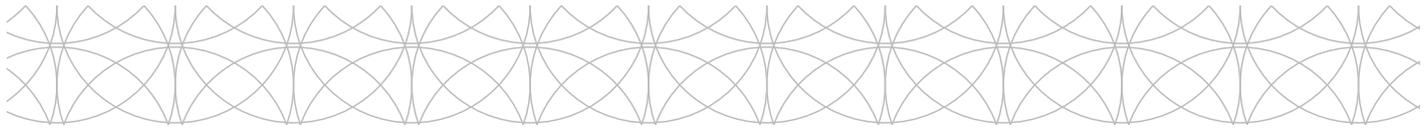


City of Cerritos

Combined Financial Program

2017–2018





“ **A city must be** *a place where groups of women and men
are seeking and developing the highest things that they know.* ”

☞ MARGARET MEAD

Cover photo: The 197-unit Aria luxury apartment complex was completed in 2016 and features studio, one-bedroom and two-bedroom units; a clubhouse; fitness area; central courtyard recreation space; Junior Olympic-sized pool; and spa. Lush Mediterranean landscaping with specialty palm trees, fountains and an art piece complete this beautiful apartment community. To support municipal services to the residents, the property owner will make an annual payment of \$45,000 to the City.

CITY OF CERRITOS

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CITY OF CERRITOSSM

CIVIC CENTER • 18125 BLOOMFIELD AVENUE
P.O. BOX 3130 • CERRITOS, CALIFORNIA 90703-3130
PHONE: (562) 860-0311 • CERRITOS.US



June 20, 2017

Honorable Mayor and Members of the City Council
Chair and Members of the Successor Agency to
the Cerritos Redevelopment Agency

Dear Council and Agency Members:

It is my privilege to present for your consideration the Combined Financial Program for the 2017-2018 fiscal year¹.

Perhaps as never before, this year's extensive work program has been developed with a keen focus on preserving the outstanding programs, services and facilities that our residents have come to expect and that continue to be the hallmark of the City of Cerritos. The 2017-2018 budget program continues the City Council's tradition of careful stewardship of the City's finances while continuing to expand upon our reputation for innovative and progressive community leadership. The overriding focus of the budget presented herein is on maintaining the City's commitment to our residents, both in terms of providing outstanding programming and events, and in maintaining a world-class community infrastructure.

A TIME OF MEASURED CONSIDERATION

The City of Cerritos has a long history of measured stewardship and management of the community's financial resources, a history that when combined with a visionary, proactive approach to long-term economic development has placed the City in a position of fiscal security. This same fiscal management strategy has provided the funding that has allowed the City to provide its residents and businesses with outstanding facilities, programs and services.

Despite the City's commitment to a conservative fiscal strategy, a series of external factors and events over the past 8 years have presented significant challenges to the City's ability to maintain existing programming and service levels. The challenges faced by the City began with the onset of a major global economic recession in 2008 and were compounded by the dissolution of redevelopment in California beginning in 2011.

The dissolution of redevelopment alone has had the following effects on the City:

- The loss of approximately \$4 million in annual staff time reimbursements

¹ The budget message that follows has been amended to reflect changes and modifications to the budget adopted by the City Council following the June 19, 2017 budget adoption hearing.

- State clawbacks totaling \$26 million that the City has been required to pay back
- The loss of \$30 million in annual tax increment revenue
- The loss of principal and interest on the City's loan with the former redevelopment agency, which was equal to approximately \$6 million in interest payments to the City on an annual basis.
- Assumption of responsibility for more than \$800,000 annually in obligations associated with the Magnolia Power Plant project.

In addition, the budget has had to incorporate continued and unabated increases for costs that are necessary for the continued operation of the City. These costs, which are out of the City's control, include everything from personnel and contract services expenditures to increases in the costs of insurance, goods and materials

To meet the demands imposed by the external factors affecting the budget, the City has continued to critically evaluate the annual budget in an effort to identify opportunities for cost savings through a streamlining of operations and increases in organizational efficiency. These efforts have significantly reduced discretionary spending and have helped the City realize an annual savings of approximately \$6.4 million by not filling more than 50 full-time and management positions that have been vacated through attrition.

The City's efforts to maintain program and service levels within the context of concentrated cost-containment have not been without consequence. The financial impacts associated with the recession, coupled with the loss of redevelopment, have placed the City in a position where expenditures for the ongoing operation of the City have simply outpaced revenues. Over the course of the past 8 years that reality has required the City to offset the revenue shortfall with reserve funds, resulting in the depletion of approximately \$30 million in reserves. Further, the City has had to greatly reduce its capital maintenance program, causing the deferral of all but the most pressing infrastructure and facility maintenance projects and creating a maintenance backlog with approximately \$22 million in deferred projects.

The past year has seen the City Council begin an aggressive and comprehensive review of all City expenditures and revenue options, in an effort to address the ongoing budget shortfall. As with so many of the critical issues of the City's past – issues that have shaped the future of the community – the City Council relied on the invaluable input of our residents to form the basis for the discussion of the goals and funding objectives for the budget. The robust public discourse that resulted from numerous public hearings affirmed the community's strong support for many of the services and programs that the City provides – including public safety, library, parks and recreation programming and infrastructure maintenance. The debate over the budget has also provided opportunities to explore areas where potential savings can be realized, or where greater operational efficiencies can be implemented in order to maximize the return on the City's investment.

The budget that is presented herein reflects the programming values that the community and City Council affirmed through the budget review process. Staff is pleased to present a balanced budget that continues to provide full funding for our law enforcement, library and parks and recreation programming. This year's budget also continues to focus on the fiscally responsible management and maintenance of the City's infrastructure, with a primary focus on the support of our water system, street maintenance and tree trimming

operations. Additionally, staff with the guidance of the City Council, continue to investigate the opportunities for the further refinement of the City's operations as identified by, and directly resulting from, the community's input on the budget.

It remains the City's steadfast commitment to continue working in the best interest of our residents – to continue to provide the quality services and programs that have defined Cerritos throughout our history – and to do so in a fiscally responsible manner that respects the importance of securing the long-term fiscal health of the City for generations to come. The time spent over the past year in the thoughtful consideration of the City's budget objectives and financial management strategies is continued evidence of that commitment.

AN OPPORTUNITY FOR REVIEW: A LOOK BACK ON THE ACCOMPLISHMENTS OF THE 2016-2017 FISCAL YEAR

In looking forward to the new fiscal year, it is helpful to reflect on the past year in order to understand the baseline levels of service that the 2017-2018 budget is built upon. That spirit of reflection allows for an opportunity and evaluation of programs and services that the City is doing well in providing, while also providing for the consideration of areas in which the City can continue to improve and better meet the needs of our residents.

The Recreation Services Division continues to proudly serve the City of Cerritos through enrichment, leisure, and open space. The Division subscribes to the California Parks and Recreation Society's mantra of "Parks Make Life Better," which accurately describes the value that parks and recreation provides community members of all ages.

Enhancing the quality of life for Cerritos residents is made possible through careful planning and responsible resource management. The Division's programs and play spaces are continuously evaluated in an attempt to achieve innovation and maintain relevance. This past year, improvement projects lead to renovated playground structures and site improvements at Brookhaven Park and Friendship Park. These enhancements help serve the needs of the approximately 1.8 million park patrons who visit the City's recreation facilities each year.

Indoor spaces also remain popular as the Recreation Services Division hosted approximately 500 room rentals this past year at community centers throughout the City. The various rental spaces provide a unique setting for weddings, birthday parties, community meetings, and an assortment of other family gatherings and continue to remain a popular venue for residents, businesses and visitors from throughout the region.

The diversity of the City's park and recreation services and amenities continue to provide great value to the community and the Recreation Services Division continues to take pride in doing its part to improve the quality of life for all of its patrons.

The Cerritos Center for the Performing Arts (CCPA) remains a premier destination in Southern California for world-class entertainment and special events. During the 2016-2017 Season, CCPA presented 53 performances, 3 educational programs, and hosted a new Broadway Performance Partner Series of 36 performances presented by 3D Theatricals. In total, the CCPA provided a total of 95 performances serving more than 72,000 patrons and students. The season included performances from Dick Van Dyke, Olivia Newton-John, Donny & Marie, and Kristin Chenoweth.

In addition to providing an incredible variety of programs, CCPA continued to expand upon its presence as a top-tier facility for special event rentals including weddings, high school proms and corporate events. Within the 2016-2017 fiscal year, CCPA scheduled more than 80 such events and will continue to develop this component of the facility moving into the future.

Annually the Cerritos Senior Center at Pat Nixon Park provides a diverse and enriching complement of programs for seniors in the community. The Senior Center is a place where seniors, age 50 years and older, can participate in fitness and wellness programs, recreational and educational classes, hobby-based enrichment classes and special events.

One of the most popular features of the Senior Center continues to be the dedicated Fitness Center. This past year, 875 Cerritos resident seniors maintained an active and healthy lifestyle by visiting the 5,000-square-foot Fitness Center facility over 44,000 times. In addition, seniors seeking knowledge and pertinent information participated in various free lectures on topics important to the senior community. The Senior Center fielded approximately 3,150 information and referral calls this past year from patrons seeking information on issues such as independent living services, housing, and financial challenges.

