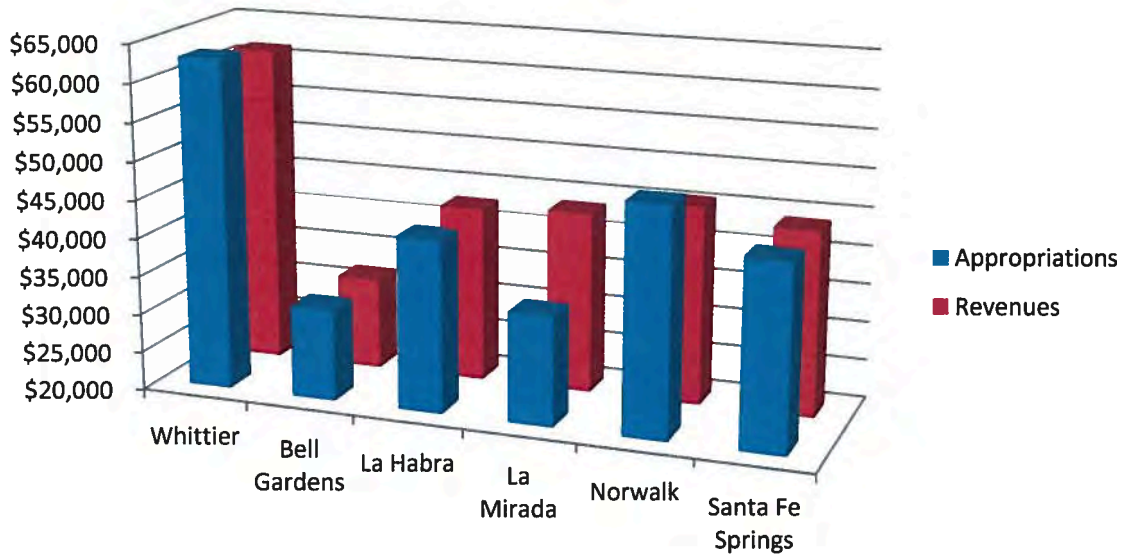


## Comparative Budget Survey

In a per capita comparison of expenditures for 2017-2018 General Fund budgets, the City is comparable to the other Cities in Los Angeles County in providing municipal services per capita rate.

Los Angeles County		General Fund Budget	Total Budget	Population	Per Capita Spending
Whittier	Appropriations	\$62,973,263	\$120,688,690	87,708	\$717.99
	Revenues	61,466,321	117,706,584		
Bell Gardens	Appropriations	31,840,000	53,422,827	42,806	743.82
	Revenues	31,906,000	43,855,895		
La Habra	Appropriations	42,299,430	109,809,707	62,084	681.33
	Revenues	42,820,618	98,332,207		
La Mirada	Appropriations	34,176,304	98,106,824	49,639	688.50
	Revenues	43,561,147	84,308,263		
Norwalk	Appropriations	49,446,058	111,976,797	105,526	468.57
	Revenues	45,709,720	114,285,253		
Santa Fe Springs	Appropriations	45,435,000	74,827,000	18,291	2,484.01
	Revenues	43,675,000	73,131,500		

**General Fund Budget Comparisons  
(in millions)**



## **Budget Process**

For purposes of budget preparation and formulation, departmental budget submittals are prepared and submitted to the Administrative Services Department (ASD) by the middle of February. The submittals consist of two parts: a base request and supplemental requests to enhance or establish new budgets. As in past years, ASD and City Manager's office met with departments to develop the revenue and expenditure projections included in this adopted budget. City Council then meets for a special Study Session to discuss future goals and modify the proposed budget as necessary. Finally, the City Council approves each fiscal year's budget submitted by the City Manager prior to the beginning of the new fiscal year. Public hearings are conducted prior to budget adoption.

## **Basis of Budgeting**

The City's budget is prepared, recorded, and controlled using a modified accrual basis for all governmental funds budgeted. Under this basis of budgeting, capital outlays and debt service principal payments are budgeted and recorded as expenditures. Debt proceeds, capital grants, interfund transfers, and interfund loans exceeding one year are budgeted and recorded as revenue. For accounting purposes, these entries in the funds are adjusted at year-end to comply with the full accrual basis of accounting in the City's Comprehensive Annual Financial Report (CAFR).

## **Budget Control**

Supplemental appropriations, where required during the budget fiscal year, are approved by the City Council. Budget transfers that affect the total appropriations for any fund require City Council approval. Budget transfers within a budget code (department), with no change in total appropriations within the budget code, are approved by the City Manager. A budget code could be a program or a division of a department or a department in itself. In general, expenditures may not exceed appropriations at the budget code level for the General Fund and fund level for Special Revenue, Capital Projects and Debt Service Funds.

Departments monitor monthly reports to determine the availability of funds for expenditures. If the report indicates a marginal amount of funding available to cover proposed expenditures, an inquiry is initiated by the Administrative Services Department. Upon review by the Department Directors, purchase orders are transmitted to the Administrative Services Department for verification of budget compliance.

## **Budget Highlights**

The Fund Balance Summary (pages 4-7) presents, by fund, beginning balances, operating revenues and expenditures, net operating surplus/(deficit), non-operating revenues and expenditures, net non-operating surplus/(deficit), reserve adjustments, net surpluses (or deficits) and the projected ending fund balance. To ensure



reasonably accurate fund balance information, all revenue and expenditure projections for fiscal year 2017-18 have been updated and are reflected in the beginning balances for 2017-18.

The Governmental Accounting Standards Board (GASB) issued Statement No. 54 that provided new direction on the accounting and reporting of fund balance and associated reserves. The requirements of this statement became effective for financial statements period beginning July 1, 2010. The City Council has approved the Fund Balance Policy for the General Fund and adopted a resolution approving the City's Emergency Contingency commitment of its fund balance. Council has also agreed to set aside and annually fund the General Fund's emergency contingency commitment at five (5%) percent of the following fiscal year's budgeted operating expenditures, which excludes transfers and capital improvement projects. For the fiscal year ended June 30, 2018, General Fund's Emergency Contingency was \$2,983,659. Established reserves are not utilized without City Council action, which generally occurs during the budget adoption process. A listing of reserves is provided on page 8.

Forecasted City revenues total \$89,021,622, comprised of \$86,262,997 in operating revenue and \$2,758,625 in non-operating revenues. Expenditures total \$92,433,957 and consist of \$81,712,140 in operating expenditures, \$2,885,425 in non-operating expenditures and \$7,836,392 for capital improvements/projects.

Total revenues and expenditures by fund type are as follows:

	Projected <u>Revenues</u>	Budgeted <u>Expenditures</u>
<b><i>City of Whittier</i></b>		
General	\$ 61,466,321	\$ 62,973,263
Special Revenues	10,703,384	11,095,906
Fiduciary	422,430	413,420
Capital	94,324	94,324
Internal Services	<u>16,335,163</u>	<u>17,857,044</u>
<b><i>City Total</i></b>	<b>\$ 89,021,622</b>	<b>\$92,433,957</b>
<b><i>Whittier Utility Authority</i></b>	<b>27,896,490</b>	<b>28,076,133</b>
<b><i>Whittier Housing Authority</i></b>	<u><b>824,147</b></u>	<u><b>128,600</b></u>
<b>Grand Total</b>	<b><u>\$117,742,259</u></b>	<b><u>\$120,638,690</u></b>

The budget reflects adjustments to retirement costs based on the CalPERS contribution rates for 2017-18. Effective July 1, 2017, the rates are as follows: 28.517% for miscellaneous employees (up from 26.430% in 2017-18), 12% of this rate is being paid by the miscellaneous employees; and 59.111% for safety employees (up from 54.679% in 2017-18), 12% of this rate is being paid by the safety employees.

The total number of full-time City employees currently authorized is 389. In addition, the City continues to utilize a large number of part-time personnel, with combined total hours equivalent to approximately 102 full-time employees. The City has multi-year employee agreements currently in place to further strengthen the City's fiscal forecast.

## **General Fund**

The adopted General Fund budget for 2017-18 consists of operating revenues of \$61,466,321, operating expenditures of \$60,508,438, and adjustment to reserves (details on page 8), which result in an operating surplus. Non-operating expenditures total \$2,464,825 and primarily consist of one-time maintenance and operation expenses. The General Fund is expected to end the year with an available fund balance of \$21,021,498. Additional reserves of \$12,320,199 are also available.

Major revenues are calculated based on a number of factors, including prior year budget amounts, year-end projections, current economic factors and consultant recommendations. An overall increase in operating revenues of approximately \$2,067,486 or 3.48% is projected for 2017-18, as compared to the 2016-17 adopted budget. The increase in revenue is primarily attributed to increases in property, sales and use, franchise, interest income and motor vehicle in-lieu taxes. The following is a listing of major revenue sources in the General Fund.

*Property Tax:* The budget amount of \$5,733,630 represents a 6.96% increase from the 2016-17 adopted revenue amount of \$5,360,783.

*Sales/Use Tax:* For 2017-18, sales tax revenue is estimated to have an increase of 3.35% or \$326,500 compared to the 2016-17 adopted revenue amount of \$9,723,500.

*Franchise Tax:* The adopted amount of \$4,327,852 represents a 50.56% increase from the 2016-17 adopted revenue amount of \$2,874,519.

*Utility User Tax:* The 2017-18 revenue is estimated at \$7,075,000, which remains consistent with the prior year's adopted budget.

*Motor Vehicle In-lieu:* The 2017-18 revenue of \$9,066,038 represents a 7.13% increase from the 2016-17 adopted revenue amount of \$8,462,311.

*Contribution for General Government:* This is the cost allocation charged by the General Fund to other funds for administrative overhead. The estimated revenue for 2017-18 is \$2,052,212 which is a 1.72% increase from 2016-17.

*Santa Fe Springs Policing:* The budget associated with the Police services contract includes an increase partially attributed to rising health insurance costs. The base revenue amount for fiscal year 2017-18 is \$8,387,244.

## **Special Revenue Funds**

The following is a description of the various Special Revenue Funds and the programs or services that they fund:

The *Traffic/COPS Program Fund (210)* continues to budget for one motor officer, one sergeant and two part-time community service related positions. Revenues sources consist of partial traffic fines and the Citizens' Option for Public Safety Program funding. The projected ending fund balance is \$475,641 for 2017-18. As designated funding sources decline in future years, additional funding alternatives may need to be explored to maintain existing service levels.

The *Asset Forfeiture Fund (250)* continues to have an unpredictable revenue source and is therefore difficult to project revenue estimates during this budget period. The ending fund balance deficit for 2017-18 is estimated at \$3,146, and an additional \$196,174 has been reserved for police salaries as a contingency to ensure future staff funding. Current operating expenditures are projected to exceed operating revenues. If this scenario continues it will eventually result in a depleted fund balance and necessitate the use of salary reserves to temporarily maintain staff levels.

The Los Angeles County Metropolitan Transit Authority (Metro) distributes monies to cities within Los Angeles County to finance transit development programs approved by voters under *Proposition A (270)*, *Proposition C (280)* and *Proposition A Incentive Funds (275)* which produce a combined year-end fund balance of \$2,391,151 in the City. There is an additional \$902,860 in Greenway Trail Rental reserve. Fixed Route services are provided through the City of Norwalk.

Another transit program distributed by Metro is *Measure R (285)*, which was also established by the County voters and resulted in an increased sales tax rate in Los Angeles County by ½ cent. The City is expecting to receive \$727,688 in 2017-18.

The *Uptown Parking District No. 1 (291)* was established to fund the operation of the City-owned multi-deck parking structure. In District No. 1, a net operating surplus of \$23,468 is projected. Major operating revenue sources are property tax assessments, rental income and parking fees. The fund is expected to end with a fund balance of \$130,662 on June 30, 2017.

The *Uptown Parking District No. 2 (292)* was established to fund the operation of City-owned surface parking lots. In District No. 2, a net operating surplus of \$976 is projected at year-end. The surplus will accumulate in fund balance for future operations and projects, including improved lighting. Major operating revenue sources are property tax assessments, rental income and meter fees. The fund balance at year-end is estimated at \$1,786,801.

## **Whittier Redevelopment Agency**

In January 2012, ABX1 26 went into effect and essentially eliminated

redevelopment agencies throughout the State. As a result of this new law, the *Whittier Redevelopment Agency (WRA)* was replaced with the *Whittier Redevelopment Successor Agency (WRSA)* and the *Whittier Housing Authority (WHA)*. Based on legal advice, the budgets for these two new entities are currently not included in this document, because the final authority for their expenditure approvals are legislatively assigned to several agencies, including the State of California's Department of Finance.

### **Whittier Utility Authority and Internal Service Operations**

The Change in Financial Position schedules for the Whittier Utility Authority and Internal Service Funds differ slightly from those of the General and Special Revenue Funds. Emphasis is placed on net operating income and available working capital. The term "Available Working Capital" refers essentially to ending fund balances.

The *Sewer Fund (410)* is projected to have operating revenue of \$3,999,901 and operating expenditures of \$2,146,418. The sewer fees are not proposed to be increased in 2017-18. As working capital is accumulated in this fund, it is used to fund capital projects. Available net working capital at year-end is estimated to be \$4,030,942 that will be used to fund future capital projects.

The *Water Fund (420)* anticipates an operating income that will be approximately \$3,526,334 in 2017-18, which includes an anticipated rate adjustment. For 2017-18, a sample customer with a ¾" meter and using 12 billing units of water per month will realize a monthly rate increase of approximately \$1.56. The adopted budget includes capital expenditures of \$4,070,000 allowing for available net working capital on June 30, 2018 projected at \$3,379,248. The fund currently has reserve funds totaling \$3,995,501 and comprised of the following: \$1,300,000 - Lease Repayment; \$2,000,000 - Emergency Capital Repairs; \$64,501 - Water Connection Fees; and \$631,000 - Operating Capital.

The *Solid Waste Disposal Fund (440)* is associated with landfill operations and has a projected 2017-18 ending balance of \$423,313.

### **Internal Service Funds**

The *Workers Compensation (720)*, *General Liability (730)* and *Group Health Insurance Funds (780)* are internal service funds and the amounts charged to departments are in proportion to operating expenses. The adopted budget reflects a combined fund balance of \$10,050,345. The City has agreed to pay for the 2017-18 healthcare increases for full-time employees.

The *Mobile Equipment Maintenance Fund (740)* is associated with fleet vehicle operations and is projected to have a year-end fund balance of \$502,750.

The *Mobile Equipment Replacement Fund (750)* reflects total revenue of \$1,228,032 and total appropriations of \$1,086,200 for mobile equipment replacements. The projected fund balance on June 30, 2018 is \$6,709,537.

Other (non-mobile) equipment replacements are budgeted in the *Equipment Replacement Fund (770)*. Reflected in the adopted budget for Fund 770 are revenues of \$1,867,853, appropriations of \$3,875,203 and reserve funds totaling \$707,904 comprised of the following: \$500,069 – Copiers and \$207,835 – Financial Information System Upgrades.

### **Five-Year Capital Improvement Program**

The Five-Year Capital Improvement Summary Schedule lists all capital projects and their funding sources, and indicates which projects are recommended for funding in 2017-18. Although the schedule provides information for a number of years, only the appropriations remaining as of June 30, 2017, and the 2017-18 budget adoptions are fully funded. The future years' amounts are estimates and provided solely for informational purposes. Those projects and/or amounts may change, and are not considered approved or funded until they are presented to the City Council during budget proceedings in their respective years.

### **Major Priorities and Funding Sources**

New CIP projects in the adopted budget consist of a number of improvements, including projects related to the Greenway Trail extension, Police Radio System, senior center renovations, water and sewer improvements, mobile equipment replacement, facility improvements, replacement of traffic signals, street signs, street lighting, and street resurfacing. Funding for these projects are listed in the Five-Year Capital Improvement Program section of the budget.

### **For the Future**

While staff will continue to closely monitor the City's financial position, the condition of critical infrastructure to meet current and future needs of the community remains of high importance to the organization. For this purpose, the City remains on course with future strategies and improvements to attain these goals. In addition to projects noted on the Five-Year Capital Improvement Plan, the City is also pursuing the following goals and projects:

- Implementation of Whittier Uptown Community Benefit District.
- Parking improvements throughout the historic Uptown area.
- Streetscape improvements in the Uptown area, including curb, gutter, sidewalk and landscape projects.
- Infrastructure upgrades in the Uptown area to accommodate future residential and commercial development projects.
- Pursuing a large scale development on the former Alpha Beta site under the new Uptown Whittier Specific Plan, which will include mixed use components.
- Future streetscape enhancements along portions of Whittier Boulevard

- including plans for replacing median turf with a drought tolerant plant palette.
- Construction of the eastern expansion and related funding for the Whittier Greenway Trail.
- Working with the State and developer regarding reuse of the Fred C. Nelles School property.
- Continue to honor families whose relatives are serving in the Armed Forces with the Blue Star Banner program.
- Developing a storm water management program to address fiscal and compliance concerns related to State mandated requirements.


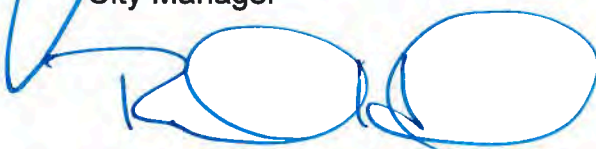
## **Conclusion**

The City of Whittier is anticipating modest revenue growth from its existing sources over the next several fiscal years. As such, the City will closely monitor many factors impacting revenues and look at strategies to achieve balanced budgets while maintaining existing service levels for our community. During 2017-18, staff will continue to pursue opportunities for new revenue sources to meet the City's needs, while closely monitoring economic changes with Whittier's fiscal situation.

With continuing economic challenges facing our City, Whittier is aware leadership stability is critical to maintaining operation continuity for its citizens.

We want to thank the City Council for their support and believe this budget reflects your leadership and concern for the financial stability of the City. In addition, we would like to thank Department Directors and their staff for their participation in this process, and Monica Lo, Assistant Director of Administrative Services, for her continued diligence and commitment to the preparation of this document.

Sincerely,

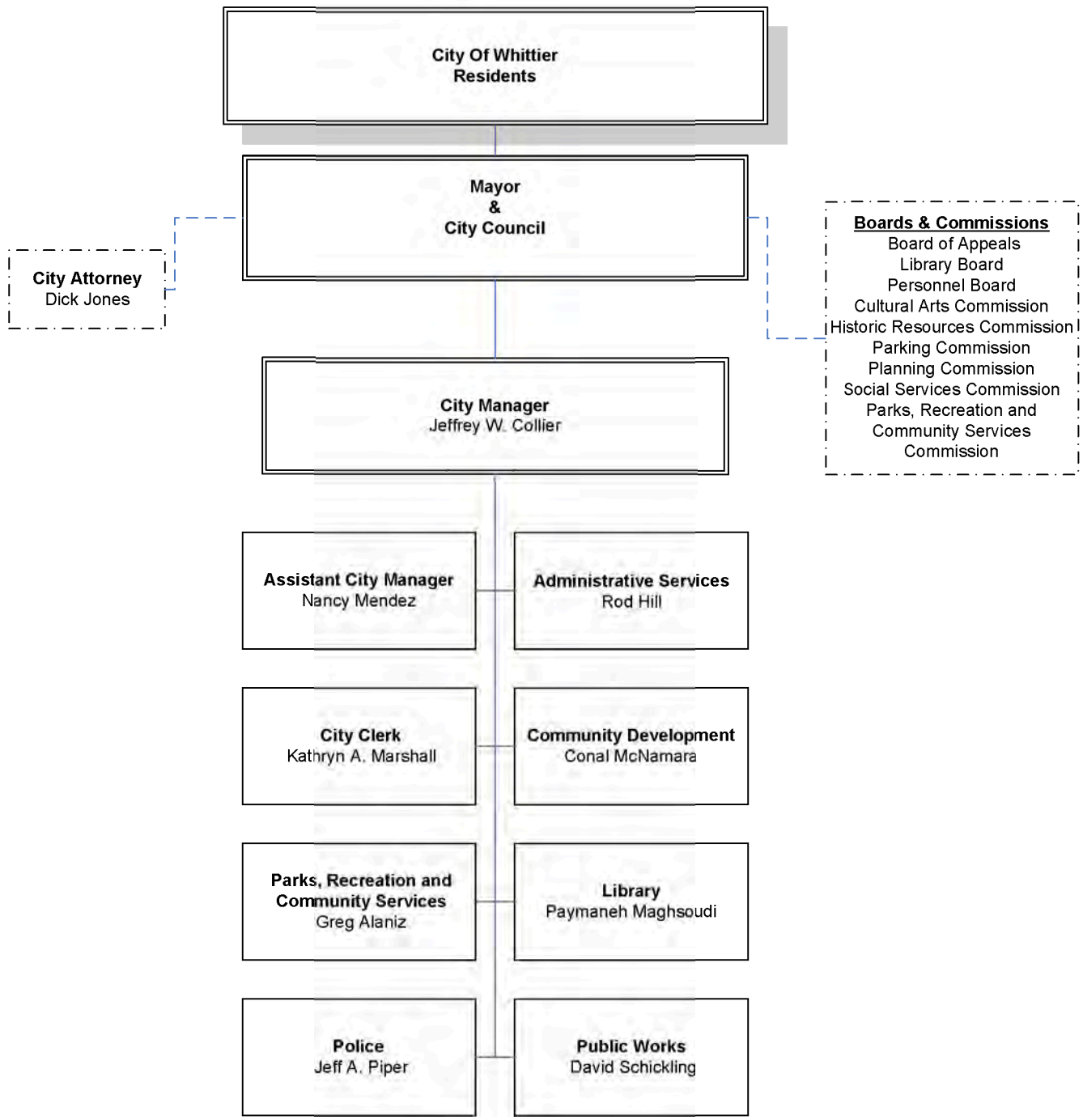
Jeffrey W. Collier  
City Manager

Rod C. Hill  
Director of Administrative Services



# City of Whittier

## Organization Chart







# City of Whittier

## Budget Summary Schedules



*People, Pride, Progress*

*Adopted Budget for  
Fiscal Year 2017-18*



⋮  
City of Whittier

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- *Fund Balance Summary*
- *Summary of Total of Reserved Monies*
- *Five Year Projection – General Fund*

# City of Whittier

## FUND BALANCE SUMMARY

### FISCAL YEAR 2017-18

Fund	Description	Projected Fund Balance June 30, 2017	Total Operating Revenues	Total Operating Budget	Reserve Adjustments	Operating CIP	Total Adjustments
100	<b>GENERAL FUND</b>	\$ 23,078,289	\$ 61,416,321	\$60,252,348	\$ (549,849) (a)	(\$256,090)	\$ (805,939)
	<b>SPECIAL REVENUE FUNDS</b>						
210	Traffic Offender	588,215	100,000	343,574	0	0	0
230	Air Quality Improvement	690,230	105,000	323,643	0	0	0
240	Street Lighting District 1-91	1,324	1,380	1,274	0	0	0
250	Asset Seizure-Forfeiture	92,187	90,000	175,834	118,501 (b)	0	118,501
254	Business Improvement Area	8,500	118,000	111,500	0	0	0
260	Library Grant / SB 358	105,100	0	37,657	0	0	0
261	Gas Tax - 2107	342,611	637,500	650,000	0	0	0
262	Prop 1B Bonds Projects	600	0	0	0	0	0
263	Traffic Congestion Relief	0	399,500	0	0	(138,804)	(138,804)
264	Traffic Safety	218,451	196,000	350,000	0	0	0
265	Gas Tax B - 2106	618,598	800,000	451,513	0	(967,139)	(967,139)
266	Gas Tax - 2105	262,974	495,000	500,000	0	0	0
267	HUD Grants	0	772,211	772,211	0	0	0
268	Subventions and Grants	122,617	834,564	101,564	0	(120,000)	(120,000)
269	Home Grants	0	304,707	304,707	0	0	0
270	Proposition A - Transit	1,114,587	1,662,397	1,575,229	0	0	0
271	Road and Rehab	0	509,438	0	0	0	0
275	Proposition A - Incentive	153,439	275,000	293,936	0	0	0
280	Proposition C - Transit	1,559,532	1,049,916	1,368,555	(100,000) (c)	0	(100,000)
285	Measure R	1,476,899	727,688	0	0	(1,932,885)	(1,932,885)
286	Measure M	0	1,100,497	0	0	0	0
291	Parking District No. 1	107,194	112,385	88,917	0	0	0
292	Parking District No. 2	1,783,825	114,253	113,277	0	0	0
294	Uptown Village Maintenance District	58,927	0	53,687	0	0	0
	<b>Total Special Revenue Funds</b>	9,305,810	10,405,436	7,617,078	18,501	(3,158,828)	(3,140,327)
	<b>FIDUCIARY FUNDS</b>						
586	Community Facilities District 89-1	8,929	421,730	5,820	0	0	0
	<b>Total Fiduciary Funds</b>	8,929	421,730	5,820	0	0	0
	<b>CAPITAL FUNDS</b>						
635	Capital Projects - General	0	0	0	0	(36,000)	(36,000)
637	Capital Projects - New PD Building	2,474,913	0	0	0	0	0
638	Non-Housing Project	1,534,323	0	0	0	0	0
	<b>Total Capital Funds</b>	4,009,236	0	0	0	(36,000)	(36,000)
	<b>INTERNAL SERVICE FUNDS</b>						
715	Information Technology	145,210	823,348	987,904	0	0	(194,100)
720	Worker's Compensation	4,574,369	2,100,030	2,254,255	0	0	0
730	General Liability	5,339,585	1,771,035	1,944,828	0	0	0
740	Mobile Equipment	970,914	2,015,505	2,485,669	0	0	0
750	Mobile Replacement	7,085,505	1,061,032	0	0	0	(1,582,000)
770	Equipment Replacement	0	205,200	65,000	344,697 (d)	0	224,697
780	Group Health Insurance	500,287	6,043,360	6,099,238	0	0	0
	<b>Total Internal Service Funds</b>	18,615,870	14,019,510	13,836,894	344,697	(1,896,100)	(1,551,403)
	<b>TOTAL CITY BUDGET</b>	55,018,134	86,262,997	81,712,140	(186,651)	(5,347,018)	(5,533,669)

**City of Whittier**  
**FUND BALANCE SUMMARY**  
**FISCAL YEAR 2017-18**

Net Operating Surplus/ (Deficit)	Total Non-Operating Revenue	Total Non-Operating Budget	Total Net Non-Operating Surplus/ (Deficit)	Non-Operating CIP	Projected Fund Balance June 30, 2018
\$ 358,034	\$ 50,000	\$2,295,325	\$ (2,245,325)	(\$169,500)	\$ 21,021,498
(243,574)	131,000	0	131,000	0	475,641
(218,643)	1,000	0	1,000	0	472,587
106	0	0	0	0	1,430
32,667	2,000	130,000	(128,000)	0	(3,146)
6,500	0	0	0	0	15,000
(37,657)	0	0	0	0	67,443
(12,500)	0	0	0	0	330,111
0	0	0	0	0	600
260,696	1,000	0	1,000	0	261,696
(154,000)	0	0	0	0	64,451
(618,652)	1,500	0	1,500	0	1,446
(5,000)	0	0	0	0	257,974
0	0	0	0	0	0
613,000	0	0	0	0	735,617
0	0	0	0	0	0
87,168	1,000	0	1,000	0	1,202,755
509,438	0	0	0	0	509,438
(18,936)	0	0	0	0	134,503
(418,639)	103,000	0	103,000	(190,000)	1,053,893
(1,205,197)	4,000	0	4,000	0	275,702
1,100,497	0	0	0	0	1,100,497
23,468	0	0	0	0	130,662
976	2,000	0	2,000	0	1,786,801
(53,687)	51,448	0	51,448	0	56,688
(351,969)	297,948	130,000	167,948	(190,000)	8,931,789
415,910	700	407,600	(406,900)	0	17,939
415,910	700	407,600	(406,900)	0	17,939
(36,000)	94,324	0	94,324	(58,324)	0
0	0	0	0	0	2,474,913
0	0	0	0	0	1,534,323
(36,000)	94,324	0	94,324	(58,324)	4,009,236
(358,656)	464,000	52,500	411,500	(216,100)	176,054
(154,225)	10,000	0	10,000	0	4,430,144
(173,793)	10,000	0	10,000	0	5,175,792
(470,164)	2,000	0	2,000	0	502,750
(520,968)	167,000	0	167,000	(1,604,000)	6,709,537
364,897	1,662,653	0	1,662,653	(2,147,550)	0
(55,878)	0	0	0	0	444,409
(1,368,787)	2,315,653	52,500	2,263,153	(2,071,550)	17,438,686
(982,812)	2,758,625	2,885,425	(126,800)	(2,489,374)	51,419,148

# City of Whittier

## FUND BALANCE SUMMARY

### FISCAL YEAR 2017-18

Fund	Description	Projected Fund Balance June 30, 2017	Total Operating Revenues	Total Operating Budget	Reserve Adjustments	Operating CIP	Total Adjustments
<b><i>WHITTIER UTILITY AUTHORITY</i></b>							
410	Sewer Maintenance	2,281,045	3,999,901	2,146,418	0	0	0
420	Water	-	16,672,088	9,560,754	(15,000) (e)	(3,570,000)	(3,585,000)
430	Solid Waste Collection	5,875,472	0	764,456	0	(50,000)	(50,000)
440	Solid Waste Disposal	2,244,138	4,674,051	3,534,886	0	0	0
450	Water Facilities Replacement	5,183,354	348,600	3,380,107	0	0	0
456	Landfill Closure	9,130,879	272,000	0	0	0	0
470	Water Bond	28,684	1,226,226	4,100	0	0	0
490	Environmental Liability	649,187	0	0	0	0	0
<b><i>TOTAL UTILITY AUTHORITY</i></b>		<b>25,392,759</b>	<b>27,192,866</b>	<b>19,340,721</b>	<b>(15,000)</b>	<b>(3,620,000)</b>	<b>(3,635,000)</b>
<b><i>WHITTIER HOUSING AUTHORITY</i></b>							
912	Housing Assistance	777,581	25,000	78,600	0	0	0
<b><i>TOTAL HOUSING AUTHORITY</i></b>		<b>777,581</b>	<b>25,000</b>	<b>78,600</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL</b>		<b>\$ 81,188,474</b>	<b>\$ 113,480,863</b>	<b>\$ 101,131,461</b>	<b>\$ (201,651)</b>	<b>\$ (8,967,018)</b>	<b>\$ (9,168,669)</b>

- (a) Decrease reserves for Designated PEG (\$188,321) and General Plan (\$140,000). Increase reserves for Emergency Contingency (\$100,000), Rental Units (\$29,311), Art in Public Places (\$5,500), and Designated Park In-Lieu (\$595,728)
- (b) Decrease in Police Salary (\$118,501) reserves to cover police salary
- (c) Increase in Greenway Reserve for Rental (\$100,000)
- (d) Decrease in Police Equipment (\$398,697) and increase in Copier (\$54,000)
- (e) Increase reserve for Water Connection Fees (\$15,000)

**City of Whittier**  
**FUND BALANCE SUMMARY**  
**FISCAL YEAR 2017-18**

Net Operating Surplus/ (Deficit)	Total Non-Operating Revenue	Total Non-Operating Budget	Total Net Non-Operating Surplus/ (Deficit)	Non-Operating CIP	Projected Fund Balance June 30, 2018
1,853,483	16,414	20,000	(3,586)	(100,000)	4,030,942
3,526,334	539,964	187,050	352,914	(500,000)	3,379,248
(814,456)	0	0	0	0	5,061,016
1,139,165	5,010	155,000	(149,990)	(2,810,000)	423,313
(3,031,507)	8,000	0	8,000	0	2,159,847
272,000	12,000	0	12,000	0	9,414,879
1,222,126	121,236	1,343,362	(1,222,126)	0	28,684
0	1,000	0	1,000	0	650,187
4,217,145	703,624	1,705,412	(1,001,788)	(3,410,000)	25,148,116
(53,600)	799,147	50,000	749,147	0	1,473,128
(53,600)	799,147	50,000	749,147	0	1,473,128
<b>\$ 3,180,733</b>	<b>\$ 4,261,396</b>	<b>\$ 4,640,837</b>	<b>\$ (379,441)</b>	<b>\$ (5,899,374)</b>	<b>\$ 78,040,392</b>

## City of Whittier Summary and Total of Reserved Monies

	2015-16 Actual	2016-17 Projected	2017-18 Changes	2017-18 Projected Ending Balance
<b>General Fund Reserves</b>				
Police Facility	\$ 58,148	\$ 58,148	\$ (58,148)	\$ -
PERS Reserve	4,707,308	4,707,308	-	4,707,308
Emergency Contingency	2,903,953	2,929,659	54,000	2,983,659
Art in Public Places	547,522	556,022	5,500	561,522
Art in Public Places - Whittier College	15,750	15,750	-	15,750
General Plan	1,013,471	183,875	80,000	263,875
Rental Units	679,177	677,605	9,980	687,585
Designated PEG	522,703	293,711	61,431	355,142
Designated Oil Wells	100,000	100,000	-	100,000
Designated Mineral Extraction	232,982	232,982	-	232,982
Designated Park Impact Fees	1,207,418	1,443,818	-	1,443,818
Designated Public Facilities fees	205,070	245,220	-	245,220
Designated Acquatics Impact Fees	9,746	11,646	-	11,646
Designated Library Impact Fees	198,578	240,978	-	240,978
Designated Parkland	73,628	73,628	397,086	470,714
<b>General Fund Subtotal</b>	<b>\$ 12,475,454</b>	<b>\$ 11,770,350</b>	<b>\$ 549,849</b>	<b>\$ 12,320,199</b>
<b>Asset Forfeiture Fund Reserves</b>				
Police Salary	\$ 439,675	\$ 314,675	\$ (118,501)	\$ 196,174
<b>Asset Forfeiture Fund Subtotal</b>	<b>\$ 439,675</b>	<b>\$ 314,675</b>	<b>\$ (118,501)</b>	<b>\$ 196,174</b>
<b>Prop. C Fund Reserves</b>				
Greenway Reserve for Rental Income	\$ 702,860	\$ 802,860	\$ 100,000	\$ 902,860
<b>Prop. C Fund Subtotal</b>	<b>\$ 702,860</b>	<b>\$ 802,860</b>	<b>\$ 100,000</b>	<b>\$ 902,860</b>
<b>Capital Projects Fund Reserves</b>				
City Yard	\$ 119,066	\$ 119,066	\$ -	\$ 119,066
<b>Capital Projects Fund Subtotal</b>	<b>\$ 119,066</b>	<b>\$ 119,066</b>	<b>\$ -</b>	<b>\$ 119,066</b>
<b>Water Fund Reserves</b>				
Water Connection Fee	\$ 34,501	\$ 49,501	\$ 15,000	\$ 64,501
Emergency Capital Repairs	2,000,000	2,000,000	-	2,000,000
Operating Capital	631,000	631,000	-	631,000
Lease Repayment	1,300,000	1,300,000	-	1,300,000
<b>Water Fund Subtotal</b>	<b>\$ 3,965,501</b>	<b>\$ 3,980,501</b>	<b>\$ 15,000</b>	<b>\$ 3,995,501</b>
<b>General Liability Fund Reserves</b>				
Solid Waste Disposal Environmental Liability	\$ 560,000	\$ 560,000	\$ -	\$ 560,000
Solid Waste Collection Environmental Liability	497,615	497,615	-	497,615
<b>General Liability Fund Subtotal</b>	<b>\$ 1,057,615</b>	<b>\$ 1,057,615</b>	<b>\$ -</b>	<b>\$ 1,057,615</b>
<b>Equipment Replacement Fund Reserves</b>				
Police Equipment	\$ 398,697	\$ 398,697	\$ (398,697)	\$ -
Copiers	572,588	446,069	54,000	500,069
Financial Information System Replacement	200,000	207,835	-	207,835
<b>Equipment Replacement Fund Subtotal</b>	<b>\$ 1,171,285</b>	<b>\$ 1,052,601</b>	<b>\$ (344,697)</b>	<b>\$ 707,904</b>
<b>Totals</b>	<b>\$ 19,931,456</b>	<b>\$ 19,097,668</b>	<b>\$ 201,651</b>	<b>\$ 19,299,319</b>



## City of Whittier Five Year Projection – General Fund

	FY 17/18 Adopted	FY 18/19 Projected*	FY 19/20 Projected*	FY 20/21 Projected*	FY 21/22 Projected*
<b>Revenues</b>					
Taxes	\$ 27,968,982	\$ 28,560,000	\$ 29,161,000	\$ 29,908,000	\$ 30,674,000
Licenses and Permits	2,287,160	2,310,000	2,333,000	2,356,000	2,380,000
Fines/Forfeitures	731,700	731,700	731,700	731,700	731,700
Motor Vehicle In Lieu	9,066,038	9,247,000	9,432,000	9,715,000	10,006,000
Use of Money and Property	1,084,846	1,112,000	1,140,000	1,169,000	1,198,000
SFS Policing Contract	8,387,244	8,669,000	8,865,000	8,989,000	9,098,000
Charges for Services / Others	11,890,351	11,885,000	11,890,000	11,895,000	11,900,000
<b>Total Revenues</b>	<b>\$ 61,416,321</b>	<b>\$ 62,514,700</b>	<b>\$ 63,552,700</b>	<b>\$ 64,763,700</b>	<b>\$ 65,987,700</b>
<b>Operating Expenditures</b>					
Employee Services	\$ 45,791,123	\$ 47,827,000	\$ 49,078,000	\$ 49,879,000	\$ 50,654,000
Maintenance and Operations	14,286,025	14,606,000	14,988,000	15,389,000	15,808,000
PERS Increases	0	1,226,000	2,558,000	4,014,000	5,100,000
Capital Outlay	256,090	(339,000)	(346,000)	(353,000)	(360,000)
Transfers-Out	175,200	175,000	175,000	175,000	175,000
<b>Total Operating Expenditures</b>	<b>\$ 60,508,438</b>	<b>\$ 63,495,000</b>	<b>\$ 66,453,000</b>	<b>\$ 69,104,000</b>	<b>\$ 71,377,000</b>
<b>Adopted/Projected Adjustment</b>	<b>\$ 549,849</b>	<b>\$ (980,300)</b>	<b>\$ (2,900,300)</b>	<b>\$ (4,340,300)</b>	<b>\$ (5,389,300)</b>
<b>Net Operating Surplus/(Deficit)</b>	<b>\$ 358,034</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

\* Projected figures are based on historical revenue and expenditure data. Future year projections are estimates only and have not been approved by City Council. These figures are for forecasting purposes only.



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City of Whittier

*Personnel Schedules*

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- *Summary of All Budgeted Positions*
- *Budgeted Full Time Positions*
- *Budgeted Part Time Positions/Full Time Equivalent*
- *Employee Service Costs*



**City of Whittier**  
**Total Budgeted Positions**  
**For Fiscal Years 2013-14 Through 2017-18**

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
<b><u>General Fund</u></b>					
100-12-121-000 City Manager	4.56	4.56	5.56	5.56	4.56
100-12-122-000 Public Information	1.05	1.05	1.05	1.05	1.05
100-15-151-000 City Clerk	6.90	6.90	6.90	7.54	7.54
100-18-141-000 Building and Safety	7.04	7.04	8.04	8.04	8.04
100-18-161-000 Planning	7.30	7.30	8.30	8.30	8.30
100-18-181-000 Community Development - Admin.	3.95	3.95	3.95	3.95	3.95
100-18-181-507 Economic Development	1.00	1.00	1.00	1.00	1.00
100-21-211-000 Library	42.16	42.16	42.16	42.16	42.16
100-22-221-000 Park	42.75	42.75	42.75	43.77	43.77
100-23-231-000 Community Services	54.41	51.72	51.72	52.03	52.03
100-23-231-601 July 4th Flag Raising Ceremony	0.60	0.60	0.60	0.60	0.60
100-25-171-000 Human Resources	3.46	3.46	3.46	3.24	3.24
100-25-172-000 Emergency Management	0.32	0.32	0.32	0.32	0.32
100-25-251-000 Controllers	12.75	12.48	12.48	12.48	12.48
100-25-252-000 Cashiers	3.25	3.25	3.25	3.25	3.25
100-25-252-302 Business License	1.90	1.90	2.22	3.22	3.22
100-30-142-000 Civic Center Maintenance	3.00	3.00	3.00	3.00	3.00
100-30-321-802 Street Cleaning	0.00	0.00	0.00	2.00	2.00
100-30-321-803 Street Maintenance	21.60	18.60	18.60	18.60	18.60
100-30-321-804 Traffic Signals	3.00	3.00	3.00	3.00	3.00
100-30-321-810 Graffiti Removal	3.00	3.00	3.00	3.00	3.00
100-30-332-000 Engineering	7.60	7.60	7.60	7.60	7.60
100-40-411-000 Police	128.43	128.43	128.43	128.43	130.43
100-40-423-705 Police - Santa Fe Springs	39.00	39.00	39.00	39.00	39.00
100-40-431-000 Code Enforcement	4.00	4.00	4.00	4.00	4.00
100-40-441-000 Police-Whittwood	1.00	1.00	1.00	1.00	1.00
100-40-461-714 SROs in School	4.00	3.00	3.00	3.00	3.00
Total General Fund Positions	408.03	401.07	404.39	409.14	410.14
<b><u>Special Revenue Funds</u></b>					
210-40-451-000 Traffic Offender/COPS	3.32	3.32	3.32	3.32	3.32
230-23-243-000 Air Quality Improvement	0.20	0.20	0.20	0.20	0.20
250-40-471-000 Asset Seizure/Forfeiture	1.00	1.00	1.00	1.00	1.00
267-18-182-505 CDBG - Code Enforcement	2.00	2.00	2.00	2.00	2.00
270-23-241-607 Transit Administration	3.30	3.30	3.30	3.30	3.30
270-23-241-608 Prop A - Dial-A-Ride	0.08	0.08	0.08	0.08	0.08
270-23-241-609 Prop A - Fixed Route	0.42	0.42	0.42	0.42	0.42
270-23-241-627 Prop A - Recreation Transit	0.00	0.00	0.00	0.00	0.00
280-23-241-613 Prop C - Access	0.62	0.62	0.62	0.62	0.62
280-23-241-627 Prop C - Recreation Transit	0.16	0.16	0.16	0.16	0.16
291-30-333-000 Parking District No. 1	2.01	2.01	2.01	2.01	2.01
Total Special Revenue Fund Positions	13.11	13.11	13.11	13.11	13.11
<b><u>Internal Service Fund</u></b>					
715-15-151-000 Information Tech	7.20	7.20	7.20	7.20	7.20
720-25-261-000 Worker's Compensation	0.45	0.45	0.45	0.45	0.45
730-25-262-000 General Liability	0.40	0.40	0.40	0.40	0.40
740-30-361-000 Mobile Equipment	12.60	12.60	12.60	12.60	11.60
Total Internal Service Funds Positions	20.65	20.65	20.65	20.65	19.65
<b><u>Whittier Utility Authority</u></b>					
410-30-342-000 Sewer	4.94	4.94	4.94	6.94	6.94
420-30-341-841 Water	24.70	24.70	26.70	26.70	26.70
430-30-352-851 Solid Waste Collection	23.44	23.44	23.44	6.00	6.00
430-30-352-853 Solid Waste Street Cleaning	2.00	2.00	2.00	0.00	0.00
440-30-353-000 Solid Waste Disposal	8.00	8.00	8.00	8.00	8.00
Total Whittier Utility Authority Positions	63.08	63.08	65.08	47.64	47.64
<b>TOTAL POSITIONS</b>	<b>504.87</b>	<b>497.91</b>	<b>503.23</b>	<b>490.54</b>	<b>490.54</b>

**City of Whittier  
Budgeted Full Time Positions  
For Fiscal Years 2013-14 Through 2017-18**

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
<b><u>General Fund</u></b>					
100-12-121-000 City Manager	4.00	4.00	5.00	5.00	4.00
100-15-151-000 City Clerk	6.00	6.00	6.00	6.00	6.00
100-18-141-000 Building and Safety	7.00	7.00	8.00	8.00	8.00
100-18-161-000 Planning	7.00	7.00	8.00	8.00	8.00
100-18-181-000 Community Development - Admin.	3.00	3.00	3.00	3.00	3.00
100-18-181-507 Economic Development	1.00	1.00	1.00	1.00	1.00
100-21-211-000 Library	22.00	22.00	22.00	22.00	22.00
100-22-221-000 Park	32.00	32.00	32.00	32.00	32.00
100-23-231-000 Community Services	18.00	17.00	17.00	17.00	17.00
100-25-171-000 Human Resources	2.00	2.00	2.00	2.00	2.00
100-25-251-000 Controllers	12.00	11.00	11.00	11.00	11.00
100-25-252-000 Cashiers	3.00	3.00	3.00	3.00	3.00
100-25-252-302 Business License	1.00	1.00	1.00	2.00	2.00
100-30-142-000 Civic Center Maintenance	3.00	3.00	3.00	3.00	3.00
100-30-321-802 Street Cleaning	0.00	0.00	0.00	2.00	2.00
100-30-321-803 Street Maintenance	19.00	16.00	16.00	16.00	16.00
100-30-321-804 Traffic Signals	3.00	3.00	3.00	3.00	3.00
100-30-321-810 Graffiti Removal	3.00	3.00	3.00	3.00	3.00
100-30-332-000 Engineering	6.00	6.00	6.00	6.00	6.00
100-40-411-000 Police	120.00	120.00	120.00	120.00	122.00
100-40-423-705 Police - Santa Fe Springs	39.00	39.00	39.00	39.00	39.00
100-40-431-000 Code Enforcement	4.00	4.00	4.00	4.00	4.00
100-40-441-000 Police-Whittwood	1.00	1.00	1.00	1.00	1.00
100-40-461-714 SROs in School	4.00	3.00	3.00	3.00	3.00
Total General Fund Positions	<u>320.00</u>	<u>314.00</u>	<u>317.00</u>	<u>320.00</u>	<u>321.00</u>
<b><u>Special Revenue Funds</u></b>					
210-40-451-000 Traffic Offender/COPS	2.00	2.00	2.00	2.00	2.00
250-40-471-000 Asset Seizure/Forfeiture	1.00	1.00	1.00	1.00	1.00
267-18-182-505 CDBG - Code Enforcement	2.00	2.00	2.00	2.00	2.00
270-23-241-607 Transit Administration	3.00	3.00	3.00	3.00	3.00
Total Special Revenue Fund Positions	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
<b><u>Internal Service Fund</u></b>					
715-15-151-000 Information Tech	6.00	6.00	6.00	6.00	6.00
740-30-361-000 Mobile Equipment	12.00	12.00	12.00	12.00	11.00
Total Internal Service Funds Positions	<u>18.00</u>	<u>18.00</u>	<u>18.00</u>	<u>18.00</u>	<u>17.00</u>
<b><u>Whittier Utility Authority</u></b>					
410-30-342-000 Sewer	4.00	4.00	4.00	6.00	6.00
420-30-341-841 Water	22.00	22.00	24.00	24.00	24.00
430-30-352-851 Solid Waste Collection	22.00	22.00	22.00	6.00	6.00
430-30-352-853 Solid Waste Street Cleaning	2.00	2.00	2.00	0.00	0.00
440-30-353-000 Solid Waste Disposal	7.00	7.00	7.00	7.00	7.00
Total Whittier Utility Authority Positions	<u>57.00</u>	<u>57.00</u>	<u>59.00</u>	<u>43.00</u>	<u>43.00</u>
<b>TOTAL FULL TIME POSITIONS</b>	<b><u>403.00</u></b>	<b><u>397.00</u></b>	<b><u>402.00</u></b>	<b><u>389.00</u></b>	<b><u>389.00</u></b>

**City of Whittier**  
**Budgeted Part-Time Positions (Full Time Equivalent)**  
**For Fiscal Years 2013-14 Through 2017-18**

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
<b><u>General Fund</u></b>					
100-12-121-000 City Manager	0.56	0.56	0.56	0.56	0.56
100-12-122-000 Public Information	1.05	1.05	1.05	1.05	1.05
100-15-151-000 City Clerk	0.90	0.90	1.54	1.54	1.54
100-18-141-000 Building and Safety	0.04	0.04	0.04	0.04	0.04
100-18-161-000 Planning	0.30	0.30	0.30	0.30	0.30
100-18-181-000 Community Development - Admin.	0.95	0.95	0.95	0.95	0.95
100-21-211-000 Library	20.16	20.16	20.16	20.16	20.16
100-22-221-000 Park	10.75	10.75	11.77	11.77	11.77
100-23-231-000 Community Services	36.41	34.72	35.03	35.03	35.03
100-23-231-601 July 4th Flag Raising Ceremony	0.60	0.60	0.60	0.60	0.60
100-25-171-000 Human Resources	1.46	1.46	1.24	1.24	1.24
100-25-172-000 Emergency Management	0.32	0.32	0.32	0.32	0.32
100-25-251-000 Controllers	0.75	1.48	1.48	1.48	1.48
100-25-252-000 Cashiers	0.25	0.25	0.25	0.25	0.25
100-25-252-302 Business License	0.90	0.90	1.22	1.22	1.22
100-30-321-803 Street Maintenance	2.60	2.60	2.60	2.60	2.60
100-30-332-000 Engineering	1.60	1.60	1.60	1.60	1.60
100-40-411-000 Police	8.43	8.43	8.43	8.43	8.43
Total General Fund Positions	<u>88.03</u>	<u>87.07</u>	<u>89.14</u>	<u>89.14</u>	<u>89.14</u>
<b><u>Special Revenue Funds</u></b>					
210-40-451-000 Traffic Offender/COPS	1.32	1.32	1.32	1.32	1.32
230-23-243-000 Air Quality Improvement	0.20	0.20	0.20	0.20	0.20
270-23-241-607 Transit Administration	0.30	0.30	0.30	0.30	0.30
270-23-241-608 Prop A - Dial-A-Ride	0.08	0.08	0.08	0.08	0.08
270-23-241-609 Prop A - Fixed Route	0.42	0.42	0.42	0.42	0.42
280-23-241-613 Prop C - Access	0.62	0.62	0.62	0.62	0.62
280-23-241-627 Prop C - Recreation Transit	0.16	0.16	0.16	0.16	0.16
291-30-333-000 Parking District No. 1	2.01	2.01	2.01	2.01	2.01
Total Special Revenue Fund Positions	<u>5.11</u>	<u>5.11</u>	<u>5.11</u>	<u>5.11</u>	<u>5.11</u>
<b><u>Internal Service Fund</u></b>					
715-15-151-000 Information Tech	1.20	1.20	1.20	1.20	1.20
720-25-261-000 Worker's Compensation	0.45	0.45	0.45	0.45	0.45
730-25-262-000 General Liability	0.40	0.40	0.40	0.40	0.40
740-30-361-000 Mobile Equipment	0.60	0.60	0.60	0.60	0.60
Total Internal Service Funds Positions	<u>2.65</u>	<u>2.65</u>	<u>2.65</u>	<u>2.65</u>	<u>2.65</u>
<b><u>Whittier Utility Authority</u></b>					
410-30-342-000 Sewer	0.94	0.94	0.94	0.94	0.94
420-30-341-841 Water	2.70	2.70	2.70	2.70	2.70
430-30-352-851 Solid Waste Collection	1.44	1.44	1.44	0.00	0.00
440-30-353-000 Solid Waste Disposal	1.00	1.00	1.00	1.00	1.00
Total Whittier Utility Authority Positions	<u>6.08</u>	<u>6.08</u>	<u>6.08</u>	<u>4.64</u>	<u>4.64</u>
<b>TOTAL PART-TIME POSITIONS</b>	<b><u>101.87</u></b>	<b><u>100.91</u></b>	<b><u>102.98</u></b>	<b><u>101.54</u></b>	<b><u>101.54</u></b>

## City of Whittier Employee Service Costs

<u>Department/Division</u>	<u>Salary/Leave/ Distribution</u>	<u>Pension Benefits</u>	<u>Insurance</u>	<u>Medicare</u>	<u>Total</u>
<u>General Fund</u>					
City Manager	\$ 576,982	\$ 136,931	\$ 98,636	\$ 8,846	\$ 821,395
Public Information	59,764	0	0	1,190	60,954
Non-Departmental	214,235	0	29,851	0	244,086
City Clerk	527,951	92,184	71,165	6,583	697,883
Human Resources	205,446	29,446	33,653	2,948	271,493
Emergency Management	18,685	0	0	345	19,030
Controllers	718,207	170,886	166,305	13,177	1,068,575
Cashiers	207,855	32,635	50,328	2,950	293,768
Business License	128,758	17,728	35,035	1,484	183,005
Building and Safety	615,881	100,907	99,674	8,573	825,035
Planning	777,208	122,551	116,143	10,687	1,026,589
Administration	267,223	76,485	47,025	5,828	396,561
Economic Development	97,685	17,521	5,724	1,366	122,296
Library	2,028,138	274,365	318,434	25,240	2,646,177
Parks	2,375,242	304,074	467,737	27,400	3,174,453
Community Services	2,167,574	215,004	234,144	35,791	2,652,513
Firework	5,500	0	0	0	5,500
Civic Center Maintenance	224,493	34,645	39,842	2,978	301,958
Streets	1,670,512	240,459	354,936	17,851	2,283,758
Engineering	71,653	125,434	119,506	9,051	325,644
Police - Safety	12,810,369	4,401,472	2,067,208	166,991	19,446,040
Police - SFS	5,399,689	1,706,279	599,582	57,081	7,762,631
Police - Other	767,428	249,581	134,077	10,693	1,161,779
<b>General Fund Totals</b>	<b>\$ 31,936,478</b>	<b>\$ 8,348,587</b>	<b>\$ 5,089,005</b>	<b>\$ 417,053</b>	<b>\$ 45,791,123</b>
<u>Special Revenue Funds</u>					
Traffic Offender/State Cops	\$ 237,322	\$ 75,670	\$ 22,780	\$ 3,215	\$ 338,987
Air Quality Improvement	12,748	0	0	51	12,799
Lighting District 1-91	304	0	0	0	304
Asset Seizure/Forfeiture	246,327	35,048	11,797	1,122	294,294
Library Grant	31,574	0	0	0	31,574
CDBG	304,575	23,313	38,016	2,065	367,969
Home	23,760	0	0	0	23,760
Propositions A and C	411,758	38,555	50,407	4,510	505,230
Parking Districts 1 and 2	72,320	0	0	734	73,054
Uptown Village Maintenance	2,592	0	0	0	2,592
<b>Special Revenue Totals</b>	<b>\$ 1,343,280</b>	<b>\$ 172,586</b>	<b>\$ 123,000</b>	<b>\$ 11,697</b>	<b>\$ 1,650,563</b>



## City of Whittier Employee Service Costs

<u>Department/Division</u>	<u>Salary/Leave/ Distribution</u>	<u>Pension Benefits</u>	<u>Insurance</u>	<u>Medicare</u>	<u>Total</u>
<u>Internal Service Funds</u>					
Information Technology	\$ 326,385	\$ 89,219	\$ 74,628	\$ 5,962	\$ 496,194
Worker's Compensation	101,724	525	0	885	103,134
General Liability	102,727	525	0	253	103,505
Group Health Insurance	9,774	0	0	0	9,774
Mobile Equipment	171,659	120,248	154,028	9,178	455,113
<b>Internal Service Totals</b>	<b>\$ 712,269</b>	<b>\$ 210,517</b>	<b>\$ 228,656</b>	<b>\$ 16,278</b>	<b>\$ 1,167,720</b>
<u>Utility Authority Funds</u>					
Sewer	\$ 831,269	\$ 57,240	\$ 100,361	\$ 5,366	\$ 994,236
Water	2,373,226	295,821	359,560	27,681	3,056,288
Solid Waste Collection	79,812	66,899	110,381	4,586	261,678
Solid Waste Disposal	747,116	71,217	127,236	6,876	952,445
<b>Utility Authority Totals</b>	<b>\$ 4,031,423</b>	<b>\$ 491,177</b>	<b>\$ 697,538</b>	<b>\$ 44,509</b>	<b>\$ 5,264,647</b>
<b>City of Whittier Totals</b>	<b>\$ 38,023,450</b>	<b>\$ 9,222,867</b>	<b>\$ 6,138,199</b>	<b>\$ 489,537</b>	<b>\$ 53,874,053</b>



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City of Whittier

*Revenues*

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- *Major Revenue Sources*
- *Key General Fund Revenue Assumptions*
- *Adopted Estimated Revenue and Transfers-In Budget*



## **City of Whittier Major Revenue Sources – General Fund**

### **Taxes**

#### Property Tax

All taxable real and personal property within the City limits is subject to ad valorem taxation, a tax based on value that is secured by a lien on real property. These taxes are subject to the 1% of the market value limitations of Proposition 13. The City share of the 1% varies from year to year. Taxes on the base value of real property lying within the boundaries of the Former Whittier Redevelopment Agency (WRA) are also included in this revenue source.

#### Sales and Use Tax

The City receives, by State law, \$.01 of every \$.09 of sales tax collected for sales occurring within the City limits. The retail sales tax is levied against the gross receipts from sales of most tangible personal property except those sold for resale, food for human consumption, prescription medicine and any form of animal life considered food.

#### Franchise Tax

Fees charged to electrical and gas utilities (not telephone), cable TV and refuse collection companies for the right to operate on City streets. Fees are generally based on the gross revenues from sales within the City. Major franchisees/payers are electrical and gas utilities and cable TV.

#### Utility User Tax

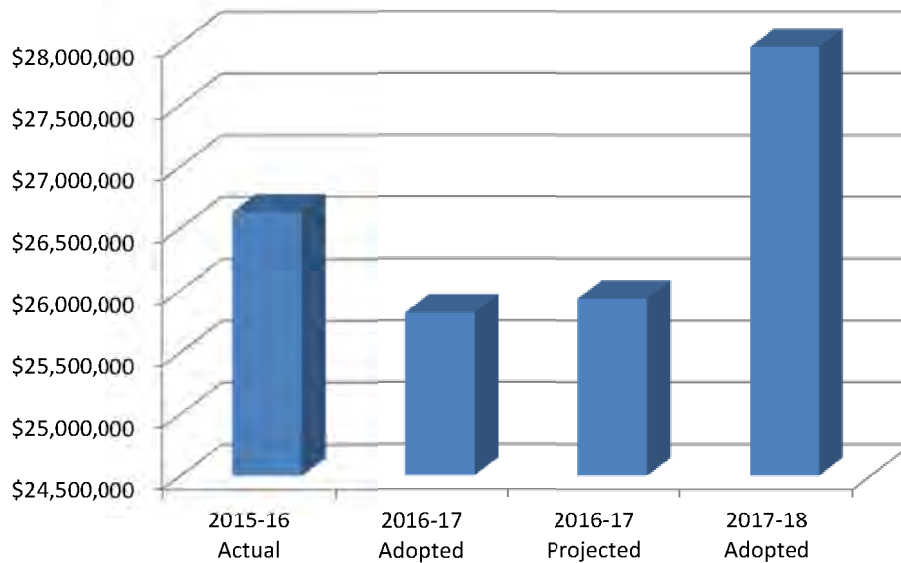
The City receives, per Ordinance 1895, 5% of the charges by utility companies upon every user of the following services: electric, gas, water, cable television and telephone including interstate and international long distance calls and cellular phones.

#### Transient Occupancy Tax

This tax, derived from transient guests, is levied at the discretion of cities and counties and applies to any occupancy shorter than 30 days in length. The City levies a 10% tax.

## City of Whittier Major Revenue Sources – General Fund

### Taxes



Taxes	2015-16 Actual	2016-17 Adopted	2016-17 Projected	2017-18 Adopted
Property Taxes	\$ 5,508,604	\$ 5,360,783	\$ 5,357,558	\$ 5,733,630
Sales and Use Tax	10,046,388	9,723,500	9,705,053	10,049,500
Franchise Tax	3,377,231	2,874,519	3,010,072	4,327,852
Utility User Tax	6,811,595	7,075,000	7,075,000	7,075,000
Transient Occupancy Tax	890,181	783,000	783,000	783,000
<b>Total</b>	<b>\$ 26,633,999</b>	<b>\$ 25,816,802</b>	<b>\$ 25,930,683</b>	<b>\$ 27,968,982</b>

### Charges for Services

#### Business Licenses and Permits

Taxes collected from businesses and/or occupations for a license to conduct business within the City. License taxes differ and are based on business type, such as commercial, wholesale, industrial, professional, repair and maintenance, etc. The taxes are established by City ordinance and are enumerated in the Whittier Municipal Code. Additionally, license taxes may be fixed or flat, based on the number of employees or on gross receipts.

#### Fines and Forfeitures

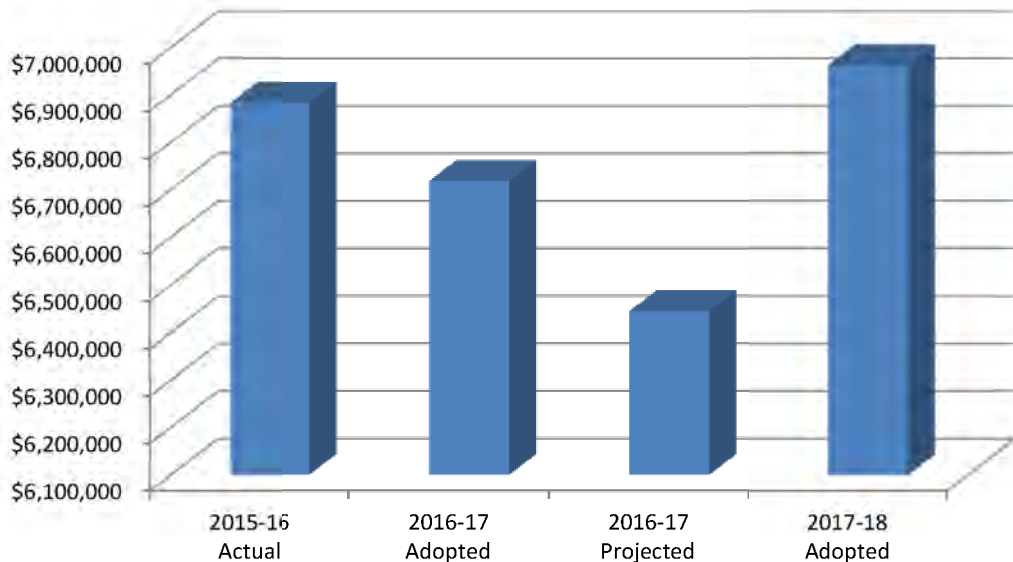
This revenue source includes payments from department related fines, fees and administrative citations charged for various City services.

## City of Whittier Major Revenue Sources – General Fund

### Contribution for General Government

This revenue source represents overhead charges applied to the City's enterprise funds (water, solid waste and sewer), internal service funds (fleet, worker's compensation, general liability and group health insurance), special revenue funds (transit, parking and community facility districts and HUD funds), Successor Agency and some General Fund programs, including the Santa Fe Springs Police Services contract, for services provided by the General Fund.

### Charges for Services



Charges for Services	2015-16 Actual	2016-17 Adopted	2016-17 Projected	2017-18 Adopted
Business Licenses and Permits	\$ 2,900,968	\$ 2,457,160	\$ 2,110,160	\$ 2,287,160
Fines and Forfeitures	730,982	731,700	745,869	731,700
Charges for Services	3,252,350	3,530,491	3,588,753	3,944,548
<b>Total</b>	<b>\$ 6,884,300</b>	<b>\$ 6,719,351</b>	<b>\$ 6,444,782</b>	<b>\$ 6,963,408</b>

## **City of Whittier Major Revenue Sources – General Fund**

### **Other Revenue Sources**

#### Motor Vehicle in Lieu (VLF)

Historically, the Department of Vehicles (DMV) collects an annual motor vehicle license fee based on 2% of the depreciated market value of a motor vehicle. Since 2005, the tax rate was reduced to .65% and the reduced VLF funding was replaced with additional property tax share to cities and counties. The fee is levied in lieu of personal property tax; therefore, it is called in-lieu motor vehicle tax. Fees are collected annually at the time that a vehicle's registration is paid. After deducting refunds and administrative costs, the DMV divides the remaining revenue equally between cities and counties on a population basis. These new property tax amounts grow annually with the change in assessed valuation in each jurisdiction. The funds are disbursed on a monthly basis by the State Controller's office.

#### Use of Money and Property

Earnings from the investment of idle funds are a major source of revenue from the City. State law limits investment types in effort to protect taxpayer monies, and include Federal securities, the State local agency investment fund and commercial paper. Funds are invested with primary consideration given to safety and liquidity and then followed by a competitive rate of return. All idle City cash is pooled to provide the largest amount of funds available for investment. Interest is then allocated, monthly, to the various funds based on the month-end cash balances for the prior month.

#### Transfers-In

A transfer-in is an inter-fund transfer of funds to subsidize operations and is not revenue generated by operations. To better reflect the true operating revenue of a fund, the transfers-in from operating revenues are segregated on the Projected Revenues and Transfers-In Schedule.

#### Santa Fe Springs Policing Contract

Revenue received from the City of Santa Fe Springs for contract law enforcement services provided by the Whittier Police Department.



## City of Whittier Major Revenue Sources – General Fund

### Other General Fund Sources



Other General Fund Sources	2015-16 Actual	2016-17 Adopted	2016-17 Projected	2017-18 Adopted
Motor Vehicle in Lieu	\$ 8,153,185	\$ 8,462,311	\$ 8,462,311	\$ 9,066,038
Use of Money and Property	838,214	726,346	610,208	1,084,846
Transfers-In	1,438,095	1,443,095	1,443,095	1,443,095
Santa Fe Springs Policing Contract	7,843,123	8,123,243	8,127,513	8,387,244
<b>Total</b>	<b>\$ 18,272,617</b>	<b>\$18,754,995</b>	<b>\$ 18,643,127</b>	<b>\$19,981,223</b>

## **City of Whittier**

### **Major Revenue Sources – Special Revenue Funds**

#### Traffic Offender

Revenue collected from the Vehicle Impound Program as well as court fines from traffic violations.

#### Business Improvement

A special levy imposed on businesses in the Uptown Village area to promote various activities within the area.

#### Gas Tax

Revenue is provided by the City's share of state gasoline taxes, which are required by State law to be used to maintain streets and traffic signal improvements.

#### Proposition 1B

The Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006, was approved by the voters on November 7, 2006 for the purpose of improvements to transportation facilities that will assist in reducing local traffic congestion and further deterioration, improving traffic flows or increasing traffic safety.

#### Traffic Congestion Relief

State funds received by the City to relieve traffic congestion. This fund supplements the City's Capital Improvement Program.

#### Traffic Safety Fund

Fines collected on vehicle code violations, which can be expended only for traffic safety purposes.

#### HUD Grants

The receipt of the City's entitlement under the Federal Community Development Block Grant and the Rental Rehabilitation Grant programs of the U.S. Department of Housing and Urban Development (HUD).

#### Subventions and Grants

Revenue received from various Federal, State and other organizational grants awarded to the City and mandated segregated accounting or have special reporting requirements for specific activities, equipment and or improvements.

#### Home Grant

The receipt of the City's Home Grant entitlement from the U.S. Department of Housing and Urban Development (HUD).

#### Propositions A and C

The receipt of Proposition A and C funds for transit and transit related costs and improvements. Approved by Los Angeles County voters in 1980 and 1990 respectively, the ½ cent sales tax measures contribute towards the financing of countrywide transit development programs.

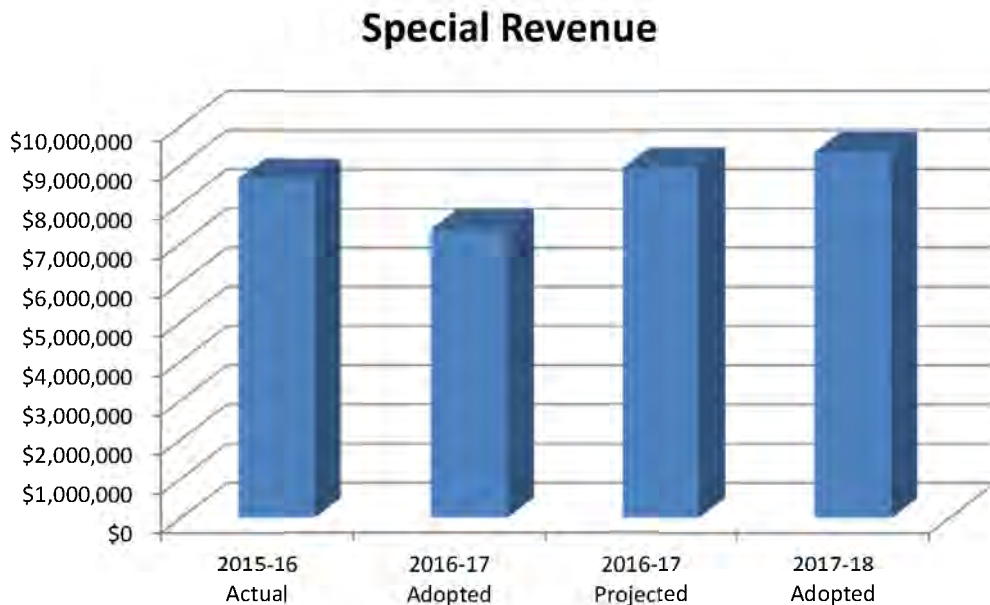
## City of Whittier Major Revenue Sources – Special Revenue Funds

### Measure R

The receipt of revenue that began in FY 2009-2010 from the voter approved ½ cent sales tax designated for traffic relief and transportation upgrades. Revenue is provided by the Metropolitan Transportation Authority (MTA).

### Uptown Parking District No's 1 and 2

Revenue received from the multi-deck parking structure on Bright Avenue (No. 1) and the various surface parking lots in the Uptown Village area (No. 2).



Special Revenue Sources	2015-16 Actual	2016-17 Adopted	2016-17 Projected	2017-18 Adopted
Gas Tax	\$1,815,072	\$1,884,000	\$2,040,037	\$1,934,000
Traffic Congestion Relief	365,305	686,000	400,500	400,500
Traffic Offender	290,880	231,000	231,000	231,000
Traffic Safety	225,734	350,000	196,000	196,000
HUD Grants	719,149	743,838	843,837	743,838
Subventions and Grants	1,230,415	101,564	1,832,202	834,564
Home Grant	320,107	297,605	297,605	297,605
Road and Rehab	0	0	0	509,438
Propositions A & C	3,698,028	3,077,313	3,104,813	3,091,313
Measure M	0	0	0	1,100,497
<b>Total</b>	<b>\$8,664,690</b>	<b>\$7,371,320</b>	<b>\$8,945,994</b>	<b>\$9,338,755</b>

## City of Whittier Major Revenue Sources – Internal Service Funds

### Information Technology

Revenue received to provide service and maintenance of all citywide computer and telecommunication systems on a cost-reimbursement basis.

### Worker's Compensation/General Liability/Group Health Insurance

Revenue received from City departments in proportion to operating expenses for providing these services.

### Mobile Equipment

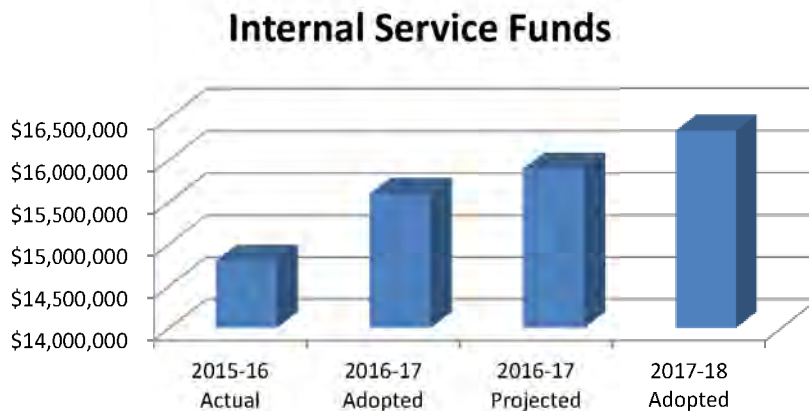
Revenue received for the costs of City vehicle and equipment maintenance on a cost-reimbursement basis.

### Mobile Equipment Replacement

Revenue received from other City funds to account for the acquisition costs of City motorized equipment and to accumulate funds for equipment replacement.

### Equipment Replacement

Revenue received from other City funds to account for the acquisition costs of City equipment and to accumulate funds for replacement.



Internal Service Funds	2015-16 Actual	2016-17 Adopted	2016-17 Projected	2017-18 Adopted
Information Technology	\$ 1,068,367	\$ 1,450,348	\$ 1,449,348	\$ 1,287,348
Worker's Comp/Gen Liability/ Group Health Insurance	9,160,907	9,890,775	9,903,269	9,934,425
Mobile Equipment	2,633,942	2,680,429	2,680,429	2,017,505
Mobile Equipment Replacement	1,689,333	1,360,199	1,390,685	1,228,032
Equipment Replacement	243,025	207,200	467,138	1,867,853
<b>Total</b>	<b>\$ 14,795,574</b>	<b>\$15,588,951</b>	<b>\$15,890,869</b>	<b>\$16,335,163</b>

## City of Whittier Major Revenue Sources – Utility Authority

### Sewer

Revenue generated by providing wastewater service in the City of Whittier. This fund provides for the maintenance and improvement of the existing 210 miles of sewer lines within the City.

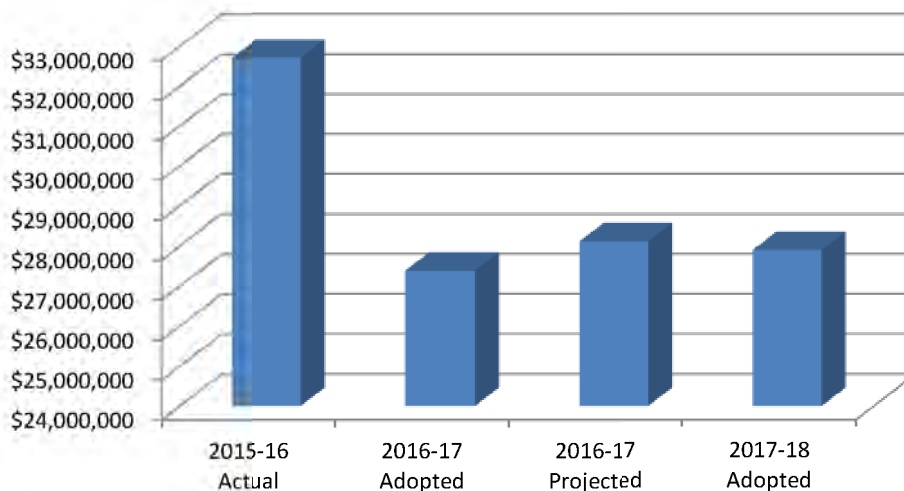
### Water

Revenue generated by providing water service in the City of Whittier. The fund provides for the maintenance and improvement to the water system within the City. The water system includes seven production wells, nine booster stations and twelve reservoirs, which provide nearly 3 billion gallons of water each year to residents and businesses in the City of Whittier.

### Solid Waste

Revenue generated by providing collection and disposal of solid waste from industrial, commercial and residential users throughout the Whittier area for landfill closure and post-closure costs and for funding of environmental liabilities caused by water contamination. Included in the budget is revenue received from contracted refuse haulers for the disposal of non-Whittier generated trash.

### Utility Authority



Utility Authority	2015-16 Actual	2016-17 Adopted	2016-17 Projected	2017-18 Adopted
Sewer	\$ 4,111,615	\$ 4,279,628	\$ 4,008,345	\$ 4,016,315
Water	17,497,387	18,492,465	19,539,372	18,915,914
Solid Waste	11,102,718	4,609,327	4,569,846	4,964,061
<b>Total</b>	<b>\$ 32,711,720</b>	<b>\$ 27,381,420</b>	<b>\$ 28,117,563</b>	<b>\$ 27,896,290</b>

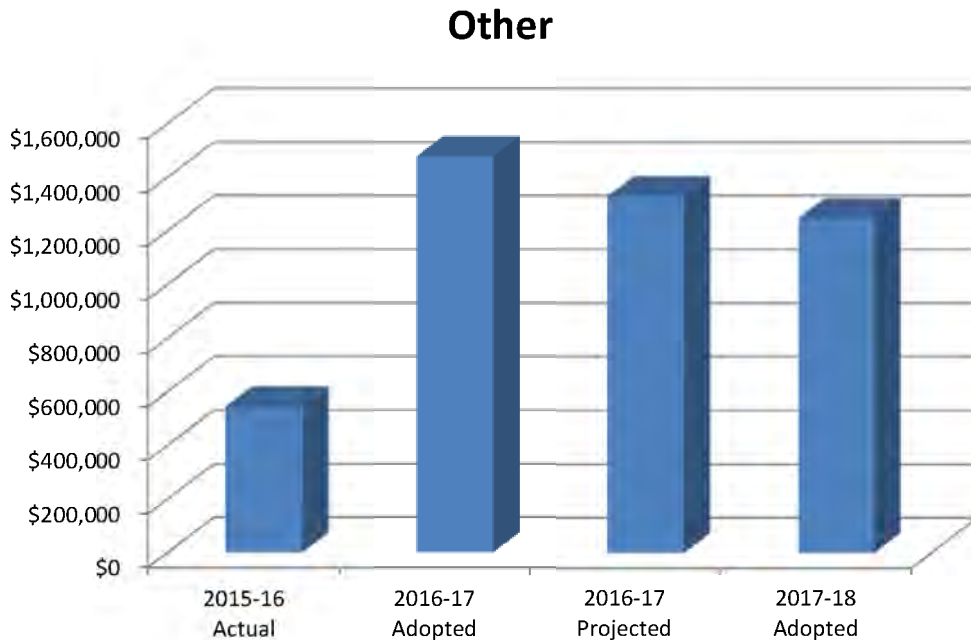
## City of Whittier Major Revenue Sources – Other

### Public Financing Authority

To account for the proceeds of the 2002 and 2007A Revenue Bonds loaned to the Whittier Redevelopment Agency and for the debt service payments.

### Community Facilities Districts (CFD) – 89-1 and 91-1

To account for funds set aside by the City on behalf of the CFD 89-1 and 91-1 bondholders for debt service payments and reserves.



Other	2015-16 Actual	2016-17 Adopted	2016-17 Projected	2017-18 Adopted
Public Financing Authority	\$ 80,797	\$ 0	\$ 0	\$ 0
Housing Authority	41,461	1,055,981	906,181	824,147
Community Facility Districts	421,570	422,259	422,259	422,430
<b>Total</b>	<b>\$ 543,828</b>	<b>\$ 1,478,240</b>	<b>\$ 1,328,440</b>	<b>\$ 1,246,577</b>

## City of Whittier Key General Fund Revenue Assumptions

The following discussion outlines the three significant operating revenue sources of the City and describes the methods used to forecast fiscal year 2017-18 revenues.

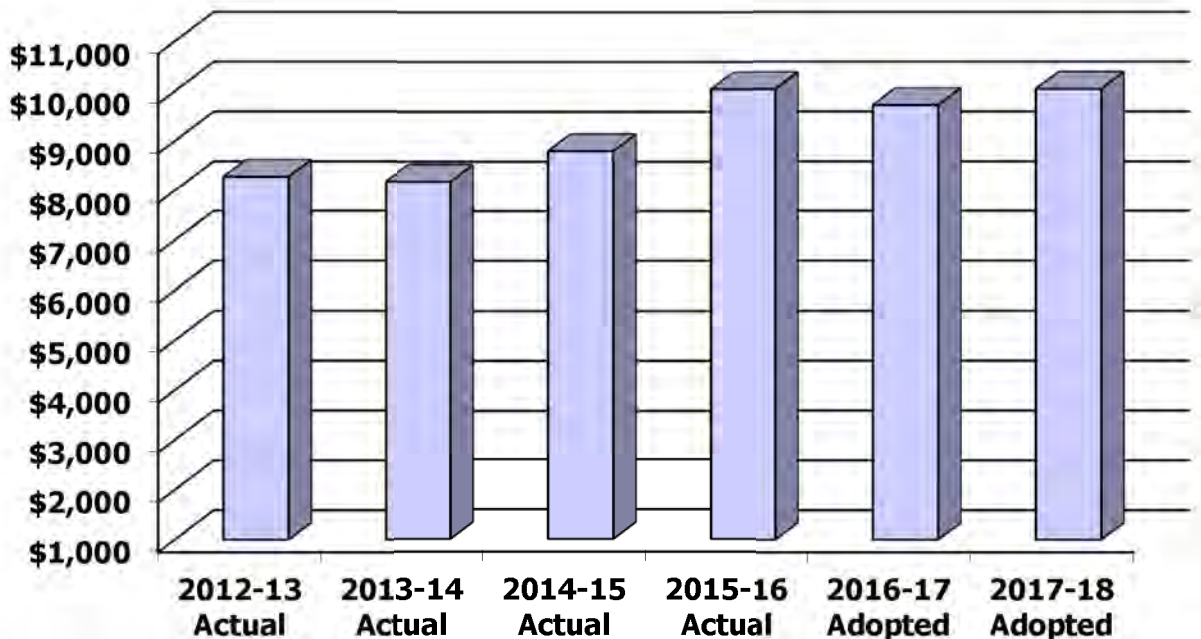
### Sales and Use Tax

(Amount in Thousands)

	2012-13 <u>Actual</u>	2013-14 <u>Actual</u>	2014-15 <u>Actual</u>	2015-16 <u>Actual</u>	2016-17 <u>Adopted</u>	2017-18 <u>Adopted</u>
Sales and Use Tax	\$8,283	\$8,187	\$8,804	\$10,046	\$9,723	\$10,049

The City is projecting minimal Sales and Use Tax revenue growth for 2017-18, with increases attributed to improved consumer confidence and new economic development activity throughout the City. In recent years, the City has steadily recovered from the recent recession, when the majority of its auto dealers closed and significantly impacted this revenue source. Projections are based on the analysis of prior allocations from State Board of Equalization and new business information as provided by the City's tax consultants.

**Sales and Use Tax  
(in Thousands)**



## City of Whittier Key General Fund Revenue Assumptions (Continued)

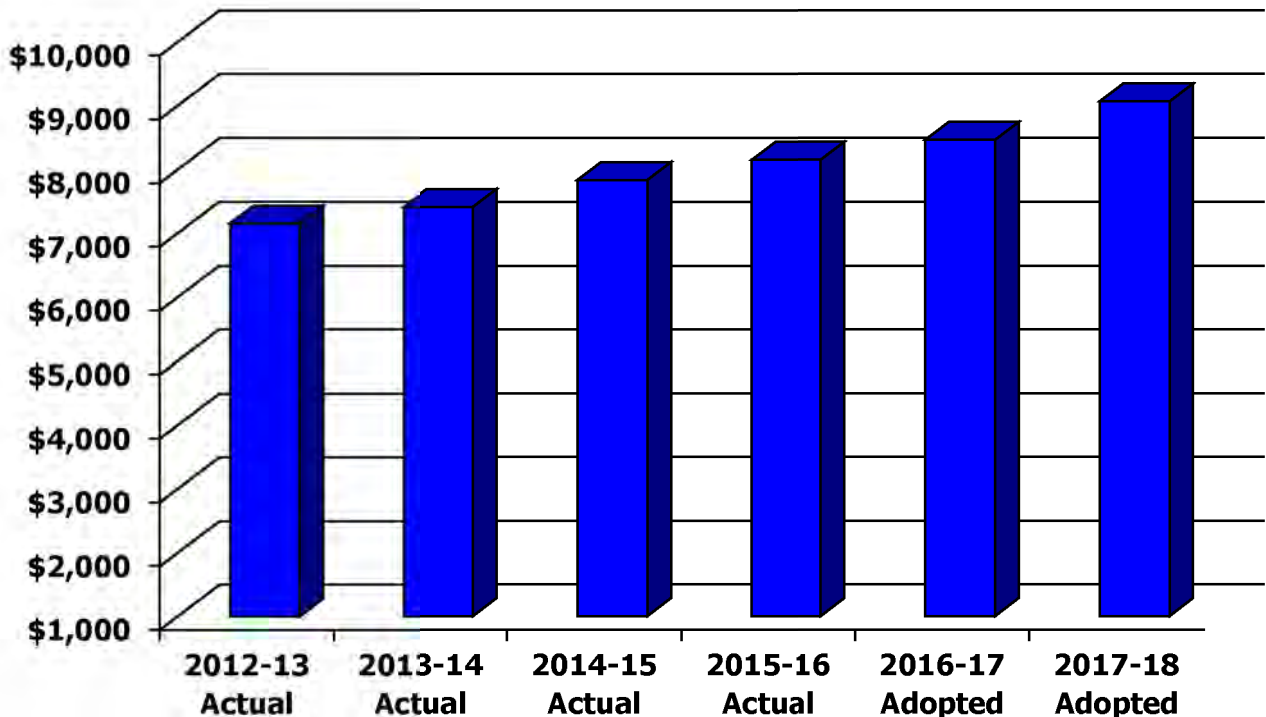
### Motor Vehicle In-Lieu (VLF)

(Amount in Thousands)

	2012-13 <u>Actual</u>	2013-14 <u>Actual</u>	2014-15 <u>Actual</u>	2015-16 <u>Actual</u>	2016-17 <u>Adopted</u>	2017-18 <u>Adopted</u>
Motor Vehicle In-Lieu	\$7,153	\$7,416	\$7,835	\$8,153	\$8,462	\$9,066

The City's consultants estimate the VLF revenues to increase from prior year based on estimated personal property values. The City is projecting 2017-18 VLF revenues to remain consistent with the adopted budget. A 7.1% growth factor was considered reasonable for 2017-18 based on trends and projections.

**Motor Vehicle In-Lieu  
(in Thousands)**





## City of Whittier Key General Fund Revenue Assumptions (Continued)

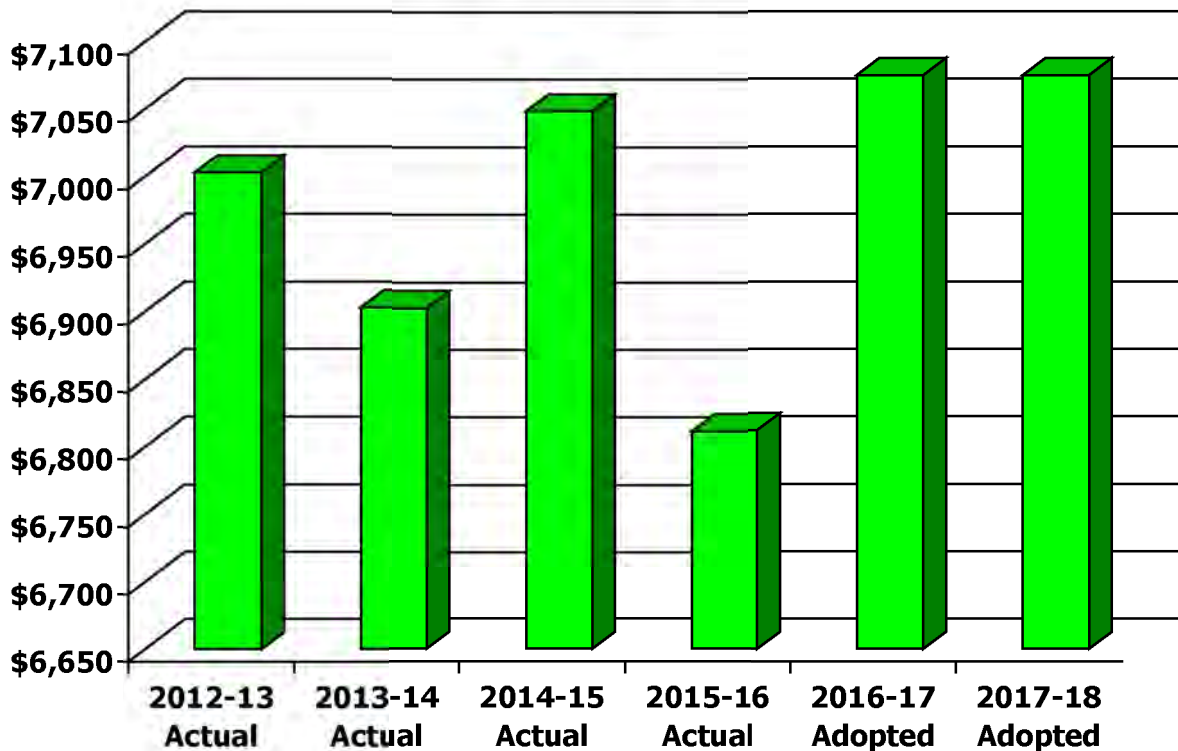
### Utility Users Tax

(Amount in Thousands)

	2012-13 <u>Actual</u>	2013-14 <u>Actual</u>	2014-15 <u>Actual</u>	2015-16 <u>Actual</u>	2016-17 <u>Adopted</u>	2017-18 <u>Adopted</u>
Utility Users Tax	\$7,003	\$6,903	\$7,049	\$6,812	\$7,075	\$7,075

The City imposes a 5% tax on all charges for telephone, electricity, gas, water and cable television services in accordance with ordinance no. 1895. While the City has realized some fluctuations in this revenue category in recent years, utility rates and consumption projections indicate 2017-18 revenues will remain similar to 2016-17 level.

**Utility Users Tax  
(in Thousands)**



**City of Whittier  
2017-18 Budget  
Revenues and Transfers-In Schedule**

	Actual 2014-15	Actual 2015-16	Adopted Budget 2016-17	Projected 2016-17	Adopted Budget 2017-18
<b><u>GENERAL FUND (100)</u></b>					
<b><u>Operating Revenue</u></b>					
Property Taxes	\$ 5,309,585	\$ 5,508,604	\$ 5,360,783	\$ 5,357,558	\$ 5,733,630
Sales and Use Tax	8,803,903	10,046,388	9,723,500	9,705,053	10,049,500
Franchise Tax	3,414,995	3,377,231	2,874,519	3,010,072	4,327,852
Utility Users Tax	7,048,612	6,811,595	7,075,000	7,075,000	7,075,000
Transient Occupancy Tax	778,849	890,181	783,000	783,000	783,000
Business Licenses and Permits	2,440,220	2,900,968	2,457,160	2,110,160	2,287,160
Fines and Forfeitures	779,616	730,982	731,700	745,869	731,700
Motor Vehicle In Lieu	7,776,259	8,153,185	8,462,311	8,462,311	9,066,038
Use of Money & Property	651,043	838,214	726,346	610,208	1,084,846
SFS Policing Contract	7,813,561	7,843,123	8,123,243	8,127,513	8,387,244
City - Charges for Services					
Contribution for General Government	1,973,651	1,985,001	2,017,422	2,017,422	2,052,212
Lease Payment	3,806,116	3,806,116	1,094,907	1,094,907	1,094,907
Others	1,221,029	1,267,349	1,513,069	1,571,331	1,892,336
Other/Miscellaneous Revenue	5,418,749	7,555,308	7,012,780	6,992,482	5,407,801
Total Operating Revenue	<u>57,236,188</u>	<u>61,714,245</u>	<u>57,955,740</u>	<u>57,662,886</u>	<u>59,973,226</u>
<b>Operating Transfers-In</b>	1,538,213	1,438,095	1,443,095	1,443,095	1,443,095
Total Operating Revenue/Transfers	<u>58,774,401</u>	<u>63,152,340</u>	<u>59,398,835</u>	<u>59,105,981</u>	<u>61,416,321</u>
	0				
<b><u>Non-Operating Revenue</u></b>					
Others	70,741	78,266	0	109,000	0
Total Non-Operating Revenue	<u>70,741</u>	<u>78,266</u>	<u>0</u>	<u>109,000</u>	<u>0</u>
Non-Operating Transfer-In	50,000	50,000	50,000	50,000	50,000
Total Non-Operating Revenue/Transfers	<u>120,741</u>	<u>128,266</u>	<u>50,000</u>	<u>159,000</u>	<u>50,000</u>
<b>Total General Fund</b>	<u>58,895,142</u>	<u>63,280,606</u>	<u>59,448,835</u>	<u>59,264,981</u>	<u>61,466,321</u>
<b>- SPECIAL REVENUE FUNDS -</b>					
<b><u>TRAFFIC OFFENDER FUND (210)</u></b>					
<b><u>Operating Revenue</u></b>					
Court Fines	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
State Grants	151,158	155,887	100,000	100,000	100,000
Impound Release Fees	0	0	0	0	0
Total Operating Revenue	<u>151,158</u>	<u>155,887</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	<u>151,158</u>	<u>155,887</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
<b><u>Non-Operating Revenue</u></b>					
Interest Income	3,052	4,993	1,000	1,000	1,000
Non-Operating Transfer-In	130,000	130,000	130,000	130,000	130,000
Total Non-Operating Revenue/Transfers	<u>133,052</u>	<u>134,993</u>	<u>131,000</u>	<u>131,000</u>	<u>131,000</u>
<b>Total Traffic Offender</b>	<u>284,210</u>	<u>290,880</u>	<u>231,000</u>	<u>231,000</u>	<u>231,000</u>
<b><u>AIR QUALITY IMPROVEMENT FUND (230)</u></b>					
<b><u>Operating Revenue</u></b>					
Motor Vehicle Fuel Tax	\$ 107,369	\$ 110,448	\$ 100,000	\$ 105,000	\$ 105,000
Other	0	0	0	0	0
Total Operating Revenue	<u>107,369</u>	<u>110,448</u>	<u>100,000</u>	<u>105,000</u>	<u>105,000</u>

**City of Whittier  
2017-18 Budget  
Revenues and Transfers-In Schedule**

	Actual 2014-15	Actual 2015-16	Adopted Budget 2016-17	Projected 2016-17	Adopted Budget 2017-18
<i>(Air Quality Improvement continued)</i>					
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	107,369	110,448	100,000	105,000	105,000
<b><i>Non-Operating Revenue</i></b>					
Interest Income	2,577	4,646	1,000	1,110	1,000
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	2,577	4,646	1,000	1,110	1,000
<b>Total Air Quality Improvement</b>	<b>109,946</b>	<b>115,094</b>	<b>101,000</b>	<b>106,110</b>	<b>106,000</b>
<b><u>LIGHTING DISTRICT NO. 1-91 (240)</u></b>					
<b><i>Operating Revenue</i></b>					
Lighting District Charges	\$ 680	\$ 1,169	\$ 1,380	\$ 1,380	\$ 1,380
Others	26	0	0	0	0
Total Operating Revenue	706	1,169	1,380	1,380	1,380
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	706	1,169	1,380	1,380	1,380
<b><i>Non-Operating Revenue</i></b>					
Interest Income	6	5	0	2	0
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	6	5	0	2	0
<b>Total Lighting District No. 1-91</b>	<b>712</b>	<b>1,174</b>	<b>1,380</b>	<b>1,382</b>	<b>1,380</b>
<b><u>ASSET SEIZURE / FORFEITURE FUND (250)</u></b>					
<b><i>Operating Revenue</i></b>					
Asset Seizure/Forfeiture	\$ 97,711	\$ 84,373	\$ 90,000	\$ 90,000	\$ 90,000
Other	0	0	0	0	0
Total Operating Revenue	97,711	84,373	90,000	90,000	90,000
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	97,711	84,373	90,000	90,000	90,000
<b><i>Non-Operating Revenue</i></b>					
Interest Income	5,568	6,642	2,000	2,000	2,000
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	5,568	6,642	2,000	2,000	2,000
<b>Total Asset Seizure / Forfeiture</b>	<b>103,279</b>	<b>91,015</b>	<b>92,000</b>	<b>92,000</b>	<b>92,000</b>
<b><u>BUSINESS IMPROVEMENT FUND (254)</u></b>					
<b><i>Operating Revenue</i></b>					
Business Improvement Area Assessment	\$ 115,537	\$ 112,623	\$ 112,000	\$ 120,000	\$ 118,000
Total Operating Revenue	115,537	112,623	112,000	120,000	118,000
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	115,537	112,623	112,000	120,000	118,000
<b>Total Business Improvement</b>	<b>115,537</b>	<b>112,623</b>	<b>112,000</b>	<b>120,000</b>	<b>118,000</b>

**City of Whittier  
2017-18 Budget  
Revenues and Transfers-In Schedule**

	Actual 2014-15	Actual 2015-16	Adopted Budget 2016-17	Projected 2016-17	Adopted Budget 2017-18
<b><u>LIBRARY GRANT (260)</u></b>					
<b><i>Operating Revenue</i></b>					
PLF SB358	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Operating Revenue	0	0	0	0	0
Operating Transfer-In	35,508	35,508	35,508	35,508	0
Total Operating Revenue/Transfers	35,508	35,508	35,508	35,508	0
<b><i>Non-Operating Revenue</i></b>					
Interest Income	537	799	0	0	0
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	537	799	0	0	0
<b>Total Library Grant</b>	<b>36,045</b>	<b>36,307</b>	<b>35,508</b>	<b>35,508</b>	<b>0</b>
<b><u>GAS TAX - 2107 (261) PW</u></b>					
<b><i>Operating Revenue</i></b>					
Motor Vehicle Fuel Tax	\$ 677,519	\$ 577,985	\$ 592,500	\$ 637,500	\$ 637,500
Total Operating Revenue	677,519	577,985	592,500	637,500	637,500
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	677,519	577,985	592,500	637,500	637,500
<b><i>Non-Operating Revenue</i></b>					
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	0	0	0	0	0
<b>Total Gas Tax 2107</b>	<b>677,519</b>	<b>577,985</b>	<b>592,500</b>	<b>637,500</b>	<b>637,500</b>
<b><u>PROPOSITION 1B (262) PW</u></b>					
<b><i>Operating Revenue</i></b>					
Special State Assessment	\$ 0	\$ 0	\$ 0	\$ 64,895	\$ 0
Total Operating Revenue	0	0	0	64,895	0
Total Operating Revenue/Transfers	0	0	0	64,895	0
<b><i>Non-Operating Revenue</i></b>					
Interest Income	46	79	1,000	40	0
Total Non-Operating Revenue/Transfers	46	79	1,000	40	0
<b>Total Proposition 1B</b>	<b>46</b>	<b>79</b>	<b>1,000</b>	<b>64,935</b>	<b>0</b>
<b><u>TRAFFIC CONGESTION RELIEF FUND (263) PW</u></b>					
<b><i>Operating Revenue</i></b>					
Pavement Rehabilitation	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Diesel Fuel Tax	897,532	356,807	685,000	400,000	400,000
Total Operating Revenue	897,532	356,807	685,000	400,000	400,000
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	897,532	356,807	685,000	400,000	400,000

**City of Whittier  
2017-18 Budget  
Revenues and Transfers-In Schedule**

	Actual 2014-15	Actual 2015-16	Adopted Budget 2016-17	Projected 2016-17	Adopted Budget 2017-18
<i>(Traffic Congestion Relief continued)</i>					
<b>Non-Operating Revenue</b>					
Interest Income	5,844	8,498	1,000	500	500
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	5,844	8,498	1,000	500	500
<b>Total Traffic Congestion Relief</b>	<b>903,376</b>	<b>365,305</b>	<b>686,000</b>	<b>400,500</b>	<b>400,500</b>
<b><u>TRAFFIC SAFETY FUND (264) PW</u></b>					
<b>Operating Revenue</b>					
Court Fines - Moving Violations	\$ 287,768	\$ 225,734	\$ 350,000	\$ 196,000	\$ 196,000
Total Operating Revenue	287,768	225,734	350,000	196,000	196,000
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	287,768	225,734	350,000	196,000	196,000
<b>Total Traffic Safety</b>	<b>287,768</b>	<b>225,734</b>	<b>350,000</b>	<b>196,000</b>	<b>196,000</b>
<b><u>GAS TAX B 2106 (265) PW</u></b>					
<b>Operating Revenue</b>					
Intergovernmental Revenue	\$ 252,661	\$ 88,185	\$ 0	\$ 0	\$ 0
Motor Vehicle Fuel Tax	310,048	264,892	310,000	299,000	300,000
Total Operating Revenue	562,709	353,077	310,000	299,000	300,000
Operating Transfer-In	420,000	420,000	500,000	603,537	500,000
Total Operating Revenue/Transfers	982,709	773,077	810,000	902,537	800,000
<b>Non-Operating Revenue</b>					
Interest Income	11,952	18,478	1,500	5,000	1,500
Total Non-Operating Revenue	11,952	18,478	1,500	5,000	1,500
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	11,952	18,478	1,500	5,000	1,500
<b>Total Gas Tax 2106</b>	<b>994,661</b>	<b>791,555</b>	<b>811,500</b>	<b>907,537</b>	<b>801,500</b>
<b><u>GAS TAX 2105 (266)</u></b>					
<b>Operating Revenue</b>					
Motor Vehicle Fuel Tax	\$ 515,237	\$ 445,532	\$ 480,000	\$ 495,000	\$ 495,000
Total Operating Revenue	515,237	445,532	480,000	495,000	495,000
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	515,237	445,532	480,000	495,000	495,000
<b>Non-Operating Revenue</b>					
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	0	0	0	0	0
<b>Total Gas Tax 2105</b>	<b>515,237</b>	<b>445,532</b>	<b>480,000</b>	<b>495,000</b>	<b>495,000</b>

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	Actual 2014-15	Actual 2015-16	Adopted Budget 2016-17	Projected 2016-17	Adopted Budget 2017-18
<b><u>HUD GRANTS (267)</u></b>					
<b><i>Community Development Block Grant (CDBG)</i></b>					
<b><i>Operating Revenue</i></b>					
Rehabilitation Loan Repayment	\$ 122,802	\$ 88,443	\$ 50,000	\$ 150,000	\$ 50,000
CDBG Allocation	558,912	630,706	693,838	693,837	722,211
Total Operating Revenue	681,714	719,149	743,838	843,837	772,211
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	681,714	719,149	743,838	843,837	772,211
<b>Total HUD Grants</b>	<b>681,714</b>	<b>719,149</b>	<b>743,838</b>	<b>843,837</b>	<b>772,211</b>
<b><u>SUBVENTIONS AND GRANTS (268)</u></b>					
<b><i>Operating Revenue</i></b>					
Greenway Grants	\$ 92,356	\$ 88,153	\$ 0	\$ 0	\$ 0
Pio Pico Grant	0	0	0	0	0
LACO Prop. A Trails	0	0	0	0	0
Various Library Grants	0	12,881	0	0	0
Police Grants	242,541	261,049	0	223,719	0
Other Grants	461,368	868,332	101,564	1,608,483	834,564
Interest Income	0	0	0	0	0
Total Operating Revenue	796,265	1,230,415	101,564	1,832,202	834,564
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	796,265	1,230,415	101,564	1,832,202	834,564
<b><i>Non-Operating Revenue</i></b>					
Interest Income	0	0	0	0	0
Total Non-Operating Revenue/Transfers	0	0	0	0	0
<b>Total Subventions and Grants</b>	<b>796,265</b>	<b>1,230,415</b>	<b>101,564</b>	<b>1,832,202</b>	<b>834,564</b>
<b><u>HOME GRANT (269)</u></b>					
<b><i>Operating Revenue</i></b>					
HOME - Rehabilitation Loan Repayment	\$ 92,328	\$ 29,201	\$ 50,000	\$ 0	\$ 0
HOME Program	311,560	290,906	247,605	297,605	304,707
Total Operating Revenue	403,888	320,107	297,605	297,605	304,707
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	403,888	320,107	297,605	297,605	304,707
<b>Total HOME Grant</b>	<b>403,888</b>	<b>320,107</b>	<b>297,605</b>	<b>297,605</b>	<b>304,707</b>
<b><u>PROPOSITION A - TRANSIT (270)</u></b>					
<b><i>Operating Revenue</i></b>					
Local Transit Tax	\$ 1,522,579	\$ 1,562,033	\$ 1,530,000	\$ 1,530,000	\$ 1,530,000
Dial-A-Ride	30,051	29,103	27,000	27,000	27,000
Fixed Route Fares	0	0	0	0	0
Grants	0	0	0	0	0
Other	5,974	18,113	4,000	15,000	12,000
Total Operating Revenue	1,558,604	1,609,249	1,561,000	1,572,000	1,569,000
Operating Transfer-In	0	0	93,397	93,397	93,397
Total Operating Revenue/Transfers	1,558,604	1,609,249	1,654,397	1,665,397	1,662,397

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	Actual 2014-15	Actual 2015-16	Adopted Budget 2016-17	Projected 2016-17	Adopted Budget 2017-18
<i>(Proposition A - Transit continued)</i>					
<b>Non-Operating Revenue</b>					
Refunds/Reimbursements	2,182	0	0	0	0
Interest Income	4,229	5,958	1,000	3,500	1,000
Non-Operating Misc Revenue/Transfer-In	0	283,424	0	0	0
Total Non-Operating Revenue/Transfers	6,411	289,382	1,000	3,500	1,000
<b>Total Proposition A - Transit</b>	1,565,015	1,898,631	1,655,397	1,668,897	1,663,397
<b><u>ROAD AND REHAB (271)</u></b>					
<b>Operating Revenue</b>					
Local Transit Tax	\$ 0	\$ 0	\$ 0	\$ 0	\$ 509,438
Total Operating Revenue	0	0	0	0	509,438
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	0	0	0	0	509,438
<b>Total Road and Rehab</b>	0	0	0	0	509,438
<b><u>PROPOSITION A - INCENTIVE (275)</u></b>					
<b>Operating Revenue</b>					
Prop A Incentive Funds	\$ 277,504	\$ 261,075	\$ 275,000	\$ 275,000	\$ 275,000
Dial-A-Ride Fares	0	0	0	0	0
Other	0	0	0	0	0
Total Operating Revenue	277,504	261,075	275,000	275,000	275,000
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	277,504	261,075	275,000	275,000	275,000
<b>Non-Operating Revenue</b>					
Interest Income	926	1,280	0	0	0
Total Non-Operating Revenue	926	1,280	0	0	0
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	926	1,280	0	0	0
<b>Total Proposition A - Incentive</b>	278,430	262,355	275,000	275,000	275,000
<b><u>PROPOSITION C - TRANSIT (280)</u></b>					
<b>Operating Revenue</b>					
Local Transit Taxes	\$ 1,263,465	\$ 1,295,651	\$ 1,030,416	\$ 1,030,416	\$ 1,030,416
Dial-A-Ride	11,742	3,203	12,500	19,500	15,500
Grants	0	7,963	0	0	0
Other	4,643	27,904	1,000	4,600	4,000
Total Operating Revenue	1,279,850	1,334,721	1,043,916	1,054,516	1,049,916
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	1,279,850	1,334,721	1,043,916	1,054,516	1,049,916
<b>Non-Operating Revenue</b>					
Interest Income	12,034	21,678	3,000	5,185	3,000
Rental Income	102,143	180,629	100,000	100,000	100,000
Other	35,283	14	0	1,215	0
Total Non-Operating Revenue	149,460	202,321	103,000	106,400	103,000

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	<b>Actual 2014-15</b>	<b>Actual 2015-16</b>	<b>Adopted Budget 2016-17</b>	<b>Projected 2016-17</b>	<b>Adopted Budget 2017-18</b>
(Proposition C - Transit continued)					
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	149,460	202,321	103,000	106,400	103,000
<b>Total Proposition C - Transit</b>	<b>1,429,310</b>	<b>1,537,042</b>	<b>1,146,916</b>	<b>1,160,916</b>	<b>1,152,916</b>
<b><i>MEASURE R - TRANSIT (285)</i></b>					
<b><i>Operating Revenue</i></b>					
Local Transit Taxes	\$ 1,207,053	\$ 994,237	\$ 727,688	\$ 727,688	\$ 727,688
Total Operating Revenue	1,207,053	994,237	727,688	727,688	727,688
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	1,207,053	994,237	727,688	727,688	727,688
<b><i>Non-Operating Revenue</i></b>					
Interest Income	14,887	31,792	4,000	8,200	4,000
Total Non-Operating Revenue	14,887	31,792	4,000	8,200	4,000
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	14,887	31,792	4,000	8,200	4,000
<b>Total Measure R - Transit</b>	<b>1,221,940</b>	<b>1,026,029</b>	<b>731,688</b>	<b>735,888</b>	<b>731,688</b>
<b><i>MEASURE M (286)</i></b>					
<b><i>Operating Revenue</i></b>					
Local Transit Tax	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1,100,497
Total Operating Revenue	0	0	0	0	1,100,497
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	0	0	0	0	1,100,497
<b>Total Measure M</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,100,497</b>
<b><i>UPTOWN PARKING DISTRICT NO. 1 (291)</i></b>					
<b><i>Operating Revenue</i></b>					
Property Taxes	\$ 15,486	\$ 11,388	\$ 6,785	\$ 6,816	\$ 6,785
Rental Income	14,820	15,600	15,900	15,900	16,200
Parking Fees	73,215	75,041	72,000	87,000	87,000
Others	5,379	5,334	2,400	2,526	2,400
Total Operating Revenue	108,900	107,363	97,085	112,242	112,385
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	108,900	107,363	97,085	112,242	112,385
<b><i>Non-Operating Revenue</i></b>					
Interest Income	219	503	0	98	0
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	219	503	0	98	0
<b>Total Uptown Parking District No. 1</b>	<b>109,119</b>	<b>107,866</b>	<b>97,085</b>	<b>112,340</b>	<b>112,385</b>



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<b><u>UPTOWN PARKING DISTRICT NO. 2 (292)</u></b>					
<b><i>Operating Revenue</i></b>					
Property Taxes	\$ 231,245	\$ 246,149	\$ 54,253	\$ 105,756	\$ 54,228
Rental Income	15,075	0	0	0	0
Parking Fees	61,259	62,724	60,000	61,000	60,000
Other	187	335	0	0	25
Total Operating Revenue	307,766	309,208	114,253	166,756	114,253
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	307,766	309,208	114,253	166,756	114,253
<b><i>Non-Operating Revenue</i></b>					
Interest Income	7,731	13,341	2,000	3,066	2,000
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	7,731	13,341	2,000	3,066	2,000
<b>Total Uptown Parking District No. 2</b>	<b>315,497</b>	<b>322,549</b>	<b>116,253</b>	<b>169,822</b>	<b>116,253</b>
<b><u>UPTOWN VILLAGE MAINTENANCE DISTRICT (294)</u></b>					
<b><i>Operating Revenue</i></b>					
Property Taxes	\$ 0	\$ 0	\$ 0	\$ 38,892	\$ 0
Total Operating Revenue	0	0	0	38,892	0
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	0	0	0	38,892	0
<b><i>Non-Operating Revenue</i></b>					
Interest Income	83	154	0	67	0
Non-Operating Transfer-In	51,448	51,448	51,448	51,448	51,448
Total Non-Operating Revenue/Transfers	51,531	51,602	51,448	51,515	51,448
<b>Total Uptown Village Maintenance</b>	<b>51,531</b>	<b>51,602</b>	<b>51,448</b>	<b>90,407</b>	<b>51,448</b>
<b>- Total Special Revenue Funds -</b>	<b>\$ 10,881,045</b>	<b>\$ 10,529,028</b>	<b>\$ 8,710,682</b>	<b>\$ 10,474,386</b>	<b>\$ 10,703,384</b>
<b>- FIDUCIARY FUNDS -</b>					
<b><u>COMMUNITY FACILITIES DISTRICT 89-1 FUND (586)</u></b>					
<b><i>Operating Revenue</i></b>					
Special Assessment	\$ 422,271	\$ 419,520	\$ 421,759	\$ 421,759	\$ 421,730
Total Operating Revenue	422,271	419,520	421,759	421,759	421,730
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	422,271	419,520	421,759	421,759	421,730
<b><i>Non-Operating Revenue</i></b>					
Interest Income	567	2,050	500	500	700
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	567	2,050	500	500	700
<b>Total CFD 89-1 Fund</b>	<b>422,838</b>	<b>421,570</b>	<b>422,259</b>	<b>422,259</b>	<b>422,430</b>
<b>- Total Fiduciary Funds -</b>	<b>\$ 422,838</b>	<b>\$ 421,570</b>	<b>\$ 422,259</b>	<b>\$ 422,259</b>	<b>\$ 422,430</b>

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	Actual 2014-15	Actual 2015-16	Adopted Budget 2016-17	Projected 2016-17	Adopted Budget 2017-18
<b>- CAPITAL PROJECTS FUNDS -</b>					
<b><u>CAPITAL PROJECTS (635/637)</u></b>					
<b><i>Operating Revenue</i></b>					
Grants	\$ 77,815	\$ 0	\$ 0	\$ 0	\$ 0
Energy Efficiency	0	0	0	1,437,117	0
Other	0	20,000	0	0	0
Total Operating Revenue	77,815	20,000	0	1,437,117	0
Operating Transfer-In	0	0	0	130,734	94,324
Total Operating Revenue/Transfers	77,815	20,000	0	1,567,851	94,324
<b><i>Non-Operating Revenue</i></b>					
Interest Income	13,345	13,596	0	0	0
Non-Operating Transfer-In	736,280	0	0	0	0
Total Non-Operating Revenue/Transfers	749,625	13,596	0	0	0
<b>Total Capital Projects Funds</b>	<b>827,440</b>	<b>33,596</b>	<b>0</b>	<b>1,567,851</b>	<b>94,324</b>
<b><u>NON HOUSING CAPITAL PROJECTS (638)</u></b>					
<b><i>Operating Revenue</i></b>					
Grants	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Interest Income	0	62,506	37,600	0	0
Other	0	0	0	0	0
Total Operating Revenue	0	62,506	37,600	0	0
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	0	62,506	37,600	0	0
<b><i>Non-Operating Revenue</i></b>					
Interest Income	0	0	0	0	0
Non-Operating Transfer-In	0	16,707,826	0	0	0
Total Non-Operating Revenue/Transfers	0	16,707,826	0	0	0
<b>Total Non Housing Capital Projects Fund</b>	<b>0</b>	<b>16,770,332</b>	<b>37,600</b>	<b>0</b>	<b>0</b>
<b>- Total Capital Projects Funds -</b>	<b>\$ 827,440</b>	<b>\$ 16,803,928</b>	<b>\$ 37,600</b>	<b>\$ 1,567,851</b>	<b>\$ 94,324</b>
<b>- INTERNAL SERVICE FUNDS -</b>					
<b><u>INFORMATION TECHNOLOGY (715)</u></b>					
<b><i>Operating Revenue</i></b>					
General Government - Service Department	\$ 733,248	\$ 733,248	\$ 733,086	\$ 733,086	\$ 733,086
Contributions from Other Funds	85,812	85,812	90,262	90,262	90,262
Others	0	0	0	0	0
Total Operating Revenue	819,060	819,060	823,348	823,348	823,348
Operating Transfer-In	133,000	0	0	0	0
Total Operating Revenue/Transfers	952,060	819,060	823,348	823,348	823,348
<b><i>Non-Operating Revenue</i></b>					
Interest Income	3,051	4,807	1,000	0	1,000
Non-Operating Transfer-In	326,733	244,500	626,000	626,000	463,000
Total Non-Operating Revenue/Transfers	329,784	249,307	627,000	626,000	464,000
<b>Total Information Technology</b>	<b>1,281,844</b>	<b>1,068,367</b>	<b>1,450,348</b>	<b>1,449,348</b>	<b>1,287,348</b>

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<b><u>WORKER'S COMPENSATION FUND (720)</u></b>					
<b><i>Operating Revenue</i></b>					
General Government - Service Department	\$ 1,405,251	\$ 1,410,475	\$ 1,394,824	\$ 1,331,836	\$ 1,396,580
Contributions from Other Funds	364,350	364,764	302,182	365,168	340,891
SFS - Service Departments	361,244	355,608	345,231	345,231	356,345
Others	5,930	5,930	6,214	6,214	6,214
Total Operating Revenue	<u>2,136,775</u>	<u>2,136,777</u>	<u>2,048,451</u>	<u>2,048,449</u>	<u>2,100,030</u>
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	<u>2,136,775</u>	<u>2,136,777</u>	<u>2,048,451</u>	<u>2,048,449</u>	<u>2,100,030</u>
<b><i>Non-Operating Revenue</i></b>					
Interest Income	24,067	36,485	10,000	10,000	10,000
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	<u>24,067</u>	<u>36,485</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
<b>Total Worker's Compensation</b>	<u>2,160,842</u>	<u>2,173,262</u>	<u>2,058,451</u>	<u>2,058,449</u>	<u>2,110,030</u>
<b><u>GENERAL LIABILITY FUND (730)</u></b>					
<b><i>Operating Revenue</i></b>					
General Government - Service Department	\$ 990,972	\$ 908,208	\$ 995,315	\$ 951,864	\$ 973,889
Contribution from Other Funds	572,972	681,327	714,860	789,130	730,071
SFS - Service Departments	194,994	169,402	95,571	95,571	66,244
Others	795	795	802	802	831
Total Operating Revenue	<u>1,759,733</u>	<u>1,759,732</u>	<u>1,806,548</u>	<u>1,837,367</u>	<u>1,771,035</u>
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	<u>1,759,733</u>	<u>1,759,732</u>	<u>1,806,548</u>	<u>1,837,367</u>	<u>1,771,035</u>
<i>(General Liability continued)</i>					
<b><i>Non-Operating Revenue</i></b>					
Refunds and Reimbursements	0	0	0	0	0
Interest Income	32,904	49,068	10,000	10,313	10,000
Total Non-Operating Revenue	<u>32,904</u>	<u>49,068</u>	<u>10,000</u>	<u>10,313</u>	<u>10,000</u>
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	<u>32,904</u>	<u>49,068</u>	<u>10,000</u>	<u>10,313</u>	<u>10,000</u>
<b>Total General Liability</b>	<u>1,792,637</u>	<u>1,808,800</u>	<u>1,816,548</u>	<u>1,847,680</u>	<u>1,781,035</u>
<b><u>MOBILE EQUIPMENT FUND (740)</u></b>					
<b><i>Operating Revenue</i></b>					
Equipment Rental	\$ 2,724,673	\$ 2,633,442	\$ 2,678,429	\$ 2,678,429	\$ 2,015,505
NBV of Assets Sold	0	0	0	0	0
Total Operating Revenue	<u>2,724,673</u>	<u>2,633,442</u>	<u>2,678,429</u>	<u>2,678,429</u>	<u>2,015,505</u>
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	<u>2,724,673</u>	<u>2,633,442</u>	<u>2,678,429</u>	<u>2,678,429</u>	<u>2,015,505</u>
<b><i>Non-Operating Revenue</i></b>					
Refunds/Reimbursements	3,596	500	2,000	2,000	2,000
Sale-Scrap/Junk	0	0	0	0	0
Total Non-Operating Revenue	<u>3,596</u>	<u>500</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	<u>3,596</u>	<u>500</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
<b>Total Mobile Equipment</b>	<u>2,728,269</u>	<u>2,633,942</u>	<u>2,680,429</u>	<u>2,680,429</u>	<u>2,017,505</u>

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2017-18 Budget  
Revenues and Transfers-In Schedule**

	Actual 2014-15	Actual 2015-16	Adopted Budget 2016-17	Projected 2016-17	Adopted Budget 2017-18
<b><u>MOBILE REPLACEMENT FUND (750)</u></b>					
<b><i>Operating Revenue</i></b>					
Equipment Rental (Depreciation)	\$ 1,123,160	\$ 1,261,516	\$ 1,261,515	\$ 1,261,515	\$ 995,566
Equipment Replacement Billings (Appreciation)	80,482	81,684	81,684	81,684	60,466
Sale of Capital Assets	76,088	21,398	5,000	32,149	5,000
Grants	150,319	0	0	0	0
Total Operating Revenue	1,430,049	1,364,598	1,348,199	1,375,348	1,061,032
Operating Transfer-In	0	256,217	0	0	0
Total Operating Revenue/Transfers	1,430,049	1,620,815	1,348,199	1,375,348	1,061,032
<b><i>Non-Operating Revenue</i></b>					
Interest Income	42,240	68,518	12,000	15,337	12,000
Sale of Capital Assets	28,430	0	0	0	0
Total Non-Operating Revenue	70,670	68,518	12,000	15,337	12,000
Non-Operating Transfer-In	183,681	0	0	0	155,000
Total Non-Operating Revenue/Transfers	254,351	68,518	12,000	15,337	167,000
<b>Total Mobile Replacement</b>	<b>1,684,400</b>	<b>1,689,333</b>	<b>1,360,199</b>	<b>1,390,685</b>	<b>1,228,032</b>
<b><u>EQUIPMENT REPLACEMENT FUND (770)</u></b>					
<b><i>Operating Revenue</i></b>					
Photocopying Charges	\$ 137,010	\$ 135,520	\$ 110,000	\$ 110,000	\$ 110,000
Total Operating Revenue	137,010	135,520	110,000	110,000	110,000
Operating Transfer-In	95,200	95,200	95,200	354,138	95,200
Total Operating Revenue/Transfers	232,210	230,720	205,200	464,138	205,200
<b><i>Non-Operating Revenue</i></b>					
Interest Income	8,879	12,305	2,000	3,000	2,000
Non-Operating Transfer-In	0	0	0	0	1,660,653
Total Non-Operating Revenue/Transfers	8,879	12,305	2,000	3,000	1,662,653
<b>Total Equipment Replacement</b>	<b>241,089</b>	<b>243,025</b>	<b>207,200</b>	<b>467,138</b>	<b>1,867,853</b>
<b><u>GROUP HEALTH INSURANCE FUND (780)</u></b>					
<b><i>Operating Revenue</i></b>					
General Government - Service Department	\$ 4,818,178	\$ 4,816,057	\$ 5,724,934	\$ 5,639,735	\$ 5,716,250
Department Retiree Charges	321,175	315,709	290,842	315,780	285,485
Others	38,980	41,625	0	41,625	41,625
Total Operating Revenue	5,178,333	5,173,391	6,015,776	5,997,140	6,043,360
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	5,178,333	5,173,391	6,015,776	5,997,140	6,043,360
<b><i>Non-Operating Revenue</i></b>					
Interest Income	3,253	5,454	0	0	0
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	3,253	5,454	0	0	0
<b>Total Group Health Insurance</b>	<b>5,181,586</b>	<b>5,178,845</b>	<b>6,015,776</b>	<b>5,997,140</b>	<b>6,043,360</b>
<b>- Total Internal Service Funds -</b>	<b>\$ 15,070,667</b>	<b>\$ 14,795,574</b>	<b>\$ 15,588,951</b>	<b>\$ 15,890,869</b>	<b>\$ 16,335,163</b>
<b>TOTAL - CITY OF WHITTIER</b>	<b>\$ 86,097,132</b>	<b>\$ 105,830,706</b>	<b>\$ 84,208,327</b>	<b>\$ 87,620,346</b>	<b>\$ 89,021,622</b>

**City of Whittier  
2017-18 Budget  
Revenues and Transfers-In Schedule**

	Actual 2014-15	Actual 2015-16	Adopted Budget 2016-17	Projected 2016-17	Adopted Budget 2017-18
<b>- FINANCING AUTHORITY -</b>					
<b><i>WHITTIER PUBLIC FINANCING AUTHORITY (390)</i></b>					
<b><i>Bond Debt Service</i></b>					
<b><i>Operating Revenue</i></b>					
Operating Transfers-In	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Operating Revenue/Transfers	0	0	0	0	0
<b><i>Non-Operating Revenue</i></b>					
Interest Income - WRA Loan	238,029	80,797	0	0	0
Loan Repayment - WRA	0	0	0	0	0
Total Non-Operating Revenue	238,029	80,797	0	0	0
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	238,029	80,797	0	0	0
<b>TOTAL - FINANCING AUTHORITY</b>	<b>\$ 238,029</b>	<b>\$ 80,797</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>- HOUSING AUTHORITY -</b>					
<b><i>WHITTIER HOUSING AUTHORITY (912)</i></b>					
<b><i>Operating Revenue</i></b>					
Property Tax Distribution	\$ 0	\$ 0	\$ 150,000	\$ 0	\$ 0
Interest Income	41,576	41,461	26,800	27,000	25,000
Total Operating Revenue	41,576	41,461	176,800	27,000	25,000
<b><i>Non-Operating Revenue</i></b>					
Loan Repayment from WRSA	0	0	879,181	879,181	799,147
Total Non-Operating Revenue	0	0	879,181	879,181	799,147
<b>TOTAL - HOUSING AUTHORITY</b>	<b>\$ 41,576</b>	<b>\$ 41,461</b>	<b>\$ 1,055,981</b>	<b>\$ 906,181</b>	<b>\$ 824,147</b>
<b>- WHITTIER UTILITY AUTHORITY -</b>					
<b><i>SEWER MAINTENANCE FUND (410)</i></b>					
<b><i>Operating Revenue</i></b>					
Net Charges for Services	\$ 3,900,278	\$ 4,040,277	\$ 4,274,628	\$ 3,991,931	\$ 3,999,901
Total Operating Revenue	3,900,278	4,040,277	4,274,628	3,991,931	3,999,901
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	3,900,278	4,040,277	4,274,628	3,991,931	3,999,901
<b><i>Non-Operating Revenue</i></b>					
Interest Income	37,143	71,338	5,000	16,414	16,414
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	37,143	71,338	5,000	16,414	16,414
<b>Total Sewer Maintenance</b>	<b>3,937,421</b>	<b>4,111,615</b>	<b>4,279,628</b>	<b>4,008,345</b>	<b>4,016,315</b>

**City of Whittier  
2017-18 Budget  
Revenues and Transfers-In Schedule**

	Actual 2014-15	Actual 2015-16	Adopted Budget 2016-17	Projected 2016-17	Adopted Budget 2017-18
<b><u>WATER FUND (420)</u></b>					
<b><i>Operating Revenue</i></b>					
Water Sales	\$ 5,432,767	\$ 5,087,419	\$ 5,431,000	\$ 5,861,260	\$ 5,860,699
Meter Service Charge	4,837,141	5,414,050	7,287,682	7,287,682	7,287,682
Grants	0	0	0	0	0
Water Production Rights	855,000	840,000	0	0	0
Others	259,884	201,124	143,600	176,594	143,400
Total Operating Revenue	<u>11,384,792</u>	<u>11,542,593</u>	<u>12,862,282</u>	<u>13,325,536</u>	<u>13,291,781</u>
Operating Transfers-In	1,945,892	3,637,784	3,380,107	3,980,107	3,380,107
Total Operating Revenue/Transfers	<u>13,330,684</u>	<u>15,180,377</u>	<u>16,242,389</u>	<u>17,305,643</u>	<u>16,671,888</u>
<b><i>Non-Operating Revenue</i></b>					
Interest Income	40,049	15,400	19,348	899	19,348
Rental Income	310,269	477,921	520,616	520,616	520,616
Others	0	0	0	105	0
Total Non-Operating Revenue	<u>350,318</u>	<u>493,321</u>	<u>539,964</u>	<u>521,620</u>	<u>539,964</u>
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	<u>350,318</u>	<u>493,321</u>	<u>539,964</u>	<u>521,620</u>	<u>539,964</u>
<b>Total Water</b>	<u>13,681,002</u>	<u>15,673,698</u>	<u>16,782,353</u>	<u>17,827,263</u>	<u>17,211,852</u>
<b><u>WATER FACILITIES REPLACEMENT FUND (450)</u></b>					
<b><i>Operating Revenue</i></b>					
Water Facilities Billings	\$ 499,058	\$ 500,591	\$ 348,600	\$ 348,600	\$ 348,600
Total Operating Revenue	<u>499,058</u>	<u>500,591</u>	<u>348,600</u>	<u>348,600</u>	<u>348,600</u>
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	<u>499,058</u>	<u>500,591</u>	<u>348,600</u>	<u>348,600</u>	<u>348,600</u>
<b><i>Non-Operating Revenue</i></b>					
Interest Income	23,776	33,483	8,000	8,517	8,000
Total Non-Operating Revenue	<u>23,776</u>	<u>33,483</u>	<u>8,000</u>	<u>8,517</u>	<u>8,000</u>
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	<u>23,776</u>	<u>33,483</u>	<u>8,000</u>	<u>8,517</u>	<u>8,000</u>
<b>Total Water Facilities</b>	<u>522,834</u>	<u>534,074</u>	<u>356,600</u>	<u>357,117</u>	<u>356,600</u>
<b><u>WATER BOND FUND (470)</u></b>					
<b><i>Operating Revenue</i></b>					
Operating Transfer-In	\$ 1,211,707	\$ 1,225,655	\$ 1,232,145	\$ 1,232,145	\$ 1,226,226
Total Operating Revenue/Transfers	<u>1,211,707</u>	<u>1,225,655</u>	<u>1,232,145</u>	<u>1,232,145</u>	<u>1,226,226</u>
<b><i>Non-Operating Revenue</i></b>					
Interest Income	138,759	63,960	121,367	122,847	121,236
Proceeds from debt issuance	0	0	0	0	0
Bond Issue Premium	0	0	0	0	0
Total Non-Operating Revenue	<u>138,759</u>	<u>63,960</u>	<u>121,367</u>	<u>122,847</u>	<u>121,236</u>
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	<u>138,759</u>	<u>63,960</u>	<u>121,367</u>	<u>122,847</u>	<u>121,236</u>
<b>Total Water Bond</b>	<u>1,350,466</u>	<u>1,289,615</u>	<u>1,353,512</u>	<u>1,354,992</u>	<u>1,347,462</u>
<b>Total Revenue - All Water Funds</b>	<u>\$ 15,554,302</u>	<u>\$ 17,497,387</u>	<u>\$ 18,492,465</u>	<u>\$ 19,539,372</u>	<u>\$ 18,915,914</u>

**City of Whittier  
2017-18 Budget  
Revenues and Transfers-In Schedule**

	Actual 2014-15	Actual 2015-16	Adopted Budget 2016-17	Projected 2016-17	Adopted Budget 2017-18
<b><u>SOLID WASTE COLLECTION (430)</u></b>					
<b><i>Operating Revenue</i></b>					
Refuse Collection	\$ 4,080,565	\$ 4,600,293	\$ 0	\$ 0	\$ 0
Roll-off Revenue	676,291	746,330	0	0	0
Curbside Recycling - Reduction	311,517	305,767	0	0	0
Greenwaste	430,962	369,867	0	0	0
Street Sweeping	372,876	364,012	0	0	0
Rental Income	485,470	502,938	0	0	0
Others	32,520	45,756	0	21,014	0
Total Operating Revenue	<u>6,390,201</u>	<u>6,934,963</u>	<u>0</u>	<u>21,014</u>	<u>0</u>
Operating Transfer-In	0	0	0	0	0
Total Operating Revenue/Transfers	<u>6,390,201</u>	<u>6,934,963</u>	<u>0</u>	<u>21,014</u>	<u>0</u>
<b><i>Non-Operating Revenue</i></b>					
Interest Income	44,265	70,531	0	32,550	0
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	<u>44,265</u>	<u>70,531</u>	<u>0</u>	<u>32,550</u>	<u>0</u>
<b>Total Solid Waste Collection</b>	<b><u>6,434,466</u></b>	<b><u>7,005,494</u></b>	<b><u>0</u></b>	<b><u>53,564</u></b>	<b><u>0</u></b>
<b><u>SOLID WASTE DISPOSAL FUND (440)</u></b>					
<b><i>Operating Revenue</i></b>					
Back Canyon CIP	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dump Fees	3,360,887	3,579,198	4,165,327	4,026,284	4,517,051
Others	114,535	152,682	157,000	182,096	157,000
Total Operating Revenue	<u>3,475,422</u>	<u>3,731,880</u>	<u>4,322,327</u>	<u>4,208,380</u>	<u>4,674,051</u>
Operating Transfers-In	0	0	0	0	0
Total Operating Revenue/Transfers	<u>3,475,422</u>	<u>3,731,880</u>	<u>4,322,327</u>	<u>4,208,380</u>	<u>4,674,051</u>
<b><i>Non-Operating Revenue</i></b>					
Interest Income	13,175	21,511	2,000	5,010	5,010
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	<u>13,175</u>	<u>21,511</u>	<u>2,000</u>	<u>5,010</u>	<u>5,010</u>
<b>Total Solid Waste Disposal</b>	<b><u>3,488,597</u></b>	<b><u>3,753,391</u></b>	<b><u>4,324,327</u></b>	<b><u>4,213,390</u></b>	<b><u>4,679,061</u></b>
<b><u>LANDFILL CLOSURE FUND (456)</u></b>					
<b><i>Operating Revenue</i></b>					
Closure Fee	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Operating Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Transfer-In	272,000	272,000	272,000	272,000	272,000
Total Operating Revenue/Transfers	<u>272,000</u>	<u>272,000</u>	<u>272,000</u>	<u>272,000</u>	<u>272,000</u>
<b><i>Non-Operating Revenue</i></b>					
Interest Income	43,470	66,909	12,000	28,840	12,000
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	<u>43,470</u>	<u>66,909</u>	<u>12,000</u>	<u>28,840</u>	<u>12,000</u>
<b>Total Landfill Closure</b>	<b><u>315,470</u></b>	<b><u>338,909</u></b>	<b><u>284,000</u></b>	<b><u>300,840</u></b>	<b><u>284,000</u></b>

**City of Whittier  
2017-18 Budget  
Revenues and Transfers-In Schedule**

	Actual 2014-15	Actual 2015-16	Adopted Budget 2016-17	Projected 2016-17	Adopted Budget 2017-18
<b><i>ENVIRONMENTAL LIABILITY FUND (490)</i></b>					
<b><i>Operating Revenue</i></b>					
Operating Transfer-In	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Operating Revenue/Transfers	0	0	0	0	0
<b><i>Non-Operating Revenue</i></b>					
Interest Income	3,306	4,924	1,000	2,052	1,000
Non-Operating Transfer-In	0	0	0	0	0
Total Non-Operating Revenue/Transfers	3,306	4,924	1,000	2,052	1,000
<b>Total Environmental Liability</b>	<b>3,306</b>	<b>4,924</b>	<b>1,000</b>	<b>2,052</b>	<b>1,000</b>
<b>Total Revenue - Solid Waste Funds</b>	<b>\$ 10,241,839</b>	<b>\$ 11,102,718</b>	<b>\$ 4,609,327</b>	<b>\$ 4,569,846</b>	<b>\$ 4,964,061</b>
<b>TOTAL - UTILITY AUTHORITY</b>	<b>\$ 29,733,562</b>	<b>\$ 32,711,720</b>	<b>\$ 27,381,420</b>	<b>\$ 28,117,563</b>	<b>\$ 27,896,290</b>
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>\$ 116,110,299</b>	<b>\$ 138,664,684</b>	<b>\$ 112,645,728</b>	<b>\$ 116,644,090</b>	<b>\$ 117,742,059</b>



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City of Whittier

*Expenditures*

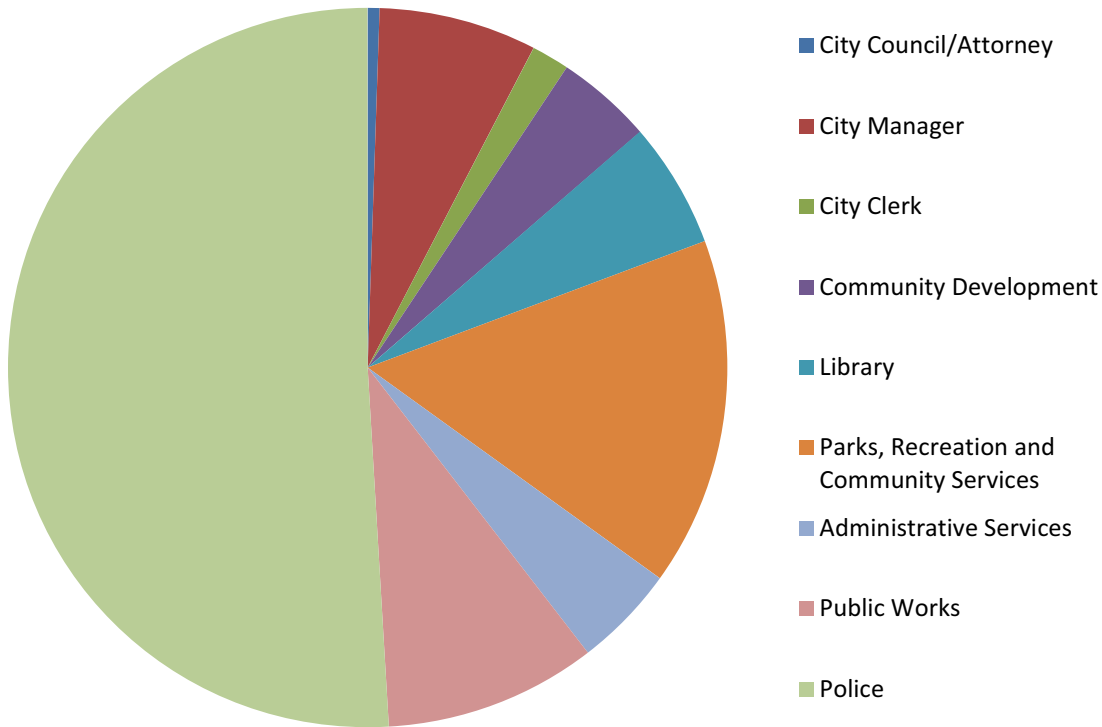
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- *Budget Summary – General Fund Expenditures*
- *Budget Summary – Non-General Fund Expenditures*
- *Adopted Operating and Transfer-Out Budget (Summarized by Fund Type)*
- *Adopted Operating and Transfer-Out Budget Detail*
- *Adopted Non-Operating and Transfer-Out Budget (Summarized by Fund Type)*
- *Adopted Non-Operating and Transfer-Out Budget Detail*
- *Summary of Adopted and Actual/Estimated Expenditures and Transfers-Out (by Fund Type)*
- *Summary of Adopted and Actual/Estimated Expenditures and Transfers-Out Detail*
- *Gann Appropriations Limit*



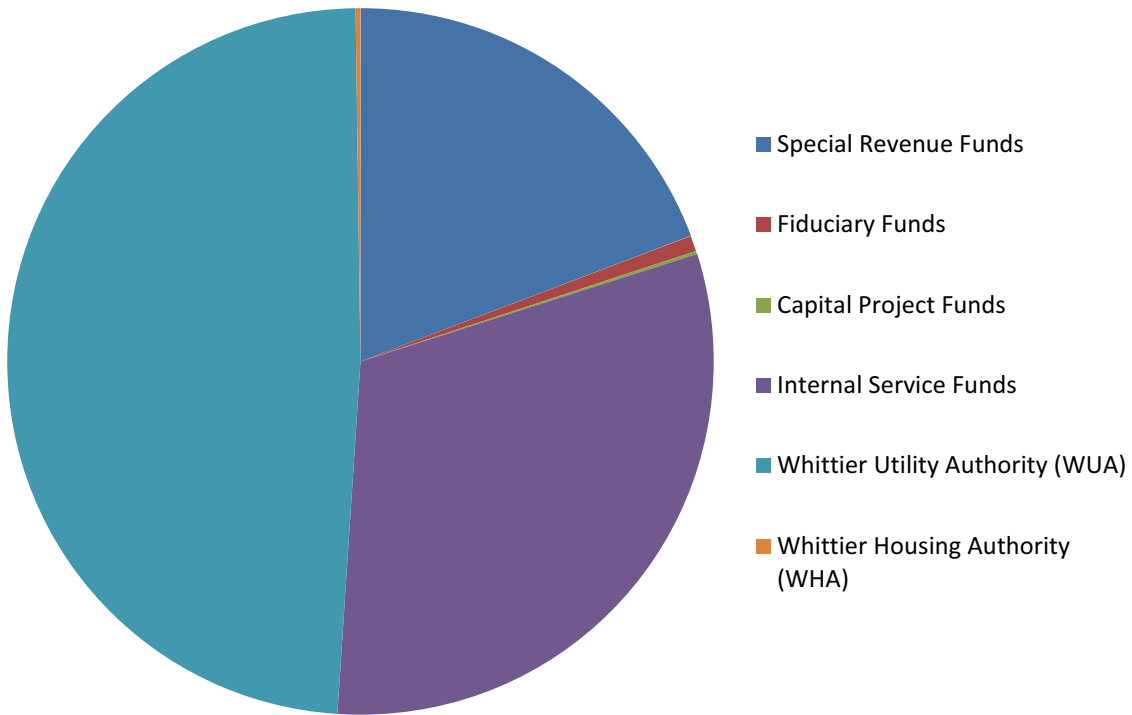
**City of Whittier**  
**Budget Summary - General Fund Expenditures**  
**Fiscal Year 2017-18**

<b>Department</b>	<b>2017-18 Adopted</b>
City Council/Attorney	\$ 333,286
City Manager	4,466,853
City Clerk	1,066,926
Community Development	2,723,763
Library	3,553,720
Parks, Recreation and Community Services	9,864,106
Administrative Services	2,883,961
Public Works	5,998,048
Police	32,082,600
<b>TOTAL - GENERAL FUND</b>	<b>\$62,973,263</b>



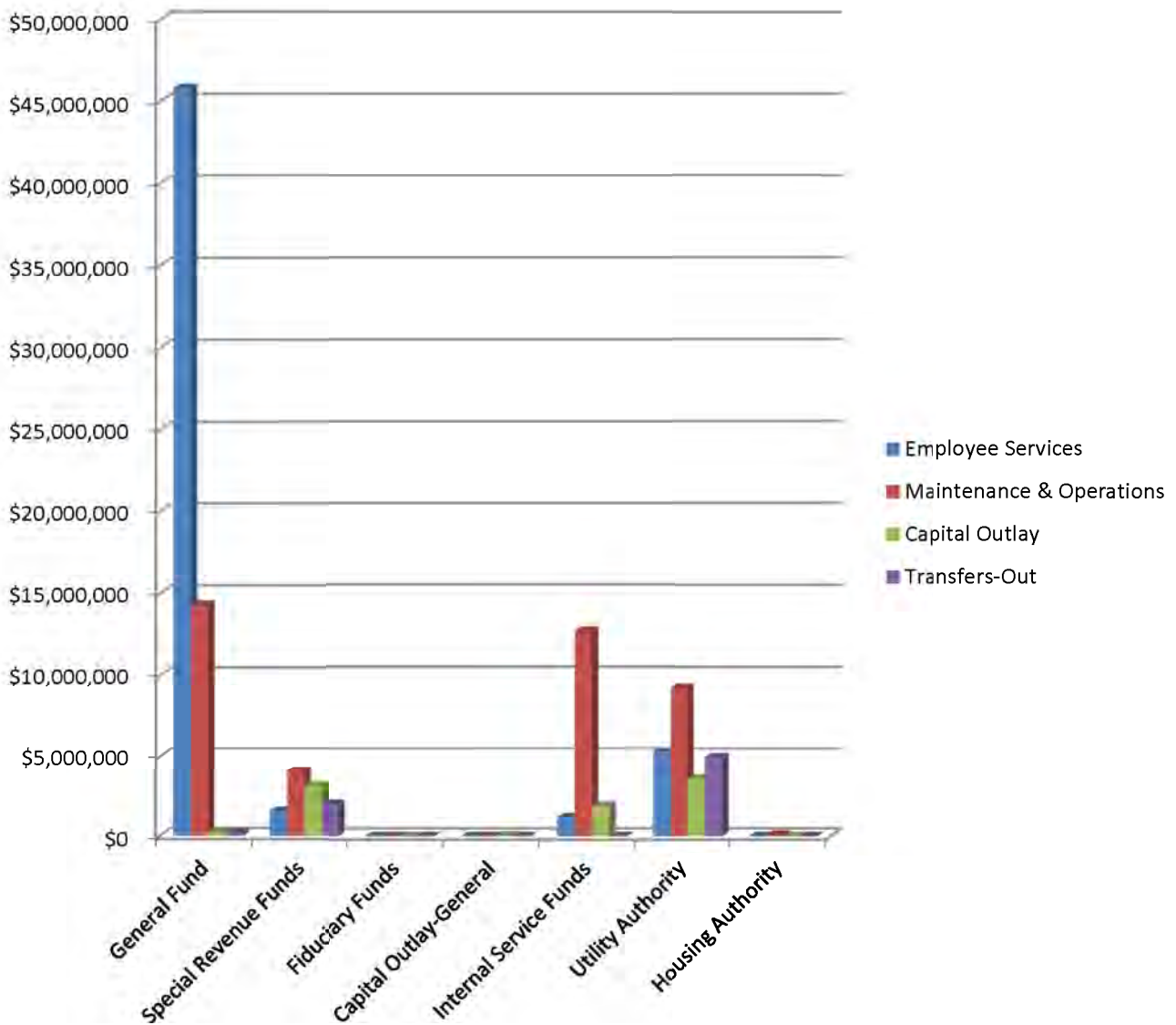
**City of Whittier**  
**Budget Summary - Non-General Fund Expenditures**  
**Fiscal Year 2017-18**

	<b>2017-18 Adopted</b>
Special Revenue Funds	\$ 11,095,906
Fiduciary Funds	413,420
Capital Project Funds	94,324
Internal Service Funds	17,857,044
Whittier Utility Authority (WUA)	28,126,133
Whittier Housing Authority (WHA)	128,600
<b>TOTAL - NON-GENERAL FUNDS</b>	<b>\$ 57,715,427</b>



**City of Whittier**  
**Operating Expenditure Budget and Transfers-Out**  
**Fiscal Year 2017-18**  
**Summary**

	Employee Services	Maintenance & Operations	Capital Outlay	Transfers-Out	Total
General Fund	\$45,791,125	\$14,286,023	\$256,090	\$175,200	\$60,508,438
Special Revenue Funds	1,521,274	4,068,362	3,158,828	2,027,442	10,775,906
Fiduciary Funds	0	5,820	0	0	5,820
Capital Outlay-General	0	0	36,000	0	36,000
Internal Service Funds	1,167,720	12,669,174	1,918,100	0	15,754,994
Utility Authority	5,264,647	9,192,741	3,620,000	4,933,333	23,010,721
Housing Authority	0	78,600	0	0	78,600
<b>TOTAL - CITY OF WHITTIER</b>	<b>\$53,744,766</b>	<b>\$40,300,720</b>	<b>\$8,989,018</b>	<b>\$7,135,975</b>	<b>\$110,170,479</b>



**City of Whittier**  
**Operating Expenditure Budget and Transfers-Out**  
**Fiscal Year 2017-18**

	Employee Services	Maintenance & Operations	Operating CIP	Total Operating Budget	Transfers-Out	Total	
<b>General Fund</b>							
100-11-111-000	<b>City Council</b>	\$0	\$32,963	\$0	\$32,963	\$0	\$32,963
100-11-112-000	<b>City Attorney</b>	0	300,323	0	300,323	0	300,323
	<b>City Manager</b>						
100-12-121-000	Administration	821,395	83,194	0	904,589	0	904,589
100-12-122-000	Public Information Services	60,954	17,615	10,000	88,569	0	88,569
100-12-999-201	Non-Departmental	244,086	938,084	0	1,182,170	175,200	1,357,370
100-12-999-202	Chamber of Commerce	0	53,400	0	53,400	0	53,400
100-12-999-203	Employee Special Events	0	9,000	0	9,000	0	9,000
	<b>City Clerk</b>						
100-15-151-000	City Clerk	697,883	112,222	0	810,105	0	810,105
100-15-151-301	Elections	0	224,321	0	224,321	0	224,321
	<b>Community Development</b>						
100-18-141-000	Building & Safety	825,035	75,238	0	900,273	0	900,273
100-18-161-000	Planning	1,026,589	139,302	0	1,165,891	0	1,165,891
100-18-181-000	Community Development	396,561	88,118	0	484,679	0	484,679
100-18-181-507	Economic Development	122,296	50,624	0	172,920	0	172,920
100-21-211-000	<b>Library</b>	2,646,177	907,543	0	3,553,720	0	3,553,720
	<b>Parks, Recreation and Community Services</b>						
100-22-22X-000	Parks	3,174,453	2,622,900	29,000	5,826,353	0	5,826,353
100-23-231-000	Administration	2,652,513	866,714	0	3,519,227	0	3,519,227
100-23-231-601	Patriotic Events	5,500	28,991	0	34,491	0	34,491
100-23-232-000	Social Services	0	145,635	0	145,635	0	145,635
	<b>Administrative Services</b>						
100-25-252-000	Cashiers	293,768	220,087	0	513,855	0	513,855
100-25-252-302	Business License	183,005	26,330	0	209,335	0	209,335
100-25-171-000	Human Resources	271,493	162,003	0	433,496	0	433,496
100-25-172-000	Emergency Management	19,030	38,570	0	57,600	0	57,600
100-25-251-000	Controllers	1,068,575	362,818	0	1,431,393	0	1,431,393
100-25-272-000	Property Insurance	0	198,282	0	198,282	0	198,282
	<b>Public Works</b>						
100-30-142-000	Civic Center Maintenance	301,958	1,169,249	0	1,471,207	0	1,471,207
100-30-321-801	Street Lighting	65,711	405,879	0	471,590	0	471,590
100-30-321-802	Street Cleaning	177,171	170,854	0	348,025	0	348,025
100-30-321-803	Street Maintenance	1,461,002	850,552	0	2,311,554	0	2,311,554
100-30-321-804	Traffic Signals	239,638	205,560	0	445,198	0	445,198
100-30-321-805	Greenway Maintenance	79,300	33,000	0	112,300	0	112,300
100-30-321-810	Graffiti Removal	260,936	142,995	0	403,931	0	403,931
100-30-332-000	Engineering	325,644	100,299	0	425,943	0	425,943
100-30-332-809	Weed Control	0	8,300	0	8,300	0	8,300
	<b>Police</b>						
100-40-411-000	Police-Safety	15,204,407	2,790,710	217,090	18,212,207	0	18,212,207
100-40-412-701	Police-Miscellaneous	3,963,942	300	0	3,964,242	0	3,964,242
100-40-412-717	Cadet Program	98,167	11,700	0	109,867	0	109,867
100-40-412-720	Police-POP Team	179,524	0	0	179,524	0	179,524
100-40-421-703	SFS-Special Assignment	194,336	11,881	0	206,217	0	206,217
100-40-421-704	Police-SFS Other Services	122,268	5,425	0	127,693	0	127,693
100-40-422-000	Police-SFS Other Services-OT	274,400	0	0	274,400	0	274,400
100-40-423-705	Police-SFS Safety	6,797,579	609,417	0	7,406,996	0	7,406,996
100-40-423-706	Police-SFS Miscellaneous	374,048	278	0	374,326	0	374,326
100-40-431-000	Code Enforcement	374,142	44,839	0	418,981	0	418,981
100-40-431-707	Code Liens	0	8,000	0	8,000	0	8,000
100-40-441-000	Whittwood Mall	209,933	8,116	0	218,049	0	218,049

**City of Whittier**  
**Operating Expenditure Budget and Transfers-Out**  
**Fiscal Year 2017-18**

	Employee Services	Maintenance & Operations	Operating CIP	Total Operating Budget	Transfers-Out	Total
100-40-461-714 SRO-Whittier High School	195,680	1,477	0	197,157	0	197,157
100-40-461-715 SRO-La Serna High School	195,740	1,466	0	197,206	0	197,206
100-40-461-716 SRO-Santa Fe High School	186,286	1,449	0	187,735	0	187,735
<b>Total General Fund</b>	<b>\$ 45,791,125</b>	<b>\$ 14,286,023</b>	<b>\$ 256,090</b>	<b>\$ 60,333,238</b>	<b>\$ 175,200</b>	<b>\$ 60,508,438</b>
<b>Special Revenue Funds</b>						
<b>Administrative Services</b>						
254-25-252-000 Business Improvement Area	\$ 0	\$ 111,500	\$ 0	\$ 111,500	\$ 0	\$ 111,500
268-00-000-000 Subventions and Grants	0	101,564	120,000	221,564	0	221,564
<b>Community Development</b>						
267-18-182-501 HUD Grant	0	772,211	0	772,211	0	772,211
267-18-182-502 Housing Rehabilitation Administration	63,061	(63,061)	0	0	0	0
267-18-182-503 CDBG Administration	63,030	(63,030)	0	0	0	0
267-18-182-505 CDBG Code Enforcement	241,878	(241,878)	0	0	0	0
269-18-183-000 HOME Program	24,471	280,236	0	304,707	0	304,707
<b>Library</b>						
260-21-212-000 Library Grant	31,574	6,083	0	37,657	0	37,657
<b>Community Services</b>						
230-23-243-000 Air Quality Improvement	12,799	310,844	0	323,643	0	323,643
270-23-241-607 Prop. A Administration	234,210	37,974	0	272,184	0	272,184
270-23-241-608 Prop. A Dial-A-Ride	102,739	900,758	0	1,003,497	0	1,003,497
270-23-241-609 Prop. A Fixed Route	71,765	52,270	0	124,035	0	124,035
270-23-241-625 Prop. A Whittier Depot	0	175,513	0	175,513	0	175,513
275-23-241-608 Prop. A Incentive	0	293,936	0	293,936	0	293,936
280-23-241-609 Prop. C Fixed Route	2,949	19,000	0	21,949	0	21,949
280-23-241-611 Prop. C Administration	3,464	222,045	0	225,509	93,397	318,906
280-23-241-613 Prop. C Access	37,945	4,571	0	42,516	0	42,516
280-23-241-620 Prop. C Greenway Management	26,131	724,746	0	750,877	0	750,877
280-23-241-621 Prop. C Greenway East	0	10,000	0	10,000	0	10,000
280-23-241-627 Prop. C Recreation Transit	8,441	52,000	0	60,441	0	60,441
280-23-241-628 Prop. C COG Assessment	0	22,000	0	22,000	0	22,000
280-23-241-630 Prop. C Taxi Voucher	0	90,000	0	90,000	0	90,000
280-23-242-000 Prop. C La Habra Heights DAR	17,586	34,280	0	51,866	0	51,866
285-23-241-650 Measure R (Transit)	0	0	1,932,885	1,932,885	0	1,932,885
<b>Public Works</b>						
240-30-332-000 Street Lighting District 1-91	304	970	0	1,274	0	1,274
261-30-331-000 Gasoline Tax A	0	0	0	0	650,000	650,000
263-30-331-000 Traffic Congestion	0	0	138,804	138,804	0	138,804
264-30-332-000 Traffic Safety	0	0	0	0	350,000	350,000
265-30-331-000 Gasoline Tax B	0	17,468	967,139	984,607	434,045	1,418,652
266-30-331-000 Gasoline Tax 2105	0	0	0	0	500,000	500,000
291-30-333-000 Uptown Parking District #1	59,556	29,361	0	88,917	0	88,917
292-30-333-000 Uptown Parking District #2	13,498	99,779	0	113,277	0	113,277
294-30-333-000 Uptown Maintenance District	2,592	51,095	0	53,687	0	53,687
<b>Police</b>						
210 / 220 Traffic Offender / COPS	338,987	4,587	0	343,574	0	343,574
250-40-471-000 Asset Forfeiture	164,294	11,540	0	175,834	0	175,834
<b>Total Special Revenue Funds</b>	<b>\$ 1,521,274</b>	<b>\$ 4,068,362</b>	<b>\$ 3,158,828</b>	<b>\$ 8,748,464</b>	<b>\$ 2,027,442</b>	<b>\$ 10,775,906</b>

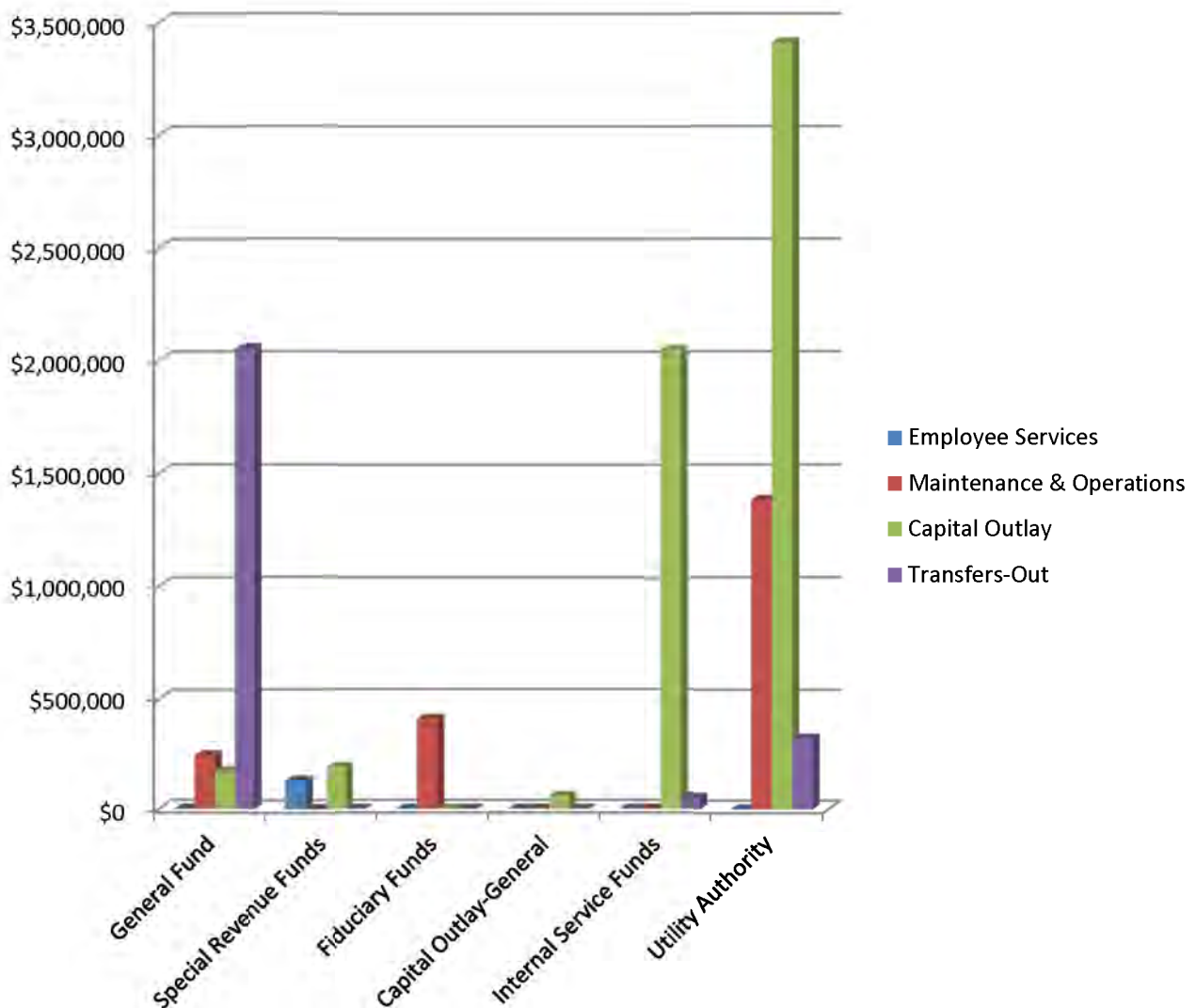
**City of Whittier  
Operating Expenditure Budget and Transfers-Out  
Fiscal Year 2017-18**

	Employee Services	Maintenance & Operations	Operating CIP	Total Operating Budget	Transfers-Out	Total
<b>Fiduciary Funds</b>						
<b>Administrative Services</b>						
586-25-999-205 Community Facilities District 89-1	\$ 0	\$ 5,820	\$ 0	\$ 5,820	\$ 0	\$ 5,820
<b>Total Fiduciary Funds</b>	<b>\$ 0</b>	<b>\$ 5,820</b>	<b>\$ 0</b>	<b>\$ 5,820</b>	<b>\$ 0</b>	<b>\$ 5,820</b>
<b>Capital Projects</b>						
<b>City Manager</b>						
635-22-981-922 Capital Outlay-Parks	0	0	16,000	16,000	0	16,000
635-30-981-914 Capital Outlay-CCM	0	0	20,000	20,000	0	20,000
<b>Total Capital Projects</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 36,000</b>	<b>\$ 36,000</b>	<b>\$ 0</b>	<b>\$ 36,000</b>
<b>Internal Service Funds</b>						
<b>City Clerk</b>						
715-15-151-000 Information Technology	\$ 496,194	\$ 491,710	\$ 194,100	\$ 1,182,004	\$ 0	\$ 1,182,004
<b>Administrative Services</b>						
720-25-261-000 Worker's Compensation	103,134	2,151,121	0	2,254,255	0	2,254,255
730-25-262-000 General Liability	103,505	1,841,323	0	1,944,828	0	1,944,828
770-00-000-000 Equipment Replacement	0	65,000	120,000	185,000	0	185,000
780-25-173-000 Group Health Insurance	9,774	6,089,464	0	6,099,238	0	6,099,238
<b>Public Works</b>						
740-30-361-000 Mobile Equipment	455,113	2,030,556	0	2,485,669	0	2,485,669
750-30-361-000 Mobile Replacement	0	0	1,604,000	1,604,000	0	1,604,000
<b>Total Internal Service Funds</b>	<b>\$ 1,167,720</b>	<b>\$ 12,669,174</b>	<b>\$ 1,918,100</b>	<b>\$ 15,754,994</b>	<b>\$ 0</b>	<b>\$ 15,754,994</b>
<b>TOTAL - CITY OF WHITTIER</b>	<b>\$ 48,480,119</b>	<b>\$ 31,029,379</b>	<b>\$ 5,369,018</b>	<b>\$ 84,878,516</b>	<b>\$ 2,202,642</b>	<b>\$ 87,081,158</b>
<b>WHITTIER UTILITY AUTHORITY</b>						
<b>Public Works</b>						
410-30-342-000 Sewer Maintenance	\$ 994,236	\$ 1,132,182	\$ 0	\$ 2,126,418	\$ 20,000	\$ 2,146,418
420-30-341-841 Water Fund	3,056,288	5,273,240	3,570,000	11,899,528	1,231,226	13,130,754
450-30-341-000 Water Facilities Repayment	0	0	0	0	3,380,107	3,380,107
470-30-341-849 Water Bond	0	4,100	0	4,100	0	4,100
430-30-352-851 Solid Waste Collection	261,678	502,778	50,000	814,456	0	814,456
440-30-353-000 Solid Waste Disposal	952,445	2,280,441	0	3,232,886	302,000	3,534,886
<b>TOTAL - UTILITY AUTHORITY</b>	<b>\$ 5,264,647</b>	<b>\$ 9,192,741</b>	<b>\$ 3,620,000</b>	<b>\$ 18,077,388</b>	<b>\$ 4,933,333</b>	<b>\$ 23,010,721</b>
<b>WHITTIER HOUSING AUTHORITY</b>	<b>\$ 0</b>	<b>\$ 78,600</b>	<b>\$ 0</b>	<b>\$ 78,600</b>	<b>\$ 0</b>	<b>\$ 78,600</b>
<b>TOTAL OPERATING BUDGET AND TRANSFERS-OUT</b>	<b>\$ 53,744,766</b>	<b>\$ 40,300,720</b>	<b>\$ 8,989,018</b>	<b>\$ 103,034,504</b>	<b>\$ 7,135,975</b>	<b>\$ 110,170,479</b>



**City of Whittier**  
**Non-Operating Expenditure Budget and Transfers-Out**  
**Fiscal Year 2017-18**  
**Summary**

	Employee Services	Maintenance & Operations	Capital Outlay	Transfers-Out	Total
General Fund	\$0	\$241,400	\$169,500	\$2,053,925	\$2,464,825
Special Revenue Funds	130,000	0	190,000	0	320,000
Fiduciary Funds	0	407,600	0	0	407,600
Capital Outlay-General	0	0	58,324	0	58,324
Internal Service Funds	0	0	2,049,550	52,500	2,102,050
Utility Authority	0	1,383,362	3,410,000	322,050	5,115,412
<b>TOTAL - CITY OF WHITTIER</b>	<b>\$130,000</b>	<b>\$2,032,362</b>	<b>\$5,877,374</b>	<b>\$2,478,475</b>	<b>\$10,518,211</b>

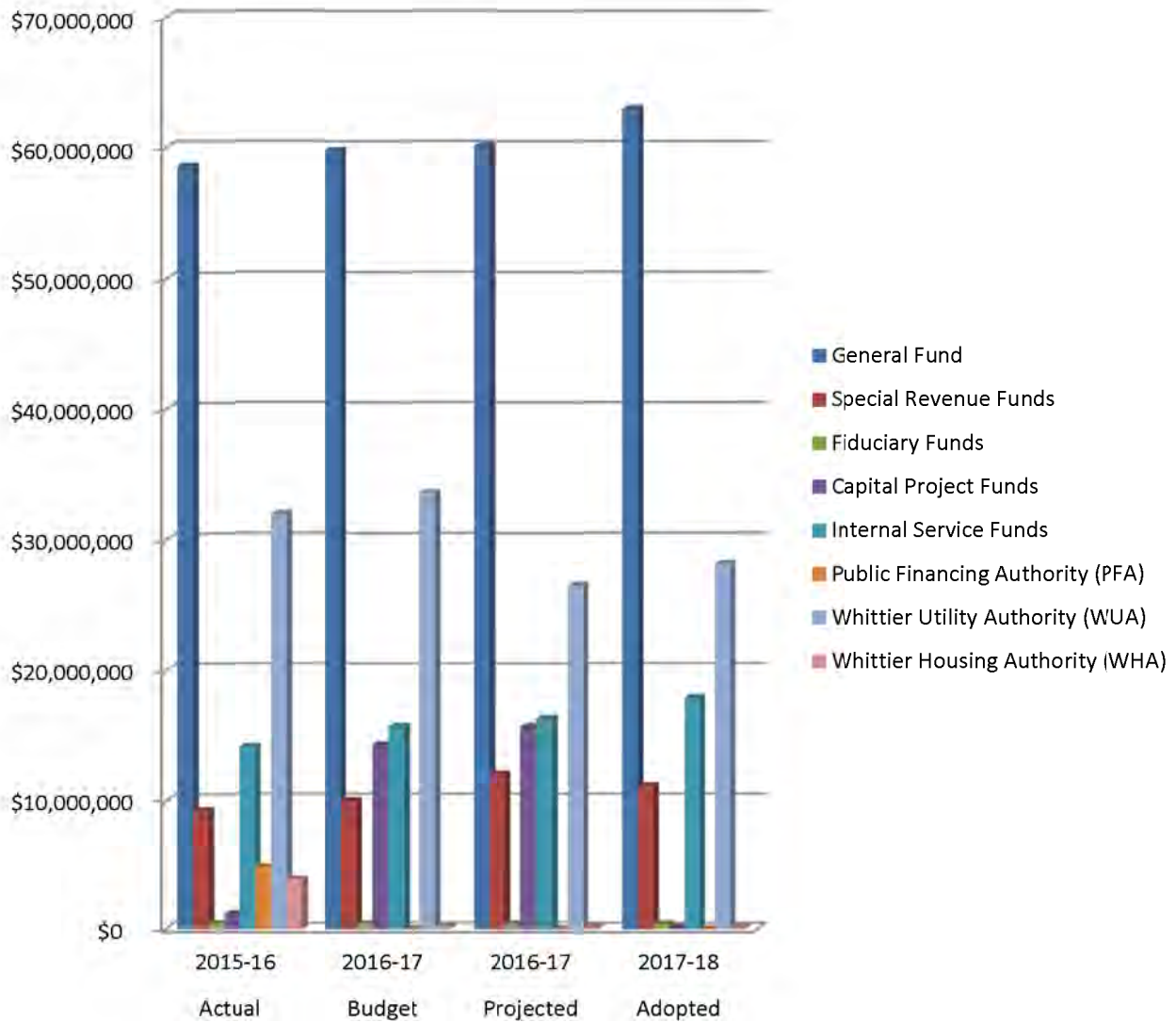


**City of Whittier  
Non-Operating Expenditure Budget and Transfers-Out  
Fiscal Year 2017-18**

	Employee Services	Maintenance & Operations	Non-Operating CIP	Transfers-Out	Total
<b><u>General Fund</u></b>					
<b>City Manager</b>					
100-12-999-201 Non-Departmental	\$ 0	\$ 0	\$ 0	\$ 2,053,925	\$ 2,053,925
<b>City Clerk</b>					
100-15-151-000 City Clerk	0	30,000	2,500	0	32,500
<b>Community Services</b>					
100-23-231-000 Administration	0	5,000	167,000	0	172,000
100-23-231-601 Patriotic Events	0	36,000	0	0	36,000
100-23-232-000 Social Services	0	130,400	0	0	130,400
<b>Administrative Services</b>					
100-17-171-000 Controller	0	40,000	0	0	40,000
<b>Total General Fund</b>	<b>\$ 0</b>	<b>\$ 241,400</b>	<b>\$ 169,500</b>	<b>\$ 2,053,925</b>	<b>\$ 2,464,825</b>
<b><u>Special Revenue Funds</u></b>					
<b>Parks, Recreation and Community Services</b>					
280-30-241-614 Prop. C Capital Improvements			190,000		190,000
<b>Police</b>					
250-40-471-000 Asset Forfeiture	130,000	0	0	0	130,000
<b>Total Special Revenue Funds</b>	<b>\$ 130,000</b>	<b>\$ 0</b>	<b>\$ 190,000</b>	<b>\$ 0</b>	<b>\$ 320,000</b>
<b><u>Fiduciary Funds</u></b>					
<b>Administrative Services</b>					
586-25-999-205 Comm. Facilities District 89-1	0	407,600	0	0	407,600
<b>Total Fiduciary Funds</b>	<b>\$ 0</b>	<b>\$ 407,600</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 407,600</b>
<b><u>Capital Projects</u></b>					
<b>City Manager</b>					
635-22-981-922 Capital Outlay-Parks	0	0	47,500	0	47,500
635-30-981-933 Capital Outlay-Street	0	0	10,824	0	10,824
<b>Total Capital Projects</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 58,324</b>	<b>\$ 0</b>	<b>\$ 58,324</b>
<b><u>Internal Service Funds</u></b>					
<b>City Clerk</b>					
715-15-151-000 Information Technology	0	0	22,000	52,500	74,500
<b>Administrative Services</b>					
770-00-000-000 Equipment Replacement	0	0	2,027,550	0	2,027,550
<b>Total Internal Service Funds</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 2,049,550</b>	<b>\$ 52,500</b>	<b>\$ 2,102,050</b>
<b>TOTAL- CITY OF WHITTIER</b>	<b>\$ 130,000</b>	<b>\$ 649,000</b>	<b>\$ 2,467,374</b>	<b>\$ 2,106,425</b>	<b>\$ 5,352,799</b>
<b><u>WHITTIER UTILITY AUTHORITY</u></b>					
<b>Public Works</b>					
410-30-342-000 Sewer Fund	0	20,000	100,000	0	120,000
420-30-341-841 Water Fund	0	20,000	500,000	167,050	687,050
470-30-341-849 Water Bond-Debt Service	0	1,343,362	0	0	1,343,362
440-30-353-000 Solid Waste Disposal	0	0	2,810,000	155,000	2,965,000
<b>TOTAL- UTILITY AUTHORITY</b>	<b>\$ 0</b>	<b>\$ 1,383,362</b>	<b>\$ 3,410,000</b>	<b>\$ 322,050</b>	<b>\$ 5,115,412</b>
<b><u>WHITTIER HOUSING AUTHORITY</u></b>					
	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
<b>TOTAL NON-OPERATING BUDGET AND TRANSFERS-OUT</b>	<b>\$ 130,000</b>	<b>\$ 2,032,362</b>	<b>\$ 5,877,374</b>	<b>\$ 2,478,475</b>	<b>\$ 10,518,211</b>

**City of Whittier**  
**Total Expenditures and Transfers-Out**  
**Fiscal Years 2015-2016 through 2017-2018**

	<b>Actual 2015-16</b>	<b>Budget 2016-17</b>	<b>Projected 2016-17</b>	<b>Adopted 2017-18</b>
General Fund	\$ 58,606,933	\$ 59,803,312	\$ 60,120,999	\$ 62,973,263
Special Revenue Funds	9,262,114	9,992,856	12,010,366	11,095,906
Fiduciary Funds	416,333	413,570	413,330	413,420
Capital Project Funds	1,171,099	14,258,055	15,624,158	94,324
Internal Service Funds	14,121,396	15,643,346	16,273,769	17,857,044
Public Financing Authority (PFA)	4,868,424	0	0	0
Whittier Utility Authority (WUA)	31,969,038	33,588,930	26,471,783	28,126,133
Whittier Housing Authority (WHA)	3,894,489	200,000	128,600	128,600
<b>TOTAL - EXPENDITURES</b>	<b>\$ 124,309,826</b>	<b>\$ 133,900,069</b>	<b>\$ 131,043,005</b>	<b>\$ 120,688,690</b>



**City of Whittier  
Expenditures and Transfers-Out**

		<b>Actual 2015-16</b>	<b>Budget 2016-17</b>	<b>Projected 2016-17</b>	<b>Adopted Budget 2017-18</b>
<b>General Fund</b>					
100-11-111-000	<b>City Council</b>	\$ 30,609	\$ 32,963	\$ 32,963	\$ 32,963
100-11-112-000	<b>City Attorney</b>	1,167,640	300,324	298,824	300,323
<b>City Manager</b>					
100-12-121-000	Administration	928,360	1,069,082	1,072,664	904,589
100-12-122-000	Public Information Services	68,358	320,332	314,710	88,569
100-12-999-201	Non-Departmental	1,497,994	1,744,909	1,863,257	3,411,295
100-12-999-202	Chamber of Commerce	76,600	53,400	53,400	53,400
100-12-999-203	Employee Special Events	7,742	9,000	8,922	9,000
<b>City Clerk</b>					
100-15-151-000	City Clerk	681,250	810,810	811,187	842,605
100-15-151-301	Elections	271,519	130,793	132,278	224,321
<b>Community Development</b>					
100-18-141-000	Building and Safety	1,276,108	903,883	908,118	900,273
100-18-161-000	Planning	958,292	1,283,293	1,283,293	1,165,891
100-18-181-000	Administration	274,583	434,489	434,489	484,679
100-18-181-507	Economic Development	56,435	166,320	166,320	172,920
100-21-211-000	<b>Library</b>	3,591,950	3,468,408	3,470,898	3,553,720
100-22-221-000	<b>Parks</b>	5,257,223	5,775,267	5,778,648	5,826,353
<b>Community Services</b>					
100-23-231-000	Community Services	3,709,448	3,599,531	3,599,531	3,691,227
100-23-231-601	Patriotic Events	13,825	70,491	70,491	70,491
100-23-232-000	Social Services	273,250	276,036	276,036	276,035
<b>Administrative Services</b>					
100-25-252-000	Cashiers	330,710	395,028	517,029	513,855
100-25-252-302	Business License	122,973	203,143	208,235	209,335
100-25-171-000	Human Resources	445,083	416,621	419,111	433,496
100-25-172-000	Emergency Management	83,135	57,563	57,563	57,600
100-25-251-000	Controllers	1,247,933	1,233,673	1,233,673	1,471,393
100-25-272-000	Property Insurance	213,427	257,425	257,425	198,282
<b>Public Works</b>					
100-30-142-000	Civic Center Maintenance	1,395,054	1,445,024	1,445,024	1,471,207
100-30-321-801	Street Lighting	547,257	471,608	471,608	471,590
100-30-321-802	Street Cleaning	436,734	411,472	421,625	348,025
100-30-321-803	Street Maintenance	2,161,829	2,430,923	2,430,923	2,311,554
100-30-321-804	Traffic Signals	391,270	439,700	439,700	445,198
100-30-321-805	Greenway Maintenance	101,975	112,300	112,300	112,300
100-30-321-810	Graffiti Removal	250,093	397,532	397,532	403,931
100-30-332-000	Engineering	486,629	339,866	383,963	425,943
100-30-332-809	Weed Control	786	8,300	8,300	8,300
<b>Police</b>					
100-40-41x-xxx	Police Department	20,878,568	21,442,806	21,449,962	22,465,840
100-40-42x-xxx	Santa Fe Springs Policing	8,202,380	8,125,937	8,125,937	8,389,632
100-40-431-000	Code Enforcement	448,111	404,847	404,847	418,981
100-40-431-707	Code Liens	4,941	8,000	8,000	8,000
100-40-441-000	Police - Whittwood	188,054	207,863	207,863	218,049
100-40-461-71x	COPS in School	528,805	544,350	544,350	582,098
<b>Total - General Fund</b>		<b>\$ 58,606,933</b>	<b>\$ 59,803,312</b>	<b>\$ 60,120,999</b>	<b>\$ 62,973,263</b>

**City of Whittier**  
**Expenditures and Transfers-Out**

		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Adopted</b>
		<b>2015-16</b>	<b>2016-17</b>	<b>2016-17</b>	<b>Budget</b>
		<b>2017-18</b>			
<b>Special Revenue Funds</b>					
<b>Administrative Services</b>					
254-15-252-000	Business Improvement Area	\$ 112,623	\$ 111,500	\$ 111,500	\$ 111,500
<b>Community Development</b>					
267-18-182-500	HUD Grant	881,993	741,629	843,838	772,211
269-18-183-000	HOME Program	345,709	297,605	297,605	304,707
<b>Library</b>					
260-21-212-000	Public Library Grant	35,508	35,448	35,448	37,657
268-21-950-921	Subventions & Grants-Library	16,608	0	0	0
<b>Parks</b>					
268-22-950-922	Subventions & Grants-Parks	9,383	0	0	0
<b>Community Services</b>					
230-23-243-000	Air Quality Improvement Fund	33,149	64,926	64,926	323,643
268-23-950-923	Subventions & Grants-Comm Svcs	634,628	0	0	0
270-23-241-607	Proposition A - Administration	132,136	252,188	318,988	272,184
270-23-241-608	Dial-A-Ride	918,250	1,168,919	1,218,922	1,003,497
270-23-241-609	Fixed Route	111,775	137,418	137,418	124,035
270-23-241-625	Historic Whittier Depot	66,053	95,513	95,513	175,513
	Total Proposition A Fund	1,228,214	1,654,038	1,770,841	1,575,229
275-23-241-608	Proposition A Incentive	276,945	293,936	293,936	293,936
280-23-241-609	Proposition C - Fixed Route	14,240	21,949	21,949	21,949
280-23-241-611	Proposition C - Administration	215,045	314,249	314,249	318,906
280-23-241-613	Proposition C - Access Program	35,362	42,635	42,635	42,516
280-23-241-614	Proposition C - Improvements	45,603	0	0	190,000
280-23-241-617	Prop C - Dail-A-Ride	0	97,500	97,500	0
280-23-241-620	Prop C Greenway Management	588,204	771,343	771,343	760,877
280-23-241-627	Prop C - Recreation Transit	58,552	60,441	60,441	60,441
280-23-241-628	Proposition C - COG Assessment	22,000	20,000	20,000	22,000
280-23-241-630	Proposition C - Taxi Voucher	58,524	90,000	90,000	90,000
280-23-242-000	Prop C - La Habra Heights DAR	37,698	51,782	51,782	51,866
	Total Proposition C Fund	1,075,228	1,469,899	1,469,899	1,558,555
285-22-241-650	Measure R	11,509	1,208,038	1,696,541	1,932,885
<b>Public Works</b>					
240-30-332-000	Street Lighting District 1-91	1,225	1,069	734	1,274
261-30-331-000	Gas Tax A	650,000	650,000	650,000	650,000
262-30-321-000	Proposition 1B	0	0	103,537	0
263-30-331-000	Traffic Congestion Relief	870,218	954,255	232,781	138,804
264-30-332-000	Traffic Safety	350,000	350,000	350,000	350,000
265-30-331-000	Gas Tax B	708,726	740,952	991,672	1,418,652
266-30-331-000	Gas Tax 2105	420,000	500,000	500,000	500,000
268-30-950-930	Subventions & Grants	458,129	101,564	1,709,670	221,564
291-30-333-000	Uptown Parking District No. 1	88,294	70,858	73,099	88,917
292-30-333-000	Uptown Parking District No. 2	86,525	105,135	115,705	113,277
294-30-333-000	Uptown Village Maint. District	44,891	53,587	53,587	53,687
<b>Police</b>					
210-40-451-708	State COPS/Traffic Offender	241,301	296,165	296,165	343,574
268-40-950-940	Subventions & Grants	222,899	0	0	0
250-40-471-000	Asset Seizure/Forfeiture	458,409	292,252	348,882	305,834
<b>Total - Special Revenue Funds</b>		<b>\$ 9,262,114</b>	<b>\$ 9,992,856</b>	<b>\$ 12,010,366</b>	<b>\$ 11,095,906</b>

**City of Whittier  
Expenditures and Transfers-Out**

		<b>Actual 2015-16</b>	<b>Budget 2016-17</b>	<b>Projected 2016-17</b>	<b>Adopted Budget 2017-18</b>
<b>Fiduciary Funds</b>					
<b>Administrative Services</b>					
586-25-999-205	Comm. Facilities District 89-1	\$ 416,333	\$ 413,570	\$ 413,330	\$ 413,420
<b>Total - Fiduciary Funds</b>		<b>\$ 416,333</b>	<b>\$ 413,570</b>	<b>\$ 413,330</b>	<b>\$ 413,420</b>
<b>Capital Projects</b>					
635-00-000-000	Capital Outlay	\$ 995,660	\$ 382,400	\$ 1,748,503	\$ 94,324
637-00-000-000	Capital Outlay New Police Bldg.	76,921	0	0	0
638-18-184-210	Non-Housing Capital Projects	98,518	13,875,655	13,875,655	0
<b>Total - Capital Projects Funds</b>		<b>\$ 1,171,099</b>	<b>\$ 14,258,055</b>	<b>\$ 15,624,158</b>	<b>\$ 94,324</b>
<b>Internal Service Funds</b>					
<b>City Clerk</b>					
715-15-151-000	Information Technology	\$ 1,072,051	\$ 1,451,712	\$ 1,468,474	\$ 1,256,504
<b>Administrative Services</b>					
720-25-261-000	Workers' Compensation	2,240,219	2,246,859	2,246,859	2,254,255
730-25-262-000	General Liability	1,652,909	1,938,242	1,938,242	1,944,828
770-00-000-000	Equipment Replacement	316,776	198,200	497,965	2,212,550
780-25-173-000	Group Health Insurance	5,169,846	6,058,836	6,083,774	6,099,238
<b>Public Works</b>					
740-30-361-000	Mobile Equipment	2,484,813	2,676,497	2,676,497	2,485,669
750-30-361-000	Mobile Replacement	1,184,782	1,073,000	1,361,958	1,604,000
<b>Total - Internal Service Funds</b>		<b>\$ 14,121,396</b>	<b>\$ 15,643,346</b>	<b>\$ 16,273,769</b>	<b>\$ 17,857,044</b>
<b>TOTAL - CITY OF WHITTIER</b>		<b>\$ 83,577,875</b>	<b>\$ 100,111,139</b>	<b>\$ 104,442,622</b>	<b>\$ 92,433,957</b>
<b>WHITTIER PUBLIC FINANCING AUTHORITY</b>					
<b>Administrative Services</b>					
390-25-999-207	Public Financing Authority	\$ 4,868,424	\$ 0	\$ 0	\$ 0
<b>TOTAL - PUBLIC FINANCING AUTHORITY</b>		<b>\$ 4,868,424</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>WHITTIER UTILITY AUTHORITY</b>					
<b>Public Works</b>					
410-30-342-000	Sewer Maintenance	\$ 2,394,403	\$ 6,626,094	\$ 2,930,897	\$ 2,266,418
420-30-341-84x	Water Fund	15,149,511	15,068,720	12,721,644	13,817,804
450-30-341-000	Water Facilities Replacement	0	3,380,107	3,980,107	3,380,107
470-30-341-84x	Water Bond	4,948,624	1,353,512	1,353,462	1,347,462
Total Water Funds		20,098,135	19,802,339	18,055,213	18,545,373
430-30-352-851	Solid Waste Collection	5,213,532	1,656,931	1,688,935	814,456
430-30-352-852	Solid Waste Reduction	612,390	0	0	0
430-30-352-853	Solid Waste Street Sweeping	436,734	0	0	0
Total Solid Waste Collection		6,262,656	1,656,931	1,688,935	814,456
440-30-353-000	Solid Waste Disposal	3,213,844	5,503,566	3,796,738	6,499,886
Total Solid Waste Disposal		3,213,844	5,503,566	3,796,738	6,499,886
<b>TOTAL - WHITTIER UTILITY AUTHORITY</b>		<b>\$ 31,969,038</b>	<b>\$ 33,588,930</b>	<b>\$ 26,471,783</b>	<b>\$ 28,126,133</b>
<b>WHITTIER HOUSING AUTHORITY</b>		<b>\$ 3,894,489</b>	<b>\$ 200,000</b>	<b>\$ 128,600</b>	<b>\$ 128,600</b>
<b>TOTAL BUDGET &amp; TRANSFERS-OUT</b>		<b>\$ 124,309,826</b>	<b>\$ 133,900,069</b>	<b>\$ 131,043,005</b>	<b>\$ 120,688,690</b>

# Gann Appropriations Limit

Article XIII B of the California Constitution, commonly referred to as the Gann Initiative or Gann Appropriations Limit, was adopted by California voters in 1980 and established a procedure to limit the amount of proceeds of taxes that State and local government agencies can receive and appropriate each year.