Partnerships with Federal, State, County, Regional and local community non-profit organizations provided an array of educational and informative lectures to over 44,760 seniors who attended in pursuit of knowledge on a wide variety of specific topics and issues. The human service topics included health, wellness, retirement planning, safe driving workshops, scam prevention and Federal benefit program updates. The Senior Center also continued to partner with internal City Departments to provide seniors with community safety information, opportunities to speak with Cerritos Sheriff personnel, code enforcement issues, drought and landscape regulations, senior housing options and updates and information to access public transportation.

The annual Health and Wellness Fair was held in October and attracted over 60 vendors who served nearly 500 seniors while offering senior information and life-saving screenings. Lastly, the Senior Center continued to be a popular venue on weekends for private adult functions including weddings, birthdays, anniversaries and special senior club gatherings. Last year the Senior Center hosted 75 private rentals with an attendance of 14,775 individuals.

The Human Services Association, a non-profit agency that is a key multi-service resource organization, served the Senior Center in providing a variety of human services. During this past year, the Human Services Association served, on average, 87 congregate meals daily, provided 70 meals to home-bound residents per day, and provided care management counseling and services for Cerritos seniors with specific personal needs/issues. The City's 23-year relationship with Human Services Association continues to be a vital resource for the Cerritos Senior Center as it serves to meet needs of the community's senior population.

Cerritos Library welcomes more than 1.6 million visitors every year who participate in educational programs, access an expansive and diverse collection of books and media, obtain assistance with research projects, and attend special events in the Library's conference facilities. In response to requests from patrons, and as part of the continuing evolution of Cerritos Library, staff has been active in the enhancement of a number of Library programs and services – improvements that are intended to better meet the needs of the community. Service updates include presenting story time and craft programs for children on Saturday and increasing the number of items that can be checked out per

library cardholder from 15 to 25. Cerritos Library is also offering several exciting new programs, including coding classes for students and creative craft activities for teens. The Teen Studio continues to offer highly popular SAT and Advance Placement Test preparation workshops. Through its affiliation with the Smithsonian Institution, Cerritos Library presented a YouthAstroNet Science Camp that was sponsored through the Harvard-Smithsonian Center for Astrophysics. In 2017, Cerritos Library launched a trial of a new digital media streaming service which offers patrons instant access to nearly 500,000 movie, television, music, audiobook, eBook, and comic/graphic novel titles.

Among the programs that the Library is looking forward to in the upcoming year is the presentation of a “Thinking Money” educational exhibition and programs. This presentation will be made possible through a grant from the American Library Association and the FINRA Investor Education Foundation.

Staff is proud that all of these new programs and services at Cerritos Library have been implemented without an increase to the Library’s budget. The program changes were accommodated by adjusting expenditures. Cerritos Library continues to remain a tremendous resource for students of all ages and the City is proud to provide this world-class facility as a learning and education center for patrons throughout the region.

The provision of Community Safety services is one of the most vital services the City provides. Cerritos is proud to maintain a full-service Sheriff’s Station and Community Safety Division. The Division provides or coordinates services for animal control, civilian disaster communications, code enforcement, community service officers, firefighting, law enforcement, parking control, school crossing guards, station volunteers, and strategic planning for disasters. The Division is comprised of seven full-time employees and 41 part-time employees, which include the City’s 26 crossing guards. In addition, the Division also administers the contract with the Los Angeles County Sheriff’s Department for the provision of policing services within the City. A total of 64 sworn officers and 14 civilian employees are assigned to the Cerritos Station. The assignment breakdown for the Cerritos Station is as follows:

1 Captain	4 Lieutenants	10 Sergeants
27 Field Deputies (Patrol)	7 Directed Patrol Officers	3 Motorcycle Patrol Officers
1 Special Assignment Officer	1 School Resource Deputy	1 Traffic Sergeant
4 Watch Deputies	5 Detectives	2 Custody Assistants (Civilian)
8 Law Enforcement Technician (Civilian)	3 Secretarial Support Assistants (Civilian)	1 Crime Analyst (Civilian)

In 2016 Cerritos Sheriff’s deputies responded to over 19,000 calls for service while maintaining some of the shortest response times in the Sheriff’s jurisdictional areas. The average Cerritos response time for an emergency call is 3.6 minutes, while the average response time for a routine, non-emergency service call is 16 minutes. The total number of reported Part 1 crimes committed in the City was 298. During 2016, Cerritos deputies remained vigilant, apprehending 925 suspects for various criminal violations and issuing 5,300 citations for Vehicle Code violations.

The City’s Public Works Department oversaw the completion of a number of capital improvement projects over the past year as the Department continues to manage the ongoing and increasing workload associated with maintaining the City’s infrastructure.

Among the Department's major projects this past year was the commencement of improvements to Cerritos Park East Ballfield #2. The project included removal of the existing landscape mounds in the outfield and removal of the existing field lighting. The project also included the installation of new foul ball poles and LED sports lights. The project is a multi-year effort, with improvements to the fencing and dugouts expected to be completed later this year.

To implement the approved Citywide Bikeway Master Plan, the City completed the installation of new signage and striping to provide for new Class II and Class III bike lanes throughout the City's arterial streets. The project also included the removal of conflicting signage and re-striping of existing Class II bike lanes. This project was completed through a grant from Los Angeles County.

As has been its long-standing tradition, the City also continued to focus on the maintenance and renovation of our residential streets. The 2016-2017 fiscal year saw the completion of the repaving of public alley ways within the condominium and apartment complexes east of Palo Verde Avenue and north and south of Droxford Avenue. In addition, slurry sealing was completed for the residential tract southeast of 166th Street and Carmenita Road.

The Parks and Trees Division continued with an aggressive tree maintenance and trimming program. The maintenance program facilitated the trimming of 4,650 trees over the past year and helped to earn the City recognition as a "Tree City U.S.A." for the 19th consecutive year. In addition to extensive maintenance on the City's urban forest, this past fiscal year has seen the City continue in its commitment to the maintenance of our sidewalk, curb and gutter infrastructure. Over the course of the year, the City replaced more than 32,500 square feet of sidewalk, 6,450 linear feet of curb and gutter, and 5,600 square feet of driveway aprons, and replaced or installed 45 handicap accessible ramps.

Cerritos Water and Power Utility Update

The City's water utility continued to provide service to 15,752 active potable water connections and 256 reclaimed water connections. The utility maintains over 180 miles of pipeline and three water wells and pumped 7,809 acre feet of water in FY 2015-2016. The City's reclaimed water operation continues to provide landscape irrigation to more than 200 acres of City-owned property, including the majority of the City's medians, parks, parkways, decorative fountains and schools. In addition, the recycled water system transports water to various local agencies, including the ABC Unified School District, Artesia Cemetery, Caltrans, Central Basin Municipal Water District, Cerritos College, Cerritos Post Office, Cerritos Regional Park, City of Lakewood, Valley Christian Schools and Forest Lawn Memorial Park. Various privately owned landscaped areas such as those at the Cerritos Towne Center, portions of the Cerritos Auto Square and some churches, nurseries and housing developments in the City are also irrigated with recycled water. It is estimated that the recycled water operation saved approximately 1.1 billion gallons of potable water in the 2015-2016 fiscal year. The amount of water saved includes all City-served facilities, as well as recycled water that the City sells to the City of Lakewood, Valley Christian Schools and the Central Basin Municipal Water District.

As part of the City's ongoing efforts to promote the use of recycled water and generate additional revenue, the project to construct a recycled water pipeline originating in the City and continuing through portions of Lakewood and Cypress to service the Forest Lawn Memorial Park was completed in the past year and is now operational. As a result of switching to the use of reclaimed water for irrigation of the memorial park, the project will

provide an annual savings in excess of 250 acre-feet of drinking water. In addition to the environmental benefits derived from the use of reclaimed water and the saving of potable water, the expanded service to Forest Lawn is also expected to generate approximately \$50,000 in annual revenue for the City.

Finally, in order to support the operational volume of the utility, the Water Division has completed a number of infrastructure improvements in the past fiscal year, including significant renovations to one of the City's three wells, Well C-4 located at 16807 Studebaker Road. The well has received a new 250 horsepower motor, stainless steel drive shaft, 240 feet of new column pipe, a new pump and a new water lubrication system. The well is online and is pumping 3,500 gallons per minute into the reservoir. Improvements at Well C-4 also included the installation of a new variable frequency drive (VFD) for one of the facility's booster pumps and three other booster motors were rebuilt. At C-2 Booster Station, located at the Corporate Yard, Engine #1 was completely overhauled and Engine #3 received a number of significant maintenance upgrades. At Well C-1, the pump engine was overhauled and staff is currently in the process of converting the chlorination system from chlorine gas to liquid bleach. Within the City's distribution system, five valves were replaced at the Los Cerritos Center and four valves were replaced on Bloomfield Avenue.

In response to a prolonged period of energy uncertainty, the Cerritos Council established the Cerritos Electric Utility in June 2001. In February 2003, the Council authorized the execution of agreements to participate in the Magnolia Power Plant project, in conjunction with other members of the Southern California Public Power Authority (SCPPA). Located in Burbank, the Magnolia Power Project generates clean, reliable and low cost electricity for six area cities including Anaheim, Burbank, Cerritos, Colton, Glendale and Pasadena.