The appropriations limit varies for each agency and changes every year based on the adjustment factors selected for its calculation. The limit is determined through a calculation based on the amount of tax proceeds authorized for expenditure in the base year (1978-79), an inflationary factor, and the change in City population. The City of Whittier established its initial appropriations limit at \$9,526,819. In subsequent years, the calculation is compounded annually, i.e., it is based on the amount of the appropriations limit established in the preceding year.

State law provides for adjustment to the appropriations limit based on specific factors. These adjustment factors are the change in the March-to-March U.S. All-Urban Consumer Price Index or the 4th quarter California personal income, whichever is less; and the change in City population. With the passage of Proposition 111 - The Traffic Congestion Relief and Spending Limitation Act of 1990, the Gann calculation was expanded to allow Cities to choose between the greater of the increase in California Per Capita Income or non-residential assessed valuation due to new construction within the City, and the greater of the increase in City, or County population growth. Additionally, the revised guidelines made a change in the base year used in the calculation, from 1978-79 to 1986-87, and further required that previously established limits be adjusted to reflect the new base year beginning with fiscal year 1987-88.

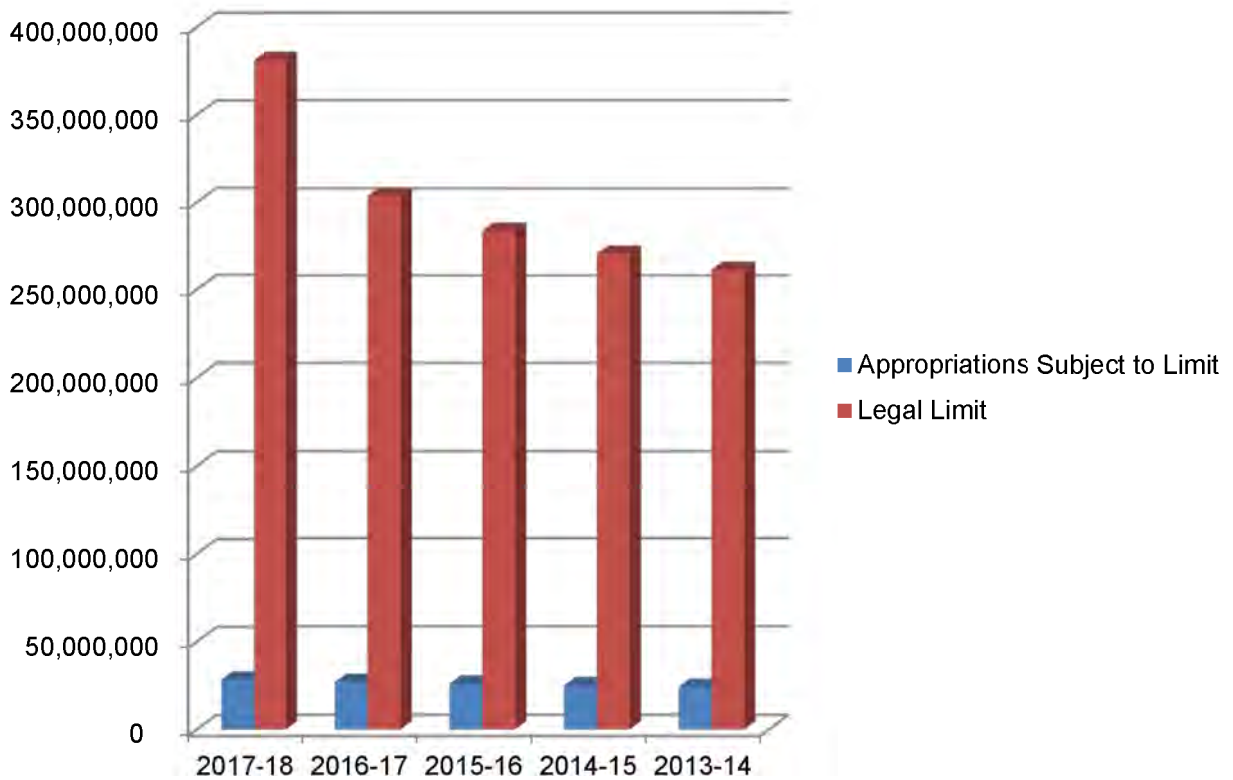
As per Section 9710 of the State Government Code, added in 1980 by the State Legislature, a governing body must adopt, by resolution, an appropriations limit for the upcoming year. The amounts below have been adopted by the City Council of the City of Whittier in the form of Resolution No. 8386.

As can be seen below, the City is substantially under its appropriations limit. Currently, the City is only at 7.43% of its limitation and therefore will not be impacted by the appropriations limit.

# Gann Limit

	<b>FY 2017-18 Adopted</b>	<b>FY 2016-17 Adopted</b>	<b>FY 2015-16 Adopted</b>	<b>FY 2014-15 Adopted</b>	<b>FY 2013-14 Adopted</b>
Appropriations Limit	\$ 381,214,724	\$ 304,024,919	\$ 284,162,192	\$ 270,894,944	\$ 261,589,280
Proceeds of Taxes	28,853,526	27,356,562	26,354,940	25,408,374	24,529,349
Appropriations Subject to Limit	28,340,919	26,843,956	25,858,583	24,915,998	24,036,973
Amount under Appropriations Limit	352,361,198	276,668,357	258,303,609	246,068,946	237,552,307

**City of Whittier Annual Gann Limit**





# City of Whittier

## Departmental Budgets



*People, Pride, Progress*

*Adopted Budget for  
Fiscal Year 2017-18*



⋮  
City of Whittier

*City Council*

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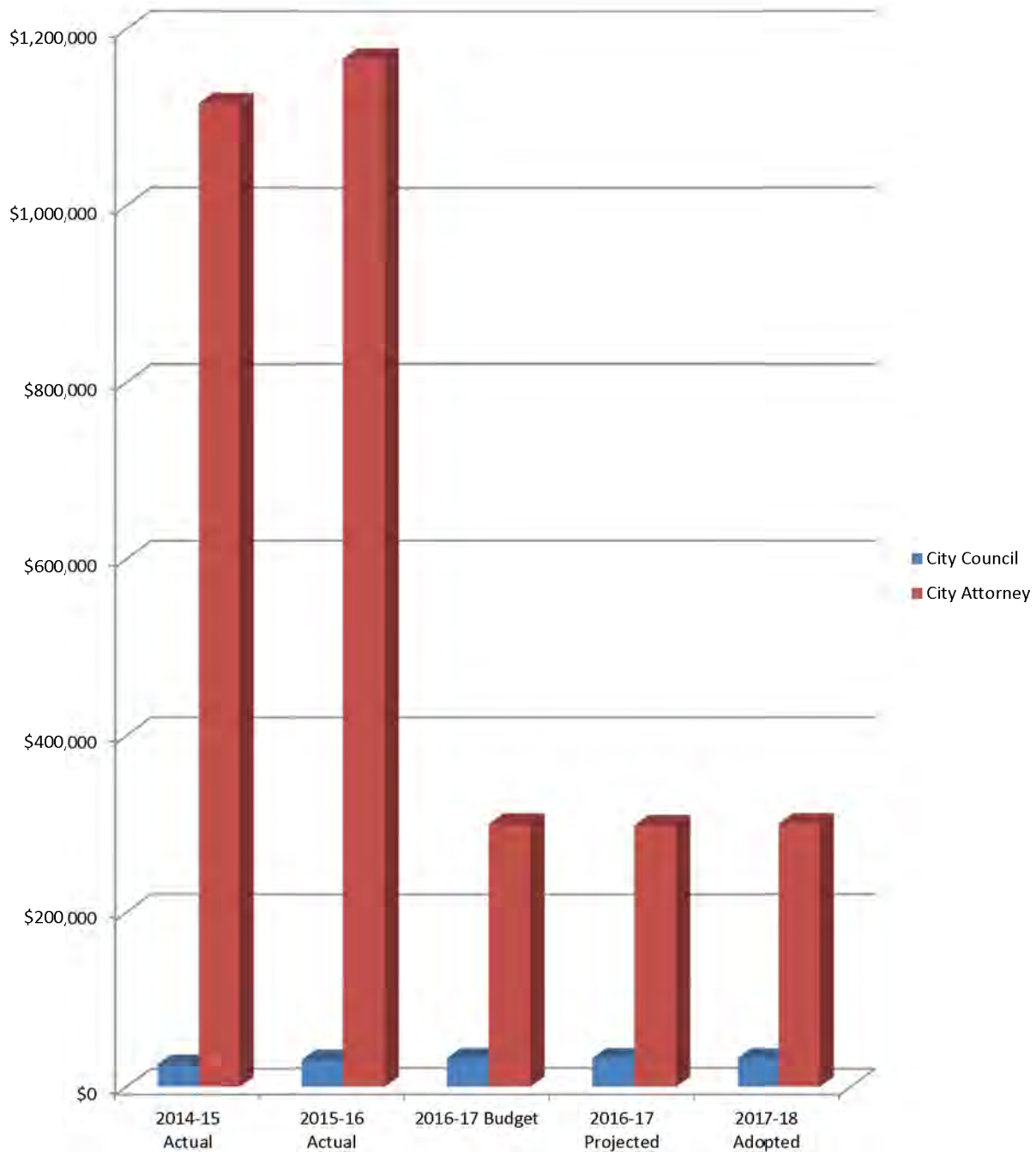
- *City Council*
- *City Attorney*



# City of Whittier

## City Council and Attorney

Division/Cost Center	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
City Council	\$ 26,130	\$ 30,609	\$ 32,963	\$ 32,963	\$ 32,963
City Attorney	1,116,605	1,167,640	300,324	298,824	300,323



# City of Whittier

## City Council

### OVERVIEW

The City Council serves as the City's primary policy-making and legislative body of the City. In this capacity, the City Council sets goals, policies, and directives that are implemented by the City Manager through staff. The City Council meets regularly in formal meetings and study sessions to monitor initiatives and review proposed actions that will result in implementation of the Council's objectives. Two Council Members have been elected by district; two Members continue to serve at large until April 2018; and the Mayor is now directly elected citywide.

In addition, the Council adopts the City's annual operating budget and capital improvement program and sits as the Whittier Utility Authority Board to establish enterprise service rates. The City Council holds public hearings to solicit advice, suggestions, petitions, and complaints from the public and authorizes calls for bids, contracts, purchases, and sales of City property. Other activities performed by the City Council include appointing individuals to serve on City commissions and committees and acting as an appeals board concerning the decisions and actions of subordinate officers and organizations. Members of the City Council also serve as directors of the board for the Whittier Redevelopment Successor Agency, Whittier Utility Authority, Whittier Public Financing Authority and the Whittier Housing Authority. Council Members serve on two-member subcommittees to provide interim oversight for long range projects.

### KEY GOALS

- Provide a healthy, safe and efficient community, maintained physically to the highest degree and enhanced by well-planned patterns of growth and development
- Ensure a diversified community, providing a balance of economic, social, political, cultural, and recreational opportunities for all residents of Whittier
- Promote an atmosphere conducive to community spirit, encouraging citizens and groups to actively participate in the affairs and progress of the community
- Ensure a visually pleasing community that reflects the City's uniqueness and character, while preserving and enhancing its historical and aesthetic qualities



### PERFORMANCE MEASURES

- Approved a \$60.5 million operating budget for FY 17-18 to provide efficient maintenance and operations of municipal government
- Hosted its third Students in Government Day in cooperation with Whittier Union High School District
- Approved establishment of a Greenway Trail East Task Force to help design 2.8-mile extension from Mills Avenue to east City limits
- Opened Oak Station parking lot on Mills at the Greenway Trail
- Reinstated a large-scale community fireworks program to celebrate Independence Day

# City of Whittier

## City Council (100-11-111-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	26,130	30,609	32,963	32,963	32,963
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>26,130</u>	<u>30,609</u>	<u>32,963</u>	<u>32,963</u>	<u>32,963</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 26,130</u>	<u>\$ 30,609</u>	<u>\$ 32,963</u>	<u>\$ 32,963</u>	<u>\$ 32,963</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
General Fund	26,130	30,609	32,963	32,963	32,963
Total Expenditures and Transfers-Out	<u>\$ 26,130</u>	<u>\$ 30,609</u>	<u>\$ 32,963</u>	<u>\$ 32,963</u>	<u>\$ 32,963</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	-	-	-	-	-
Total Employee Services	-	-	-	-	-
Dues, Memberships, License and Publications	-	-	200	200	200
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	32	32	28	28	28
Professional Services	-	-	-	-	-
Utilities	-	-	-	-	-
Miscellaneous Services	200	-	150	150	150
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	410	519	725	725	725
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	25,488	30,058	31,860	31,860	31,860
Total Maintenance and Operations	<u>26,130</u>	<u>30,609</u>	<u>32,963</u>	<u>32,963</u>	<u>32,963</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>26,130</u>	<u>30,609</u>	<u>32,963</u>	<u>32,963</u>	<u>32,963</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>\$ 26,130</u>	<u>\$ 30,609</u>	<u>\$ 32,963</u>	<u>\$ 32,963</u>	<u>\$ 32,963</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## City Attorney

### OVERVIEW

The City Attorney represents the City Council and City officials in all matters of law pertaining to their offices and appears on behalf of the City and its officers in all civil actions and proceedings. The City Attorney attends all regular City Council and Planning Commission meetings; prepares or reviews all legal documents such as contracts, deeds, ordinances, and resolutions; performs legal research; and prepares opinions. The City Attorney also assists with complex records review under the Public Records Act.

The City Attorney is appointed by the City Council on a contractual basis. The City Attorney is Richard D. Jones with the law firm of Jones and Mayer.

### KEY GOALS

- Provide effective legal services to City officials, departments, agencies, boards and commissions
- Effectively represent the City in general liability cases

### PERFORMANCE MEASURES

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

- Multiple receivership cases closed, restoring properties to functional levels and improving three neighborhoods by removing blighted conditions
- Five litigated claims settled





# City of Whittier

## City Attorney (100-11-112-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	1,116,605	1,167,640	300,324	298,824	300,323
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>1,116,605</u>	<u>1,167,640</u>	<u>300,324</u>	<u>298,824</u>	<u>300,323</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 1,116,605</u>	<u>\$ 1,167,640</u>	<u>\$ 300,324</u>	<u>\$ 298,824</u>	<u>\$ 300,323</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
General Fund	1,116,605	1,167,640	300,324	298,824	300,323
Total Expenditures and Transfers-Out	<u>\$ 1,116,605</u>	<u>\$ 1,167,640</u>	<u>\$ 300,324</u>	<u>\$ 298,824</u>	<u>\$ 300,323</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	444	278	253	253	253
Professional Services	1,116,161	1,167,362	298,571	298,571	298,570
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	-	-	-	-	-
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>1,116,605</u>	<u>1,167,640</u>	<u>300,324</u>	<u>298,824</u>	<u>300,323</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>1,116,605</u>	<u>1,167,640</u>	<u>300,324</u>	<u>298,824</u>	<u>300,323</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>\$ 1,116,605</u>	<u>\$ 1,167,640</u>	<u>\$ 300,324</u>	<u>\$ 298,824</u>	<u>\$ 300,323</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>



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City of Whittier

*City Manager*

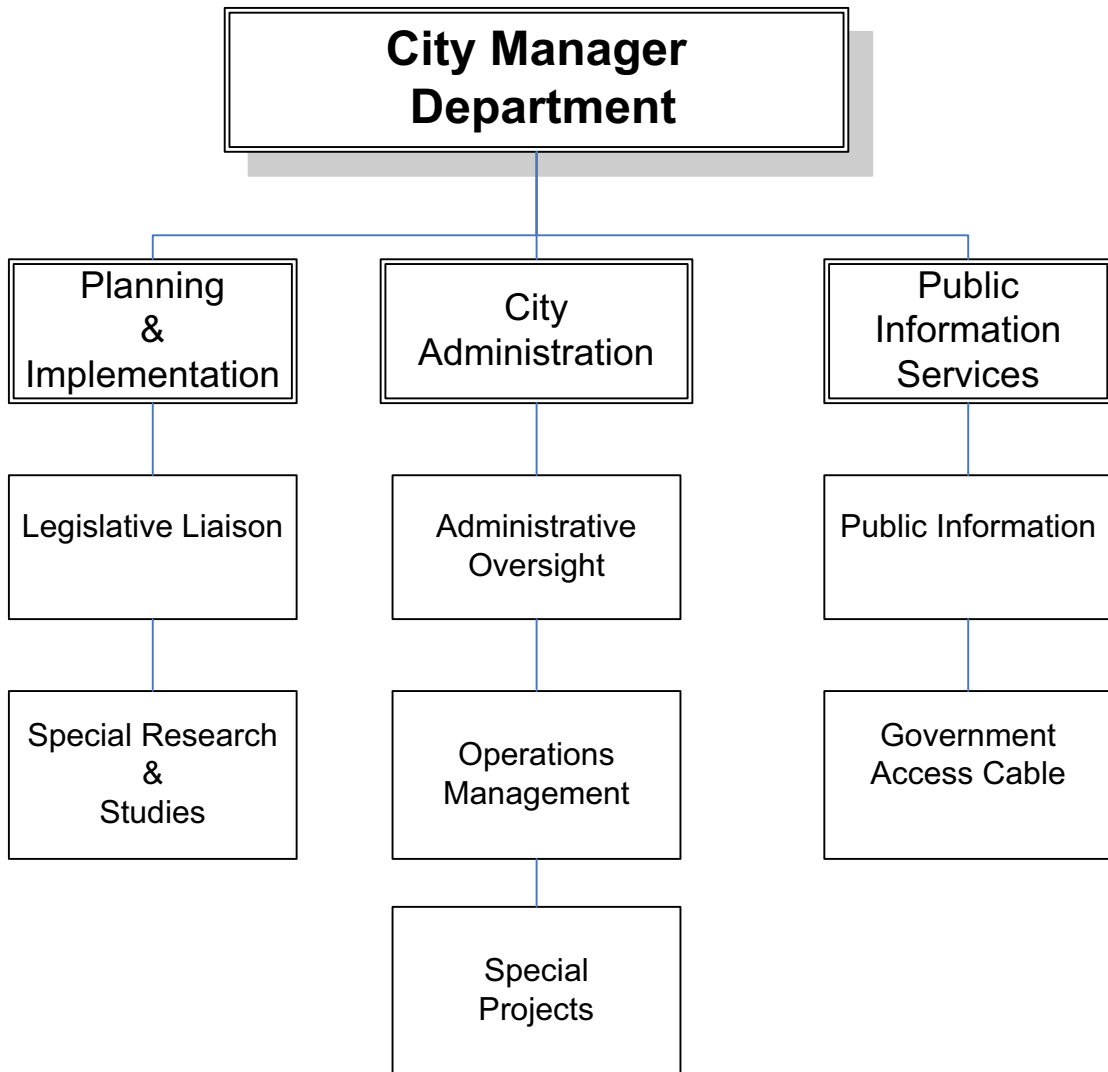
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- *Administration*
- *Public Information Services*
- *Non-Departmental*
- *Chamber of Commerce*
- *Employee Special Events*
- *Capital Outlay – General*



# City Manager

## Organization Chart

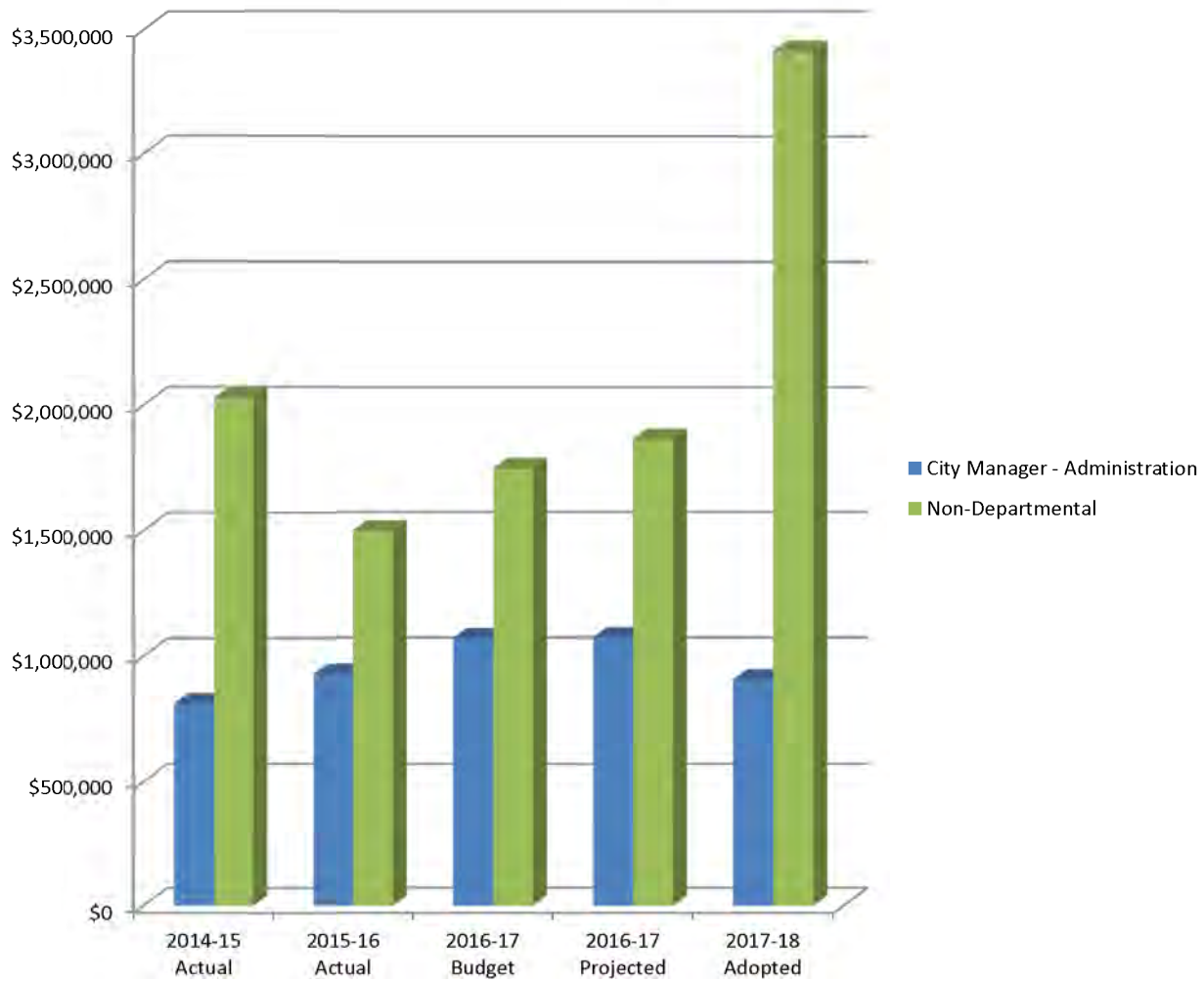




# City of Whittier

## City Manager Department

<b>Division/Cost Center</b>	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
City Manager - Administration	\$ 810,836	\$ 928,360	\$ 1,069,082	\$ 1,072,664	\$ 904,589
Non-Departmental	2,028,355	1,497,994	1,744,909	1,863,257	3,411,295



# 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 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

### PERFORMANCE MEASURES

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

- Implemented strategic planning process to address economic impacts
- Recommended policy actions to City Council on pending legislation and City operations
- Supported the Police Department in the death of Officer Keith Boyer and wounding of Officer Patrick Hazell, and with the outpouring of community support in the aftermath of the incident
- Led service delivery improvements such as negotiation of new eight-year contracts with trash haulers and replacement of television equipment in the Council Chamber
- Continued efforts to promote the Metro Gold Line Eastside Washington Blvd. light rail route
- Closed escrow on the final easement for the Greenway Trail east extension between First Avenue and the east City limits
- Facilitated the Police Department deployment of a fulltime mental health evaluation team
- Directed significant capital projects including key sidewalk repairs, medians/lighting on Beverly Blvd., Oak Station parking lot and rest area, Greenway Trail east extension design, Uptown parking garage and streetscape, and improvements to water and sewer systems





# City of Whittier

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

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 784,842	\$ 900,617	\$ 985,920	\$ 989,240	\$ 821,395
Maintenance and Operations	25,994	27,743	83,162	83,424	83,194
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>810,836</u>	<u>928,360</u>	<u>1,069,082</u>	<u>1,072,664</u>	<u>904,589</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 810,836</u>	<u>\$ 928,360</u>	<u>\$ 1,069,082</u>	<u>\$ 1,072,664</u>	<u>\$ 904,589</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
General Fund	810,836	928,360	1,069,082	1,072,664	904,589
Total Expenditures and Transfers-Out	<u>\$ 810,836</u>	<u>\$ 928,360</u>	<u>\$ 1,069,082</u>	<u>\$ 1,072,664</u>	<u>\$ 904,589</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 609,158	\$ 711,143	\$ 775,630	\$ 775,630	\$ 607,218
Employee Benefits	<u>175,684</u>	<u>189,474</u>	<u>210,290</u>	<u>213,610</u>	<u>214,177</u>
Total Employee Services	784,842	900,617	985,920	989,240	821,395
Dues, Memberships, License and Publications	1,051	1,488	1,164	1,726	1,313
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	1,395	4,604	7,427	7,427	7,610
Professional Services	780	-	50,000	50,000	50,000
Utilities	-	-	-	-	-
Miscellaneous Services	-	30	350	350	350
Repairs and Maintenance	385	81	700	700	700
Materials and Supplies	4,503	4,814	4,210	4,210	4,210
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	<u>17,880</u>	<u>16,726</u>	<u>19,311</u>	<u>19,011</u>	<u>19,011</u>
Total Maintenance and Operations	25,994	27,743	83,162	83,424	83,194
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>810,836</u>	<u>928,360</u>	<u>1,069,082</u>	<u>1,072,664</u>	<u>904,589</u>
<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	<u>\$ 810,836</u>	<u>\$ 928,360</u>	<u>\$ 1,069,082</u>	<u>\$ 1,072,664</u>	<u>\$ 904,589</u>
<b>Full Time Positions</b>	4.00	5.00	5.00	5.00	4.00
<b>Part Time Positions (Full Time Equivalent)</b>	<u>0.56</u>	<u>0.56</u>	<u>0.56</u>	<u>0.56</u>	<u>0.56</u>
Total	<u>4.56</u>	<u>5.56</u>	<u>5.56</u>	<u>5.56</u>	<u>4.56</u>

# City of Whittier

## Public Information Services

### OVERVIEW

The Public Information Services Division is responsible for cable television programming on government access Channel 3 and 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.

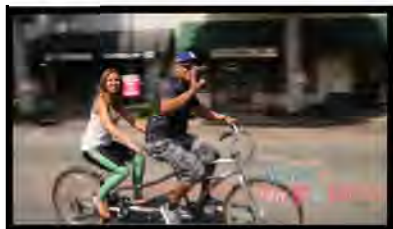
### KEY GOALS

- 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 programming, community message board and other low or no cost programming produced for government 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:

- 23 City Council meetings and 14 Planning Commission meetings aired live
- 50 City Connection episodes produced and aired
- State of the City and Social Service Volunteer Recognition ceremony
- Dancing with the Whittier Stars 2017 and Public Works Department video of current projects
- Students in Government Day Council meeting
- Oral History with former police officers Mike Willis & Dave Butler (Former Mayor) regarding the death of Officer Mike Lane in 1979, oral history with 15 Whittierites about the 87 Whittier Earthquake
- Huge archive of 87 earthquake photos and videos collected, scanned and converted to digital
- Tour of Nelles, 171 bulletins created, all new broadcast and portable camera equipment



# City of Whittier

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

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 63,937	\$ 56,963	\$ 60,954	\$ 60,954	\$ 60,954
Maintenance and Operations	9,266	9,588	17,378	11,756	17,615
Capital Outlay	-	1,807	242,000	242,000	10,000
Total Expenditures	73,203	68,358	320,332	314,710	88,569
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	\$ 73,203	\$ 68,358	\$ 320,332	\$ 314,710	\$ 88,569
<b>Expenditures and Transfers-Out By Funding Source</b>					
General Fund	73,203	68,358	320,332	314,710	88,569
Total Expenditures and Transfers-Out	\$ 73,203	\$ 68,358	\$ 320,332	\$ 314,710	\$ 88,569
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 46,702	\$ 42,374	\$ 40,866	\$ 40,866	\$ 40,866
Employee Benefits	17,235	14,589	20,088	20,088	20,088
Total Employee Services	63,937	56,963	60,954	60,954	60,954
Dues, Memberships, License and Publications	909	545	865	865	865
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	70	70	81	81	318
Professional Services	479	1,043	7,622	2,000	7,622
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	400	400	400
Repairs and Maintenance	5,592	5,839	6,100	6,100	6,100
Materials and Supplies	2,216	2,091	2,110	2,110	2,110
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	200	200	200
Total Maintenance and Operations	9,266	9,588	17,378	11,756	17,615
Capital Outlay	-	1,807	242,000	242,000	10,000
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	73,203	68,358	320,332	314,710	88,569
<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	\$ 73,203	\$ 68,358	\$ 320,332	\$ 314,710	\$ 88,569
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	1.05	1.05	1.05	1.05	1.05
Total	1.05	1.05	1.05	1.05	1.05

# City of Whittier

## Non-Departmental

### OVERVIEW

The 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)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 245,429	\$ 328,338	\$ 244,669	\$ 244,669	\$ 244,086
Maintenance and Operations	851,630	932,500	938,084	925,698	938,084
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>1,097,059</u>	<u>1,260,838</u>	<u>1,182,753</u>	<u>1,170,367</u>	<u>1,182,170</u>
Transfers-Out	931,296	237,156	562,156	692,890	2,229,125
Total Expenditures and Transfers-Out	<u>\$ 2,028,355</u>	<u>\$ 1,497,994</u>	<u>\$ 1,744,909</u>	<u>\$ 1,863,257</u>	<u>\$ 3,411,295</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
General Fund	2,028,355	1,497,994	1,744,909	1,863,257	3,411,295
Total Expenditures and Transfers-Out	<u>\$ 2,028,355</u>	<u>\$ 1,497,994</u>	<u>\$ 1,744,909</u>	<u>\$ 1,863,257</u>	<u>\$ 3,411,295</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	245,429	328,338	244,669	244,669	244,086
Total Employee Services	<u>245,429</u>	<u>328,338</u>	<u>244,669</u>	<u>244,669</u>	<u>244,086</u>
Dues, Memberships, License and Publications	25,728	24,097	29,430	29,430	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	-	-	-	-	-
Professional Services	33,032	61,462	61,350	61,350	-
Utilities	-	-	-	-	-
Miscellaneous Services	35	-	2,800	15,300	-
Repairs and Maintenance	733,248	733,248	733,248	733,248	-
Materials and Supplies	8,604	19,220	15,200	15,200	-
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	50,983	94,473	96,056	71,170	938,084
Total Maintenance and Operations	<u>851,630</u>	<u>932,500</u>	<u>938,084</u>	<u>925,698</u>	<u>938,084</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	<u>232,708</u>	<u>185,708</u>	<u>210,708</u>	<u>210,708</u>	<u>175,200</u>
Total Operating Expenditures/Transfers	<u>1,329,767</u>	<u>1,446,546</u>	<u>1,393,461</u>	<u>1,381,075</u>	<u>1,357,370</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-Out	698,588	51,448	351,448	482,182	2,053,925
Total Non-Operating Expenditures/Transfers	<u>698,588</u>	<u>51,448</u>	<u>351,448</u>	<u>482,182</u>	<u>2,053,925</u>
Total Expenditures and Transfers-Out	<u>\$ 2,028,355</u>	<u>\$ 1,497,994</u>	<u>\$ 1,744,909</u>	<u>\$ 1,863,257</u>	<u>\$ 3,411,295</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</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 to represent 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:

- Helped to fund, create and market the WHITTIER STRONG campaign
- Participated in Walk and Roll and four Concerts in the Park to distribute "I Love Whittier" and WHITTIER STRONG buttons to the community
- Held more than 30 ribbon cutting ceremonies for businesses new to the City or Chamber
- Partnered with Whittier Union High School District to reinvigorate the Student Chamber
- Distributed five Randy Basurto Scholarships to deserving WUHSD students and hosted a mentor lunch for seniors
- Rebranded the Whittier Young Professionals and hosted networking and education events for young business owners
- Provided opportunities for members to network at Wake Up Whittier networking breakfasts, Tasty Tuesday networking lunches and several after business hours networking mixers including the newly introduced BASH events (Business Associates Social Hour) hosted at local restaurants
- Participated in the Regional Chamber Alliance to study business legislation with four other Chambers
- Hosted two expo-style events for business development and to promote shopping locally
- Hosted 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, each edition
- Produced the annual Business Directory which features current information about the City
- Promoted "Shop Home for the Holidays" centered around spending money locally during the holiday season
- Developed a partnership with SCORE to provide free mentoring services to all Whittier businesses

# City of Whittier

## Chamber of Commerce

- Greatly increased exposure while connecting and communicating with more community members through social media platforms
- Continued to lobby for and support the Metro Gold Line light rail Washington Blvd alternative by attending meetings, writing support letters and more
- Supported the City's efforts to obtain grants for specific projects (i.e. extension of the Greenway Trail, Walk and Roll)
- Spoke as 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)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	23,200	76,600	53,400	53,400	53,400
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>23,200</u>	<u>76,600</u>	<u>53,400</u>	<u>53,400</u>	<u>53,400</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 23,200</u>	<u>\$ 76,600</u>	<u>\$ 53,400</u>	<u>\$ 53,400</u>	<u>\$ 53,400</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
General Fund	23,200	76,600	53,400	53,400	53,400
Total Expenditures and Transfers-Out	<u>\$ 23,200</u>	<u>\$ 76,600</u>	<u>\$ 53,400</u>	<u>\$ 53,400</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	23,200	76,600	53,400	53,400	53,400
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	-	-	-	-	-
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>23,200</u>	<u>76,600</u>	<u>53,400</u>	<u>53,400</u>	<u>53,400</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>23,200</u>	<u>76,600</u>	<u>53,400</u>	<u>53,400</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	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Transfers-Out	<u>\$ 23,200</u>	<u>\$ 76,600</u>	<u>\$ 53,400</u>	<u>\$ 53,400</u>	<u>\$ 53,400</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</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 contributions 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)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	7,645	7,742	9,000	8,922	9,000
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>7,645</u>	<u>7,742</u>	<u>9,000</u>	<u>8,922</u>	<u>9,000</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 7,645</u>	<u>\$ 7,742</u>	<u>\$ 9,000</u>	<u>\$ 8,922</u>	<u>\$ 9,000</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
General Fund	7,645	7,742	9,000	8,922	9,000
Total Expenditures and Transfers-Out	<u>\$ 7,645</u>	<u>\$ 7,742</u>	<u>\$ 9,000</u>	<u>\$ 8,922</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	7,645	7,742	9,000	8,922	9,000
Total Maintenance and Operations	<u>7,645</u>	<u>7,742</u>	<u>9,000</u>	<u>8,922</u>	<u>9,000</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>7,645</u>	<u>7,742</u>	<u>9,000</u>	<u>8,922</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	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 7,645</u>	<u>\$ 7,742</u>	<u>\$ 9,000</u>	<u>\$ 8,922</u>	<u>\$ 9,000</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Capital Outlay - General

### OVERVIEW

The Capital Outlay fund provides 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, a number of projects were accomplished, including:

- Replaced picnic tables at Penn Park
- Completed replacement of 1,650 street lights with LED energy efficient lights and traffic signals
- Completed upgrades of mechanical and HVAC equipment to energy efficient units for City Hall and Community Center



# City of Whittier

## Capital Outlay - General (635)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	15,145	-	12,000	12,000	-
Capital Outlay	1,202,390	995,660	288,900	1,655,003	94,324
Total Expenditures	1,217,535	995,660	300,900	1,667,003	94,324
Transfers-Out	81,500	-	81,500	81,500	-
Total Expenditures and Transfers-Out	\$ 1,299,035	\$ 995,660	\$ 382,400	\$ 1,748,503	\$ 94,324
<b>Expenditures and Transfers-Out By Funding Source</b>					
General Fund	1,299,035	995,660	382,400	1,748,503	94,324
Total Expenditures and Transfers-Out	\$ 1,299,035	\$ 995,660	\$ 382,400	\$ 1,748,503	\$ 94,324
<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	15,145	-	12,000	12,000	-
Materials and Supplies	-	-	-	-	-
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	15,145	-	12,000	12,000	-
Capital Outlay	18,240	892,585	68,500	1,428,661	36,000
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	33,385	892,585	80,500	1,440,661	36,000
<b>Non-Operating Expenditures and Transfers-Out</b>					
<b>Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	-	-	-
Capital Outlay	1,184,150	103,075	220,400	226,342	58,324
Transfers-Out	81,500	-	81,500	81,500	-
Total Non-Operating Expenditures/Transfers	1,265,650	103,075	301,900	307,842	58,324
Total Expenditures and Transfers-Out	\$ 1,299,035	\$ 995,660	\$ 382,400	\$ 1,748,503	\$ 94,324
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>



⋮  
City of Whittier

*City Clerk*

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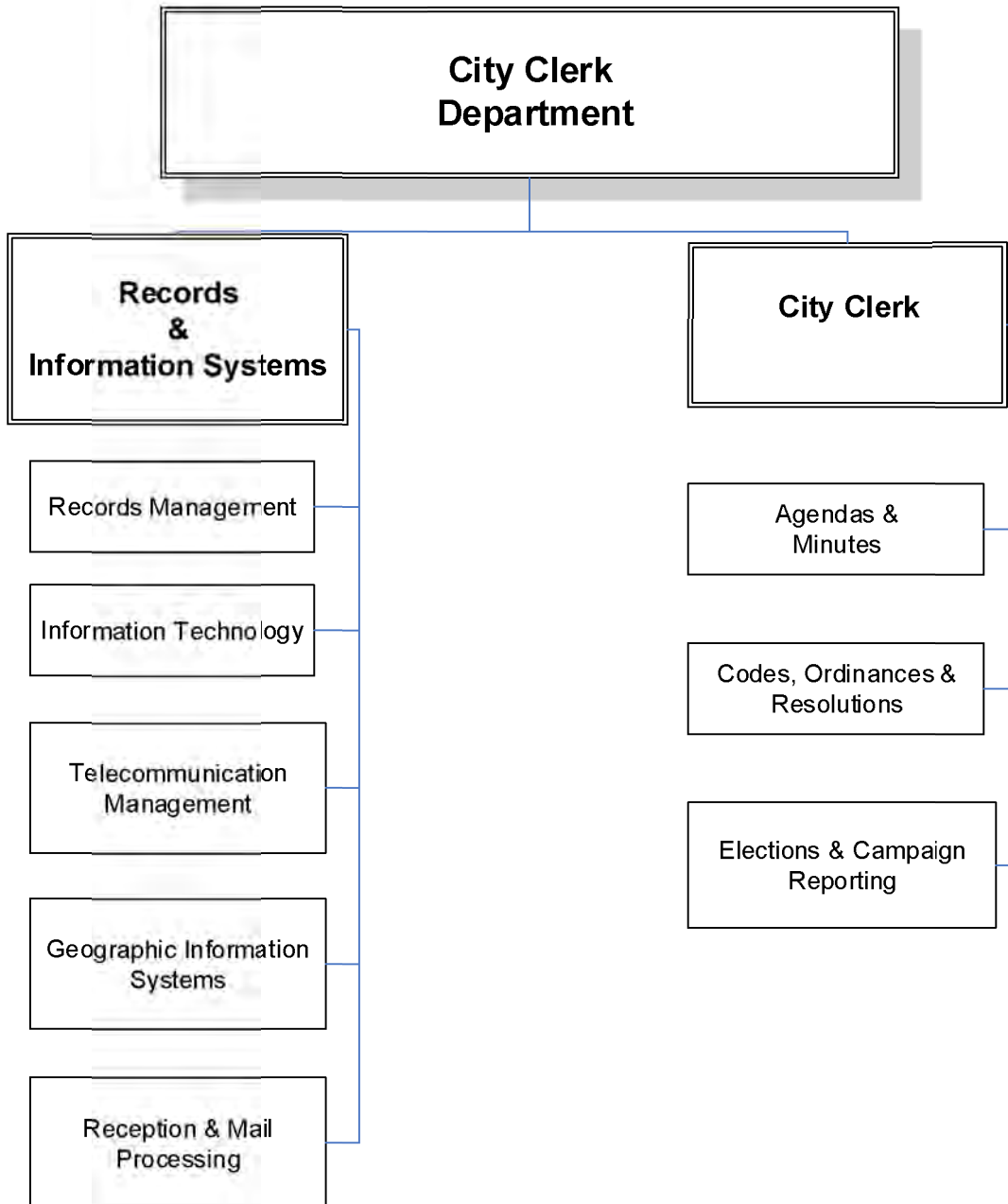
- *City Clerk*
- *Elections*
- *Information Technology Services*





# City Clerk

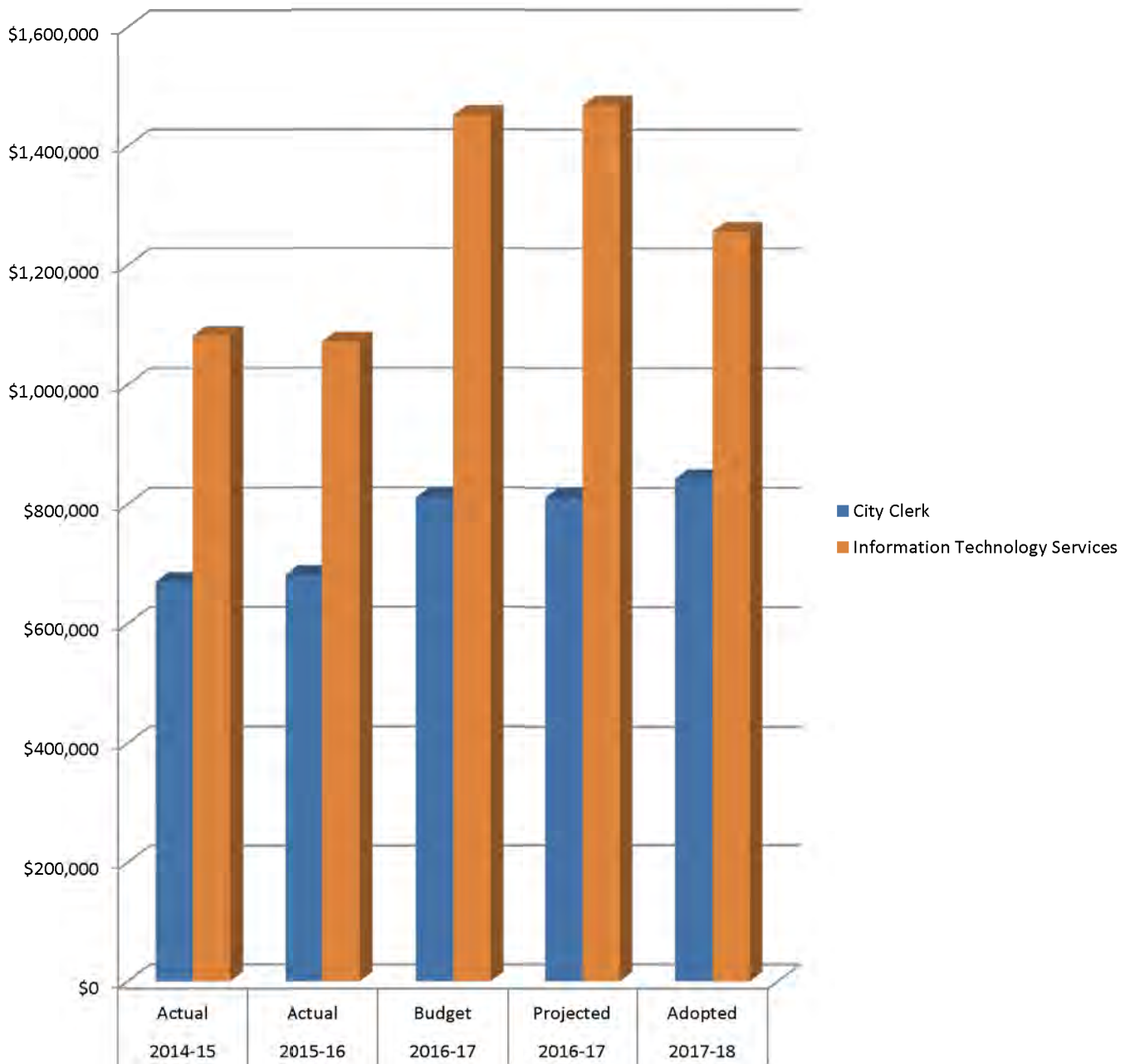
## Organization Chart



# City of Whittier

## City Clerk Department

Division/Cost Center	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
City Clerk	\$ 669,771	\$ 681,250	\$ 810,810	\$ 811,187	\$ 842,605
Information Technology Services	1,082,016	1,072,051	1,451,712	1,468,474	1,256,504



# City of Whittier

## City Clerk

### OVERVIEW

The City Clerk Department is responsible for all official City records. The City Clerk office records all policy and administrative decisions of the City Council, Whittier Redevelopment Successor Agency, Whittier Utility Authority, Whittier Public Financing Authority and Whittier Housing Authority; prepares the written agenda for regular and special meetings of the Council, Successor Agency and Authorities; and records and maintains the official minutes of the proceedings. Agenda reports and supporting material for City Council and Planning Commission meetings are linked to the agendas posted on the City's website.

City Clerk staff developed and manages a micrographic and digital imaging program to preserve and protect the City's history. In FY 2016-17, the City Clerk Department Records Management Division began converting from the SIRE Technologies electronic document management system (EDMS) to OnBase. All documents in the existing system have been transferred into OnBase. Records staff has added over 5,800 additional documents to the new system. Staff provides file and records management assistance to all City departments and assists citizens and staff in researching City, Successor Agency and Authority-related matters. Records Management staff answered over 900 information requests, including 246 Public Records Act requests from the public.



The City Clerk Department is in the process and will complete the transition of the Agenda Management upgrade from Sire to OnBase, and staff is working on creating templates for City Council, and Boards/Commissions. Training will be undertaken in the fall to begin to train other departments on how to create staff reports on OnBase.



In addition to records management, this division is responsible for the main receptionist and mail processing. This assignment includes answering and directing over 40,000 incoming telephone calls a month, directing 1,500 visitors a month to appropriate departments and daily processing mail received or sent by the City.

Additionally, it is the responsibility of the City Clerk to publish and post legal notices, as required by law, and coordinate the posting of property as needed. This office also administers the formal sealed bid process and handles the noticing, receiving and opening of sealed bids.

The City Clerk is the filing officer for FPPC reporting by City officials and instructs and assists elected and appointed officials and designated personnel in complying with provisions of the Political Reform Act. Approximately 200 officials and employees submitted annual filings to the City Clerk's office for 2017.

The City Clerk Department coordinates and assists elected and appointed officials and designated employees with required biennial Ethics Training in compliance with AB1234. Approximately 123 officials and employees have received the training. The City Clerk Department administers the City Council's Board and Commission appointment policy and conducts the annual recognition event sponsored by the City Council.

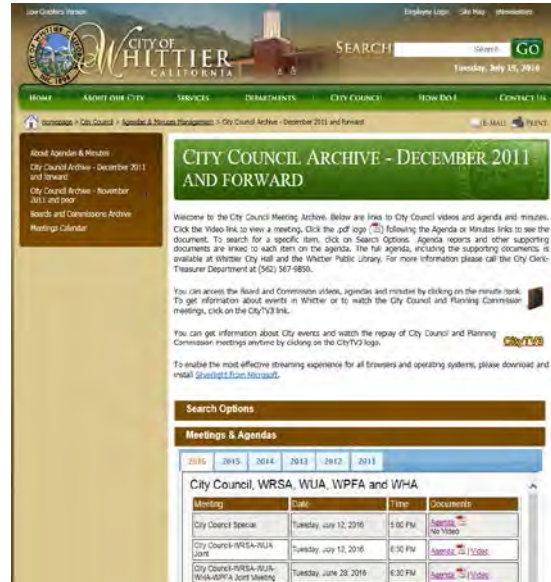


# City of Whittier

## City Clerk (continued)

### KEY GOALS

- Provide administrative support to the City Manager and City Council
- Maintain a computerized legislative history index for City Council, Redevelopment Successor Agency, Utility Authority, Public Financing Authority and Housing Authority minutes, ordinances, resolutions, agreements and recorded documents
- Provide for the safe storage and proper archive of City documents
- Assist the City Council, staff and public in obtaining information available from City records
- Promote positive community relations through excellence in customer service
- Coordinate biennial Ethics Training for designated employees and advisory board members
- Coordinate annual financial reporting for City Council, designated employees and advisory board members in compliance with the Political Reform Act



### PERFORMANCE MEASURES

Measure	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected
Number of agenda packets prepared	38	34	34	34
Number of public record requests	1,215	1,137	1,146	1,000
Resolutions prepared:				
City	74	83	87	90
Redevelopment Successor Agency	10	4	8	8
Utility Authority	10	9	8	8
Housing Authority	5	1	4	4
Public Financing Authority	2	0	0	0
Ordinances process	10	20	17	17
Conflict of Interest filed			200	200
Council Campaign filings			15	10
Ethics Training			123	150
Agreements processed			232	232
Public Hearing Notices processed			21	21

# City of Whittier

## City Clerk (100-15-151-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 581,265	\$ 605,552	\$ 666,497	\$ 666,497	\$ 697,883
Maintenance and Operations	83,480	75,698	141,813	142,190	142,222
Capital Outlay	5,026	-	2,500	2,500	2,500
Total Expenditures	669,771	681,250	810,810	811,187	842,605
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	\$ 669,771	\$ 681,250	\$ 810,810	\$ 811,187	\$ 842,605
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	669,771	681,250	810,810	811,187	842,605
Total Expenditures and Transfers-Out	\$ 669,771	\$ 681,250	\$ 810,810	\$ 811,187	\$ 842,605
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 421,238	\$ 452,210	\$ 485,468	\$ 485,468	\$ 500,119
Employee Benefits	160,027	153,342	181,029	181,029	197,764
Total Employee Services	581,265	605,552	666,497	666,497	697,883
Dues, Memberships, License and Publications	1,034	1,205	917	1,295	1,295
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	2,548	3,548	3,345	3,344	3,376
Professional Services	6,104	7,508	12,600	12,600	12,600
Utilities	-	-	-	-	-
Miscellaneous Services	12,491	15,362	31,850	31,850	31,850
Repairs and Maintenance	1,235	2,687	8,136	8,136	8,136
Materials and Supplies	55,706	41,604	50,625	50,625	50,625
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	4,362	3,784	4,340	4,340	4,340
Total Maintenance and Operations	83,480	75,698	111,813	112,190	112,222
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	664,745	681,250	778,310	778,687	810,105
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	30,000	30,000	30,000
Capital Outlay	5,026	-	2,500	2,500	2,500
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	5,026	-	32,500	32,500	32,500
Total Expenditures and Transfers-Out	\$ 669,771	\$ 681,250	\$ 810,810	\$ 811,187	\$ 842,605
<b>Full Time Positions</b>	6.00	6.00	6.00	6.00	6.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.90	1.54	1.54	1.54	1.54
Total	6.90	7.54	7.54	7.54	7.54

# City of Whittier

## Elections

### OVERVIEW



The City Clerk Department conducts all municipal elections in the City. Election activities, many of which are mandated by the California Elections Code, include: qualifying City Council candidates; establishing voting precincts and securing precinct workers; coordinating election-related contract services; and training election workers. Related activities include: administration of a vote-by-mail program with ballot and voter security measures; and development and administration of Voting Rights Act Program (Spanish and Chinese) involving community organization participation. General municipal elections are held in even-numbered years. Newly elected officials are seated the second Tuesday after Election Day. Elections also provide the City Council and electors with the opportunity to present measures to the voters.

On June 3, 2014, City voters approved a Charter Amendment establishing four district based Council Members and a citywide Mayor position.

On January 26, 2016, the City Council approved the appointment of the only candidate for Council Member in District 3. On Tuesday, April 12, 2016, the City of Whittier conducted a General Municipal Election for the purpose of electing a Mayor, and a Council Member in District 1. All voters were eligible to elect a Mayor to serve citywide for two years. Council Members for Districts 1 and 3 serve four-year terms.

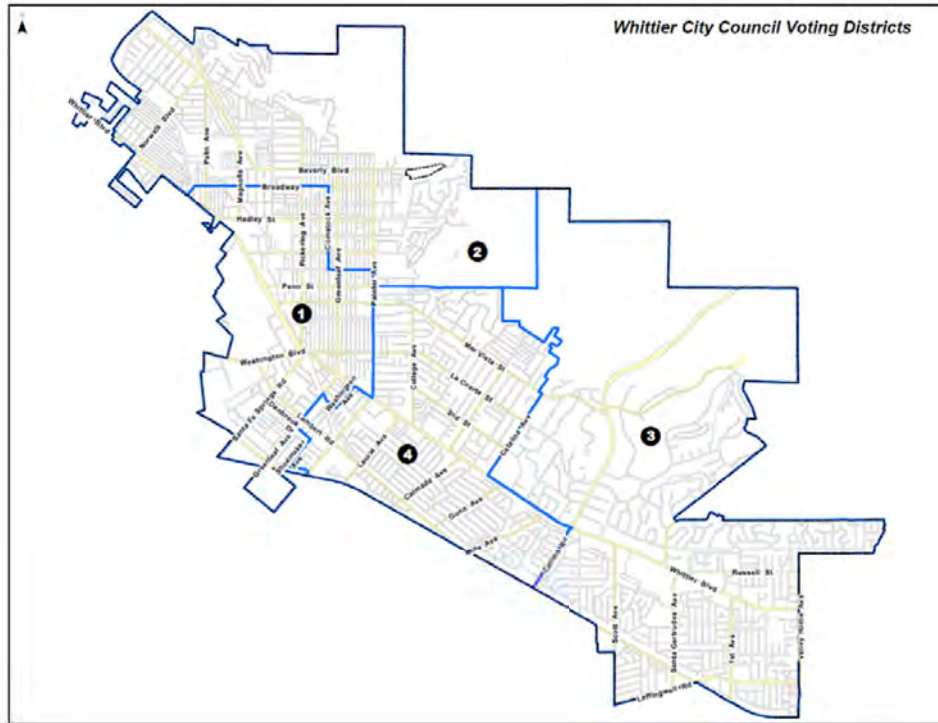
The next scheduled General Municipal Election is April 10, 2018, where voters in Districts 2 and 4 will elect Council Members from their Districts to serve four-year terms, and all voters will be eligible to elect a Mayor to serve citywide for two years. The City Clerk Department will begin to issue nomination papers from December 18, 2017 through January 12, 2018. The Department will be in charge of receiving/verifying nomination papers, creating sample ballots, issuing Vote-by-mail ballots, securing polling places, training poll workers, tabulating ballots, and certifying the results of the Election.

City Clerk staff assisted Community Develop during the election portion of the proposed Uptown Community Benefit District. Staff assisted modeling resolutions, reports, and creating procedures for the Election. Property owners in the Uptown Whittier Area approved the formation of a Community Benefit District through a July 25, 2017 Proposition 218 Election. The City Clerk Department noticed, mailed, issued, received, and tabulated ballots. City Clerk Staff counted ballots, and certified the results accurately and within state and local statutes.

City Clerk staff assisted the Library Department gather election related data for reports related to proposing a Special Municipal Election on November 7, 2017. At the August 8, 2017 meeting City Council passed an ordinance calling a Special Municipal Election for the purpose of a Central Library Improvement General Obligation Bond Measure set for November 7, 2017. As the Election Official for the municipal election, the City Clerk will post/publish legal notices, translate election materials, receive arguments, approve/review materials, assist voters find their polling place, receive Vote-by-mail ballots, and certify the result of the election.

# City of Whittier

## Elections (continued)



# City of Whittier

## Elections (continued)

City Clerk staff administers the provisions of the Political Reform Act. The Department assists the County Registrar of Voters during county, state and federal elections. Polling place location and other voting assistance is provided to residents on all election days.



### KEY GOALS

- Conduct municipal elections in accordance with provisions of the City Charter and applicable federal and State laws
- Administer California Political Reform Act and Municipal Code campaign provisions
- Develop and implement a comprehensive Voting Rights Act Program in compliance with federal law
- Provide timely and accurate election information and assistance to candidates, voters and the community

### PERFORMANCE MEASURES

Measure	FY 2013-14 Special Election	FY 2015-16 Actual	July 25, 2017 CBD Formation	Nov 7, 2017 Special Election
Registered voters	46,005	45,816	230	48,828
Ballots returned	7,204 <sup>1</sup>	9,387	110	-
Number voted at precinct	3,958	3,655	-	-
Number voted by mail	3,246	5,732	110	-

<sup>1</sup> A total of 8,056 voters participated in the Statewide Primary Election; 7,204 voted on Measure W.



# City of Whittier

## Elections (100-15-151-30X)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 10	\$ 71,930	\$ -	\$ -	\$ -
Maintenance and Operations	220,807	199,589	130,793	132,278	224,321
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>220,817</u>	<u>271,519</u>	<u>130,793</u>	<u>132,278</u>	<u>224,321</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 220,817</u>	<u>\$ 271,519</u>	<u>\$ 130,793</u>	<u>\$ 132,278</u>	<u>\$ 224,321</u>
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	220,817	271,519	130,793	132,278	224,321
Total Expenditures and Transfers-Out	<u>\$ 220,817</u>	<u>\$ 271,519</u>	<u>\$ 130,793</u>	<u>\$ 132,278</u>	<u>\$ 224,321</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 10	\$ 70,980	\$ -	\$ -	\$ -
Employee Benefits	-	950	-	-	-
Total Employee Services	<u>10</u>	<u>71,930</u>	<u>-</u>	<u>-</u>	<u>-</u>
Dues, Memberships, License and Publications	109	105	150	150	150
Rentals	-	8,175	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	163	163	218	218	110
Professional Services	217,618	72,554	-	-	-
Utilities	-	-	-	-	-
Miscellaneous Services	1,096	24,543	-	1,485	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	1,621	93,934	200	200	200
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	<u>200</u>	<u>115</u>	<u>130,225</u>	<u>130,225</u>	<u>223,861</u>
Total Maintenance and Operations	<u>220,807</u>	<u>199,589</u>	<u>130,793</u>	<u>132,278</u>	<u>224,321</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>220,817</u>	<u>271,519</u>	<u>130,793</u>	<u>132,278</u>	<u>224,321</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>\$ 220,817</u>	<u>\$ 271,519</u>	<u>\$ 130,793</u>	<u>\$ 132,278</u>	<u>\$ 224,321</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>



# City of Whittier

## Information Technology

### OVERVIEW

Part of the services provided by the City Clerk Department, the Information Technology Division (IT) manages the City's multi-platformed local area network (LAN) and wide area network (WAN), web services, geographic information services (GIS), and telephone services. The IT Division seeks to provide proven technology services to users while positioning the City's IT infrastructure for the future.

IT staff coordinates maintenance and repair for all network servers, routers and switches as well as over 523 PCs, 66 mobile data computers (MDCs) in the Police cars and 53 printers. The WAN provides full network services to eight locations throughout the City as well as two locations in Santa Fe Springs. Staff implements software installations/updates and provides training and support for the City's productivity suite. The Division also maintains the City's email system. With over 450 user accounts, the City receives and sends over 70,000 messages daily. Staff has implemented spam blocking, anti-virus scans and automatic operating system updates to keep network users up-to-date and protected.

In 2017, the IT Team worked with Police Department and software provider to update the Polices Department's records management and computerized dispatch systems. IT continues to manage the City's mobile app, which has been changed from AccessWhittier to Whittier 24/7. IT staff will monitor new security risks and evaluate existing systems to ensure they meet industry standards to secure City data. As part of a fail-safe component, IT staff is currently working on, and expects to finish a redundancy internet connection by December of 2017 including the installation of an aggregator to manage the redundant internet. The redundancy internet will ensure vital programs such as Police Department Criminal databases, Public Works water programs, Property Tax payments, emergency management, and permit management, and cloud based solutions can operate with little to no downtime.

In March 2017, the City Council approved upgrading the existing website to add new featuring including an online permitting component. The updated website will make it accessible across different platforms, increase security, enable greater transparency, improve user experience, and reduce staff workload by being able to add more features on the website. Increasing web access availability will continue in FY 2017-18 as IT staff will be installing new WIFI connections to the Uptown Community and Senior Centers. Agenda reports and supporting material for City Council and Planning Commission meetings continue to be linked to the agendas posted on the City's website. IT works with each department to support the City's efforts to improve government transparency for its citizens.

The Geographic Information System (GIS) unit of the IT Division continues to use information developed from various sources to link to City parcel data. Staff has developed map layers for land use, Assessor's parcel information, public safety, emergency management, voting districts and other vital information. The City continues to be a member of the Los Angeles Region Image Acquisition Consortium which is the City's source for high quality aerial photography of the City. Starting in FY 2016-17 and working into FY 2017-18 the GIS Unit will continue to expand the City's use of field equipment by developing online map-based applications for the Street crews. These applications allow field crews to enter data about graffiti cleanup, signs maintenance, and street repairs. The information entered in the field is automatically updated allowing the City to track work done and equipment installed. The unit continues to provide map updates for the Police Department. The GIS and IT Units worked with Emergency Management and Public Works to acquire a drone to be used to map the Landfill and to assist information gathering during emergencies.



# City of Whittier

## Information Technology (continued)

The IT Division continues to manage the City's telecommunication services. IT works with various telephone companies for all City Departments. All cellular telephone service, including smartphones and other mobile devices, is coordinated through the IT Division.

### **KEY GOALS**

- Maintain the City's LAN and WAN
- Maintain the City's fleet of PC's and printers
- Manage a citywide IT Committee responsible for planning improvements
- Maintain and expand the documenting imaging system
- Continue to implement virtualization
- Implement telephone system
- Implement industry-standard security for the City's LAN/WAN
- Maintain the City's website and encourage further government transparency
- Refine and standardize the City's geographic and information layers
- Refine the Helpdesk application to make reporting issues easier
- Manage the City's mobile app that allows the public to quickly report issues
- Provide excellent customer service to all City departments

### **PERFORMANCE MEASURES**

<b>Measure</b>	<b>FY 2014-5 Actual</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Projected</b>
Helpdesk Tickets Opened	887	756	544	800
Helpdesk Tickets - Closed	874	756	544	800
Whittier 24/7 (Accela PublicStuff)	242	--	495	400
GIS - General Maps	--	--	354	350
GIS - Graffiti records	--	--	2537	3000
GIS - Sign records	--	--	926	1000
GIS - Sign Inventory updates	--	--	617	700

# City of Whittier

## Information Technology Services (715-15-151-000)

	2014-15 <u>Actual</u>	2015-16 <u>Actual</u>	2016-17 <u>Budget</u>	2016-17 <u>Projected</u>	2017-18 <u>Adopted</u>
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 400,928	\$ 422,987	\$ 487,519	\$ 487,519	\$ 496,194
Maintenance and Operations	380,941	357,821	480,093	496,855	491,710
Capital Outlay	<u>300,147</u>	<u>291,243</u>	<u>484,100</u>	<u>484,100</u>	<u>216,100</u>
Total Expenditures	1,082,016	1,072,051	1,451,712	1,468,474	1,204,004
Transfers-Out	-	-	-	-	52,500
Total Expenditures and Transfers-Out	<u>\$ 1,082,016</u>	<u>\$ 1,072,051</u>	<u>\$ 1,451,712</u>	<u>\$ 1,468,474</u>	<u>\$ 1,256,504</u>
<b>Expenditures and Transfers-Out By Source</b>					
Information Technology Fund	1,082,016	1,072,051	1,451,712	1,468,474	1,256,504
Total Expenditures and Transfers-Out	<u>\$ 1,082,016</u>	<u>\$ 1,072,051</u>	<u>\$ 1,451,712</u>	<u>\$ 1,468,474</u>	<u>\$ 1,256,504</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 510,254	\$ 528,051	\$ 579,608	\$ 579,608	\$ 578,748
Employee Benefits	<u>(109,326)</u>	<u>(105,064)</u>	<u>(92,089)</u>	<u>(92,089)</u>	<u>(82,554)</u>
Total Employee Services	400,928	422,987	487,519	487,519	496,194
Dues, Memberships, License and Publications	22,026	17,677	32,440	32,440	32,060
Rentals	1,980	2,705	2,160	2,160	4,104
Taxes and Assessments	-	-	-	-	-
Insurance	4,938	4,938	4,948	4,948	5,653
Professional Services	134,741	135,000	149,589	166,351	166,351
Utilities	92,340	83,937	103,300	103,300	120,340
Miscellaneous Services	1,592	396	6,500	6,500	6,500
Repairs and Maintenance	118,541	106,771	148,557	148,557	148,557
Materials and Supplies	1,643	3,717	2,465	2,465	2,465
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	<u>3,140</u>	<u>2,680</u>	<u>5,300</u>	<u>5,300</u>	<u>5,680</u>
Total Maintenance and Operations	380,941	357,821	455,259	472,021	491,710
Capital Outlay	254,451	291,243	162,100	162,100	194,100
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>1,036,320</u>	<u>1,072,051</u>	<u>1,104,878</u>	<u>1,121,640</u>	<u>1,182,004</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	24,834	24,834	-
Capital Outlay	45,696	-	322,000	322,000	22,000
Transfers-Out	-	-	-	-	52,500
Total Non-Operating Expenditures/Transfers	<u>45,696</u>	<u>-</u>	<u>346,834</u>	<u>346,834</u>	<u>74,500</u>
Total Expenditures and Transfers-Out	<u>\$ 1,082,016</u>	<u>\$ 1,072,051</u>	<u>\$ 1,451,712</u>	<u>\$ 1,468,474</u>	<u>\$ 1,256,504</u>
<b>Full Time Positions</b>	6.00	6.00	6.00	6.00	6.00
<b>Part Time Positions (Full Time Equivalent)</b>	<u>1.20</u>	<u>1.20</u>	<u>1.20</u>	<u>1.20</u>	<u>1.20</u>
Total	<u>7.20</u>	<u>7.20</u>	<u>7.20</u>	<u>7.20</u>	<u>7.20</u>



⋮  
City of Whittier

*Community Development*

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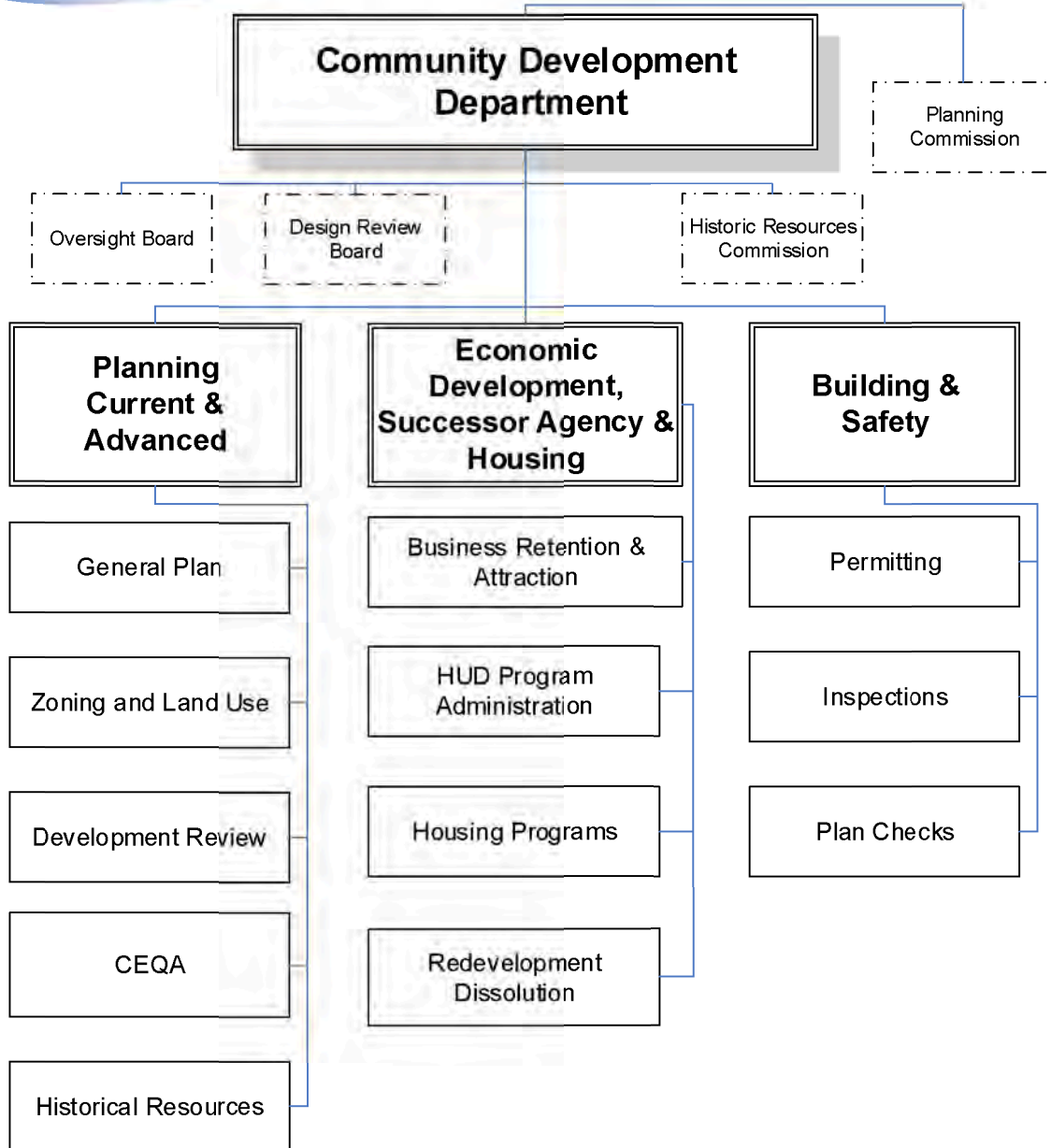
- *Building and Safety*
- *Planning*
- *Administration*
- *Economic Development*
- *Housing and Urban  
Development (HUD) Grant*
- *Housing Rehabilitation Program*
- *Community Development Block  
Grant (CDBG) Administration*
- *Code Enforcement*
- *HOME Program*
- *Non-Housing Capital Projects*





# Community Development

## Organization Chart

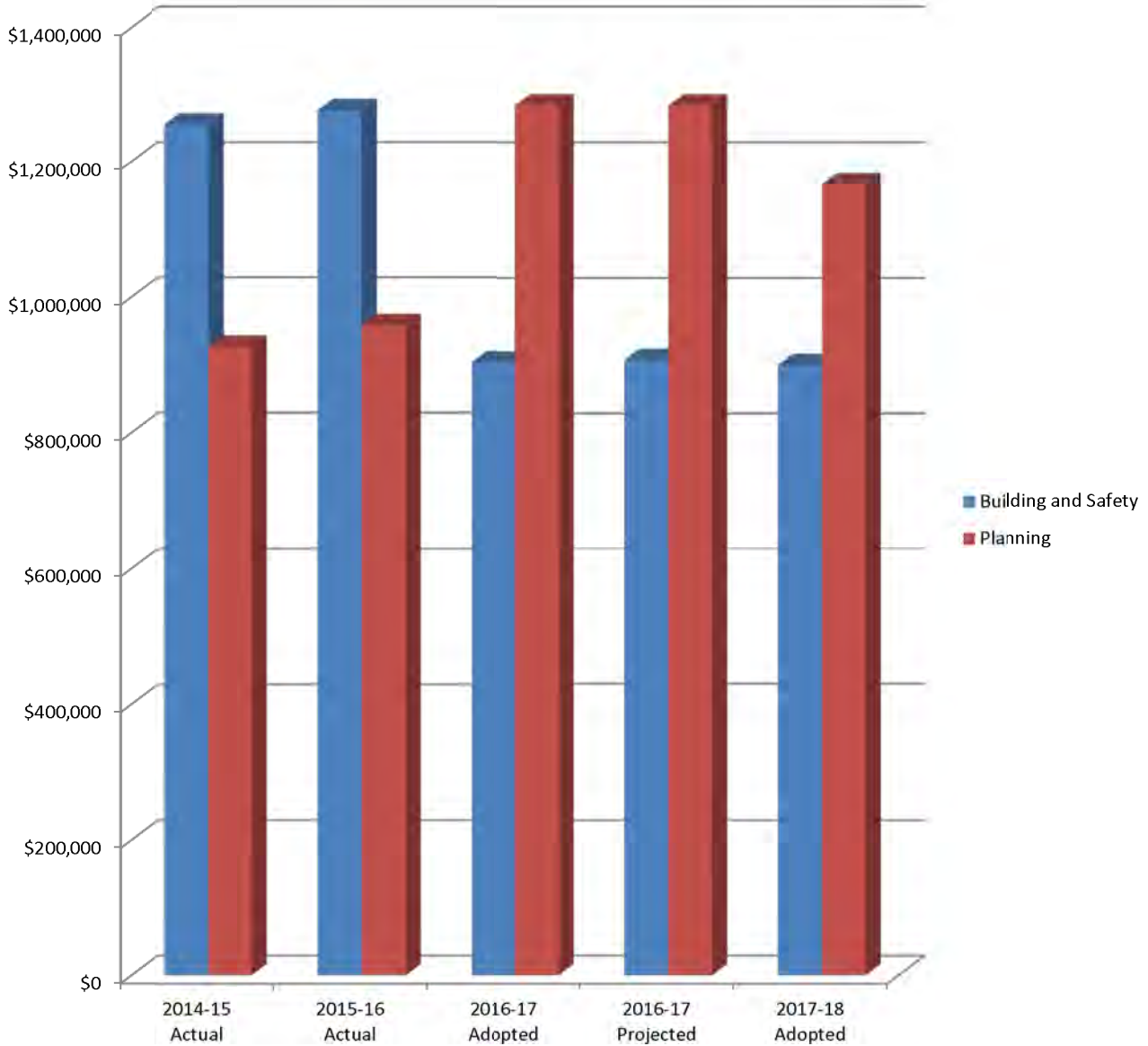




# City of Whittier

## Community Development Department

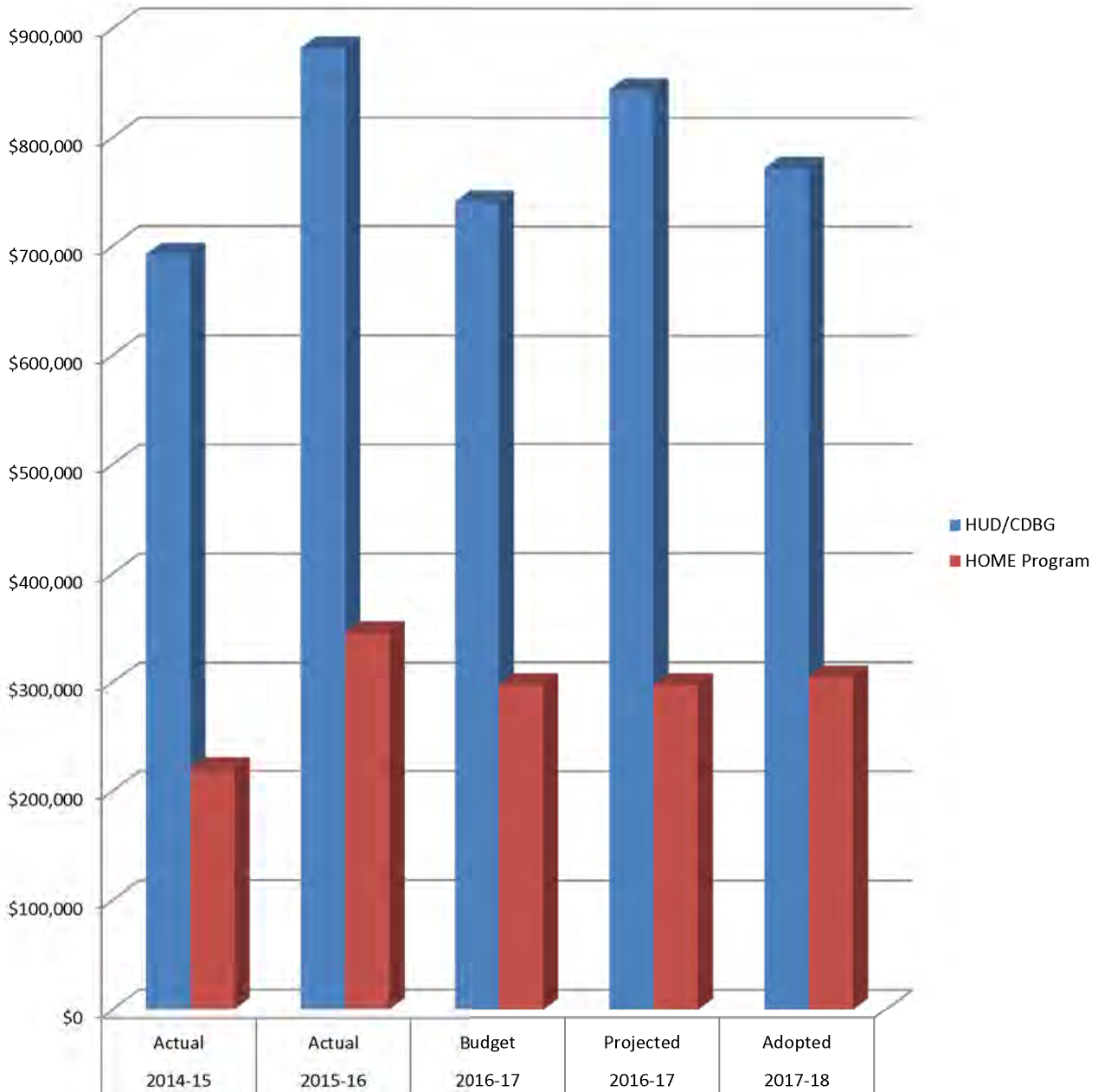
Division/Cost Center	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2016-17 Projected	2017-18 Adopted
Building and Safety	\$ 1,255,203	\$ 1,276,108	\$ 903,883	\$ 908,118	\$ 900,273
Planning	926,898	958,292	1,283,293	1,283,293	1,165,891



# City of Whittier

## Community Development Department

Division/Cost Center	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
HUD/CDBG	\$ 692,345	\$ 881,993	\$ 741,629	\$ 843,838	\$ 772,211
HOME Program	220,380	345,709	297,605	297,605	304,707



# City of Whittier

## Building & Safety

### OVERVIEW

The Building & Safety Division is responsible for the establishment and enforcement of minimum building standards for the purpose of safeguarding public health, safety and general welfare. This is accomplished by ensuring that new construction provides structural strength, stability, means of egress, access to persons with disabilities, sanitation, ventilation, lighting and energy conservation; green building standards; safety to life and property from fire and other hazards attributed to the built environment; and assistance to fire fighters and other first-responders during emergency operations in the built environment.

Although the functions of the Building & Safety program are essentially a regulatory effort, they are an important tool for the orderly development, protection and maintenance of properties within the City. In addition to the enforcement of local codes and ordinances, the Division is also responsible for the enforcement of certain state and federal regulations when they become applicable to construction projects in the City. Building & Safety also provides inspection of capital projects and is responsible for the abatement of illegal structures and dwelling units.

To accomplish its purpose, the Building & Safety Division performs examinations of development plans, issues permits and performs inspections of construction activities throughout the City. The Division further provides essential information to its customers through records research, provision of informational handouts and development consultation through all phases of a project from concept to completion.



# City of Whittier

## Building & Safety

### KEY GOALS

During FY 2017-2018, the Division's key goals include:

- Implementation of permitting and inspection software.
- Continued refinement of the streamlined solar permitting process and the new review and adoption of a streamlined electric vehicle charging station permitting process as mandated by the State of CA.
- Education of architects, engineers, contractors, property owners and the public at-large of building code standards and requirements through the dissemination of design and construction information and the plan review, permitting, inspection and enforcement processes needed for the protection of the health and safety of persons and properties
- Continue providing customers with real-time information concerning property records and project status associated with Building & Safety activities

### PERFORMANCE MEASURES

	<b>FY 2013-14</b>	<b>FY 2014-15</b>	<b>FY 2015-16</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
<b>Measure</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>
Number of Inspections	6,898	6,798	10,400	10,400	12,000	15,000
Number of customers assisted	10,206	6,160	12,400	12,400	11,000	17,000
Number of plans reviewed	384	414	418	418	400	700
Number of building only permits issued	1,342	1,490	1,746	1,746	1,650	3,400

# City of Whittier

## Building & Safety (100-18-141-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 730,696	\$ 728,048	\$ 825,484	\$ 830,049	\$ 825,035
Maintenance and Operations	518,178	548,060	78,399	78,069	75,238
Capital Outlay	6,329	-	-	-	-
Total Expenditures	1,255,203	1,276,108	903,883	908,118	900,273
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	\$ 1,255,203	\$ 1,276,108	\$ 903,883	\$ 908,118	\$ 900,273
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	1,255,203	1,276,108	903,883	908,118	900,273
Total Expenditures and Transfers-Out	\$ 1,255,203	\$ 1,276,108	\$ 903,883	\$ 908,118	\$ 900,273
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 580,718	\$ 561,253	\$ 592,426	\$ 595,426	\$ 591,402
Employee Benefits	149,978	166,795	233,058	234,623	233,633
Total Employee Services	730,696	728,048	825,484	830,049	825,035
Dues, Memberships, License and Publications	6,154	2,022	9,290	9,290	9,290
Rentals	-	-	175	175	175
Taxes and Assessments	-	-	-	-	-
Insurance	6,065	5,319	6,328	6,328	6,510
Professional Services	251,450	491,680	16,191	15,861	16,191
Utilities	1,307	980	3,036	3,036	3,036
Miscellaneous Services	3,299	1,080	4,800	4,800	4,800
Repairs and Maintenance	-	-	80	80	80
Materials and Supplies	17,069	17,846	13,027	13,027	12,924
City Charges	-	-	-	-	-
Mobile Equipment Rental	31,997	28,171	24,122	24,122	20,882
Other	200,837	962	1,350	1,350	1,350
Total Maintenance and Operations	518,178	548,060	78,399	78,069	75,238
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	1,248,874	1,276,108	903,883	908,118	900,273
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	-	-	-
Capital Outlay	6,329	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	6,329	-	-	-	-
Total Expenditures and Transfers-Out	\$ 1,255,203	\$ 1,276,108	\$ 903,883	\$ 908,118	\$ 900,273
<b>Full Time Positions</b>	7.00	8.00	8.00	8.00	8.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.04	0.04	0.04	0.04	0.04
<b>Total</b>	7.04	8.04	8.04	8.04	8.04





# City of Whittier

## Planning

### OVERVIEW

The Planning Division is responsible for the administration of ordinances and policies related to land-use and development within the City including: zone changes, design standards, historic preservation, environmental review procedures, congestion management programs and attainment of housing goals. In fulfilling this objective, the Planning Division administers the Whittier General Plan, Chapters 17 and 18 of the Municipal Code relative to subdivisions and zoning, the Uptown Whittier Specific Plan, the Whittier Boulevard Specific Plan, the Whittwood Town Center Specific Plan and the State's planning and zoning laws relating to general plans, zoning, subdivisions, the California Environmental Quality Act and a variety of interrelated laws concerning public health, safety and welfare.



Staff members within the Division provide technical and administrative support to the City Council, Planning Commission, Historic Resources Commission, Design Review Board, Zoning Administrator and various committees and task forces. The Division also provides zoning and subdivision information to the public and other departments. It reviews development plans for compliance with the Whittier Municipal Code as well as various specific plans. The Planning Division also prepares an extensive

variety of reports regarding development projects, environmental studies, zone changes, general plan amendments, historic resource assessments and other planning related matters.

In addition to the planning and zoning functions, the Division functions as a resource center for demographic information to the public and City staff, while also providing assistance to other departments in preparation of environmental documents. Some of the Planning Division's significant achievements during FY 2016-2017 include:

- Review and approval of the implementation plan for the construction of 750 residential units and 158,000 square feet of commercial retail space within the Lincoln Specific Plan;
- Approval of a new 32-unit condominium development to be constructed at 5360 Workman Mill Road;
- Completion of an 11-unit townhome project at the corner of Penn Street and Comstock Avenue. The project also included the adaptive re-use of a local historic landmark building on the property (Guilford Hall);
- A new Accessory Dwelling Unit (ADU) Ordinance to help reduce development barriers for their creation on single-family residential lots;
- A new U.S. Savings Bank located at the corner of Whittier Boulevard and Central Avenue (across the street from the Quad Shopping Center);
- Commencing the city's comprehensive update to the Whittier General Plan;
- A master sign program for the new medical office building located at 12444 Washington Avenue;
- The approval of two Mills Act contracts (7014 Hillside Drive and 7306-7308 Comstock Avenue);

# City of Whittier

## Planning (continued)

- The designation of two new local historic landmarks located at 15505 Whittier Boulevard (California Domestic Water Company Office Building) and 7306-7308 Comstock Avenue (the former Guildford Hall building on Whittier College).
- The processing of numerous modifications to existing wireless facilities in the city; and,
- Updating the Community Development Department's website concerning historic preservation with new information and more resources;
- Approval of numerous development review applications for new residential and non-residential construction;
- The processing of several Certificate of Appropriateness, Conditional Use Permit and other planning entitlements and permits;
- Assisting thousands of people at the zoning counter, on the phone and through e-mail correspondence; and,
- Provide continuing support and assistance to Code Enforcement and the Building Division related to various development, construction and land-use matters.

### KEY GOALS

During FY 2017-2018, the Planning Division's key goals include:

- Continue to provide high quality assistance to the community for all land-use and development related matters;
- Continue working on the comprehensive update to the Whittier General Plan;
- Adopt the City-wide non-residential historic resource survey;
- On an on-going basis, continue to update the City's zoning code and specific plans to address current planning issues and needs;
- On an on-going basis, participate with the Gateway Cities COG on various regional issues affecting the City of Whittier;
- Administer the City's zoning and development regulations, polices and guidelines;
- Process continuing and new development requests, including the 60-unit apartment complex proposed on the former Five Points Car-Wash site; and,
- Continue verification of development project compliance with their adopted conditions of approval.

### PERFORMANCE MEASURES

Measure	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected
Number of development requests	1,082	1,133	1,211	1,271
Number of public counter contacts	12,377	12,624	13,255	13,500

# City of Whittier

## Planning (100-18-161-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 683,865	\$ 784,567	\$ 944,320	\$ 944,320	\$ 1,026,589
Maintenance and Operations	243,033	173,725	138,973	138,973	139,302
Capital Outlay	-	-	200,000	200,000	-
Total Expenditures	<u>926,898</u>	<u>958,292</u>	<u>1,283,293</u>	<u>1,283,293</u>	<u>1,165,891</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 926,898</u>	<u>\$ 958,292</u>	<u>\$ 1,283,293</u>	<u>\$ 1,283,293</u>	<u>\$ 1,165,891</u>
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	926,898	958,292	1,283,293	1,283,293	1,165,891
Total Expenditures and Transfers-Out	<u>\$ 926,898</u>	<u>\$ 958,292</u>	<u>\$ 1,283,293</u>	<u>\$ 1,283,293</u>	<u>\$ 1,165,891</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 526,288	\$ 593,439	\$ 709,618	\$ 709,618	\$ 756,671
Employee Benefits	<u>157,577</u>	<u>191,128</u>	<u>234,702</u>	<u>234,702</u>	<u>269,918</u>
Total Employee Services	683,865	784,567	944,320	944,320	1,026,589
Dues, Memberships, License and Publications	7,718	6,295	7,665	7,665	7,665
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	6,031	6,661	7,045	7,045	7,374
Professional Services	60,273	47,600	95,672	95,672	95,672
Utilities	-	-	500	500	500
Miscellaneous Services	15,742	10,614	9,700	9,700	9,700
Repairs and Maintenance	-	-	190	190	190
Materials and Supplies	23,975	23,210	16,401	16,401	16,401
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	<u>827</u>	<u>1,492</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>
Total Maintenance and Operations	114,566	95,872	138,973	138,973	139,302
Capital Outlay	-	-	200,000	200,000	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>798,431</u>	<u>880,439</u>	<u>1,283,293</u>	<u>1,283,293</u>	<u>1,165,891</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	128,467	77,853	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	<u>128,467</u>	<u>77,853</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Transfers-Out	<u>\$ 926,898</u>	<u>\$ 958,292</u>	<u>\$ 1,283,293</u>	<u>\$ 1,283,293</u>	<u>\$ 1,165,891</u>
<b>Full Time Positions</b>	7.00	8.00	8.00	8.00	8.00
<b>Part Time Positions (Full Time Equivalent)</b>	<u>0.30</u>	<u>0.30</u>	<u>0.30</u>	<u>0.30</u>	<u>0.30</u>
Total	<u>7.30</u>	<u>8.30</u>	<u>8.30</u>	<u>8.30</u>	<u>8.30</u>

# City of Whittier

## Community Development - Administration

### OVERVIEW

The Community Development Department encompasses Planning, Redevelopment Successor Agency, Housing Authority, Administration, Economic Development, Community Development Block Grant & HOME Programs, and Building & Safety. The Department strives to promote economic growth along with livable neighborhoods that reflect, preserve and enhance Whittier's unique historic character. The Department's goal is to provide for a balanced community with residential, commercial and industrial development that results in a thriving economic base and an enhanced quality of life for our residents.