At the end of the 2016-17 fiscal year, the Cerritos Electric Utility will have completed its tenth year of supplying energy to retail customers in Cerritos. In the 2015-16 fiscal year, the Cerritos Electric Utility sold approximately 72,456,085 Kilo-Watt-Hours (KWh) of power to 327 separate accounts. As required by State-imposed mandates, the Cerritos Electric Utility is limited to selling a maximum of 137,500,000 KWh annually.

For the upcoming year, the Electric Utility's budget of \$6,600,000 is intended to accommodate any increase in load served by the utility, as well as the market driven costs for natural gas and additional energy required to meet peak demand during the summer months. The budgeted funds will also address the costs associated with the State-mandated Cap and Trade program. The Cap and Trade program was set up to restore the environment to pre-1990 levels in terms of carbon dioxide content in the atmosphere. Carbon generators such as natural gas fired power plants are required to purchase carbon credits through a complex State-managed auction process. The proceeds generated from this program are expected to be used to fund State-sponsored environmental cleanup and restoration types of activities.

In addition to managing Cap and Trade program expenditures, the Utility continues to work towards addressing Renewable Portfolio Standards (RPS), which is yet another State-mandate that requires utility companies operating in the State of California to steadily increase incorporation of electricity drawn from renewable sources. By the year 2020, utility companies throughout the State will be required to obtain 33% of their power from natural sources such as solar, wind and geothermal energy.

Since its inception, the Cerritos Electric Utility has relied solely on power received from the Magnolia Power Plant, which uses natural gas as fuel. In the 2013-14 fiscal year the Utility

applied for an allocation of hydroelectric power from the Western Area Power Administration (WAPA). In 2015 WAPA announced that approximately 6,500,000 KWh will become available to Cerritos starting in the summer of 2017. This additional resource will provide the Utility with an environmentally friendlier and more cost-effective resource that will reduce the Utility's reliance upon occasional power purchases from the open market that are necessary to supplement power derived from the Magnolia plant in order to meet customer demand. Hydroelectric power from WAPA will not be subject to the State's Cap and Trade requirements.

A YEAR OF REMARKABLE ECONOMIC DEVELOPMENT

A continued focus on the reinvention of the City through an aggressive program of economic development has come to define the City's community development efforts and has been a critical driver in helping to maintain the City's success in providing jobs, generating sales and increasing property values. The past several years have been remarkable in terms of the growth the City has experienced, both in terms of commercial and residential development. That growth affirms that Cerritos continues to remain a premier destination and a highly desirable community for private developers. Further, that growth confirms that Cerritos is a leader in attracting high-quality developments and tenants within the highly competitive Southern California development market.

The City's Community Development Department has been active in helping to facilitate the significant commercial and residential development that has characterized the City's growth over the past few years. That growth has been critical in providing the City with the benefit of new high-quality tenants, increased employment opportunities and a means for generating additional sales tax revenue. Current commercial development is underway at several of the City's shopping centers, including Los Cerritos Center, Plaza 183, Cerritos Towne Center, College Square and Lincoln Station.

Having completed a major expansion and renovation in late 2015 and early 2016, Los Cerritos Center continues to attract exciting new tenants. In September 2016, Chipotle Mexican Grill opened its doors to the public. Located just north of Macy's, the new restaurant is part of efforts by Los Cerritos Center to activate the exterior of the mall building. Other new facades along the eastern face of Los Cerritos Center include: Mod Pizza, a Seattle-based custom-pizza restaurant, set to open in 2017; New York and Company, a longstanding tenant adding an exterior entry to their existing store; and P.F. Chang's China Bistro, which will be located in the former Red Robin restaurant tenant space and is set to open later in 2017. All of these improvements will add enhanced materials to the mall building, as well as providing for landscape and hardscape improvements. Also planned at Los Cerritos Center is a new Chase Bank building to be located at the southeast portion of the mall property in the space formerly occupied by Allen Tire Company. This new building will feature a decorative brick veneer design with new landscape planters and trees in the surrounding parking lot. The new bank is anticipated to open in 2018.

Located just north of the Los Cerritos Center, the Plaza 183 shopping center was remodeled in 2015 and 2016 to feature a Santa Barbara-inspired contemporary architectural style and new retail and restaurant tenant spaces, new and refurbished landscape, and enhanced signage. As part of the ongoing evolution of the center, the former El Torito restaurant was recently demolished to make way for a new restaurant building that will be designed to complement the overall architectural design theme of the shopping center. The new building will house two new restaurant tenants including Frida Mexican Cuisine, which is expected to open in 2017.

The Cerritos Towne Center shopping center recently completed various upgrades to the pedestrian walkways and courtyard, including the refurbishment of landscape throughout the property, the re-facing and refurbishment of the shopping center's various fountains, and the installation of new planter pots, lounge chairs, and umbrellas. In addition, the existing dining tables and chairs have been replaced with new silver-colored tables and chairs in the central courtyard area. Over the past year the Towne Center attracted a new tenant, Islands Restaurant, which features a newly constructed façade designed to complement the existing architectural theme. The restaurant includes a patio that faces the central courtyard, which will add to the lively atmosphere fostered by the shopping center's other recent improvements.

The College Square shopping center renovation project, currently underway, includes the remodel of the primary shopping center buildings along with landscaping enhancements throughout the shopping center. The In-N-Out Burger restaurant, which opened in late 2015, features outdoor seating and drive-through lanes in keeping with the company's signature design. The remodel of the shopping center buildings is anticipated to be completed in 2017.

The Cerritos Auto Square continues to be a strong locus of commercial activity in Cerritos. In 2017, Cerritos Nissan completed a comprehensive remodel that featured the incorporation of a brand-specific, contemporary architectural design. Construction is currently underway at Cerritos Acura, Cerritos Infiniti, and Norm Reeves Honda to complete similar remodels. Additionally, plans are currently being reviewed for Browning Mazda, which is anticipated to move forward with construction on a remodeling and expansion project later this year. As a whole, the Cerritos Auto Square sold a record-breaking 61,938 cars in 2016, and 2017 sales data indicate that vehicle sales are on track to meet the record-setting sales figures of 2016.

The Cerritos Plaza shopping center recently completed its final phase of improvements with the completion of the interior and exterior remodel for Kaya Sushi and Grill, formerly Jack's Restaurant, which is now open for business. The landlord upgraded the center to feature a new Craftsman design theme, new pedestrian walkways, public seating areas, drought-tolerant landscape, and upgraded exterior shopping center signage.

Construction at the Villa Grande Office Park, located at Norwalk Boulevard and the 91 Freeway, was completed in December 2016. The existing buildings, originally built in 1972, were comprehensively remodeled with a new contemporary architectural design that includes enhanced stone veneers, decorative tower elements, and a new master sign program. The property owner converted the previously leased tenant spaces into office condominiums, the first in Cerritos. New office condominium owners are in the process of conducting interior improvements and are set to open their new businesses in 2017.

In addition to continued investment in Cerritos' commercial properties, the City has seen substantial growth in the construction of new residential developments. The northeast corner of Artesia Boulevard and Bloomfield Avenue is home to two major residential luxury apartment projects. The first, Aria, is a 197-unit luxury apartment community featuring upscale recreation facilities and amenities. First move-ins began in July 2016, and the final certificate of occupancy was issued in December 2016. The second community, Sage, will be a 132-unit luxury apartment complex, designed to complement the massing of the Aria project, and will include a clubhouse, fitness area and a courtyard featuring a swimming pool and recreation facilities. Construction of the new residential community is expected to

be completed in late 2017. To support the anticipated expense of providing municipal services to the residents of these new developments, the two property owners will make annual payments totaling \$84,600 to the City.

In November 2016, the City completed a transit amenity installation project, whereby benches, trash receptacles, and shelters were installed at Cerritos on Wheels bus stop locations Citywide. The transit amenities were installed at bus stops to enhance service provided to the Cerritos community utilizing public transportation throughout the City and the region. The amenities were installed at Cerritos on Wheels bus stop locations that are also serviced by other local transportation agencies, including Los Angeles County Metropolitan Transportation Authority (Metro), Orange County Transportation Authority (OCTA), Long Beach Transit, Norwalk Transit, and Bellflower Transit. The project was fully funded by restricted Proposition A and Proposition C funds. In addition, over the past year, the Cerritos on Wheels public transit buses have undergone a complete rehabilitation, extending the life of the vehicle components an additional 7-10 years. The installation of amenities and rehabilitation of the existing Cerritos on Wheels buses will further provide the Cerritos community with public transportation resources and will extend the longevity of the City's transportation services.

In addition to all of the referenced projects and programs, the Department of Community Development recently presented the City Council with a proposal for a fee schedule update for all planning related fees. The fee schedule used by the Department of Community Development was comprised of fees that were adopted in 1973. The referenced fees were outdated, were among the lowest in the region, and did not accurately reflect the estimated cost of administering planning related services. Upon review and consideration, the City Council adopted an updated master fee schedule, comprised of new and increased fees for planning, business license, and public works related services. The adoption of the updated master fee schedule is a major accomplishment for the City, as the funds received from the new and increased fees, anticipated to be approximately \$1 million annually, will help offset City staff administration costs for reviewing and approving projects, which were previously subsidized by General Fund monies.

DEVELOPING A BUDGET FOR POLICIES, PROGRAMS AND ACTIVITIES

The annual budget document of the City of Cerritos represents the most comprehensive expression of the City Council's operating policy. In an era of limited financial resources, the budget process is crucial for many reasons. It provides the principal way in which the City can match its requirements with its resources. More importantly, it is our organization's best opportunity to review its operations, and to evaluate carefully the effectiveness and success of its prior activities.

The budget is arguably the most important annual consideration of the City Council, because it provides programs and services that affect residents directly. It incorporates the proposed work program for the upcoming fiscal year and the City's five-year capital improvement program.

The City Council's traditional practice has been to allocate funds in the budget on a program basis within all City departments with line item control. Resources are allocated to such programs based on their work program objectives. Each year, due to the significance and magnitude of the project, staff must begin the budget process early in January. The steps involved are as follows:

Departmental Mid-Year Projections. Each department prepared a detailed status report of mid-year expenditure and revenue projections based upon departmental work programs and financial information compiled by the Administrative Services Department.

Annual Mid-Year Budget Review. In late January, the City Manager reviews the Mid-Year expenditure and revenue reports with all of the departments. Upon completion of this review, the Administrative Services Department is able to begin the process of estimating the available fund balances for the current year.

Departmental Budget Submittals to the City Manager. For the upcoming fiscal year, each department prepares and submits preliminary budgets for the City Manager's review.

Preliminary Internal Budget Hearings. The departments are provided the opportunity to make recommendations and justifications of their budget submittals. These proposals are measured against the anticipated needs of the City, the actual accomplishments and results for the previous and present fiscal years, and the availability of revenues for the ensuing year. These detailed internal hearings are held in late February.

Budget Evaluation Process – Alternatives, Priorities and Costing. Priorities are established for determining the increased (or decreased) funding of various programs – particularly in the context of available revenues. A budget is determined that will provide an adequate program of municipal services and necessary support operations in the most cost effective manner.

Preliminary Budget Submittal to City Council. A balanced budget is submitted to the City Council for formal review prior to the annual statutory deadline of May 25.

While these steps may appear to be quite simple, in reality the process of developing a budget that meets the needs of the community is a complex process that requires a significant commitment of time, energy and thought. The preparation process and the City Council's review sets the tone for the upcoming year's activities; the success of our financial planning is determined by our ability to meet the needs of our community in a fiscally responsible manner.

THE CITY'S FINANCIAL PICTURE

Expenditures. The proposed budget program for the upcoming fiscal year includes a proposal for expenditures of \$104.9 million. While the proposed expenditures for the upcoming year's budget represent a substantial increase over the 2016-2017 budget, it is important to note that this total is inclusive of a \$11.2 million capital project program. Additionally, the budget proposal includes significant increases associated with the City's contract with Los Angeles County for the provision of Sheriff's services, City liability insurance assessments and increases associated with the provision of employee benefits. Further, the budget also includes a \$2.5 million increase in the operation of the Cerritos Center for the Performing Arts resulting from the Center's addition of approximately 20 more shows to the 2017-18 performance calendar. The increase in CCPA operations expenses is anticipated to be offset by a corresponding increase in ticket sales revenue.

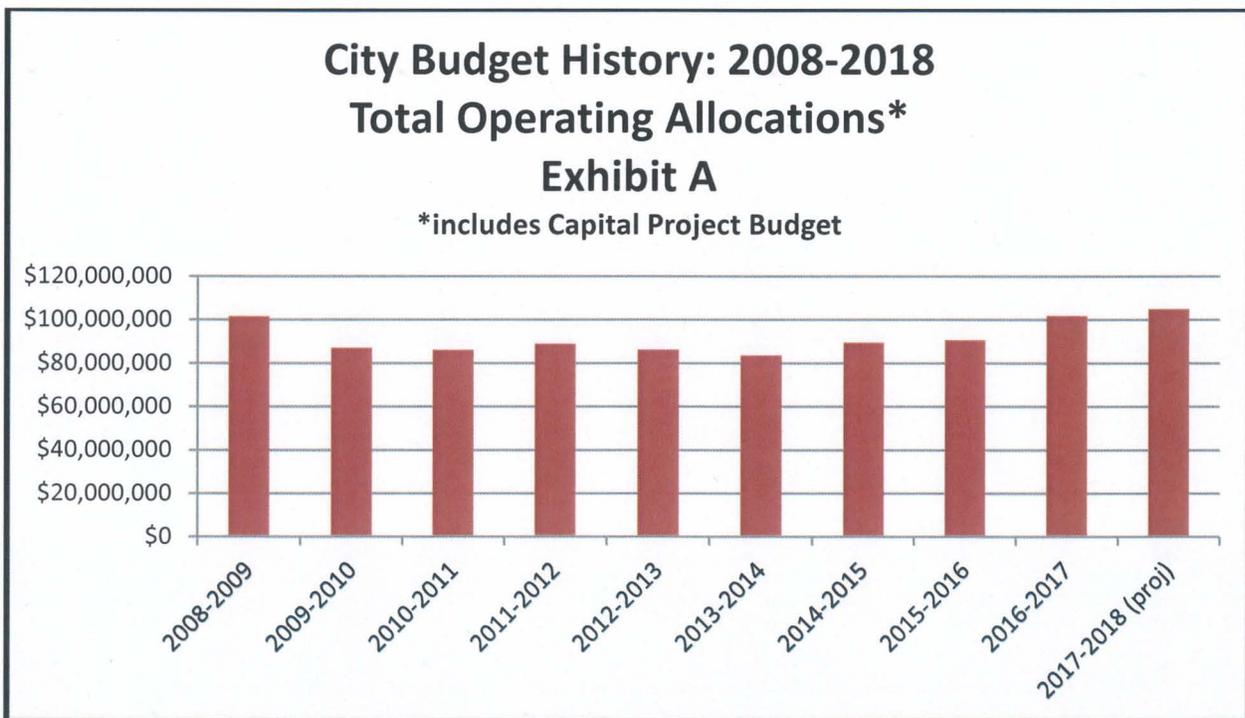
In an effort to manage these increasing costs, the City continues to take an austere approach to any discretionary spending. The City's current fiscal position reflects the continuation of extensive cost reduction efforts across all cost centers of the budget over the past nine years. Budget savings have been achieved through a comprehensive review

of every line item, reductions in equipment purchases and other consolidations where possible. Significant cost savings have been realized through the reduction of virtually all staff travel and meeting expenses and a substantial reduction in professional service expenses.

In addition to the reductions in discretionary spending, the City continues to reduce expenditures through reductions in personnel expenditures. Since fiscal year 2008-2009, the City has not filled over 50 management and non-management positions that have been vacated through attrition, resulting in an estimated annual savings of more than \$6 million. As the City's workload has not decreased during this time, staff has addressed the situation through reallocations of workflow and by individual employees assuming additional tasks as necessary.

The City's cost-containment efforts, in concert with an aggressive strategy to identify new revenue sources, has helped to facilitate a balanced budget for the upcoming fiscal year that will not rely on the use of reserve funds.

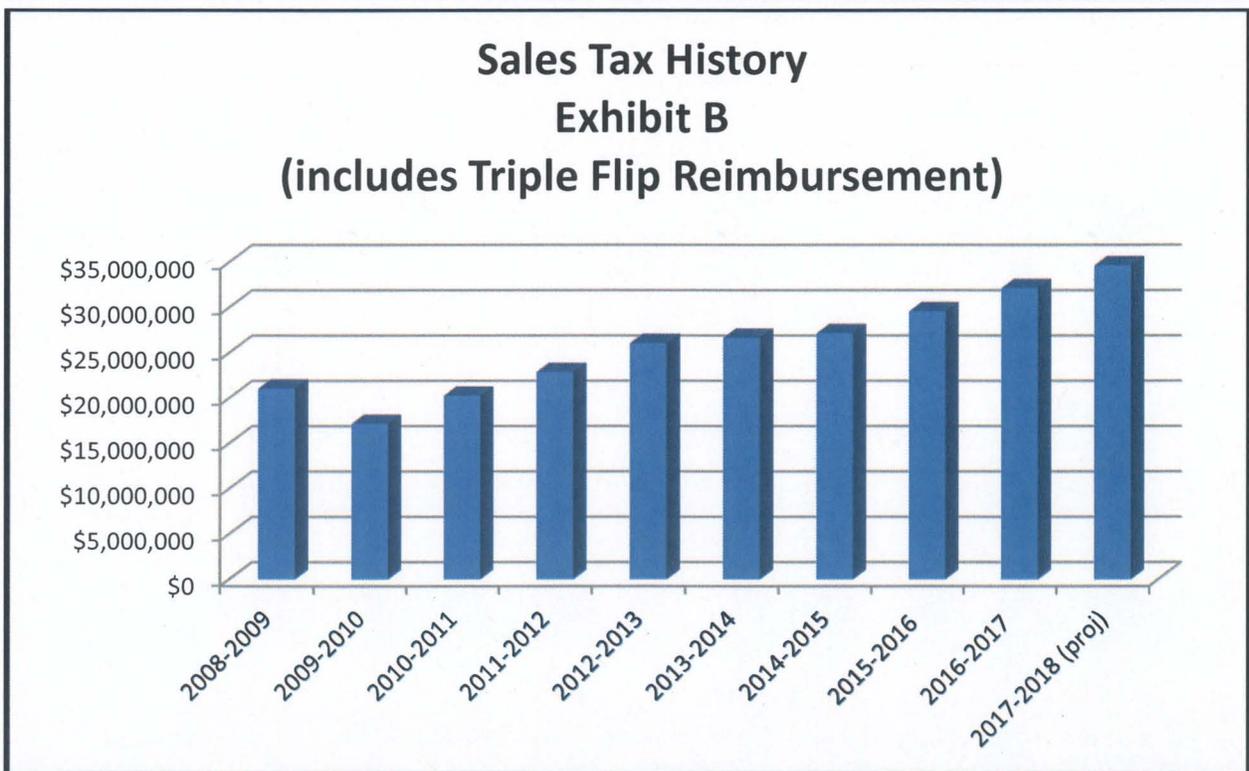
The City's operating budget history since the 2008-2009 fiscal year is illustrated below in **Exhibit A**.