The Building & Safety Division provides permitting and building services including plan checking and inspection services.



Increasing the City's sales tax revenue growth and tax base is important for the City; however, with the improving economy, it is vital that we focus on ensuring Whittier remains a strong and balanced community. The City will maintain its efforts in economic development despite the elimination of redevelopment in California and we will continue to serve as the ombudsman for the business

community. Economic Development is a philosophy that helps guide the Department's daily activities.

The Planning Division facilitates development consistent with City codes and ordinances as well as the City's General Plan and Specific Plans. The Planning Division serves as the staff liaison to the Planning Commission, Zoning Administrator, Historic Resources Commission and now Design Review Board.



### KEY GOALS

During FY 2017-2018, the Division's key goals include:

- Oversee the long-range planning for the City
- Enhance the quality of life in the community
- Encourage private investment and promote a stable economic base
- Promote and preserve the historic character of the City
- Ensure high quality customer service to our applicants
- Integrate the various functions of the Department to maximize efficiency
- Prepare a comprehensive update to the General Plan
- Work in partnership with the newly formed Community Benefit District in Uptown
- Begin updating the City's General Plan

# City of Whittier

## Community Development-Administration (100-18-181-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 183,295	\$ 203,956	\$ 346,460	\$ 346,460	\$ 396,561
Maintenance and Operations	55,532	70,627	88,029	88,029	88,118
Capital Outlay	-	-	-	-	-
Total Expenditures	238,827	274,583	434,489	434,489	484,679
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	\$ 238,827	\$ 274,583	\$ 434,489	\$ 434,489	\$ 484,679
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	238,827	274,583	434,489	434,489	484,679
Total Expenditures and Transfers-Out	\$ 238,827	\$ 274,583	\$ 434,489	\$ 434,489	\$ 484,679
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 298,755	\$ 326,020	\$ 399,687	\$ 399,687	\$ 419,856
Employee Benefits	(115,460)	(122,064)	(53,227)	(53,227)	(23,295)
Total Employee Services	183,295	203,956	346,460	346,460	396,561
Dues, Memberships, License and Publications	275	275	275	275	275
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	31,206	47,835	61,863	61,863	61,952
Professional Services	55	6,000	6,000	6,000	6,000
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	-	-	1,710	1,710	1,710
Materials and Supplies	17,162	11,077	7,126	7,126	7,126
City Charges	-	-	-	-	-
Mobile Equipment Rental	2,993	-	-	-	-
Other	3,841	5,440	11,055	11,055	11,055
Total Maintenance and Operations	55,532	70,627	88,029	88,029	88,118
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	238,827	274,583	434,489	434,489	484,679
<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	\$ 238,827	\$ 274,583	\$ 434,489	\$ 434,489	\$ 484,679
<b>Full Time Positions</b>	3.00	3.00	3.00	3.00	3.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.95	0.95	0.95	0.95	0.95
Total	3.95	3.95	3.95	3.95	3.95

# City of Whittier

## Economic Development

### OVERVIEW

The ability to create and preserve is essential to the City to carry out its various functions. Sales and property tax revenues generated by the business community provide contributions to the funding of essential City services as well as nonessential services that create a quality of life that our residents and businesses have come to expect.



Increasing the City's office, industrial, retail and commercial growth is crucial to providing a balanced community. The City will maintain its efforts in economic development despite the elimination of redevelopment in California. The Business Development function will continue to serve as an ombudsman and resource for the business community, conducting outreach and visitation as a resource to businesses. In addition, staff will continue meeting with commercial property owners to encourage revitalization as necessary. Lastly, staff will take an active role in the Uptown Whittier Community Benefit District to further promote the long-term vitality of Uptown. Economic development is a core philosophy that helps drive Community Development.

Following are some of the accomplishments from the past year:

#### **1. *Tools for Business Success***

The City subscribes to an online program called "Tools for Business Success" which offers local, state, federal and best-of-the-web resources directly from the City of Whittier website. This economic development tool makes it easier for businesses to start and grow in the City. The program provides a variety of information easily accessible from a business owner's home or office computer, saving valuable time and money.

By subscribing to the service, the City made a cost-effective decision and is able to provide needed resources during this time of limited funding and tight budgets. In an effort to mitigate City costs, an "Online Help" button offers assistance to anyone accessing the program during day and evening hours, six days a week. If the business person is having difficulty finding a specific resource or information for their business, the Online Help button connects the business person to a "live" representative via an instant message chat further saving the City time and money. The program also helps users identify financing options and low-cost or free business training, as well as connect to other partner agencies offering access to capital and additional funding.

# City of Whittier

## Economic Development (continued)

### 2. *RED Team Business Assistance and Retention*

The City's economic development activities include coordinating a "RED" Team with our various economic development partners including the Los Angeles County Economic Development Corporation, Southern California Edison, The Gas Company, Community Development Commission of the County of Los Angeles, and America's Job Center of California (formerly SASSFA Worksource Center). The RED Team is a valuable resource offered by the City to local businesses and may be coordinated for those which are:

- Growing;
- New or opening a new location;
- Considering a layoff; or
- Making a significant change to their business strategy.

By identifying the early warning signs of at-risk companies, the RED Team can marshal resources and personnel to address the companies' needs to not only preserve existing jobs, but ideally to create expansion opportunities and new jobs. This strategy is also taken to assist businesses that have shown an interest in locating in Whittier. During the past year, staff assisted the developers of various new centers bringing in businesses such as Chick-fil-A, Pizza Press and Grub Burger Bar. Three examples of the City's RED Team in action over the past year included (1) bringing the brand new Super Mex restaurant to Uptown, where the Super Mex family purchased an entire 20,000 square foot building as both landlord and tenant; (2) facilitating a partnership between the Whittier Chamber of Commerce and the new Home Goods for the purpose of organizing a local hiring fair; and (3) bringing the new Poet Gardens dining hall, featuring Whittier Brewing Co., to the historic Nixon building in Uptown Whittier while initiating the fast-track permitting process.

### 3. *Recycling Market Development Zone*

Recently, the City of Whittier was approved to be part of the expanded of the Los Angeles County Recycling Market Development Zone (RMDZ). The RMDZ program combines recycling with economic development to fuel new businesses, expand existing ones, create jobs and divert waste from landfills. The program was developed by the California Department of Resources Recycling and Recovery (CalRecycle) as part of an ongoing effort to increase the diversion of waste going to landfills. The program is a partnership between the CalRecycle and local jurisdictions.

The RMDZ program provides business and technical assistance, product marketing and financial assistance to businesses that manufacture a recycled-content product or process materials for recycling. Manufacturing or processing must occur within the city of Whittier or other RMDZ jurisdictions.

Whittier businesses that want to manufacture goods with recycled materials interested in locating in Whittier or existing Whittier recycling processors may qualify for some financial incentives from the State.

During the past year staff has marketed the program to Whittier manufacturing businesses and met with the Los Angeles County Zone Administrator in order to better understand the program and process for business assistance.

# City of Whittier

## Economic Development (continued)

### **4. *Gateway Cities Council of Governments Site Prospector***

Over the past year, staff maintained collaboration with the Gateway Cities Council of Governments (GCCOG) on an online site locator website. The "Site Prospector" website, [www.gatewaycogsiteprospector.org](http://www.gatewaycogsiteprospector.org), provides immediate access to information that businesses need in order to make wise site selection and investment decisions. The City partnered with the GCCOG to offer this new economic development tool for the business community to assist expanding businesses looking to locate in Whittier.

The Site Prospector website gathers economic, planning, infrastructure, geographic and demographic information often sought by businesses that are looking to relocate or expand, and transforms this data into a 'one-stop-shop' business portal on the web. Using Geographic Information System (GIS) software, expanding businesses can immediately access in-depth information that previously took weeks to research. Website visitors can view all available properties, or conduct more narrowly-tailored searches using filters that include property size, type and cost, among other available options. Corresponding demographic reports, such as labor force, education levels, and consumer spending can be created for each property as well. The Site Prospector website reduces research time of expanding businesses from weeks or days to minutes. The GCCOG Site Prospector website can be accessed from the City's economic development website page at [www.cityofwhittier.org/depts/cd/ecodev/sites.asp](http://www.cityofwhittier.org/depts/cd/ecodev/sites.asp).

### **5. *Whittier Express Permitting (WE-Permit)***

Staff is always looking for ways to assist businesses and the development community, both residential and commercial. Staff has designed an updated flyer which outlines the City's permitting process to assist business owners, property owners, homeowners and contractors. The flyer, which is posted on the Community Development homepage under Business Assistance, explains that City Hall serves as a "one-stop shop" for all development related services including planning permits, building permits, inspection requests, business licenses, construction permits on the public right-of-way, information on operating a business in Whittier, information on developable sites and other general information. Over the past year, staff has been working to increase our presence via social media and will continue to promote Whittier by coordinating with partner agencies, including the Whittier Chamber and Whittier Uptown Association, to share the flyer within their business networks.

### **6. *Brokers' Roundtable***

Over the past year, staff was able to host a Brokers' Roundtable each quarter. The meetings offer commercial brokers and realtors an opportunity to meet with City staff and discuss development project and local issues. The events also serve as a means of identifying sites within the City and maintaining a positive relationship with the real estate community.

### **7. *International Council of Shopping Centers, Industry Conferences & Webinars***

Staff attended both annual ICSC events this past year, as well as a number of other regional networking opportunities. The ICSC Western Dealmaking Conference took place in San Diego from August 30 through September 1, 2016, and the national Real Estate Convention (RECon) was held May 21 through May 24, 2017, in Las Vegas. Staff published an e-newsletter which highlighted local developments and promoted notable opportunities within the City to a targeted group of retailers and brokers prior to each event and did not host a booth this year allowing for more time to network and walk the show. A number of meetings were scheduled in advance with developers who are currently doing business in the City, as well as prospective retailers and developers.



# City of Whittier

## Economic Development (continued)

The Business Development Manager also participates regularly in various professional development activities and webinars, presented by partner agencies like CALED and the LAEDC, including "Future Forums" and informative sessions focused on changing retail strategies, technology tools and transit-oriented development.

### **8. *Business Outreach and Visitation***

During the past fiscal year, business outreach continued to be an important component to the City's Economic Development program. Consequently, in fiscal year 2016-17, staff reached out to over 250 businesses either with a face to face meeting with the business owner or an outreach letter with information on the City's economic development program and available business resources.

### **9. *Business Assistance Seminars***

Staff continues to partner with the Chamber of Commerce to coordinate regular business seminars focused on a variety of topics. Due to low attendance over the last few years, the City has continued to offer assistance while allowing the Chamber to host timely workshops at their discretion, as well as one-on-one business consulting from SCORE. Meanwhile, staff initiated the first bi-annual Building & Safety Meet 'n Greet event at City Hall in May allowing business owners and residents to get answers to FAQs and specific building and planning inquiries. Staff will continue to look for opportunities to host beneficial, low-cost workshops as needed throughout the coming year.

### **10. *Run "Shop Whittier" Ads in Conjunction with the Holiday Season***

The "Shop Whittier" campaign continued during this past year. Staff produced Shop Whittier ads for the Whittier Chamber's paper during the peak holiday season.

### **11. *Established a Social Media Presence***

Staff created a Facebook, Instagram, and Twitter presence on social media to be in the best position to capitalize on technology and assist our marketing and outreach.

Following are the key goals for the 2017-2018 fiscal year:

### **KEY GOALS**

- To seek new and innovative methods and programs for providing economic development services to the business community
- To provide ombudsman services by facilitating and streamlining the City's permitting process for new and expanding businesses
- To update the Department's website to reflect current data and improve the user experience
- To increase the City's sales tax revenue growth and tax base
- To continue our partnership with the Whittier Area Chamber of Commerce as well as the Los Angeles Economic Development Corporation, Small Business Development Center, California Manufacturing Technology Consulting and others
- To grow our social media presence (e.g. Facebook, Twitter, Instagram) for marketing
- To promote a vibrant shopping, dining and/or entertainment experience within Whittier
- To encourage job creation and utilization of America's Job Center of California services by Whittier businesses

# City of Whittier

## Economic Development (continued)

### PERFORMANCE MEASURES

<b>Measure</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Actual</b>	<b>FY 16-17 Actual</b>	<b>FY 17-18 Projected</b>
Businesses visited	304	325	75	250	300
Brokers' Roundtable	1	2	0	4	4
Participate in economic development webinars, conferences & conventions	8	10	6	6	8
Coordinate business assistance seminars	9	9	9	3	6
Run "Shop Whittier" ads over (Thanksgiving weekend and Christmas)	2	2	2	2	2

# City of Whittier

## Economic Development (100-18-181-507)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 108,471	\$ 47,404	\$ 115,696	\$ 115,696	\$ 122,296
Maintenance and Operations	21,828	9,031	50,624	50,624	50,624
Grants	-	-	-	-	-
Total Expenditures	<u>130,299</u>	<u>56,435</u>	<u>166,320</u>	<u>166,320</u>	<u>172,920</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 130,299</u>	<u>\$ 56,435</u>	<u>\$ 166,320</u>	<u>\$ 166,320</u>	<u>\$ 172,920</u>
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	130,299	56,435	166,320	166,320	172,920
Total Expenditures and Transfers-Out	<u>\$ 130,299</u>	<u>\$ 56,435</u>	<u>\$ 166,320</u>	<u>\$ 166,320</u>	<u>\$ 172,920</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 84,349	\$ 38,123	\$ 91,904	\$ 91,904	\$ 94,202
Employee Benefits	24,122	9,281	23,792	23,792	28,094
Total Employee Services	108,471	47,404	115,696	115,696	122,296
Dues, Memberships, License and Publications	880	315	1,700	1,700	1,700
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	-	-	-	-	-
Professional Services	5,844	3,195	13,000	13,000	13,000
Utilities	-	-	-	-	-
Miscellaneous Services	8,596	2,839	26,000	26,000	26,000
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	1,443	315	2,924	2,924	2,924
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	5,065	2,367	7,000	7,000	7,000
Total Maintenance and Operations	21,828	9,031	50,624	50,624	50,624
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>130,299</u>	<u>56,435</u>	<u>166,320</u>	<u>166,320</u>	<u>172,920</u>
<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	<u>\$ 130,299</u>	<u>\$ 56,435</u>	<u>\$ 166,320</u>	<u>\$ 166,320</u>	<u>\$ 172,920</u>
<b>Full Time Positions</b>	1.00	1.00	1.00	1.00	1.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>



# City of Whittier

## Housing and Urban Development (HUD)

### OVERVIEW

The United States Department of Housing and Urban Development (HUD) provides the City of Whittier with an allocation of Community Development Block Grant (CDBG) funds each year. As an entitlement grantee, the City receives the annual grant directly from HUD in an amount determined by a process of an allocation formula as established by Congress.

Under Title I of the Housing and Community Development Act of 1974, the CDBG program has as its primary objective to assist in "the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low- and moderate-income." CDBG regulations require compliance with this objective by mandating that "not less than 70 percent of the CDBG aggregate of expenditures shall be for activities meeting the criteria under CDBG regulations for benefiting low- and moderate-income persons."



Activities supported by Whittier CDBG funds include housing rehabilitation programs, code enforcement, infrastructure improvements, public services and grant administration. CDBG regulations allow that a maximum of 15% of actual expenditures be made in the area of "Public Services." City sponsored activities within this category include graffiti abatement, social services and SASSFA. All of the above activities are also supplemented by funding from other sources of revenue.

Block Grant funds are typically expended on ongoing programs. Unlike other appropriations, CDBG appropriations may be continued and accumulated from year to year. Often, programs or projects are cancelled or reduced, or their budgets not fully expended, resulting in a balance of unspent funds at year-end. CDBG guidelines allow the appropriation of remaining funds to other projects through an action plan amendment process.

### KEY GOALS

- Effectively utilize CDBG funds to maximize their impact on improvement of low- and moderate-income areas of the City
- Aid in the prevention or elimination of slums and blight
- Implement public improvement projects in CDBG eligible areas
- Provide funds for social service agencies serving low-income persons and families

# City of Whittier

## Housing and Urban Development (HUD)

### PERFORMANCE MEASURES

<b>Measure</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Estimated</b>	<b>FY 2017-18 Projected</b>
Number of persons receiving fair housing Counseling (HRC)	182	183	150	150
Number of Code enforcement activities related to housing units	322	428	200	175
Number of Instances of Graffiti or Sticker Removal	7874	8,675	7,500	7,500
Number of low- and moderate income citizens assisted by Social Service Organizations (SASSFA, First Day, Salvation Army)	971	1,432	875	875
Number of public facilities or infrastructure improved	1	1	1	1

# City of Whittier

## HUD/CDBG (267-18-182-501/502/03/05)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 299,539	\$ 346,821	\$ 359,621	\$ 359,621	\$ 367,969
Maintenance and Operations	133,033	66,593	93,979	93,979	94,473
Grants	259,773	468,579	288,029	390,238	309,769
Total Expenditures	<u>692,345</u>	<u>881,993</u>	<u>741,629</u>	<u>843,838</u>	<u>772,211</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 692,345</u>	<u>\$ 881,993</u>	<u>\$ 741,629</u>	<u>\$ 843,838</u>	<u>\$ 772,211</u>
<b>Expenditures and Transfers-Out By Source</b>					
HUD Grant Fund	692,345	881,993	741,629	843,838	772,211
Total Expenditures and Transfers-Out	<u>\$ 692,345</u>	<u>\$ 881,993</u>	<u>\$ 741,629</u>	<u>\$ 843,838</u>	<u>\$ 772,211</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 123,032	\$ 133,121	\$ 138,845	\$ 138,845	\$ 142,288
Employee Benefits	176,507	213,700	220,776	220,776	225,681
Total Employee Services	<u>299,539</u>	<u>346,821</u>	<u>359,621</u>	<u>359,621</u>	<u>367,969</u>
Dues, Memberships, License and Publications	910	-	892	892	892
Rentals	-	-	124	124	124
Taxes and Assessments	-	-	-	-	-
Insurance	2,381	2,524	2,409	2,409	2,409
Professional Services	95,248	75,917	99,954	99,954	108,796
Utilities	-	-	-	-	-
Miscellaneous Services	1,300	362	1,600	1,600	1,600
Repairs and Maintenance	2,362	2,390	2,417	2,417	2,417
Materials and Supplies	946	826	2,405	2,405	2,405
Service Credits	-	-	-	-	-
City Charges	37,147	37,147	37,147	37,147	37,147
Grants	259,773	468,579	288,029	390,238	309,769
Mobile Equipment Rental	5,985	4,477	4,477	4,477	4,477
Other	(13,246)	(57,050)	(57,446)	(57,446)	(65,794)
Total Maintenance and Operations	<u>392,806</u>	<u>535,172</u>	<u>382,008</u>	<u>484,217</u>	<u>404,242</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>692,345</u>	<u>881,993</u>	<u>741,629</u>	<u>843,838</u>	<u>772,211</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>\$ 692,345</u>	<u>\$ 881,993</u>	<u>\$ 741,629</u>	<u>\$ 843,838</u>	<u>\$ 772,211</u>
<b>Full Time Positions</b>	2.00	2.00	2.00	2.00	2.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

# City of Whittier

## Housing Rehabilitation

### OVERVIEW

The Community Development Department is responsible for administering the Housing Rehabilitation Program whose purpose is to improve, rehabilitate and/or preserve housing within the City by providing economic incentives to low- and moderate-income persons for those purposes. This is achieved by facilitating low interest loans and/or deferred payment loans to eligible families who might otherwise be unable to obtain conventional home repair loans due to income limitations. The program was designed to provide loans for the correction of housing deficiencies in properties occupied by low and moderate income persons. The loans are also intended to deter neighborhood decline by providing financial incentives for improvement of housing in targeted areas with high levels of blighted property.

Loaned funds may be used for improvements such as roofing, plumbing, electrical, energy efficient windows, new stucco, interior and exterior painting, flooring and other repairs necessary to eliminate code violations, incipient code violations, slum-blight conditions and to address community development objectives. Items that qualify as community objectives include: repairs that make the exterior of a building more attractive, weather resistant or easier to maintain; landscaping improvements more consistent with what is generally found in the City; dwelling and yard repairs that improve storm drainage; repairs to improve safety and security; improvements for increased energy/water efficiency; repairs and alterations to improve accessibility for handicapped occupants; repairs and alterations to eliminate functional and economic obsolescence; improvements to make a dwelling more supportive of today's life styles; and repairs that reduce general maintenance requirements of a property. HOME funds, are also used as a funding source for this program. The maximum loan is \$50,000, but may go up even higher with approval from the City Manager.

The City also has three programs that provide grant funds for low- to moderate-income home owners. The Home Improvement Grant Program is for individuals who exceed the housing cost ratio or loan to value ratio making them ineligible for the loan program. This grant is \$10,000 and may be used for improvements necessary to maintain their home (eg. roofing, plumbing, painting). The City also funds a Minor Home Repair Grant Program and a Home Modification Grant Program.

### KEY GOALS

- Improve the quality of Whittier's low- and moderate-income housing stock through provision of low interest and/or deferred home rehabilitation loans and grants
- Eliminate visual and economic blight
- Encourage private investment in the community
- Ensure development of real property to its highest and best use
- Promote the preservation and rehabilitation of existing housing stock occupied by low- and moderate-income persons
- Provide safe, decent and sanitary housing for low- and moderate-income persons

### PERFORMANCE MEASURES

<b>Measure</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Projected</b>
Number of Home Improvement Loans or Grants processed	<b>13</b>	<b>12</b>	<b>16</b>	<b>17</b>
Number of Minor Home Repair Grants processed	<b>3</b>	<b>0</b>	<b>0</b>	<b>13</b>
Number of Minor Home Modification Grants processed	<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>



# City of Whittier

## Housing Rehabilitation (267-18-182-502)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 48,327	\$ 60,762	\$ 63,061	\$ 63,061	\$ 63,061
Maintenance and Operations	69,406	77,238	74,939	74,939	74,939
Service Credits	-	-	-	-	-
Total Expenditures	<u>117,733</u>	<u>138,000</u>	<u>138,000</u>	<u>138,000</u>	<u>138,000</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 117,733</u>	<u>\$ 138,000</u>	<u>\$ 138,000</u>	<u>\$ 138,000</u>	<u>\$ 138,000</u>
<b>Expenditures and Transfers-Out By Source</b>					
HUD Grant Fund	117,733	138,000	138,000	138,000	138,000
Total Expenditures and Transfers-Out	<u>\$ 117,733</u>	<u>\$ 138,000</u>	<u>\$ 138,000</u>	<u>\$ 138,000</u>	<u>\$ 138,000</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 0	\$ 0	\$ 851	\$ 851	\$ 851
Employee Benefits	48,327	60,762	62,210	62,210	62,210
Total Employee Services	<u>48,327</u>	<u>60,762</u>	<u>63,061</u>	<u>63,061</u>	<u>63,061</u>
Dues, Memberships, License and Publications	125	-	125	125	125
Rentals	-	-	124	124	124
Taxes and Assessments	-	-	-	-	-
Insurance	-	-	-	-	-
Professional Services	47,825	55,924	51,353	51,353	51,353
Utilities	-	-	-	-	-
Miscellaneous Services	500	-	800	800	800
Repairs and Maintenance	1,179	1,193	1,149	1,149	1,149
Materials and Supplies	510	318	1,400	1,400	1,400
Service Credits	-	-	-	-	-
City Charges	19,218	19,218	19,218	19,218	19,218
Mobile Equipment Rental	-	-	-	-	-
Other	49	585	770	770	770
Total Maintenance and Operations	<u>69,406</u>	<u>77,238</u>	<u>74,939</u>	<u>74,939</u>	<u>74,939</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>117,733</u>	<u>138,000</u>	<u>138,000</u>	<u>138,000</u>	<u>138,000</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>\$ 117,733</u>	<u>\$ 138,000</u>	<u>\$ 138,000</u>	<u>\$ 138,000</u>	<u>\$ 138,000</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## CDBG Administration

### OVERVIEW

The Community Development Block Grant (CDBG) Administration budget covers the costs of administering the CDBG grant program. Among the activities funded are annual audit costs, fair housing services and some personnel costs related to program administration.



General management and administration of the CDBG program includes new program development and promotion, public information and outreach, conducting environmental reviews, fair housing issues and provision of services related to community and economic development. In addition, monitoring activities to ensure program compliance and the preparation of programmatic planning and performance reports are the primary responsibility of Redevelopment and Housing Division staff.

Program guidelines allow up to 20% of the annual CDBG allocation to be spent on administrative costs.

### KEY GOALS

During FY 2017-2018, the Division's key goals include:

- Maintain and enhance the quality of life for low- and moderate-income, disabled and senior citizens by using CDBG funds for programs that provide social services
- Aid in the prevention or elimination of blight
- Ensure that programs implemented benefit the low- and moderate-income residents in CDBG target areas
- Continue to provide loans for home rehabilitation through the Home Improvement Loan Program
- Continue to provide public infrastructure and public facility improvements

# City of Whittier

## CDBG Administration (267-18-182-503)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 55,064	\$ 66,733	\$ 63,030	\$ 63,030	\$ 63,030
Maintenance and Operations	68,764	40,669	72,570	72,570	81,412
Service Credits	-	-	-	-	-
Total Expenditures	<u>123,828</u>	<u>107,402</u>	<u>135,600</u>	<u>135,600</u>	<u>144,442</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 123,828</u>	<u>\$ 107,402</u>	<u>\$ 135,600</u>	<u>\$ 135,600</u>	<u>\$ 144,442</u>
<b>Expenditures and Transfers-Out By Source</b>					
HUD Grant Fund	123,828	107,402	135,600	135,600	144,442
Total Expenditures and Transfers-Out	<u>\$ 123,828</u>	<u>\$ 107,402</u>	<u>\$ 135,600</u>	<u>\$ 135,600</u>	<u>\$ 144,442</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	55,064	66,733	63,030	63,030	63,030
Total Employee Services	<u>55,064</u>	<u>66,733</u>	<u>63,030</u>	<u>63,030</u>	<u>63,030</u>
Dues, Memberships, License and Publications	785	-	767	767	767
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	-	-	-	-	-
Professional Services	47,423	19,993	48,601	48,601	57,443
Utilities	-	-	-	-	-
Miscellaneous Services	800	362	800	800	800
Repairs and Maintenance	1,183	1,197	1,268	1,268	1,268
Materials and Supplies	436	508	1,005	1,005	1,005
Service Credits	-	-	-	-	-
City Charges	17,929	17,929	17,929	17,929	17,929
Mobile Equipment Rental	-	-	-	-	-
Other	208	680	2,200	2,200	2,200
Total Maintenance and Operations	<u>68,764</u>	<u>40,669</u>	<u>72,570</u>	<u>72,570</u>	<u>81,412</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>123,828</u>	<u>107,402</u>	<u>135,600</u>	<u>135,600</u>	<u>144,442</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>\$ 123,828</u>	<u>\$ 107,402</u>	<u>\$ 135,600</u>	<u>\$ 135,600</u>	<u>\$ 144,442</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Code Enforcement

### OVERVIEW

The Code Enforcement division of the Police Department is responsible for enforcement of the Whittier Municipal Code with regard to public nuisances, safety and zoning violations. Activities of the Unit include enforcement of property maintenance codes, abandoned or inoperable vehicles and coordination with other City departments to maintain the appearance of alleyways. Code Enforcement Officers (CEO's) have the authority to issue administrative citations for certain violations of the Municipal Code. Further enforcement of Municipal Code violations are pursued through involvement of the City Attorney and the Los Angeles County District Attorney's Office.

Community Development Block Grant (CDBG) funds have enabled this unit to pursue its mission. Two (2) Code Enforcement Officers are fully funded utilizing CDBG funds. In addition, the Code Enforcement Secretary and Code Enforcement Supervisor are also partially funded through CDBG. The CDBG area is the subject of proactive assessment and enforcement action. Currently, residences within the CDBG area are being assessed from the street view to identify the properties that reveal substandard and blighted conditions. Property owners, tenants and/or property managers are then contacted and requested to bring the properties into voluntary compliance. If properties continue to be non-compliant, property owners, tenants and/or property managers can receive administrative citations or face legal action.

Code Enforcement also employs an additional four (4) full-time Code Enforcement Officer positions. Two CEO's are assigned to alley sanitation enforcement. The remaining two CEO's are assigned to address all types of violations on a reactive basis within the four Public Service Areas within the City.

### KEY GOALS

- Provide a healthier, safer environment for housing the citizens of the City of Whittier;
- Promote public awareness of property maintenance codes;
- Obtain a high degree of resident and business compliance of specific municipal codes, thereby improving property value.

# City of Whittier

## Code Enforcement (267-18-182-505)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 196,148	\$ 219,326	\$ 233,530	\$ 233,530	\$ 241,878
Maintenance and Operations	(5,137)	(51,314)	(53,530)	(53,530)	(61,878)
Service Credits	-	-	-	-	-
Total Expenditures	<u>191,011</u>	<u>168,012</u>	<u>180,000</u>	<u>180,000</u>	<u>180,000</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 191,011</u>	<u>\$ 168,012</u>	<u>\$ 180,000</u>	<u>\$ 180,000</u>	<u>\$ 180,000</u>
<b>Expenditures and Transfers-Out By Source</b>					
HUD Grant Fund	191,011	168,012	180,000	180,000	180,000
Total Expenditures and Transfers-Out	<u>\$ 191,011</u>	<u>\$ 168,012</u>	<u>\$ 180,000</u>	<u>\$ 180,000</u>	<u>\$ 180,000</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 123,032	\$ 133,121	\$ 137,994	\$ 137,994	\$ 141,437
Employee Benefits	73,116	86,205	95,536	95,536	100,441
Total Employee Services	<u>196,148</u>	<u>219,326</u>	<u>233,530</u>	<u>233,530</u>	<u>241,878</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	2,381	2,524	2,409	2,409	2,409
Professional Services	-	-	-	-	-
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	-	-	-	-	-
Service Credits	-	-	-	-	-
City Charges	-	-	-	-	-
Mobile Equipment Rental	5,985	4,477	4,477	4,477	4,477
Other	(13,503)	(58,315)	(60,416)	(60,416)	(68,764)
Total Maintenance and Operations	<u>(5,137)</u>	<u>(51,314)</u>	<u>(53,530)</u>	<u>(53,530)</u>	<u>(61,878)</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>191,011</u>	<u>168,012</u>	<u>180,000</u>	<u>180,000</u>	<u>180,000</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>\$ 191,011</u>	<u>\$ 168,012</u>	<u>\$ 180,000</u>	<u>\$ 180,000</u>	<u>\$ 180,000</u>
<b>Full Time Positions</b>	2.00	2.00	2.00	2.00	2.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

# City of Whittier

## HOME Program

### OVERVIEW

The HOME program is federally funded and designed to assist low- and very low-income families in securing affordable housing. A jurisdiction receiving HOME funds makes the decision on which specific programs to fund. HOME funds are limited to expenditures on housing programs. Up to 10% of each year's HOME allocation can be used for administrative expenses and 15% is reserved for a Community Housing Development Organization (CHDO).

In the past, HOME funds have been used on home rehabilitation loans, multi-family rehabilitation of rental units and CHDO projects.

Pursuant to the City's current Action Plan, HOME funds will continue to be used for funding owner-occupied rehabilitation loans citywide as an extension of the City's existing programs. In addition, funds will be considered for the use of non-profit housing development and the establishment of affordable rental housing units. In this regard, the City was pleased to partner with LINC Community Development Corporation for the development of Mosaic Gardens, a new 21-unit project at the intersection of Philadelphia Street and Pickering Avenue (pictured below) with occupancy in Late 2012.

### KEY GOALS

- Provide affordable housing for low-income families



### PERFORMANCE MEASURES

Measure	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected
Number of loans processed	5	6	4	5
Other Housing Units Assisted	0	0	0	5-8

# City of Whittier

## HOME Program (269-18-183-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 24,579	\$ 22,479	\$ 23,760	\$ 23,760	\$ 24,471
Maintenance and Operations	260	1,000	1,000	1,000	1,000
Grants	195,541	322,230	272,845	272,845	279,236
Total Expenditures	<u>220,380</u>	<u>345,709</u>	<u>297,605</u>	<u>297,605</u>	<u>304,707</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 220,380</u>	<u>\$ 345,709</u>	<u>\$ 297,605</u>	<u>\$ 297,605</u>	<u>\$ 304,707</u>
<b>Expenditures and Transfers-Out By Source</b>					
HUD Grant Fund	220,380	345,709	297,605	297,605	304,707
Total Expenditures and Transfers-Out	<u>\$ 220,380</u>	<u>\$ 345,709</u>	<u>\$ 297,605</u>	<u>\$ 297,605</u>	<u>\$ 304,707</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	24,579	22,479	23,760	23,760	24,471
Total Employee Services	<u>24,579</u>	<u>22,479</u>	<u>23,760</u>	<u>23,760</u>	<u>24,471</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	-	-	-	-	-
Professional Services	260	1,000	1,000	1,000	1,000
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	-	-	-	-	-
City Charges	-	-	-	-	-
Grants	195,541	322,230	272,845	272,845	279,236
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>195,801</u>	<u>323,230</u>	<u>273,845</u>	<u>273,845</u>	<u>280,236</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>220,380</u>	<u>345,709</u>	<u>297,605</u>	<u>297,605</u>	<u>304,707</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>\$ 220,380</u>	<u>\$ 345,709</u>	<u>\$ 297,605</u>	<u>\$ 297,605</u>	<u>\$ 304,707</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Non-Housing Capital Projects

### OVERVIEW

The former Whittier Redevelopment Agency issued tax allocation bonds to finance various redevelopment projects. In addition, the Whittier Public Financing Authority previously issued revenue bonds and loaned the proceeds to the Former Agency to finance redevelopment projects. Pursuant to ABX126 (enacted in June 2011), as modified by the California Supreme Court's decision in *California Redevelopment Association, et al. v. Ana Matosantos, et al.*, 53 Cal.4<sup>th</sup> 231 (2011), the Former Agency was dissolved as of February 1, 2012. Subsequently, the Successor Redevelopment Agency and the City enter into an agreement to provide for the transfer of the Bond Proceeds to the City to complete projects in compliance with the bond covenants. The proceeds transfer was approved by the Oversight Board and the DOF.

The following table summarized the 16 projects by redevelopment project area and the estimated bond funds allocated to the project.

Project No.	Project Title	Approximate Construction Start Date	Allocated Bond Funds
<b>Earthquake Recovery Project Area</b>			
1	Uptown Whittier Parking Structure	August 2018	\$9,200,000
2	Uptown Whittier Parking Meters Project	TBD	\$500,000
3	Bailey Street Water Main Upgrade	Not Applicable	\$787,500
4	Comstock Ave Water Main Upgrade	Complete	\$315,000
5	Uptown Whittier Streetscape Beautification	May 2018	\$1,211,788
6	Walnut Street Reconstruction/Water Main Project	Not Applicable	\$500,000
<b>Greenleaf Avenue/Uptown Project Area</b>			
7	La Cuarta Street Sewer Upgrade	LA County to Install	\$150,000
8	Comstock Ave Widening Project	Complete	\$120,000
9	Walnut Street Reconstruction/Water Main Project	Not Applicable	\$531,052
<b>Whittier Boulevard Project Area</b>			
10	Penn Street/Whittier Boulevard or Philadelphia Street/Whittier Boulevard Traffic Signal Project	December 2018	\$75,000
11	Penn Street/Whittier Boulevard or Sorenson Ave/Whittier Boulevard Traffic Signal Widening Project	December 2018	\$50,000
12	Elmer Ave Realignment	Not Applicable	\$530,069
<b>Whittier Commercial Corridor Project Area</b>			
14	Nelles Mixed Use Project	December 2018	\$2,000,000
15	Penn Street/Whittier Boulevard or Whittier Boulevard/Philadelphia Street Traffic Signal Project	December 2018	\$75,000
16	Penn Street/Whittier Boulevard or Whittier Boulevard/Sorenson Avenue Traffic Signal Project	December 2018	\$50,000
17	Whittier/Washington Blvd. Street Lights	Underway	\$550,000



# City of Whittier

## Non-Housing Capital Projects (638-18-184-21X)

	2014-15 <u>Actual</u>	2015-16 <u>Actual</u>	2016-17 <u>Budget</u>	2016-17 <u>Projected</u>	2017-18 <u>Adopted</u>
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	98,518	13,875,655	13,875,655	-
Total Expenditures	-	98,518	13,875,655	13,875,655	-
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ -</u>	<u>\$ 98,518</u>	<u>\$ 13,875,655</u>	<u>\$ 13,875,655</u>	<u>\$ -</u>
<b>Expenditures and Transfers-Out By Source</b>					
Non-Housing Project Fund	-	98,518	13,875,655	13,875,655	-
Total Expenditures and Transfers-Out	<u>\$ -</u>	<u>\$ 98,518</u>	<u>\$ 13,875,655</u>	<u>\$ 13,875,655</u>	<u>\$ -</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	-	-	-	-	-
Total Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	98,518	13,875,655	13,875,655	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	<u>-</u>	<u>98,518</u>	<u>13,875,655</u>	<u>13,875,655</u>	<u>-</u>
Total Expenditures and Transfers-Out	<u>\$ -</u>	<u>\$ 98,518</u>	<u>\$ 13,875,655</u>	<u>\$ 13,875,655</u>	<u>\$ -</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>



⋮  
City of Whittier

*Whittier Public Library*

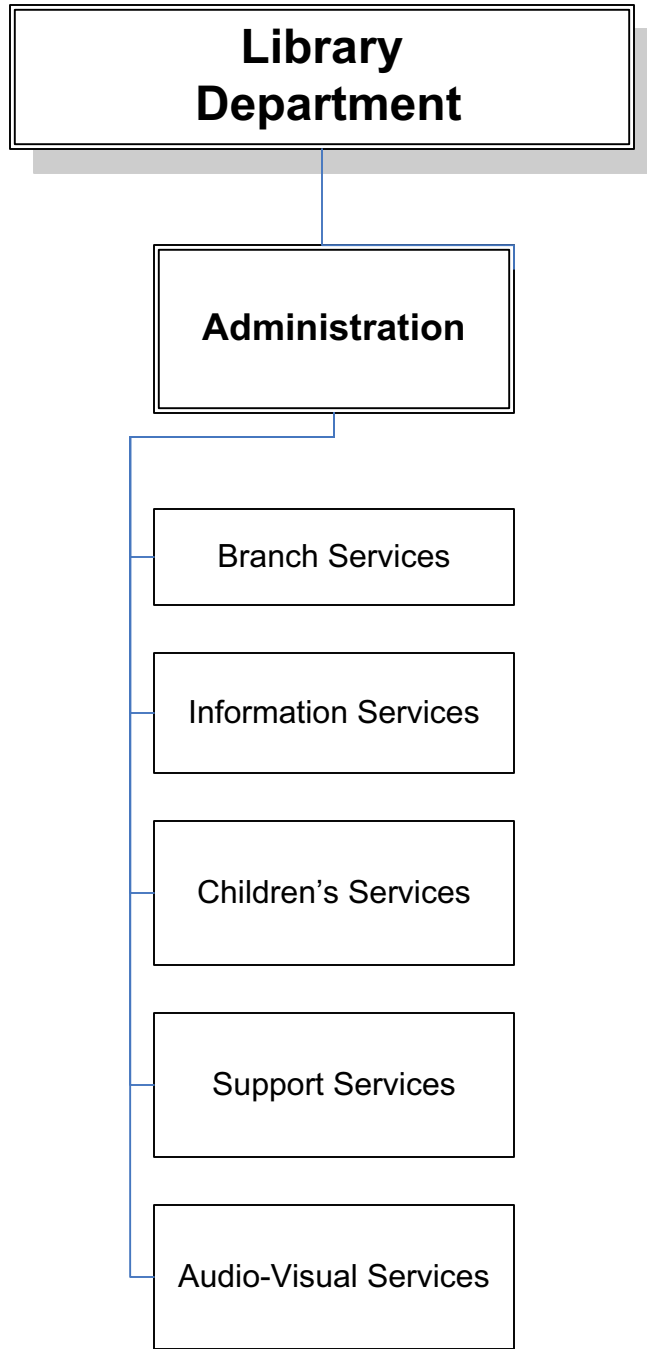
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- *Public Library*
- *Library Grant*



# Public Library

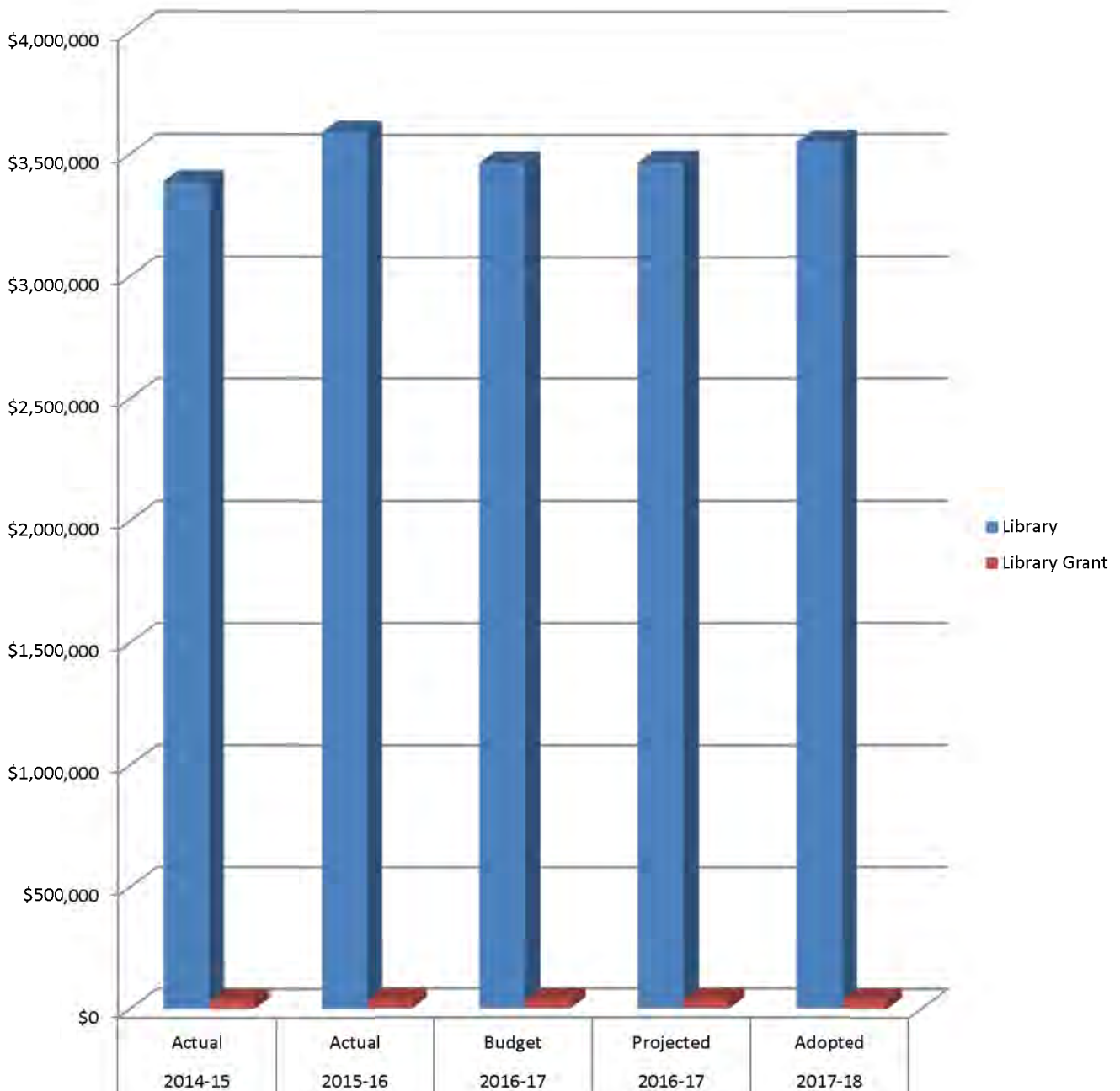
## Organization Chart



# City of Whittier

## Whittier Public Library

Division/Cost Center	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
Library	\$ 3,389,556	\$ 3,591,950	\$ 3,468,408	\$ 3,470,898	\$ 3,553,720
Library Grant	35,508	35,508	35,448	35,448	37,657



# City of Whittier

## Whittier Public Library

### OVERVIEW

The Whittier Public Library, with over 120 years of service, is the City's most popular resource for learning and information. Library patrons take advantage of over 320,000 items in many formats which represent a broad range of ideas and viewpoints. Without question, the Library possesses one of the best collections in the area including the Whittier History, Local Authors and Whittier Hills Archives. In addition, the Library provides public access to personal computers, free Internet access and wifi, Homework Center for students and their families, a mobility center, family Literacy Center, Pop-Up mobile library, and subscribes to a growing number of online databases. The Library has been developing downloadable e-resources in book, magazine, and audio book format. The library completed the expansion and renovation of the Whittwood Branch Library which opened on December 1, 2012. The Library continues to operate the Veterans Resource Center at the central library, which is equipped to provide educational, health services, legal, and housing resources and referrals to veterans. The library continues to digitize and preserve maps, photographs, newspapers, and oral histories and are available through the library's website.

Professional staff at the Central Library and the Whittwood Branch Library offers a variety of services and programs in both Adult and Children's Services. The library continues to evaluate print and non-print materials to enhance patron experience and access to information. Public and Information Services provide reference research on all subjects, Internet training, access to statewide reference centers and a variety of cultural and educational programs for library patrons. After-hours programs and special author/guest speakers visits supported by Whittier Public Library Foundation, Friends of the Library, and other local organizations define the library as a cultural hub in the community. Learning and literacy are the primary focus for Children's Services. Children's programming includes outreach and regular school visits, story time, the STEAM (science, technology, engineering, art, and mathematics) program, the Summer Reading program with over 3,500 participants throughout the summer, after-school programs and a state-of-the-art Homework Center. The "Read to a Dog" program is one of the most popular regular programs at the library. Also, the library has responded to the need for Young Adult programming by offering movies, book discussions, and fun activities for that age group.

Through a grant from the State Library the library launched the mobile Pop-Up library/city hall early in 2017 offering library card registration, books for checkout, and programs for the community. Library staff has taken the Pop-Up Library to several elementary schools and local events around the city.

In addition, the Central Library is a certified passport acceptance facility. The Library provides full service Passport Application Processing Services including passport photos. Applications for passports are available in Central Library.

Last year, more than 600,000 people visited the Library, 450,000 items were borrowed, 5,768 new library cards issued, 4,488 passports were processed, and 27,566 internet appointments were taken.

### KEY GOALS

- Enhance public services, resources and programs to sustain the current and future needs of a diverse community
- Implement goals and objectives in the plan of service and work plan established in FY 2017-18 based on the Library's vision and mission statement.

# City of Whittier

## Whittier Public Library (continued)

### PERFORMANCE MEASURES

Measure	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected
e-book checkout	1,884	2,400	3,844	5,800
Central visitors	351,969	376,871	388,247	396,000
Adult program attendance	2,154	3,701	3,635	4,000



**Library Pop-Up at Longfellow School**



# City of Whittier

## Whittier Public Library (100-21-211-000)

	2014-15 Actual	2014-15 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 2,405,580	\$ 2,590,726	\$ 2,570,115	\$ 2,572,605	\$ 2,646,177
Maintenance and Operations	983,976	1,001,224	898,293	898,293	907,543
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>3,389,556</u>	<u>3,591,950</u>	<u>3,468,408</u>	<u>3,470,898</u>	<u>3,553,720</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 3,389,556</u>	<u>\$ 3,591,950</u>	<u>\$ 3,468,408</u>	<u>\$ 3,470,898</u>	<u>\$ 3,553,720</u>
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	3,389,556	3,591,950	3,468,408	3,470,898	3,553,720
Total Expenditures and Transfers-Out	<u>\$ 3,389,556</u>	<u>\$ 3,591,950</u>	<u>\$ 3,468,408</u>	<u>\$ 3,470,898</u>	<u>\$ 3,553,720</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 1,858,465	\$ 2,013,826	\$ 1,952,342	\$ 1,952,342	\$ 1,967,698
Employee Benefits	547,115	576,900	617,773	620,263	678,479
Total Employee Services	<u>2,405,580</u>	<u>2,590,726</u>	<u>2,570,115</u>	<u>2,572,605</u>	<u>2,646,177</u>
Dues, Memberships, License and Publications	1,135	1,642	2,205	2,205	2,205
Rentals	-	-	200	200	200
Taxes and Assessments	-	36	-	-	-
Insurance	12,976	12,715	12,363	12,363	12,722
Professional Services	45,639	55,912	46,572	46,572	46,572
Utilities	30,341	45,303	45,573	45,573	45,573
Miscellaneous Services	2,260	2,182	2,400	2,400	2,400
Repairs and Maintenance	447,690	444,714	448,839	448,839	448,839
Materials and Supplies	348,618	342,690	332,340	332,340	336,840
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	4,391
Other	10,230	7,696	7,801	7,801	7,801
Total Maintenance and Operations	<u>898,889</u>	<u>912,890</u>	<u>898,293</u>	<u>898,293</u>	<u>907,543</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>3,304,469</u>	<u>3,503,616</u>	<u>3,468,408</u>	<u>3,470,898</u>	<u>3,553,720</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	85,087	88,334	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	<u>85,087</u>	<u>88,334</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Transfers-Out	<u>\$ 3,389,556</u>	<u>\$ 3,591,950</u>	<u>\$ 3,468,408</u>	<u>\$ 3,470,898</u>	<u>\$ 3,553,720</u>
<b>Full Time Positions</b>	22.00	22.00	22.00	22.00	22.00
<b>Part Time Positions (Full Time Equivalent)</b>	<u>20.16</u>	<u>20.16</u>	<u>20.16</u>	<u>20.16</u>	<u>20.16</u>
Total	<u>42.16</u>	<u>42.16</u>	<u>42.16</u>	<u>42.16</u>	<u>42.16</u>

# City of Whittier

## Whittier Public Library Grant

### OVERVIEW

The Public Library Grant Fund, was enacted with the passage of SB 358 and implemented in 1983. At that time, the California Legislature declared "that the public library is a supplement to the formal system of free public education and a source of information and inspiration to persons of all ages, cultural backgrounds, economic status and a resource of continuing education and re-education beyond the years of formal education, and as such deserves adequate financial support from government at all levels."

Under this legislation, all eligible public libraries in California receive a yearly allocation from the fund based upon each jurisdiction's population. The allocation varies each fiscal year depending on the level at which the program has been funded for the year. To remain eligible for the Public Library Grant Fund, a library must maintain its local level of funding. In addition, grant funds must be used to augment library services and cannot be used for capital construction projects. However, this past fiscal year due to State budget reduction, libraries did not receive Public Library Funds.

The Library continues to explore and secure grant funding from the Federal Library Services and Technology Act (LSTA) funds available through the California State Library and community organizations and other foundations to support and expand programs and services to enhance the experiences of the Library patrons. Some of the examples of these programs include the Library's Homework Center, the dispensing machine for library materials, Common Heritage Project, the Library Pop-up, Preservation and Digitization of local history materials, Summer Reading Club and other programs and cultural events to complement the ongoing services and programs at the Library.

### KEY GOALS

- Implement goals and objectives in the plan of service and work plan established in FY 2017-18 based on the Library's vision and mission statement.
- Continue to augment the Veterans Resource Center to provide ongoing resources for veterans.
- Implement grants to enhance the Whittier historical collection.
- Continue to schedule the Library Pop-Up visits to schools, organizations, and local events in Whittier.



Veterans Resource Center

### PERFORMANCE MEASURES

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

Through several grants from organizations and federal agencies the library has been able to enhance services and programs for the community.

# City of Whittier

## Whittier Public Library - Grant (260-21-212-000)

	2014-15 Actual	2014-15 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 31,574	\$ 31,574	\$ 31,574	\$ 31,574	\$ 31,574
Maintenance and Operations	3,934	3,934	3,874	3,874	6,083
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>35,508</u>	<u>35,508</u>	<u>35,448</u>	<u>35,448</u>	<u>37,657</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 35,508</u>	<u>\$ 35,508</u>	<u>\$ 35,448</u>	<u>\$ 35,448</u>	<u>\$ 37,657</u>
<b>Expenditures and Transfers-Out By Source</b>					
Library Grant Fund	35,508	35,508	35,448	35,448	37,657
Total Expenditures and Transfers-Out	<u>\$ 35,508</u>	<u>\$ 35,508</u>	<u>\$ 35,448</u>	<u>\$ 35,448</u>	<u>\$ 37,657</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	31,574	31,574	31,574	31,574	31,574
Total Employee Services	<u>31,574</u>	<u>31,574</u>	<u>31,574</u>	<u>31,574</u>	<u>31,574</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	-	-	-	-	-
Professional Services	-	-	-	-	-
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	-	-	-	-	-
City Charges	-	-	-	-	-
Grants	-	-	-	-	-
Mobile Equipment Rental	3,934	3,934	3,874	3,874	6,083
Other	-	-	-	-	-
Total Maintenance and Operations	<u>3,934</u>	<u>3,934</u>	<u>3,874</u>	<u>3,874</u>	<u>6,083</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>35,508</u>	<u>35,508</u>	<u>35,448</u>	<u>35,448</u>	<u>37,657</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>\$ 35,508</u>	<u>\$ 35,508</u>	<u>\$ 35,448</u>	<u>\$ 35,448</u>	<u>\$ 37,657</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>



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# City of Whittier

## *Parks, Recreation and Community Services*

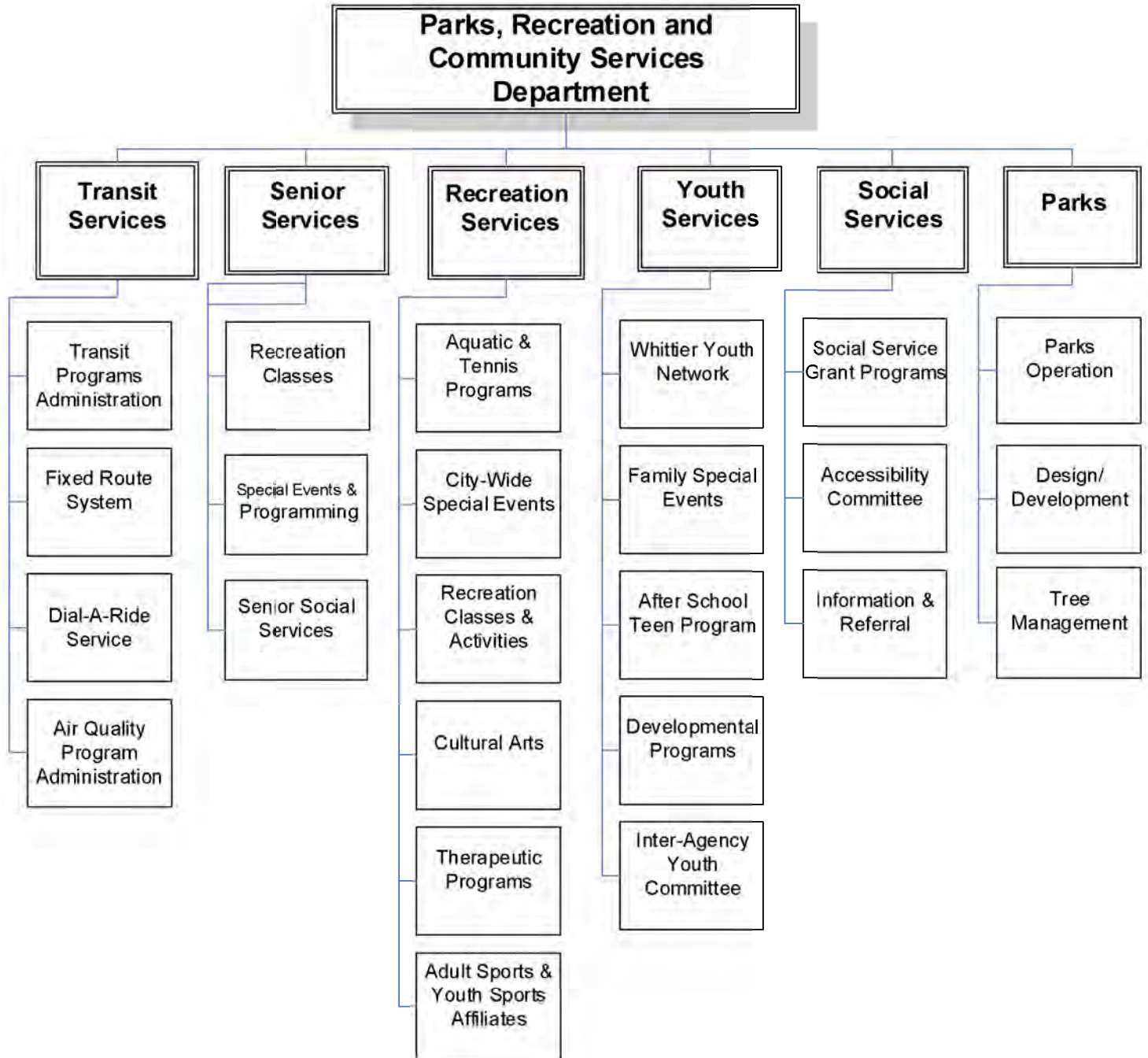
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- *Parks*
- *Community Services Administration*
- *Patriotic Events*
- *Social Services*
- *Air Quality Improvement*
- *Proposition A – Transit*
  - *Administration*
  - *Dial-A-Ride Program*
  - *Fixed-Route Bus System*
  - *Historic Whittier Depot*
  - *Incentive Program*
- *Proposition C – Transit*
  - *Transit Services*
  - *Fixed-Route Bus System*
  - *Administration*
  - *Project Access*
  - *Dial-A-Ride Program*
  - *Greenway Trail Management*
  - *Recreation Transit*
  - *COG Assessment*
  - *Taxi Voucher*
  - *La Habra Heights Dial-A-Ride*
  - *Capital Improvements*
- *Measure R*



# Parks, Recreation and Community Services

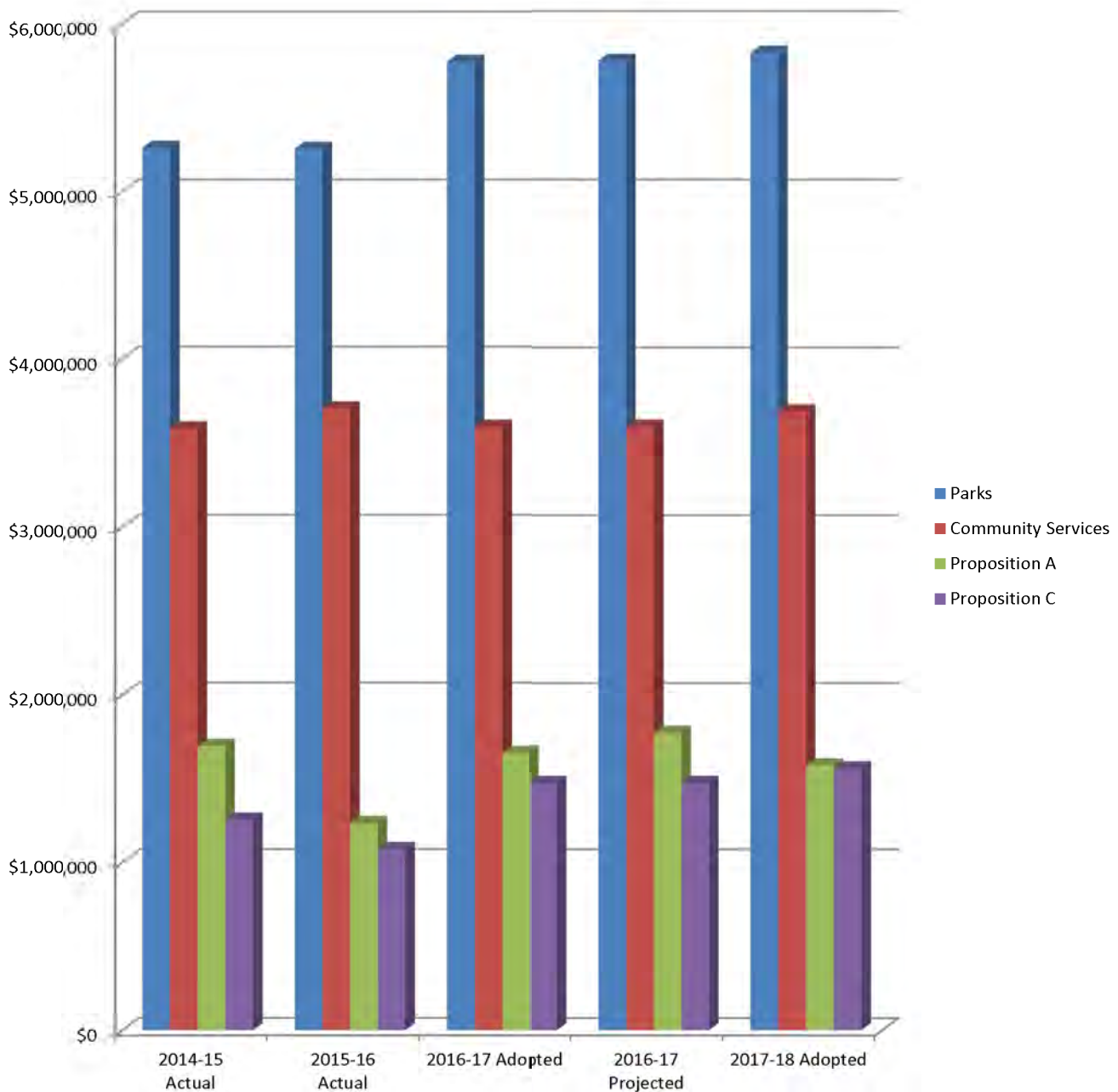
## Organization Chart



# City of Whittier

## *Parks, Recreation and Community Services Department*

<b>Division/Cost Center</b>	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2016-17 Projected	2017-18 Adopted
Parks	\$ 5,262,025	\$ 5,257,223	\$ 5,775,267	\$ 5,778,648	\$ 5,826,353
Community Services	3,589,355	3,709,448	3,599,531	3,599,531	3,691,227
Proposition A	1,696,241	1,228,214	1,654,038	1,770,841	1,575,229
Proposition C	1,248,387	1,075,228	1,469,899	1,469,899	1,558,555





# City of Whittier

## Parks Division

### OVERVIEW

The Parks Division is responsible for the maintenance of all City parks, the Senior Center complex, which includes the County of Los Angeles Health Department grounds, landscaped public grounds, street medians, street trail ends, Greenway Trail and the Uptown Historic District which includes the landscaped parking lots and gallerias. In addition, the Division is responsible for planting and maintaining parkway trees throughout the City and parkway weed abatement. Parks is also responsible for studying, planning and coordinating construction or renovation of parks and landscaped facilities and acting as a review and inspection agency for private development, Public Works landscape and irrigation installations and Art in Public Places projects throughout the City.

The City has twenty (20) park areas including the Whittier Historic Depot, four (4) community parks; Palm, Parnell, Michigan and Penn, two (2) wilderness parks; Murphy Ranch Park and Hellman Park and the York Field sports complex. The remaining parks are smaller neighborhood parks. In addition to City owned parks, Parks maintains non-owned facilities such as Founders Memorial Park and two (2) decorative fountains; Beverly (Hoover) Fountain and Nixon Fountain and the new Off-Leash Dog Park. These functions are accomplished through in-house and contracted labor.



### KEY GOALS

- Provide continuous park evaluation and improvements by the utilization of Park Development Fees/Quimby funds/CDBG funds.
- Provide sustainable urban forest tree management through a geographic based tree trimming cycle and the continued use of the Parkway Tree Manual.
- Develop, manage and execute planned and preventative maintenance programs and improvements to the Greenway Trail.
- Promote technology based water management practices to achieve efficient and effective water conservation in city parks and trails.
- Continue installation of amenities on the Greenway Trail, such as Fit Fact signs, educational panels, and landscape screening along the length of the Trail.
- Plans for the expansion of the Greenway Trail East to Leffingwell Road.
- Replace pool deck at Palm Park Aquatic Center.
- Install new playground equipment at Lee Owens
- Upgrade the Palm Park asphalt pathway on the El Rancho side of park.

# City of Whittier

## Parks Division

### PERFORMANCE MEASURES

<b>Measure</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Projected</b>
Percent of total City trees trimmed annually	20%	20%	25%	25%
Number of trees replaced within the City	320	300	150	175
Number of tree-related service requests addressed	900	900	1,000	1,100
	Dry year	Dry year	Drought conditions	Older urban forest, new due to significant rainy season.

# City of Whittier

## Parks (100-22-22x-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 2,816,514	\$ 2,836,803	\$ 3,070,465	\$ 3,073,846	\$ 3,174,453
Maintenance and Operations	2,391,510	2,372,594	2,675,802	2,675,802	2,622,900
Capital Outlay	54,001	47,826	29,000	29,000	29,000
Total Expenditures	<u>5,262,025</u>	<u>5,257,223</u>	<u>5,775,267</u>	<u>5,778,648</u>	<u>5,826,353</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 5,262,025</u>	<u>\$ 5,257,223</u>	<u>\$ 5,775,267</u>	<u>\$ 5,778,648</u>	<u>\$ 5,826,353</u>
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	5,262,025	5,257,223	5,775,267	5,778,648	5,826,353
Total Expenditures and Transfers-Out	<u>\$ 5,262,025</u>	<u>\$ 5,257,223</u>	<u>\$ 5,775,267</u>	<u>\$ 5,778,648</u>	<u>\$ 5,826,353</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 1,998,942	\$ 2,014,987	\$ 2,146,121	\$ 2,146,121	\$ 2,202,186
Employee Benefits	817,572	821,816	924,344	927,725	972,267
Total Employee Services	<u>2,816,514</u>	<u>2,836,803</u>	<u>3,070,465</u>	<u>3,073,846</u>	<u>3,174,453</u>
Dues, Memberships, License and Publications	4,444	6,050	6,993	6,993	6,993
Rentals	157,793	157,803	162,930	162,930	162,930
Taxes and Assessments	589	-	316	316	316
Insurance	115,361	266,629	296,802	296,802	327,408
Professional Services	817,199	824,556	1,075,257	1,075,257	1,066,657
Utilities	659,802	607,184	532,218	532,218	542,218
Miscellaneous Services	-	-	3,000	3,000	3,000
Repairs and Maintenance	200,424	193,280	199,435	199,435	199,435
Materials and Supplies	159,180	175,029	170,682	170,682	170,579
City Charges	-	-	-	-	-
Mobile Equipment Rental	266,925	128,544	154,720	154,720	141,915
Other	2,410	1,519	1,449	1,449	1,449
Total Maintenance and Operations	<u>2,384,127</u>	<u>2,360,594</u>	<u>2,603,802</u>	<u>2,603,802</u>	<u>2,622,900</u>
Capital Outlay	54,001	18,706	29,000	29,000	29,000
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>5,254,642</u>	<u>5,216,103</u>	<u>5,703,267</u>	<u>5,706,648</u>	<u>5,826,353</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	7,383	12,000	72,000	72,000	-
Capital Outlay	-	29,120	-	-	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	<u>7,383</u>	<u>41,120</u>	<u>72,000</u>	<u>72,000</u>	<u>-</u>
Total Expenditures and Transfers-Out	<u>\$ 5,262,025</u>	<u>\$ 5,257,223</u>	<u>\$ 5,775,267</u>	<u>\$ 5,778,648</u>	<u>\$ 5,826,353</u>
<b>Full Time Positions</b>					
	32.00	32.00	32.00	32.00	32.00
<b>Part Time Positions (Full Time Equivalent)</b>					
	10.75	11.77	11.77	11.77	11.77
Total	<u>42.75</u>	<u>43.77</u>	<u>43.77</u>	<u>43.77</u>	<u>43.77</u>

# City of Whittier

## Community Services

### OVERVIEW

Community Services is comprised of four (4) divisions: Recreation which includes Cultural Arts, Senior Services including Social Services, Transit and Youth Services. There are 20 full-time employees and approximately 160 part-time employees to manage facilities and implement programs.

### Recreation

The primary function of the Recreation Division is to administer and operate all City sponsored recreational activities and management of recreation facilities. These programs include: aquatics, featuring a variety of classes and recreation swimming for ages 18 months through adult; tennis, which in addition to classes, includes the Gene Jung Mid-Winter Tournament held annually in January for youth 12 to 18 years; and sports programs, which include adult sports leagues and serving as liaison to the various private, non-profit youth sports teams through the Youth Sports Committee to coordinate practice and play fields. Other programs include: Youth Theatre, which involves the entire family in producing popular shows open to the community; Therapeutic Recreation, for our residents who have disabilities and participation in the Special Olympics Program; instructional and leisure classes, offering a variety of activities and subjects for all ages and all interests. Various community events are also offered such as the annual Eggxtravaganza, Community Health Faire, Movies in the Park, ribbon cutting's, concerts in the park and family night's



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# City of Whittier

## Community Services (continued)

### Cultural Arts

The City of Whittier has a strong art component, making an effort to have fine art pieces and arts events easily available to the public. One of the most popular events is the annual Concerts in the Park series, which offers free concerts in a variety of musical styles during July and August. Another program is the Lobby Art Exhibits, which features art pieces displayed in the lobbies of City Hall and Parnell Park; each exhibit runs for approximately six weeks, and features a variety of media. A special outdoor art exhibit, the Street Banner Program, received 674 submissions with 99 banners showcased throughout the city for the summer months. This year's theme was "While My City Sleeps".



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### Cultural Arts Commission



The Cultural Arts Commission continued to host the summer Emerging Arts program during the concert series. Whittier Nights at the Hollywood Bowl continues to be a huge draw. The Commission hosted the fourth annual Photography Contest, "The Big Picture", with 78 photos submitted for this year's contest. The Commission also continued the emerging arts program with a display three banners colored in by participants who attended the summer concerts. These three banners when put together, spelled out Whittier Arts. The Commission also revitalized the "W" Art Show with 31 Artist that displayed their art for the community to enjoy free of charge.

# City of Whittier

## Community Services (continued)

### Whittier Community Foundation

The Whittier Community Foundation continues to support the Community. This year, the Foundation played an instrumental role with the renovation of the Guiardo Park Playground, purchased a new K-9 for the police department, added new fitness equipment at Michigan Park, funded our middle school dance program, donated \$75,000 to our Therapeutic programming and funded the installation of Wi Fi equipment at the Community Center. Fundraising efforts continue throughout the year with the assistance of the Parks, Recreation and Community Services Department.



WHITTIER  
COMMUNITY  
FOUNDATION  
*Today, Tomorrow, Together.*

Foundation played an instrumental role with the renovation of the Guiardo Park Playground, purchased a new K-9 for the police department, added new fitness equipment at Michigan Park, funded our middle school dance program, donated

\$75,000 to our Therapeutic programming and funded the installation of Wi Fi equipment at the Community Center. Fundraising efforts continue throughout the year with the assistance of the Parks, Recreation and Community Services Department.

### Adult Sports

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The Adult Sports Division continues to be the premium softball league in the area. This past year, over 195 teams participated in the Adult Softball program, with over 3,100 adults playing ball. Teams battle for the championship title each fall, spring and summer season out at York Field. Games are held Wednesday, Thursday, Fridays and Sundays. The leagues consist of Men's and Co-ed divisions with 195 teams enrolled. In December we also hosted the Toys for Whittier Softball tournament with each team donating 10 toys. All gifts are added to the Whittier Police Toy Drive.



# City of Whittier

## Community Services (continued)

### Youth Services



The Youth Services Division is responsible for providing quality developmental and recreational programming. Programs include the Whittier Youth Network (WYN Club), an afterschool and summer program for children in the second through fifth grades, which includes a variety of enrichment programs, along with Family Nights and field trips. Two Summer Day Camp programs for young people 5 to 12 years are also offered, featuring a variety of activities. The afterschool program serves over 500 youth on a daily basis, with day camps serving 220 eager campers. Summer WYN Club served 395 youth on a daily basis. The Youth Services Division also offers the "Volunteer" summer program. Thirty youth ages 14-17 volunteered at various, camps, community events, Senior

Citizen and WYN Club Programs. In addition, the Youth Services Division partners with the Community Foundation to present "Club Fridays," a dance and social program held at the Community Center for young people in grades 6 through 8. They also partner with the SKILLS Organization to provide two fee based afterschool programs in the unincorporated areas of Whittier.

### Senior Services

The Senior Services Division offers adults, ages 55 years and over, programs and services such as dances, tax preparation assistance, nutrition programs, health and wellness presentations, special events, instructional and fitness programs, intergenerational Chess Club and Information and Referral services, including the annual Information and Referral Fair. The division also manages the Whittier Senior Center as well as programming at the Parnell Park Community and Senior Center. The Senior Centers continue to plan successful excursions throughout the year. It also provides its patrons an opportunity to connect and build relationships through senior programming.



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# City of Whittier

## Community Services (continued)

### Transit

The Transit Division is responsible for the management of the contracts for the City's Dial-A-Ride program, advocating for fixed-route bus service in the City and management of the Whittier Historic Depot and Museum. The Transit division is also responsible for the City's Air Quality Program.



### KEY GOALS

- Provide quality cultural, developmental and recreational programming for Whittier residents of all ages and abilities.
- Provide dependable and cost effective transportation programs for City residents and to encourage the use of public transportation to decrease traffic congestion.
- Support and promote efforts for air quality improvement.

### PERFORMANCE MEASURES

Measure	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Projected
Number of people in youth and adult Recreation Classes	6,395	6,395	6,391	6,338	6,450
Number of people in Senior Recreation Classes	5,200	5,200	6,100	7,500	8,500
Senior Center patrons	105,000	106,500	106,900	109,552	110,000
Senior Program meals served	16,320	16,320	14,839	13,260	14,000
Aquatics program participants	62,600	62,350	64,225	66,425	67,500
Tennis program participants	32,400	34,250	34,200	33,500	34,500
Youth program participants	171,000	171,345	174,255	174,350	175,000
Community Center patrons	255,000	263,000	260,000	281,000	281,000
Parnell Community & Senior Center patrons	147,000	144,380	163,240	162,564	163,000
York Field patrons	123,000	126,000	128,000	124,000	125,000
Street Art Banners	100	100	99	99	100

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# City of Whittier

## Community Services (100-23-231-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 2,583,439	\$ 2,728,926	\$ 2,572,428	\$ 2,572,428	\$ 2,652,513
Maintenance and Operations	1,005,226	975,820	868,853	868,853	871,714
Capital Outlay	690	4,702	158,250	158,250	167,000
Total Expenditures	<u>3,589,355</u>	<u>3,709,448</u>	<u>3,599,531</u>	<u>3,599,531</u>	<u>3,691,227</u>
Transfers-Out	0	0	0	0	0
Total Expenditures and Transfers-Out	<u>\$ 3,589,355</u>	<u>\$ 3,709,448</u>	<u>\$ 3,599,531</u>	<u>\$ 3,599,531</u>	<u>\$ 3,691,227</u>
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	3,589,355	3,709,448	3,599,531	3,599,531	3,691,227
Total Expenditures and Transfers-Out	<u>\$ 3,589,355</u>	<u>\$ 3,709,448</u>	<u>\$ 3,599,531</u>	<u>\$ 3,599,531</u>	<u>\$ 3,691,227</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 2,095,453	\$ 2,232,366	\$ 2,120,994	\$ 2,120,994	\$ 2,213,594
Employee Benefits	487,986	496,560	451,434	451,434	438,919
Total Employee Services	<u>2,583,439</u>	<u>2,728,926</u>	<u>2,572,428</u>	<u>2,572,428</u>	<u>2,652,513</u>
Dues, Memberships, License and Publications	2,506	2,700	2,430	2,430	2,430
Rentals	0	0	1,150	1,150	0
Taxes and Assessments	0	126	0	0	0
Insurance	13,988	13,593	15,868	15,868	19,371
Professional Services	26,957	26,639	23,400	23,400	27,400
Utilities	19,967	18,716	20,757	20,757	20,757
Miscellaneous Services	473,700	495,678	367,149	367,149	367,149
Repairs and Maintenance	88,156	93,855	94,532	94,532	94,532
Materials and Supplies	277,406	280,767	270,025	270,025	282,025
Grants	66,450	8,379	28,366	28,366	28,366
Other Contributions	822	2,345	3,000	3,000	3,000
Mobile Equipment Rental	13,978	10,991	13,521	13,521	12,754
Other	16,296	17,031	9,530	9,530	8,930
Total Maintenance and Operations	<u>1,000,226</u>	<u>970,820</u>	<u>849,728</u>	<u>849,728</u>	<u>866,714</u>
Capital Outlay	690	4,702	0	0	0
Transfers-Out	0	0	0	0	0
Total Operating Expenditures/Transfers	<u>3,584,355</u>	<u>3,704,448</u>	<u>3,422,156</u>	<u>3,422,156</u>	<u>3,519,227</u>
<b>Non-Operating Expenditures and Transfers</b>					
Employee Services	0	0	0	0	0
Maintenance and Operations	5,000	5,000	19,125	19,125	5,000
Capital Outlay	0	0	158,250	158,250	167,000
Transfers-Out	0	0	0	0	0
Total Non-Operating Expenditures/Transfers	<u>5,000</u>	<u>5,000</u>	<u>177,375</u>	<u>177,375</u>	<u>172,000</u>
Total Expenditures and Transfers-Out	<u>\$ 3,589,355</u>	<u>\$ 3,709,448</u>	<u>\$ 3,599,531</u>	<u>\$ 3,599,531</u>	<u>\$ 3,691,227</u>
<b>Full Time Positions</b>	17.00	17.00	17.00	17.00	17.00
<b>Part Time Positions (Full Time Equivalent)</b>	34.72	35.03	35.03	35.03	35.03
Total	<u>51.72</u>	<u>52.03</u>	<u>52.03</u>	<u>52.03</u>	<u>52.03</u>

# City of Whittier

## Patriotic Events

### OVERVIEW

Community Services conducts four patriotic programs during the year to honor local service men and women for their dedication, courage and sacrifice. Three specific events include a July 4<sup>th</sup> Flag Raising Ceremony and Freedom Walk along the Greenway Trail, a Memorial Day program and a Veterans' Day program, the latter two ceremonies are held at the Peace Memorial on the City Hall front lawn.

A fourth program, Blue Star/Gold Star, honors families who have members in the Armed Services, including the National Guard and reserves of all military departments. The families are honored at City Council meetings, and a flag bearing the name and branch of service of the relative is hung along Whittier Boulevard.

In the case a family member being killed while on active duty, their families are given a special Gold Star honor and a Gold Star banner hung on Whittier Blvd.



### KEY GOALS

- Provide the community with Blue Star/Gold Star program to honor family members who have loved ones serving in the military.
- Provide the community with July 4<sup>th</sup>, Memorial Day and Veterans' Day programs to honor our nation, local veterans, current military service men and women and their families.
- Invite community groups to participate creating a sense of community.

### PERFORMANCE MEASURES

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

- 4<sup>th</sup> July Flag Raising and Freedom Walk at Palm Park
- Veteran's Day event at the Peace Memorial
- Memorial Day event at the Peace Memorial
- 14 families were honored under the Blue Star Program.

# City of Whittier

## Patriotic Events (100-23-231-601)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 119	\$ 119	\$ 1,500	\$ 1,500	\$ 5,500
Maintenance and Operations	9,616	13,706	68,991	68,991	64,991
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>9,735</u>	<u>13,825</u>	<u>70,491</u>	<u>70,491</u>	<u>70,491</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 9,735</u>	<u>\$ 13,825</u>	<u>\$ 70,491</u>	<u>\$ 70,491</u>	<u>\$ 70,491</u>
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	9,735	13,825	70,491	70,491	70,491
Total Expenditures and Transfers-Out	<u>\$ 9,735</u>	<u>\$ 13,825</u>	<u>\$ 70,491</u>	<u>\$ 70,491</u>	<u>\$ 70,491</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 119	\$ 119	\$ 1,500	\$ 1,500	\$ 5,500
Employee Benefits	-	-	-	-	-
Total Employee Services	<u>119</u>	<u>119</u>	<u>1,500</u>	<u>1,500</u>	<u>5,500</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	-	-	-	-	-
Professional Services	-	-	-	-	-
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	9,616	13,706	13,991	13,991	-
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	28,991
Total Maintenance and Operations	<u>9,616</u>	<u>13,706</u>	<u>13,991</u>	<u>13,991</u>	<u>28,991</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>9,735</u>	<u>13,825</u>	<u>15,491</u>	<u>15,491</u>	<u>34,491</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	55,000	55,000	36,000
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	<u>-</u>	<u>-</u>	<u>55,000</u>	<u>55,000</u>	<u>36,000</u>
Total Expenditures and Transfers-Out	<u>\$ 9,735</u>	<u>\$ 13,825</u>	<u>\$ 70,491</u>	<u>\$ 70,491</u>	<u>\$ 70,491</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	<u>0.60</u>	<u>0.60</u>	<u>0.60</u>	<u>0.60</u>	<u>0.60</u>
Total	<u>0.60</u>	<u>0.60</u>	<u>0.60</u>	<u>0.60</u>	<u>0.60</u>

# City of Whittier

## Social Services



### OVERVIEW

The Social Services Commission and Parks, Recreation and Community Services Department are responsible for evaluating social service needs within the community and identifying, recommending and/or coordinating programs to address those needs.

A very important component of the City's continual effort to deliver quality social services is through dissemination of information and provision of referral services for programs administered by non-profit agencies in the Whittier community. This is accomplished through the Information and Referral Office located at the Uptown Senior Center.

Local non-profit agencies are funded through a variety of grants allocated are available annually. In the past, the Social Services Commission has focused on providing funding to programs dealing with youth violence prevention, childcare, homeless assistance, substance abuse prevention, affordable housing, community counseling and juvenile delinquency. Despite the challenging state of today's economy, the Commission recommended some funding for 22 non-profit organizations, and these grants were approved by City Council.

Funding for Social Services programs is supplemented by the General Fund and with HUD Community Development Block Grant (CDBG) Funds.

The Commission also oversees a volunteer recognition program. Members of the community submit applications to recognize those individuals or organizations making a difference through volunteer-work in the community.

The City continues to work closely with the community and the Social Services Commission to ensure that the essential and most worthwhile programs are funded, yielding maximum benefits for City residents.

### KEY GOALS

- Monitor community needs and changes to ensure provision of effective social services programs
- Assist non-profit social service agencies and providers in aiding Whittier residents
- Provide information and referral services to the community



### PERFORMANCE MEASURES

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

- A total of 22 social services agencies providing services to Whittier residents received \$247,766 in General Fund monies to assist in operating their programs in FY 2016-17.
- Salvation Army Transitional Living Center and SASSFA also received \$48,250 in CDBG funding. The Whole Child, First Day and Women's and Children's Crisis Center also received \$50,000 in Housing Funds.

# City of Whittier

## Social Services (100-23-232-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	143,626	273,250	276,036	276,036	276,035
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>143,626</u>	<u>273,250</u>	<u>276,036</u>	<u>276,036</u>	<u>276,035</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 143,626</u>	<u>\$ 273,250</u>	<u>\$ 276,036</u>	<u>\$ 276,036</u>	<u>\$ 276,035</u>
<b>Expenditures and Transfers-Out By Source</b>					
HUD Grant Fund	64,250	48,250	48,250	48,250	48,250
General Fund	79,376	225,000	227,786	227,786	227,785
Total Expenditures and Transfers-Out	<u>\$ 143,626</u>	<u>\$ 273,250</u>	<u>\$ 276,036</u>	<u>\$ 276,036</u>	<u>\$ 276,035</u>
<b><i>DETAIL</i></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	173	173	123	123	122
Professional Services	-	-	-	-	-
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	1,656	802	1,000	1,000	1,000
Contributions from City	-	-	-	-	-
Grants	141,654	141,875	144,366	144,366	144,366
Mobile Equipment Rental	-	-	-	-	-
Other	143	-	147	147	147
Total Maintenance and Operations	<u>143,626</u>	<u>142,850</u>	<u>145,636</u>	<u>145,636</u>	<u>145,635</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>143,626</u>	<u>142,850</u>	<u>145,636</u>	<u>145,636</u>	<u>145,635</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	130,400	130,400	130,400	130,400
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	<u>-</u>	<u>130,400</u>	<u>130,400</u>	<u>130,400</u>	<u>130,400</u>
Total Expenditures and Transfers-Out	<u>\$ 143,626</u>	<u>\$ 273,250</u>	<u>\$ 276,036</u>	<u>\$ 276,036</u>	<u>\$ 276,035</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Air Quality Improvement

### OVERVIEW

Since 1991, local governments have received AB2766 funds to implement programs that reduce air pollution from motor vehicles. A Motor Vehicle Registration fee surcharge is collected by the Department of Motor Vehicles and submitted to the South Coast Air Quality Management District (AQMD) for disbursement to local governments, the Mobile Source Air Pollution Reduction Review committee, AQMD vehicle emission reduction programs and special grants.

The AB2766 Subvention Program provides a funding source for cities and counties to meet requirements of federal and state Clean Air Acts, and for implementation of motor vehicle measures in the AQMD Air Quality Management Plan (AQMP). The legislation creating this revenue source provides for oversight of the use of these monies by local governments. Air districts that receive AB2766 monies report annually to the California Air Resources Board (CARB) on the use and results of the programs funded by the fees. Cities and counties under AQMD's jurisdiction provide annual program and financial information to the AQMD. This information is compiled by the AQMD and forwarded as an annual report to CARB. In addition, the AQMD works with an independent firm to conduct audits of AB2766 fee recipients, which are performed at least once every two years.

### KEY GOALS

- Achieve emission reduction target from SCAQMD through annual commuter survey and purchase of mobile emission credits
- Maintain accurate and complete records and reports as required by program guidelines and mandatory for program funding
- Provide assistance as needed to implement the Air Quality Element contained in the City's General Plan
- Conduct an annual commuter survey of all City employees to fulfill the State's air quality mandates
- Administer incentives for city staff rideshare program

### PERFORMANCE MEASURES

- Compliance measures completed through May, 2017 deadline
- Annual commuter survey completed
- Employee rideshare incentive program including preferential parking and gift card rewards implemented
- Annual AB2766 report submitted and accepted

# City of Whittier

## Air Quality Improvement (230-23-243-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 5,380	\$ 2,514	\$ 12,799	\$ 12,799	\$ 12,799
Maintenance and Operations	16,161	30,635	52,127	52,127	310,844
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>21,541</u>	<u>33,149</u>	<u>64,926</u>	<u>64,926</u>	<u>323,643</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 21,541</u>	<u>\$ 33,149</u>	<u>\$ 64,926</u>	<u>\$ 64,926</u>	<u>\$ 323,643</u>
<b>Expenditures and Transfers-Out By Source</b>					
Air Quality Improvement Fund	21,541	33,149	64,926	64,926	323,643
Total Expenditures and Transfers-Out	<u>\$ 21,541</u>	<u>\$ 33,149</u>	<u>\$ 64,926</u>	<u>\$ 64,926</u>	<u>\$ 323,643</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ -	\$ 165	3,486	\$ 3,486	\$ 3,486
Employee Benefits	5,380	2,349	9,313	9,313	9,313
Total Employee Services	<u>5,380</u>	<u>2,514</u>	<u>12,799</u>	<u>12,799</u>	<u>12,799</u>
Dues, Memberships, License and Publications	-	-	88	88	88
Rentals	-	-	-	-	-
Taxes and Assessments	12,490	22,633	34,748	34,748	34,748
Insurance	-	-	-	-	-
Professional Services	836	2,600	2,600	2,600	2,600
Utilities	-	-	-	-	-
Miscellaneous Services	100	2,173	1,500	1,500	1,500
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	100	95	250	250	250
City Charges	1,935	1,949	1,988	1,988	2,028
Grants	-	-	-	-	258,677
Mobile Equipment Rental	-	-	-	-	-
Other	700	1,185	10,953	10,953	10,953
Total Maintenance and Operations	<u>16,161</u>	<u>30,635</u>	<u>52,127</u>	<u>52,127</u>	<u>310,844</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>21,541</u>	<u>33,149</u>	<u>64,926</u>	<u>64,926</u>	<u>323,643</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>\$ 21,541</u>	<u>\$ 33,149</u>	<u>\$ 64,926</u>	<u>\$ 64,926</u>	<u>\$ 323,643</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.20	0.20	0.20	0.20	0.20
Total	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>

# City of Whittier

## Proposition A – Transit Services (270)

### OVERVIEW

The City's transit services are funded by revenue from Propositions A Local Return funds. Proposition A funds are derived as a result of a voter-approved measure that increased sales tax by a half-cent for the purpose of financing Transit Development Programs in Los Angeles County. The Proposition A measure was approved in 1980 with the sales tax increase taking effect on July 1, 1982.

Twenty-five percent (25%) of the Proposition A sales tax is designated as Local Return monies and is distributed to cities and the County for public transit, paratransit and other transportation related services or projects. The Los Angeles County Metropolitan Transportation Authority (Metro) administers the programs, ensuring compliance with program guidelines, and distributes funds directly to the cities on a "per capita" basis. The Administrative Services's office monitors the receipt of local return funds. Transit staff coordinates programs with other departments and prepares project descriptions and annual reports for submission and/or approval by the Metro.

Proposition A funds are designated exclusively for uses that benefit public transit. Paratransit services, studies related to transportation demand or systems management and programs to subsidize fares for public transportation are all eligible uses of Proposition A funds. Additionally, program guidelines permit the trade or sale of excess Proposition A funds with other jurisdictions for their use on eligible transportation projects. In addition to the services provided, some surplus Proposition A funds were used for capital improvements in the form of bus shelter improvements. A major multi-year bus stop improvement project, installing and improving 20 bus shelters primarily along Whittier Blvd, was finally completed in the 2016-17 fiscal year.

On-going bus shelter improvements include powder coating of existing benches and shelters, installation of trash receptacles, and regular cleaning and maintenance. Program guidelines for Proposition A include timely expenditure of the monies or there is a risk of losing the funds.