Revenues. For the upcoming 2017-2018 fiscal year, the City anticipates overall revenue of approximately \$104.9 million, which constitutes a \$10.6 million increase from the prior year's budget amount. Approximately \$14.9 million of this amount is enterprise fund revenue which provides income to the water, reclaimed water, sewer and electric utility functions.

As has been the case throughout a majority of the City's history, sales tax continues to be the City's largest source of revenue, making up approximately 32% of the City's operating

revenue budget for the upcoming year. The forecast for the 2017-2018 fiscal year continues the remarkable growth in sales tax revenue that the City has experienced since the 2009-2010 fiscal year. For 2017-2018, the City is projecting sales tax receipts of approximately \$34.6 million, which is an increase of approximately \$2.6 million over the budgeted amount for the 2016-2017 fiscal year. The robust sales tax outlook is a direct result of the City's aggressive efforts to continue to enhance its retail sales presence within the region. The recent expansion of the Los Cerritos Center and the completion of the Plaza 183 development have begun to yield significant sales tax proceeds, which is a trend the City anticipates to continue in coming years. In addition to the tremendous growth in our retail sales at these two centers, the Cerritos Auto Square continues to be the primary sales tax generator for the City. As mentioned earlier, the Auto Square continues to set all time annual sales records with sales for the recently completed calendar year approaching 62,000 total vehicles sold. **Exhibit B**, which follows below, provides graphic information on the City's sales tax performance history since the 2008-2009 fiscal year.



In addition to sales tax, the City continues to derive a significant amount of revenue from its ground lease portfolio. The portfolio, which includes the properties at the Cerritos Towne Center, Lincoln Station, and the Kia and Jaguar/Land Rover dealerships in the Cerritos Auto Square, generates approximately \$8.8 million in annual revenue for the City's General Fund.

An area of focus for staff continues to be our water operation and the revenue that the utility generates. Despite the adoption of a rate increase that provides for an annual water rate increase of 10% over the next 4 years, the City's water revenues are projected to decrease by approximately \$1.6 million from the FY 15-16 budgeted revenue amount. The decrease comes strictly as a result of water conservation efforts from our residents in response to direction from the Governor to reduce water consumption. While the City is supportive of conservation efforts, it is important to note that a drop in consumption does

not come with a corresponding reduction in operating costs and the utility continues to incur ongoing production and maintenance expenses. Accordingly, the rate increase, which was intended to help offset these expenses, has not had the impact that the City had anticipated as it relates to the development of a reserve fund to address necessary maintenance pertaining to water infrastructure.

CAPITALIZING ON OPPORTUNITY: NEW REVENUE SOURCES

Staff is continuously seeking to capitalize on new opportunities to provide the City with new revenue sources to complement the existing revenue sources that we are fortunate to have. This year, the City is pleased to include a number of new and ongoing revenue sources that will be used to help offset operating expenditures. These sources of revenue have been identified and secured through the tireless work of staff across all City departments and we are optimistic that these new revenue opportunities will provide a significant benefit to the community for many years to come.

Perhaps the single most significant new source of revenue comes from a settlement the City and Successor Agency to the Cerritos Redevelopment Agency (Successor Agency) have reached with the California State Department of Finance (DOF) regarding the disposition of the former Cerritos Redevelopment Agency's (CRA) loan with the City. As the City Council is aware, over the course of the CRA's existence (beginning in 1969), the City loaned funds to the CRA to cover the cost of activities such as land acquisition and construction/development. During its existence, the CRA paid back to the City certain loans and paid the City interest on the remaining balances. When the State took action to dissolve redevelopment agencies within California in 2011, the outstanding balance on the loan between the City and the CRA was approximately \$91.9 million. As with many other obligations of the former CRA, the Successor Agency sought reimbursement of the annual loan payments, along with seeking reimbursement for annual debt service payments associated with the Magnolia Power project. Despite being obligations of the former CRA, the DOF determined that, pursuant to the dissolution legislation, the referenced loan and debt service payments were not enforceable obligations and therefore were not eligible for reimbursement through the Recognized Obligation Payment Schedule (ROPS) process. The DOF's determination on these items meant that the City became responsible for the payment of the Magnolia Power Project debt service payments in addition to not being able to receive payments for the outstanding loan between the City and the former CRA.

In light of the DOF's determinations, the City and Successor Agency filed a suit against the DOF (*City of Cerritos et al. v. Ana Matosantos et al*) seeking reinstatement of the referenced items as enforceable obligations of the Successor Agency. The Court issued a decision on the matter on November 5, 2014, in which the Court denied the City and Successor Agency's petition related to the City loan and the debt service payments – a decision which the City and Successor Agency have appealed.

Throughout the course of the legal process, City and Successor Agency staff have been in negotiations with representatives from the DOF in an effort to negotiate a settlement to the dispute. Through these negotiations the DOF initially agreed to repayment of \$20 million in loans, and through further negotiations an additional \$11 million in loan principal. Staff was also able to negotiate reimbursement of interest associated with the referenced loans which will provide for an additional \$26 million in payments. Accordingly, inclusive of all applicable interest on the referenced loans, the City anticipates total payments of approximately \$57 million upon completion of the payment schedule. In exchange for this settlement, the City and Successor Agency have agreed to drop its appeal of the Court's

findings and have agreed to no longer pursue further reimbursements associated with outstanding loan balances of the former CRA.

The settlement agreement will immediately provide the City with approximately \$2.2 million in the upcoming fiscal year. For the 2017-2018 fiscal year twenty percent (\$440,000) of those funds are required to be allocated to the Housing Set-Aside fund. Further, \$860,000 will be allocated for the annual debt service payment on the Magnolia Power Project bonds. The remaining \$900,000 is available for General Fund use. The City anticipates receiving similar payments on an annual basis over the course of the next 15 years in fulfillment of this settlement agreement.

Another significant long-term source of revenue has been secured as a result of negotiations for a trash hauler franchise agreement. The agreement, which has been negotiated by members of Public Works staff, as directed by the City Council, is expected to generate approximately \$1.3 million in annual revenue upon its commencement. The City will also be receiving a one-time payment of \$1 million from the contractor upon execution of the contract as a signing bonus.

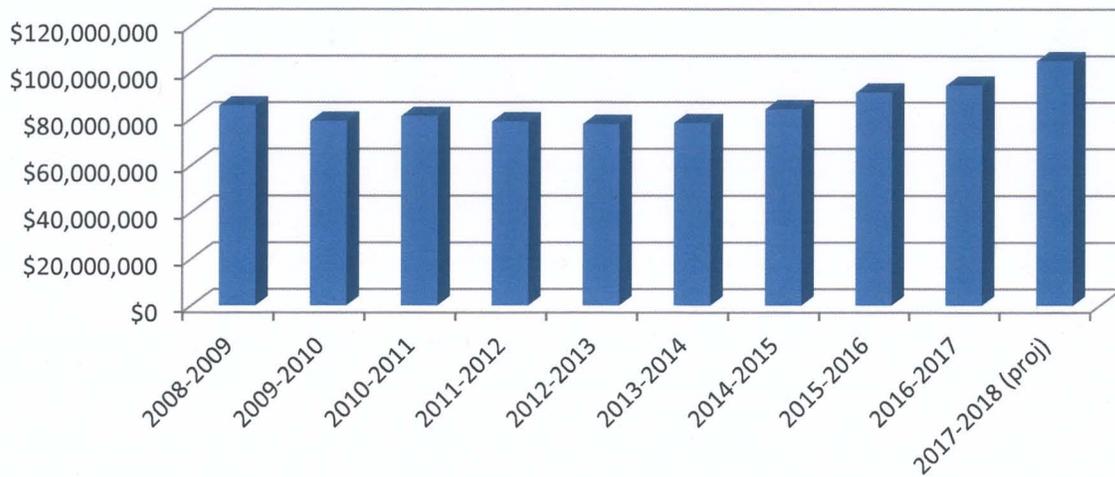
As part of a recent agreement between the City and Successor Agency, the City has acquired the former ROP site located on Studebaker Road. The subject property was formerly held by the CRA, and was subsequently transferred to the Successor Agency upon the dissolution of redevelopment. Having acquired control of the property, the City is now free to sell it at its discretion. In concert with the City's long-term economic development plans, staff is proposing the sale of the property in order to facilitate the development of the site by a private developer. In anticipation of the sale of the property, staff has included a one-time allocation of \$3.3 million in this year's revenue projections based on the current market value of the subject land.

Also included within this year's revenue projections is anticipated new revenue that is expected from the recently approved proposal to increase the City's Community Development and Public Works Department development fees. As the City Council is aware, the referenced fees were recently increased to more accurately reflect and offset actual staff time expenditures incurred during the processing of private development entitlements. The new revenue is expected to provide the City with approximately \$900,000 on an annual basis.

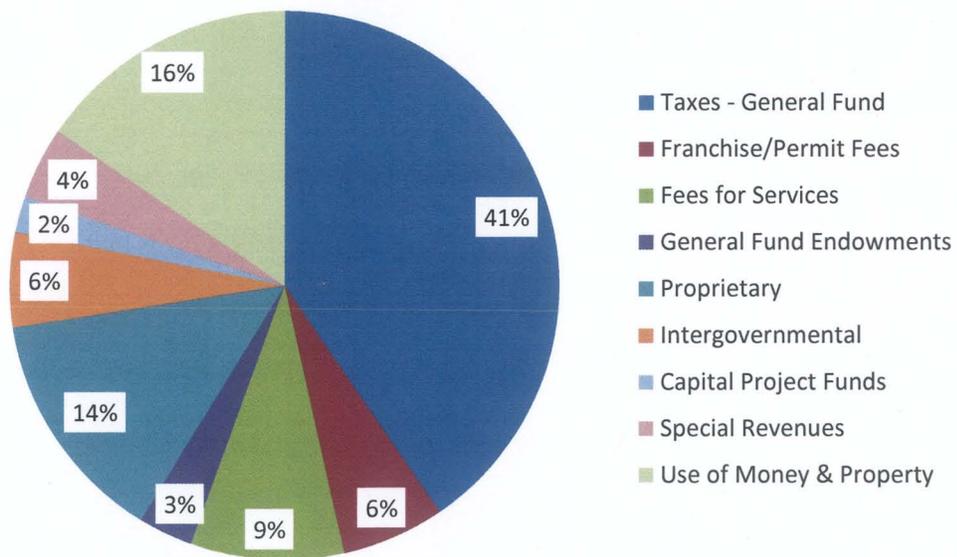
The exhibits that follow on the subsequent page provide greater detail on the City's expenditures and sources of revenue. **Exhibit C** illustrates the City's historic revenue performance since the 2008-2009 fiscal year. **Exhibit D** provides information on the various sources that make up the City's revenue portfolio.

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Revenues, All City Funds FY 2008-2009 to Present Exhibit C



Projected Sources of Revenue: FY 17-18 Exhibit D



In addition to the 2017-2018 City revenue projection of \$104.9 million, the projected reimbursement revenue total for the Cerritos Successor Agency is \$21 million. These funds are set aside for the reimbursement of enforceable obligations of the former Cerritos Redevelopment Agency and are provided to the Successor Agency following approval of the obligations by the California Department of Finance. When combined with the City's revenue, the resulting total City/Successor Agency revenue package is \$125.9 million.

Reserves. At the conclusion of the upcoming fiscal year, it is estimated that the City's General Fund reserve, less accounts receivable, will be approximately \$48.2 million. As this amount is unrestricted, it is available for use for any purpose deemed necessary by the City Council. For the upcoming year, our current ratio of General Fund cash reserves to the City's operating expenditures is anticipated to be approximately 72%. In current local government practice it is believed that reserve levels of approximately five to ten percent are typical of most agencies.

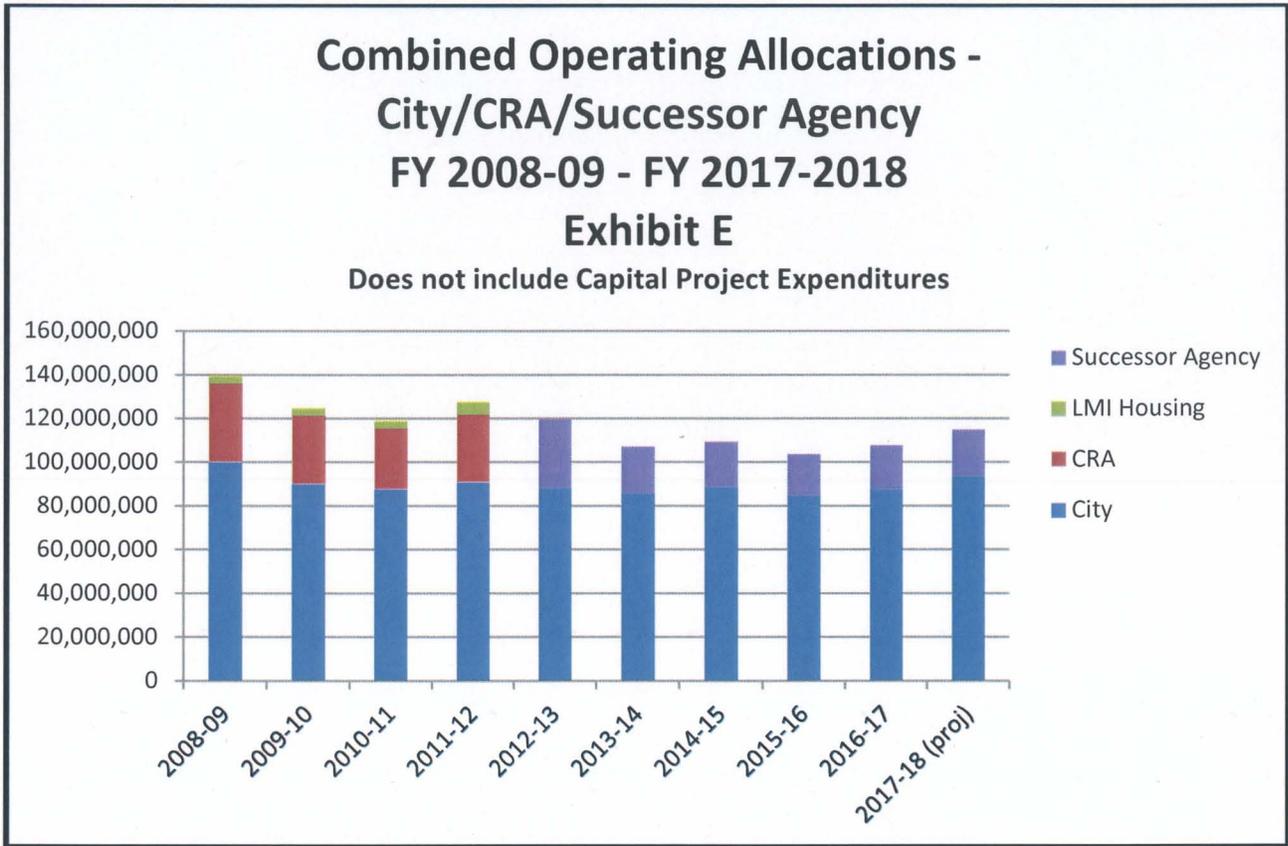
THE WORK PROGRAM FOR 2017-2018

The upcoming year's financial program is an extension of the fiscal policy that the City has recently implemented and continues to reflect significant reductions in discretionary spending across the board. Staff's continued focus in the preparation of this year's budget has been on allocating expenditures for program and maintenance related line items.

The proposed 2017-2018 operating budget, not inclusive of capital projects and Successor Agency expenditures, is \$93.7 million, which is an increase of \$6 million from the 2016-2017 fiscal year. The increase in this year's budget package can largely be attributed to increases in four primary items of the City's operation budgets. Those items include contractual increases for County-provided Sheriff's services, the continued escalation of liability insurance costs, personnel benefit expenses and a significant increase in the cost of operations of the CCPA to accommodate an increase in the number of performances that will be presented in the coming year (an expense that will be offset by a corresponding increase in revenue). With a proposed capital project program of \$11.2 million added to the operating budget, the City's expenditure total increases to \$104.9 million. Finally, as mentioned, with the inclusion of the Successor Agency budget of \$21.0 million, the total budget package for the 2017-2018 fiscal year is \$126 million

The proposed combined allocation of City and Successor Agency expenditures for the upcoming fiscal year is reflected in **Exhibit E** on the following page.

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The following is a summary of budgetary highlights by functional area.

Legislative and Administrative Department. The Legislative and Administrative Department serves as the City's "front office" for policy direction and daily administrative guidance, encompassing the offices of the City Council, City Manager, City Attorney and City Clerk.