### KEY GOALS

- Maximize the use of Proposition A funds to meet the transit needs of Whittier residents
- Maintain program documentation including project approvals, reports and related records to substantiate the appropriate use of funds
- Evaluate and monitor eligible public transit projects to ensure compliance with Proposition A program requirements

Funding was reallocated between Proposition A and Proposition C as follows:

	<u>2011-2012</u>	<u>2012-2013</u>
Fixed-Route Transit System – Bus Stops	Proposition A	Proposition C
Dial-A-Ride	Proposition A	Proposition A
Greenway Trail Maintenance	Proposition C	Proposition C



# City of Whittier

## Proposition A - Transit Services (270)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 279,501	\$ 242,295	\$ 390,758	\$ 390,761	\$ 408,714
Maintenance and Operations	1,238,103	985,919	1,213,280	1,213,280	1,166,515
Capital Outlay	178,637	-	50,000	166,800	-
Total Expenditures	1,696,241	1,228,214	1,654,038	1,770,841	1,575,229
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	\$ <u>1,696,241</u>	\$ <u>1,228,214</u>	\$ <u>1,654,038</u>	\$ <u>1,770,841</u>	\$ <u>1,575,229</u>
<b>Expenditures and Transfers-Out By Program</b>					
Administration	328,406	132,136	252,188	318,988	272,184
Fixed-Route Bus System	99,697	111,775	137,418	137,418	124,035
Historic Whittier Depot	71,448	66,053	95,513	95,513	175,513
Dial-A-Ride	1,106,780	918,250	1,168,919	1,218,922	1,003,497
Total Expenditures and Transfers-Out	\$ <u>1,696,241</u>	\$ <u>1,228,214</u>	\$ <u>1,654,038</u>	\$ <u>1,770,841</u>	\$ <u>1,575,229</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 206,431	\$ 206,220	\$ 269,985	\$ 269,985	\$ 279,503
Employee Benefits	73,070	36,075	120,773	120,776	129,211
Total Employee Services	279,501	242,295	390,758	390,761	408,714
Dues, Memberships, License and Publications	8,604	8,524	8,638	8,638	8,696
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	41,699	45,383	35,907	35,907	34,184
Professional Services	768,135	557,938	817,120	817,120	686,320
Utilities	25,272	24,822	31,434	31,434	31,434
Miscellaneous Services	8,660	5,313	8,240	8,240	8,240
Repairs and Maintenance	368,118	339,072	294,881	294,881	374,881
Materials and Supplies	8,223	3,700	13,610	13,610	13,610
City Charges	-	-	-	-	-
Mobile Equipment Rental	4,000	-	-	-	-
Other	5,392	1,167	3,450	3,450	9,150
Total Maintenance and Operations	1,238,103	985,919	1,213,280	1,213,280	1,166,515
Capital Outlay	-	-	50,000	166,800	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>1,517,604</u>	<u>1,228,214</u>	<u>1,654,038</u>	<u>1,770,841</u>	<u>1,575,229</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	-	-	-
Capital Outlay	178,637	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	<u>178,637</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Transfers-Out	\$ <u>1,696,241</u>	\$ <u>1,228,214</u>	\$ <u>1,654,038</u>	\$ <u>1,770,841</u>	\$ <u>1,575,229</u>
<b>Full Time Positions</b>	3.00	3.00	3.00	3.00	3.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.80	0.80	0.80	0.80	0.80
<b>Total</b>	<u>3.80</u>	<u>3.80</u>	<u>3.80</u>	<u>3.80</u>	<u>3.80</u>



# City of Whittier

## Proposition A - Administration

### OVERVIEW

The City's transit related services are funded by revenue from Propositions A and C Local Return funds. Propositions A and C programs are the half-cent sales tax measures approved by the voters to finance a Transit Development Program in Los Angeles County. The Proposition A measure was approved in 1980 and collection of the tax began on July 1, 1982.

Twenty-five percent (25%) of the Proposition A half-cent sales tax is designated as Local Return to be used by cities and the County for public transit, paratransit and related services. The Los Angeles County Metropolitan Transportation Authority (Metro) administers the programs, and distributes funds directly to the cities on a "per capita" basis. The Administrative Services office monitors the receipt of funds and the Transit staff coordinates with departments and submits proposed project descriptions for approval by the Metro. Proposition A funds must be used within three (3) years after the fiscal year of receipt.

Proposition A funds are to be used exclusively to benefit public transit. Fixed-route and paratransit services, transportation demand management and systems management and fare subsidies that exclusively benefit transit are all eligible uses of Proposition A funds. These funds may also be traded to other jurisdictions in exchange for general or other funds.

The Proposition A Administration program administers the service contracts for the Dial-A-Ride (DAR) programs. Program guidelines allow the use of local return funds for program administration. Administrative costs cannot exceed 20% of the total budgeted programs.

In addition to monitoring operations and contracts for provision of transportation services, other administrative activities include customer relations, complaint-handling, marketing, transit amenity programs (bus benches/shelters, waste receptacle placement and bus stop cleaning), grant research and staff support for the City's advisory bodies such as the Accessibility Committee, as well as other Metro subcommittees such as the Local Transportation Systems Subcommittee.

Funds generated by the Proposition A Local Return program are allocated and distributed monthly by the Los Angeles County Metropolitan Transportation Authority (Metro). The amount of each city's allocation is determined by calculation on a per capita basis.

### KEY GOALS

- Provide quality DAR service (curb-to-curb and door-to-door on an as-needed basis), to residents 60 years and older and those with disabilities.
- Ensure that services are provided in a cost effective, convenient and responsive manner
- Plan for short and long-term adjustments to the services based on the transportation needs of City residents
- Seek funding for additional DAR vehicles and the expansion of the DAR program

# City of Whittier

## Proposition A - Administration

### PERFORMANCE MEASURES

<b>Measure</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Projected</b>
Number of Dial-A-Ride peak buses	11	11	11	11
Number of Dial-A-Ride passengers	73,199	73,128	68,895	70,000
Service Miles	211,758	218,556	215,254	217,000

# City of Whittier

## Proposition A - Administration (270-23-241-607)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 115,687	\$ 101,338	\$ 218,216	\$ 218,216	\$ 234,210
Maintenance and Operations	34,082	30,798	33,972	33,972	37,974
Capital Outlay	178,637	-	-	66,800	-
Total Expenditures	<u>328,406</u>	<u>132,136</u>	<u>252,188</u>	<u>318,988</u>	<u>272,184</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 328,406</u>	<u>\$ 132,136</u>	<u>\$ 252,188</u>	<u>\$ 318,988</u>	<u>\$ 272,184</u>
<b>Expenditures and Transfers-Out By Source</b>					
Proposition A Fund	328,406	132,136	252,188	318,988	272,184
Total Expenditures and Transfers-Out	<u>\$ 328,406</u>	<u>\$ 132,136</u>	<u>\$ 252,188</u>	<u>\$ 318,988</u>	<u>\$ 272,184</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 165,337	\$ 174,540	\$ 241,427	\$ 241,427	\$ 250,945
Employee Benefits	(49,650)	(73,202)	(23,211)	(23,211)	(16,735)
Total Employee Services	<u>115,687</u>	<u>101,338</u>	<u>218,216</u>	<u>218,216</u>	<u>234,210</u>
Dues, Memberships, License and Publications	8,604	8,524	8,638	8,638	8,696
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	9,899	10,336	9,803	9,803	8,047
Professional Services	-	-	-	-	-
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	10,576	10,596	11,421	11,421	11,421
Materials and Supplies	683	175	660	660	660
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	4,320	1,167	3,450	3,450	9,150
Total Maintenance and Operations	<u>34,082</u>	<u>30,798</u>	<u>33,972</u>	<u>33,972</u>	<u>37,974</u>
Capital Outlay	-	-	-	66,800	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>149,769</u>	<u>132,136</u>	<u>252,188</u>	<u>318,988</u>	<u>272,184</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	-	-	-
Capital Outlay	178,637	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	<u>178,637</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Transfers-Out	<u>\$ 328,406</u>	<u>\$ 132,136</u>	<u>\$ 252,188</u>	<u>\$ 318,988</u>	<u>\$ 272,184</u>
<b>Full Time Positions</b>	3.00	3.00	3.00	3.00	3.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.30	0.30	0.30	0.30	0.30
Total	<u>3.30</u>	<u>3.30</u>	<u>3.30</u>	<u>3.30</u>	<u>3.30</u>

# City of Whittier

## Proposition A - Dial-A-Ride Program

### OVERVIEW

The Dial-A-Ride (DAR) program provides pre-scheduled, standing orders and immediate response transportation for eligible residents 60+ years of age or younger persons with disabilities. The program operates daily, including holidays, according to established service hours. The program operates a curb-to-curb service with door-to-door service on an as-needed basis. Eleven vehicles and four back-up vehicles are used for the service. Operations (appointments, dispatching and driving) are contracted out and provided by MV Transportation. Maintenance of the vehicles is carried out by the City's Fleet Division. In FY 2014-15, the City conducted a competitive bid process to select a contractor for the 2015-16 through 2018-19 years. MV Transportation Inc. was selected to continue to operate the DAR service.

### KEY GOALS

- Administer contract with a private transportation company to ensure continued quality of service is delivered by monitoring passenger wait times and no-shows, resolving complaints and responding to passenger inquiries in a timely and courteous manner.
- Identify and implement appropriate adjustments in service policies to respond to the transportation needs of elderly residents and those with disabilities.
- Coordinate the City's DAR program with Access Services, Inc. (ASI), the ADA complementary paratransit service and other social service agencies to expand the transportation service for qualified senior citizens and persons with disabilities who need to travel outside the City limits.
- Continue to coordinate with La Habra Heights for the coordinated operation of their DAR service.



### PERFORMANCE MEASURES

Measure	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected
Number of Dial-A-Ride peak buses	11	11	11	11
Number of Dial-A-Ride passengers	73,199	73,128	68,895	70,000
Service Miles	211,758	218,556	215,254	217,000

# City of Whittier

## Proposition A - Dial-A-Ride (270-23-241-608)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 70,173	\$ 79,955	\$ 101,195	\$ 101,198	\$ 102,739
Maintenance and Operations	1,036,607	838,295	1,017,724	1,017,724	900,758
Capital Outlay	-	-	50,000	100,000	-
Total Expenditures	<u>1,106,780</u>	<u>918,250</u>	<u>1,168,919</u>	<u>1,218,922</u>	<u>1,003,497</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 1,106,780</u>	<u>\$ 918,250</u>	<u>\$ 1,168,919</u>	<u>\$ 1,218,922</u>	<u>\$ 1,003,497</u>
<b>Expenditures and Transfers-Out By Source</b>					
Proposition A Fund	1,106,780	918,250	1,168,919	1,218,922	1,003,497
Total Expenditures and Transfers-Out	<u>\$ 1,106,780</u>	<u>\$ 918,250</u>	<u>\$ 1,168,919</u>	<u>\$ 1,218,922</u>	<u>\$ 1,003,497</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 5,465	\$ 8,795	\$ 4,328	\$ 4,328	\$ 4,328
Employee Benefits	64,708	71,160	96,867	96,870	98,411
Total Employee Services	<u>70,173</u>	<u>79,955</u>	<u>101,195</u>	<u>101,198</u>	<u>102,739</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	31,677	34,924	25,988	25,988	26,022
Professional Services	709,697	528,187	766,536	766,536	649,536
Utilities	-	-	-	-	-
Miscellaneous Services	420	-	-	-	-
Repairs and Maintenance	290,503	274,952	223,960	223,960	223,960
Materials and Supplies	310	232	1,240	1,240	1,240
City Charges	-	-	-	-	-
Mobile Equipment Rental	4,000	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>1,036,607</u>	<u>838,295</u>	<u>1,017,724</u>	<u>1,017,724</u>	<u>900,758</u>
Capital Outlay	-	-	50,000	100,000	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>1,106,780</u>	<u>918,250</u>	<u>1,168,919</u>	<u>1,218,922</u>	<u>1,003,497</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>\$ 1,106,780</u>	<u>\$ 918,250</u>	<u>\$ 1,168,919</u>	<u>\$ 1,218,922</u>	<u>\$ 1,003,497</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	<u>0.08</u>	<u>0.08</u>	<u>0.08</u>	<u>0.08</u>	<u>0.08</u>
Total	<u>0.08</u>	<u>0.08</u>	<u>0.08</u>	<u>0.08</u>	<u>0.08</u>

# City of Whittier

## Proposition A – Fixed-Route Bus System

### OVERVIEW

The City of Whittier supports fixed route transit in a number of key ways. The City supplies and maintains the bus benches and shelters located within City limits. A major multi-year bus stop improvement project, installing and improving 20 bus shelters primarily along Whittier Blvd, was finally completed in the 2016-17 fiscal year.

On-going bus shelter improvements include powder coating of existing benches and shelters, installation of trash receptacles, and regular cleaning and maintenance.



The City provides discounts on Metro bus passes and fares. The Uptown Senior Center serves as a location to purchase bus passes, load TAP cards and obtain information regarding bus service.

City employees are encouraged to use public transportation by Rideshare incentive programs and promotion of public transportation at employee events.

### KEY GOALS

- Coordination of on-going program to replace and refurbish bus shelters within City limits
- Attendance at rideshare events and employee job fairs to advertise the use of local bus services
- On-going cleaning, maintenance and trash collection at bus shelters
- Provision of a power washer truck and part-time staff to ensure each bus shelter within the City of Whittier is cleaned on a weekly basis
- Provision of reduced monthly bus tickets (Metro, TAP and EZ passes) for City of Whittier residents
- Provision of Montebello bus tokens
- Compliance with the City of Whittier's plan to implement and encourage multi-modal transit opportunities to ease traffic congestion and offset vehicle trips



# City of Whittier

## Proposition A - Fixed-Route Bus System (270-23-241-609)

	2014-15 <u>Actual</u>	2015-16 <u>Actual</u>	2016-17 <u>Budget</u>	2016-17 <u>Projected</u>	2017-18 <u>Adopted</u>
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 56,646	\$ 61,002	\$ 71,347	\$ 71,347	\$ 71,765
Maintenance and Operations	43,051	50,773	66,071	66,071	52,270
Capital Outlay	0	0	0	0	0
Total Expenditures	<u>99,697</u>	<u>111,775</u>	<u>137,418</u>	<u>137,418</u>	<u>124,035</u>
Transfers-Out	0	0	0	0	0
Total Expenditures and Transfers-Out	<u>\$ 99,697</u>	<u>\$ 111,775</u>	<u>\$ 137,418</u>	<u>\$ 137,418</u>	<u>\$ 124,035</u>
<b>Expenditures and Transfers-Out By Source</b>					
Proposition A Fund	99,697	111,775	137,418	137,418	124,035
Total Expenditures and Transfers-Out	<u>\$ 99,697</u>	<u>\$ 111,775</u>	<u>\$ 137,418</u>	<u>\$ 137,418</u>	<u>\$ 124,035</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 18,339	\$ 22,885	\$ 24,230	\$ 24,230	\$ 24,230
Employee Benefits	38,307	38,117	47,117	47,117	47,535
Total Employee Services	<u>56,646</u>	<u>61,002</u>	<u>71,347</u>	<u>71,347</u>	<u>71,765</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	123	123	116	116	115
Professional Services	1,568	13,585	15,600	15,600	1,800
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	35,664	34,807	41,500	41,500	41,500
Materials and Supplies	5,696	2,258	8,855	8,855	8,855
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>43,051</u>	<u>50,773</u>	<u>66,071</u>	<u>66,071</u>	<u>52,270</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>99,697</u>	<u>111,775</u>	<u>137,418</u>	<u>137,418</u>	<u>124,035</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>\$ 99,697</u>	<u>\$ 111,775</u>	<u>\$ 137,418</u>	<u>\$ 137,418</u>	<u>\$ 124,035</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.42	0.42	0.42	0.42	0.42
Total	<u>0.42</u>	<u>0.42</u>	<u>0.42</u>	<u>0.42</u>	<u>0.42</u>

# City of Whittier

## Proposition A - Historic Whittier Depot

### OVERVIEW

This cost center account covers maintenance and operating expenses, including equipment and furnishings, for the Whittier Historic Depot facility.

The City restored this turn-of-the-century wooden Depot for modern use. The Depot houses the offices used for the Dial-A-Ride operations, a Surface Transportation museum open by appointment, and a meeting room for City functions and for use by community groups.

### KEY GOALS

- Monitor ongoing maintenance issues to provide for successful and effective operation of the restored antique building.
- Operate and maintain the Surface Transportation Museum, located within the Depot.
- Provide space for local dispatch operations of the Dial-A-Ride services.



# City of Whittier

## Proposition A - Historic Whittier Depot (270-23-241-625)

	2014-15 <u>Actual</u>	2015-16 <u>Actual</u>	2016-17 <u>Budget</u>	2016-17 <u>Projected</u>	2017-18 <u>Adopted</u>
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 123	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	71,325	66,053	95,513	95,513	175,513
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>71,448</u>	<u>66,053</u>	<u>95,513</u>	<u>95,513</u>	<u>175,513</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 71,448</u>	<u>\$ 66,053</u>	<u>\$ 95,513</u>	<u>\$ 95,513</u>	<u>\$ 175,513</u>
<b>Expenditures and Transfers-Out By Source</b>					
Proposition C Fund	71,448	66,053	95,513	95,513	175,513
Total Expenditures and Transfers-Out	<u>\$ 71,448</u>	<u>\$ 66,053</u>	<u>\$ 95,513</u>	<u>\$ 95,513</u>	<u>\$ 175,513</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	123	-	-	-	-
Total Employee Services	<u>123</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	-	-	-	-	-
Professional Services	17,317	16,166	34,984	34,984	34,984
Utilities	25,272	24,822	31,434	31,434	31,434
Miscellaneous Services	8,240	5,313	8,240	8,240	8,240
Repairs and Maintenance	19,483	18,717	18,000	18,000	98,000
Materials and Supplies	1,013	1,035	2,855	2,855	2,855
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>71,325</u>	<u>66,053</u>	<u>95,513</u>	<u>95,513</u>	<u>175,513</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>\$ 71,448</u>	<u>\$ 66,053</u>	<u>\$ 95,513</u>	<u>\$ 95,513</u>	<u>\$ 175,513</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>\$ 71,448</u>	<u>\$ 66,053</u>	<u>\$ 95,513</u>	<u>\$ 95,513</u>	<u>\$ 175,513</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Proposition A – Incentive Program

### OVERVIEW

The Proposition A Incentive Program earmarks 5% of the 40% Proposition A Discretionary funds to promote projects that encourage the development of an integrated public transportation system that addresses the varied transportation needs of Los Angeles County residents. This includes sub-regional paratransit, eligible fixed-route services, locally funded community based transportation services and other specialized transportation services. The Los Angeles County Metropolitan Transportation Authority (Metro) administers the program.

The cities of Whittier and La Habra Heights have coordinated Dial-A-Ride services since September 1, 1996 and are therefore eligible to receive funds under this Program. Both cities contract with the same service provider, which provides shared dispatching staff and vehicle operations. A van purchased by La Habra Heights is used jointly by both cities. The Whittier Transit Office provides contract administration and annual reporting to Metro. The application for funding was approved by Metro in May 2002 when the process was reopened to accept new applications in December 2001. Consistent with Proposition A Incentive Guidelines, projects are funded at 22% of audited net operating costs through submittal of the National Transit Database (NTD) report. Funding is determined by meeting additional performance criteria enabling eligible cities to receive up to 25% of the net operating costs if they meet specific performance criteria. The purpose of the Incentive Program is to increase inter-agency coordination and the number and mobility of the passengers carried.

### KEY GOALS

- Monitor the quality and usage of transit and coordinated services to achieve more efficient and cost effective systems
- Provide more cost efficient locally funded sub-regional paratransit systems as an alternative to the more costly Access Services, Inc. (ASI)
- Maintain project approvals and related records in compliance with program guidelines as provided by Metro
- Report expenditures and service to Metro quarterly for reimbursement for service coordination
- Participate in the NTD by reporting ridership and cost statistics annually

# City of Whittier

## Proposition A - Incentive Fund (275-23-241-608)

	2014-15 Actual	2015-16 Actual	2016-17 Projected	2016-17 Estimated	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	270,943	276,945	293,936	293,936	293,936
Capital Outlay	-	-	-	-	-
Total Expenditures	270,943	276,945	293,936	293,936	293,936
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	\$ 270,943	\$ 276,945	\$ 293,936	\$ 293,936	\$ 293,936
<b>Expenditures and Transfers-Out By Source</b>					
Proposition A Incentive Fund	270,943	276,945	293,936	293,936	293,936
Total Expenditures and Transfers-Out	\$ 270,943	\$ 276,945	\$ 293,936	\$ 293,936	\$ 293,936
<b><i>DETAIL</i></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	10,230	11,313	9,000	9,000	9,000
Professional Services	238,031	249,000	249,436	249,436	249,436
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	22,682	16,632	35,500	35,500	35,500
Materials and Supplies	-	-	-	-	-
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	270,943	276,945	293,936	293,936	293,936
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	270,943	276,945	293,936	293,936	293,936
<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	\$ 270,943	\$ 276,945	\$ 293,936	\$ 293,936	\$ 293,936
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00

# City of Whittier

## Proposition C – Transit Services (280)

### OVERVIEW

The City's transit related services are funded by revenue from Propositions A and C Local Return funds. Propositions A and C programs are the half-cent sales tax measures approved by the voters to finance a Transit Development Program in Los Angeles County. The Proposition C measure was approved in 1990 and collection of the tax began in April 1991.

Twenty percent (20%) of the Proposition C sales tax is designated as Local Return to be used by cities and the County for public transit, paratransit and related services. The Los Angeles County Metropolitan Transportation Authority (Metro) administers the programs, and distributes funds directly to the cities on a "per capita" basis. The Administrative Services Office monitors the receipt of funds and the Transit staff coordinates with departments and submits proposed project descriptions for approval by the Metro.

Proposition C funds must be used within three (3) years after the fiscal year of receipt.

Proposition C funds are also used to benefit public transit as described above, but provide an expanded list of eligible project expenditures, including congestion management programs, bikeways and bike lanes, street improvements along public transit routes and preparation of pavement management systems. Proposition C funds *cannot* be traded.

### KEY GOALS

- Provide quality DAR curbside and door-to-door service, on an as-needed basis, to residents 60 years and older or younger persons who have disabilities.
- Ensure that services are provided in a cost effective, convenient and responsive manner.
- Plan for short and long-term adjustments to the services based on the transportation needs of City residents.
- Evaluate and monitor eligible public transit projects and street improvements that benefit transit, to ensure compliance with Proposition C program guidelines.
- Provide funding for the annual operations and maintenance of the Whittier Greenway Bike Trail.

# City of Whittier

## Proposition C - Transit Services (280)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 67,197	\$ 73,696	\$ 97,466	\$ 97,466	\$ 96,516
Maintenance and Operations	1,051,701	953,129	1,173,536	1,173,536	1,178,642
Capital Outlay	40,349	48,403	105,500	105,500	190,000
Total Expenditures	1,159,247	1,075,228	1,376,502	1,376,502	1,465,158
Transfers-Out	89,140	-	93,397	93,397	93,397
Total Expenditures and Transfers-Out	\$ 1,248,387	\$ 1,075,228	\$ 1,469,899	\$ 1,469,899	\$ 1,558,555
<b>Expenditures and Transfers-Out By Program</b>					
Administration	234,846	237,045	334,249	334,249	340,906
Access & Recreation Program	89,008	93,914	103,076	103,076	102,957
La Habra Heights Dial-A-Ride	41,805	37,698	51,782	51,782	51,866
Improvements and Programs	96,762	118,367	111,949	111,949	301,949
Greenway Management	785,966	588,204	771,343	771,343	760,877
Total Expenditures and Transfers-Out	\$ 1,248,387	\$ 1,075,228	\$ 1,469,899	\$ 1,469,899	\$ 1,558,555
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 16,705	\$ 19,211	\$ 17,289	\$ 17,289	\$ 17,289
Employee Benefits	50,492	54,485	80,177	80,177	79,227
Total Employee Services	67,197	73,696	97,466	97,466	96,516
Dues, Memberships, License and Publications	-	-	220	220	100
Rentals	-	-	-	-	-
Taxes and Assessments	20,000	22,000	20,000	20,000	22,000
Insurance	32,412	33,029	62,818	62,818	132,899
Professional Services	150,627	58,758	64,919	64,919	64,919
Utilities	-	-	-	-	-
Miscellaneous Services	2,361	2,248	2,680	2,680	2,680
Repairs and Maintenance	524,493	527,645	623,246	623,246	614,646
Materials and Supplies	6,675	10,689	5,830	5,830	5,830
City Charges	215,779	215,852	221,635	221,635	226,068
Grants	30,654	24,384	62,688	62,688	-
Mobile Equipment Rental	-	-	-	-	-
Other	68,700	58,524	109,500	109,500	109,500
Total Maintenance and Operations	1,051,701	953,129	1,173,536	1,173,536	1,178,642
Capital Outlay	40,349	48,403	105,500	105,500	-
Transfers-Out	-	-	93,397	93,397	93,397
Total Operating Expenditures/Transfers	1,159,247	1,075,228	1,469,899	1,469,899	1,368,555
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	190,000
Transfers-Out	89,140	-	-	-	-
Total Non-Operating Expenditures/Transfers	89,140	-	-	-	190,000
Total Expenditures and Transfers-Out	\$ 1,248,387	\$ 1,075,228	\$ 1,469,899	\$ 1,469,899	\$ 1,558,555
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.78	0.78	0.78	0.78	0.78
<b>Total</b>	0.78	0.78	0.78	0.78	0.78

# City of Whittier

## Proposition C – Fixed-Route Bus System

### OVERVIEW

The City of Whittier supports fixed route transit in a number of key ways. The City supplies and maintains the bus benches and shelters located within City limits. A major multi-year bus stop improvement project, installing and improving 20 bus shelters primarily along Whittier Blvd, was finally completed in the 2016-17 fiscal year.



The City provides discounts on Metro bus passes and fares. The Uptown Senior Center serves as a location to purchase bus passes, load TAP cards and obtain information regarding bus service.

City employees are encouraged to use public transportation by Rideshare incentive programs and promotion of public transportation at employee events.

### KEY GOALS

- Coordination of on-going program to replace and refurbish bus shelters within City limits
- Attendance at rideshare events and employee job fairs to advertise the use of local bus services
- On-going cleaning, maintenance and trash collection at bus shelters
- Provision of a power washer truck and part-time staff to ensure each bus shelter within the City of Whittier is cleaned on a weekly basis
- Provision of reduced monthly bus tickets (Metro, TAP and EZ passes) for City of Whittier residents
- Provision of Montebello bus tokens
- Compliance with the City of Whittier's plan to implement and encourage multi-modal transit opportunities to ease traffic congestion and offset vehicle trips



# City of Whittier

## Proposition C - Fixed Route (280-23-241-609)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ 2,949	\$ 2,949	\$ 2,949	\$ 2,949
Maintenance and Operations	15,449	11,291	19,000	19,000	19,000
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>15,449</u>	<u>14,240</u>	<u>21,949</u>	<u>21,949</u>	<u>21,949</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 15,449</u>	<u>\$ 14,240</u>	<u>\$ 21,949</u>	<u>\$ 21,949</u>	<u>\$ 21,949</u>
<b>Expenditures and Transfers-Out By Source</b>					
Proposition C Fund	15,449	14,240	21,949	21,949	21,949
Total Expenditures and Transfers-Out	<u>\$ 15,449</u>	<u>\$ 14,240</u>	<u>\$ 21,949</u>	<u>\$ 21,949</u>	<u>\$ 21,949</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	-	2,949	2,949	2,949	2,949
Total Employee Services	<u>-</u>	<u>2,949</u>	<u>2,949</u>	<u>2,949</u>	<u>2,949</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	-	-	-	-	-
Professional Services	15,732	11,291	-	-	-
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	-	-	-	-	-
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	(283)	-	19,000	19,000	19,000
Total Maintenance and Operations	<u>15,449</u>	<u>11,291</u>	<u>19,000</u>	<u>19,000</u>	<u>19,000</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>15,449</u>	<u>14,240</u>	<u>21,949</u>	<u>21,949</u>	<u>21,949</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>\$ 15,449</u>	<u>\$ 14,240</u>	<u>\$ 21,949</u>	<u>\$ 21,949</u>	<u>\$ 21,949</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Proposition C - Administration

### OVERVIEW

The City's transit related services are funded by revenue from Propositions A and C Local Return funds. Propositions A and C programs are the half-cent sales tax measures approved by the voters to finance a Transit Development Program in Los Angeles County. The Proposition C measure was approved in 1990 and collection of the tax began on April 1, 1991.

Twenty percent (20%) of the Proposition C half-cent sales tax is designated as Local Return to be used by cities and the County for public transit, paratransit and related services. The Los Angeles County Metropolitan Transportation Authority (Metro) administers the programs, and distributes funds directly to the cities on a "per capita" basis. The Administrative Services's office monitors the receipt of funds and the Transit staff coordinates with departments and submits proposed project descriptions for approval by the Metro. Proposition C funds must be used within three (3) years after the fiscal year of receipt.

Proposition C funds are to be used to benefit public transit. Fixed-route and paratransit services, transportation demand management and systems management, fare subsidies that exclusively benefit transit and bike trails are all eligible uses of Proposition C funds. These funds may not be traded to other jurisdictions in exchange for general or other funds.

Program guidelines allow the use of local return funds for program administration. Administrative costs cannot exceed 20% of the total budgeted programs.

In addition to monitoring operations and contracts for provision of transportation services, other administrative activities include customer relations, complaint-handling, marketing, administrative work on the Whittier Greenway Trail, transit amenity programs (bus benches/shelters, waste receptacle placement and bus stop cleaning), grant research and staff support for the City's advisory bodies such as the Accessibility Committee, as well as other Metro subcommittees such as the Local Transportation Systems Subcommittee and the Whittier Greenway bike trail.

Funds generated by the Proposition C Local Return program are allocated and distributed monthly by the Los Angeles County Metropolitan Transportation Authority (Metro). The amount of each city's allocation is determined by calculation on a per capita basis.

### KEY GOALS

- Provide quality DAR service (curb-to-curb and door-to-door as needed) to residents 60 years and older and younger people who have disabilities.
- Ensure that services are provided in a cost effective, convenient and responsive manner.
- Plan for short and long-term adjustments to the services based on the transportation needs of City residents.
- Seek funding for additional DAR vehicles and the expansion of the DAR program.
- Provide maintenance and operations for the Whittier Greenway Trail.

# City of Whittier

## Proposition C - Administration (280-23-241-611)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 2,950	\$ 3,105	\$ 3,236	\$ 3,236	\$ 3,464
Maintenance and Operations	211,896	211,940	217,616	217,616	222,045
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>214,846</u>	<u>215,045</u>	<u>220,852</u>	<u>220,852</u>	<u>225,509</u>
Transfers-Out	-	-	93,397	93,397	93,397
Total Expenditures and Transfers-Out	<u>\$ 214,846</u>	<u>\$ 215,045</u>	<u>\$ 314,249</u>	<u>\$ 314,249</u>	<u>\$ 318,906</u>
<b>Expenditures and Transfers-Out By Source</b>					
Proposition C Fund	214,846	215,045	314,249	314,249	318,906
Total Expenditures and Transfers-Out	<u>\$ 214,846</u>	<u>\$ 215,045</u>	<u>\$ 314,249</u>	<u>\$ 314,249</u>	<u>\$ 318,906</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	2,950	3,105	3,236	3,236	3,464
Total Employee Services	<u>2,950</u>	<u>3,105</u>	<u>3,236</u>	<u>3,236</u>	<u>3,464</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	208	208	183	183	263
Professional Services	-	-	-	-	-
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	-	-	-	-	-
City Charges	211,688	211,732	217,433	217,433	221,782
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>211,896</u>	<u>211,940</u>	<u>217,616</u>	<u>217,616</u>	<u>222,045</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	93,397	93,397	93,397
Total Operating Expenditures/Transfers	<u>214,846</u>	<u>215,045</u>	<u>314,249</u>	<u>314,249</u>	<u>318,906</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>\$ 214,846</u>	<u>\$ 215,045</u>	<u>\$ 314,249</u>	<u>\$ 314,249</u>	<u>\$ 318,906</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Proposition C - Project Access

### OVERVIEW

The Accessibility Committee is a group of community members representing people with disabilities. The Committee meets on a quarterly basis with staff to assist and advise the City in formulating policies and planning projects to increase access to transportation, sidewalks, facilities and services. In addition, the Committee sponsors an annual Abilities Awareness Faire to provide information and resources to people with disabilities, their families and friends and the general public. The 2016 Abilities Awareness Faire was the 14th anniversary of this event, which annually draws between 300 to 400 attendees and 45 to 55 agencies and exhibitors that provide services or equipment for those with disabilities.

### KEY GOALS

- Serve as liaison between City administration and the community regarding access issues such as transportation, mobility, curb cuts, audible crossing signals, services and facilities.
- Guide City departments on regulations regarding accessibility for people with disabilities.
- Prioritize access needs and projects within the City.
- Provide guidance on the City's ADA Transition Plan.
- Attend community events to provide information and increase awareness.



# City of Whittier

## Proposition C - Project Access (280-23-241-613)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 31,345	\$ 34,428	\$ 37,945	\$ 37,945	\$ 37,945
Maintenance and Operations	2,943	934	4,690	4,690	4,571
Capital Outlay	-	-	-	-	-
Total Expenditures	34,288	35,362	42,635	42,635	42,516
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	\$ 34,288	\$ 35,362	\$ 42,635	\$ 42,635	\$ 42,516
<b>Expenditures and Transfers-Out By Source</b>					
Proposition C Fund	34,288	35,362	42,635	42,635	42,516
Total Expenditures and Transfers-Out	\$ 34,288	\$ 35,362	\$ 42,635	\$ 42,635	\$ 42,516
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 15,017	\$ 16,152	\$ 17,289	\$ 17,289	\$ 17,289
Employee Benefits	16,328	18,276	20,656	20,656	20,656
Total Employee Services	31,345	34,428	37,945	37,945	37,945
Dues, Memberships, License and Publications	-	-	220	220	100
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	37	37	35	35	36
Professional Services	-	-	-	-	-
Utilities	-	-	-	-	-
Miscellaneous Services	2,361	2,248	2,180	2,180	2,180
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	526	(1,351)	1,755	1,755	1,755
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	19	-	500	500	500
Total Maintenance and Operations	2,943	934	4,690	4,690	4,571
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	\$ 34,288	35,362	42,635	42,635	42,516
<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	\$ 34,288	\$ 35,362	\$ 42,635	\$ 42,635	\$ 42,516
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.62	0.62	0.62	0.62	0.62
Total	0.62	0.62	0.62	0.62	0.62

# City of Whittier

## Proposition C - Dial-A-Ride Program

### OVERVIEW

The City of Whittier provides Dial-A-Ride service to residents of that community. The service began in September 1996 using a contractor to provide the drivers and dispatch staff. Contract and service administration is the responsibility of the City's Transit staff.

The Dial-A-Ride provides pre-scheduled, curb-to curb service for City residents with disabilities and for senior citizens 60 years and older. The service area includes the portions of Whittier and selected facilities in surrounding communities. Service is provided Monday through Friday between the hours of 9 a.m. and 6 p.m.

### KEY GOALS

- Monitor the quality of transit services and usage and provide the City of La Habra Heights with recommendations for service adjustments as needed.
- Maintain project approvals and related records in compliance with program guidelines as provided by the Metropolitan Transportation Authority (Metro).
- Report expenditures to Metro on a quarterly basis for the Proposition A Incentive Sub-regional Grant reimbursement for service coordination
- Participate in the National Transit Database (NTD) by reporting ridership and operation statistics annually.

### PERFORMANCE MEASURES

<b>Measure</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Projected</b>
Number of riders	672	991	1,034	1,000
Revenue service miles	2,509	4053	4,684	4,400

# City of Whittier

## Proposition C - Dial-A-Ride Program (280-23-241-617)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Maintenance and Operations	0	0	0	0	0
Capital Outlay	0	0	97,500	97,500	0
Total Expenditures	<u>0</u>	<u>0</u>	<u>97,500</u>	<u>97,500</u>	<u>0</u>
Transfers-Out	0	0	0	0	0
Total Expenditures and Transfers-Out	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 97,500</u>	<u>\$ 97,500</u>	<u>\$ 0</u>
<b>Expenditures and Transfers-Out By Source</b>					
Proposition C Fund	0	0	97,500	97,500	0
Total Expenditures and Transfers-Out	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 97,500</u>	<u>\$ 97,500</u>	<u>\$ 0</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Employee Benefits	0	0	0	0	0
Total Employee Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Dues, Memberships, License and Publications	0	0	0	0	0
Rentals	0	0	0	0	0
Taxes and Assessments	0	0	0	0	0
Insurance	0	0	0	0	0
Professional Services	0	0	0	0	0
Utilities	0	0	0	0	0
Miscellaneous Services	0	0	0	0	0
Repairs and Maintenance	0	0	0	0	0
Materials and Supplies	0	0	0	0	0
City Charges	0	0	0	0	0
Mobile Equipment Rental	0	0	0	0	0
Other	0	0	0	0	0
Total Maintenance and Operations	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Outlay	0	0	97,500	97,500	0
Transfers-Out	0	0	0	0	0
Total Operating Expenditures/Transfers	<u>0</u>	<u>0</u>	<u>97,500</u>	<u>97,500</u>	<u>0</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	0	0	0	0	0
Maintenance and Operations	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Transfers-Out	0	0	0	0	0
Total Non Operating Expenditures/Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures and Transfers-Out	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 97,500</u>	<u>\$ 97,500</u>	<u>\$ 0</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Proposition C – Greenway Trail Management

### OVERVIEW

The City of Whittier purchased 4.5 miles of abandoned railroad right-of-way from Mills to Pioneer in December 2001 for development into a bicycle and pedestrian trail. Maintenance of the trail is necessary to keep the property free of debris, graffiti and weeds. Construction was completed in Fiscal Year 2008-09 and the Trail was dedicated in January 2009. In 2013 the city purchased an additional 2.3 mile easement from Mills Avenue to First Avenue, with an option to purchase the easement to the eastern city limit. Using grant funds, the City now has the easement to the eastern city limits and plans are underway to develop the rest of the trail. A new parking facility was opened at the eastern end of the existing trail in May 2017 at the intersection of Mills Avenue and Lambert Road.

### KEY GOALS

- The budget provides property insurance and contract costs for various repairs, landscaping and maintenance work.
- Conduct an annual trail user count in September of each year.
- Extend the development of the trail to the eastern border of the City.
- Conduct regular public outreach and stakeholder meetings for the eastern extension design work.



### PERFORMANCE MEASURES

- Grants have been obtained to fund the extension of the Greenway Trail East to the City limits.
- Annual trail user count was completed in September, 2016 and scheduled for September, 2017.



# City of Whittier

## Proposition C - Greenway Trail Management (280-23-241-620/621)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 25,050	\$ 26,208	\$ 27,309	\$ 27,309	\$ 26,131
Maintenance and Operations	643,776	559,196	736,034	736,034	734,746
Capital Outlay	28,000	2,800	8,000	8,000	-
Total Expenditures	<u>696,826</u>	<u>588,204</u>	<u>771,343</u>	<u>771,343</u>	<u>760,877</u>
Transfers-Out	89,140	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 785,966</u>	<u>\$ 588,204</u>	<u>\$ 771,343</u>	<u>\$ 771,343</u>	<u>\$ 760,877</u>
<b>Expenditures and Transfers-Out By Source</b>					
Proposition C Fund	785,966	588,204	771,343	771,343	760,877
Total Expenditures and Transfers-Out	<u>\$ 785,966</u>	<u>\$ 588,204</u>	<u>\$ 771,343</u>	<u>\$ 771,343</u>	<u>\$ 760,877</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	25,050	26,208	27,309	27,309	26,131
Total Employee Services	<u>25,050</u>	<u>26,208</u>	<u>27,309</u>	<u>27,309</u>	<u>26,131</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	28,757	29,013	57,600	57,600	127,600
Professional Services	87,227	405	10,000	10,000	10,000
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	497,138	505,394	605,746	605,746	597,146
Materials and Supplies	-	-	-	-	-
City Charges	-	-	-	-	-
Grants	30,654	24,384	62,688	62,688	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>643,776</u>	<u>559,196</u>	<u>736,034</u>	<u>736,034</u>	<u>734,746</u>
Capital Outlay	28,000	2,800	8,000	8,000	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>696,826</u>	<u>588,204</u>	<u>771,343</u>	<u>771,343</u>	<u>760,877</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-Out	89,140	-	-	-	-
Total Non Operating Expenditures/Transfers	<u>89,140</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Transfers-Out	<u>\$ 785,966</u>	<u>\$ 588,204</u>	<u>\$ 771,343</u>	<u>\$ 771,343</u>	<u>\$ 760,877</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Proposition C – Recreation Transit

### OVERVIEW

The Parks, Recreation and Community Services Department owns and operates recreation vans to provide recreation transportation, following the Proposition C guidelines. The three (3) vans are used to transport groups on trips within the local area. Funding is also provided to rent larger buses for field trips and group outings for such City programs at the WYN Club, Youth Services and Senior Services.

In addition, the vehicles may be rented out to provide shuttle or transportation services to various non-City community agencies.

### KEY GOALS

- Continue to operate and maintain one 14-seat recreation van for group trips.
- Continue to operate and maintain two 9-seat recreation vans for group trips.
- Provide funding to rent larger buses for group outings.

### Performance Measures

In the fiscal year 2016-2017, 44 group trips were provided for special recreational purposes. Projections for fiscal year 2017-18 are approximately the same.

# City of Whittier

## Proposition C - Recreation Transit (280-23-241-627)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 1,688	\$ 3,059	\$ 8,441	\$ 8,441	\$ 8,441
Maintenance and Operations	53,032	55,493	52,000	52,000	52,000
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>54,720</u>	<u>58,552</u>	<u>60,441</u>	<u>60,441</u>	<u>60,441</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 54,720</u>	<u>\$ 58,552</u>	<u>\$ 60,441</u>	<u>\$ 60,441</u>	<u>\$ 60,441</u>
<b>Expenditures and Transfers-Out By Source</b>					
Proposition C Fund	54,720	58,552	60,441	60,441	60,441
Total Expenditures and Transfers-Out	<u>\$ 54,720</u>	<u>\$ 58,552</u>	<u>\$ 60,441</u>	<u>\$ 60,441</u>	<u>\$ 60,441</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 1,688	\$ 3,059	\$ -	\$ -	\$ -
Employee Benefits	-	-	8,441	8,441	8,441
Total Employee Services	<u>1,688</u>	<u>3,059</u>	<u>8,441</u>	<u>8,441</u>	<u>8,441</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	-	-	-	-	-
Professional Services	34,833	39,634	42,000	42,000	42,000
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	500	500	500
Repairs and Maintenance	18,199	15,859	9,500	9,500	9,500
Materials and Supplies	-	-	-	-	-
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>53,032</u>	<u>55,493</u>	<u>52,000</u>	<u>52,000</u>	<u>52,000</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>54,720</u>	<u>58,552</u>	<u>60,441</u>	<u>60,441</u>	<u>60,441</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>\$ 54,720</u>	<u>\$ 58,552</u>	<u>\$ 60,441</u>	<u>\$ 60,441</u>	<u>\$ 60,441</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.16	0.16	0.16	0.16	0.16
Total	<u>0.16</u>	<u>0.16</u>	<u>0.16</u>	<u>0.16</u>	<u>0.16</u>

# City of Whittier

## Proposition C – COG Assessment

### OVERVIEW

To ease congestion related to automobiles, but mainly truck traffic impacts related to the Port of Long Beach and Port of Los Angeles, the Gateway Cities along the 91, 605, and 405 Freeways initiated a project over ten years ago which began as a Needs Assessment and Goods Movement alternative evaluation in collaboration with the Gateway Cities Council of Governments (COG). The cities included are Artesia, Bellflower, Cerritos, Compton, Downey, Hawaiian Gardens, Lakewood, Long Beach, Norwalk, Paramount, Pico Rivera, Santa Fe Springs and Whittier, along with the County of Los Angeles.

At the August 4, 2004 Board of Director's meeting of the COG, the Board approved an Implementation Agreement to define the responsibilities of the respective agencies in order to perform a Needs Assessment Study to be executed by each participating city and directed staff to circulate the Agreement to the Corridor Cities. A Technical Advisory Committee, made up of public works officials, was established in 2006 to collaborate with the Gateway Cities staff and COG engineer to procure consultants to analyze both the freeway impacts and the major arterial roadway impacts which led to the "Hot Spots" Project. The arterial roadways are impacted by trucks entering or exiting the freeway to avoid congestion, utilize alternative routes, or to get to their destination in the respective city. In 2007, a list of guiding principles was approved to provide criteria for the COG projects.

Today, several projects are in either the Caltrans environmental review or permit process, or in design in the respective Gateway City as their own project, and include lane additions to the 605 Freeway and interchange improvements along the aforementioned freeway corridor at Whittier Boulevard and Beverly Boulevard. For Whittier, the "Hot Spots" project for arterial roadway and intersection improvements include widening, additional lane capacity, bus and bike lane improvements, and signalization upgrades for Whittier Boulevard at Norwalk Boulevard, at "5" points, at Painter Avenue, and at Colima Road. As part of the guiding principles, the COG engages the City in an ongoing process of city consultation and interactive communication to complete these projects. The COG is asking each city for an annual flat assessment fee of \$20,000 to provide those consultation services.

### KEY GOALS

- Creation of SR 91/I-605 Corridor Cities Committee by the Gateway Cities COG Board of Directors. Composition to be a Council Member from each Corridor city plus a representative from the County of Los Angeles
- Creation of a Technical Advisory Committee (TAC). Composition to be a Public Works Official appointed by the City Manager of each Corridor city and a representative from the County appointed by the appropriate County authority
- Execution of an Implementation Agreement between the COG and each Corridor city and the County
- Gateway Cities COG to provide staff and consultant support
- Decrease the impact of truck bypass traffic on arterial roadways
- Implement additional Intelligent Transportation Systems (ITS) improvements in the Gateway Cities and advocate a broader regional approach to support this initiative

# City of Whittier

## Proposition C - COG Assessment (280-23-241-628)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	20,000	22,000	20,000	20,000	22,000
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>20,000</u>	<u>22,000</u>	<u>20,000</u>	<u>20,000</u>	<u>22,000</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 20,000</u>	<u>\$ 22,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 22,000</u>
<b>Expenditures and Transfers-Out By Source</b>					
Proposition C Fund	20,000	22,000	20,000	20,000	22,000
Total Expenditures and Transfers-Out	<u>\$ 20,000</u>	<u>\$ 22,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 22,000</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	20,000	22,000	20,000	20,000	22,000
Insurance	-	-	-	-	-
Professional Services	-	-	-	-	-
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	-	-	-	-	-
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>20,000</u>	<u>22,000</u>	<u>20,000</u>	<u>20,000</u>	<u>22,000</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>20,000</u>	<u>22,000</u>	<u>20,000</u>	<u>20,000</u>	<u>22,000</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>\$ 20,000</u>	<u>\$ 22,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 22,000</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Proposition C – Taxi Voucher

### OVERVIEW

The City of Whittier operates a demand-responsive Dial-A-Ride (DAR) paratransit service for senior citizens 60 years or older and residents who have a disability. The regular Whittier DAR service does not travel outside the City of Whittier limits.

In May 2008, the City of Whittier introduced a Taxi Voucher program under contract with the City of Norwalk and their Taxi Voucher Program using the Fiesta Taxicab Company. The program's purpose was to allow Whittier DAR passengers to travel outside the Whittier City limits to medical and dental facilities and the Rose Hills Cemetery and Mortuary.

In November 2013, in response to customer service issues, the City ended the Taxi Voucher program and started a new service called Dial-A-Ride Plus (DAR Plus). DAR Plus is operated using the same vehicles and operations staff as the regular DAR program. The service takes DAR customers outside Whittier City limits for the purpose of medical and dental appointments. The service operates on an appointment basis, Monday through Friday from 8:00am to 4:30pm and costs \$2 to \$4 each way depending on the destination. DAR Plus travels to unincorporated Whittier, the cities of Downey, Hacienda Heights, La Habra, La Mirada, Pico Rivera and Santa Fe Springs, and goes to Beverly Hospital in Montebello, St. Jude Medical Center, and the Kaiser Hospitals in Baldwin Park and Bellflower. It also goes to Rose Hills Memorial Park.

### KEY GOALS

- Operate and monitor a taxi voucher program, and beginning in November, 2013 an expanded Dial-A-Ride program for the DAR participants of the City of Whittier to enable them to travel to medical appointments outside the City of Whittier limits.
- Sell taxi vouchers (2008-2013) then DAR Plus cards at the Senior Centers.
- Advertise the service to all DAR participants.
- Explore means to expand and improve the service.

### PERFORMANCE MEASURES

<b>Taxi Vouchers Measure</b>	<b>FY 2015-16 Actual*</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Projected</b>
Number of Dial-A-Ride Plus passengers	614	973	1,000
Service Miles	4,477	6,798	7,000

\*Figures for 2015 start from November 2015.

Funding was reallocated from Proposition A to Proposition C, in Fiscal Year 2012-13, in account number 280-23-241-630.

# City of Whittier

## Proposition C - Taxi Voucher (280-23-241-630)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	68,964	58,524	90,000	90,000	90,000
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>68,964</u>	<u>58,524</u>	<u>90,000</u>	<u>90,000</u>	<u>90,000</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 68,964</u>	<u>\$ 58,524</u>	<u>\$ 90,000</u>	<u>\$ 90,000</u>	<u>\$ 90,000</u>
<b>Expenditures and Transfers-Out By Source</b>					
Proposition C Fund	68,964	58,524	90,000	90,000	90,000
Total Expenditures and Transfers-Out	<u>\$ 68,964</u>	<u>\$ 58,524</u>	<u>\$ 90,000</u>	<u>\$ 90,000</u>	<u>\$ 90,000</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	68,964	58,524	90,000	90,000	90,000
Total Maintenance and Operations	<u>68,964</u>	<u>58,524</u>	<u>90,000</u>	<u>90,000</u>	<u>90,000</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>68,964</u>	<u>58,524</u>	<u>90,000</u>	<u>90,000</u>	<u>90,000</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>\$ 68,964</u>	<u>\$ 58,524</u>	<u>\$ 90,000</u>	<u>\$ 90,000</u>	<u>\$ 90,000</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Proposition C – La Habra Heights Dial-A-Ride

### OVERVIEW

The City of La Habra Heights contracts with the City of Whittier to provide Dial-A-Ride service to residents of that community. The service began in September 1996 using a contractor to provide the drivers and dispatch staff. Contract and service administration is the responsibility of the City's Transit staff while the Administrative Services office monitors for proper expenditure of the La Habra Heights' Proposition C Local Return funds that are used to fund that City's Dial-A-Ride program. The amount budgeted represents the contract cost as agreed with the City of La Habra Heights.

The La Habra Heights Dial-A-Ride provides pre-scheduled, curb-to curb service for City residents with disabilities and for senior citizens 60 years and older. The service area includes the City of La Habra Heights, portions of Whittier and La Habra, and selected facilities in surrounding communities. Service is provided Monday through Friday between the hours of 9 a.m. and 6 p.m.

### KEY GOALS

- Monitor the quality of transit services and usage and provide the City of La Habra Heights with recommendations for service adjustments as needed
- Maintain project approvals and related records in compliance with program guidelines as provided by the Metropolitan Transportation Authority (Metro)
- Report expenditures to Metro on a quarterly basis for the Proposition A Incentive Sub-regional Grant reimbursement for service coordination
- Participate in the National Transit Database (NTD) by reporting ridership and operation statistics annually

Funding was reallocated from Proposition A in Fiscal Year 2012-13 to Proposition C Account 280-23-242-000.



# City of Whittier

## Proposition C - La Habra Heights Dial-A-Ride (280-23-242-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 6,164	\$ 3,947	\$ 17,586	\$ 17,586	\$ 17,586
Maintenance and Operations	35,641	33,751	34,196	34,196	34,280
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>41,805</u>	<u>37,698</u>	<u>51,782</u>	<u>51,782</u>	<u>51,866</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 41,805</u>	<u>\$ 37,698</u>	<u>\$ 51,782</u>	<u>\$ 51,782</u>	<u>\$ 51,866</u>
<b>Expenditures and Transfers-Out By Source</b>					
Proposition C Fund	41,805	37,698	51,782	51,782	51,866
Total Expenditures and Transfers-Out	<u>\$ 41,805</u>	<u>\$ 37,698</u>	<u>\$ 51,782</u>	<u>\$ 51,782</u>	<u>\$ 51,866</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	6,164	3,947	17,586	17,586	17,586
Total Employee Services	<u>6,164</u>	<u>3,947</u>	<u>17,586</u>	<u>17,586</u>	<u>17,586</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	3,410	3,771	5,000	5,000	5,000
Professional Services	12,835	7,428	12,919	12,919	12,919
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	9,156	6,392	8,000	8,000	8,000
Materials and Supplies	6,149	12,040	4,075	4,075	4,075
City Charges	4,091	4,120	4,202	4,202	4,286
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>35,641</u>	<u>33,751</u>	<u>34,196</u>	<u>34,196</u>	<u>34,280</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>41,805</u>	<u>37,698</u>	<u>51,782</u>	<u>51,782</u>	<u>51,866</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>\$ 41,805</u>	<u>\$ 37,698</u>	<u>\$ 51,782</u>	<u>\$ 51,782</u>	<u>\$ 51,866</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

\*Funded by Proposition A Transit

# City of Whittier

## Proposition C – Capital Improvements

### OVERVIEW

This program consists of repair and improvement projects on streets heavily used by public transit and Greenway Trail capital costs. These projects are funded by Proposition C, which was approved by the voters in November 1990. The proceeds of the half-cent sales tax are designated as a local return program to be used by cities and the County for public transit, paratransit and related transportation services. Additionally, Proposition C funds can be used in conjunction with the County's Congestion Management Program to increase safety and improve road conditions by repairing and maintaining streets heavily used by public transit.

### KEY GOALS

- Coordinate with City departments to develop and select projects that meet the Proposition C funding criteria
- Submit an annual plan to Metro that describes projects to be funded and to maximize the use of Proposition C funds

# City of Whittier

## Proposition C - Capital Improvements (280-30-241-614)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	-	-	-	-	-
Capital Outlay	12,349	45,603	-	-	190,000
Total Expenditures	12,349	45,603	-	-	190,000
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 12,349</u>	<u>\$ 45,603</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 190,000</u>
<b>Expenditures and Transfers-Out By Source</b>					
Proposition C Fund	12,349	45,603	-	-	190,000
Total Expenditures and Transfers-Out	<u>\$ 12,349</u>	<u>\$ 45,603</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 190,000</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	-	-	-	-	-
Total Maintenance and Operations	-	-	-	-	-
Capital Outlay	12,349	45,603	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>12,349</u>	<u>45,603</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	190,000
Transfers-Out	-	-	-	-	-
Total Non Operating Expenditures/Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>190,000</u>
Total Expenditures and Transfers-Out	<u>\$ 12,349</u>	<u>\$ 45,603</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 190,000</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Measure R Funds

### OVERVIEW

Measure R Funds is a revenue source managed by the Department of Public Works.

Measure R is funded with ½ cent sales tax revenues that Los Angeles County voters approved in November 2008. Fifteen Percent (15%) of the tax is designated for Local Return (LR) for the purpose of improvements to transportation facilities that will assist in reducing local traffic congestion and expanding public transportation. The LR funds can be utilized for maintenance of Streets and Roads, Traffic Control Measures, Bikeways and Pedestrian Improvements, Public Transit Services, Fixed Route Buses, Dial-a-Ride, Recreational Transit, Public Transit Capital, Transportation Marketing, Planning, Engineering and/or Study, Congestion Management Programs, Transportation Administration and Local Funding Contributions.

In order to receive additional/future funding, Cities are required to comply with all program guidelines, including the maintenance of effort provisions imposed by the legislation. The City expects to receive funding annually over the 30 years of the Measure R program. With the passage of Measure M, the ½ cent sales tax revenues will continue beyond the original mid-2039 expiration date.

### KEY GOALS

- To provide supplemental funding for the City's Capital Improvement Projects designed to rehabilitate pavement, relieve traffic congestion, public transit, and pedestrian and bikeway active transportation improvements.



### PERFORMANCE MEASURES

Measure R Funds is a revenue source only; associated performance measures are included in related programs under the Department of Public Works.

# City of Whittier

## Measure R Fund (285-23-241-650)

	2014-15 Actual	2015-16 Actual	2016-17 Projected	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	-	-	-	-	-
Capital Outlay	593,033	11,509	1,208,038	1,696,541	1,932,885
Total Expenditures	<u>593,033</u>	<u>11,509</u>	<u>1,208,038</u>	<u>1,696,541</u>	<u>1,932,885</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 593,033</u>	<u>\$ 11,509</u>	<u>\$ 1,208,038</u>	<u>\$ 1,696,541</u>	<u>\$ 1,932,885</u>
<b>Expenditures and Transfers-Out By Source</b>					
Measure R Fund	593,033	11,509	1,208,038	1,696,541	1,932,885
Total Expenditures and Transfers-Out	<u>\$ 593,033</u>	<u>\$ 11,509</u>	<u>\$ 1,208,038</u>	<u>\$ 1,696,541</u>	<u>\$ 1,932,885</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	-	-	-	-	-
Total Maintenance and Operations	-	-	-	-	-
Capital Outlay	593,033	10,748	328,038	816,241	1,932,885
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>593,033</u>	<u>10,748</u>	<u>328,038</u>	<u>816,241</u>	<u>1,932,885</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	761	880,000	880,300	-
Transfers-Out	-	-	-	-	-
Total Non Operating Expenditures/Transfers	<u>-</u>	<u>761</u>	<u>880,000</u>	<u>880,300</u>	<u>-</u>
Total Expenditures and Transfers-Out	<u>\$ 593,033</u>	<u>\$ 11,509</u>	<u>\$ 1,208,038</u>	<u>\$ 1,696,541</u>	<u>\$ 1,932,885</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>



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City of Whittier

*Administrative Services*

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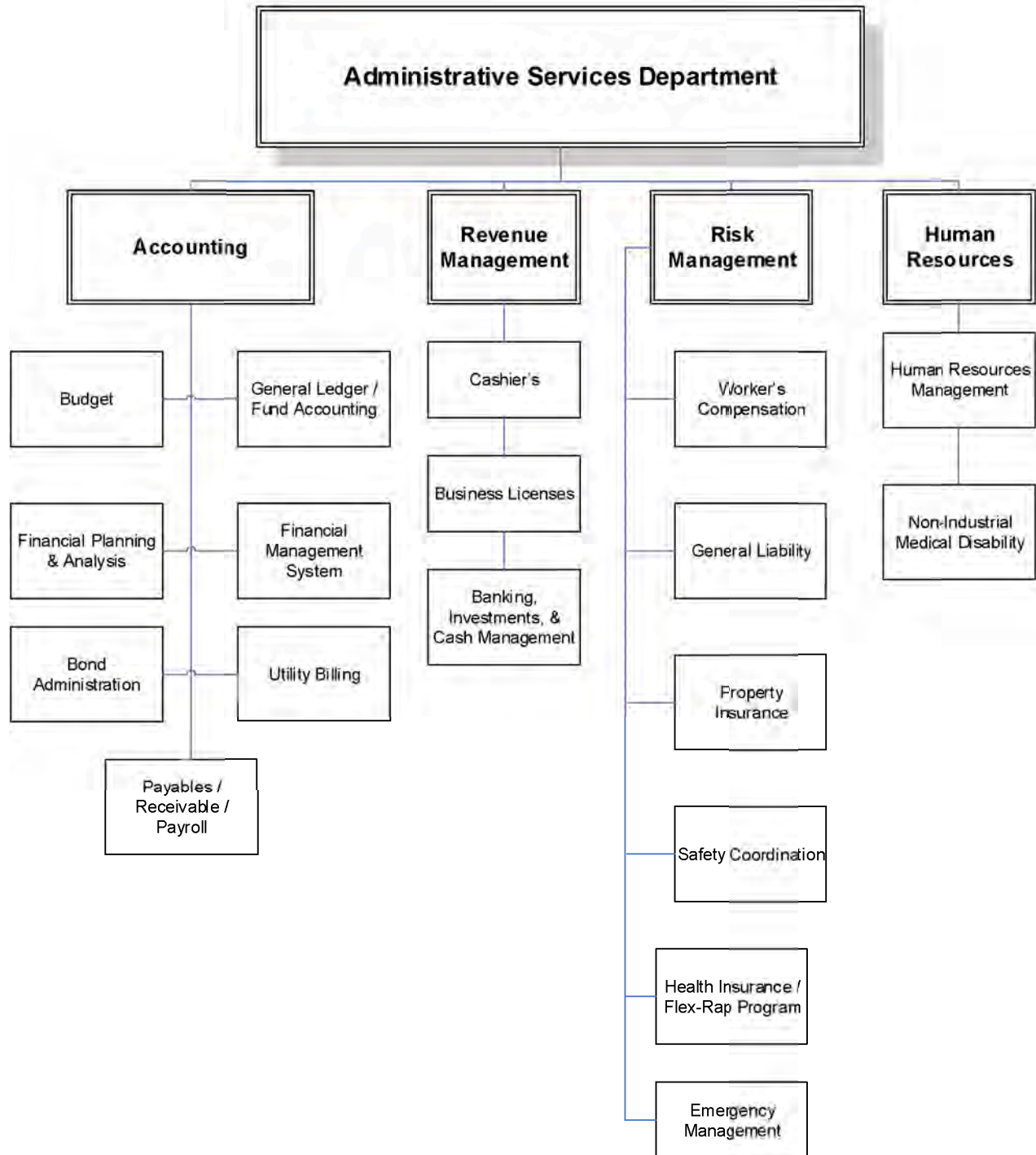
- *Human Resources*
- *Emergency Management*
- *Administrative Services*
- *Business License*
- *Cashiers*
- *Property Insurance*
- *Business Improvement Area*
- *Subventions & Grants - Administration*
- *Community Facilities Dist. 89-1*
- *Workers' Compensation*
- *General Liability*
- *Equipment Replacement*
- *Group Health Insurance*





# Administrative Services

## Organization Chart

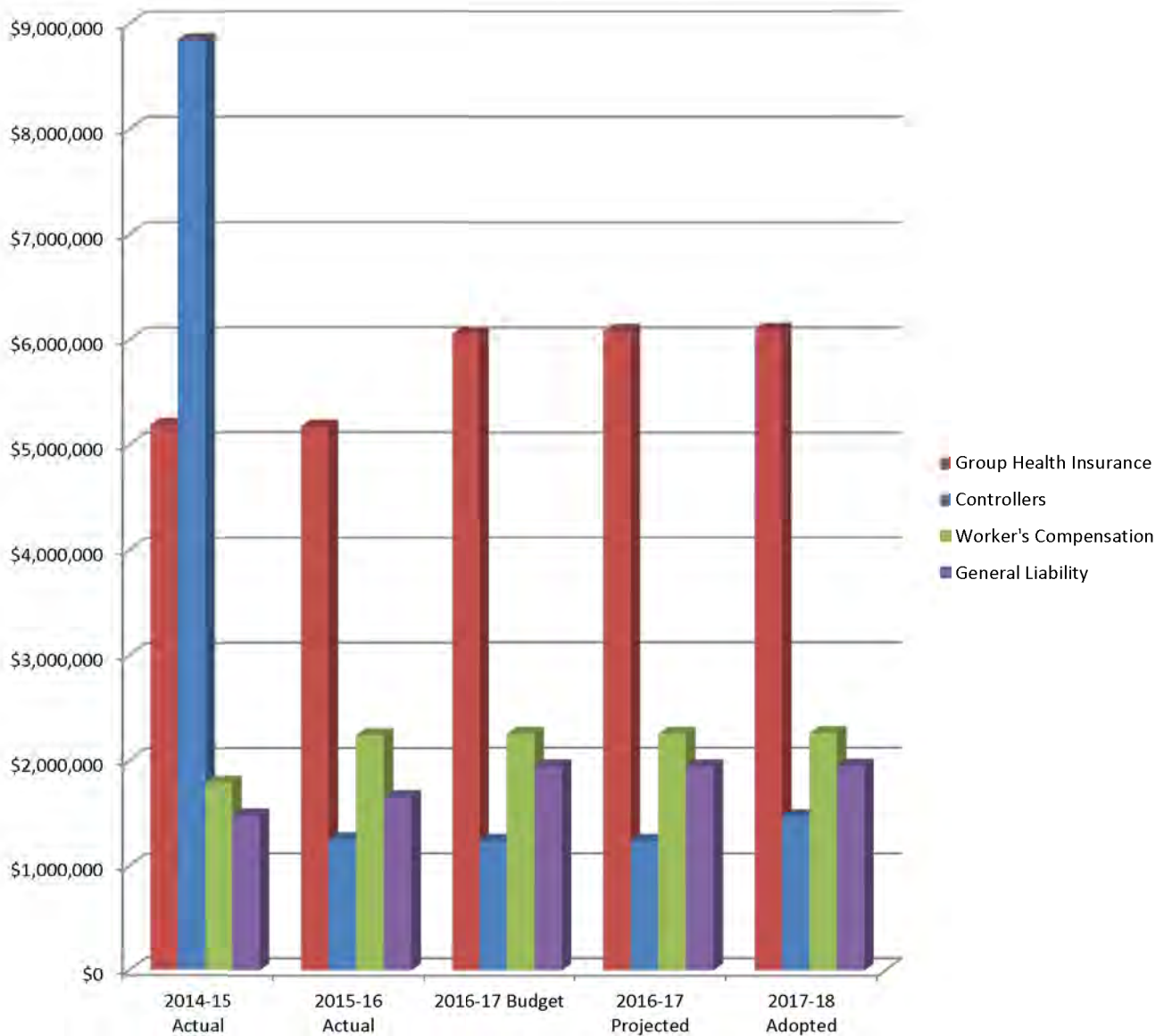




# City of Whittier

## Administrative Services Department

Division/Cost Center	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
Group Health Insurance	\$ 5,185,263	\$ 5,169,846	\$ 6,058,836	\$ 6,083,774	\$ 6,099,238
Controllers	8,845,927	1,247,933	1,233,673	1,233,673	1,471,393
Worker's Compensation	1,787,279	2,240,219	2,246,859	2,246,859	2,254,255
General Liability	1,475,212	1,652,909	1,938,242	1,938,242	1,944,828



# City of Whittier

## Human Resources Administration

### OVERVIEW

Human Resources is a Division of the Administrative Services Department and is responsible for providing comprehensive human resource services to assist City departments with personnel matters. Activities include recruitment and selection, training and development, and employee relations.

Recruitment and selection activities include attracting applicants, screening applications, developing and proctoring exams and administering the City's Equal Employment Opportunity/Diversity Program. Other related activities consist of establishing and administering employment eligibility lists and scheduling and reviewing pre-employment medical exams pursuant to the Americans with Disabilities Act and coordinating background checks. Employee training and development activities include assessing employee needs, providing programs to improve employee job knowledge and skills and coordinating the Customer Service and Employee Tuition Reimbursement Programs. Staff coordinates the federally mandated Random Drug and Alcohol Testing of employees operating commercial vehicles or equipment.

The Employee Relations Program promotes a climate to attract and retain qualified employees, encourage and/or reward employee achievements and apply personnel rules in a fair and consistent manner. Other responsibilities in this area include grievance resolution, assisting with the disciplinary processes, conducting employee exit interviews, labor negotiations, administration and interpretation of labor contracts, coordination of employee recognition programs and publication of the monthly employee newsletter.

Employee services include: new employee orientation and processing; administering the classification, salary and benefit plans; ensuring compliance with Federal and State Family and Medical Leave laws; review of unemployment insurance claims; coordinating Employee Assistance Programs; and coordinating and processing personnel actions for performance reviews and/or salary adjustments. In addition, Human Resources staff provides staff support to the City's Personnel Board.

### KEY GOALS

- Administer the Memorandum of Understanding (MOU's) with employee groups
- Negotiate successor labor agreements
- Coordinate Customer Service and Continuous Quality Improvement Programs including updates to the Customer Service Directory
- Coordinate Employee Service Awards Programs
- Develop and coordinate the City's Employee Development and Training Program
- Promote efficiency, effectiveness and excellence in customer service

### PERFORMANCE MEASURES

<b>Measure</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Projected</b>
Number of training sessions conducted	11	11	11	11
Number of recruitments resulting in hiring	18	29	59	59
Number of service retirements	8	11	14	14
Number of separations	20	30	28	28

# City of Whittier

## Human Resources - Administration (100-25-171-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 211,205	\$ 221,602	\$ 254,656	\$ 257,146	\$ 271,493
Maintenance and Operations	185,360	223,481	161,965	161,965	162,003
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>396,565</u>	<u>445,083</u>	<u>416,621</u>	<u>419,111</u>	<u>433,496</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 396,565</u>	<u>\$ 445,083</u>	<u>\$ 416,621</u>	<u>\$ 419,111</u>	<u>\$ 433,496</u>
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	396,565	445,083	416,621	419,111	433,496
Total Expenditures and Transfers-Out	<u>\$ 396,565</u>	<u>\$ 445,083</u>	<u>\$ 416,621</u>	<u>\$ 419,111</u>	<u>\$ 433,496</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 160,780	\$ 168,246	\$ 197,157	\$ 197,157	\$ 201,505
Employee Benefits	50,425	53,356	57,499	59,989	69,988
Total Employee Services	<u>211,205</u>	<u>221,602</u>	<u>254,656</u>	<u>257,146</u>	<u>271,493</u>
Dues, Memberships, License and Publications	1,791	2,109	3,350	3,350	3,350
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	1,444	1,444	1,399	1,399	1,437
Professional Services	34,874	73,516	52,505	52,505	52,505
Utilities	-	-	-	-	-
Miscellaneous Services	118,509	111,053	77,787	77,787	77,787
Repairs and Maintenance	46	462	300	300	300
Materials and Supplies	27,467	33,184	24,644	24,644	24,644
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	1,229	1,713	1,980	1,980	1,980
Total Maintenance and Operations	<u>185,360</u>	<u>223,481</u>	<u>161,965</u>	<u>161,965</u>	<u>162,003</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>396,565</u>	<u>445,083</u>	<u>416,621</u>	<u>419,111</u>	<u>433,496</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>\$ 396,565</u>	<u>\$ 445,083</u>	<u>\$ 416,621</u>	<u>\$ 419,111</u>	<u>\$ 433,496</u>
<b>Full Time Positions</b>	2.00	2.00	2.00	2.00	2.00
<b>Part Time Positions (Full Time Equivalent)</b>	<u>1.46</u>	<u>1.24</u>	<u>1.24</u>	<u>1.24</u>	<u>1.24</u>
Total	<u>3.46</u>	<u>3.24</u>	<u>3.24</u>	<u>3.24</u>	<u>3.24</u>

# City of Whittier

## Emergency Management

### OVERVIEW

The City of Whittier's Emergency Management Division's mission is to develop, organize, coordinate and lead the City toward effective preparation for, and efficient response to, emergencies and disasters with the primary focus on saving lives, reducing human suffering and minimizing the loss of property and public services.



The City's Emergency Management function is a division of the City Administrative Services Department and accomplishes this mission through the coordination and cooperation of various City departments, outside agencies, and volunteer organizations. This includes the Area E Disaster Management group, the County of Los Angeles, the State of California, the Federal Emergency Management Agency and other organizations that have a role in major emergency or disaster operations.

During a major emergency or disaster, response and recovery activities are coordinated from the City's Emergency Operations Center, under the command of the City Manager, through the City Administrative Services Risk & Emergency Management Division, with the assistance of various City staff to respond in a unified approach to any emergency or disaster.

### KEY GOALS

- Personnel are trained to support community needs during a disaster
- Fulfill emergency management legal mandates
- The community is aware and prepared for disasters

### PERFORMANCE MEASURES

<b>Measure</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Projected</b>
Number of NIMS compliant employees	313	330	312	312
Total employee attendance for disaster training	44	48	50	50
Number of ARES Team radio drills	6	12	14	14
Number of trained UAS pilots	0	3	4	4
Number of City disaster drills & exercises	2	2	3	3
Number of ACERT team members	N/A	N/A	0	6
Number of community events with Disaster Management participation	3	3	4	4
Total attendance for Quarterly Community Disaster Planning Committee Meetings	40	44	38	38

# City of Whittier

## Emergency Management (100-25-172-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 8,991	\$ 12,800	\$ 19,030	\$ 19,030	\$ 19,030
Maintenance and Operations	53,657	70,335	38,533	38,533	38,570
Capital Outlay	-	-	-	-	-
Total Expenditures	62,648	83,135	57,563	57,563	57,600
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	\$ 62,648	\$ 83,135	\$ 57,563	\$ 57,563	\$ 57,600
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	62,648	83,135	57,563	57,563	57,600
Total Expenditures and Transfers-Out	\$ 62,648	\$ 83,135	\$ 57,563	\$ 57,563	\$ 57,600
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 13,826	\$ 17,575	\$ 23,712	\$ 23,712	\$ 23,712
Employee Benefits	(4,835)	(4,775)	(4,682)	(4,682)	(4,682)
Total Employee Services	8,991	12,800	19,030	19,030	19,030
Dues, Memberships, License and Publications	9,936	4,972	5,345	5,345	5,345
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	50	50	49	49	86
Professional Services	2,640	1,500	7,115	7,115	7,115
Utilities	-	-	301	301	301
Miscellaneous Services	13,167	14,143	11,036	11,036	11,036
Repairs and Maintenance	4,496	554	1,260	1,260	1,260
Materials and Supplies	22,209	29,102	11,802	11,802	11,802
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	1,159	1,129	1,625	1,625	1,625
Total Maintenance and Operations	53,657	51,450	38,533	38,533	38,570
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	62,648	64,250	57,563	57,563	57,600
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	18,885	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	-	18,885	-	-	-
Total Expenditures and Transfers-Out	\$ 62,648	\$ 83,135	\$ 57,563	\$ 57,563	\$ 57,600
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.32	0.32	0.32	0.32	0.32
Total	0.32	0.32	0.32	0.32	0.32





# City of Whittier

## Administrative Services

### OVERVIEW

Effective July 1, 2017, the Treasury function was consolidated with the Controllers and became the Administrative Services Department.

The Administrative Services Department is charged with the administration of the City's accounting, budget, human resource functions, risk management responsibilities and emergency management operations. In fulfilling this mission, Administrative Services performs a variety of functions which include the provision of staff support to the City Manager involving analysis and implementation of the City's annual operating budget and general accounting system, the maintenance and administration of the risk management and emergency management programs and human resource duties for the City, the Whittier Redevelopment Successor Agency, Whittier Utility Authority, Whittier Public Financing Authority, Whittier Housing Authority and several special districts.

Administrative Services also provides support in various areas including the projection and analysis of compensation and benefits costs for labor negotiations; processing and reviewing unemployment insurance claims; administration of employee benefits programs; coordinating deferred compensation and PERS retirement programs; managing disaster preparedness and emergency operations; and coordinating the safety committee program and accident review committee.

The Administrative Services oversees the City's long range financial planning, financing of capital needs, including bond financings, and reviewing fiscal impact of Council actions. Currently, the Administrative Services administers the City's six (6) outstanding bonds, including the preparation of annual disclosure reports on new bonds issued since 1995.

Accounting functions performed by the department include general ledger maintenance, bi-weekly payroll processing, deferred compensation, weekly accounts payable processing, accounts receivable billing and maintenance, expense reimbursements, mobile equipment billings, maintenance of the City's capital asset and inventory listings, maintenance of the utility billing system and financial administration of the HUD's Community Development Block Grant (CDBG) and HOME programs. The office also coordinates the annual financial audit, prepares financial statements and compiles an audit report for the Wildlife Corridor Conservation Authority (WCCA).

In addition, the Administrative Services provides independent, technical analysis and advice on a broad range of management issues and problems aimed at monitoring the propriety of expenditures, evaluating internal controls, assessing efficiency and effectiveness of program objectives and analyzing changes in management system procedures. Also, the Administrative Services is responsible for purchasing administration, the disbursement of monies, the preparation of various required financial reports, the supervision of the City's inventory of property, and management of the City's various audit engagements.

The City is known for its high quality of management and its sound fiscal practices.

# City of Whittier

## Administrative Services

### KEY GOALS

- Provide excellent customer service to the public as well as other City departments or employees
- Provide fiscal planning and forecasting
- Facilitate and monitor departmental budget preparation
- Monitor financial activity
- Ensure the fiscal integrity of City operations and ensure compliance with guidelines and regulations
- Administer outstanding bonds and related debt
- Ensure the proper recording of accounting transactions
- Prepare accurate financial reports
- Maintain sound and efficient property, workers' compensation and liability risk management procedures and coverage's
- Provide effective administration of the City's employee benefits program, including group health and life insurance, Flex-RAP, deferred compensation, PERS retirement system and COBRA mandates
- Remain knowledgeable and informed in the areas of accounting, financial practices and related legislation

### PERFORMANCE MEASURES

<b>Measure</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Projected</b>	<b>FY 2017-18 Projected</b>
Number of budget excellence awards received since Fiscal Year 2011-12	4	5	6	7
Number of budget adjustments processed	19	19	23	20
Number of Certificate of Achievement awards received since 1988	26	27	28	29

# City of Whittier

## Administrative Services (100-25-251-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 813,436	\$ 823,000	\$ 1,002,638	\$ 1,002,638	\$ 1,068,575
Maintenance and Operations	404,725	424,933	231,035	231,035	402,818
Loan Adjustment	7,627,766	-	-	-	-
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>8,845,927</u>	<u>1,247,933</u>	<u>1,233,673</u>	<u>1,233,673</u>	<u>1,471,393</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 8,845,927</u>	<u>\$ 1,247,933</u>	<u>\$ 1,233,673</u>	<u>\$ 1,233,673</u>	<u>\$ 1,471,393</u>
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	8,845,927	1,247,933	1,233,673	1,233,673	1,471,393
Total Expenditures and Transfers-Out	<u>\$ 8,845,927</u>	<u>\$ 1,247,933</u>	<u>\$ 1,233,673</u>	<u>\$ 1,233,673</u>	<u>\$ 1,471,393</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 793,644	\$ 813,228	\$ 912,618	\$ 912,618	\$ 936,691
Employee Benefits	19,792	9,772	90,020	90,020	131,884
Total Employee Services	<u>813,436</u>	<u>823,000</u>	<u>1,002,638</u>	<u>1,002,638</u>	<u>1,068,575</u>
Dues, Memberships, License and Publications	2,063	3,326	1,955	1,955	1,955
Rentals	-	-	-	-	-
Taxes and Assessments	125	1,054	-	-	-
Insurance	3,634	8,634	5,505	5,505	7,288
Professional Services	174,770	186,428	200,100	200,100	200,100
Utilities	46,595	46,674	24,100	24,100	24,100
Miscellaneous Services	2,304	2,039	8,100	8,100	8,100
Repairs and Maintenance	56,136	51,372	39,130	39,130	39,130
Materials and Supplies	21,799	27,157	30,285	30,285	30,285
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	12,070	7,298	(118,140)	(118,140)	51,860
Total Maintenance and Operations	<u>319,496</u>	<u>333,982</u>	<u>191,035</u>	<u>191,035</u>	<u>362,818</u>
Capital Outlay	32,442	430,111	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>1,165,374</u>	<u>1,587,093</u>	<u>1,193,673</u>	<u>1,193,673</u>	<u>1,431,393</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	85,229	90,951	40,000	40,000	40,000
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	<u>85,229</u>	<u>90,951</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
Total Expenditures and Transfers-Out	<u>\$ 1,250,603</u>	<u>\$ 1,678,044</u>	<u>\$ 1,233,673</u>	<u>\$ 1,233,673</u>	<u>\$ 1,471,393</u>
<b>Full Time Positions</b>	11.00	11.00	11.00	11.00	11.00
<b>Part Time Positions (Full Time Equivalent)</b>	1.48	1.48	1.48	1.48	1.48
Total	<u>12.48</u>	<u>12.48</u>	<u>12.48</u>	<u>12.48</u>	<u>12.48</u>

# City of Whittier

## Business License

### OVERVIEW

The Business License Division ensures that individuals and organizations conducting business or performing a service within the City boundaries are properly licensed. The division actively searches for unlicensed businesses through field inspections, state and county listings, and by public contact. The division offers online license renewals for most types of businesses. The issuance of door-to-door solicitor permits is an additional function of the division. There are approximately 7,914 active business licenses in the City of Whittier.



### KEY GOALS

- Continue utilizing available resources to locate unlicensed businesses and ensure compliance with the City's municipal code in regards to the payment of license taxes
- Coordinate with City Departments to ensure continued consistency in business licensing
- Promote positive community relations through excellence in customer service

### PERFORMANCE MEASURES

Measure	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected
New Business Licenses (all)	904	951	826	999
New Business Licenses (in City only)	470	475	359	368
Total Businesses (all)	7,762	6,849	7,914	8,111
Total Businesses (in City only)	6,022	5,242	5,993	6,142
Total Local Restaurants	197	181	196	200
Total Retail Businesses	543	534	427	438
Total Home Occupations	375	384	477	488
Total Rental Properties	2,644	2,300	2,666	2,732
Total Professional Offices	406	557	429	439

# City of Whittier

## Business License (100-25-252-302)

	2014-15*	2015-16*	2016-17*	2016-17	2017-18
	Actual	Actual	Budget	Projected	Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 115,780	\$ 100,157	\$ 203,143	\$ 182,198	\$ 183,005
Maintenance and Operations	22,456	22,816	37,437	26,037	26,330
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>138,236</u>	<u>122,973</u>	<u>240,580</u>	<u>208,235</u>	<u>209,335</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 138,236</u>	<u>\$ 122,973</u>	<u>\$ 240,580</u>	<u>\$ 208,235</u>	<u>\$ 209,335</u>
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	138,236	122,973	240,580	208,235	209,335
Total Expenditures and Transfers-Out	<u>\$ 138,236</u>	<u>\$ 122,973</u>	<u>\$ 240,580</u>	<u>\$ 208,235</u>	<u>\$ 209,335</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 83,174	\$ 73,019	\$ 141,748	\$ 125,368	\$ 126,338
Employee Benefits	32,606	27,138	61,395	56,830	56,667
Total Employee Services	<u>115,780</u>	<u>100,157</u>	<u>203,143</u>	<u>182,198</u>	<u>183,005</u>
Dues, Memberships, License and Publications	-	-	75	100	75
Rentals	2	4	527	527	527
Taxes and Assessments	-	-	-	-	-
Insurance	580	521	577	577	895
Professional Services	8,642	8,815	20,425	9,000	9,000
Utilities	-	-	-	-	-
Miscellaneous Services	-	24	322	322	322
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	13,215	13,452	14,531	14,531	14,531
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	17	-	980	980	980
Total Maintenance and Operations	<u>22,456</u>	<u>22,816</u>	<u>37,437</u>	<u>26,037</u>	<u>26,330</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>138,236</u>	<u>122,973</u>	<u>240,580</u>	<u>208,235</u>	<u>209,335</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>\$ 138,236</u>	<u>\$ 122,973</u>	<u>\$ 240,580</u>	<u>\$ 208,235</u>	<u>\$ 209,335</u>
<b>Full Time Positions</b>	1.00	1.00	2.00	2.00	2.00
<b>Part Time Positions (Full Time Equivalent)</b>	<u>0.90</u>	<u>1.22</u>	<u>1.22</u>	<u>1.22</u>	<u>1.22</u>
Total	<u>1.90</u>	<u>2.22</u>	<u>3.22</u>	<u>3.22</u>	<u>3.22</u>

\* These years were reported in the City Clerk/Treasurer's Budget



# City of Whittier

## Cashiers

### OVERVIEW



The Administrative Services Department's revenue management division receipts all monies collected by the City, Redevelopment Successor Agency, Utility Authority, Housing Authority and Public Financing Authority including federal, state and local revenue generated through assessments, fees and taxes. The Revenue Management Division prepares bank deposits, monitors account balances, maintains records of deposits and receipts and prepares monthly written reports providing balance and investment information. Included in the

responsibilities of the Administrative Services Department is the central cashing function, which validates all receipts including water payments, permit fees, recreation receipts, business license taxes and assessment fees. During Fiscal Year 2016-17 the Revenue Management Division processed 133,670 transactions.

In an effort to increase overall revenue, the City, Redevelopment Successor Agency, Housing Authority and Utility Authority invest funds not needed for current expenses. The Director of Administrative Services is responsible for investments and ensures that funds are invested in a manner consistent with the City Council, Redevelopment Successor Agency and Authorities' Statement of Investment Policy. All investments are made in accordance with that policy and therefore, follow the strict criteria of safety, liquidity and yield. In addition to investing surplus funds, it is the Director of Administrative Services' responsibility to monitor all accounts and activity so as to maintain or have available a cash flow to meet daily operating expenses.

The Division maintains records of the various City, Redevelopment Successor Agency, Housing Authority and Utility Authority bank accounts. Banking/broker relations are established to comply with safekeeping/custody regulations and the investment of surplus funds.

The Division administers the City's contract for animal control services and coordinates state-mandated low-cost vaccination clinics. The Division also administers the Utility User Tax Exemption Program. The program exempts households within the City of Whittier from the 5% utility tax if the previous calendar years' household income is less than \$29,550.

# City of Whittier

## Cashiers (Continued)

### KEY GOALS

- Maximize interest earnings through sound investment strategy with strict adherence to the provisions of the adopted Investment Policy and Procedures
- Utilize FTN Main Street Investment Advisors to manage a portion of the City and WUA's portfolio
- Accuracy and promptness in posting of payments received
- Implement online payment option for water/trash customers
- Implement automatic direct debit utility payment service
- Efficient administration of the employee computer loan program
- Establish and maintain effective banking/broker relationships to maximize use of City revenue
- Evaluate and maintain sufficient cash flow or liquid assets to ensure that the City's current and future operating needs are met
- Timely collection and accurate recording of Utility User's Tax (UUT) and Transient Occupancy Tax (TOT) payments and administering the City's UUT Exemption Program
- Promote positive community relations through continued excellence in customer service

### PERFORMANCE MEASURES

Measure	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected
Interest income on investments				
• City and WUA	\$523,343	\$766,276	\$1,436,816	\$1,741,500
• WRSA	\$18,002	\$24,065	\$29,233	\$30,000
• WHA	\$28,628	\$31,655	\$69,891	\$25,000
Number of online/direct debit payments:				
Online Payments	10,788	7,748	0	0
Bill Concentration	13,021	7,427	0	0
*Receivables Manager	N/A	9,469	27,640	28,300
Business License	852	963	1,138	1,167
Automatic Direct Debit	N/A	N/A	0	300
Number of residents participating in the UUT Exemption - Water, Solid Waste Collection and Sewer Fee Discount	278	319	290	300

\* Receivables Manager - Wells Fargo's Online Payments effective 01/19/16



# City of Whittier

## Cashiers (100-25-252-000)

	2014-15*	2015-16*	2016-17*	2016-17	2017-18
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Adopted</u>
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 244,791	\$ 267,077	\$ 281,562	\$ 297,942	\$ 293,768
Maintenance and Operations	1,321	63,633	113,466	219,087	220,087
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>246,112</u>	<u>330,710</u>	<u>395,028</u>	<u>517,029</u>	<u>513,855</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 246,112</u>	<u>\$ 330,710</u>	<u>\$ 395,028</u>	<u>\$ 517,029</u>	<u>\$ 513,855</u>
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	246,112	330,710	395,028	517,029	513,855
Total Expenditures and Transfers-Out	<u>\$ 246,112</u>	<u>\$ 330,710</u>	<u>\$ 395,028</u>	<u>\$ 517,029</u>	<u>\$ 513,855</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 177,420	\$ 188,772	\$ 198,058	\$ 214,438	\$ 202,898
Employee Benefits	67,371	78,305	83,504	83,504	90,870
Total Employee Services	<u>244,791</u>	<u>267,077</u>	<u>281,562</u>	<u>297,942</u>	<u>293,768</u>
Dues, Memberships, License and Publications	757	708	1,243	1,243	1,243
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	1,460	1,460	1,468	1,468	1,468
Professional Services	(3,775)	52,385	103,379	109,000	110,000
Utilities	-	-	-	-	-
Miscellaneous Services	-	72	1,000	101,000	101,000
Repairs and Maintenance	330	3,570	1,597	1,597	1,597
Materials and Supplies	2,191	5,403	4,046	4,046	4,046
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	358	35	733	733	733
Total Maintenance and Operations	<u>1,321</u>	<u>63,633</u>	<u>113,466</u>	<u>219,087</u>	<u>220,087</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>246,112</u>	<u>330,710</u>	<u>395,028</u>	<u>517,029</u>	<u>513,855</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>\$ 246,112</u>	<u>\$ 330,710</u>	<u>\$ 395,028</u>	<u>\$ 517,029</u>	<u>\$ 513,855</u>
<b>Full Time Positions</b>	3.00	3.00	3.00	3.00	3.00
<b>Part Time Positions (Full Time Equivalent)</b>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>
Total	<u>3.25</u>	<u>3.25</u>	<u>3.25</u>	<u>3.25</u>	<u>3.25</u>

\* These years were reported in the City Clerk/Treasurer's Budget

# City of Whittier

## Property Insurance

### OVERVIEW

The City participates in a property insurance program through California Insurance Pool Authority (CIPA) for pooled property insurance. Policy provisions, coverage, exposures and valuations are reviewed at least annually for appropriateness and accuracy.

The City also purchases special coverage for boiler and machinery, fiduciary liability, faithful performance and pollution. Earthquake and flood coverage varies each year depending on the market.

The City works through brokers to ensure that coverage for these exposures are placed with admitted California carriers if possible, and that the City acquires broad coverage at the lowest possible cost.



### KEY GOALS

- Secure coverage to preserve the City's broad range of property and asset protection at minimum cost
- Accurately value the City's real and personal property to ensure adequate coverage
- Review and update property and equipment listing to reflect additions, deletions or upgraded properties and ensure maximum coverage

### PERFORMANCE MEASURES

<b>Measure</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Projected</b>
Number of property loss reported	0	0	0	0
Total loss	\$0	\$0	\$0	\$0

# City of Whittier

## Property Insurance (100-25-272-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	232,064	213,427	257,425	257,425	198,282
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>232,064</u>	<u>213,427</u>	<u>257,425</u>	<u>257,425</u>	<u>198,282</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 232,064</u>	<u>\$ 213,427</u>	<u>\$ 257,425</u>	<u>\$ 257,425</u>	<u>\$ 198,282</u>
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	232,064	213,427	257,425	257,425	198,282
Total Expenditures and Transfers-Out	<u>\$ 232,064</u>	<u>\$ 213,427</u>	<u>\$ 257,425</u>	<u>\$ 257,425</u>	<u>\$ 198,282</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	232,064	213,427	257,425	257,425	198,282
Professional Services	-	-	-	-	-
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	-	-	-	-	-
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>232,064</u>	<u>213,427</u>	<u>257,425</u>	<u>257,425</u>	<u>198,282</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>232,064</u>	<u>213,427</u>	<u>257,425</u>	<u>257,425</u>	<u>198,282</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>\$ 232,064</u>	<u>\$ 213,427</u>	<u>\$ 257,425</u>	<u>\$ 257,425</u>	<u>\$ 198,282</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Business Improvement Area

### OVERVIEW

In 1969, the City of Whittier approved a Business Improvement Area (BIA) in Uptown Whittier. The purpose of the improvement area is to promote and encourage businesses by means of a special assessment imposed upon Uptown businesses. The special assessment is collected by the City with the business license tax and is remitted to the Whittier Uptown Association (Association) to fund promotional activities related to generating business in the Uptown BIA. Funds derived from the assessment are expended on behalf of businesses that benefit from the various promotional activities and specialized marketing strategies. There are currently 487 businesses located in Uptown Whittier.

The City has an agreement with the association to collect assessments for marketing services that includes a comprehensive program of advertising, publicity and promotion for the Uptown BIA. The Business License Division acts as a liaison between the Uptown BIA businesses and the Uptown Association with respect to assessment compliance. The Economic Development Division of the Community Development Department serves as the City's liaison for Uptown program administration.

### KEY GOALS

- Improve public awareness of the availability of shopping and services in Uptown Whittier
- Attract visitors to Uptown Whittier thereby promoting the area's heritage
- Continue efforts to improve and enforce assessment collection
- Promote positive customer relations with businesses located within the Uptown area

### PERFORMANCE MEASURES

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

- Thursday Family Street Festival
- Health & Wellness Series
- Halloween Capers
- 24<sup>th</sup> Annual Holiday Sonata
- Holiday Window Decorating Contest
- 63<sup>rd</sup> Annual Uptown Whittier Christmas Parade
- Spring Art & Antique Street Faire
- 2<sup>nd</sup> Annual Earth Day
- 17<sup>th</sup> Annual Uptown Whittier Car Show
- Friday Farmer's Market (*ongoing*)
- Shop Local & Save Program (*ongoing*)

# City of Whittier

## Business Improvement Area (254-25-252-000)

	2014-15*	2015-16*	2016-17*	2016-17	2017-18
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Adopted</u>
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	115,537	112,623	111,500	111,500	111,500
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>115,537</u>	<u>112,623</u>	<u>111,500</u>	<u>111,500</u>	<u>111,500</u>
Total Expenditures	115,537	112,623	111,500	111,500	111,500
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 115,537</u>	<u>\$ 112,623</u>	<u>\$ 111,500</u>	<u>\$ 111,500</u>	<u>\$ 111,500</u>
<b>Expenditures and Transfers-Out By Source</b>					
Business Improvement Area	115,537	112,623	111,500	111,500	111,500
Total Expenditures and Transfers-Out	<u>\$ 115,537</u>	<u>\$ 112,623</u>	<u>\$ 111,500</u>	<u>\$ 111,500</u>	<u>\$ 111,500</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	115,537	112,623	111,500	111,500	111,500
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	-	-	-	-	-
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>115,537</u>	<u>112,623</u>	<u>111,500</u>	<u>111,500</u>	<u>111,500</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>115,537</u>	<u>112,623</u>	<u>111,500</u>	<u>111,500</u>	<u>111,500</u>
<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	<u>\$ 115,537</u>	<u>\$ 112,623</u>	<u>\$ 111,500</u>	<u>\$ 111,500</u>	<u>\$ 111,500</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

\* These years were reported in the City Clerk/Treasurer's Budget

# City of Whittier

## Subventions and Grants (268)

### OVERVIEW

This fund is used to account for various Federal, State, County and other organizational grants awarded to the City which mandate segregated accounting or have special reporting requirements.

The fund is divided into the following budget codes that are managed by the respective departments:

268-21-950-921	Subventions and Grants – Library
268-22-950-922	Subventions and Grants – Parks
268-23-950-923	Subventions and Grants – Community Services
268-30-950-930	Subventions and Grants – Public Works
268-40-950-940	Subventions and Grants – Police

### KEY GOALS

- Maintain accurate accounting records for all grants received
- Prepare timely financial reports as required by the granting agencies

# City of Whittier

## Subventions and Grants (268)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	597,197	1,341,647	101,564	1,709,670	221,564
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>597,197</u>	<u>1,341,647</u>	<u>101,564</u>	<u>1,709,670</u>	<u>221,564</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 597,197</u>	<u>\$ 1,341,647</u>	<u>\$ 101,564</u>	<u>\$ 1,709,670</u>	<u>\$ 221,564</u>
<b>Expenditures and Transfers-Out By Source</b>					
Subventions and Grants Fund	597,197	1,341,647	101,564	1,709,670	221,564
Total Expenditures and Transfers-Out	<u>\$ 597,197</u>	<u>\$ 1,341,647</u>	<u>\$ 101,564</u>	<u>\$ 1,709,670</u>	<u>\$ 221,564</u>
<b><i>DETAIL</i></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	-	-	-	-	-
Grants	597,197	1,341,647	101,564	1,709,670	221,564
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>597,197</u>	<u>1,341,647</u>	<u>101,564</u>	<u>1,709,670</u>	<u>221,564</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>597,197</u>	<u>1,341,647</u>	<u>101,564</u>	<u>1,709,670</u>	<u>221,564</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>\$ 597,197</u>	<u>\$ 1,341,647</u>	<u>\$ 101,564</u>	<u>\$ 1,709,670</u>	<u>\$ 221,564</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Community Facilities District 1989-1

### OVERVIEW

The City of Whittier formed a Community Facilities District in 1989 to assist in financing public improvements within the Whittier Boulevard Redevelopment Project Area's Whittier Marketplace Project. The formation of the Community Facilities District allowed the City to issue tax-exempt bonds in the gross amount of \$5,095,000 for the Whittier Marketplace, with a maturity date of September 1, 2019. These bonds were refunded in August 1998 for \$5,470,000 with the new bond maturity date of September 1, 2024.

The debt service on the bonds is paid by a special assessment on the property tax bills of property owners within the Community Facilities District boundaries.

### KEY GOALS

- Provide a means of financing public improvements within the district



# City of Whittier

## Community Facilities District 1989-1 (586-25-999-205)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	415,934	416,333	413,570	413,330	413,420
Capital Outlay	-	-	-	-	-
Total Expenditures	415,934	416,333	413,570	413,330	413,420
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	\$ 415,934	\$ 416,333	\$ 413,570	\$ 413,330	\$ 413,420
<b>Expenditures and Transfers-Out By Source</b>					
Community Facilities District 1989-1 Fund	415,934	416,333	413,570	413,330	413,420
Total Expenditures and Transfers-Out	\$ 415,934	\$ 416,333	\$ 413,570	\$ 413,330	\$ 413,420
<b><i>DETAIL</i></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	5,565	4,330	5,820	5,580	5,820
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	-	-	-	-	-
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	5,565	4,330	5,820	5,580	5,820
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	5,565	4,330	5,820	5,580	5,820
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	410,369	412,003	407,750	407,750	407,600
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	410,369	412,003	407,750	407,750	407,600
Total Expenditures and Transfers-Out	\$ 415,934	\$ 416,333	\$ 413,570	\$ 413,330	\$ 413,420
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00

# City of Whittier

## Workers' Compensation

### OVERVIEW

The Administrative Services Department administers a self-insured worker's compensation program in accordance with State worker's compensation law. California statutes guarantee certain benefits to employees who are injured or become ill as a result of their jobs. Benefit levels are set by State statutes.

The City contracts with a third-party administrator, Keenan & Associates, who is responsible for claims management and serves as a liaison between the City, the injured employee and the State worker's compensation system.

An excess worker's compensation insurance policy is maintained for catastrophic claims in excess of the self-insured retention of \$500,000 through a pool-purchased program sponsored by the California State Association of Counties - Excess Insurance Authority (CSAC-EIA). CSAC-EIA is a risk management joint-powers authority formed to provide municipalities with an alternative to the rising costs of insurance in the private sector insurance market.

Other responsibilities of this division include compliance with worker's compensation legislation and OSHA (Occupational Safety and Health Administration) regulations regarding repetitive motion injuries, evaluation of workstations, assist departments with safety or ergonomic concerns, coordination of safety related workshops and training and coordination of the employee safety/accident review committee. The Employee Safety Program strives to protect and conserve resources, in terms of both the employee and City assets, through employee safety awareness and training, as well as identification and elimination of workplace hazards.

### KEY GOALS

- Maintain sufficient operating reserve to provide for administrative and claim payments and outstanding liabilities
- Control rising workers' compensation costs through a comprehensive safety program, including employee training and an aggressive case closure posture
- Reduce total number of calendar days missed from work due to job related injuries thru the implementation of a Return to Work Program
- Manage third party administrator claims processing for efficient and timely claim handling
- Communicate effectively with City departments, third party administrators and claimants
- Coordinate with CSAC-EIA to affect change in legislation regarding workers' compensation, i.e. medical reporting and other workers' compensation programs

### PERFORMANCE MEASURES

<b>Measure</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Projected</b>
Number of Worker's Compensation claims filed	78	66	65	65
Number of calendar days missed from work due to work-related injuries	292	771	2591	2591

# City of Whittier

## Workers' Compensation (720-25-261-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 36,241	\$ 34,173	\$ 58,544	\$ 58,544	\$ 103,134
Maintenance and Operations	1,751,038	2,206,046	2,188,315	2,188,315	2,151,121
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>1,787,279</u>	<u>2,240,219</u>	<u>2,246,859</u>	<u>2,246,859</u>	<u>2,254,255</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 1,787,279</u>	<u>\$ 2,240,219</u>	<u>\$ 2,246,859</u>	<u>\$ 2,246,859</u>	<u>\$ 2,254,255</u>
<b>Expenditures and Transfers-Out By Source</b>					
Workers' Compensation Fund	1,787,279	2,240,219	2,246,859	2,246,859	2,254,255
Total Expenditures and Transfers-Out	<u>\$ 1,787,279</u>	<u>\$ 2,240,219</u>	<u>\$ 2,246,859</u>	<u>\$ 2,246,859</u>	<u>\$ 2,254,255</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 3,044	\$ 968	\$ 21,709	\$ 21,709	\$ 61,709
Employee Benefits	33,197	33,205	36,835	36,835	41,425
Total Employee Services	<u>36,241</u>	<u>34,173</u>	<u>58,544</u>	<u>58,544</u>	<u>103,134</u>
Dues, Memberships, License and Publications	609	390	685	685	685
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	1,480,539	1,932,444	1,884,717	1,884,717	1,844,709
Professional Services	118,989	120,382	143,570	143,570	143,570
Utilities	-	-	-	-	-
Miscellaneous Services	4,000	4,600	4,710	4,710	4,710
Repairs and Maintenance	372	378	530	530	530
Materials and Supplies	3,202	1,306	2,820	2,820	2,820
City Charges	136,976	137,935	140,693	140,693	143,507
Mobile Equipment Rental	-	-	-	-	-
Other	6,351	8,611	10,590	10,590	10,590
Total Maintenance and Operations	<u>1,751,038</u>	<u>2,206,046</u>	<u>2,188,315</u>	<u>2,188,315</u>	<u>2,151,121</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>1,787,279</u>	<u>2,240,219</u>	<u>2,246,859</u>	<u>2,246,859</u>	<u>2,254,255</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>\$ 1,787,279</u>	<u>\$ 2,240,219</u>	<u>\$ 2,246,859</u>	<u>\$ 2,246,859</u>	<u>\$ 2,254,255</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.45	0.45	0.45	0.45	0.45
Total	<u>0.45</u>	<u>0.45</u>	<u>0.45</u>	<u>0.45</u>	<u>0.45</u>

# City of Whittier

## General Liability

### OVERVIEW

The Administrative Services Department administers a self-insured general liability program with a self-insured retention of \$500,000 per occurrence. The City is a member of the California Insurance Pool Authority (CIPA), a joint powers authority of 13 California cities, which provides coverage in excess of the \$500,000 retention to \$43 million per occurrence.

The City contracts with a third-party administrator, Keenan & Associates, to investigate and adjust claims and coordinate defense of property damage and personal injury claims. The City provides information to the third-party administrator to aid in the investigation and authorizes settlements.

The program includes identification of exposures through accident reporting and investigation, defensive driving programs, contract review for proper insurance and indemnification clauses, assistance to defense attorneys in preparation of cases and liability advice to City departments.

### KEY GOALS

- Maintain a sufficient reserve to operate the program and fund claims
- Maintain effective communications between City departments, third party administrators, claimants and CIPA
- Control rising liability costs through a comprehensive safety program, an aggressive case closure position, as well as administering the handling of smaller claims to help control costs
- Monitor third party administrator claims processing for efficient and timely claims handling
- Maintain litigation management program and ensure that all attorneys are in compliance with the program's guidelines
- Participate in CIPA committees to stay informed of new concepts, novelties and other efforts utilized to control costs

### PERFORMANCE MEASURES

Measure	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected
Number of General Liability claims filed	112	93	142	142
Number of vehicle accidents involving City Employees	9	16	8	8

# City of Whittier

## General Liability (730-25-262-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 79,057	\$ 94,777	\$ 98,917	\$ 98,917	\$ 103,505
Maintenance and Operations	1,396,155	1,558,132	1,839,325	1,839,325	1,841,323
Capital Outlay	-	-	-	-	-
Total Expenditures	1,475,212	1,652,909	1,938,242	1,938,242	1,944,828
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 1,475,212</u>	<u>\$ 1,652,909</u>	<u>\$ 1,938,242</u>	<u>\$ 1,938,242</u>	<u>\$ 1,944,828</u>
<b>Expenditures and Transfers-Out By Source</b>					
General Liability Fund	1,475,212	1,652,909	1,938,242	1,938,242	1,944,828
Total Expenditures and Transfers-Out	<u>\$ 1,475,212</u>	<u>\$ 1,652,909</u>	<u>\$ 1,938,242</u>	<u>\$ 1,938,242</u>	<u>\$ 1,944,828</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 4,482	\$ 18,221	\$ 17,231	\$ 17,231	\$ 17,231
Employee Benefits	74,575	76,556	81,686	81,686	86,274
Total Employee Services	79,057	94,777	98,917	98,917	103,505
Dues, Memberships, License and Publications	-	-	470	470	470
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	1,289,463	1,446,586	1,700,672	1,700,672	1,700,672
Professional Services	-	1,118	22,484	22,484	22,484
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	1,510	1,510	1,510
Repairs and Maintenance	372	378	530	530	530
Materials and Supplies	714	1,576	1,745	1,745	1,745
City Charges	105,541	106,280	108,406	108,406	110,574
Mobile Equipment Rental	-	1,938	2,238	2,238	2,068
Other	65	256	1,270	1,270	1,270
Total Maintenance and Operations	1,396,155	1,558,132	1,839,325	1,839,325	1,841,323
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>1,475,212</u>	<u>1,652,909</u>	<u>1,938,242</u>	<u>1,938,242</u>	<u>1,944,828</u>
<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	<u>\$ 1,475,212</u>	<u>\$ 1,652,909</u>	<u>\$ 1,938,242</u>	<u>\$ 1,938,242</u>	<u>\$ 1,944,828</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.40	0.40	0.40	0.40	0.40
Total	<u>0.40</u>	<u>0.40</u>	<u>0.40</u>	<u>0.40</u>	<u>0.40</u>

# City of Whittier

## Equipment Replacement

### OVERVIEW

The Equipment Replacement Fund is the cost center used to account for the operations, maintenance, and replacement of major equipment (e.g. copiers, mobile radios, computer system, phone system, etc). The acquisition of new equipment in excess of \$20,000 is budgeted in the Capital Outlay General Fund (635), while new equipment costing less than \$20,000 is budgeted in the respective budget code of each department.

In addition, beginning in Fiscal Year 1995-96, a reserve for major equipment was established with contributions from the Capital Outlay General Fund. The fund is used as a sinking fund for major equipment replacement. The Five-Year Capital Improvement Summary provides a listing of equipment and the amount of funding approved for the current fiscal year, if any, and includes estimated funding requirements for the next five-year period.

### KEY GOALS

- Maintain and reserve funds for equipment replacement
- Provide for future equipment replacements when needed

### Performance Measures

<b>Measure</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Projected</b>	<b>FY 2017-18 Projected</b>
Reserve fund balance for equipment replacement	\$1,004,764	\$1,171,285	\$1,052,601	\$707,904

# City of Whittier

## Equipment Replacement (770)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	101,773	109,429	65,000	65,000	65,000
Capital Outlay	18,446	207,347	133,200	432,965	2,147,550
Total Expenditures	120,219	316,776	198,200	497,965	2,212,550
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	\$ 120,219	\$ 316,776	\$ 198,200	\$ 497,965	\$ 2,212,550
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	120,219	316,776	198,200	497,965	2,212,550
Total Expenditures and Transfers-Out	\$ 120,219	\$ 316,776	\$ 198,200	\$ 497,965	\$ 2,212,550
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	-	-	-	-	-
Total Employee Services	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	-	-	-	-	-
Professional Services	-	-	-	-	-
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	101,773	98,029	65,000	65,000	65,000
Materials and Supplies	-	-	-	-	-
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	101,773	98,029	65,000	65,000	65,000
Capital Outlay	18,446	207,347	120,000	419,765	120,000
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	120,219	305,376	185,000	484,765	185,000
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	11,400	-	-	-
Capital Outlay	-	-	13,200	13,200	2,027,550
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	-	11,400	13,200	13,200	2,027,550
Total Expenditures and Transfers-Out	\$ 120,219	\$ 316,776	\$ 198,200	\$ 497,965	\$ 2,212,550
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00

# City of Whittier

## Group Health Insurance

### OVERVIEW

The Group Health Insurance Fund is comprised of the City's contribution toward the cost of group health and life insurance plans, employee payroll premium deductions, retiree premium payments, payments by former employees for continued health insurance coverage pursuant to the Consolidated Omnibus Budget Reconciliation Act (COBRA) and the costs to administer the City's health insurance programs.

The Administrative Services Department coordinates the Employee Health Benefits Advisory Committee and prepares insurance information for employees, retirees and former employees under COBRA. They coordinate the annual insurance and Flex-Rap (IRC 125) open enrollment process and the Employee Health Promotion program. The division manages the day-to-day administration of the City's group insurance plans, including Health Insurance Portability and Accountability Act (HIPAA) medical privacy compliance.

Various City departmental budgets are charged for the portion of the health insurance premiums paid by the City, Flex-RAP administration and Employee Assistance Program (EAP). Administrative charges for COBRA participants and interest earnings are designated to fund the health insurance program's administrative costs, as well as changes in employee enrollment.

### KEY GOALS

- Coordinate the Employee Health Promotion program to mitigate group medical insurance claims and corresponding premium increases, increase employee productivity, reduce lost time, enhance employee morale and self-esteem
- Effectively manage the annual insurance renewal process, day-to-day administration of the group insurance and related programs
- Monitor compliance with Federal regulations such as COBRA, State and Federal Family and Medical Leave Acts and HIPAA

### PERFORMANCE MEASURES

<b>Measure</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Projected</b>
Loss claim ratio (PPO plans only)	76.19	80.61	59.79	59.79
Number of employees on PPO	139	132	121	121
Number of employees on HMO	137	126	122	122



# City of Whittier

## Group Health Insurance (780-25-173-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 10,534	\$ 11,411	\$ 9,774	\$ 9,774	\$ 9,774
Maintenance and Operations	5,174,729	5,158,435	6,049,062	6,074,000	6,089,464
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>5,185,263</u>	<u>5,169,846</u>	<u>6,058,836</u>	<u>6,083,774</u>	<u>6,099,238</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 5,185,263</u>	<u>\$ 5,169,846</u>	<u>\$ 6,058,836</u>	<u>\$ 6,083,774</u>	<u>\$ 6,099,238</u>
<b>Expenditures and Transfers-Out By Source</b>					
Group Health Insurance Fund	5,185,263	5,169,846	6,058,836	6,083,774	6,099,238
Total Expenditures and Transfers-Out	<u>\$ 5,185,263</u>	<u>\$ 5,169,846</u>	<u>\$ 6,058,836</u>	<u>\$ 6,083,774</u>	<u>\$ 6,099,238</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	10,534	11,411	9,774	9,774	9,774
Total Employee Services	<u>10,534</u>	<u>11,411</u>	<u>9,774</u>	<u>9,774</u>	<u>9,774</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	5,147,876	5,130,180	6,015,776	6,040,714	6,055,735
Professional Services	5,277	6,531	10,762	10,762	10,762
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	8	5	270	270	270
City Charges	21,568	21,719	22,154	22,154	22,597
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	100	100	100
Total Maintenance and Operations	<u>5,174,729</u>	<u>5,158,435</u>	<u>6,049,062</u>	<u>6,074,000</u>	<u>6,089,464</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>5,185,263</u>	<u>5,169,846</u>	<u>6,058,836</u>	<u>6,083,774</u>	<u>6,099,238</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>\$ 5,185,263</u>	<u>\$ 5,169,846</u>	<u>\$ 6,058,836</u>	<u>\$ 6,083,774</u>	<u>\$ 6,099,238</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>



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**City of Whittier**

*Public Works*

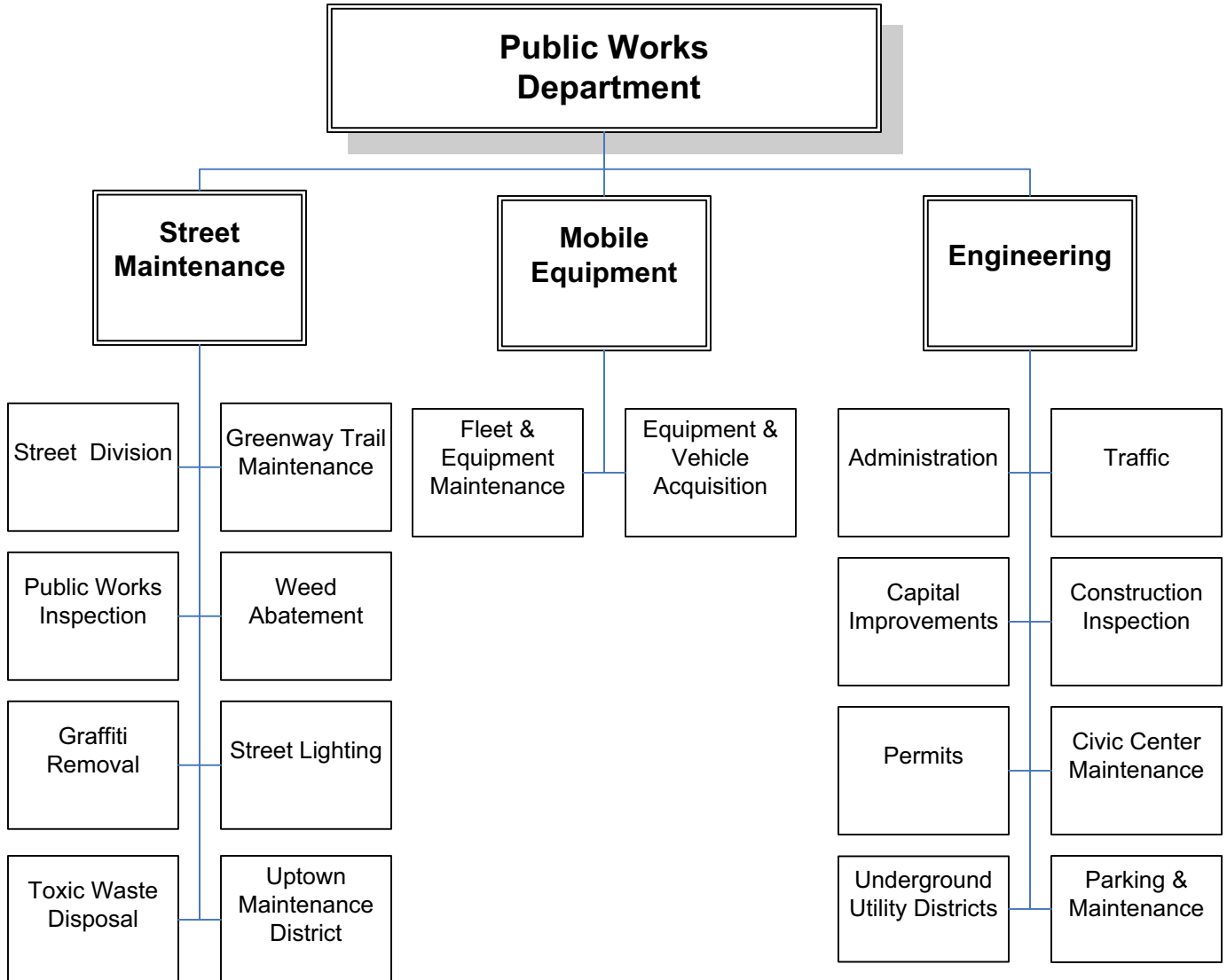
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- *Civic Center Maintenance*
- *Street Lighting*
- *Street Sweeping*
- *Street Maintenance*
- *Traffic Signals*
- *Greenway Trail Maintenance*
- *Graffiti Removal*
- *Engineering*
- *Weed Control*
- *Street Lighting Assessment District 1-91*
- *Gas Tax A (2107)*
- *Proposition 1B Bond Funds*
- *Traffic Congestion Relief*
- *Traffic Safety*
- *Gas Tax B (2106)*
- *Gas Tax 2105*
- *Uptown Parking District No. 1*
- *Uptown Parking District No. 2*
- *Uptown Village Maintenance District*
- *Mobile Equipment*
- *Mobile Equipment Replacement*
- *Measure M*
- *Road Rehabilitation*



# Public Works

## Organization Chart

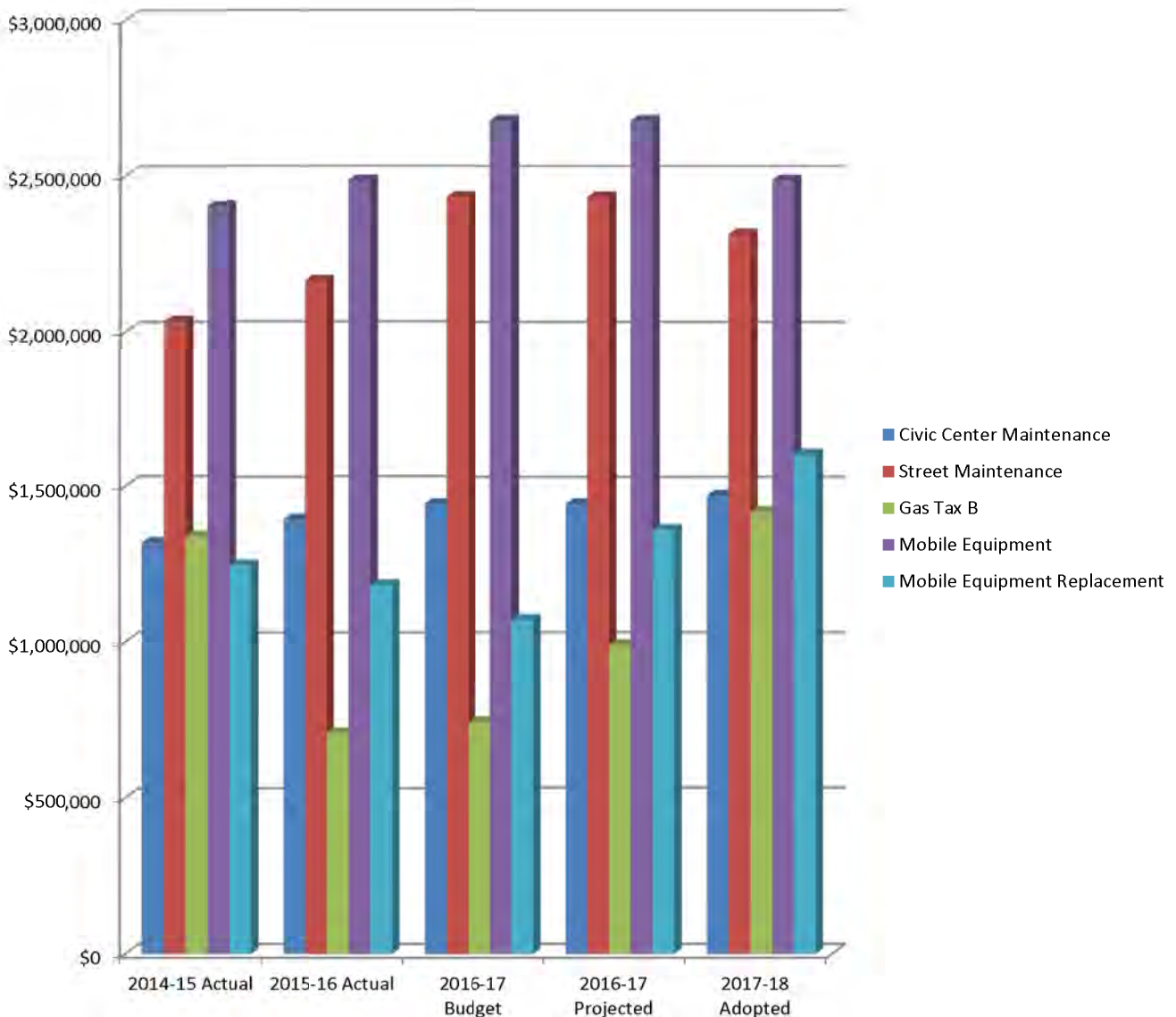




# City of Whittier

## Public Works Department

Division/Cost Center	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
Civic Center Maintenance	\$ 1,318,605	\$ 1,395,054	\$ 1,445,024	\$ 1,445,024	\$ 1,471,207
Street Maintenance	2,033,776	2,161,829	2,430,923	2,430,923	2,311,554
Gas Tax B	1,338,056	708,726	740,952	991,672	1,418,652
Mobile Equipment	2,402,916	2,484,813	2,676,497	2,676,497	2,485,669
Mobile Equipment Replacement	1,247,511	1,184,782	1,073,000	1,361,958	1,604,000



# City of Whittier

## Civic Center Maintenance

### OVERVIEW

The Civic Center Maintenance Division under the Public Works Department is responsible for maintaining all City buildings in the Civic Center Complex and both libraries (Central and Whittwood Branch), including the Special Activities Building at the southeast corner of Washington Avenue and Walnut Street and the Friends of the Whittier Public Library used book store facility at Bailey Street and Comstock Avenue. Division responsibilities include the daily up-keep and repair of all structural and non-structural building components.

The Division administers the contracts for major and specialty work performed by contractors. These contracts include on-going janitorial services, pest control, HVAC, elevator maintenance and facility or equipment improvements.



### KEY GOALS

- Maintain all equipment and facilities within the purview of the division at optimum operational levels through performance of regular and timely maintenance
- Minimize the frequency and duration of service disruptions attributed to equipment failures
- Maximize allocated resources through effective and thorough procurement of the services that are performed by contract labor or outside vendors
- Continuously update and review maintenance related procedures in order to achieve maximum benefits from the efforts of Division staff
- Continuously seek energy efficient operation options to reduce operation expenses and achieve overall energy savings within the Civic Center Maintenance system
- Continue with the facility upgrade programs to comply with the American Disability Act (ADA) requirements
- Provide technical assistance to other City departments on office remodeling and refurbishment work

### PERFORMANCE MEASURES

Measure	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected
Service calls	1,950	2,800	2,777	2,900



# City of Whittier

## Civic Center Maintenance (100-30-142-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 247,311	\$ 293,624	\$ 281,534	\$ 281,534	\$ 301,958
Maintenance and Operations	1,071,294	1,101,430	1,163,490	1,163,490	1,169,249
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>1,318,605</u>	<u>1,395,054</u>	<u>1,445,024</u>	<u>1,445,024</u>	<u>1,471,207</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 1,318,605</u>	<u>\$ 1,395,054</u>	<u>\$ 1,445,024</u>	<u>\$ 1,445,024</u>	<u>\$ 1,471,207</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
General Fund	1,318,605	1,395,054	1,445,024	1,445,024	1,471,207
Total Expenditures and Transfers-Out	<u>\$ 1,318,605</u>	<u>\$ 1,395,054</u>	<u>\$ 1,445,024</u>	<u>\$ 1,445,024</u>	<u>\$ 1,471,207</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 181,987	\$ 215,911	\$ 206,986	\$ 206,986	\$ 205,959
Employee Benefits	65,324	77,713	74,548	74,548	95,999
Total Employee Services	<u>247,311</u>	<u>293,624</u>	<u>281,534</u>	<u>281,534</u>	<u>301,958</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	120	120	120
Taxes and Assessments	-	-	-	-	-
Insurance	2,667	2,678	2,581	2,581	2,638
Professional Services	-	-	-	-	-
Utilities	631,715	580,522	671,065	671,065	671,065
Miscellaneous Services	101,434	106,979	143,961	143,961	151,711
Repairs and Maintenance	274,992	353,564	276,209	276,209	276,449
Materials and Supplies	49,694	45,070	59,727	59,727	59,523
City Charges	-	-	-	-	-
Mobile Equipment Rental	10,757	11,566	9,727	9,727	7,643
Other	35	1,051	100	100	100
Total Maintenance and Operations	<u>1,071,294</u>	<u>1,101,430</u>	<u>1,163,490</u>	<u>1,163,490</u>	<u>1,169,249</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>1,318,605</u>	<u>1,395,054</u>	<u>1,445,024</u>	<u>1,445,024</u>	<u>1,471,207</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>\$ 1,318,605</u>	<u>\$ 1,395,054</u>	<u>\$ 1,445,024</u>	<u>\$ 1,445,024</u>	<u>\$ 1,471,207</u>
<b>Full Time Positions</b>	3.00	3.00	3.00	3.00	3.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

# City of Whittier

## Street Lighting

### OVERVIEW

The Street Lighting Division of the Public Works Department is responsible for maintaining approximately 2,244 of the City's streetlights in proper working condition. This includes replacement lighting and new installations in conjunction with new development, replacement of knocked down light poles and maintenance of lighting in parks and recreational areas. In addition, this division handles all emergency repair work.

The division staff coordinates the maintenance effort with the Southern California Edison Company to ensure the other 2,060 Edison-owned lights are also maintained properly throughout the City.

### KEY GOALS

- Improve the appearance of the City through the illumination of City streets
- Enhance public safety by proper illumination
- Enhance evening visibility of City's business districts
- Provide the most energy efficient and effective lighting system using new technologies such as LED fixtures
- Conversion of old 6,600 volt series lighting circuits to new 120/240 volt multiple circuits



### PERFORMANCE MEASURES

Measure	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected
Light poles replaced from knockdowns	13	5	7	7
LED light conversions*	24	14	1650	15
New lights**	0	0	54	34

\*retrofit of existing lights (not signals, but overhead safety lights included in performance)

\*\*new light construction uses LED technology (does not include traffic signal heads)

# City of Whittier

## Street Lighting (100-30-321-801)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 78,177	\$ 97,129	\$ 65,711	\$ 65,711	\$ 65,711
Maintenance and Operations	421,772	450,128	405,897	405,897	405,879
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>499,949</u>	<u>547,257</u>	<u>471,608</u>	<u>471,608</u>	<u>471,590</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 499,949</u>	<u>\$ 547,257</u>	<u>\$ 471,608</u>	<u>\$ 471,608</u>	<u>\$ 471,590</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
General Fund	499,949	547,257	471,608	471,608	471,590
Total Expenditures and Transfers-Out	<u>\$ 499,949</u>	<u>\$ 547,257</u>	<u>\$ 471,608</u>	<u>\$ 471,608</u>	<u>\$ 471,590</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 2,943	\$ 2,584	\$ 6,202	\$ 6,202	\$ 6,202
Employee Benefits	75,234	94,545	59,509	59,509	59,509
Total Employee Services	<u>78,177</u>	<u>97,129</u>	<u>65,711</u>	<u>65,711</u>	<u>65,711</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	436	436	413	413	395
Professional Services	-	-	-	-	-
Utilities	386,399	404,632	383,063	383,063	383,063
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	14,879	25,144	1,971	1,971	1,971
Materials and Supplies	20,058	19,916	20,250	20,250	20,250
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	200	200	200
Total Maintenance and Operations	<u>421,772</u>	<u>450,128</u>	<u>405,897</u>	<u>405,897</u>	<u>405,879</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>499,949</u>	<u>547,257</u>	<u>471,608</u>	<u>471,608</u>	<u>471,590</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>\$ 499,949</u>	<u>\$ 547,257</u>	<u>\$ 471,608</u>	<u>\$ 471,608</u>	<u>\$ 471,590</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Street Sweeping

### OVERVIEW

The Street Cleaning Program under the Public Works Department is responsible for the sweeping, cleaning and disposal of leaves, litter and debris from Whittier roadways, streets, freeway frontages, alleys, business districts and bus stops.

Street sweeping is conducted regularly to prevent standing water which promotes the growth of algae and increases the presence of flies, mosquitoes and other pests. Street sweeping also eliminates unpleasant or offensive odors.



Whittier Boulevard, a state-owned highway, is part of the City's sweeping route. The City is reimbursed from CALTRANS for sweeping expenses based on the actual cost per mile for the previous year.

Streets within the City are swept bi-weekly, except for the Uptown Maintenance District area, which is swept four times a week. The street maintenance crew operates two (2) vacuum-type street sweepers on a regular basis. An additional street sweeper is available for emergency purposes or in case one of the regular sweepers is in for service or repairs.



### KEY GOALS

- Provide for the continued maintenance of City roadways in order to maintain a safe environment for City residents
- Reduce leaves, trash and debris from entering the storm drain system as mandated by the National Pollutant Discharge Elimination System (NPDES) permit program

# City of Whittier

## Street Sweeping (100-30-321-802)

	2014-15*	2015-16*	2016-17	2016-17	2017-18
	Actual	Actual	Budget	Projected	Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 144,175	\$ 149,568	\$ 137,156	\$ 147,309	\$ 177,171
Maintenance and Operations	268,321	287,166	274,316	274,316	170,854
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>412,496</u>	<u>436,734</u>	<u>411,472</u>	<u>421,625</u>	<u>348,025</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 412,496</u>	<u>\$ 436,734</u>	<u>\$ 411,472</u>	<u>\$ 421,625</u>	<u>\$ 348,025</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
General Fund	412,496	436,734	411,472	421,625	348,025
Total Expenditures and Transfers-Out	<u>\$ 412,496</u>	<u>\$ 436,734</u>	<u>\$ 411,472</u>	<u>\$ 421,625</u>	<u>\$ 348,025</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 118,031	\$ 122,767	110,726	\$ 120,879	\$ 113,494
Employee Benefits	26,144	26,801	26,430	26,430	63,677
Total Employee Services	<u>144,175</u>	<u>149,568</u>	<u>137,156</u>	<u>147,309</u>	<u>177,171</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	4,812	5,310	4,625	4,625	2,571
Professional Services	-	-	-	-	-
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	7,643	6,961	7,000	7,000	7,000
City Charges	-	-	-	-	-
Mobile Equipment Rental	255,866	274,895	262,691	262,691	161,283
Other	-	-	-	-	-
Total Maintenance and Operations	<u>268,321</u>	<u>287,166</u>	<u>274,316</u>	<u>274,316</u>	<u>170,854</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>412,496</u>	<u>436,734</u>	<u>411,472</u>	<u>421,625</u>	<u>348,025</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>\$ 412,496</u>	<u>\$ 436,734</u>	<u>\$ 411,472</u>	<u>\$ 421,625</u>	<u>\$ 348,025</u>
<b>Full Time Positions</b>	0.00	0.00	2.00	2.00	2.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

\* These years were reported in the Solid Waste Street Sweeping's Budget

# City of Whittier

## Street Maintenance

### OVERVIEW

The Street Maintenance Division of the Public Works Department maintains approximately 195 miles of streets to ensure safe conditions for pedestrians and vehicular traffic. Maintenance includes basic repairs on damaged pavement and sidewalks to help deter further damage. This extends the useful life of existing pavement, thereby reducing the high cost of future reconstruction. This Division is also responsible for traffic sign maintenance, special event street closures, and responding to a variety of street related emergencies involving removal of any hazards and/or debris that might obstruct free access to City streets.



The Street Maintenance Division is funded by the General Fund, Gas Tax A and B Funds and the Traffic Safety Fund.

### KEY GOALS

- Provide for the continued maintenance of City roadways and street signs in order to maintain a safe environment for City residents
- Comply with new federal retro reflectivity laws for street name signage
- Regularly update and/or adjust the City's pavement management system to reflect actual capital improvement activity and available resources



### PERFORMANCE MEASURES

Measure	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected
Traffic Signs replaced/added	461	451	360	400
Street name signs replaced	434	512	210	400
Tons of asphalt used for repairs	803	464	866	800
Cubic yards of concrete used	221	200	225	250

# City of Whittier

## Street Maintenance (100-30-321-803)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 1,242,966	\$ 1,245,805	\$ 1,435,800	\$ 1,435,800	\$ 1,461,002
Maintenance and Operations	790,810	916,024	995,123	995,123	850,552
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>2,033,776</u>	<u>2,161,829</u>	<u>2,430,923</u>	<u>2,430,923</u>	<u>2,311,554</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 2,033,776</u>	<u>\$ 2,161,829</u>	<u>\$ 2,430,923</u>	<u>\$ 2,430,923</u>	<u>\$ 2,311,554</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
Gas Tax A Fund (261)	604,500	650,000	650,000	650,000	650,000
Traffic Safety (264)	350,000	350,000	350,000	350,000	350,000
Gas Tax B Fund (265)	434,045	434,045	434,045	434,045	434,045
General Fund	645,231	727,784	996,878	996,878	877,509
Total Expenditures and Transfers-Out	<u>\$ 2,033,776</u>	<u>\$ 2,161,829</u>	<u>\$ 2,430,923</u>	<u>\$ 2,430,923</u>	<u>\$ 2,311,554</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	891,814	924,355	1,106,422	1,106,422	1,085,281
Employee Benefits	351,152	321,450	329,378	329,378	375,721
Total Employee Services	<u>1,242,966</u>	<u>1,245,805</u>	<u>1,435,800</u>	<u>1,435,800</u>	<u>1,461,002</u>
Dues, Memberships, License and Publications	442	173	562	562	562
Rentals	34,957	34,957	41,957	41,957	41,957
Taxes and Assessments	-	-	-	-	-
Insurance	300,387	394,036	340,214	340,214	266,380
Professional Services	-	9,245	-	-	-
Utilities	1,509	1,361	960	960	960
Miscellaneous Services	25	1,295	400	400	400
Repairs and Maintenance	11,650	2,974	48,862	48,862	48,862
Materials and Supplies	133,402	127,744	287,312	287,312	287,312
City Charges	-	-	-	-	-
Mobile Equipment Rental	308,167	344,169	274,406	274,406	203,669
Other	271	70	450	450	450
Total Maintenance and Operations	<u>790,810</u>	<u>916,024</u>	<u>995,123</u>	<u>995,123</u>	<u>850,552</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>2,033,776</u>	<u>2,161,829</u>	<u>2,430,923</u>	<u>2,430,923</u>	<u>2,311,554</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>\$ 2,033,776</u>	<u>\$ 2,161,829</u>	<u>\$ 2,430,923</u>	<u>\$ 2,430,923</u>	<u>\$ 2,311,554</u>
<b>Full Time Positions</b>	16.00	16.00	16.00	16.00	16.00
<b>Part Time Positions (Full Time Equivalent)</b>	2.60	2.60	2.60	2.60	2.60
Total	<u>18.60</u>	<u>18.60</u>	<u>18.60</u>	<u>18.60</u>	<u>18.60</u>

# City of Whittier

## Traffic Signals

### OVERVIEW



The Traffic Signal Division has a staff of three (3) employees under the supervision of the Engineering Department. The Division has the responsibility for providing all necessary maintenance to the traffic signals owned by the City, 100 in all, five flashing beacons and seven lighted crosswalks. In addition, the Division staff also manages, operates and maintains all speed radar feed-back signs, in-pavement crosswalk light systems and flash-yellow warning light systems.

The Division is also responsible for maintaining the signals owned by the County of Los Angeles (6) and the State of

California (26) on a cost shared basis with those two entities.

The Traffic Signal Division provides electrical repair service to all other City departments. As part of an ongoing modernization program the Division replaces aged, mechanical signal controllers with modern, solid state models to improve the reliability of the signals. In addition, the Division is continuing another ongoing modernization program to replace safety lights as signals with new more efficient energy saving LED luminaires.

### KEY GOALS

- Provide for orderly and efficient movement of pedestrian and vehicular traffic through the City



### PERFORMANCE MEASURES

Measure	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected
Traffic Signals repaired			20	20
Traffic Signal Cabinet upgrades				3



# City of Whittier

## Traffic Signals (100-30-321-804)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 201,300	\$ 209,590	\$ 225,101	\$ 225,101	\$ 239,638
Maintenance and Operations	218,032	181,680	214,599	214,599	205,560
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>419,332</u>	<u>391,270</u>	<u>439,700</u>	<u>439,700</u>	<u>445,198</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 419,332</u>	<u>\$ 391,270</u>	<u>\$ 439,700</u>	<u>\$ 439,700</u>	<u>\$ 445,198</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
General Fund	419,332	391,270	439,700	439,700	445,198
Total Expenditures and Transfers-Out	<u>\$ 419,332</u>	<u>\$ 391,270</u>	<u>\$ 439,700</u>	<u>\$ 439,700</u>	<u>\$ 445,198</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 230,211	\$ 241,270	\$ 234,035	\$ 234,035	\$ 230,005
Employee Benefits	(28,911)	(31,680)	(8,934)	(8,934)	9,633
Total Employee Services	<u>201,300</u>	<u>209,590</u>	<u>225,101</u>	<u>225,101</u>	<u>239,638</u>
Dues, Memberships, License and Publications	-	-	115	115	115
Rentals	3,313	3,313	3,383	3,383	3,383
Taxes and Assessments	-	-	-	-	-
Insurance	11,215	12,217	2,554	2,554	2,775
Professional Services	-	-	-	-	-
Utilities	134,247	109,764	120,585	120,585	120,585
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	5,458	(8,454)	12,080	12,080	12,080
Materials and Supplies	7,933	7,896	9,014	9,014	9,014
City Charges	-	-	-	-	-
Mobile Equipment Rental	55,866	56,944	66,808	66,808	57,548
Other	-	-	60	60	60
Total Maintenance and Operations	<u>218,032</u>	<u>181,680</u>	<u>214,599</u>	<u>214,599</u>	<u>205,560</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>419,332</u>	<u>391,270</u>	<u>439,700</u>	<u>439,700</u>	<u>445,198</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>\$ 419,332</u>	<u>\$ 391,270</u>	<u>\$ 439,700</u>	<u>\$ 439,700</u>	<u>\$ 445,198</u>
<b>Full Time Positions</b>	3.00	3.00	3.00	3.00	3.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

# City of Whittier

## Greenway Trail Maintenance

### OVERVIEW

The City of Whittier purchased 4.5 miles of abandoned railroad right-of-way from Mills to Pioneer in December 2001, for development into a bicycle and pedestrian trail. The Street Division of Public Works is responsible for the asphalt bike trail maintenance as well as the decomposed granite walking trail and graffiti abatement.

### KEY GOALS

- Provide for the continued maintenance of the asphalt bike trail in order to assure a safe environment for users
- Provide for the continued maintenance of the decomposed granite walking trail in order to assure a safe environment for users
- Continue to provide graffiti abatement 7 days a week in order to maintain the Greenway Trail free of graffiti.
- Provide for the continued maintenance of the cable fencing and wood bollards.
- Provide for the continued maintenance of regulatory, warning, and informational signs.



# City of Whittier

## Greenway Trail Maintenance (100-30-321-805)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 55,806	\$ 82,225	\$ 79,300	\$ 79,300	\$ 79,300
Maintenance and Operations	4,393	19,750	33,000	33,000	33,000
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>60,199</u>	<u>101,975</u>	<u>112,300</u>	<u>112,300</u>	<u>112,300</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 60,199</u>	<u>\$ 101,975</u>	<u>\$ 112,300</u>	<u>\$ 112,300</u>	<u>\$ 112,300</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
General Fund	60,199	101,975	112,300	112,300	112,300
Total Expenditures and Transfers-Out	<u>\$ 60,199</u>	<u>\$ 101,975</u>	<u>\$ 112,300</u>	<u>\$ 112,300</u>	<u>\$ 112,300</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 4,447	\$ 5,903	\$ 2,500	\$ 2,500	\$ 2,500
Employee Benefits	51,359	76,322	76,800	76,800	76,800
Total Employee Services	<u>55,806</u>	<u>82,225</u>	<u>79,300</u>	<u>79,300</u>	<u>79,300</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	1,000	1,000	1,000
Taxes and Assessments	-	-	-	-	-
Insurance	-	-	-	-	-
Professional Services	-	-	-	-	-
Utilities	-	-	500	500	500
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	3,891	18,731	26,000	26,000	26,000
Materials and Supplies	502	1,019	5,500	5,500	5,500
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>4,393</u>	<u>19,750</u>	<u>33,000</u>	<u>33,000</u>	<u>33,000</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>60,199</u>	<u>101,975</u>	<u>112,300</u>	<u>112,300</u>	<u>112,300</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>\$ 60,199</u>	<u>\$ 101,975</u>	<u>\$ 112,300</u>	<u>\$ 112,300</u>	<u>\$ 112,300</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Graffiti Removal

### OVERVIEW

The Street Maintenance Division personnel under the Public Works Department handle the Graffiti Removal Program. The program provides for graffiti removal throughout the City using several processes involving chemical treatments, water blasting, and painting over the graffiti.

The Graffiti Removal program is primarily funded by the General Fund, with a portion of the program paid for by HUD Grant funds. In February 1993, the City Council adopted a Graffiti Ordinance and Resolution establishing a \$500 Graffiti Reward Program. The reward is given to any person who provides information leading to the apprehension of graffiti vandals.

Additionally, graffiti removal is an important factor contributing to containment of gang activity within City boundaries.

### KEY GOALS

- Plan and coordinate the removal of graffiti from the exterior of private and commercial buildings within the City of Whittier
- Establish and maintain effective working relationships with business and public contacts
- Respond to City residents on graffiti complaints

### PERFORMANCE MEASURES

<b>Measure</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Projected</b>
Number of graffiti removals	12,596	11,929	12,798	12,000
Graffiti complaints	3,530	2,215	4,932	2,000
Graffiti rewards awarded	3	5	5	5

# City of Whittier

## Graffiti Removal (100-30-321-810)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 181,366	\$ 172,828	\$ 251,589	\$ 251,589	\$ 260,936
Maintenance and Operations	133,273	77,265	145,943	145,943	142,995
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>314,639</u>	<u>250,093</u>	<u>397,532</u>	<u>397,532</u>	<u>403,931</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 314,639</u>	<u>\$ 250,093</u>	<u>\$ 397,532</u>	<u>\$ 397,532</u>	<u>\$ 403,931</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
HUD Grant Fund	54,847	54,847	53,199	53,199	53,199
General Fund	259,792	195,246	344,333	344,333	350,732
Total Expenditures and Transfers-Out	<u>\$ 314,639</u>	<u>\$ 250,093</u>	<u>\$ 397,532</u>	<u>\$ 397,532</u>	<u>\$ 403,931</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 114,977	\$ 103,910	\$ 144,083	\$ 144,083	\$ 146,907
Employee Benefits	66,389	68,918	107,506	107,506	114,029
Total Employee Services	<u>181,366</u>	<u>172,828</u>	<u>251,589</u>	<u>251,589</u>	<u>260,936</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	200	200	200
Taxes and Assessments	-	-	-	-	-
Insurance	2,460	2,152	2,295	2,295	2,418
Professional Services	46,500	16,500	33,000	33,000	33,000
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	488	8	1,000	1,000	1,000
Materials and Supplies	34,772	27,349	70,804	70,804	70,804
City Charges	-	-	-	-	-
Mobile Equipment Rental	49,053	31,256	38,644	38,644	35,573
Other	-	-	-	-	-
Total Maintenance and Operations	<u>133,273</u>	<u>77,265</u>	<u>145,943</u>	<u>145,943</u>	<u>142,995</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>314,639</u>	<u>250,093</u>	<u>397,532</u>	<u>397,532</u>	<u>403,931</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>\$ 314,639</u>	<u>\$ 250,093</u>	<u>\$ 397,532</u>	<u>\$ 397,532</u>	<u>\$ 403,931</u>
<b>Full Time Positions</b>	3.00	3.00	3.00	3.00	3.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

# City of Whittier

## Engineering

### OVERVIEW

The Engineering Division of the Public Works Department provides technical support to improve and maintain City infrastructure and facilities. These services include project development, survey, design, inspection, contract administration, review and inspect private subdivision maps, prepare conditions of approval, assessment districts, sewer assessments, supervise grading permits and prepare the plans, specifications and estimates for Public Works capital improvement projects. The Division handles right-of-way acquisitions, demolition contracts and provides property management services for the City. Division staff provides traffic-engineering services and coordinates with the City's Parking and Transportation Commission, Transit Division and Accessibility Committee on traffic and transportation management issues.



The Division also provides administrative and maintenance support to the City-owned parking structure, parking lots, Assessment Districts and Preferential Parking Districts as well as coordinating, approving and issuing Block Party Permits, Filming Permits, Parade Permits and Special Event Permits.

### KEY GOALS

- Provide engineering services in the area of land development.
- Provide technical records support to City departments and the public.
- Provide design support and contract administration for Capital Projects for sewer, water, storm drain, landfill, City facilities, parks and street projects.
- Manage Grant funding and coordination with Federal and State agencies.
- Coordinate work with external clients such as SCE, the Gas Company, other utility agencies, developers and the County of Los Angeles



### PERFORMANCE MEASURES

Measure	2015 Actual	2016 Actual	2017 Actual	2018 Projected
Grading Plans approved for projects	11	18	8	12
Excavation Permits Issued	540	708	275	500
Number of Capital Projects Administered	13	32	18	18
Preferential Parking Districts One Day Parking Permits Issued	6,792	11,046	3,382	13,000
Transportation Permits Issued	115	215	113	120

# City of Whittier

## Engineering (100-30-332-000/808)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 235,406	\$ 272,649	\$ 244,003	\$ 245,264	\$ 325,644
Maintenance and Operations	124,263	213,980	95,863	138,699	100,299
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>359,669</u>	<u>486,629</u>	<u>339,866</u>	<u>383,963</u>	<u>425,943</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 359,669</u>	<u>\$ 486,629</u>	<u>\$ 339,866</u>	<u>\$ 383,963</u>	<u>\$ 425,943</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
State Engineering Fund	7,500	7,500	7,500	7,500	7,500
General Fund	352,169	479,129	332,366	376,463	418,443
Total Expenditures and Transfers-Out	<u>\$ 359,669</u>	<u>\$ 486,629</u>	<u>\$ 339,866</u>	<u>\$ 383,963</u>	<u>\$ 425,943</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 595,160	\$ 625,326	\$ 685,988	\$ 685,988	\$ 694,854
Employee Benefits	(359,754)	(352,677)	(441,985)	(440,724)	(369,210)
Total Employee Services	<u>235,406</u>	<u>272,649</u>	<u>244,003</u>	<u>245,264</u>	<u>325,644</u>
Dues, Memberships, License and Publications	2,118	3,710	2,636	2,636	2,701
Rentals	-	-	150	150	150
Taxes and Assessments	-	-	-	-	-
Insurance	45,284	79,344	63,752	63,752	63,957
Professional Services	2,142	18,281	-	3,276	-
Utilities	-	-	-	-	-
Miscellaneous Services	1,376	-	2,000	2,000	2,000
Repairs and Maintenance	161	609	970	970	970
Materials and Supplies	15,834	19,452	14,153	19,153	19,153
City Charges	-	-	-	-	-
Mobile Equipment Rental	7,398	5,916	3,467	3,467	2,033
Other	5,510	4,162	8,735	8,735	9,335
Total Maintenance and Operations	<u>79,823</u>	<u>131,474</u>	<u>95,863</u>	<u>104,139</u>	<u>100,299</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>315,229</u>	<u>404,123</u>	<u>339,866</u>	<u>349,403</u>	<u>425,943</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	44,440	82,506	-	34,560	-
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	<u>44,440</u>	<u>82,506</u>	<u>-</u>	<u>34,560</u>	<u>-</u>
Total Expenditures and Transfers-Out	<u>\$ 359,669</u>	<u>\$ 486,629</u>	<u>\$ 339,866</u>	<u>\$ 383,963</u>	<u>\$ 425,943</u>
<b>Full Time Positions</b>	6.00	6.00	6.00	6.00	6.00
<b>Part Time Positions (Full Time Equivalent)</b>	1.60	1.60	1.60	1.60	1.60
Total	<u>7.60</u>	<u>7.60</u>	<u>7.60</u>	<u>7.60</u>	<u>7.60</u>

# City of Whittier

## Weed Control

### OVERVIEW

The Weed Control program in the Public Works Department is responsible for clearing weeds on property, within City boundaries, to decrease the potential for fires and to enhance the appearance of the community. Properties subject to weed control include City right-of-way areas that the Los Angeles County Fire Department has indicated need clearing. A two (2) member crew under the Department's Street Maintenance Division carries out these services.

A procedure for clearing private property that has been deemed a nuisance by the City follows Section 8.24 of the Whittier Municipal Code. Nuisances are defined within the Code. Properties requiring abatement are posted and property owners are notified by mail, to remove the weeds or other nuisances within 10 days. If action is not taken, the City at the expense of the property owner, clears the nuisance. If the property owner neglects to pay for the costs of abatement, the City may place a lien on the property in order to recover those costs.

### KEY GOALS

- Improve the aesthetic qualities of the community by requiring (and maintaining) all City and privately owned property to be free of weeds and other nuisances
- Maintain a quality environment for the community through the removal of weeds, nuisances, debris and overgrown vegetation throughout the community
- Maintain a fire safe environment throughout the City
- Maintain compliance with the City's vacant lot ordinance

### PERFORMANCE MEASURES

<b>Measure</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Projected</b>
Properties maintained	60	60	60	60
Weed or overgrown bushes violation notices	0	0	3	0



# City of Whittier

## Weed Control (100-30-332-809)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	8,767	786	8,300	8,300	8,300
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>8,767</u>	<u>786</u>	<u>8,300</u>	<u>8,300</u>	<u>8,300</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 8,767</u>	<u>\$ 786</u>	<u>\$ 8,300</u>	<u>\$ 8,300</u>	<u>\$ 8,300</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
General Fund	8,767	786	8,300	8,300	8,300
Total Expenditures and Transfers-Out	<u>\$ 8,767</u>	<u>\$ 786</u>	<u>\$ 8,300</u>	<u>\$ 8,300</u>	<u>\$ 8,300</u>
<b><i>DETAIL</i></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	8,125	427	7,600	7,600	7,600
Materials and Supplies	642	359	700	700	700
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>8,767</u>	<u>786</u>	<u>8,300</u>	<u>8,300</u>	<u>8,300</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>8,767</u>	<u>786</u>	<u>8,300</u>	<u>8,300</u>	<u>8,300</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>\$ 8,767</u>	<u>\$ 786</u>	<u>\$ 8,300</u>	<u>\$ 8,300</u>	<u>\$ 8,300</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Street Lighting Assessment District No. 01-91

### OVERVIEW

In May of 1991, the City of Whittier formed Street Lighting Assessment District No. 01-91 to provide street lighting facilities for Foxley Drive between Santa Fe Springs Road and Villa Drive. This District was formed at the petition request of the abutting property owners.

A portion of the property tax levy was imposed for the purpose of paying the costs and expenses of constructing, maintaining and operating the lighting system and for the debt service costs to reimburse the City \$34,458 in construction costs. The reimbursement period was for five years and the amount was fully repaid in Fiscal Year 1995-96. Current assessments are only for the lighting district's energy and maintenance costs.

The Department of Public Works is responsible for, and provides maintenance on, the six (6) streetlights within the District using the property assessments as the only revenue source.

### KEY GOALS

- To ensure on-going illumination within the residential neighborhood using the assessment funds to offset maintenance costs of the streetlights and associated electrical appurtenances;
- In Fiscal Year 2016-17 the HPSV luminaries in this District were converted to new LED luminaries as part of a citywide energy efficiency project; and
- Prepare annual report and hold a public hearing.



### PERFORMANCE MEASURES

Measure	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected
Maintenance Budget Balance				\$1,380
Maintenance Budgeted Expenditure				\$1,274
Service calls performed	2	2	3	2

# City of Whittier

## Street Lighting Assessment Dist. 1-91 (240-30-332-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 145	\$ 32	\$ 454	\$ 304	\$ 304
Maintenance and Operations	1,235	1,193	615	430	970
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>1,380</u>	<u>1,225</u>	<u>1,069</u>	<u>734</u>	<u>1,274</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 1,380</u>	<u>\$ 1,225</u>	<u>\$ 1,069</u>	<u>\$ 734</u>	<u>\$ 1,274</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
Street Lighting Assessment District Fund	1,380	1,225	1,069	734	1,274
Total Expenditures and Transfers-Out	<u>\$ 1,380</u>	<u>\$ 1,225</u>	<u>\$ 1,069</u>	<u>\$ 734</u>	<u>\$ 1,274</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	145	32	454	304	304
Total Employee Services	<u>145</u>	<u>32</u>	<u>454</u>	<u>304</u>	<u>304</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	-	-	-	-	-
Professional Services	616	601	60	60	600
Utilities	619	592	485	300	300
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	-	-	70	70	70
Materials and Supplies	-	-	-	-	-
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>1,235</u>	<u>1,193</u>	<u>615</u>	<u>430</u>	<u>970</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>1,380</u>	<u>1,225</u>	<u>1,069</u>	<u>734</u>	<u>1,274</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>\$ 1,380</u>	<u>\$ 1,225</u>	<u>\$ 1,069</u>	<u>\$ 734</u>	<u>\$ 1,274</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Gas Tax A (2107)

### OVERVIEW

Gas Tax A is a revenue source managed by the Department of Public Works. It provides revenue to fund a portion of the street maintenance budget.

California Law, Section 2107 of the Street and Highway Code, provides for the monthly apportionment of a sum equal to \$0.00725 per gallon of the motor vehicle fuel license tax among cities, based upon population. In addition, Chapter 541, Statutes of 1981, (SB 215) provided for a one-time appropriation of \$59 million to be allocated to cities in fiscal year 1982-83. Beginning in fiscal year 1983-84, California cities receive \$.01 of the \$.02 increase in gas taxes pursuant to SB 215.

California Law, Section 2107.5 of the Street and Highways Code, allocates funds to cities in fixed amounts, based upon population. The actual apportionment will be based upon the population, which existed in cities every July 1<sup>st</sup> and the funds will be made available to cities during the month of July.

### KEY GOALS

- Contributes to funding the maintenance of City roadways in order to sustain a safe environment for City residents
- Contributes to funding pedestrian safety and accessibility for repairing sidewalks uplifted by tree roots, installing new sidewalks and constructing wheelchair access ramps
- Contributes funding for street repair in accordance with the Pavement Management System



### PERFORMANCE MEASURES

Gas Tax A is a revenue source only; associated performance measures are included in related programs under the Department of Public Works.

# City of Whittier

## Gas Tax A - 2107 (261-30-331-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Transfers-Out	650,000	650,000	650,000	650,000	650,000
Total Expenditures and Transfers-Out	<u>\$ 650,000</u>	<u>\$ 650,000</u>	<u>\$ 650,000</u>	<u>\$ 650,000</u>	<u>\$ 650,000</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
Gas Tax A Fund	650,000	650,000	650,000	650,000	650,000
Total Expenditures and Transfers-Out	<u>\$ 650,000</u>	<u>\$ 650,000</u>	<u>\$ 650,000</u>	<u>\$ 650,000</u>	<u>\$ 650,000</u>
<b><i>DETAIL</i></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	-	-	-	-	-
Total Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-Out	650,000	650,000	650,000	650,000	650,000
Total Operating Expenditures/Transfers	<u>650,000</u>	<u>650,000</u>	<u>650,000</u>	<u>650,000</u>	<u>650,000</u>
<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	<u>\$ 650,000</u>	<u>\$ 650,000</u>	<u>\$ 650,000</u>	<u>\$ 650,000</u>	<u>\$ 650,000</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Proposition 1B Bond Funds

### OVERVIEW

This program was completed effective June 30, 2014 and will not be continued beyond FY 2014-15. It's appearance in the budget is for historical and auditing purposes.

Proposition 1B Bond Funds was a revenue source managed by the Department of Public Works. The Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006, was approved by the California voters as Proposition 1B on November 7, 2006 for the purpose of improvements to transportation facilities that will assist in reducing local traffic congestion and further deterioration, improving traffic flows, or increasing traffic safety that may include, but not be limited to, street and highway pavement maintenance, rehabilitation, installation, construction and reconstruction of necessary associated facilities such as drainage and traffic control devices, or the maintenance, rehabilitation, installation, construction and reconstruction of facilities that expand ridership on transit systems, safety projects to reduce fatalities or as a local match to obtain state or federal transportation funds for similar purposes.

Funds were allocated, upon appropriation by the Legislature, by a formula as specified in Proposition 1B (50% to counties and 50% to cities): 75% of funds apportioned to counties are based on the number of vehicles registered in the county relative to all counties in the State, and 25% are based on number of county maintained road miles relative to all county maintained road miles in the State; funds apportioned to cities are based on total population of the city in relation to all cities in the State (minimum \$400,000 to each city).

### KEY GOALS

- Provided for the continued maintenance of City roadways in order to sustain a safe environment for City residents
- Provided funding for the streets capital improvement projects
- Provided a source for the local match required for state or federal transportation funds
- Implemented the City's Pavement Management System in compliance with conditions of Metro, State, and Federal transportation funding, and in compliance with Section 2108.1 of the California Streets and Highways Code.

### PERFORMANCE MEASURES

Proposition 1B was a revenue source only; associated performance measures were included in related programs under the Department of Public Works. The Proposition 1B funds were required to be fully expended by June 30, 2014, the program sunset date.

# City of Whittier

## Proposition 1B (262-30-321-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Maintenance and Operations	0	0	0	0	0
Capital Outlay	47,282	0	0	0	0
Total Expenditures	<u>47,282</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Transfers-Out	0	0	0	103,537	0
Total Expenditures and Transfers-Out	<u>\$ 47,282</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 103,537</u>	<u>\$ 0</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
Prop 1B Fund	47,282	0	0	103,537	0
Total Expenditures and Transfers-Out	<u>\$ 47,282</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 103,537</u>	<u>\$ 0</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Employee Benefits	0	0	0	0	0
Total Employee Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Dues, Memberships, License and Publications	0	0	0	0	0
Rentals	0	0	0	0	0
Taxes and Assessments	0	0	0	0	0
Insurance	0	0	0	0	0
Professional Services	0	0	0	0	0
Utilities	0	0	0	0	0
Miscellaneous Services	0	0	0	0	0
Repairs and Maintenance	0	0	0	0	0
Materials and Supplies	0	0	0	0	0
City Charges	0	0	0	0	0
Mobile Equipment Rental	0	0	0	0	0
Other	0	0	0	0	0
Total Maintenance and Operations	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Outlay	47,282	0	0	0	0
Transfers-Out	0	0	0	103,537	0
Total Operating Expenditures/Transfers	<u>47,282</u>	<u>0</u>	<u>0</u>	<u>103,537</u>	<u>0</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	0	0	0	0	0
Maintenance and Operations	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Transfers-Out	0	0	0	0	0
Total Non-Operating Expenditures/Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures and Transfers-Out	<u>\$ 47,282</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 103,537</u>	<u>\$ 0</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Traffic Congestion Relief

### OVERVIEW

In accordance with Chapter 91, Statutes of 2000 (Assembly Bill 2928), as amended by Chapter 656, (Senate Bill 1662), the State Controller's Office shall allocate the City's funding received under this legislation for the purpose of pavement rehabilitation, traffic signal improvements and other traffic congestion relief related projects.

In order to receive additional/future funding, Cities are required to comply with all program guidelines, including the maintenance of effort provisions imposed by the legislation.

### KEY GOALS

- To provide supplemental funding for the City's Capital Improvement Projects



### PERFORMANCE MEASURES

Traffic congestion Relief is a revenue source only; associated performance measures are included in related programs under the Department of Public Works.



# City of Whittier

## Traffic Congestion Relief (263-30-331-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	-	-	-	-	-
Capital Outlay	1,273,775	870,218	954,255	232,781	138,804
Total Expenditures	<u>1,273,775</u>	<u>870,218</u>	<u>954,255</u>	<u>232,781</u>	<u>138,804</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 1,273,775</u>	<u>\$ 870,218</u>	<u>\$ 954,255</u>	<u>\$ 232,781</u>	<u>\$ 138,804</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
Traffic Congestion Relief Fund	1,273,775	870,218	954,255	232,781	138,804
Total Expenditures and Transfers-Out	<u>\$ 1,273,775</u>	<u>\$ 870,218</u>	<u>\$ 954,255</u>	<u>\$ 232,781</u>	<u>\$ 138,804</u>
<b><i>DETAIL</i></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	-	-	-	-	-
Total Maintenance and Operations	-	-	-	-	-
Capital Outlay	1,273,775	870,218	954,255	232,781	138,804
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>1,273,775</u>	<u>870,218</u>	<u>954,255</u>	<u>232,781</u>	<u>138,804</u>
<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	<u>\$ 1,273,775</u>	<u>\$ 870,218</u>	<u>\$ 954,255</u>	<u>\$ 232,781</u>	<u>\$ 138,804</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Traffic Safety

### OVERVIEW

The Traffic Safety Fund is used to account for revenue received from the Los Angeles County Municipal Traffic Courts as a result of traffic citations issued within City limits. Funds are restricted for traffic safety purposes and are primarily used to support Police Services and are partially used to fund the Street Maintenance budget. Under California Law, Penal Code section 1463 and 1203.1, jurisdictional cities are entitled to the distribution of traffic citation fines and forfeitures by the collecting county.



### KEY GOALS

- Maintain a safe environment for residents and commuters through on-going maintenance of City speed limit signage and radar feedback signs
- Collaboration with the Whittier Police Department to maintain and revise enforceable posted speed limits in accordance of Engineering and Traffic Speed Surveys that are performed pursuant to applicable Sections of the California Vehicle Code

# City of Whittier

## Traffic Safety (264-30-332-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers-Out	350,000	350,000	350,000	350,000	350,000
Total Expenditures and Transfers-Out	<u>\$ 350,000</u>	<u>\$ 350,000</u>	<u>\$ 350,000</u>	<u>\$ 350,000</u>	<u>\$ 350,000</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
Traffic Safety Fund	350,000	350,000	350,000	350,000	350,000
Total Expenditures and Transfers-Out	<u>\$ 350,000</u>	<u>\$ 350,000</u>	<u>\$ 350,000</u>	<u>\$ 350,000</u>	<u>\$ 350,000</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	-	-	-	-	-
Total Employee Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
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	-	-	-	-	-
Total Maintenance and Operations	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	350,000	350,000	350,000	350,000	350,000
Total Operating Expenditures/Transfers	<u>350,000</u>	<u>350,000</u>	<u>350,000</u>	<u>350,000</u>	<u>350,000</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Non-Operating Expenditures/Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Transfers-Out	<u>\$ 350,000</u>	<u>\$ 350,000</u>	<u>\$ 350,000</u>	<u>\$ 350,000</u>	<u>\$ 350,000</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Gas Tax B (2106)

### OVERVIEW

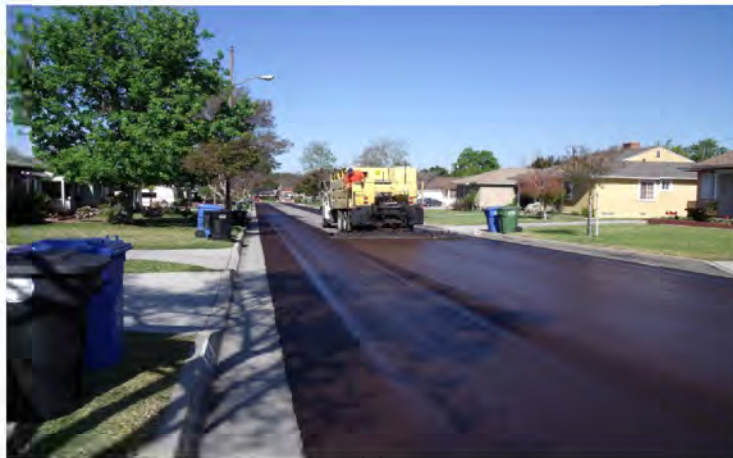
Gas Tax B (2106) is a revenue source managed by the Department of Public Works. It represents the revenue obtained through the City's share of the state's subvention program. These funds are utilized for projects listed in the City's Five Year Capital Improvement Program. Gas Tax B funds may be spent on roadway and traffic signal improvement projects.

A project which qualifies for funding under the state's subvention program is the City of Whittier's "Pavement Management System" which is an ongoing, annual project involving surface rehabilitation, which includes slurry seal, chip seal, and overlays of asphalt streets and reconstruction of concrete streets, to improve the quality and prolong the life of the original roadway surface. The Department selects a group of streets every year for this program.

Revenue from Proposition 111 Fund (6600) and Fixing America's Surface Transportation (FAST Act) is also included in this program. Gas Tax B funds are used to front the cost of FAST Act projects, which are reimbursed to the City upon the project completion. A portion of the Gas Tax B Fund is transferred to the General Fund to supplement the Street Maintenance budget. Additionally, some projects are jointly funded with Proposition A, Proposition C, Measure R, Measure M, SB-1 and/or Subvention and Grant funds.

### KEY GOALS

- Provide for the continuing maintenance of City roadways in order to sustain a safe environment for City residents
- Continue implementation of the City's Pavement Management System in compliance with conditions of Metro, State, and Federal transportation funding, and in compliance with Section 2108.1 of the California Streets and Highways Code.



### PERFORMANCE MEASURES

Gas Tax B (2106) is a revenue source only; associated performance measures are included in related programs under the Department of Public Works.

# City of Whittier

## Gas Tax B - 2106 (265-30-331-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	55,682	94,552	17,156	35,110	17,468
Capital Outlay	848,329	180,129	289,751	522,517	967,139
Total Expenditures	<u>904,011</u>	<u>274,681</u>	<u>306,907</u>	<u>557,627</u>	<u>984,607</u>
Transfers-Out	434,045	434,045	434,045	434,045	434,045
Total Expenditures and Transfers-Out	<u>\$ 1,338,056</u>	<u>\$ 708,726</u>	<u>\$ 740,952</u>	<u>\$ 991,672</u>	<u>\$ 1,418,652</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
2105 Gas Tax Fund (266)	420,000	420,000	420,000	420,000	420,000
Gasoline Tax B Fund (265)	918,056	288,726	320,952	571,672	998,652
Total Expenditures and Transfers-Out	<u>\$ 1,338,056</u>	<u>\$ 708,726</u>	<u>\$ 740,952</u>	<u>\$ 991,672</u>	<u>\$ 1,418,652</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	-	1,550	1,550	1,550	1,550
Utilities	-	-	-	-	-
Miscellaneous Services	-	8,232	-	-	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	-	-	-	-	-
City Charges	-	-	-	-	-
Grants	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	55,682	84,770	15,606	33,560	15,918
Total Maintenance and Operations	<u>55,682</u>	<u>94,552</u>	<u>17,156</u>	<u>35,110</u>	<u>17,468</u>
Capital Outlay	848,329	180,129	289,751	522,517	967,139
Transfers-Out	434,045	434,045	434,045	434,045	434,045
Total Operating Expenditures/Transfers	<u>1,338,056</u>	<u>708,726</u>	<u>740,952</u>	<u>991,672</u>	<u>1,418,652</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>\$ 1,338,056</u>	<u>\$ 708,726</u>	<u>\$ 740,952</u>	<u>\$ 991,672</u>	<u>\$ 1,418,652</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Gas Tax (2105)

### OVERVIEW

Gas Tax (2105) is a revenue source managed by the Department of Public Works. In June 1990, the California voters approved Proposition 111, which included a provision (Section 2105) to increase the Gas Tax for funding traffic congestion relief programs. The City receives an allocation calculated on a per capita basis and distributed monthly by the State Controller's office. To receive this funding, the City must comply with established program guidelines including implementation of a Congestion Management Program and a Seven-Year Capital Improvement Program. Section 2105 funds are used primarily to supplement funding for Gas Tax projects as identified in the City's Capital Improvement Program.

### KEY GOALS

- Contributes funding to capital projects that relieve traffic congestion.



### PERFORMANCE MEASURES

Gas Tax (2105) is a revenue source only; associated performance measures are included in related programs under the Department of Public Works.

# City of Whittier

## Gas Tax 2105 (266-30-331-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Transfers-Out	420,000	420,000	500,000	500,000	500,000
Total Expenditures and Transfers-Out	<u>\$ 420,000</u>	<u>\$ 420,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
2105 Gas Tax Fund	420,000	420,000	500,000	500,000	500,000
Total Expenditures and Transfers-Out	<u>\$ 420,000</u>	<u>\$ 420,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>
<b><i>DETAIL</i></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	-	-	-	-	-
Total Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-Out	420,000	420,000	500,000	500,000	500,000
Total Operating Expenditures/Transfers	<u>420,000</u>	<u>420,000</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>
<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	<u>\$ 420,000</u>	<u>\$ 420,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Uptown Parking District No. 1

### OVERVIEW

In November of 1963, the City formed the Uptown Parking District No. 1 (encompassing the properties approximately bounded by Hadley Street, Washington and Bright Avenues, Penn Street and Milton Avenue) to provide additional parking in the Uptown Area and encourage additional shopping in the area. A portion of the property tax levy and a parking fee was imposed for funding the costs and expenses to acquire, repair, improve, maintain and operate the public parking structure. The property tax assessment is fixed, but parking fees can be adjusted upon approval by the City Council.

The Uptown Parking District No. 1 budget accounts for the costs of operating the multi-deck parking structure on Bright Avenue in the Uptown area. Maintenance on the facility is conducted by the Public Works Department and includes sweeping, litter control, public restroom maintenance, graffiti removal, and interior maintenance of ground floor five (5) leased office spaces.



### KEY GOALS

- Provide public parking in the Whittier Uptown Area
- If the proposed Community Benefit District (CBD) is approved and adopted, Parking District No. 1 would be dissolved and the maintenance and improvement activities would be performed and funded from the CBD Budget.

### PERFORMANCE MEASURES

Measure	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected
No. of parking spaces	223	223	223	223
Revenue/Expenditures Ratio				1.3?
Complaints Received				24



# City of Whittier

## Uptown Parking District No. 1 (291-30-333-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 60,782	\$ 63,514	\$ 42,921	\$ 43,650	\$ 59,556
Maintenance and Operations	29,231	24,780	27,937	29,449	29,361
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>90,013</u>	<u>88,294</u>	<u>70,858</u>	<u>73,099</u>	<u>88,917</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 90,013</u>	<u>\$ 88,294</u>	<u>\$ 70,858</u>	<u>\$ 73,099</u>	<u>\$ 88,917</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
Uptown Parking District No. 1 Fund	90,013	88,294	70,858	73,099	88,917
Total Expenditures and Transfers-Out	<u>\$ 90,013</u>	<u>\$ 88,294</u>	<u>\$ 70,858</u>	<u>\$ 73,099</u>	<u>\$ 88,917</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 55,392	\$ 57,938	\$ 52,648	\$ 52,648	\$ 52,648
Employee Benefits	5,390	5,576	(9,727)	(8,998)	6,908
Total Employee Services	<u>60,782</u>	<u>63,514</u>	<u>42,921</u>	<u>43,650</u>	<u>59,556</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	64	64	60	60	60
Professional Services	-	-	-	-	-
Utilities	10,894	10,313	10,138	10,138	11,038
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	10,809	8,190	10,684	12,196	11,208
Materials and Supplies	3,464	2,213	3,055	3,055	3,055
City Charges	4,000	4,000	4,000	4,000	4,000
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>29,231</u>	<u>24,780</u>	<u>27,937</u>	<u>29,449</u>	<u>29,361</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>90,013</u>	<u>88,294</u>	<u>70,858</u>	<u>73,099</u>	<u>88,917</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>\$ 90,013</u>	<u>\$ 88,294</u>	<u>\$ 70,858</u>	<u>\$ 73,099</u>	<u>\$ 88,917</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	2.01	2.01	2.01	2.01	2.01
Total	<u>2.01</u>	<u>2.01</u>	<u>2.01</u>	<u>2.01</u>	<u>2.01</u>

# City of Whittier

## Uptown Parking District No. 2

### OVERVIEW

In May of 1965, the City formed the Uptown Parking District No. 2 (encompassing the properties approximately bounded by Hadley Street, Bright Avenue, Wardman Street and Milton Avenue) to provide additional parking in the Uptown Area and encourage additional shopping in the area.

A portion of the property tax levy and a parking fee was imposed for the purpose of paying the costs and expenses of acquiring, repairing, improving, maintaining and operating the public parking facilities and for the debt service costs of \$710,000 in parking bonds which were retired in July, 1994.

Unlike the property tax assessment which is a fixed, parking fees are subject to adjustment and can be changed with the approval of the City Council.

The Uptown Parking District No. 2 budget provides the funding for the costs of operation and maintenance of ten (10) surface parking lots and six (6) walkway galleries in the Uptown Area. Maintenance is conducted by the Public Works Department and includes sweeping, lighting, pavement, landscaping and irrigation, litter control, parking meters and other general maintenance activities.



### KEY GOALS

- Contribute to public parking in the Whittier Uptown Area
- If the proposed Community Benefit District (CBD) is approved and adopted, Parking District No. 2 would be dissolved and the maintenance and improvement activities would be performed and funded from the CBD Budget.

### PERFORMANCE MEASURES

Measure No. of parking spaces	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected
Lot 1	75	75	75	75
Lot 2	70	70	70	70
Lot 2A Metered Lot	48	48	48	48
Lot 5	78	78	78	78
Lot 6	71	71	71	71
Lot 7	108	104*	104	104
Lot 9	30	30	30	30
Lot 10	78	78	78	78
Lot 11	20	20	20	20
Lot 12	24	24	24	24
<b>Total</b>	<b>602</b>	<b>598</b>	<b>598</b>	<b>598</b>

\* Reduction in available spaces due to installation of cell tower within the parking lot.

# City of Whittier

## Uptown Parking District No. 2 (292-30-333-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 11,476	\$ 12,158	\$ 13,498	\$ 13,498	\$ 13,498
Maintenance and Operations	76,611	74,367	91,637	102,207	99,779
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>88,087</u>	<u>86,525</u>	<u>105,135</u>	<u>115,705</u>	<u>113,277</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 88,087</u>	<u>\$ 86,525</u>	<u>\$ 105,135</u>	<u>\$ 115,705</u>	<u>\$ 113,277</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
Uptown Parking District No. 2 Fund	88,087	86,525	105,135	115,705	113,277
Total Expenditures and Transfers-Out	<u>\$ 88,087</u>	<u>\$ 86,525</u>	<u>\$ 105,135</u>	<u>\$ 115,705</u>	<u>\$ 113,277</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	11,476	12,158	13,498	13,498	13,498
Total Employee Services	<u>11,476</u>	<u>12,158</u>	<u>13,498</u>	<u>13,498</u>	<u>13,498</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	105	105	126	126	140
Professional Services	-	257	-	-	-
Utilities	12,997	13,098	12,308	12,308	12,308
Miscellaneous Services	-	-	485	485	485
Repairs and Maintenance	50,568	48,198	65,441	75,985	73,265
Materials and Supplies	550	232	550	576	600
City Charges	12,391	12,477	12,727	12,727	12,981
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>76,611</u>	<u>74,367</u>	<u>91,637</u>	<u>102,207</u>	<u>99,779</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>88,087</u>	<u>86,525</u>	<u>105,135</u>	<u>115,705</u>	<u>113,277</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>\$ 88,087</u>	<u>\$ 86,525</u>	<u>\$ 105,135</u>	<u>\$ 115,705</u>	<u>\$ 113,277</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Uptown Village Maintenance District

### OVERVIEW

In April of 1981, the City of Whittier formed the Uptown Village Maintenance District (UVMD), which consists of properties fronting on Greenleaf Avenue between Hadley Street and Wardman Street and on Philadelphia Street, between Milton Avenue and Washington Avenue to provide for the additional maintenance needs of the area. In 2005, property owners within the District chose not to extend the District under a required Proposition 218 vote. This District expired and ceased to collect its annual special property tax assessment after June 2006.



The special District was funded through an annual special property tax assessment on property owners within the District's boundaries for 25 years ending 2006. The amount of the special property tax levy was determined by the Public Works Department's Engineering Division through an analysis of prior years' actual and future estimates of costs related to maintenance. Since 2006, the City has continued to provide some maintenance services to the Uptown Maintenance District using General Funds. Services include additional street sweeping service, special enhancements, landscaping maintenance, sidewalk cleaning and litter control.

### KEY GOALS

- Provide for the maintenance and beautification of the Whittier Uptown Area.
- If the proposed Community Benefit District (CBD) is approved and adopted, the UVMD would be dissolved and the maintenance and improvement activities would be performed and funded from the CBD Budget.

### PERFORMANCE MEASURES

Measure	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected
Functional Supplies	0	0	0	200
Labor Charges (hours)	2,295	2,295	2,295	2,295
Park Maintenance Services (hours)	\$42,450	42,450	42,450	42,450
Spot Cleaning of Sidewalks (hours)	7,079	7,079	7,079	8,400



# City of Whittier

## Uptown Village Maintenance District (294-30-333-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 2,295	\$ 2,392	\$ 2,492	\$ 2,492	\$ 2,592
Maintenance and Operations	49,578	42,499	51,095	51,095	51,095
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>51,873</u>	<u>44,891</u>	<u>53,587</u>	<u>53,587</u>	<u>53,687</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 51,873</u>	<u>\$ 44,891</u>	<u>\$ 53,587</u>	<u>\$ 53,587</u>	<u>\$ 53,687</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
Uptown Village Maintenance District Fund	51,873	44,891	53,587	53,587	53,687
Total Expenditures and Transfers-Out	<u>\$ 51,873</u>	<u>\$ 44,891</u>	<u>\$ 53,587</u>	<u>\$ 53,587</u>	<u>\$ 53,687</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	2,295	2,392	2,492	2,492	2,592
Total Employee Services	<u>2,295</u>	<u>2,392</u>	<u>2,492</u>	<u>2,492</u>	<u>2,592</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	49	49	45	45	45
Professional Services	-	-	-	-	-
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	7,079	-	8,400	8,400	8,400
Materials and Supplies	-	-	200	200	200
City Charges	42,450	42,450	42,450	42,450	42,450
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>49,578</u>	<u>42,499</u>	<u>51,095</u>	<u>51,095</u>	<u>51,095</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>51,873</u>	<u>44,891</u>	<u>53,587</u>	<u>53,587</u>	<u>53,687</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>\$ 51,873</u>	<u>\$ 44,891</u>	<u>\$ 53,587</u>	<u>\$ 53,587</u>	<u>\$ 53,687</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>



# City of Whittier

## Mobile Equipment

### OVERVIEW



The Mobile Equipment Division of the Public Works Department is responsible for the preventive maintenance, repairs, acquisition, replacement, and disposal of City vehicles and equipment. The Mobile Equipment Division is responsible for the mechanical maintenance of all vehicles and equipment in the City's fleet, including heavy-duty earth moving equipment, heavy, medium, and light trucks, passenger sedans, police vehicles, off-road equipment and turf equipment.

Through an aggressive maintenance program, the Division ensures that City equipment is maintained in good operating condition and ready for use. The Division monitors and evaluates the condition of each vehicle in the City's fleet. This information is used to make recommendations for equipment replacement to ensure reliability and minimize ownership costs. The Division also operates gasoline, diesel, and compressed natural gas (CNG) fuel-dispensing systems and is responsible for City compliance with environmental laws applicable to vehicles, equipment, and fleet maintenance services.



### KEY ACCOMPLISHMENTS

- Passed California Highway Patrol (CHP) Annual Bus Inspection (Dial-A-Ride)
- Passed all mandatory annual testing to operate the City Yard Underground Storage Tank (UST) unleaded gasoline and diesel fuel dispensing island
- Passed Inspections by Los Angeles County Public Works and Los Angeles County Public Health.
- Successfully completed annual smog check program as required by the California Bureau of Automotive Repair (BAR).
- Successfully report and maintain off-road diesel equipment activities to the California Air Resources Board (CARB) through the Diesel Off-road On-line Reporting System.
- Successfully report and maintain the Portable Equipment Registration Program (PERP) permits and activities to the California Air Resources Board (CARB).

# City of Whittier

## Mobile Equipment (continued)

### KEY ACCOMPLISHMENTS (cont.)

- Ensure Diesel Particulate Filters (CARB Traps) compliance on affected city on-road vehicles.
- Successfully report and maintain hazardous materials related data through the California Environmental Reporting System (CERS)
- Maintain and ensure operation of the Compressed Natural Gas (CNG) vehicle refueling station.
- Maintain and update the Public Works Department 2-way radio system and licenses.

### KEY GOALS

- Assure that City vehicles and equipment are maintained in good working order through an effective and efficient preventive maintenance program
- Make recommendations for vehicle and equipment replacement to increase reliability and minimize ownership costs
- Assist the Transit Division with Dial-A-Ride maintenance
- Comply with the applicable Federal and State regulations and promote clean energy efficient fueled vehicles

### PERFORMANCE MEASURES

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18 Projected
Preventative Maintenance Services (PM's) Performed	623	613	724	707	760
Percentage of Vehicles and Equipment in PM Compliance	83.1%	81.8%	82.1%	80.0%	90%



# City of Whittier

## Mobile Equipment (740-30-361-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 449,961	\$ 520,309	\$ 410,101	\$ 410,101	\$ 455,113
Maintenance and Operations	1,952,955	1,964,504	2,266,396	2,266,396	2,030,556
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>2,402,916</u>	<u>2,484,813</u>	<u>2,676,497</u>	<u>2,676,497</u>	<u>2,485,669</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 2,402,916</u>	<u>\$ 2,484,813</u>	<u>\$ 2,676,497</u>	<u>\$ 2,676,497</u>	<u>\$ 2,485,669</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
Mobile Equipment Fund	2,402,916	2,484,813	2,676,497	2,676,497	2,485,669
Total Expenditures and Transfers-Out	<u>\$ 2,402,916</u>	<u>\$ 2,484,813</u>	<u>\$ 2,676,497</u>	<u>\$ 2,676,497</u>	<u>\$ 2,485,669</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 595,672	\$ 697,453	\$ 774,482	\$ 774,482	\$ 746,199
Employee Benefits	(145,711)	(177,144)	(364,381)	(364,381)	(291,086)
Total Employee Services	449,961	520,309	410,101	410,101	455,113
Dues, Memberships, License and Publications	6,299	7,964	10,625	10,625	10,625
Rentals	35,376	35,376	35,877	35,877	35,877
Taxes and Assessments	-	-	-	-	-
Insurance	78,181	80,161	74,934	74,934	60,752
Professional Services	3,314	3,314	8,100	8,100	8,100
Utilities	731	525	1,200	1,200	1,200
Miscellaneous Services	-	667	2,000	2,000	2,000
Repairs and Maintenance	2,425,007	2,502,731	2,757,142	2,757,142	2,500,608
Materials and Supplies	35,240	41,089	44,225	44,225	44,225
City Charges	190,068	190,068	190,068	190,068	190,068
Mobile Equipment Rental	65,538	60,700	64,077	64,077	61,219
Other	(886,799)	(958,091)	(921,852)	(921,852)	(884,118)
Total Maintenance and Operations	1,952,955	1,964,504	2,266,396	2,266,396	2,030,556
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>2,402,916</u>	<u>2,484,813</u>	<u>2,676,497</u>	<u>2,676,497</u>	<u>2,485,669</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>\$ 2,402,916</u>	<u>\$ 2,484,813</u>	<u>\$ 2,676,497</u>	<u>\$ 2,676,497</u>	<u>\$ 2,485,669</u>
<b>Full Time Positions</b>	12.00	12.00	12.00	12.00	11.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.60	0.60	0.60	0.60	0.60
Total	<u>12.60</u>	<u>12.60</u>	<u>12.60</u>	<u>12.60</u>	<u>11.60</u>



# City of Whittier

## Mobile Equipment Replacement

### OVERVIEW

The Mobile Equipment Division of the Public Works Department is responsible for the acquisition and replacement of mobile equipment, including earth moving equipment, heavy, medium, and light-duty trucks, passenger sedans, police vehicles, and off-road and turf equipment. The Division staff prepares specifications for the purchase of all new replacement vehicles and equipment for all City departments.



### KEY ACCOMPLISHMENTS

- Acquired a new Sewer Video Inspection truck for the Sewer Division.
- Replaced three (3) police patrol vehicles with Ford Utility Interceptors.
- Replaced an emulsion distribution truck for the Street Division.
- Acquired a new crew-cab truck for the Library.
- Replaced a sewer cleaning truck for the Sewer Division.