The budget for the City Manager's office is reflective of the unique responsibilities of the office. The budget continues to include an allocation of approximately \$50,000 to reflect expenses associated with the provision of lobbyist services in Sacramento. Given the critical nature of a number of issues the City is facing, it is crucial that the City have a consistent presence in Sacramento with lawmakers in order to ensure that the City's concerns are conveyed and represented throughout discussions and negotiations regarding these key matters.

As the designated Clerk of the City Council, the City Clerk prepares the agenda for the City's various legislative bodies and acts as the official custodian of the City's vital records. In addition, the City Clerk's office is responsible for administering bi-annual municipal elections.

With the conclusion of the 2017 municipal election, the City Clerk's office has decreased the Election Expense line-item by \$220,000. The Division is also anticipating an increase of \$50,000 associated with an increase in the City's obligations and efforts in transparency associated with the legal advertisement of various public hearing items.

For the Legislative/Administrative Department, total budgeted operating expenditures for fiscal year 2017-2018 are \$2,368,000, a reduction of \$114,000 from the 2016-2017 fiscal year.

Community Development Department. Through the Advance Planning and Current Planning Divisions and their related cost centers, the Community Development Department is responsible for the oversight of the land-use and economic development functions of the City.

For the 2017-2018 fiscal year, the most significant item of note within the Department's budget is the City's contract with Los Angeles County for Building and Safety Services, which will be increased by \$275,000. This increase is a result of anticipated increases in plan check, building permit and building inspection services associated with the ongoing volume of development projects taking place in the City. It is helpful to note that this is a pass-through expense in which the entirety of expenses associated with the County Building and Safety services are paid for by project applicants through the permit and plan check process.

The total proposed operating expenditures for the Community Development Department are \$6,063,000, an increase of \$429,000, over the 2016-2017 fiscal year.

Public Works Department. With such diverse functions as engineering, traffic management, parks maintenance, sewer maintenance, facility maintenance, trash collection, recycling and custodial services, the Public Works Department is responsible for maintaining the infrastructure that is essential for the day-to-day operation of our community. Staff from the Department also supervises the construction of the City's capital improvement projects.

While ongoing economic factors have conspired to limit the City's ability to take on ambitious and costly new infrastructure development projects, the City has become more reliant than ever on the upkeep and maintenance of our existing facilities. The City's Maintenance Division is charged with the crucial task of maintaining these facilities while operating within the parameters of a streamlined budget.

The Engineering Division budget includes notable highlights that reflect a \$400,000 reduction in expenses associated with the elimination of the Red-Light Camera program, as directed by the City Council. Additionally, the Division is requesting a funding increase of \$210,000 within its Professional Services line item in order to complete a State-mandated pavement condition survey and to accommodate the transfer of expenditures for traffic signal maintenance previously budgeted as a component of the Red-Light Camera program.

The budgets for the Maintenance Division's five operating cost centers (General, Street, Vehicle, Facility and Swim Center Maintenance) have been streamlined significantly over the past several years. As a result of these efforts, the Division is now operating within a budget that is fiscally efficient, yet because the budget has not increased at the pace of the growth of the national economy, the Division is faced with the proposition of doing more with fewer resources. The Maintenance Division is projecting an overall increase of approximately \$600,000; an increase that is largely composed of fixed personnel expenses and increases in the price of materials.

Total facility maintenance costs for 2017-2018 are projected to be \$10.1 million, reflecting the total budget for the Maintenance Division and Environmental Services cost centers.

The City's Parks Division is responsible for the upkeep and maintenance of over 30,000 trees, 21 parks and all of the center medians in the street system. With the ongoing demands imposed by the Division's rigorous maintenance schedule, the City Council, at the June 19, 2017 budget adoption hearing authorized the allocation of an additional \$500,000 for parkway tree maintenance and an additional \$147,000 for center median upkeep. The Division will continue to utilize contract assistance to supplement the City's existing staff in its tree trimming and maintenance efforts. Through these continued efforts, the City has been pleased to receive designation as a "Tree City U.S.A." for the past 19 consecutive years.

The total budgeted expenditure for the Public Works Department is \$18,290,000 for fiscal year 2017-2018, which is an increase of \$1,421,700, from the 2016-2017 fiscal year budget.

Department of Water and Power. Of the many varied services that the City provides, none is more important than the provision of clean drinking water. The City's Water Division staff continues their tireless and diligent work to ensure that the City's expansive water infrastructure is operating at its utmost efficiency to insure that residents can count on the provision of water that meets the highest standards of health and safety.

A number of substantial changes are proposed for the Water Production and Distribution cost center moving in to the new fiscal year. Among the changes, the cost center is anticipating a \$192,000 reduction in its Water Well Pumping Assessment line item that is reflective of a projected decrease in the City's water pumping needs for the upcoming year. The Division also anticipates a number of operational increases that total approximately \$50,000 associated with increases in natural gas consumption, water lease rights, permit fees and MWD rate increases.

The Reclaimed Water Division has budgeted an increase of \$75,000 in its Water Production Equipment line item to accommodate anticipated expenses associated with the upkeep and maintenance of critical equipment and infrastructure facilities.

The Cerritos Electric Utility (CEU) has grown significantly since it began providing electrical service in the City. Beginning with an initial customer base of 24 accounts with a peak load of 3,500 Kilowatts (kW), the CEU now serves 327 accounts with a system peak load of 14,100 kW. With the power it produces, the CEU is able to provide service to City-owned facilities such as the Cerritos Library, the Cerritos Center for the Performing Arts, the Cerritos Senior Center and City Hall along with all City street lights and traffic signals. The CEU also provides power for the City's Water System, which includes the pumps and electrical gear that operate the wells, reservoirs and supply system. Finally, the CEU also serves 16 public schools (including the administration offices and other facilities of the ABC Unified School District) and 2 private schools located within the City and major retail customers, that include, among others, the Los Cerritos Center and the Cerritos Auto Square, with electric power at a 5% discounted rate from those offered by Southern California Edison (SCE). Providing electrical power at a discounted rate to commercial customers has served as a business attraction and retention tool and has helped customers realize significant savings over the course of their contract with the CEU. At this time the CEU is not permitted to provide electric power to residential customers.

Given the nature of the utility's operation, there are a number of line-item increases and decreases associated with the acquisition of commodities, contract fees and operations and maintenance expenses. Despite these routine fluctuations the City's Electric Utility operations budget remains equal to that of the 2016-2017 fiscal year budget.

The total proposed operating expenditures for the Department of Water and Power for the 2017-18 fiscal year are \$15,233,000, an overall decrease of \$300,000, from the 2016-2017 fiscal year.

Community and Safety Services. The Community and Safety Services Department continues to administer the City's social, recreational, and safety activities. The importance and visibility of these functions is summarized by the Department's motto, "building community through people, parks and programs."

As evidenced clearly by community comments and input over the past year, public safety continues to remain a top priority for Cerritos residents. The City takes its role in the provision of public safety seriously and is proud to provide our residents and businesses with a stand-alone Sheriff's station that provides the community with dedicated service – a service which translates into some of the lowest crime rates and fastest response times of any city in the region. For the 2017-2018 fiscal year, the Community Safety budget includes an increase of \$595,000 in its Police and Safety Services line item that reflects current workload requirements and corresponds to anticipated increases in the City's contract with Los Angeles County for the provision of law enforcement services. It is important to note that public safety remains the single most expensive component of the City's budget, accounting for a total commitment of approximately \$14.7 million for the upcoming fiscal year.

The Community Participation budget reflects changes that came about as a result of the substantial budget review the City Council completed over the course of the past year. While the City remains committed to supporting many of the community's non-profit and human services agencies, the ongoing budget constraints that we are facing have caused the City to evaluate the amount of support that can be responsibly provided. Accordingly, the preliminary budget proposal included an initial reduction of \$39,000 within the Community Service line item, which is equal to a 25% reduction in the City's allocation to the non-profit agencies it helps support. Following the City Council's consideration of the final budget proposal at the June 19, 2017 hearing, the City Council directed that the funding for this line item be fully restored, therefore resulting in no reduction in the level of support the City provides to its non-profit and human services partners. The remainder of the Community Participation and Senior Center operations budgets remain largely unchanged from the 2016-2017 fiscal year.

The Recreation Services Division provides a diverse and enriching program of recreational and cultural programming, excursion opportunities, sports and fitness programs and facility rentals that serve to meet a broad variety of interests within the community. Community involvement in recreation programs, drop-in facility usage and facility reservations continue to attract almost 2 million patrons annually.

Similar to the Community Participation Division budget, the preliminary Recreation Services Division budget included a decrease in its Program Expenses and Supplies line item of \$34,000 that is reflective of cost savings measures that would have reduced funding to many of the City's holiday events and special programs. Following consideration of this potential reduction, the City Council directed that this line item be fully restored in order to support the special events and programs that the City is proud to provide the community. With the restoration of funding for this line item the Recreation Services Division budget does not have any significant changes to its operating budget for the 2017-2018 fiscal year aside from anticipated fixed personnel expenditure increases.

Total budgeted expenditures for the Community and Safety Services Department are \$25.8 million, an increase of \$1.2 million, from the 2016-2017 fiscal year budget.