### KEY GOALS

- Make recommendations to replace vehicles and equipment based on a current American Public Works Association (APWA) published point system formula/guideline which includes reliability and ownership costs. Vehicles qualify for replacement at 23 points.
- Replace vehicles and equipment in a timely and cost-effective manner.
- Develop vehicle and equipment specifications which meet all federal, state, and local regulations and are consistent with user needs and requirements
- Seek and solicit grant opportunities. Make recommendations to procure the lowest emission vehicles and equipment, which are cost effective, and meet user needs and requirements
- Disposition of vehicles and equipment which are no longer fit for municipal service.
- Recommend appropriate vehicles and equipment for donation to City of Whittier non-profit service organizations.

# City of Whittier

## Mobile Equipment Replacement (continued)

### PERFORMANCE MEASURES

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected
Vehicles Replaced/ Acquired	18	13	21	18	16
Vehicles Replaced/ Acquired - Previous Year Projection	11	11	17	16	N/A
Average Age of the City of Whittier Fleet	10.42 yrs.	10.61 yrs.	10.9 yrs.	11.23 yrs.	11.11 yrs.
Average Age of Vehicles Replaced	16.8 yrs.	9.9 yrs.	12.4 yrs.	16.33 yrs.	13.81 yrs.
Average Point Value of City of Whittier Fleet	24.63	23.14	23.76	23.96	23.35
Average Point Value of Vehicles Replaced	37.18	31.73	30.63	34.4	34.23
Vehicles Replaced With Alternative Fueled Vehicles	1	0	0	1	2
Grant Funding	\$30,000	\$150,000	\$0	\$30,000	\$160,000

# City of Whittier

## Mobile Equipment Replacement (750-30-361-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	19,244	-	-	-	-
Capital Outlay	1,228,267	1,184,782	1,073,000	1,361,958	1,604,000
Total Expenditures	<u>1,247,511</u>	<u>1,184,782</u>	<u>1,073,000</u>	<u>1,361,958</u>	<u>1,604,000</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 1,247,511</u>	<u>\$ 1,184,782</u>	<u>\$ 1,073,000</u>	<u>\$ 1,361,958</u>	<u>\$ 1,604,000</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
Mobile Replacement Fund	1,247,511	1,184,782	1,073,000	1,361,958	1,604,000
Total Expenditures and Transfers-Out	<u>\$ 1,247,511</u>	<u>\$ 1,184,782</u>	<u>\$ 1,073,000</u>	<u>\$ 1,361,958</u>	<u>\$ 1,604,000</u>
<b><i>DETAIL</i></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	-	-	-	-	-
Total Maintenance and Operations	-	-	-	-	-
Capital Outlay	1,228,267	1,184,782	1,073,000	1,361,958	1,604,000
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>1,228,267</u>	<u>1,184,782</u>	<u>1,073,000</u>	<u>1,361,958</u>	<u>1,604,000</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	19,244	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	<u>19,244</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Transfers-Out	<u>\$ 1,247,511</u>	<u>\$ 1,184,782</u>	<u>\$ 1,073,000</u>	<u>\$ 1,361,958</u>	<u>\$ 1,604,000</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Measure M

### OVERVIEW

The November 8, 2016 voter approved Measure M sales tax ballot measure will raise the countywide sales tax by a half cent and continue the Measure R half-cent sales tax beyond its mid-2039 expiration date to fund a number of highway, transit, local street, walking and biking programs.

Under the provisions of Measure M , 17 percent of all sales taxes collected would be returned to the 88 cities and unincorporated areas of Los Angeles County on a per capita basis. That would rise to 20 percent beginning in 2040 under Metro's plan.

Cities can use these funds for a variety of transportation projects: local bus service, street and pothole repair, traffic signal synchronization, sidewalk repair/expansion and new bike lanes, among others.

### KEY GOALS

- To provide supplemental funding for the City's Capital Improvement Projects

### PERFORMANCE MEASURES

Measure	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected
Local Return Apportionment	0	0	0	1,235,244

Measure M is a revenue source only; associated performance measures are included in related programs under the Department of Public Works.



# Metro

# City of Whittier

## Road Rehabilitation

### OVERVIEW

On April 28, 2017 the Governor signed into law the Road Repair and Accountability Act of 2017, Senate Bill (SB) 1. This bill increases fuel excise, sale taxes and vehicle licensing fees that go into effect on November 1, 2017.

SB-1 provides the first significant, stable, and on-going increase in state transportation funding in more than two decades. The Legislature has increased revenues and expanded the California Transportation Commission's role to provide transparent oversight and accountability for transportation infrastructure investments.

Cities can use these funds for a variety of transportation projects:

- Road Maintenance and Rehabilitation;
- Safety Projects;
- Railroad Grade Separations;
- Complete Street Components, including Active Transportation, Bike/Ped, Transit Facilities, Drainage, and Stormwater Capture Projects;
- Traffic Control Devices; and
- Match for State/Federal Funds for Eligible Projects.



### KEY GOALS

- To provide supplemental funding for the City's Capital Improvement Projects

### PERFORMANCE MEASURES

<b>Measure</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Projected</b>
Local Return Apportionment	0	0	0	499,135

SB-1 is a revenue source only; associated performance measures are included in related programs under the Department of Public Works.





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City of Whittier

*Police Department*

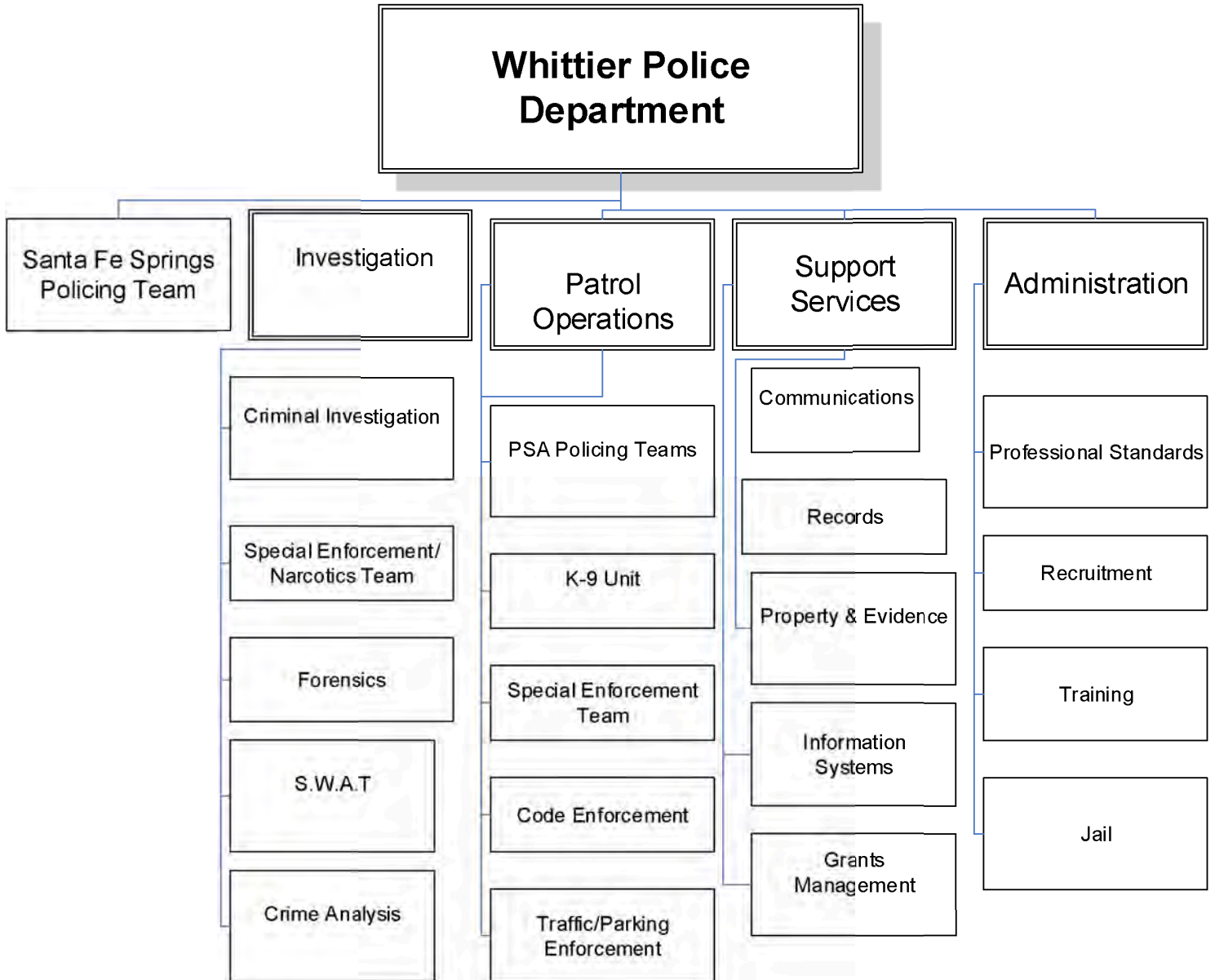
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- *Whittier Police Department*
- *Santa Fe Springs Policing Team*
- *Code Enforcement*
- *Code Liens*
- *Whittwood Police*
- *COPS in School*
- *Traffic Offender / State COPS Program*
- *Asset Seizure / Forfeiture Fund*
- *Justice Assistance Grants*
- *Office of Traffic Safety Grant*



# Police Department

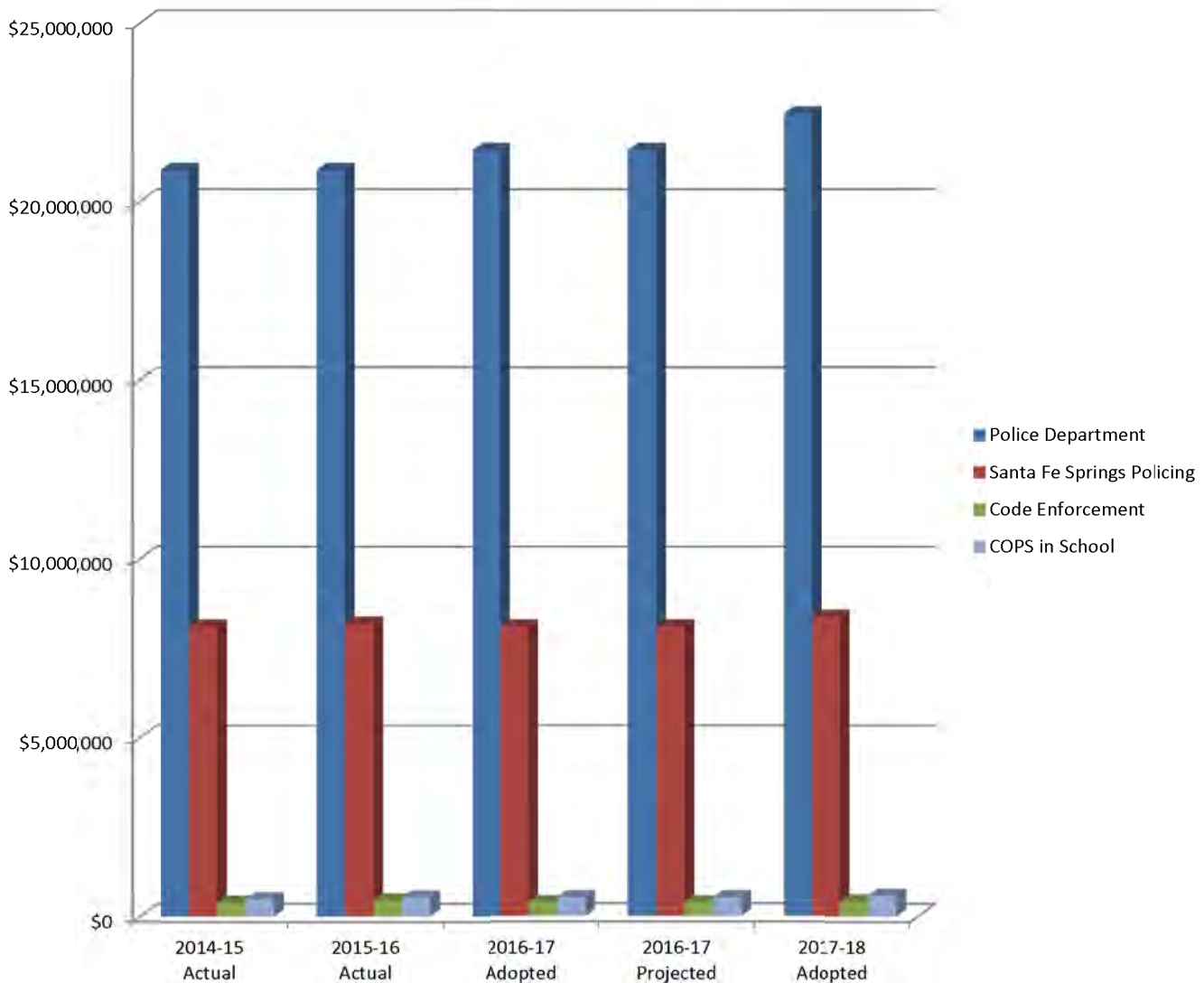
## Organization Chart



# City of Whittier

## Police Department

Division/Cost Center	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2016-17 Projected	2017-18 Adopted
Police Department	\$ 20,879,000	\$ 20,878,568	\$ 21,442,806	\$ 21,449,962	\$ 22,465,840
Santa Fe Springs Policing	8,112,851	8,202,380	8,125,937	8,125,937	8,389,632
Code Enforcement	386,920	448,111	404,847	404,847	418,981
COPS in School	485,570	528,805	544,350	544,350	582,098



# City of Whittier

## Police Department

### OVERVIEW

The Whittier Police Department is a general law enforcement agency responsible for the delivery of a full range of law enforcement services. Personnel include 121 sworn officers and 51 civilian employees for a total of 172 full-time positions. Included within the 172 positions are 39 positions (34 sworn and 5 full-time civilians) assigned to provide contract law enforcement services to the City of Santa Fe Springs. The Police Department also has many part-time employees, Cadets, Reserve Officers, an Explorer Post, and many active volunteers. The Department is organizationally structured and comprised of four (4) Divisions: Patrol, Investigations, Support Services, and Administration.

The Patrol Division is responsible for field operations and are the primary personnel assigned to respond to calls for service. Patrol personnel prevent crime, enforce laws, apprehend criminals, and perform preliminary investigations through Public Service Area (PSA) policing strategies. Specialized units within the Patrol Division include two K-9 Teams, Community Services Officers, Code Enforcement, Parking Enforcement, a Mental Health Team officer, and the Traffic Bureau. A team of School Resource Officers (SROs) serve full-time and on overtime at local high schools supplementing the efforts of the police departments' Patrol teams, specialized units, and school administrators through their promotion of campus safety. Community Service Officers perform a variety of functions including preparation of crime reports, traffic accident investigations, parking enforcement and special projects as assigned. The Police Reserve Unit, Police Cadets, and Volunteer Program are included in the Patrol Division.

The Investigation Division provides follow-up investigation on reported crimes. Detectives investigate crimes, interview witnesses, and victims, identify and arrest offenders, recover stolen property and file criminal cases with the appropriate jurisdictions. The SET team targets gangs, graffiti, narcotics and the resolution of identified problems in the community. The Forensics Bureau, which is assigned to the Investigation Division, provides specialized services related to the collection, identification, and analysis of crime scene evidence, especially latent fingerprints. The Investigation Division also oversees Crime Analysis which is responsible for analysis and compilation of information and data related to criminal activity and trends. This compiled information is essential for criminal investigations and helps identify problem areas or criminal patterns which results in more effective deployment of personnel and allocation of resources. In addition, administration of the contract to provide law enforcement services to Santa Fe Springs is also the responsibility of this division.

The Support Services Division includes various specialized units, including Communications, Records, Property and Evidence and budget oversight. Communications is responsible for all 9-1-1, and emergency and routine radio communication functions. It also includes the oversight of all Police radio equipment, network, and operation. The accurate transcription, data entry, maintenance, and release of records and/or reports relating to law enforcement matters and criminal activity are the responsibility of the Records Bureau. Records Personnel handle the Police Department's public front counter and phone calls as well as Livescan fingerprinting for the public and City applicants. The Property and Evidence Unit document, store, protect, and control all of the property and evidence collected by police officers in the field. Many laws govern the proper storage and management of evidence that is later used in Court proceedings. The preparation and oversight of the Department's budget is provided within the Division, along with accounts payable, grant writing, and grants management. The Division coordinates police technology initiatives.

# City of Whittier

## Police Department (continued)

The Administration Division includes the Office of Professional Standards, Training Unit, Recruitment, Community Relations, Press Information Unit, Department Armorer, Jail Operations and building maintenance coordination. The mission of Professional Standards is to review officer involved critical incidents and investigate complaints received on sworn and non-sworn employees of the Department. The Training unit is in charge of directing and tracking all on-going training for the entire Department as directed by the state and POST. This training is given in the form of classes, online video, seminars, and tactical exercises. The Training Coordinator also serves as the Department's Rangemaster, coordinating all firearms training for sworn personnel and ordering of ammunition for the various weapons systems. The Department Armorer is responsible for the maintenance of all weapons systems and inventory audits. Recruitment is in charge of processing police and civilian applicants through a tough selection process that can include a written exam, physical agility test, oral interview, extensive background investigation, psychological test and evaluation, medical exams and a polygraph depending upon the position. The Community Relations officer is responsible for programs that deal with the public, from seniors to preschoolers, including crime prevention programs, "Business/Neighborhood Watch" and school programs. Jail Operations include all activity related to the processing of arrestees. These activities include initial booking of inmates, classification, medical evaluation, housing assignment, court transportation, bail reception, feeding, activity logs, and release. It also includes the oversight of the G4S contract that staffs the jail. Lastly, it requires that our facilities pass the rigorous inspections by the State, County Health Department, Juvenile Court System, Civil Grand Jury, and the Fire Department.

# City of Whittier

## Police (100-40-411-000, 100-40-412-701, 717, 720)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 17,832,449	\$ 18,261,067	\$ 18,455,397	\$ 18,462,553	\$ 19,446,040
Maintenance and Operations	2,773,457	2,487,861	2,766,150	2,766,150	2,802,710
Capital Outlay	273,094	129,640	221,259	221,259	217,090
Total Expenditures	20,879,000	20,878,568	21,442,806	21,449,962	22,465,840
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	\$ <u>20,879,000</u>	\$ <u>20,878,568</u>	\$ <u>21,442,806</u>	\$ <u>21,449,962</u>	\$ <u>22,465,840</u>
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	20,879,000	20,878,568	21,442,806	21,449,962	22,465,840
Total Expenditures and Transfers-Out	\$ <u>20,879,000</u>	\$ <u>20,878,568</u>	\$ <u>21,442,806</u>	\$ <u>21,449,962</u>	\$ <u>22,465,840</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 11,445,582	\$ 12,001,744	\$ 11,695,340	\$ 11,695,340	\$ 12,087,161
Employee Benefits	6,386,867	6,259,323	6,760,057	6,767,213	7,358,879
Total Employee Services	17,832,449	18,261,067	18,455,397	18,462,553	19,446,040
Dues, Memberships, License and Publications	22,605	19,651	17,608	17,608	17,608
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	428,421	40,305	111,615	111,615	171,131
Professional Services	167,255	207,155	168,925	168,925	168,925
Utilities	47,697	51,142	57,750	57,750	57,750
Miscellaneous Services	605,240	667,169	666,431	666,431	682,447
Repairs and Maintenance	157,009	153,402	170,872	170,872	178,872
Materials and Supplies	445,411	403,669	570,046	570,046	570,046
City Charges	-	-	-	-	-
Mobile Equipment Rental	861,672	918,951	970,503	970,503	923,531
Other	38,147	26,417	32,400	32,400	32,400
Total Maintenance and Operations	2,773,457	2,487,861	2,766,150	2,766,150	2,802,710
Capital Outlay	273,094	129,640	221,259	221,259	217,090
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	20,879,000	20,878,568	21,442,806	21,449,962	22,465,840
<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	\$ <u>20,879,000</u>	\$ <u>20,878,568</u>	\$ <u>21,442,806</u>	\$ <u>21,449,962</u>	\$ <u>22,465,840</u>
<b>Full Time Positions</b>	120.00	120.00	120.00	120.00	122.00
<b>Part Time Positions (Full Time Equivalent)</b>	8.43	8.43	8.43	8.43	8.43
Total	<u>128.43</u>	<u>128.43</u>	<u>128.43</u>	<u>128.43</u>	<u>130.43</u>





# City of Whittier

## Santa Fe Springs Policing Team

### OVERVIEW

The Whittier Police Department provides contract law enforcement services to the City of Santa Fe Springs. There are forty (40) members of the Whittier Police Department who are assigned to the Santa Fe Springs (SFS) Policing Team. Sworn personnel include four (4) sergeants, four (4) investigators, two (2) problem-oriented policing officers, a traffic officer, a school resource officer and twenty-three (23) patrol officers. Civilian personnel include a records supervisor and five (5) professional staff.

Members of the SFS Policing team work in partnership with employees of the Santa Fe Springs Police Services Department to provide the City of Santa Fe Springs with full-scale law enforcement. The SFS Policing Team has integrated a strong community-based policing philosophy into the provision of law enforcement services in that City. All personnel in the SFS Policing Team are assigned to work out of the Santa Fe Springs Police Services Center or the Santa Fe Springs Police Staging Facility.

There are three (3) functional units (Patrol, Investigation and Support Services) within the SFS Policing Team. Members of the patrol unit respond to calls for service and emergencies and are strongly oriented towards crime prevention under a geographical system that divides the city into three (3) community policing areas. They apprehend criminals, enforce laws and perform preliminary investigations. Each patrol officer is responsible for working with residents and members of the business community to prevent crime and enhance the quality of life in the community. A traffic officer is also assigned within the patrol unit. The traffic officer provides services and performs duties in the area of traffic collision analysis, hit and run collision investigation, commercial enforcement and tactical traffic service.

Detectives assigned to the Santa Fe Springs Policing Team are responsible for investigating crimes that occur in the City of Santa Fe Springs. They interview victims and witnesses, identify and arrest offenders, recover stolen property and file criminal cases with the corresponding courts. The Problems Oriented Policing Team is part of the investigations unit and concentrates enforcement efforts on specific criminal activity such as gang violence, illegal drugs, auto theft/car-jacking and other sting-type operations as needed. They also work actively to resolve community crime problems through conventional and innovative law enforcement efforts.

Civilian personnel provide maintain, transcribe, and oversee the release of police records and are integral members of the policing team. They work closely with other employees at the Santa Fe Springs Police Services Center to provide information and/or assistance relating to law enforcement and public safety issues. Crime analysis services, computer system integration and support, and communications are provided for the SFS Policing Team.

Personnel assigned at the Whittier Police Department provide management, administrative and other support services ancillary to the provision of law enforcement services in Santa Fe Springs.

# City of Whittier

## Santa Fe Springs Policing Team (continued)

### KEY GOALS

- Detect, deter and prevent criminal activity in the City of Santa Fe Springs by developing a cooperative relationship between police, government, citizens, community groups and social agencies;
- Reduce traffic collisions and traffic collision related injuries and deaths in the City of Santa Fe Springs through education and enforcement of traffic laws;
- Create a working environment within the policing team that ensures selection and retention of qualified personnel committed to public safety and the accomplishment of department goals;
- Work in partnership with the City of Santa Fe Springs, residents, businesses, educational and civic groups to increase public awareness and crime reduction.

### SIGNIFICANT CRIMES

<b>Crimes</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Actual</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Actual</b>
Homicides	1	0	3	3
Forcible Rape	3	3	1*	8*
Robbery	38	29	35	44
Aggravated Assault	50	44	33	50
Burglary	180	135	155	155
Larceny	861	827	804	940
Motor Vehicle Theft	202	224	165	196
<b>TOTAL</b>	<b>1,335</b>	<b>1,264</b>	<b>1,196</b>	<b>1,396</b>

\*The FBI expanded the definition of rape for reporting purposes. Reporting was modified beginning the fourth quarter of 2014.

# City of Whittier

## SFS Policing (100-40-421-703,704/422-000/423-705,706)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 7,374,251	\$ 7,487,511	\$ 7,473,853	\$ 7,473,853	\$ 7,762,631
Maintenance and Operations	738,600	714,869	652,084	652,084	627,001
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>8,112,851</u>	<u>8,202,380</u>	<u>8,125,937</u>	<u>8,125,937</u>	<u>8,389,632</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 8,112,851</u>	<u>\$ 8,202,380</u>	<u>\$ 8,125,937</u>	<u>\$ 8,125,937</u>	<u>\$ 8,389,632</u>
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	8,112,851	8,202,380	8,125,937	8,125,937	8,389,632
Total Expenditures and Transfers-Out	<u>\$ 8,112,851</u>	<u>\$ 8,202,380</u>	<u>\$ 8,125,937</u>	<u>\$ 8,125,937</u>	<u>\$ 8,389,632</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 4,127,973	\$ 4,221,640	\$ 4,183,035	\$ 4,183,035	\$ 4,227,173
Employee Benefits	3,246,278	3,265,871	3,290,818	3,290,818	3,535,458
Total Employee Services	<u>7,374,251</u>	<u>7,487,511</u>	<u>7,473,853</u>	<u>7,473,853</u>	<u>7,762,631</u>
Dues, Memberships, License and Publications	400	400	400	400	400
Rentals	-	-	1,000	1,000	1,000
Taxes and Assessments	-	-	-	-	-
Insurance	196,747	171,619	97,535	97,535	68,401
Professional Services	18,883	18,329	20,000	20,000	20,000
Utilities	4,000	4,000	4,000	4,000	4,000
Miscellaneous Services	160,537	155,665	155,665	155,665	155,665
Repairs and Maintenance	68,500	68,500	73,925	73,925	73,925
Materials and Supplies	89,889	91,450	93,450	93,450	93,450
City Charges	197,159	198,539	202,509	202,509	206,560
Mobile Equipment Rental	-	-	-	-	-
Other	2,485	6,367	3,600	3,600	3,600
Total Maintenance and Operations	<u>738,600</u>	<u>714,869</u>	<u>652,084</u>	<u>652,084</u>	<u>627,001</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>8,112,851</u>	<u>8,202,380</u>	<u>8,125,937</u>	<u>8,125,937</u>	<u>8,389,632</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>\$ 8,112,851</u>	<u>\$ 8,202,380</u>	<u>\$ 8,125,937</u>	<u>\$ 8,125,937</u>	<u>\$ 8,389,632</u>
<b>Full Time Positions</b>	39.00	39.00	39.00	39.00	39.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<u>39.00</u>	<u>39.00</u>	<u>39.00</u>	<u>39.00</u>	<u>39.00</u>

# City of Whittier

## Code Enforcement

### OVERVIEW

The Code Enforcement division of the Police Department is responsible for enforcement of the Whittier Municipal Code with regard to public nuisances, safety and zoning violations. Activities of the Unit include enforcement of property maintenance codes, abandoned or inoperable vehicles and coordination with other City departments to maintain the appearance of alleyways. Code Enforcement Officers (CEO's) have the authority to issue administrative citations for certain violations of the Municipal Code. Further enforcement of Municipal Code violations are pursued through involvement of the City Attorney and the Los Angeles County District Attorney's Office.

Community Development Block Grant (CDBG) funds have enabled this unit to pursue its mission. Two (2) Code Enforcement Officers are fully funded utilizing CDBG funds. In addition, the Code Enforcement Secretary and Code Enforcement Supervisor are also partially funded through CDBG. The CDBG area is the subject of proactive assessment and enforcement action. Currently, residences within the CDBG area are being assessed from the street view to identify the properties that reveal substandard and blighted conditions. Property owners, tenants and/or property managers are then contacted and requested to bring the properties into voluntary compliance. If properties continue to be non-compliant, property owners, tenants and/or property managers can receive administrative citations or face legal action.

Code Enforcement also employs an additional four (4) full-time Code Enforcement Officer positions. Two CEO's are assigned to alley sanitation enforcement. The remaining two CEO's are assigned to address all types of violations on a reactive basis within the four Public Service Areas within the City.

### KEY GOALS

- Provide a healthier, safer environment for housing the citizens of the City of Whittier;
- Promote public awareness of property maintenance codes;
- Obtain a high degree of resident and business compliance of specific municipal codes, thereby improving property value.

# City of Whittier

## Code Enforcement (100-40-431-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 364,074	\$ 382,451	\$ 362,856	\$ 362,856	\$ 374,142
Maintenance and Operations	22,846	65,660	41,991	41,991	44,839
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>386,920</u>	<u>448,111</u>	<u>404,847</u>	<u>404,847</u>	<u>418,981</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 386,920</u>	<u>\$ 448,111</u>	<u>\$ 404,847</u>	<u>\$ 404,847</u>	<u>\$ 418,981</u>
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	386,920	448,111	404,847	404,847	418,981
Total Expenditures and Transfers-Out	<u>\$ 386,920</u>	<u>\$ 448,111</u>	<u>\$ 404,847</u>	<u>\$ 404,847</u>	<u>\$ 418,981</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 269,788	\$ 314,347	\$ 278,786	\$ 278,786	\$ 282,299
Employee Benefits	94,286	68,104	84,070	84,070	91,843
Total Employee Services	<u>364,074</u>	<u>382,451</u>	<u>362,856</u>	<u>362,856</u>	<u>374,142</u>
Dues, Memberships, License and Publications	512	453	1,000	1,000	1,000
Rentals	-	-	200	200	200
Taxes and Assessments	-	-	-	-	-
Insurance	1,383	1,127	990	990	1,014
Professional Services	19	-	6,000	6,000	6,000
Utilities	1,721	1,789	2,300	2,300	2,300
Miscellaneous Services	303	777	3,200	3,200	3,200
Repairs and Maintenance	-	475	500	500	500
Materials and Supplies	3,694	2,852	8,845	8,845	8,845
City Charges	-	-	-	-	-
Mobile Equipment Rental	14,299	11,858	18,456	18,456	21,580
Other	21	46,329	500	500	200
Total Maintenance and Operations	<u>21,952</u>	<u>65,660</u>	<u>41,991</u>	<u>41,991</u>	<u>44,839</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>386,026</u>	<u>448,111</u>	<u>404,847</u>	<u>404,847</u>	<u>418,981</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	894	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	<u>894</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Transfers-Out	<u>\$ 386,920</u>	<u>\$ 448,111</u>	<u>\$ 404,847</u>	<u>\$ 404,847</u>	<u>\$ 418,981</u>
<b>Full Time Positions</b>	4.00	4.00	4.00	4.00	4.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

# City of Whittier

## Code Liens

### OVERVIEW

The Code Liens program provides the Code Enforcement Unit with advance funds to use in their efforts to correct violations under the City's public nuisance abatement procedures. Items considered nuisances by the City include any buildings, structures or vacant properties which contain substandard conditions such as inadequate sanitation, structural hazards, inadequate wiring, faulty plumbing, inadequate mechanical equipment, faulty weather protection, faulty construction materials and fire hazards. Nuisances also include abandoned and hazardous buildings.

Public nuisances are defined within Section 8.08 of the Whittier Municipal Code. Properties requiring abatement are posted and property owners are notified by mail to remove the nuisance within 10 days. If a property owner takes no action towards abating the nuisance then the City, at the property owner's expense, clears the nuisance. If the property owner neglects to pay for the cost of abatement within one year, the City may place a lien on the owner's property tax through the County tax rolls. Once property tax liens are collected, a reimbursement is made in the Code Liens cost center to offset the costs incurred for abatement.

### KEY GOALS

- Provide a healthier and safer environment for housing the citizens of the City of Whittier;
- Promote public awareness of property maintenance codes;
- Obtain the highest possible degree of compliance of specific municipal codes, thereby improving the City's visual environment and causing a corresponding increase in property value.

# City of Whittier

## Code Liens (100-40-431-707)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	894	4,941	8,000	8,000	8,000
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>894</u>	<u>4,941</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 894</u>	<u>\$ 4,941</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	894	4,941	8,000	8,000	8,000
Total Expenditures and Transfers-Out	<u>\$ 894</u>	<u>\$ 4,941</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>
<b><i>DETAIL</i></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	894	4,941	8,000	8,000	8,000
Materials and Supplies	-	-	-	-	-
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>894</u>	<u>4,941</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>894</u>	<u>4,941</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</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>\$ 894</u>	<u>\$ 4,941</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Police - Whittwood

### OVERVIEW

The Whittier Police Department, in partnership with the Whittwood Town Center, continues with the Department's community based-policing efforts through the full-time assignment of a Police Officer that is made available to shoppers and merchants.

A full-time police officer position was established at the Whittwood Town Center in order to enhance the Police Department's ability to anticipate and meet the mall's changing security needs. The Whittwood officer works with mall management to coordinate City and mall resources in order to best address the public safety needs of the center.

The Whittwood Mall is billed quarterly for the cost of the full-time officer's salary, including benefits.

### KEY GOALS

- Improve safety at the Whittwood Town Center, utilizing community-based policing philosophy, in order to increase the mall's attractiveness to shoppers and potential retailers.



# City of Whittier

## Police - Whittwood (100-40-441-000)

	2014-15 <u>Actual</u>	2015-16 <u>Actual</u>	2016-17 <u>Budget</u>	2016-17 <u>Projected</u>	2017-18 <u>Adopted</u>
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 171,771	\$ 181,503	\$ 199,897	\$ 199,897	\$ 209,933
Maintenance and Operations	6,500	6,551	7,966	7,966	8,116
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>178,271</u>	<u>188,054</u>	<u>207,863</u>	<u>207,863</u>	<u>218,049</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 178,271</u>	<u>\$ 188,054</u>	<u>\$ 207,863</u>	<u>\$ 207,863</u>	<u>\$ 218,049</u>
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	178,271	188,054	207,863	207,863	218,049
Total Expenditures and Transfers-Out	<u>\$ 178,271</u>	<u>\$ 188,054</u>	<u>\$ 207,863</u>	<u>\$ 207,863</u>	<u>\$ 218,049</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 103,648	\$ 116,386	\$ 130,290	\$ 130,290	\$ 133,282
Employee Benefits	68,123	65,117	69,607	69,607	76,651
Total Employee Services	<u>171,771</u>	<u>181,503</u>	<u>199,897</u>	<u>199,897</u>	<u>209,933</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	840	851	852	852	886
Professional Services	-	-	-	-	-
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	-	-	1,300	1,300	1,300
City Charges	5,660	5,700	5,814	5,814	5,930
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>6,500</u>	<u>6,551</u>	<u>7,966</u>	<u>7,966</u>	<u>8,116</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>178,271</u>	<u>188,054</u>	<u>207,863</u>	<u>207,863</u>	<u>218,049</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>\$ 178,271</u>	<u>\$ 188,054</u>	<u>\$ 207,863</u>	<u>\$ 207,863</u>	<u>\$ 218,049</u>
<b>Full Time Positions</b>	1.00	1.00	1.00	1.00	1.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

# City of Whittier

## COPS in School

### OVERVIEW

In an effort to increase police presence at local high schools, the Whittier Police Department and the Whittier Union High School District developed a plan to deploy full-time School Resource Officers (SROs) at Whittier, La Serna, and Santa Fe High Schools and an officer on an overtime basis for the Sierra Education Center.

Consistent full-time police presence helps promote a safer environment in and adjacent to the schools. SROs work to create and encourage desirable behavior on the part of the students and are available to students, parents, faculty, officials, and community members for problem solving.

The goals and purpose of the Cops in School (CIS) program are best accomplished through a five-year commitment of the SRO's selected for the assignment. A SRO must be thoroughly familiar with the school, know the students and be aware of and familiar with the surrounding neighborhood. At each campus, the SRO assesses the needs of his or her campus and applies a combination of hands-on activities or methods in an effort to gain insight into the students. The activities used are not only directed towards the students but may also include the participation of faculty and parents. Support and educational activities such as mentoring, personal safety, and conflict resolution techniques are essential.

The City of Whittier shares the cost of the two (2) officers assigned at Whittier and La Serna High Schools with the high school district. Program funding between the City and school district was re-negotiated and is now on a 25%-75% basis for the net cost of the officers. The high school district fully funds the officer assigned at Santa Fe High School and those who work at the Sierra Education Center.

### KEY GOALS

- Provide a partnership with campus administration to provide a safe learning environment and encourage the development of social responsibility among students;
- Provide a highly visible law enforcement presence on the campus and in the community immediately surrounding the school;
- Decrease incidences of school crime through proactive identification and deterrence of potential criminal activity.

# City of Whittier

## COPS in School (100-40-461-714, 715, 716)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 483,220	\$ 526,422	\$ 540,113	\$ 540,113	\$ 577,706
Maintenance and Operations	2,350	2,383	4,237	4,237	4,392
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>485,570</u>	<u>528,805</u>	<u>544,350</u>	<u>544,350</u>	<u>582,098</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 485,570</u>	<u>\$ 528,805</u>	<u>\$ 544,350</u>	<u>\$ 544,350</u>	<u>\$ 582,098</u>
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	485,570	528,805	544,350	544,350	582,098
Total Expenditures and Transfers-Out	<u>\$ 485,570</u>	<u>\$ 528,805</u>	<u>\$ 544,350</u>	<u>\$ 544,350</u>	<u>\$ 582,098</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 274,968	\$ 326,616	\$ 314,918	\$ 314,918	\$ 323,894
Employee Benefits	208,252	199,806	225,195	225,195	253,812
Total Employee Services	<u>483,220</u>	<u>526,422</u>	<u>540,113</u>	<u>540,113</u>	<u>577,706</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	2,350	2,383	2,437	2,437	2,592
Professional Services	-	-	-	-	-
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	-	-	1,800	1,800	1,800
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>2,350</u>	<u>2,383</u>	<u>4,237</u>	<u>4,237</u>	<u>4,392</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>485,570</u>	<u>528,805</u>	<u>544,350</u>	<u>544,350</u>	<u>582,098</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>\$ 485,570</u>	<u>\$ 528,805</u>	<u>\$ 544,350</u>	<u>\$ 544,350</u>	<u>\$ 582,098</u>
<b>Full Time Positions</b>	3.00	3.00	3.00	3.00	3.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

# City of Whittier

## Traffic Offender Program/State COPS Funding

### OVERVIEW

#### Traffic Offender Program

The Whittier Police Department's Traffic Safety Program was originally established in Fiscal Year 1998-99 with the assistance of a grant from the California Office of Traffic Safety (OTS). The purpose of the program is to improve traffic safety in Whittier through increased traffic enforcement.

The program is currently funded from General Funds, and supports one officer and one part-time traffic analyst.

### KEY GOALS

- Support Traffic Safety Program operations;
- Increase safety for Whittier commuters.

### PERFORMANCE MEASURES

<b>Traffic Collisions</b>	<b>FY 2013-14 Actual</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>
Injury Collisions	394	353	406	387
Fatal Collisions	6	3	4	4
Hit and Run Collisions	315	309	355	385
Non-injury Collisions	428	479	539	268
<b>Total</b>	<b>1,143</b>	<b>1,144</b>	<b>1,304</b>	<b>1,044</b>

#### State Citizen's Option for Public Safety (COPS)

AB 3229 (Brulte) was enacted in 1996 as part of the State budget. The bill established the Citizen's Option for Public Safety (COPS) Program and appropriated \$100 million from the State to local agencies for the purpose of improving public safety. Recent State COPS legislation extended funding for this valuable program indefinitely.

### KEY GOALS

- Enhance public safety in the community;
- Develop cooperative relationships between police, government, citizens, community groups and social agencies.

# City of Whittier

## Traffic Offender/State COPS (210 & 220)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 217,695	\$ 240,040	\$ 291,540	\$ 291,540	\$ 338,987
Maintenance and Operations	1,238	1,261	4,625	4,625	4,587
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>218,933</u>	<u>241,301</u>	<u>296,165</u>	<u>296,165</u>	<u>343,574</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 218,933</u>	<u>\$ 241,301</u>	<u>\$ 296,165</u>	<u>\$ 296,165</u>	<u>\$ 343,574</u>
<b>Expenditures and Transfers-Out By Source</b>					
Traffic Offender Fund	218,933	241,301	296,165	296,165	343,574
Total Expenditures and Transfers-Out	<u>\$ 218,933</u>	<u>\$ 241,301</u>	<u>\$ 296,165</u>	<u>\$ 296,165</u>	<u>\$ 343,574</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 141,258	\$ 147,298	\$ 199,908	\$ 199,908	\$ 223,302
Employee Benefits	76,437	92,742	91,632	91,632	115,685
Total Employee Services	<u>217,695</u>	<u>240,040</u>	<u>291,540</u>	<u>291,540</u>	<u>338,987</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	1,238	1,261	1,300	1,300	1,262
Professional Services	-	-	-	-	-
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	-	-	3,325	3,325	3,325
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>1,238</u>	<u>1,261</u>	<u>4,625</u>	<u>4,625</u>	<u>4,587</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>218,933</u>	<u>241,301</u>	<u>296,165</u>	<u>296,165</u>	<u>343,574</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>\$ 218,933</u>	<u>\$ 241,301</u>	<u>\$ 296,165</u>	<u>\$ 296,165</u>	<u>\$ 343,574</u>
<b>Full Time Positions</b>	2.00	2.00	2.00	2.00	2.00
<b>Part Time Positions (Full Time Equivalent)</b>	1.32	1.32	1.32	1.32	1.32
<b>Total</b>	<u>3.32</u>	<u>3.32</u>	<u>3.32</u>	<u>3.32</u>	<u>3.32</u>

# City of Whittier

## Asset Seizure-Forfeiture

### OVERVIEW

The Whittier Police Department participates in the Southern California Drug Task Force (SCDTF), a federally funded multi-jurisdictional task force targeting the highest levels of drug trafficking. The task force is part of the Department of Justice's HIDTA (High Intensity Drug Trafficking Area) program. Personnel assigned to SCDTF from the Whittier Police Department, include one full-time sworn police officer.

The Task Force is a multi-jurisdictional crime task force, which strengthens law enforcement efforts and serves as a resource to all participating agencies. It provides assistance to participating agencies in handling drug laboratories, gang suppression, and provides readily available federal resources for major investigations. The expertise supplied by the Southern California Drug Task Force is a valuable resource (cost saving) to all participating agencies.

### KEY GOALS

- Deprive criminals of property used in or acquired through illegal activities;
- Strengthen law enforcement efforts against drug trafficking.

# City of Whittier

## Asset Seizure-Forfeiture Fund (250-40-471-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 232,200	\$ 239,697	\$ 280,717	\$ 280,717	\$ 294,294
Maintenance and Operations	13,212	8,560	11,535	11,535	11,540
Capital Outlay	66,896	210,152	-	56,630	-
Total Expenditures	<u>312,308</u>	<u>458,409</u>	<u>292,252</u>	<u>348,882</u>	<u>305,834</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 312,308</u>	<u>\$ 458,409</u>	<u>\$ 292,252</u>	<u>\$ 348,882</u>	<u>\$ 305,834</u>
<b>Expenditures and Transfers-Out By Source</b>					
Asset Seizure-Forfeiture Fund	312,308	458,409	292,252	348,882	305,834
Total Expenditures and Transfers-Out	<u>\$ 312,308</u>	<u>\$ 458,409</u>	<u>\$ 292,252</u>	<u>\$ 348,882</u>	<u>\$ 305,834</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 64,643	\$ 67,555	\$ 108,649	\$ 108,649	\$ 110,606
Employee Benefits	37,557	42,142	42,068	42,068	53,688
Total Employee Services	<u>102,200</u>	<u>109,697</u>	<u>150,717</u>	<u>150,717</u>	<u>164,294</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	45	56	50	50	55
Professional Services	315	790	485	485	485
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	12,852	7,714	10,700	10,700	10,700
Materials and Supplies	-	-	300	300	300
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>13,212</u>	<u>8,560</u>	<u>11,535</u>	<u>11,535</u>	<u>11,540</u>
Capital Outlay	66,896	210,152	-	56,630	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>182,308</u>	<u>328,409</u>	<u>162,252</u>	<u>218,882</u>	<u>175,834</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	130,000	130,000	130,000	130,000	130,000
Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	<u>130,000</u>	<u>130,000</u>	<u>130,000</u>	<u>130,000</u>	<u>130,000</u>
Total Expenditures and Transfers-Out	<u>\$ 312,308</u>	<u>\$ 458,409</u>	<u>\$ 292,252</u>	<u>\$ 348,882</u>	<u>\$ 305,834</u>
<b>Full Time Positions</b>	1.00	1.00	1.00	1.00	1.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

# City of Whittier

## Justice Assistance Grant

### OVERVIEW

The purpose of the JAG Program is to provide units of local government with funds to underwrite projects to reduce crime and improve public safety. Grant awards are based on a jurisdiction's average number of Part 1 violent crimes and their continued ability to satisfy the grant requirements. The JAG program does not require matching funds.

The Police Department will receive the 2017 JAG award in September for \$17,891, which will be combined with the remaining JAG grant funds to continue replacing computers in the Department. The computer network is vital in supporting all policing activities, including computer aided dispatch, investigations, sharing information with local and state law enforcement agencies, etc.

The City has been awarded \$465,992 in JAG funding since inception. The chart below illustrates only the active grant funding remaining.

Grant Year	JAG 2014	JAG 2015	JAG 2016	JAG 2017	TOTAL
Award	25,246	\$19,809	18,975	17,891	81,921

### KEY GOALS

- Utilize funds to provide necessary computers for the Police Department operation, in support of its crime fighting missions.

### SIGNIFICANT CRIMES

Crime Types	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual
Homicides	4	3	0	3
Forcible Rape	17	17*	23	21
Robbery	81	95	86	116
Aggravated Assault	122	114	142	130
Burglary	384	327	399	464
Larceny	1,615	1,603	1922	1930
Motor Vehicle Theft	275	295	486	336
<b>TOTAL</b>	<b>2,498</b>	<b>2,454</b>	<b>3,058</b>	<b>3,000</b>

\*The FBI expanded the definition of rape for reporting purposes. Reporting was modified beginning the fourth quarter of 2014.



# City of Whittier

## Office of Traffic Safety Grant

### OVERVIEW

The California Office of Traffic Safety's (OTS) mission is to obtain and effectively administer traffic safety grant funds to local law enforcement agencies to reduce deaths, injuries, and economic losses resulting from traffic collisions.

Each October - OTS requests proposals addressing traffic safety problems from all interested and eligible agencies. OTS Coordinators function as liaisons with private and public sector traffic safety leaders to track successful programs and encourage collaborative efforts. This approach encourages widespread participation in the program and gives OTS a broad base from which to select the most effective and cost-efficient countermeasure programs possible.

OTS does not have sufficient funds for all submitted proposals. Therefore, a comprehensive review is part of the proposal selection process. OTS reviews proposals against several criteria including: potential traffic safety impact, collision statistics, seriousness of identified problem(s) and performance on previous grants.

In 2017, OTS awarded the Whittier Police Department an Office of Traffic Safety STEP Grant for enforcement of Primary Collision Factors and Driving While Intoxicated checkpoints.

### KEY GOALS

- To reduce the number of persons killed and/or injured in traffic collisions;
- To reduce the number of persons killed and/or injured in alcohol-involved collisions;
- To reduce hit and run fatal and/or injury collisions;
- To reduce fatal and/or injury collisions at intersections;
- To reduce fatal collisions and/or injuries involving red light violators;
- To reduce fatal collisions and/or injuries where unsafe speed was the primary collision factor.



# City of Whittier

## **Whittier Public Financing Authority**



*People, Pride, Progress*

*Adopted Budget for  
Fiscal Year 2017-18*

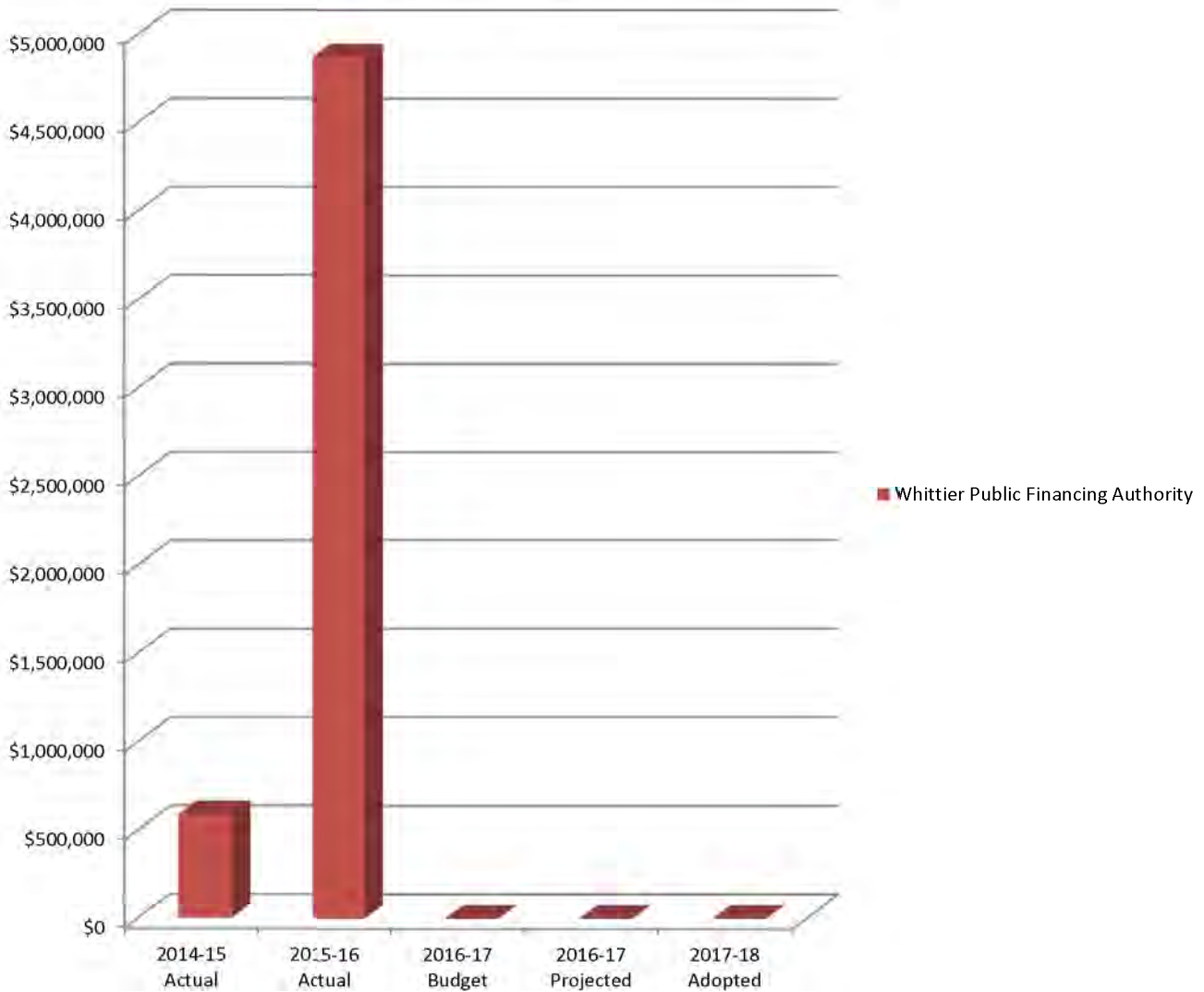


# City of Whittier

## Whittier Public Financing Authority

Division/Cost Center	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
Whittier Public Financing Authority	\$ 588,305	\$ 4,868,424	\$ -	\$ -	\$ -

### Whittier Public Financing Authority



# City of Whittier

## Whittier Public Financing Authority

### OVERVIEW

The City of Whittier and the Whittier Redevelopment Agency formed the Whittier Public Financing Authority in 1989. The Authority was created to provide financing for public capital improvements for the City and the Agency. The Authority has the power to issue bonds to pay the cost of any public capital improvement and to acquire bonds issued by other public entities.

In addition to the 2002 Revenue Bonds, the Authority also participated in the 2005 issuance of Whittier Redevelopment Agency (Whittier Earthquake Recovery Redevelopment Project) Tax Allocation Bonds in the amount of \$7,810,000.

In March 2002, the Authority issued Revenue Bonds, Series A in the amount of \$7,505,000 to refund the 1992 Whittier Redevelopment Agency Tax Allocations Bonds (Greenleaf Avenue/Uptown Whittier Redevelopment Project) and to finance certain redevelopment activities within the project area. These bonds mature on November 1, 2023. The Authority used the proceeds of this bond issue to loan the Whittier Redevelopment Agency funds that were used to pay off the old bonds and an additional \$3.9 million for redevelopment activities and payment of outstanding City loans. The Agency pays off its loans to the Authority by making the debt service payments from property tax increment revenues generated by the Greenleaf Avenue/Uptown Project areas.

The outstanding balance of the bonds is \$4,170,000 was redeemed as of June 30, 2016 with a final interest payment of \$80,797.

### KEY GOALS

- Provide a means of refunding the Greenleaf Avenue/Uptown Whittier Redevelopment Project Area tax allocation bond and increase funding for redevelopment activities within the project area

# City of Whittier

## Whittier Public Financing Authority (390-25-999-207)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	588,305	4,868,424	-	-	-
Capital Outlay	-	-	-	-	-
Total Expenditures	588,305	4,868,424	-	-	-
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	\$ 588,305	\$ 4,868,424	\$ -	\$ -	\$ -
<b>Expenditures and Transfers-Out By Source</b>					
Whittier Public Financing Authority	588,305	4,868,424	-	-	-
Total Expenditures and Transfers-Out	\$ 588,305	\$ 4,868,424	\$ -	\$ -	\$ -
<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	-	-	-	-	-
Total Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	-	-	-	-	-
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	588,305	4,868,424	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	588,305	4,868,424	-	-	-
Total Expenditures and Transfers-Out	\$ 588,305	\$ 4,868,424	\$ -	\$ -	\$ -
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00





# City of Whittier

## **Whittier Utility Authority**



*People, Pride, Progress*

*Adopted Budget for  
Fiscal Year 2017-18*



⋮  
City of Whittier

*Whittier Utility Authority*

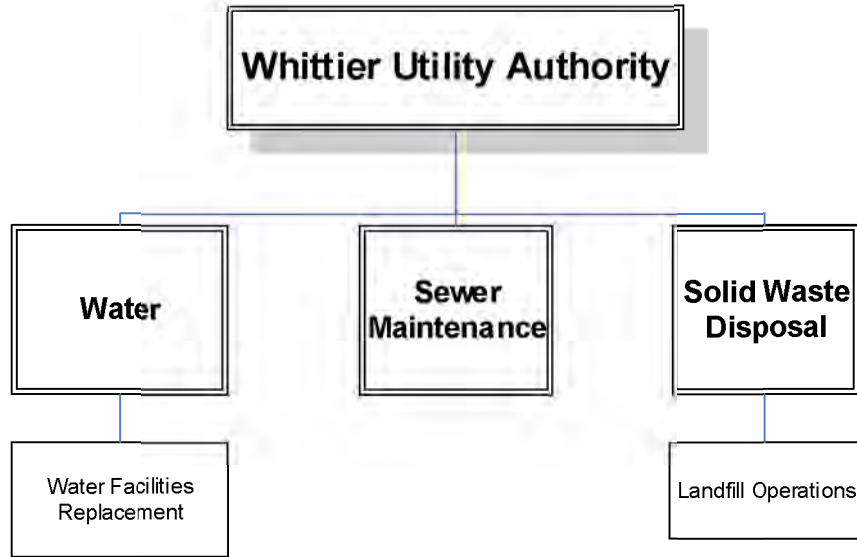
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- *Sewer Maintenance*
- *Water Fund*
- *Solid Waste Collection*
- *Solid Waste Reduction*
- *Solid and Toxic Waste Disposal*
- *Water Facilities Replacement*
- *Water Bond*
- *Solid Waste Bond*



# Whittier Utility Authority

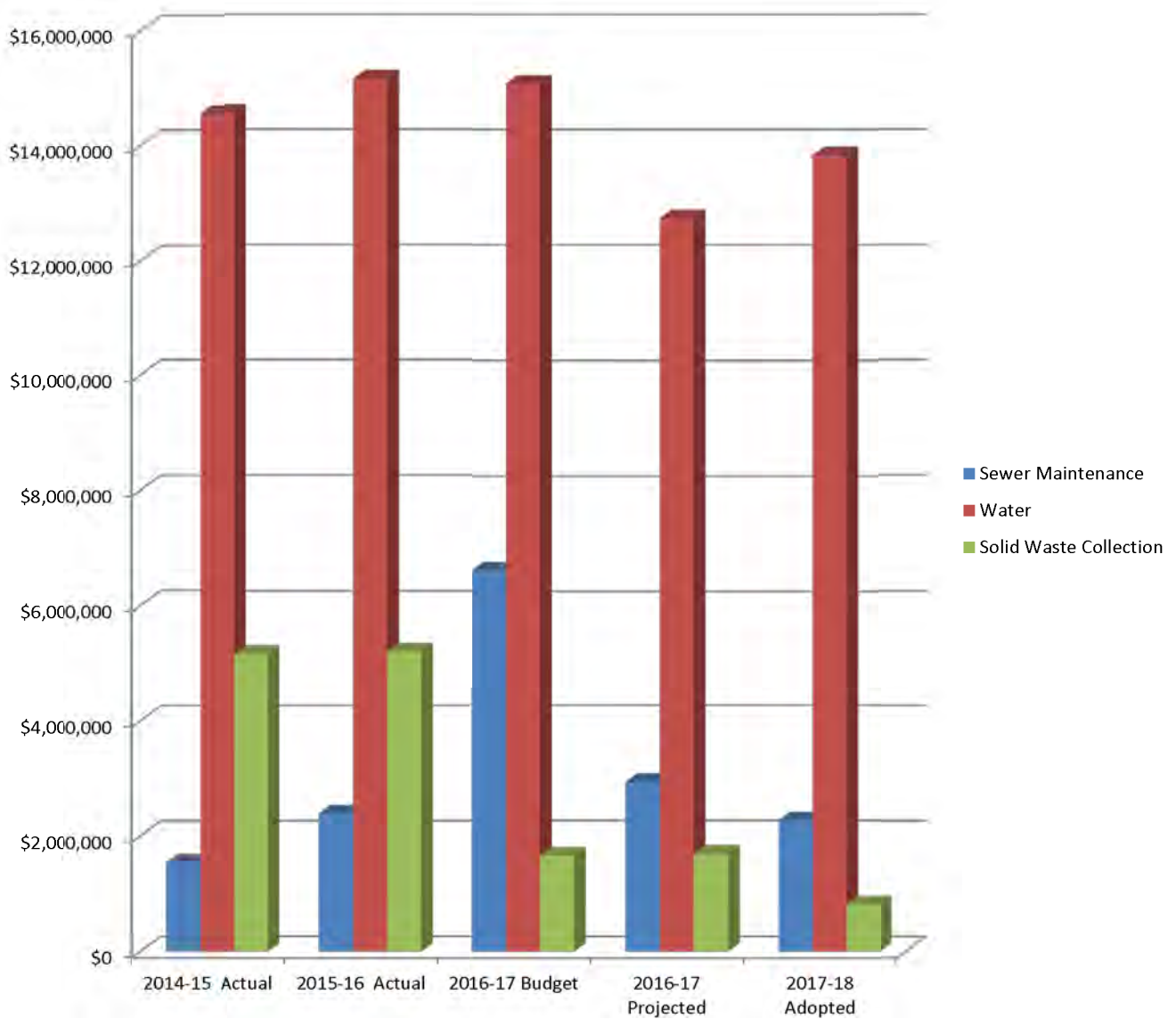
## Organization Chart



# City of Whittier

## Whittier Utility Authority

Division/Cost Center	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
Sewer Maintenance	\$ 1,542,603	\$ 2,394,403	\$ 6,626,094	\$ 2,930,897	\$ 2,266,418
Water	14,560,609	15,149,511	15,068,720	12,721,644	13,817,804
Solid Waste Collection	5,165,714	5,213,532	1,656,931	1,688,935	814,456



# City of Whittier

## Whittier Utility Authority

### OVERVIEW

In past years, the City General Fund received “in lieu fees” from the Enterprise Funds to be consistent with the Franchise Fees paid by privately owned utilities. For example, Suburban Water Systems pays a Franchise Fee that becomes revenue to the General Fund. In order to be fair and consistent throughout the various service areas in the City, the City’s own water utility paid a comparable “in lieu fee” to the General Fund. In this way, all City rate payers were contributing to General Fund programs regardless of whether their water was provided by the City or a private utility. Similar conditions exist with the sewer system. However, changes in State laws and court decisions prevented the City from collecting “in lieu fees” from the City’s rate payers through the Enterprise Funds. In order to maintain a fair system and comply with the law, the City established the Whittier Utility Authority (WUA), a joint powers agency that can make lease payments to the City General Fund in recognition of the value of the City’s utility infrastructure assets. These lease payments effectively replace the General Fund revenue lost when “in lieu” fees became unavailable.

### KEY GOALS

- Assure that all City residents and businesses share the same benefits and bear the same burdens associated with utility services delivered by exclusive private providers
- Maintain a fair and consistent system of user fees for utility services regardless of whether the utility services are provided by City staff or through exclusive franchise agreements with contractors
- Assist with the financial stability of the City’s General Fund by making lease payments through the WUA, thus leveraging the value of the City’s utility infrastructure
- Manage groundwater pumping rights in the Main Basin and the Central Basin to assure the future availability of water to our consumers while at the same time maximizing the value of those groundwater-pumping rights for all City residents and businesses

# City of Whittier

## Sewer Maintenance

### OVERVIEW

The Sewer Maintenance Division maintains 194 miles of sewer lines and 5,012 sewer manholes within the City. The Division routinely cleans these sewer lines once every twelve months and some areas on a more frequent basis. The Sewer Maintenance Division is working with the Engineering Division to establish, design and construct priority sewer repair and replacement projects to reduce the number of sewer stoppages and overflows.



In addition, the Sewer Maintenance Division will administer an annual contract for the Spot Repair Program for known structural defects that may cause sewer overflow. This contract targets approximately 100 spot repairs each year. This program has proven successful in reducing the sewer overflows from 43 in FY 2014-2015 to 9 overflows in FY 2016-17. Currently the City's Sewer Division has installed seventeen (17) Smart Covers that measures the sewer water levels in the pipes. This technology based manhole covers alerted Sewer Maintenance Crews of at least 21 potential overflows in less than one year. Video inspections are completed throughout the year and approximately 36 miles of sewer will be videoed during the year.

### KEY GOALS

- Provide for the safe and efficient maintenance of the sewer system to maintain health and sanitation standards
- Replace broken, settled, deteriorated and undersized sewer mains
- Evaluate sewer main conditions using video inspections
- Comply with state requirements for monitoring and reporting sewer spills
- Comply with the State Water Resources Central Board (SWRCB) for the general Waste Discharge Requirements for Sanitary Sewer System
- Evaluate rate structure to ensure the continued financial viability of sewer system.
- Establish program to eliminate pests from the City wide sewer system.

### PERFORMANCE MEASURES

Measure	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Estimated
Single-family sewer service	18,444	18,444	18,442	18,442
Multi-residential sewer service	2,024	2,024	2,024	2,024
Commercial sewer service	1,675	1,675	1,675	1,675
Sewer overflows	43	19	9	0
Miles of main line video				36
Spot repairs		599	751	2,200
Feet of Sewer replaced			5,650	13,000



# City of Whittier

## Sewer Maintenance (410-30-342-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 633,817	\$ 659,124	\$ 889,244	\$ 889,244	\$ 994,236
Maintenance and Operations	520,140	765,846	1,066,850	1,016,850	1,152,182
Capital Outlay	348,646	745,433	4,410,000	829,591	100,000
Total Expenditures	<u>1,502,603</u>	<u>2,170,403</u>	<u>6,366,094</u>	<u>2,735,685</u>	<u>2,246,418</u>
Transfers-Out	40,000	224,000	260,000	195,212	20,000
Total Expenditures and Transfers-Out	<u>\$ 1,542,603</u>	<u>\$ 2,394,403</u>	<u>\$ 6,626,094</u>	<u>\$ 2,930,897</u>	<u>\$ 2,266,418</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
Sewer Maintenance Fund	1,542,603	2,394,403	6,626,094	2,930,897	2,266,418
Total Expenditures and Transfers-Out	<u>\$ 1,542,603</u>	<u>\$ 2,394,403</u>	<u>\$ 6,626,094</u>	<u>\$ 2,930,897</u>	<u>\$ 2,266,418</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 251,352	\$ 264,630	\$ 371,111	\$ 371,111	\$ 383,674
Employee Benefits	382,465	394,494	518,133	518,133	610,562
Total Employee Services	<u>633,817</u>	<u>659,124</u>	<u>889,244</u>	<u>889,244</u>	<u>994,236</u>
Dues, Memberships, License and Publications	507	1,413	1,507	1,507	22,007
Rentals	-	-	3,000	3,000	3,000
Taxes and Assessments	-	-	-	-	-
Insurance	154,956	247,108	355,582	355,582	365,295
Professional Services	25,549	177,927	181,300	131,300	181,300
Utilities	2,419	2,672	2,101	2,101	2,101
Miscellaneous Services	1,354	1,575	3,379	3,379	3,379
Repairs and Maintenance	102,538	103,127	230,039	230,039	236,039
Materials and Supplies	20,334	24,499	33,804	33,804	34,804
City Charges	74,034	74,553	76,044	76,044	77,565
Mobile Equipment Rental	138,415	132,926	166,344	166,344	203,992
Other	34	46	2,700	2,700	2,700
Total Maintenance and Operations	<u>520,140</u>	<u>765,846</u>	<u>1,055,800</u>	<u>1,005,800</u>	<u>1,132,182</u>
Capital Outlay	348,646	745,433	4,410,000	829,591	-
Transfers-Out	40,000	20,000	20,000	20,000	20,000
Total Operating Expenditures/Transfers	<u>1,542,603</u>	<u>2,190,403</u>	<u>6,375,044</u>	<u>2,744,635</u>	<u>2,146,418</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	11,050	11,050	20,000
Capital Outlay	-	-	-	-	100,000
Transfers-Out	-	204,000	240,000	175,212	-
Total Non-Operating Expenditures/Transfers	<u>-</u>	<u>204,000</u>	<u>251,050</u>	<u>186,262</u>	<u>120,000</u>
Total Expenditures and Transfers-Out	<u>\$ 1,542,603</u>	<u>\$ 2,394,403</u>	<u>\$ 6,626,094</u>	<u>\$ 2,930,897</u>	<u>\$ 2,266,418</u>
<b>Full Time Positions</b>	4.00	4.00	6.00	6.00	6.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.94	0.94	0.94	0.94	0.94
Total	<u>4.94</u>	<u>4.94</u>	<u>6.94</u>	<u>6.94</u>	<u>6.94</u>

# City of Whittier

## Water Fund (420)

### OVERVIEW

The Water Division, a major component of the Whittier Utility Authority (WUA), provides nearly 2.5 billion gallons of water each year to residents and businesses in the City of Whittier. Operated by the WUA within the department of Public Works, the Water Division performs over 1,500 water quality tests each year. Additionally, the Water Division is responsible for the maintenance of the water system to ensure it remains contaminate free, with consistent water pressure and adequate fire flow to ensure protection of life and property. The water system includes seven production wells, nine booster stations and twelve reservoirs, all operated and maintained by City personnel. In addition, the Water Division is contracted to operate the Central Basin Quality Protection Program (CBWQPP). The CBWQPP chlorinates and pumps approximately 4 million gallons of water per day. These facilities provide drinking water (as needed by each City) to the City of Whittier, Santa Fe Springs, and City of Pico Rivera with quality drinking water for the future, while protecting the valuable water resources of our neighboring communities.

### KEY GOALS

- Provide a continuous supply of high quality water that meets all state and federal regulations
- Operate the CBWQPP for Central Basin and coordinate operations with the cities of Pico Rivera and Santa Fe Springs
- Maintain all valves in the water system ensuring proper function
- Inspect or monitor water meters to ensure accurate consumption measurement
- Provide water, if available, to the cities of Pico Rivera and Santa Fe Springs
- Collaborate with Central Basin Municipal Water District to supply reclaimed water to large customers
- Calibrate the operation of production and distribution systems to maximize efficiency in water delivery to customers through field-testing and computer modeling
- Finalize the Water Master Plan to incorporate the new Marshall R. Bowen Pumping Plant (formerly Pumping Plant 2) and to prioritize water improvement projects, providing a long-range plan for the water system
- Replace damaged water transmission main valves and undersized water distribution mains
- Replace water mains in high pressure areas that frequently break
- Minimize water loss by early detection and repair of leaks
- Complete security system improvements at Marshall R. Bowen Pumping Plant
- Continue the conversation with Environmental Protection Agency (EPA) and Department of Toxic Substances Control (DTSC) to mitigate water quality in Main Basin and negotiate the terms and conditions for resumption of Whittier Narrows Operative Unit (WNOU)

### PERFORMANCE MEASURES

<b>Measure</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Projected</b>
Water customers (# of service connections)	11,352	11,352	11,353	11,353
Average daily water production (gal)	7,191,175	6,000,508	5,903,366	6,000,000
Maximum plant capacity per day (gal)	19,400,000	25,200,000	25,200,000	25,200,000

# City of Whittier

## Water Fund (420)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 2,309,868	\$ 2,223,623	\$ 3,020,256	\$ 3,046,068	\$ 3,056,288
Maintenance and Operations	7,012,929	7,094,555	4,889,269	4,797,381	5,293,240
Capital Outlay	3,823,055	4,386,411	5,755,000	3,474,000	4,070,000
Total Expenditures	13,145,852	13,704,589	13,664,525	11,317,449	12,419,528
Transfers-Out	1,414,757	1,444,922	1,404,195	1,404,195	1,398,276
Total Expenditures and Transfers-Out	\$ <u>14,560,609</u>	\$ <u>15,149,511</u>	\$ <u>15,068,720</u>	\$ <u>12,721,644</u>	\$ <u>13,817,804</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
Water Fund	14,560,609	15,149,511	15,068,720	12,721,644	13,817,804
Total Expenditures and Transfers-Out	\$ <u>14,560,609</u>	\$ <u>15,149,511</u>	\$ <u>15,068,720</u>	\$ <u>12,721,644</u>	\$ <u>13,817,804</u>
<b><i>DETAIL</i></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 1,448,253	\$ 1,458,014	\$ 1,936,330	\$ 1,936,515	\$ 2,025,251
Employee Benefits	861,615	765,609	1,083,926	1,109,553	1,031,037
Total Employee Services	2,309,868	2,223,623	3,020,256	3,046,068	3,056,288
Dues, Memberships, License and Publications	237,373	136,162	31,862	31,862	31,862
Rentals	934,629	934,629	936,629	936,629	936,629
Taxes and Assessments	1,031,322	1,182,624	417,410	417,410	853,731
Insurance	443,999	462,510	485,603	485,603	430,364
Professional Services	274,746	320,062	252,140	252,140	253,140
Utilities	969,407	834,445	1,159,524	1,160,936	1,159,524
Miscellaneous Services	1,234	15,557	37,706	37,706	56,406
Repairs and Maintenance	368,198	490,356	618,789	601,514	625,789
Materials and Supplies	142,680	183,057	162,319	162,319	176,114
City Charges	509,992	514,151	520,313	520,313	529,784
Mobile Equipment Rental	187,662	151,960	186,174	186,174	181,497
Other	26,687	(15,958)	30,800	4,775	38,400
Total Maintenance and Operations	5,127,929	5,209,555	4,839,269	4,797,381	5,273,240
Capital Outlay	206,664	412,985	5,350,000	3,458,000	3,570,000
Transfers-Out	428,976	-	1,237,145	1,237,145	1,231,226
Total Operating Expenditures/Transfers	8,073,437	7,846,163	14,446,670	12,538,594	13,130,754
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	1,885,000	1,885,000	50,000	-	20,000
Capital Outlay	3,616,391	3,973,426	405,000	16,000	500,000
Transfers-Out	985,781	1,444,922	167,050	167,050	167,050
Total Non-Operating Expenditures/Transfers	6,487,172	7,303,348	622,050	183,050	687,050
Total Expenditures and Transfers-Out	\$ <u>14,560,609</u>	\$ <u>15,149,511</u>	\$ <u>15,068,720</u>	\$ <u>12,721,644</u>	\$ <u>13,817,804</u>
<b>Full Time Positions</b>	22.00	24.00	24.00	24.00	24.00
<b>Part Time Positions (Full Time Equivalent)</b>	2.70	2.70	2.70	2.70	2.70
<b>Total</b>	<u>24.70</u>	<u>26.70</u>	<u>26.70</u>	<u>26.70</u>	<u>26.70</u>

# City of Whittier

## Solid Waste Collection

### OVERVIEW

The Solid Waste Collection program, a component of the Whittier Utility Authority, is operated under the direction of the City's Public Works Department. As of July 1, 2016 the City no longer provides solid waste collection service by City employees. The City is now serviced by two private refuse collection haulers under exclusive agreements. Athens Services provides solid waste collection and recycling services to the western half of the City and Republic Services provides service to the eastern half of the City.

### KEY GOALS

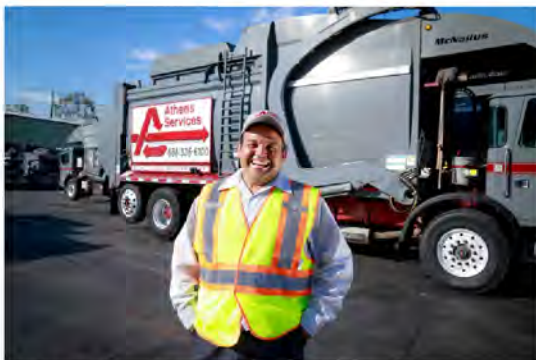
- Insure private haulers provide reliable solid waste collection and recycling services
- Continue alley rehabilitation program to increase aesthetics, repair pavement and reduce the potential for illegal dumping
- Continue to comply with National Pollutant Discharge Elimination System (NPDES) permit program



Before



After



Athens Services Automated Truck



Republic Services Front Loader Truck

### PERFORMANCE MEASURES

	<b>FY 2014-15</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
<b>Measure</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>
Bins repaired or replaced	23	19	0	0
Commercial customers/total	652	652	0	0

# City of Whittier

## Solid Waste Collection (430-30-352-851)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 1,511,533	\$ 1,385,204	\$ 383,488	\$ 415,492	\$ 261,678
Maintenance and Operations	3,522,315	3,716,457	1,141,943	1,141,943	502,778
Capital Outlay	5,366	5,371	50,000	50,000	50,000
Total Expenditures	<u>5,039,214</u>	<u>5,107,032</u>	<u>1,575,431</u>	<u>1,607,435</u>	<u>814,456</u>
Transfers-Out	126,500	106,500	81,500	81,500	-
Total Expenditures and Transfers-Out	<u>\$ 5,165,714</u>	<u>\$ 5,213,532</u>	<u>\$ 1,656,931</u>	<u>\$ 1,688,935</u>	<u>\$ 814,456</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
Solid Waste Collection Fund	5,165,714	5,213,532	1,656,931	1,688,935	814,456
Total Expenditures and Transfers-Out	<u>\$ 5,165,714</u>	<u>\$ 5,213,532</u>	<u>\$ 1,656,931</u>	<u>\$ 1,688,935</u>	<u>\$ 814,456</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 1,104,531	\$ 899,052	\$ 380,729	\$ 391,351	\$ 399,143
Employee Benefits	407,002	486,152	2,759	24,141	(137,465)
Total Employee Services	<u>1,511,533</u>	<u>1,385,204</u>	<u>383,488</u>	<u>415,492</u>	<u>261,678</u>
Dues, Memberships, License and Publications	4,623	1,801	4,800	4,800	500
Rentals	843,228	843,228	17,019	17,019	17,019
Taxes and Assessments	1,013	1,013	1,100	1,100	-
Insurance	63,257	67,300	45,955	45,955	4,892
Professional Services	65,523	192,226	66,800	66,800	11,800
Utilities	1,169,598	1,307,668	5,650	5,650	2,150
Miscellaneous Services	35,319	32,536	20,250	20,250	20,000
Repairs and Maintenance	225,422	241,679	252,062	252,062	231,500
Materials and Supplies	19,913	16,819	1,750	1,750	800
City Charges	204,085	205,514	209,624	209,624	213,817
Mobile Equipment Rental	889,462	805,915	516,033	516,033	-
Other	872	758	900	900	300
Total Maintenance and Operations	<u>3,522,315</u>	<u>3,716,457</u>	<u>1,141,943</u>	<u>1,141,943</u>	<u>502,778</u>
Capital Outlay	5,366	5,371	50,000	50,000	50,000
Transfers-Out	45,000	25,000	-	-	-
Total Operating Expenditures/Transfers	<u>5,084,214</u>	<u>5,132,032</u>	<u>1,575,431</u>	<u>1,607,435</u>	<u>814,456</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-Out	81,500	81,500	81,500	81,500	-
Total Non-Operating Expenditures/Transfers	<u>81,500</u>	<u>81,500</u>	<u>81,500</u>	<u>81,500</u>	<u>-</u>
Total Expenditures and Transfers-Out	<u>\$ 5,165,714</u>	<u>\$ 5,213,532</u>	<u>\$ 1,656,931</u>	<u>\$ 1,688,935</u>	<u>\$ 814,456</u>
<b>Full Time Positions</b>	22.00	22.00	6.00	6.00	6.00
<b>Part Time Positions (Full Time Equivalent)</b>	1.30	1.44	0.00	0.00	0.00
Total	<u>23.30</u>	<u>23.44</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>

# City of Whittier

## Solid Waste Reduction

### OVERVIEW

The Solid Waste Source Reduction and Recycling Program responsible for compliance with AB 939, the California Integrated Waste Management Act of 1989 was eliminated from the Fiscal Year 2016-17 budget. Most of the programs outlined in the City's Source Reduction and Recycling Element of the County Integrated Waste Management Plan are included in the Interim Solid Waste and Recycling Agreements with Athens Services and Republic Services. These programs utilize several approaches such as solid waste source reduction, recycling and public education to maintain a 50% reduction in the amount of solid waste disposed in landfills. A commercial recycling plan has been implemented in response to the passage of AB 341 as required by CalRecycle.

### KEY GOALS

- Continue the automated co-mingled curbside and greenwaste recycling program
- Maintain a 50% reduction in the amount of solid waste disposed of in landfills
- Continuously promote and encourage public efforts regarding recycling, household hazardous waste disposal, used oil recycling and backyard composting
- Encourage more commercial recycling through public awareness and education and establish or reinforce successful programs or campaigns



Used oil container



Educational Outreach

### PERFORMANCE MEASURES

Measure	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected
Amount recycled (tons)	26,426	29,093	37,208	38,000
Used Motor Oil Recycled (gal)	8,226	8,005	12,194	12,200

# City of Whittier

## Solid Waste Reduction (430-30-352-852)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 11,648	\$ 11,559	\$ -	\$ -	\$ -
Maintenance and Operations	697,653	600,831	-	-	-
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>709,301</u>	<u>612,390</u>	-	-	-
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 709,301</u>	<u>\$ 612,390</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
Solid Waste Collection Fund	709,301	612,390	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 709,301</u>	<u>\$ 612,390</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	11,648	11,559	-	-	-
Total Employee Services	<u>11,648</u>	<u>11,559</u>	-	-	-
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	-	-	-	-	-
Professional Services	-	-	-	-	-
Utilities	697,178	599,331	-	-	-
Miscellaneous Services	475	1,500	-	-	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	-	-	-	-	-
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	-	-	-	-
Total Maintenance and Operations	<u>697,653</u>	<u>600,831</u>	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>709,301</u>	<u>612,390</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>\$ 709,301</u>	<u>\$ 612,390</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Solid and Toxic Waste Disposal

### OVERVIEW

The Solid Waste Disposal Program, a component of the Whittier Utility Authority, is operated under the direction of the City's Public Works Department. Solid Waste Disposal is responsible for maintaining Savage Canyon Landfill, owned and operated by the Whittier Utility Authority. To ensure continued environmental compliance, the landfill maintains gas control and ground water monitoring systems. The 132-acre landfill is permitted to receive 350 tons of waste per day and is projected to close in 2048.

The Toxic Waste Disposal Program is responsible for the disposal of hazardous wastes illegally abandoned in the public right-of-way. It also assists City departments with the disposal of any hazardous waste generated through normal operations. Employees receive the State-mandated "Right-To-Know" hazardous materials training through this program. The Public Works Department Solid Waste Division is responsible for this program. The program was previously funded by the General Fund; however, the Solid Waste Collection Division assumed financial responsibility in Fiscal Year 2009-10.

### KEY GOALS

- Maintain environmental compliance with all applicable state and federal laws
- Implement the Canyon Liner projects in phases
- Expand the gas system to capture all methane gas as required by law
- Maintain optimum drainage, prevent erosion and maintain the landfill's general appearance
- Provide required training to employees on the proper handling of hazardous materials and waste
- Provide for the disposal of hazardous waste to assure the health and safety of employees and the public
- Timely response and removal of illegally abandoned hazardous waste in public right-of-way



Hazardous Containment Area



City Collected Materials Awaiting Removal By Authorized Contractor

### PERFORMANCE MEASURES

Measure	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected
Permitted limit tons per day	350	350	350	350
Average Collection per day	296.68	292.24	293	300



# City of Whittier

## Solid Waste Disposal (440-30-353-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ 791,160	\$ 811,470	\$ 842,614	\$ 842,615	\$ 952,445
Maintenance and Operations	1,749,228	1,980,183	4,358,952	2,652,123	5,090,441
Capital Outlay	97,667	120,191	-	-	-
Total Expenditures	<u>2,638,055</u>	<u>2,911,844</u>	<u>5,201,566</u>	<u>3,494,738</u>	<u>6,042,886</u>
Transfers-Out	484,345	302,000	302,000	302,000	457,000
Total Expenditures and Transfers-Out	<u>\$ 3,122,400</u>	<u>\$ 3,213,844</u>	<u>\$ 5,503,566</u>	<u>\$ 3,796,738</u>	<u>\$ 6,499,886</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
Solid Waste Disposal Fund	3,122,400	3,213,844	5,503,566	3,796,738	6,499,886
Total Expenditures and Transfers-Out	<u>\$ 3,122,400</u>	<u>\$ 3,213,844</u>	<u>\$ 5,503,566</u>	<u>\$ 3,796,738</u>	<u>\$ 6,499,886</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ 440,631	\$ 453,512	\$ 465,508	\$ 465,509	\$ 483,668
Employee Benefits	350,529	357,958	377,106	377,106	468,777
Total Employee Services	<u>791,160</u>	<u>811,470</u>	<u>842,614</u>	<u>842,615</u>	<u>952,445</u>
Dues, Memberships, License and Publications	918	864	1,167	1,167	1,167
Rentals	194,224	226,102	204,513	204,513	204,513
Taxes and Assessments	321,910	324,855	279,025	279,025	279,025
Insurance	42,521	41,297	34,495	34,495	48,253
Professional Services	66,253	23,759	172,580	172,580	172,580
Utilities	69,382	65,679	72,959	72,959	72,959
Miscellaneous Services	3,155	6,195	23,000	23,000	23,000
Repairs and Maintenance	97,449	88,166	157,243	157,243	187,243
Materials and Supplies	87,258	99,367	172,418	122,418	143,418
City Charges	257,316	259,117	264,299	264,299	269,585
Mobile Equipment Rental	608,827	844,782	914,303	914,303	875,748
Other	* 15	-	2,950	2,950	2,950
Total Maintenance and Operations	<u>1,749,228</u>	<u>1,980,183</u>	<u>2,298,952</u>	<u>2,248,952</u>	<u>2,280,441</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	<u>312,000</u>	<u>302,000</u>	<u>302,000</u>	<u>302,000</u>	<u>302,000</u>
Total Operating Expenditures/Transfers	<u>2,852,388</u>	<u>3,093,653</u>	<u>3,443,566</u>	<u>3,393,567</u>	<u>3,534,886</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	2,060,000	403,171	2,810,000
Capital Outlay	97,667	120,191	-	-	-
Transfers-Out	<u>172,345</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>155,000</u>
Total Non-Operating Expenditures/Transfers	<u>270,012</u>	<u>120,191</u>	<u>2,060,000</u>	<u>403,171</u>	<u>2,965,000</u>
Total Expenditures and Transfers-Out	<u>\$ 3,122,400</u>	<u>\$ 3,213,844</u>	<u>\$ 5,503,566</u>	<u>\$ 3,796,738</u>	<u>\$ 6,499,886</u>
<b>Full Time Positions</b>					
	7.00	7.00	7.00	7.00	7.00
<b>Part Time Positions (Full Time Equivalent)</b>					
	1.00	1.00	1.00	1.00	1.00
Total	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>

# City of Whittier

## Water Facilities Replacement

### OVERVIEW

The Water Facilities Replacement Fund was created by the City Council during FY 1990-91. This fund is used to account for 3% of the water rate increase in FY's 1990-91 and 1991-92 or a composite rate of 4.9% of water sales. The fund was used to rehabilitate existing components of the City's water system and insuring that the future needs of the water system will be met.

The last Water Master Plan (WMP) was completed and adopted by the Whittier Utility Authority in FY 2007-08. An update to the Water Master Plan will be finalized in FY 2017-2018 to analyze the changed hydraulics of the Water System. The revised WMP will assist Water Division staff in determining water system improvement projects in systematic manner. Over \$4 million is budgeted for replacement of aging infrastructure for FY 2017-2018.

### KEY GOALS

- Replace water mains in key areas based on data provided with updated Water Master Plan and water model as well as field data from main breaks, water quality complaints, and service leaks.
- Monitor and plan for future water treatment when it becomes necessary

# City of Whittier

## Water Facilities Replacement (450-30-341-000)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Transfers-Out	1,945,892	-	3,380,107	3,980,107	3,380,107
Total Expenditures and Transfers-Out	<u>\$ 1,945,892</u>	<u>\$ -</u>	<u>\$ 3,380,107</u>	<u>\$ 3,980,107</u>	<u>\$ 3,380,107</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
Water Facilities Replacement Fund	1,945,892	-	3,380,107	3,980,107	3,380,107
Total Expenditures and Transfers-Out	<u>\$ 1,945,892</u>	<u>\$ -</u>	<u>\$ 3,380,107</u>	<u>\$ 3,980,107</u>	<u>\$ 3,380,107</u>
<b><i>DETAIL</i></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	-	-	-	-	-
Total Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-Out	1,945,892	-	3,380,107	3,980,107	3,380,107
Total Operating Expenditures/Transfers	<u>1,945,892</u>	<u>-</u>	<u>3,380,107</u>	<u>3,980,107</u>	<u>3,380,107</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>\$ 1,945,892</u>	<u>\$ -</u>	<u>\$ 3,380,107</u>	<u>\$ 3,980,107</u>	<u>\$ 3,380,107</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Water Bond

### OVERVIEW

The Water Bond Fund was established to account for bond proceeds to be used for funding capital improvement projects approved in the 1987 and the 1995-96 updates to the Water Master Plan. These are needed to improve safety, reliability and provide for the future needs of the City's water system. The Bonds were refunded in 1993 and again in 2003 and will mature on June 1, 2033. Another bond was issued in 2009. Water system capital projects are the responsibility of the Water Division of the Public Works Department. As of June 30, 2017, the outstanding principal amount of the Series 2009A Bonds is \$7,700,000.

On November 8, 2012, the City of Whittier's Utility Authority issued a non-taxable Water Revenue Bonds, Series 2012 for \$10,085,000 payable through 2033. The principal of the Bonds is payable through June 1, 2033, and interest rates vary from 2% to 5%. The Water Revenue Bonds Series 2012, were issued to finance various improvements to the City's water production, storage and distribution enterprise, refund the Authority's outstanding Water Revenue Bonds, 2003 Series A, and pay the costs of issuance of the Bonds.

As of June 30, 2016, the outstanding principal amount of the Series 2012 Bonds is \$8,235,000.

### KEY GOALS

- Fund capital improvement projects that will increase safety and improve water quality and reliability of the water system. Examples include new pumping plant that replaced an over 80-year pumping plant, water main replacement, water valves replacement, water wells rehabilitation, water reservoirs replacement and installation of water sampling stations to monitor water quality

# City of Whittier

## Water Bond (470-30-341-848, 849)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><i>SUMMARY</i></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	679,161	1,310,840	1,353,512	1,353,462	1,347,462
Capital Outlay	7,518,876	-	-	-	-
Total Expenditures	<u>8,198,037</u>	<u>1,310,840</u>	<u>1,353,512</u>	<u>1,353,462</u>	<u>1,347,462</u>
Transfers-Out	-	3,637,784	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 8,198,037</u>	<u>\$ 4,948,624</u>	<u>\$ 1,353,512</u>	<u>\$ 1,353,462</u>	<u>\$ 1,347,462</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
Water Bond Fund	8,198,037	4,948,624	1,353,512	1,353,462	1,347,462
Total Expenditures and Transfers-Out	<u>\$ 8,198,037</u>	<u>\$ 4,948,624</u>	<u>\$ 1,353,512</u>	<u>\$ 1,353,462</u>	<u>\$ 1,347,462</u>
<b><i>DETAIL</i></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	4,463	4,050	4,100	4,050	4,100
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	-	-	-	-	-
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	*	-	-	-	-
Total Maintenance and Operations	4,463	4,050	4,100	4,050	4,100
Capital Outlay	-	-	-	-	-
Transfers-Out	-	3,637,784	-	-	-
Total Operating Expenditures/Transfers	<u>4,463</u>	<u>3,641,834</u>	<u>4,100</u>	<u>4,050</u>	<u>4,100</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	674,698	1,306,790	1,349,412	1,349,412	1,343,362
Capital Outlay	7,518,876	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	<u>8,193,574</u>	<u>1,306,790</u>	<u>1,349,412</u>	<u>1,349,412</u>	<u>1,343,362</u>
Total Expenditures and Transfers-Out	<u>\$ 8,198,037</u>	<u>\$ 4,948,624</u>	<u>\$ 1,353,512</u>	<u>\$ 1,353,462</u>	<u>\$ 1,347,462</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# City of Whittier

## Solid Waste Bond

### OVERVIEW

The Solid Waste Bond program is intended to fund several capital improvement projects in connection with the City's Solid Waste Program. The Solid Waste bond matured on August 1, 2014. Solid waste management related capital projects are the responsibility of the Solid Waste Division of Public Works.

As of June 30, 2016, the Solid Waste Revenue Bonds, 1993 Series A was fully paid off.

### KEY GOALS

- Maintain a high quality, cost effective solid waste program by funding needed capital improvements



# City of Whittier

## Solid Waste Bond (480-30-351-861)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	447,993	-	-	-	-
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>447,993</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers-Out	-	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 447,993</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenditures and Transfers-Out By Funding Source</b>					
Solid Waste Bond Fund	447,993	-	-	-	-
Total Expenditures and Transfers-Out	<u>\$ 447,993</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b><u>DETAIL</u></b>					
<b>Operating Expenditures and Transfers-Out</b>					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	-	-	-	-	-
Total Employee Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Dues, Memberships, License and Publications	-	-	-	-	-
Rentals	-	-	-	-	-
Taxes and Assessments	-	-	-	-	-
Insurance	-	-	-	-	-
Professional Services	1,000	-	-	-	-
Utilities	-	-	-	-	-
Miscellaneous Services	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	-	-	-	-	-
City Charges	-	-	-	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	*	-	-	-	-
Total Maintenance and Operations	<u>1,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	<u>1,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	446,993	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Non-Operating Expenditures/Transfers	<u>446,993</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Transfers-Out	<u>\$ 447,993</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>





# City of Whittier

## **Whittier Housing Authority**



*People, Pride, Progress*

*Adopted Budget for  
Fiscal Year 2017-18*

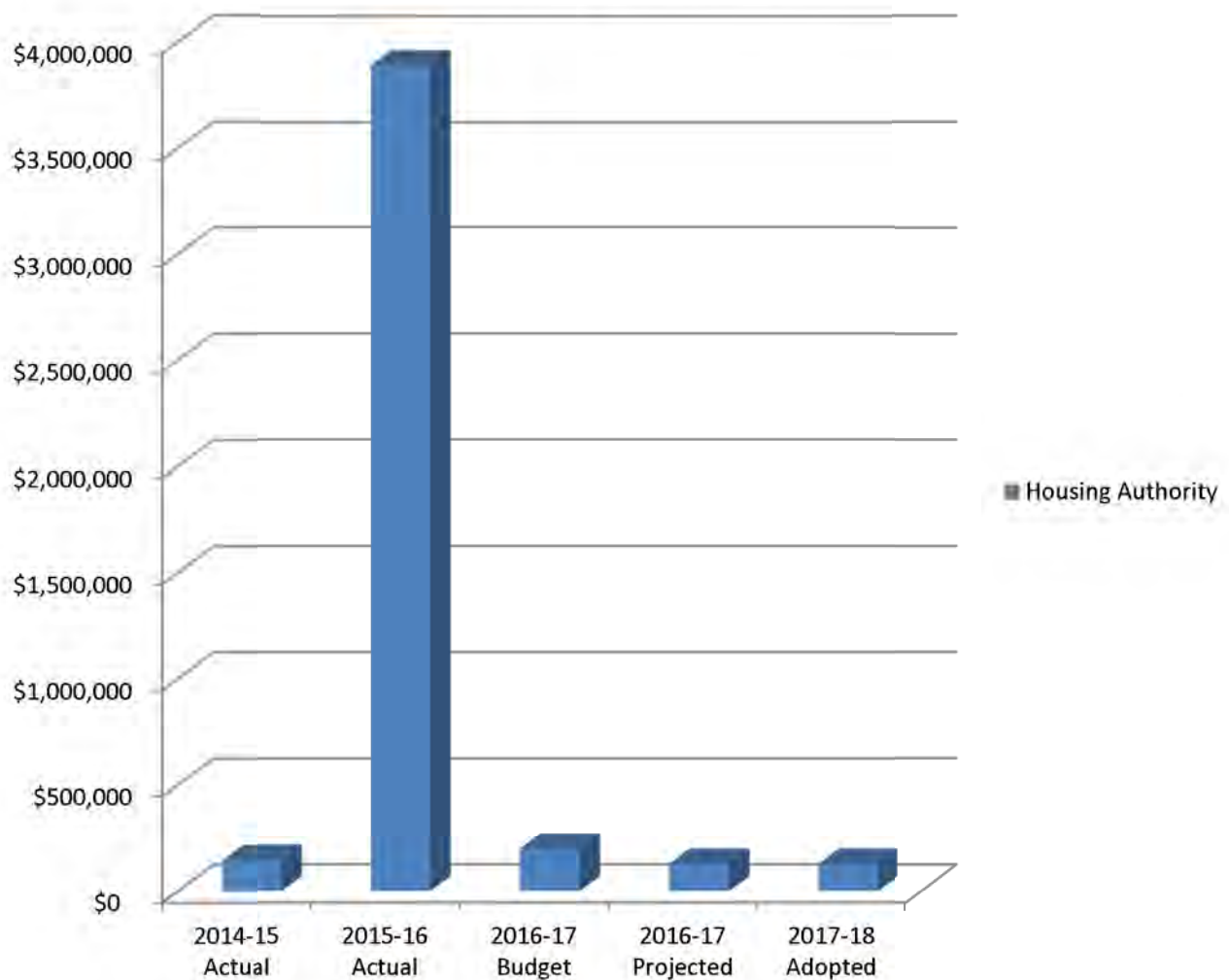


# City of Whittier

## Whittier Housing Authority

Division/Cost Center	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
Housing Authority	\$ 147,787	\$ 3,894,489	\$ 200,000	\$ 128,600	\$ 128,600

### Housing Authority



# City of Whittier

## Housing Authority

### OVERVIEW

The Whittier Housing Authority was reactivated in response to the dissolution of California redevelopment agencies, which were eliminated in 2012 due to the passage of AB26. Prior to the loss of redevelopment, 20% of all redevelopment tax increment revenue was mandated to support low and moderate income housing programs. Unfortunately, the legislation that eliminated redevelopment failed to provide funding source for future low and moderate housing needs of the community.

This Housing Authority is responsible to manage the remaining housing assets of the former redevelopment agencies, including bond funds, notes receivable, and real property. It will ultimately be the responsibility of the Whittier Housing Authority to utilize these assets in a fiscally prudent manner to generate the greatest benefit for the community's low and moderate income population. One project sponsored by the Housing Authority, called Guilford Court, was just completed. Color elevations of the project are shown below.

### KEY GOALS

- Improve and increase the supply of affordable housing for low and moderate income families in Whittier
- Liquidate available parcels to generate addition financing opportunities for future affordable housing activities within the City



Penn Street Elevation

Note: Artist's illustration; please refer to color boards for final colors.



Comstock Street Elevation

Note: Artist's illustration; please refer to color boards for final colors.

# City of Whittier

## Whittier Housing Authority (912-18-184-21X)

	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Projected	2017-18 Adopted
<b><u>SUMMARY</u></b>					
<b>Expenditures and Transfers-Out By Type</b>					
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	97,787	3,844,489	150,000	78,600	78,600
Capital Outlay	-	-	-	-	-
Total Expenditures	97,787	3,844,489	150,000	78,600	78,600
Transfers-Out	50,000	50,000	50,000	50,000	50,000
Total Expenditures and Transfers-Out	\$ <u>147,787</u>	\$ <u>3,894,489</u>	\$ <u>200,000</u>	\$ <u>128,600</u>	\$ <u>128,600</u>
<b>Expenditures and Transfers-Out By Source</b>					
General Fund	147,787	3,894,489	200,000	128,600	128,600
Total Expenditures and Transfers-Out	\$ <u>147,787</u>	\$ <u>3,894,489</u>	\$ <u>200,000</u>	\$ <u>128,600</u>	\$ <u>128,600</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	34,835	13,826	63,000	63,000	63,000
Utilities	-	-	-	-	-
Miscellaneous Services	626	8,193	14,000	14,000	14,000
Repairs and Maintenance	-	-	-	-	-
Materials and Supplies	-	231	1,600	1,600	1,600
City Charges	62,326	-	71,400	-	-
Mobile Equipment Rental	-	-	-	-	-
Other	-	3,822,239	-	-	-
Total Maintenance and Operations	97,787	3,844,489	150,000	78,600	78,600
Capital Outlay	-	-	-	-	-
Transfers-Out	-	-	-	-	-
Total Operating Expenditures/Transfers	97,787	3,844,489	150,000	78,600	78,600
<b>Non-Operating Expenditures and Transfers-Out</b>					
Employee Services	-	-	-	-	-
Maintenance and Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-Out	50,000	50,000	50,000	50,000	50,000
Total Non-Operating Expenditures/Transfers	50,000	50,000	50,000	50,000	50,000
Total Expenditures and Transfers-Out	\$ <u>147,787</u>	\$ <u>3,894,489</u>	\$ <u>200,000</u>	\$ <u>128,600</u>	\$ <u>128,600</u>
<b>Full Time Positions</b>	0.00	0.00	0.00	0.00	0.00
<b>Part Time Positions (Full Time Equivalent)</b>	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00



# City of Whittier

## **Five-Year Capital Improvement Program**



*People, Pride, Progress*

*Adopted Budget for  
Fiscal Year 2017-18*





# City of Whittier

## Five-Year Capital Improvement Program

### **OVERVIEW**

The Capital Improvement Program provides a comprehensive plan for acquisition and replacement of major capital outlay items and for the construction, repair and maintenance of City facilities and infrastructure such as streets, sewers, water service, storm drains, traffic systems, parks and other City facilities. Infrastructure maintenance is a key component in the continued economic vitality of the City of Whittier

The Five-Year Capital Improvement Summary includes all major capital improvements with budgets in excess of \$25,000. Typically, larger projects are funded and completed over several fiscal years. The total amount represents the full cost and/or funding requirements for project completion within the 5-year period.



# City of Whittier

## Five-Year Capital Improvement Summary

Fund/Department Project Title	Estimated Carryover Appropriations 6/30/2017	Adopted Budget 2017-18	Future Funding			
			Estimated 2018-19	Estimated 2019-20	Estimated 2020-21	Estimated 2021-22
<b><u>GENERAL FUND (100) - City Manager</u></b>						
<b>Operating CIP</b>						
<b>Public Information 100-12-122-000</b>						
• Cable Equipment	300,660	10,000	10,000	10,000	10,000	10,000
<b><u>GENERAL FUND (100) - City Clerk</u></b>						
<b>Non-Operating CIP</b>						
<b>City Clerk 100-15-151-000</b>						
• Microfilm Camera / Scanner	2,500	2,500	2,500	2,500	2,500	2,500
<b><u>EQUIPMENT REPLACEMENT (770)</u></b>						
<b>Operating CIP</b>						
<b>City Clerk 770-15-982-915</b>						
• Central Phone System	260,306	50,000	100,000	100,000	100,000	100,000
<b><u>INFORMATION TECHNOLOGY (715)</u></b>						
<b>Operating CIP</b>						
<b>Information Technology 715-15-151-000</b>						
• Email Archiving Maintenance (Software/Hardware)	63,675	6,600	0	0	0	0
• Computer Replacements	64,016	77,500	188,040	188,040	188,040	188,040
• Network Replacement	98,287	37,000	74,025	74,025	74,025	74,025
• Software Licensing	91,871	91,871	91,871	91,871	91,871	91,871
• Police Facility - Tech Maintenance & Replacement	120,000	10,000	120,000	120,000	120,000	120,000
• Tape Back-Up System	14,000	7,000	8,000	8,000	8,000	8,000
• SAN Replacement	86,738	60,000	100,000	100,000	100,000	100,000
• Municipal Wireless Network	14,000	3,500	10,500	10,500	10,500	10,500
<b>Non-Operating CIP</b>						
<b>Information Technology 715-15-151-000</b>						
• GIS Map Layers	55,304	22,000	22,000	22,000	22,000	22,000
• Online Permits	400,000	0	300,000	0	0	0
• Document Imaging/Management	7,284	0	0	0	0	0
<b><u>GENERAL FUND (100) - Community Development</u></b>						
<b>Operating CIP</b>						
<b>Community Development 100-18-161-000</b>						
• Planning - General Plan Update	200,000	600,000	0	0	0	0
<b>Non-Operating CIP</b>						
<b>Community Development 100-18-161-000</b>						
• Planning - Non-Residential Property Survey	31,793	0	0	0	0	0

## City of Whittier

### Five-Year Capital Improvement Summary

Fund/Department Project Title	Estimated Carryover Appropriations 6/30/2017	Adopted Budget 2017-18	Future Funding			
			Estimated 2018-19	Estimated 2019-20	Estimated 2020-21	Estimated 2021-22
<b><u>CAPITAL OUTLAY (635) - Library</u></b>						
<b>Non-Operating CIP</b>						
<b>Library 635-21-981-921</b>						
• Library Automation	57,046	0	0	0	0	0
• Branch Library Remodel	150,237	0	0	0	0	0
<b><u>EQUIPMENT REPLACEMENT (770)</u></b>						
<b>Non-Operating CIP</b>						
<b>Library 770-21-982-921</b>						
• Computers	39,600	13,200	285,500	0	0	0
<b><u>GENERAL FUND (100) - Parks</u></b>						
<b>Operating CIP</b>						
<b>Parks 100-22-221-000</b>						
• Park Fence Maintenance	29,000	29,000	29,000	29,000	29,000	29,000
<b>Parkway Trail 100-22-226-000</b>						
• Professional/Contract	12,000	0	12,000	0	12,000	0
<b>Non-Operating CIP</b>						
<b>Parks 100-22-221-000</b>						
• Landscape Beautification	0	0	27,000	27,000	27,000	27,000
<b><u>CAPITAL OUTLAY (635) - Parks</u></b>						
<b>Operating CIP</b>						
<b>Parks 635-22-981-922</b>						
• Sport LT Lamp Replacement	24,000	0	12,000	12,000	12,000	12,000
• Picnic Tables	10,000	10,000	10,000	10,000	10,000	12,000
• ADA Transition Plan	0	0	50,000	50,000	50,000	50,000
• Parking Lot Maintenance	12,000	6,000	12,000	12,000	12,000	12,000
• Palm Park Improvements	310,868	0	0	0	0	0
• Palm Park Pedestrian Pathway	310,868	0	0	0	0	0
<b>Non-Operating CIP</b>						
<b>Parks 635-22-981-922</b>						
• Tennis / Handball / Basketball Court Resurfacing	115,000	40,000	85,000	40,000	85,000	40,000
• Playground Signage	13,888	0	7,500	7,500	7,500	7,500
<b><u>GENERAL FUND (100) - Community Services</u></b>						
<b>Non-Operating CIP</b>						
<b>Community Services 100-23-231-000</b>						
• Community Center Improvements	88,000	0	105,000	0	0	0
• Palm Park	70,250	0	0	0	0	0

# City of Whittier

## Five-Year Capital Improvement Summary

Fund/Department Project Title	Estimated Carryover Appropriations 6/30/2017	Adopted Budget 2017-18	Future Funding			
			Estimated 2018-19	Estimated 2019-20	Estimated 2020-21	Estimated 2021-22
<b><u>Air Quality Improvement 230-23-243-000</u></b>						
<b>Operating CIP</b>						
• GWT Local Match	0	258,677	0	0	0	0
<b><u>PROPOSITION A ADMINISTRATION (270)</u></b>						
<b>Operating CIP</b>						
<b>Prop. A Depot - Capital Outlay 270-23-241-625</b>						
• Depot Maintenance	8,000	80,000	80,000	50,000	20,000	10,000
<b>Non-Operating CIP</b>						
<b>Prop. A Administration- Capital Outlay 270-23-241-607</b>						
• Bus Stop Improvements	14,492	0	0	0	0	0
<b><u>PROPOSITION C FUND (280)</u></b>						
<b>Operating CIP</b>						
<b>Prop. C Rec Transit - Capital Outlay 280-23-241-617</b>						
• Van Replacement	97,500	0	130,000	195,000	0	130,000
<b>Prop. C Access - Capital Projects 268-23-950-923</b>						
• Other Funding: Subventions and Grants	62,688	0	0	0	0	0
<b>Prop. C Access - Capital Projects 280-23-241-620</b>						
• GWT Capital Projects Public Works	112,300	112,300	112,300	112,300	112,300	112,300
• GWT Capital Projects Parks	493,446	493,446	493,446	493,446	493,446	493,446
• Parking Lot Maintenance	8,000	0	0	0	0	0
• GWT Signs and Vines Match	62,688	0	0	0	0	0
<b><u>GENERAL FUND (100) - Administrative Services</u></b>						
<b>Non-Operating CIP</b>						
<b>Administrative Services 100-25-251-000</b>						
• Professional/Contract	71,480	40,000	40,000	40,000	40,000	40,000
<b><u>CAPITAL OUTLAY (635)</u></b>						
<b>Operating CIP</b>						
<b>Administrative Services 635-25-981-925</b>						
• Financial Software Upgrade	183,900	0	25,000	25,000	25,000	25,000
<b><u>EQUIPMENT REPLACEMENT (770)</u></b>						
<b>Operating CIP</b>						
<b>Administrative Services 770-25-982-000</b>						
• Copier (Police)	123,213	45,000	45,000	45,000	0	0
• Financial Information System Hardware	357,835	25,000	25,000	25,000	0	0

# City of Whittier

## Five-Year Capital Improvement Summary

Fund/Department Project Title	Estimated Carryover Appropriations 6/30/2017	Adopted Budget 2017-18	Future Funding			
			Estimated 2018-19	Estimated 2019-20	Estimated 2020-21	Estimated 2021-22
<b><u>PROPOSITION C FUND (280)</u></b>						
<b>Operating CIP</b>						
<b>Prop. C Access- Capital Projects 280-30-241-614</b>						
▪ Greenway Trail Parking Lot at Mills Ave.	279,576	0	0	0	0	0
Other Funding: Subventions and Grants (268-22-950-922)	381,544	0	0	0	0	0
Other Funding: Proposition A (280-23-241-621)	50,000	0	0	0	0	0
▪ Bicycle Route Improvements (BTA)						
Other Funding: Subventions and Grants (268-30-950-930)	72,414	0	0	0	0	0
<b><u>MEASURE R (285)</u></b>						
<b>Operating CIP</b>						
<b>Measure R 285-23-241-650</b>						
▪ Palm Ave. Concrete Repair	757,174	0	0	0	0	0
Other Funding: Sewer (410-30-342-000)	484,965	0	0	0	0	0
Other Funding: Water (420-30-341-931)	628,106	0	0	0	0	0
<b>Non-Operating CIP</b>						
▪ Norwalk/Whittier Widening	447,708	0	0	0	0	0
▪ Palm Ave. Infrastructure Replacement	498,971	0	0	0	0	0
Other Funding: Sewer (410-30-342-000)	192,374	0	0	0	0	0
Other Funding: Water (420-30-341-931)	2,622,915	0	0	0	0	0
▪ Comstock Ave. Widening						
Other Funding: Bond Fund (638-18-184-211)	174,840	0	0	0	0	0
Other Funding: CDBG (267-18-182-501)	121,794	0	0	0	0	0
Other Funding: Traffic Cong (263-30-331-000)	191,636	0	0	0	0	0
<b>Measure R 285-30-332-650</b>						
<b>Operating CIP</b>						
▪ Whittier Greenway Trail Signing & Landscape Maintenance	56,262	0	0	0	0	0
<b><u>STREET PROJECTS</u></b>						
<b><u>GAS TAX B - 2106 (265)</u></b>						
<b>Operating CIP</b>						
<b>Gas Tax-Capital Projects 265-30-331-000</b>						
▪ Russell Street Overlay	31,634	0	0	0	0	0
▪ Surface Treatment Program (incl c/o)	293,782	0	108,243	110,408	112,616	114,868
Other Funding: Traffic Cong. Relief (263-30-331-000)	191,636	0	632,898	645,556	658,467	671,636
Other Funding: Measure R (285-23-241-650)	634,944	334,599	233,048	237,709	242,463	247,312
▪ Street Sign Replacement Program	75,120	54,121	55,203	56,307	57,433	58,582
▪ Traffic Signal Controller Replacement Program	3,074	108,243	110,408	112,616	114,868	117,166
▪ Street Striping and Marking Program	31,610	27,061	27,602	28,154	28,717	29,877
Other Funding: Traffic Cong. Relief Diesel Fuel Tax (263-30-331-000)	173,093	135,304	138,010	140,770	143,586	146,457
Other Funding: Civic Center Maintenance. (100-30-142-000)	0	0	2,000	2,000	2,000	2,000
Other Funding: Traffic Parking Dist. #2 (292-30-333-000)	0	0	15,000	15,000	15,000	15,000
▪ Mills Avenue Sidewalks & Wheelchair Ramps SR2S Grant	48,971	0	0	0	0	0
▪ Pavement Management System (PMS) Update						
Other Funding: Traffic Cong. Relief Diesel Fuel Tax (263)	5,202	3,500	3,570	3,641	3,714	3,789
▪ Traffic Operations	25,901	15,918	16,236	16,561	16,892	17,230

**City of Whittier**

**Five-Year Capital Improvement Summary**

Fund/Department Project Title	Estimated Carryover Appropriations 6/30/2017	Adopted Budget 2017-18	Future Funding			
			Estimated 2018-19	Estimated 2019-20	Estimated 2020-21	Estimated 2021-22
<b>Gas Tax-Capital Projects 265-30-331-000 (continued)</b>						
• Whittier Blvd. Widening and Drainage Improvements (Bio Swale)	286,475	0	0	0	0	0
• Unallocated Appropriation	17,085	0	0	0	0	0
• Whittier Greenway Eastern Extension	317,088	0	569,176	0	0	0
Other Funding: Federal ATP Grant (268)	1,366,000	0	3,409,451	0	0	0
Other Funding: Metro 2013 Call for Projects (268)	307,000	0	2,151,390	0	0	0
Other Funding: LA County Open Space Prop. A	300,000	0	0	0	0	0
Other Funding: Recreational Trails Program	387,544	0	0	0	0	0
Other Funding: Urban Greening	366,327	0	0	0	0	0
Other Funding: Federal DTSC/EPA Soil Remediation	200,000	0	0	0	0	0
Other Funding: Measure R (285-23-241-650)	0	570,000	0	0	0	0
Other Funding: AB 2766	375,730	0	0	0	0	0
Other Funding: Greenway Trail Rentals	241,091	0	0	0	0	0
• Street Lighting Circuit Conversion Program						
Other Funding: Traffic Cong Relief (263-30-331-000)	407,746	0	216,487	220,817	225,233	229,738
• Santa Gertrudes Ave. Overlay						
Other Funding: Measure R (285-23-241-650)	880,000	0	0	0	0	0
• Youngwood Dr. Overlay						
Other Funding: Measure R (285-23-241-650)	0	860,000	0	0	0	0
• Mar Vista St. Overlay						
Other Funding: Federal FAST Act (265-30-331-000)	0	427,594	0	0	0	0
• Washington & Whittier Blvd. Streetlights	191,481	0	0	0	0	0
Other Funding: Bond Fund (638-18-184-213)	515,955	0	0	0	0	0
• Lambert Rd. TSSP						
Other Funding: Metro Call for Projects Grants (268)	0	120,000	340,000	1,390,000	135,000	0
• Mulberry Dr. at Greenleaf Ave. Traffic Signal Upgrade	12,500	0	0	0	0	0
• Greenleaf Ave. at Putnam St. Traffic Signal Upgrade						
Other Funding: Federal FAST Act (265-30-331-000)	0	350,120	0	0	0	0
Other Funding: Measure R (285-23-241-650)	0	49,880	0	0	0	0
• Santa Fe Springs Rd. Resurfacing	0	0	193,000	0	0	0
• Pioneer Blvd. Resurfacing	0	0	606,000	0	0	0
• Scott Ave. Resurfacing	0	0	0	814,000	0	0
<b>SUBVENTIONS &amp; GRANTS (268)</b>						
<b>Operating CIP</b>						
<b>Subventions and Grants 268-30-950-930</b>						
• SB-821 Sidewalks & Wheelchair Ramps	55,141	55,141	69,764	69,764	69,764	69,764
Other Funding: Gas Tax B (265-30-331-000)	293,782	0	0	0	0	0
Other Funding: Measure R (285-23-241-650)	634,944	0	0	0	0	0
• HSIP Beverly Blvd. Safety Improvements	1,461,765	0	0	0	0	0
Other Funding: Traffic Cong Relief (263-30-331-000)	1,025,517	0	0	0	0	0
Other Funding: Gas Tax B (265-30-331-000)	175,400	0	0	0	0	0
Other Funding: Measure R (285-23-241-650)	230,000	0	0	0	0	0
Other Funding: Subventions and Grants (268)	66,800	0	0	0	0	0

# City of Whittier

## Five-Year Capital Improvement Summary

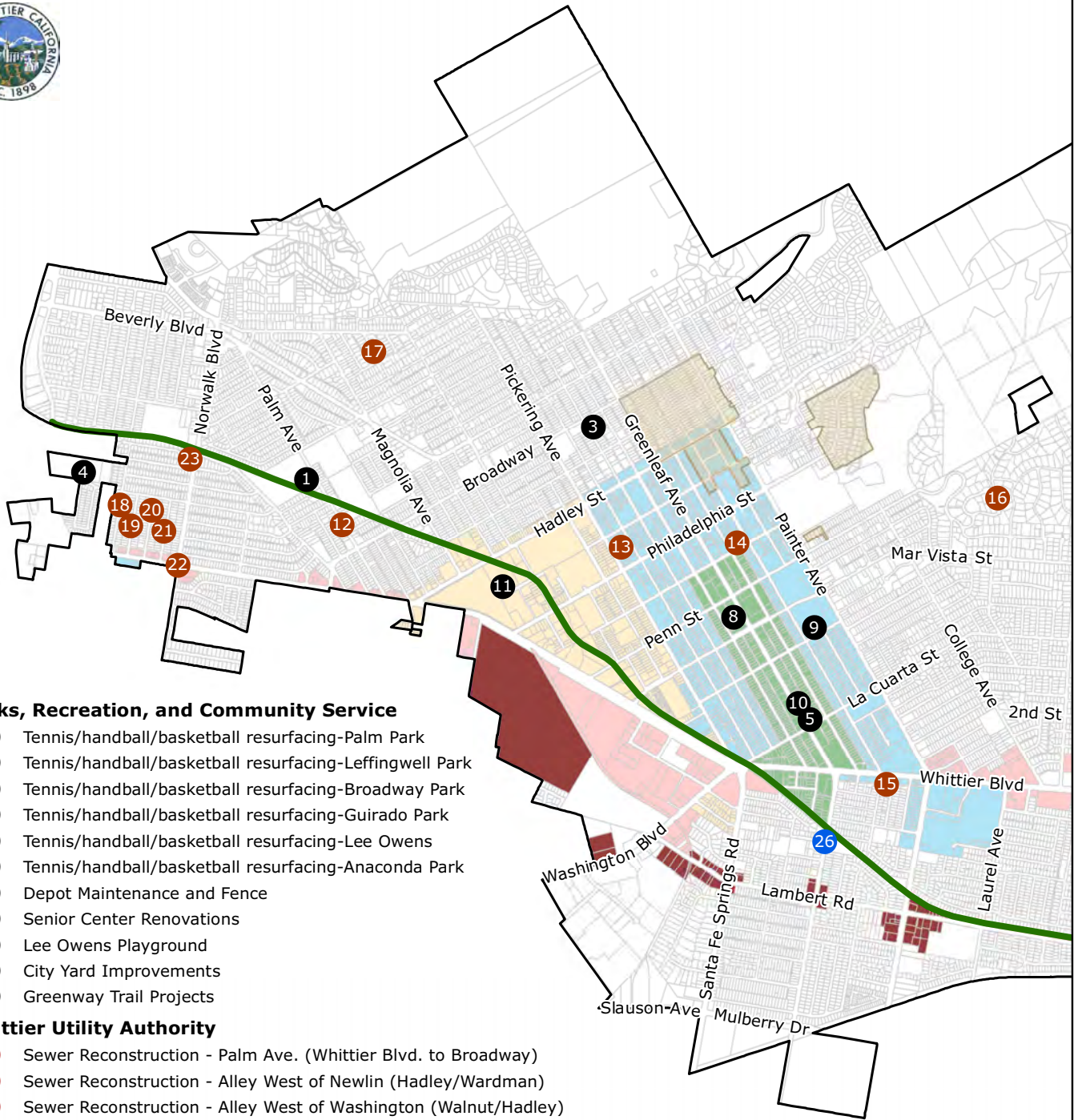
Fund/Department Project Title	Estimated Carryover Appropriations 6/30/2017	Adopted Budget 2017-18	Future Funding			
			Estimated 2018-19	Estimated 2019-20	Estimated 2020-21	Estimated 2021-22
<b><u>CAPITAL OUTLAY (635)</u></b>						
<b>Operating CIP</b>						
<b>Civic Center Maintenance 635-30-981-914</b>						
• Minor Facility Improvements	20,723	10,000	10,000	10,000	10,000	10,000
• City Hall - Civic Center Improvements	112,662	10,000	10,000	10,000	10,000	10,000
<b>Non-Operating CIP</b>						
<b>Civic Center Maintenance 635-30-981-914</b>						
• LED Signal (incl c/o)	34,324	0	0	0	0	0
<b>Street Maintenance 635-30-981-933</b>						
• LED Signal (incl c/o)	16,142	10,824	11,040	11,261	11,486	11,716
<b><u>SEWER FUND (410)</u></b>						
<b>Operating CIP</b>						
<b>Sewer Maintenance 410-30-342-000</b>						
• Palm Ave. and Scenic	484,965	0	0	0	0	0
• Sewer Asset Management System	50,000	0	0	0	0	0
• Sewer Replacement Program	11,944,957	0	4,410,000	4,430,000	2,350,000	2,350,000
• Video Inspection Truck	240,000	0	0	0	0	0
<b><u>WATER FUND (420)</u></b>						
<b>Operating CIP</b>						
<b>Water 420-30-341-931</b>						
• Water Meter Replacement Program	137,937	0	100,000	100,000	100,000	100,000
• Well Rehab	95,929	100,000	100,000	100,000	100,000	100,000
• Emergency Water Main Repairs	200,000	200,000	200,000	200,000	200,000	200,000
<u>Water Main Replacement Program</u>						
• Palm Avenue - Beverly to Scenic / Davidson	3,251,021	0	0	0	0	0
• Landfill - College / Reservoir to Scale House	950,000	0	0	0	0	0
• Southwind Dr./Park St to end of Cul-de-sac	506,525	0	0	0	0	0
• Other Water Main Replacement Programs	5,153,452	3,370,000	3,980,000	4,100,000	5,600,000	4,600,000
<b>Non-Operating CIP</b>						
• City Yard Improvements	93,220	0	90,000	0	0	0
• CARB Traps	0	0	30,000	0	0	0
• Back-Up Generator	120,000	0	0	0	0	0



# City of Whittier

## Five-Year Capital Improvement Summary

Fund/Department Project Title	Estimated Carryover Appropriations 6/30/2017	Adopted Budget 2017-18	Future Funding			
			Estimated 2018-19	Estimated 2019-20	Estimated 2020-21	Estimated 2021-22
<b><u>SOLID WASTE DISPOSAL FUND (440)</u></b>						
<b>Non-Operating CIP</b>						
<b>Solid Waste - Disposal 440-30-353-000</b>						
• Road Improvements	115,000	100,000	200,000	0	0	200,000
• Phase III-A Construction	2,799,573	2,660,000	0	0	0	0
• CARB Traps	0	0	0	180,000	0	0
• Phase III-B Construction	0	0	0	1,500,000	0	0
• Landfill Trailer Replacement	0	0	75,000	0	0	0
• De-silting Basin	150,000	0	0	0	0	0
• Tarp Machine	0	50,000	0	0	0	0
<b><u>GENERAL FUND (100) Police</u></b>						
<b>Operating CIP</b>						
<b>Police Department 100-40-411-000</b>						
• CAD / RMS Maintenance	185,542	191,090	196,827	208,814	215,078	0
• MDC Cellular Data Network	35,717	26,000	26,780	27,583	28,411	30,141
<b><u>EQUIPMENT REPLACEMENT (770)</u></b>						
<b>Operating CIP</b>						
<b>Police Department 770-40-982-940</b>						
• Police Radio Systems	0	2,006,850	0	0	0	0



**Parks, Recreation, and Community Service**

- 1 Tennis/handball/basketball resurfacing-Palm Park
- 2 Tennis/handball/basketball resurfacing-Leffingwell Park
- 3 Tennis/handball/basketball resurfacing-Broadway Park
- 4 Tennis/handball/basketball resurfacing-Guirado Park
- 5 Tennis/handball/basketball resurfacing-Lee Owens
- 6 Tennis/handball/basketball resurfacing-Anaconda Park
- 7 Depot Maintenance and Fence
- 8 Senior Center Renovations
- 9 Lee Owens Playground
- 10 City Yard Improvements
- 11 Greenway Trail Projects

**Whittier Utility Authority**

- 12 Sewer Reconstruction - Palm Ave. (Whittier Blvd. to Broadway)
- 13 Sewer Reconstruction - Alley West of Newlin (Hadley/Wardman)
- 14 Sewer Reconstruction - Alley West of Washington (Walnut/Hadley)
- 15 Sewer Reconstruction - Alley West of Whittier Blvd. (Laurel/Washington)
- 16 Water Main Replacement - Summit Pump Station Upgrades
- 17 Water Main Replacement - Hoover Main Replacement
- 18 High Pressure Area Water Main Replacement - Redman Ave.
- 19 High Pressure Area Water Main Replacement - McNees Ave.
- 20 High Pressure Area Water Main Replacement - Rockne Ave.
- 21 High Pressure Area Water Main Replacement - Morrill Ave. (Dorland & Orange)
- 22 High Pressure Area Water Main Replacement - Norwalk Blvd. (Whittier Blvd. & El Rancho Dr.)
- 23 High Pressure Area Water Main Replacement - El Rancho Dr. (Redman Ave. & Norwalk Ave.)

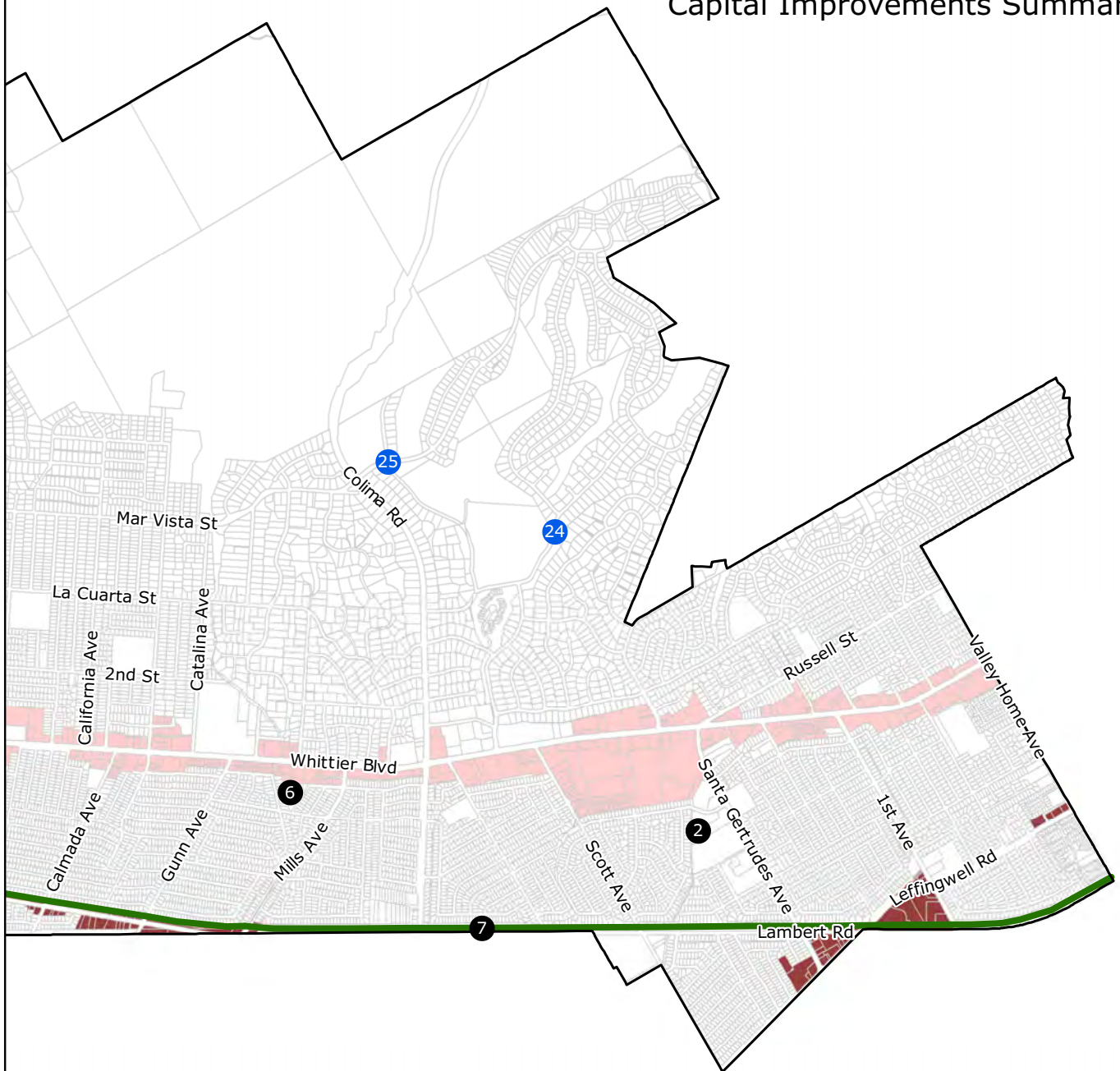
**Public Works**

- 24 Youngwood Dr. Overlay
- 25 Mar Vista St. Overlay
- 26 Greenleaf Ave. at Putnam St. Traffic Upgrade



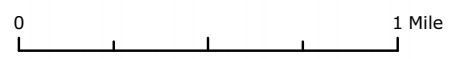
# City of Whittier

## Capital Improvements Summary

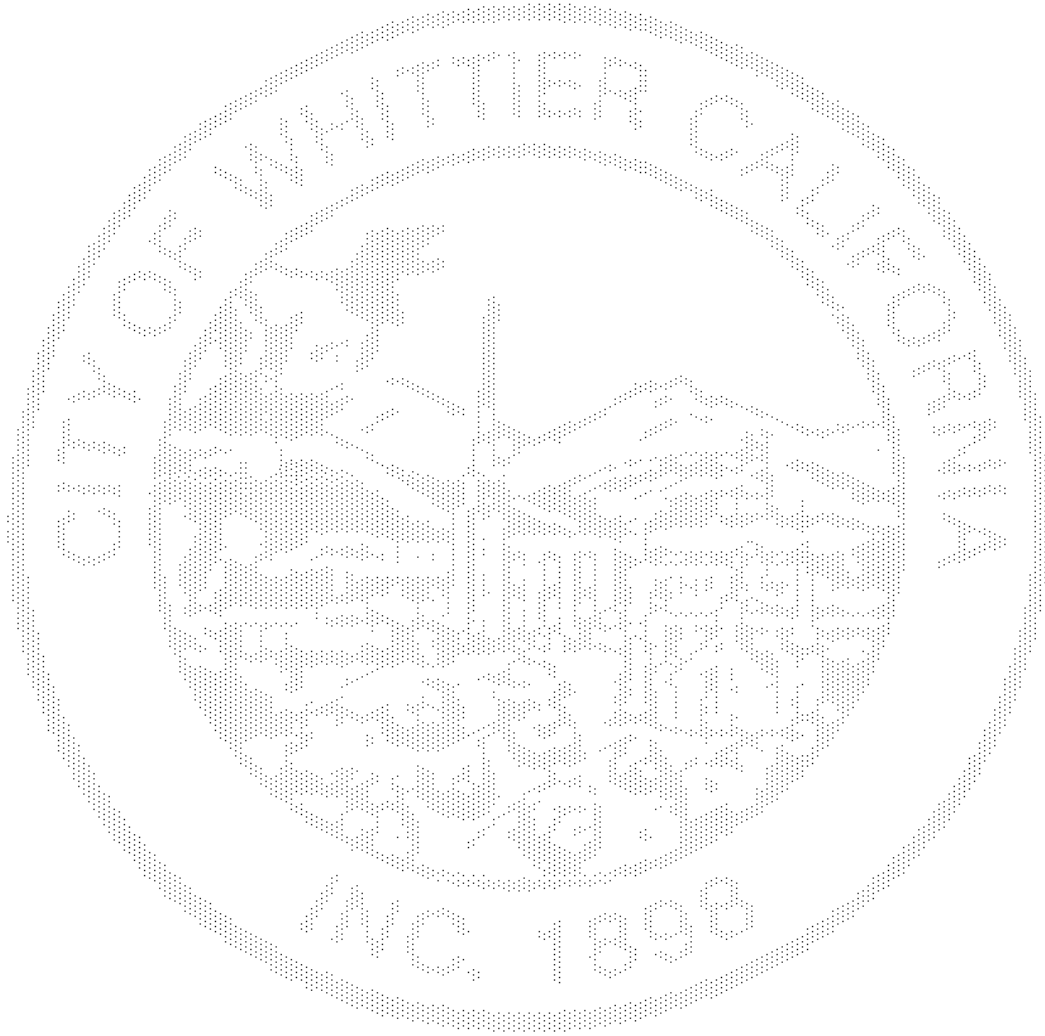


### Project Areas

- Greenleaf Ave Uptown Parcels
- Whittier Blvd Corridor Additional Parcels
- Whittier Blvd Corridor Original Parcels
- Whittier Blvd Redevelopment Parcels
- Earthquake Recovery Redevelopment Parcels
- Historic District
- Greenway Trail



September 2017



# City of Whittier

## General City Information



*People, Pride, Progress*

*Adopted Budget for  
Fiscal Year 2017-18*



# City of Whittier

## *General City Information*

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- *City of Whittier Value Statement*
- *City Demographics*
- *City of Whittier Budget Adoption Resolution*
- *Gann Limit Resolution*
- *Public Financing Authority Budget Adoption Resolution*
- *Whittier Utility Authority Budget Adoption Resolution*
- *Whittier Housing Authority Budget Adoption Resolution*
- *Financial System and Internal Controls*
- *Fund Balance Policy for the General Fund (SOP 42)*
- *Fraud in the Workplace (SOP 26)*







# *City of Whittier*

## **Value Statement**

The City of Whittier acknowledges its rich heritage as a community that is based upon respect for the worth and dignity of its citizens. A growing, dynamic and diverse community, it searches for ways of involving its citizens in programs and activities that inspire a sense of personal responsibility and pride. Both private and governmental initiatives offer opportunities for service that create the conditions necessary for harmony and cooperation between members of the community, civic renewal and improvement for the quality of life.

*The City of Whittier embraces the following Value Statement:*

- The Government of the City of Whittier requires a high degree of moral/ethical behavior by its members acting in any and all official capacities in carrying out their assigned responsibilities and in their personal lives to the extent that their behavior will not reflect negatively upon the City Government and will not interfere with the City's efforts in carrying out its missions and goals; and
- Integrity is inseparable from ethics, but deserves special recognition. Integrity is that essential value that will facilitate adherence to a high degree of ethical/moral conduct; and
- Cooperation or teamwork is vital to the success of achieving the City's missions and goals. The requirement of cooperation or teamwork extends to all City officials and employees, and the citizens of Whittier, who are, in reality, partners in government; and
- The City shall maintain and improve excellence in delivery of municipal service to the people of the community. This will necessitate continual review of the City operational and organizational considerations and the application of innovative methods to maintain and improve City services at reasonable cost levels; and
- The City cares for its employees. The City highly values the selection and retention of highly qualified, dedicated and loyal employees. To this end, the City shall endeavor to make all positions within the City challenging, interesting and rewarding.

*People, Pride, and Progress*

## City of Whittier City Demographics

### City of Whittier Profile:

Whittier is located in Los Angeles County, about 12 miles southeast of the City of Los Angeles. The City of Whittier is governed by a five Member City Council under the Council – Manager form of government. Whittier is a charter law city and was incorporated in 1898. The Charter form of City government was ratified in 1955. The City covers 14.8 square miles and has an estimated population of 87,708. Businesses and industries in the area include 374 professional services, 868 retail stores, 202 family type restaurants, 36 manufacturing plants, 8 hotels and motels, 2 new and several used automobile dealerships and over 249 specialty shops and boutiques, predominantly located in Uptown Whittier, Whittier Marketplace, the Quad shopping center, as well as the Whittwood Town Center.

Founded in 1887 as a Quaker colony, Whittier’s strong sense of history and vision for the future has made it an upscale and dynamic residential community.

### City of Whittier Data:

- Incorporated Area 14.8 square miles
- Population<sup>1</sup> 87,708 (2017)
- Population – Races<sup>3</sup> (2017)
  - Hispanic/Latino 65.8%
  - White 26.82%
  - Asian 4.65%
  - Black/African American 1.26%
  - American Indian/Pacific Islander 0.35%
  - Multirace 1.12%
- Median Household Income<sup>2</sup> \$66,457 (2015)
- Personal Income (Per Capita)<sup>2</sup> \$28,180 (2015)
- Unemployment Rate<sup>3</sup> 3.46% (2017)
- Housing
  - Dwelling Units<sup>2</sup> 29,591 (2010)
  - Median Value(HdLCC) \$460,000 (2015)
- Safety
  - Police – City of Whittier Police Department
  - Fire – Los Angeles County Fire Department
  - Hospitals
    - Presbyterian Intercommunity Hospital
    - Whittier Hospital Medical Center
  - Emergency Management – City of Whittier Emergency Management

Source:

1. California Department of Finance
2. US Census Bureau
3. Gateway Cities Council of Governments/Economic Development Dept.
4. Zillow.com/HdL Coren & Cone

## City of Whittier City Demographics

- Schools (located in Whittier city limits)
  - Whittier City School District
    - Dexter Middle School
    - Hoover Elementary
    - Jackson Elementary
    - Longfellow Elementary
    - Orange Grove Elementary
  - Lowell Join School District
    - Jordan Elementary
  - Whittier Union High School District
    - La Serna High School
    - Whittier High School
  - East Whittier City School District
    - East Whittier Middle School
    - Evergreen Elementary
    - Laurel Elementary
    - Murphy Ranch Elementary
    - Ocean View Elementary
    - Mar Vista Early Childhood Center
  
- Parks, Libraries and Community Centers
  - Four (4) large community parks
  - Fourteen (14) neighborhood parks
  - Two (2) wilderness parks
  - One (1) sports field
  - Greenway Trail (five mile bicycle/pedestrian trail)
  - Whittier Public Library
  - Whittwood Branch Library
  - Palm Park Aquatic and Activity Center
  - Parnell Park Community and Senior Center
  - Uptown Senior Citizens Center
  - Whittier Community Center

➤ Principal Employers<sup>4</sup>

Rank	Name	No. of Employees
1	Interhealth Corporation	2,600
2	Whittier Union High School District	958
3	Whittier Medical Center	850
4	Whittier City School District	726
5	City of Whittier	650
6	U.S. Post Office	315
7	East Whittier City Elementary District	270
8	Johnson Controls	250
9	Home Depot	172
10	Hedman Headers	150

Source:

1. California Department of Finance
2. US Census Bureau
3. Gateway Cities Council of Governments/Economic Development Dept.
4. Zillow.com/HdL Coren & Cone

RESOLUTION NO. 8874

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, CALIFORNIA, ADOPTING A BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2017, AND ENDING JUNE 30, 2018

WHEREAS, pursuant to Section 1102 of the Charter of the City, the City Manager, on or about April 19, 2017, submitted to the City Council a proposed budget for the appropriation and expenditure of funds for the City for Fiscal Year 2017-18;

WHEREAS, such proposed budget was reviewed by the City Council at the Budget Study Session on May 9, 2017;

WHEREAS, it has been determined that the proposed budget was prepared in accordance with Section 1111 of the City Charter and provides for reserve funds sufficient to meet all lawful demands of the City, as is required;

WHEREAS, the City Council continually strives to provide the highest quality of life for its citizens; and

WHEREAS, following duly given notice and prior to budget adoption, the City Council held a public hearing on June 27, 2017, receiving, considering and evaluating all comments.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITTIER, CALIFORNIA, DOES RESOLVE AS FOLLOWS:

SECTION 1. The City Manager's proposed 2017-18 Fiscal Year Budget for general and special City purposes is approved and adopted for estimated revenues and transfers-in totaling \$88,986,147.

SECTION 2. The City Manager's proposed 2017-18 Fiscal Year Budget for general and special City purposes is approved and adopted for appropriations and transfers-out in the amount of \$88,430,832 and capital improvement projects in the amount of \$3,967,650, which total \$92,398,482.

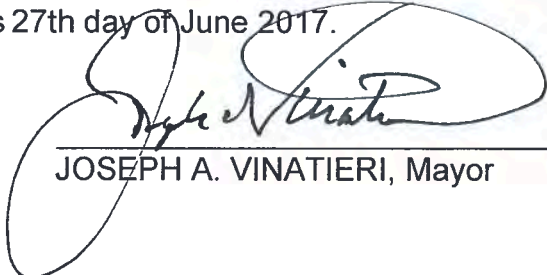
SECTION 3. That the following reclassification of reserves as estimated be approved for Fiscal Year 2017-18:

Fund	Name	Reserve	Account No.	Increase (Decrease)
100	General Fund	Reserve for General Plan Update	245130	\$ 80,000
		Reserve for Police Facility	241120	(58,148)
		Reserve for Designated PEG	244225	61,431
		Reserve for Art in Public Places	245110	5,500
		Reserve for Emergency	248045	54,000
		Reserve for Rental Units	248070	9,980
		Reserve for Park In-Lieu	245021	397,086
	General Fund Subtotal			\$ 549,849
250	Asset Forfeiture	Reserve for Police Salary	241120	\$ (118,501)
280	Prop C Transit	Reserve for Greenway Rentals	241275	100,000
770	Police Radio Systems	Reserve for PD CIP Projects	241150	(398,697)
770	Equipment Replacement	Reserve for Copiers	241220	54,000
		Other Funds Subtotal		\$ (363,198)
Total				\$ 186,651

SECTION 4. The City Manager is authorized to make changes within each budget code, during the 2017-18 fiscal year, as he may from time to time deem desirable and necessary in order to meet the City's needs. Changes in budget code totals, appropriation of unappropriated balances and cancellation of unexpended and unencumbered appropriations shall require City Council approval, in accordance with Section 1105 of the City Charter.

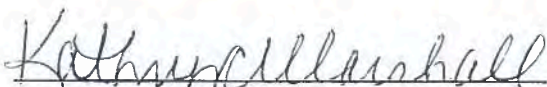
SECTION 5. The City Clerk-Treasurer shall certify to the passage and adoption hereof.

APPROVED AND ADOPTED this 27th day of June 2017.



\_\_\_\_\_  
 JOSEPH A. VINATIERI, Mayor

ATTEST:



\_\_\_\_\_  
 KATHRYN A. MARSHALL  
 City Clerk-Treasurer

CITY OF WHITTIER )  
 ) SS  
STATE OF CALIFORNIA )

I, Kathryn A. Marshall, City Clerk-Treasurer in and for the City of Whittier, California, hereby certify that the foregoing resolution was duly introduced and adopted at a regular meeting of the City Council of said City held on the 27<sup>th</sup> day of June 2017, by the following roll call vote:

AYES: F. Dutra J. Alvarado R.L. Henderson  
C. Warner J.A. Vinatieri  
NOES: None  
ABSENT: None

WITNESS my hand and the official seal of the City of Whittier, California, this

30th day of June 2017.

Kathryn A. Marshall  
KATHRYN A. MARSHALL  
City Clerk-Treasurer

I HEREBY CERTIFY THIS TO BE A TRUE AND CORRECT COPY OF THE ORIGINAL DOCUMENT ON FILE WITH THE CITY OF WHITTIER. WITNESS MY HAND AND THE OFFICIAL SEAL OF THE CITY OF WHITTIER THIS 30th DAY OF

June, 2017.  
Maisha Morales  
DEPUTY CITY CLERK

RESOLUTION NO. 8875

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, CALIFORNIA, APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2017-18

WHEREAS, on November 6, 1979, the voters in California added Article XIII B to the State Constitution thereby placing various limitations on the appropriations of State and local government;

WHEREAS, in June 1990, the voters in California amended Article XIII B by passing Proposition 111 – the Traffic Congestion Relief and Spending Act of 1990, which expanded the guidelines for calculating the Gann Limit;

WHEREAS, Proposition 111 allowed Cities to take the greater increase of City or County population growth, and the greater increase of California Per Capita Income or non-residential assessed valuation growth attributed to new construction within the City; and

WHEREAS, the City of Whittier has complied with all of the provisions of Article XIII B in determining the appropriations limit for Fiscal Year 2017-18.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITTIER, CALIFORNIA, DOES RESOLVE AS FOLLOWS:

SECTION 1. That the appropriations limit for Fiscal Year 2017-18 is hereby established as \$381,214,724.


SECTION 2. That total appropriations of \$28,340,919, as included in the City's adopted budget for Fiscal Year 2017-18 and subject to the limit are less than the appropriations limit by \$352,873,805, and within the limit as stipulated by Article XIII B.

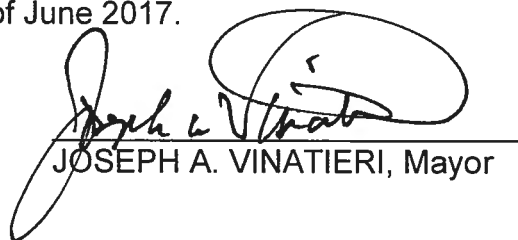
SECTION 3. That the estimated proceeds of taxes as included in the City's adopted budget for Fiscal Year 2017-18, total \$28,853,526 and are within the appropriations limit as stipulated by Article XIII B.

SECTION 4. That the City Clerk-Treasurer shall certify to the passage and adoption hereof.

APPROVED AND ADOPTED this 27<sup>th</sup> day of June 2017.

ATTEST:

  
KATHRYN A. MARSHALL  
City Clerk-Treasurer

  
JOSEPH A. VINATIERI, Mayor

CITY OF WHITTIER )  
 ) SS  
STATE OF CALIFORNIA )

I, Kathryn A. Marshall, City Clerk-Treasurer in and for the City of Whittier, California, hereby certify that the foregoing resolution was duly introduced and adopted at a regular meeting of the City Council of said City held on the 27<sup>th</sup> day of June 2017, by the following roll call vote:

AYES: F. Dutra J. Alvarado R.L. Henderson  
C. Warner J.A. Vinatieri  
NOES: None  
ABSENT: None

WITNESS my hand and the official seal of the City of Whittier, California, this 30th day of June 2017.

Kathryn A. Marshall  
KATHRYN A. MARSHALL  
City Clerk-Treasurer

I HEREBY CERTIFY THIS TO BE A TRUE AND CORRECT COPY OF THE ORIGINAL DOCUMENT ON FILE WITH THE CITY OF WHITTIER. WITNESS MY HAND AND THE OFFICIAL SEAL OF THE CITY OF WHITTIER THIS 30th DAY OF June, 2017.  
Inarita Morales  
DEPUTY CITY CLERK



RESOLUTION NO. WUA-17-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WHITTIER UTILITY AUTHORITY ADOPTING A BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2017, AND ENDING JUNE 30, 2018

WHEREAS, the Executive Officer, on or about April 19, 2017, submitted to the Board of Directors a proposed budget for the appropriation and expenditure of funds for the Whittier Utility Authority for Fiscal Year 2017-18;

WHEREAS, such proposed budget was reviewed by the Board of Directors at the Budget Study Session on May 9, 2017; and

WHEREAS, following duly given notice and prior to budget adoption, the Board of Directors of the Whittier Utility Authority held a public hearing on June 27, 2017, receiving, considering and evaluating all comments.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE WHITTIER UTILITY AUTHORITY DOES RESOLVE AS FOLLOWS:

SECTION 1. The total estimated revenues and transfers-in for Fiscal Year 2017-18 shall be \$27,896,490.

SECTION 2. The total appropriations, transfers-out and capital expenditures for Fiscal Year 2017-18 shall be \$28,126,133.

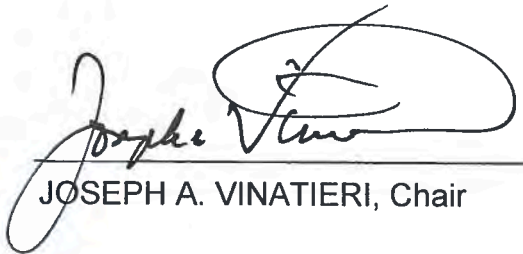
SECTION 3. That the following reclassification of reserves be approved for 2017-18:

<u>Fund</u>	<u>Name</u>	<u>Reserve</u>	<u>Account Number</u>	<u>Increase (Decrease)</u>
420	Water Fund	Reserve for Water Connection Fees	241240	\$ 15,000
			Total	<u>\$ 15,000</u>

SECTION 4. The Executive Officer is authorized to make changes during the 2017-18 Fiscal Year, as he may from time to time deem desirable and necessary in order to meet the Authority's needs.

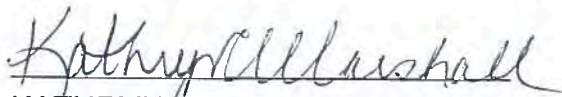
SECTION 5. The Secretary-Treasurer shall certify to the passage and adoption hereof.

APPROVED AND ADOPTED this 27<sup>th</sup> day of June 2017.



JOSEPH A. VINATIERI, Chair

ATTEST:



KATHRYN A. MARSHALL  
Secretary-Treasurer

CITY OF WHITTIER        )  
                                       )  
 STATE OF CALIFORNIA    )        SS

I, Kathryn A. Marshall, Secretary-Treasurer in and for the Whittier Utility Authority, hereby certify that the foregoing resolution was duly adopted at a regular meeting of the Whittier Utility Authority held on the 27<sup>th</sup> day of June 2017 by the following roll call vote:

AYES:        F. Dutra                    J. Alvarado                R.L. Henderson  
                   C. Warner                    J.A. Vinatieri

NOES:        None

ABSENT:     None

WITNESS my hand and the official seal of the Whittier Utility Authority this 30<sup>th</sup> day of June 2017.

Kathryn A. Marshall  
 KATHRYN A. MARSHALL  
 Secretary-Treasurer

I HEREBY CERTIFY THIS TO BE A TRUE AND CORRECT COPY OF THE ORIGINAL DOCUMENT ON FILE WITH THE CITY OF WHITTIER. WITNESS MY HAND AND THE OFFICIAL SEAL OF THE CITY OF WHITTIER THIS 30<sup>th</sup> DAY OF June, 2017.

Martha Morales

RESOLUTION NO. WHA-17-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WHITTIER HOUSING AUTHORITY ADOPTING A BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2017, AND ENDING JUNE 30, 2018

WHEREAS the Executive Officer, on or about April 19, 2017, submitted to the Board of Directors a proposed budget for the appropriation and expenditure of funds for the Whittier Housing Authority for Fiscal Year 2017-18;

WHEREAS, such proposed budget was reviewed by the Board of Directors at the Budget Study Session on May 9, 2017; and

WHEREAS, following duly given notice and prior to budget adoption, the Board of Directors of the Whittier Housing Authority held a public hearing on June 27, 2017, receiving, considering and evaluating all comments.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE WHITTIER HOUSING AUTHORITY DOES RESOLVE AS FOLLOWS:

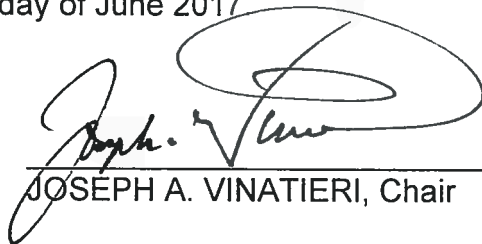
SECTION 1. The total estimated revenues and transfers-in for Fiscal Year 2016-17 shall be \$824,147.

SECTION 2. The total appropriations, transfers-out and capital expenditures for Fiscal Year 2016-17 shall be \$128,600.

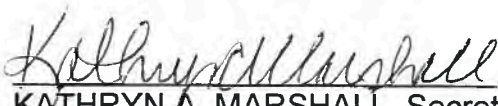
SECTION 3. The Executive Officer is authorized to make changes during the 2017-18 Fiscal Year, as he may from time to time deem desirable and necessary in order to meet the Agency's needs.

SECTION 4. The Secretary-Treasurer shall certify to the passage and adoption hereof.

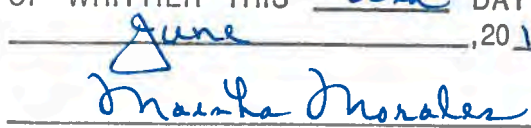
APPROVED AND ADOPTED this 27<sup>th</sup> day of June 2017

  
\_\_\_\_\_  
JOSEPH A. VINATIERI, Chair

ATTEST:

  
KATHRYN A. MARSHALL, Secretary-Treasurer

I HEREBY CERTIFY THIS TO BE A TRUE AND CORRECT COPY OF THE ORIGINAL DOCUMENT ON FILE WITH THE CITY OF WHITTIER. WITNESS MY HAND AND THE OFFICIAL SEAL OF THE CITY OF WHITTIER THIS 30th DAY OF June, 2017.

  
\_\_\_\_\_  
DEPUTY CITY CLERK

CITY OF WHITTIER            )  
                                           )  
 STATE OF CALIFORNIA    )        SS

I, Kathryn A. Marshall, Secretary-Treasurer in and for the Whittier Housing Authority, hereby certify that the foregoing resolution was duly adopted at a special meeting of the Whittier Housing Authority held on the 27<sup>th</sup> day of June 2017 by the following roll call vote:

AYES:        F. Dutra                    J. Alvarado                R.L. Henderson  
                   C. Warner                    J.A. Vinatieri

NOES:        None

ABSENT:     None

WITNESS my hand and the official seal of the Whittier Housing Authority this  
30<sup>th</sup> day of June 2017.

Kathryn A. Marshall  
 KATHRYN A. MARSHALL  
 Secretary-Treasurer



# **City of Whittier**

## **Financial System and Internal Controls**

### **Presentation**

The financial transactions of the City of Whittier are recorded in individual funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. In summary, the funds used by the City are grouped as follows:

### **Governmental Funds**

#### **General Fund**

The General Fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in other funds.

#### **Special Revenue Funds**

The Special Revenue Funds are used to account for specific revenues (other than those for major capital projects) that are legally restricted to expenditures for particular purposes. The City maintains several special revenue funds for gas taxes, grant funding, fines collected on vehicle code violations and special levies imposed on businesses in the City's Uptown Village area.

#### **Debt Service Fund**

The Whittier Public Financing Authority Debt Service Fund is used to account for the proceeds of the 2002 and 2007A Tax Allocation Loans, loaned to the former Whittier Redevelopment Agency, and for the debt service payments.

#### **Capital Projects Fund**

The Capital Projects Fund is used to account for the financial resources to be used for the acquisition and construction of major capital facilities.

### **Proprietary Funds**

#### **Enterprise funds**

Enterprise Funds are established for government activities that are financed and operate in a similar manner to private business. User fees primarily finance costs of providing services to the general public. The Whittier Utility Authority (WUA) was established on February 1, 2002, by a joint powers agreement between the City of Whittier and the Whittier Public Financing Authority. The Authority was created to provide a legally binding framework for the relationship between the City's utility enterprise funds and the City's general fund and to provide greater fiscal strength of the City's enterprise funds. WUA is a component of the following proprietary funds:

# **City of Whittier**

## **Financial System and Internal Controls**

### **(Continued)**

#### **Water Fund**

This fund accounts for the operation and maintenance of the City's water distribution system.

#### **Sewer Fund**

This fund accounts for the operation and maintenance of the wastewater system within the City's boundaries.

#### **Solid Waste Fund**

This fund accounts for the collection and disposal of solid waste from industrial, commercial, and residential users throughout the Whittier area, for landfill closure and post closure costs, and for funding of environmental liabilities caused by water contamination.

#### **Basis of Accounting**

The City's financial system operates on a basis consistent with "generally accepted accounting principles" (GAAP), where Governmental Funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period. Expenditures generally are recorded when the liability is incurred except for debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, which are recorded only when payment is due. For Proprietary Funds, the accrual basis is utilized; revenues are recognized when earned, and expenses are recognized when incurred.

#### **Internal Controls**

The City is responsible for establishing and maintaining a strong internal control structure designed to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that: 1) the cost of a control should not exceed the benefits likely to be derived, and 2) the valuation of costs and benefits requires estimates and judgments by management.

#### **Revenue Policies**

The City tries to maintain a diversified and stable revenue system to minimize the effects of economic fluctuations on sources of income. Revenues are estimated based on the historical data, analysis and in some cases the use of consultant's estimate.



# **City of Whittier**

## **Financial System and Internal Controls**

### **(Continued)**

#### **Debt Management**

The City typically confines long-term borrowing to capital improvements that cannot be funded from current sources. No bond issue will take place without consultation of appropriate external financial advisers and bond counsel. On-going efforts will be taken to improve and enhance the City's bond rating and the marketability of its debt.

#### **Capital Improvement**

The Capital Improvement Program provides a comprehensive plan for acquisition and replacement of major capital outlay items and for the construction, repair and maintenance of City facilities and infrastructure such as streets, sewers, water service, storm drains, traffic systems, parks and other City facilities. Infrastructure maintenance is a key component in the continued economic vitality of the City of Whittier.

The Five-Year Capital Improvement Summary includes all major capital improvements with budgets in excess of \$25,000. Typically, larger projects are funded and completed over several fiscal years. The total amount represents the full cost and/or funding requirements for project completion within the 5-year period.

The City Manager recommends projects to City Council for approval based upon the availability of funding. City Council reviews this Five-Year Capital Improvement Summary each year during the budget study session, and any changes are implemented prior to budget adoption.





# CITY OF WHITTIER STANDARD OPERATING PROCEDURE

NUMBER 26  
PAGE 1 of 6

SUBJECT: Fraud In The Workplace

ORIGINAL DATE: 6/23/08

ISSUE DATE: 6/23/08

APPROVED BY:

City Manager

## I. PURPOSE/AUTHORITY:

To establish policy and procedures for clarifying acts that are considered to be fraudulent, describing the steps to be taken when fraud or other related dishonest activities are suspected, and providing procedures to follow in accounting for missing funds, restitution and recoveries.

## II. PERSONNEL AFFECTED:

All City Employees, including consultants, and elected or appointed Council, Board and Commission members. (See III.E. Definitions, 2. "Employee", below)

## III. POLICY:

- A. The City of Whittier is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of the City of Whittier to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the City and, when appropriate, to pursue legal remedies available under the law.
- B. This policy applies to any irregularity, or suspected irregularity, involving employees, consultants, vendors, contractors, outside agencies, and/or any other parties with a business relationship with the City.
- C. Any investigative activity required will be conducted in an objective and impartial manner without regard to the suspected wrongdoer's length of service, position, title, or relationship to the City.
- D. All employees are responsible for the detection, reporting and prevention of fraud, misappropriations, and other irregularities.

## E. DEFINITIONS

- 1. Fraud – the intentional false representation or concealment of material fact for the purpose of personal gain for oneself or others; or inducing another to act similarly. Fraud and other similar irregularities include, but are not limited to:
  - a. Claim for reimbursement of expenses that are not job-related or authorized by the current Memorandum of Understanding.
  - b. Forgery or unauthorized alteration of documents (checks, promissory notes, time sheets, independent contractor agreements, purchase orders, budgets, etc.).



# CITY OF WHITTIER STANDARD OPERATING PROCEDURE

NUMBER 26  
PAGE 2 of 6

**SUBJECT: Fraud In The Workplace**

- c. Misappropriation of City assets (funds, securities, supplies, furniture, equipment, etc.).
  - d. Improprieties in handling or reporting of money transactions.
  - e. Authorizing or receiving payment for goods not received or services not performed.
  - f. Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of City-owned software.
  - g. Misrepresentation of information on documents.
  - h. Any apparent violation of Federal, State, or Local laws related to dishonest activities or fraud.
  - i. Seeking or accepting anything of material value from those doing business with the City including vendors, consultants, contractors, lessees, applicants, and grantees. Materiality is determined by the City's Conflict of Interest Code which incorporates the Political Reform Act of 1974. Regulations of the Fair Political Practices Commission (2 California Admin. Code Sections 18100 et seq.), and any amendments to the Act or regulations.
2. Employee – In this context, employee refers to any individual or group of individuals who receive compensation, either full- or part-time, from the City of Whittier. The term also includes any volunteer who provides services to the City through an official arrangement with the City or a City organization, as well as consultants, vendors, contractors, outside agencies and/or any other parties with a business relationship with the City of Whittier.
  3. Management – In this context, management refers to any administrator, manager, director, supervisor, or other individual who manages or supervises funds or other resources, including human resources.
  4. Investigator – In this context, Investigator refers to any person or persons assigned by the Department Head and City Controller to investigate any fraud or similar activity.
  5. External Auditor – In this context, External Auditor refers to independent audit professionals who may perform annual audits of the City's financial statements or a similarly qualified professional.
- F. It is the City's intent to fully investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, length of service or relationship with the City of any party who might be or become involved in or becomes the subject of such investigation.



# CITY OF WHITTIER STANDARD OPERATING PROCEDURE

NUMBER 26  
PAGE 3 of 6

**SUBJECT: Fraud In The Workplace**

- G. Each department of the City is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.
- H. The Investigator, in conjunction with the City Attorney, has the primary responsibility for the investigation of all activity as defined in this policy.
- I. Throughout the investigation, the Investigator will inform the Department Head and City Controller of pertinent investigative findings.
- J. Employees will be granted whistle-blower protection when acting in accordance with this policy. When informed of a suspected impropriety, neither the City nor any person acting on behalf of the City shall:
  - 1. Dismiss or threaten to dismiss the employee,
  - 2. Discipline, suspend, or threaten to discipline or suspend the employee,
  - 3. Impose any penalty upon the employee, or
  - 4. Intimidate or coerce the employee.Violations of the whistle-blower protection will result in discipline up to and including dismissal.
- K. Upon conclusion of the investigation, the results will be reported to the City Manager by the Department Head and City Controller.
- L. The City Manager, following review of investigation results, will take appropriate action regarding employee misconduct. Disciplinary action can include termination, and referral of the case to an appropriate Law Enforcement Agency and District Attorney's Office for possible arrest and prosecution.
- M. The City will pursue every reasonable effort, including court ordered restitution, to obtain recovery of City losses from the offender, or other appropriate sources.

## **IV. PROCEDURES**

### **A. Management Responsibilities**

- 1. Management is responsible for being alert to and reporting fraudulent or related dishonest activities in their areas of responsibility.
- 2. Each manager should be familiar with the types of improprieties that might occur in his or her area and be alert for any indication that improper activity, misappropriation, or dishonest activity is or was in existence in his or her area.



# CITY OF WHITTIER

## STANDARD OPERATING PROCEDURE

NUMBER 26  
PAGE 4 of 6

**SUBJECT: Fraud In The Workplace**

3. When an improper activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.
4. If management determines a suspected activity may involve fraud or related dishonest activity, they should contact their next immediate supervisor not involved in the alleged misconduct – and together with that supervisor inform their Department Director (unless the Department Director is alleged to have involvement in the alleged misconduct) and City Controller. If the alleged misconduct is said to involve the Department Head and/or City Controller, the City Attorney may be substituted for one or both.
5. The Department Head and the City Controller, or either plus the City Attorney if appropriate as under #4 above, shall together inform the City Manager. If the City Manager is himself or herself the subject of the alleged misconduct, the Department Head and the City Controller, or the City Attorney and either one of the above and/or the Department Director, shall inform the Chief of Police.
6. Management should not attempt to conduct individual investigations, interviews, or interrogations. However, management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.
7. Management should support the City's responsibilities and cooperate fully with the Investigator, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.
8. Management must give full and unrestricted access to all necessary records and personnel. All City furniture and contents, including desks and computers, are open to inspection at any time. There is no assumption of privacy.
9. In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, management should avoid the following:
  - a. Incorrect accusations.
  - b. Alerting suspected individuals that an investigation is underway.
  - c. Treating employees unfairly.
  - d. Making statements that could lead to claims of false accusations or other offenses.
10. In handling dishonest or fraudulent activities, management has the responsibility to:



# CITY OF WHITTIER

## STANDARD OPERATING PROCEDURE

NUMBER 26  
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**SUBJECT: Fraud In The Workplace**

- a. Make no contact (unless requested) with the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to “what you did”, “the crime”, “the fraud”, “the misappropriation”, etc.
- b. Avoid discussing the case, facts, suspicions, or allegations with anyone outside the City, unless specifically directed to do so by the City Attorney.
- c. Avoid discussing the case, facts, suspicions, or allegations with anyone other than employees who have a need to know such as the City Manager, Department Head, City Controller, Investigator, or City Attorney or law enforcement personnel – and should direct any City Council inquiries to the City Manager or City Attorney.
- d. Direct all inquires from the suspected individual, or his or her representative, to the Investigator, Department Head, or City Controller. All inquires from the media should be directed to the City Manager or the City Attorney.
- e. Take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with the City Controller, in conformance with the City’s Personnel Policies and Procedures or the appropriate Memorandum of Understanding.

### B. Employee Responsibilities

1. Upon assignment by the Department Head and City Controller (or the City Manager and City Attorney, as necessary), the Investigator will promptly investigate the fraud.
2. Employees must cooperate with the Investigator. Refusal, or the conveyance of inaccuracies, may subject an employee to disciplinary action up to and including dismissal.
3. In all circumstances where there appears to be reasonable grounds for suspecting that a fraud has taken place, the Investigator, in consultation with the City Attorney, will contact an appropriate Law Enforcement Agency.
4. The Investigator shall be available and receptive to receiving relevant, confidential information to the extent allowed by law.
5. If evidence is uncovered showing possible dishonest or fraudulent activities, the Investigator will proceed as follows:
  - a. Discuss the findings with the Department Head and City Controller – who will in turn inform the City Manager and/or City Attorney and/or City Manager.
  - b. Meet with the City Controller (or his/her designated representative) to:



# CITY OF WHITTIER

## STANDARD OPERATING PROCEDURE

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**SUBJECT: Fraud In The Workplace**

- 1) Determine if disciplinary actions should be taken.
  - 2) Report to the Investigator such activities in order to assess the effect of the illegal activity on the City's financial statements.
  - 3) Notify insurers and coordinate the filing of insurance claims.
- c. Take immediate action, in consultation with the City Attorney, to prevent the theft, alteration, or destruction of evidentiary records. Such action shall include, but is not limited to:
- 1) Removing the records and placing them in a secure location, or limiting access to the records.
  - 2) Preventing the individual suspected of committing the fraud from having access to the records.
6. In consultation with the City Attorney and the appropriate Law Enforcement Agency, the Investigator may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation.
  7. If the Investigator is contacted by the media regarding an alleged fraud or audit investigation, the Investigator will consult with the City Manager and the City Attorney, as appropriate, before responding to a media request for the information or interview.
  8. At the conclusion of the investigation, the Investigator will document the results in a confidential memorandum report to the City Manager, Department Head, City Controller, and City Attorney. If the report concludes that the allegations are founded, the report will be forwarded to the appropriate Law Enforcement Agency.
  9. Unless exceptional circumstances exist, a person under investigation for fraud is to be given notice in writing of essential particulars of the allegations following the conclusions of the audit. Where notice is given, the person against whom allegations are being made may submit a written explanation to the Investigator no later than seven calendar days after notice is received.
  10. The Investigator will be required to make recommendations to the appropriate department for assistance in the prevention of future similar occurrences.
  11. Upon completion of the investigation, including all legal and personnel actions, all records, documents, and other evidentiary material obtained from the department under investigation will be returned by the Investigator to that department.

### **V. EXCEPTIONS**

Exceptions to this policy must be approved in writing by the City Manager, City Controller, or the City Attorney. No exception will be valid if the person authorizing the exception is himself/herself the subject of the related allegation.

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# CITY OF WHITTIER STANDARD OPERATING PROCEDURE

NUMBER 42  
PAGE 1 of 4

SUBJECT: Fund Balance Policy for the General Fund

EFFECTIVE DATE: 6/14/2011

ISSUE DATE: 6/14/2011

APPROVED BY:

City Manager

## I. PURPOSE/AUTHORITY:

To establish the procedures for reporting unrestricted fund balance in Governmental Funds financial statements. It is essential that the City maintains adequate levels of fund balance tailored to the needs of the City to ensure against current and future risks such as revenue shortfalls and unanticipated expenditures. The policy also authorizes and directs the City Controller to prepare financial reports, which accurately categorize fund balance as per Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

## II. PERSONNEL AFFECTED:

This SOP applies to the Controller's Department personnel who prepare the annual Comprehensive Annual Financial Report (CAFR).

## III. PROCEDURES:

Fund balance is the difference between the assets and liabilities or the net assets reported in a governmental fund. There are five components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent:

- **Nonspendable Fund Balance** – represents amounts that cannot be spent because they are either not in spendable form (e.g. inventories, prepaid items, long-term portion of loans receivable, land held for resale); or legally or contractually required to be maintained intact.
- **Restricted Fund Balance** – externally imposed by law or constrained by grantors, contributors, or laws or regulations of other governments.
- **Committed Fund Balance** – committed on use for specific purposes by formal action of the government's highest level of decision-making authority.
- **Assigned Fund Balance** – intended on use for specific purposes by the governing body itself or official delegated with the authority to assign amounts to be used for specific purposes, which are neither restricted nor committed.
- **Unassigned Fund Balance** – the available and uncommitted fund balance.



# CITY OF WHITTIER

## STANDARD OPERATING PROCEDURE

NUMBER 42  
PAGE 2 of 4

**SUBJECT: Fund Balance Policy for the General Fund**

Non-spendable and restricted fund balances are not addressed in this policy due to the nature of their restrictions. This policy is focused on financial reporting of unrestricted fund balance (committed, assigned and unassigned) that should be maintained in the General Fund. These three categories are further defined below.

### **Committed Fund Balance**

The City Council, as the City's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as an ordinance or resolution. These committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use through the same type of formal action taken to establish the commitment. City Council action to commit fund balance needs to occur prior to the end of the fiscal reporting period. Examples of committed fund balance are (but not limited to) as follows:

- **General Fund Emergency Contingency**

The City Council adopted a Resolution to establish a contingency reserve at a minimum, in its general fund equivalent to five percent (5%) of the following fiscal year's General Fund budgeted operating expenditures (excluding transfers and capital improvement projects). As defined in the resolution establishing this commitment, the specific uses are listed as the declaration of a state or federal state of emergency or a local emergency as defined in City's Municipal Code Section 2.44.020. The City Council may, by the affirming vote of three members, change the amount of this commitment and/or the specific uses of these monies.

- **Oil Wells**

City Council received and set aside \$100,000 on June 27, 2006 to assume liability of wells 13, 15, and 16 from Chevron located on the Whittier Oil Fields.

- **Arts In Public Places**

In accordance with Municipal Code Section 12.52.080, "any monies collected by the City in accordance with the in-lieu contribution...shall be deposited in a separate account...this account shall be used to provide sites for, and works of art in public places in order to further the intent and purpose of this chapter as set forth in Section 12.52.010." Account is administered by the City Council.



# CITY OF WHITTIER STANDARD OPERATING PROCEDURE

NUMBER 42  
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**SUBJECT: Fund Balance Policy for the General Fund**

- Arts In Public Places-Whittier College

On July 20, 2004, Council passed an ordinance that exempted non-profit 501(c) (3) organizations be exempt from the requirements of the Art in Public Places ordinance in Chapter 12.52 of the Municipal Code. At that time, City had received \$50,500 from Whittier College in the "Arts in Public Places" account and have created a separate account to account for the monies from Whittier College.

- Police and Library Facility Reserve

On February 16, 1999, Council approved funding for the police and library facilities from a variety of funding sources including City funds, private, fundraising, state and federal funds. Funds received were set aside in this account for spending of these two facilities.

### Assigned Fund Balance

Amounts that are constrained by the City's *intent* to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. Intent should be established at the City Council, or by an official designated for that purpose. This policy hereby delegates the authority to assign amounts to be used for specific purposes to the City Controller for the purpose of reporting these amounts in the annual financial statements. The actions necessary to remove or modify an assignment is not as prescriptive as it is with regard to the committed fund balance. An example of an assigned fund balance could include but are not limited to:

- Encumbrances

Encumbrances are estimations of costs related to unperformed contracts for goods and services.

### Unassigned Fund Balance

This classification represents residual positive fund balance of the general fund in excess of what can properly be classified in one of the other four categories. An example of assigned fund balance could include but are not limited to:



# CITY OF WHITTIER STANDARD OPERATING PROCEDURE

NUMBER 42  
PAGE 4 of 4

SUBJECT: Fund Balance Policy for the General Fund

- Public Employee's Retirement System (PERS) Contingency Reserve

Reserve was set aside to address future PERS rate increases when the City was previously superfunded. Initially, Council authorized at their June 7, 2003 joint budget Study Session that the reserve could be used to cover cost increases up to \$750,000 per year. Later, Council authorized it's usage as needed to balance the General Fund's operating budget due to revenue shortfalls. According to GASB Statement No. 54 Section 20, "...a stabilization amount that can be accessed to offset an "anticipated revenue shortfall" would not qualify (to be classified within the committed category) unless the shortfall was quantified and was of a magnitude that would distinguish it from other revenue shortfalls that occur during the normal course of governmental operations."

### Fund Balance Classification

Unless necessary by other requirements and circumstances, the accounting policies of the City consider restricted fund balance to have been spent first when expenditure is incurred for purposes, which both restricted and unrestricted fund balance is available. Similarly, when an expenditure is incurred for purposes, which amounts in any of the unrestricted classifications of fund balance could be used, the City considers committed amounts to be reduced first, followed by assigned amounts and then unassigned amounts.

This policy is in place to provide a measure of protection for the City against unforeseen circumstances and to comply with GASB Statement No. 54. No other policy of procedure supersedes the authority and provisions of this policy.

# City of Whittier

## **Glossary and Alphabetical Index**



*People, Pride, Progress*

*Adopted Budget for  
Fiscal Year 2017-18*



## City of Whittier Glossary of Acronyms and Terms

ADA	Americans with Disabilities Act
AQMD	South Coast Air Quality Management District
AQMP	Air Quality Management Plan
ARRA	American Recovery and Reinvestment Act
ASI	Access Services, Inc.
BSIP	Bus Stop Improvement Plan
CAD	Computer Aided Dispatch
CAFR	Comprehensive Annual Financial Report
CalTrans	California State Department of Transportation
CARB	California Air Resources Board
CCTBL	City Clerk/Treasurer/Business License
CDBG	Community Development Block Grant
CFD	Community Facilities District
CHDO	Community Housing Development Organization
CIP	Capital Improvement Program
CIPA	California Insurance Pool Authority
CIS	Cops in School
CNG	Compressed Natural Gas
COBRA	Consolidated Omnibus Budget Reconciliation Act
COG	Gateway Cities Council of Governments
COPS	Citizen's Option for Public Safety
CSAC-EIA	California State Association of Counties – Excess Insurance Authority
DAR	Dial-A-Ride
DDA's	Disposition and Development Agreements
DMV	Department of Motor Vehicles
EAP	Employee Assistance Program
EOC	Emergency Operations Center

## **City of Whittier Glossary of Acronyms and Terms**

ESC	Employee Service Costs
EWCS D	East Whittier City School District
GASB	Governmental Accounting Standards Board
GETS	Government Emergency Telecommunications Service
GIS	Geographic Information System
GWT	Greenway Trail
HES	Hazardous Elimination Safety
HIPAA	Health Insurance Portability and Accountability Act
HSIP	Highway Safety Improvement Program
HUD	U.S. Department of Housing and Urban Development
HVAC	Heating and Ventilation Air Conditioning
IT	Information Technology
JAG	Justice Assistance Grant
L.A. IMPACT	Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force
LACO	Los Angeles County
LAEDC	Los Angeles County Economic Development Corporation
LAN	Local Area Network
LR	Local Return
MDC	Mobile Data Computer
Metro	Los Angeles County Metropolitan Transportation Authority
MOU	Memorandum of Understanding
MSRC	Mobile Source Air Polluting Reduction Review Committee
MTA	Metropolitan Transportation Authority
NIMS	National Incident Management System
NPDES	National Pollution Discharge Elimination System
NTD	National Transit Database
OARRS	Operational Area Response and Recovery System



## City of Whittier Glossary of Acronyms and Terms

OPA's	Owner Participation Agreements
OSHA	Occupational Safety and Health Administration
OTS	Office of Traffic Safety
PRCS	Parks, Recreation and Community Services
PSA	Public Service Area
PW	Public Works
RMS	Records Management System
SAGE	Strategies Against Gang Environments
SET	Special Enforcement Team
SFS	Santa Fe Springs (City of)
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SCAQMD	See AQMD
SRO	School Resource Officers
SSMP	Sewer System Management Plan
SWRCB	State Water Resources Central Board
TAX	Technical Advisory Committee
TMA	Transportation Management Agreement
UUD	Underground Utility District
WAN	Wide Area Network
WCCA	Wildlife Corridor Conservation Authority
WHA	Whittier Housing Authority
WMP	Water Master Plan
WPFA	Whittier Public Financing Authority
WRA	Whittier Redevelopment Agency
WUA	Whittier Utility Authority
WYN	Whittier Youth Network

# City of Whittier

## Glossary

**Appropriation:** A legal authorization granted by the City Council to make expenditures and/or to incur obligations for specific purposes. An appropriation is usually for a specific purpose and amount and must be expended within the fiscal year.

**Appropriation Limit:** A limit on the maximum amount of tax proceeds that a city can spend during any fiscal year. An initiative passed in 1980 (the "Gann" initiative) amended the California Constitution and established the procedure for this annual requirement. Cities must determine an annual appropriation limit through a calculation that uses economic data, population changes and the prior year's limit as factors.

**Budget:** A financial plan providing for the operation of an entity for a given period, such as a fiscal year, and the proposed means for its financing. Generally, the plan embodies proposed expenditures and estimated revenues.

**Budget Code:** A fund itself or sub-fund within the City's financial information system to account for expenditures in the performance of a process, operation or service. A budget code records all the elements of costs incurred to accomplish a purpose, to carry on an activity or operation, or to complete a unit of work or specific job.

**Capital Improvements:** Construction or major repair of City facilities and buildings.

**Capital Improvement Program:** The multi-year schedule of capital improvement projects and the acquisition of major capital outlay items which encompass all funding sources and organizational units of the City.

**Capital Outlay:** The acquisition costs of major items of capital assets used in providing direct services.

**City Council:** The political body of the City of Whittier whose members are elected by Whittier citizens to represent and administer their views and policies concerning the operation of the City. The Whittier City Council includes five members elected at large for staggered terms of four years.

**City Manager:** The administrative head of City operations. Appointed by the City Council, the individual in this capacity is responsible for directing the City's day-to-day operation and implementing policies and directives of the City Council, the Municipal Code, and the City Charter. The City Manager is also responsible for preparing the City's annual budget, enforcing all city laws and administrative rules and regulations, and identifying and formulating appropriate action for problem or key areas of interests.

**Commercial Development:** Development efforts focusing on commerce or trade activities related to the buying and selling of goods and services, such as retail stores, and office headquarters.

# City of Whittier

## Glossary

**Debt Service:** The payment of principal and interest on long-term debt according to a predetermined payment schedule.

**Employee Services:** The group of accounts or expenditures within the City's financial system that encompasses the total costs of labor, including salaries and fringe benefits.

**Enterprise Fund:** A group of accounts used to record financial transactions of specific City operations that function and operate in a manner comparable to a private sector business. In general, an enterprise funds is considered self-sustaining with the majority of its revenue and funding coming from the operation itself. The City of Whittier's enterprise funds include the sewer, water, solid waste collection and solid waste disposal funds.

**Excess Insurance:** A means of insuring against losses beyond the level of coverage provided by an underlying policy. Excess coverage is designed to respond to large but infrequent losses. The City of Whittier has excess coverage for liability and workers' compensation.

**Expenditure:** An actual payment made by the City.

**Fines:** Includes monies derived from penalties for the violation of laws or administrative rules and regulations, statutory offenses, and for violation of lawful administrative rules and regulations.

**Fiscal Year:** A period of time that represents the beginning and ending for recording financial transactions. The City of Whittier has a fiscal year of July 1 through June 30.

**Forfeitures:** Includes monies or products that are given up or confiscated by the City because of some crime, fault, or neglect of duty.

**Full Time Positions:** Personnel positions authorized by the City Council to be employed by the City of Whittier. Full time positions do not include temporary or part time personnel or contractual services.

**Full Time Equivalent Positions:** The corresponding full-time equivalent of part-time personnel based on the total of all part-time service hours rendered. This is determined by dividing total part-time service hours by 2,080, which represents the total regular service hours for a full time employee in a one year period.

**Fund:** An accounting entity with a self-balancing set of accounts recording financial resources and transactions for specific activities.

**Fund Balance:** The net effect of assets less liabilities at any given point in time.

# City of Whittier

## Glossary

**Fund Type:** Any one of seven categories into which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

**General Fund:** The fund that encompasses all financial transactions attributed to non-specific taxes and other general purpose revenues, e.g., sales taxes, property taxes, fines and forfeitures, investment income, etc., and includes expenditures for general governmental services, e.g., police, public works, social services, planning, and code enforcement.

**Goals:** Broad statements aimed at meeting public service needs or objectives and defined by the organization to be of significant or high priority.

**Grants:** A transfer or awarding of funds from another public entity to the City for the purpose of financing a specific activity, program or project. The City is not required to reimburse or repay the awarding entity any grant funds.

**Industrial Development:** Development efforts focusing on manufacturing enterprises and large-scale business activity.

**Internal Service Fund:** A fund used to finance and account for goods and services provided by one City department to other City departments on a cost reimbursement basis.

**Licenses and Permits:** The imposition of a fee to authorize an activity in the private sector that is conducted within the City's jurisdiction.

**Maintenance and Operations Expenditures:** Includes those expenditures not categorized as either employee service costs or capital outlay items. The category may include costs for supplies, materials, and contractual services.

**Non-Operating Expenditures:** Expenditures that do not recur every fiscal year or are incurred only once in any particular year.

**Operating Expenditures:** Expenditures that are incurred in the regular course of business or operation of a fund.

**Personnel:** A person or group of persons employed by the City of Whittier.

**Program:** An activity or group of similar activities organized as a sub-unit of a department for planning and administration.

**Project Area:** A geographic area designated by a redevelopment agency and targeted for development activity in accordance with State laws and procedures.

# City of Whittier

## Glossary

**Redevelopment Agency:** A separate governmental entity created by a legislative body in accordance with state statutes whose main purpose is the elimination of blight in a designated (project) area. By law, redevelopment agencies are granted exclusive powers and may exercise them as deemed necessary to accomplish its objectives. Although activities and projects are restricted to the designated project area, eligible activities are many and include public improvements, rehabilitation/upgrade of existing structures, housing projects, retail development and economic revitalization programs, including financial assistance or incentives.

**Retention (Self-Insurance):** The amount that an insured or an insurer assumes as its own liability and that is not otherwise insured. City of Whittier has self-insurance retention for workers' compensation and general liability.

**Revenues:** Monies received by the City of Whittier from a variety of sources including user charges, fees, property taxes, sales taxes and grants. City operations are financed/funded through the use of revenues.

**Self-Insurance:** Assuming risk of loss through maintenance of reserves or another contingency plan instead of by the purchase of insurance coverage.

**Service Credits:** Service credit accounts are normally used to record credits that can occur when one cost center charges another for labor or equipment usage.

**Special Revenue Fund:** A fund type in which the proceeds of specific revenue sources are accounted for. Generally, special revenue funds are restricted and can only be used for specific purposes.

**Specific Plan:** A land use plan for a specific site or property or small geographic area.

**Taxes:** Compulsory charges levied by a governmental entity for the purpose of financing services performed for the common benefit. Many of the tax revenues received by local governments are levied and administered by the State and distributed to the local units of government.

**Tax Increment Revenue:** Property tax generated within the redevelopment area that accrues solely to the Whittier Redevelopment Agency.

**Transfers In/Out:** Inter-fund transfer of funds to subsidize operations of the recipient fund.

**Toxic/Hazardous Waste:** Any waste, or combination of wastes which because of its quantity, concentration, physical, chemical, or infectious characteristics, may exhibit corrosives, toxicity, flammability, and reactivity. Toxic waste includes but is not limited to pesticides, used motor oil, or cleaning solvents.

# City of Whittier

## Glossary

*Uptown:* The historic "heart" of Whittier, it consists of commercial, office and residential properties in the area bordered by Hadley Street on the north, Mar Vista Street on the south, Pickering Avenue on the west, and Painter Avenue on the east.

# City of Whittier

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