Administrative Services Department. The Administrative Services Department encompasses such functional areas as budget administration, communications, finance, human resources, support services, management information systems and the operations of the Cerritos Library. While many of these functions are not visible to the community at large, they remain vital to the delivery of City services to our residents.

The proposed budget for the Water Billing Division for the upcoming year includes a proposed decrease of \$16,000 in the Professional Services line-item as the Division has completed the implementation of new software to operate the City's water billing processing system. The new system is a significant upgrade to the former system and will serve to enhance efficiency and accuracy, which will provide a benefit for both staff and residents.

As directed by the City Council following consideration of the final budget proposal, the Communications Division budget is reflective of a \$37,000 increase to accommodate the restoration of the community calendar program.

Proposed expenditures within the Human Resources/Risk Management Division remain unchanged from the program approved for the 16-17 fiscal year, with the exception of expenditures within the Insurance-General line item. This item is showing a \$104,000 increase as a result of increases to both general liability and property insurance rates.

The Support Services and Property Control Divisions are responsible for the purchasing of supplies and equipment, oversight of office equipment lease agreements, contract cost and bid analysis, inventory and maintenance of operational supplies and management of the equipment and property control program.

The Property Control cost center has requested an allocation of \$948,000 for a variety of capital equipment acquisitions. The capital equipment program provides for the necessary replacement of vehicles, tools and field and office equipment that may have reached the end of their service life span or that are no longer operational. This budgeted amount also includes contingencies of \$100,000 each for urgent computer maintenance and library equipment.

The Management Information Systems Division is charged with the management and maintenance of the City's increasingly sophisticated and technologically advanced computer network. This work includes the maintenance and operation of all of the City's servers, as well as the provision of public Internet access at the Cerritos Library. For the upcoming fiscal year the Division's budget reflects a decrease of \$27,000 as a result of staff's efforts to negotiate more favorable terms for the City's Internet service contract.

As the City Council is aware, the Cerritos Library is one of the City's most popular facilities, attracting close to 1 million patrons on an annual basis. For the 2017-2018 fiscal year the Library is not anticipating significant changes to its budget outside of expected personnel expense increases.

Total budgeted expenditures for the 2017-2018 fiscal year for the Administrative Services Department are \$16.2 million, an increase of \$1 million, compared to last fiscal year.

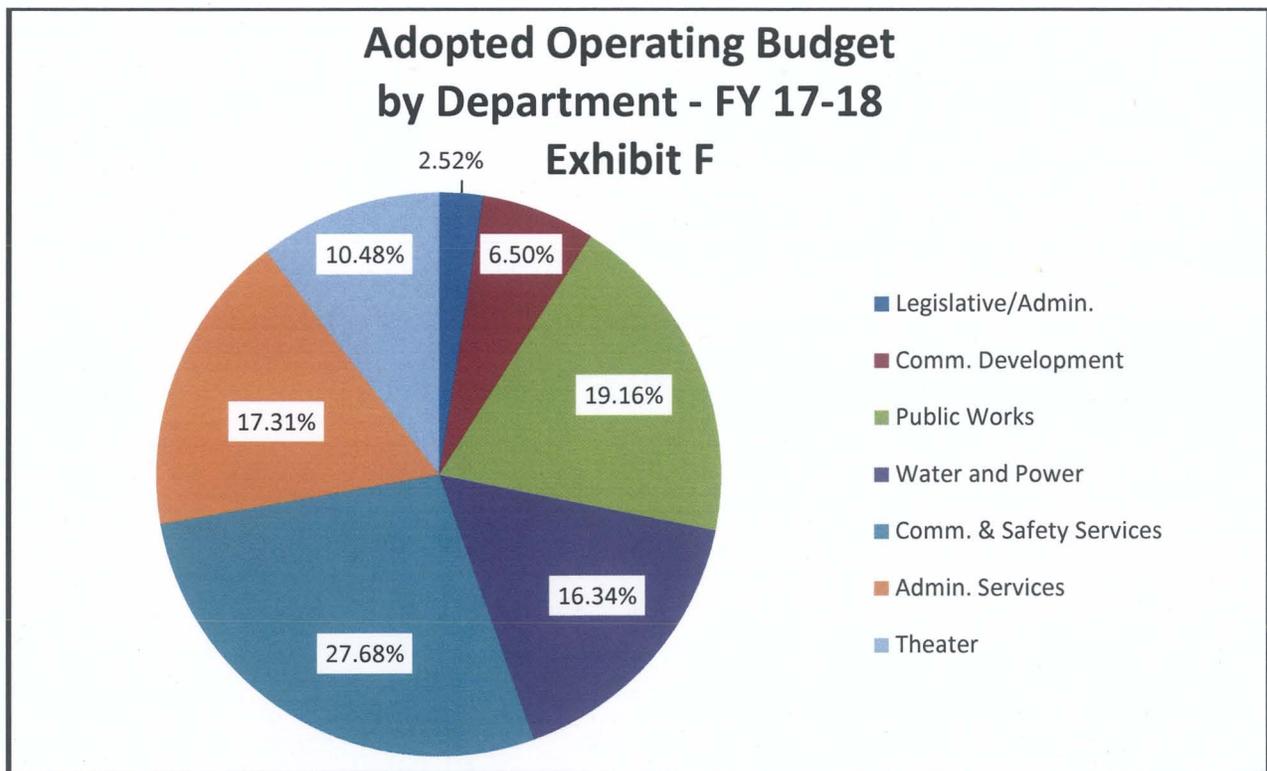
Theater Department. The Cerritos Center for the Performing Arts has developed a well-earned reputation for curating a unique and diverse program schedule, while presenting it in

a world class facility with a premium emphasis placed on providing an outstanding guest experience.

Scheduling for the 2017-2018 season is well under way and the City has been aggressive in its efforts to expand on the program of offerings that were presented in the 2016-2017 season. With that vision in mind, staff is proposing a schedule that will add approximately 20 additional performances to the CCPA's schedule for the upcoming year. The CCPA's budget reflects that anticipated increase with a \$2.5 million increase in the budget over the 2016-2017 fiscal year budget. The increase is largely made up of additional performer payments and increased staff time expenditures necessary to present the expanded schedule of performances. The operations budget increase is anticipated to be offset by additional revenue that it is expected to be generated by the additional performances.

For fiscal year 2017-2018 the total proposed Theater Department budget is \$9.7 million, an increase of \$2.5 million, over the past fiscal year. The CCPA operating expenditures are offset by approximately \$8 million in box office ticket sales and facility rental revenue that is forecast for the upcoming fiscal year.

A summary of the upcoming year's proposed expenditure allocations for all departments follow and are shown in **Exhibit F**.



CAPITAL IMPROVEMENT PROGRAM

The 2017-2018 recommended City Capital Improvement Program (CIP) consists of approximately \$11.2 million in project expenditures. Among the projects included within this year's CIP is the restoration and refurbishment of the City-owned building located at 12616 183rd Street – a project budgeted at \$4.2 million and wholly paid for with insurance settlement proceeds. In addition, a \$1.6 million allocation has been budgeted to make

much needed improvements to the automobile inventory storage lots at the Cerritos Auto Square. While the City will be covering the initial expense for this project, the full balance of \$1.6 million will be reimbursed by the Cerritos Auto Square Dealer's Association. The remaining \$5.4 million CIP budget is allocated to projects that are focused on the maintenance and upkeep of the City's existing facilities and infrastructure.

Parks and Open Space. This year's budget for parks and open space-related items is \$810,000. Among the highlights of the program are proposals for the resurfacing of the playground surface and replacement of the playground equipment at Loma Park. The City's annual allocation of Community Development Block Grant funds will be used to complete the \$50,000 resurfacing of the park. Additionally, an allocation of \$150,000 has been proposed to complete the roof replacement at Cerritos Park East. An allocation of \$400,000 has been requested to complete pavement rehabilitation and parking lot improvements at a number of City parks, including the Cerritos Ironwood 9 Golf Course, Liberty Park and Heritage Park.

Government Buildings. Approximately \$5 million has been allocated for capital projects related to government buildings. As mentioned, a large majority of this allocation will be dedicated to the renovation and refurbishment of the City-owned building located on the southeast corner of Bloomfield Avenue and 183rd Street. Again, this project is wholly funded utilizing insurance proceeds resulting from a settlement associated with significant damage that occurred to the building.

The remaining balance of funds allocated for government buildings is being requested to complete routine and necessary maintenance work at the Cerritos Library, the Cerritos Senior Center and the Cerritos Center for the Performing Arts, among others.

Street Projects. The City's commitment to ongoing street maintenance is demonstrated by the 2017-2018 capital allocations for residential and arterial street maintenance. For the upcoming fiscal year street maintenance allocations of approximately \$1.8 million have been proposed. The proposal includes the following street-related projects:

Project	Project #	Proposed Amount
Sidewalk, Curb and Gutter Rehabilitation	13054	\$230,000
Wheelchair Accessible Ramps	13086	\$25,000
Arterial Street Slurry Seal	14077	\$80,000
Residential Street Rehabilitation	14088	\$700,000
Parkway Planter Improvements	14099	\$78,000
Del Amo Boulevard Rehabilitation	NEW	\$650,000
Towne Center Street Striping	NEW	\$70,000

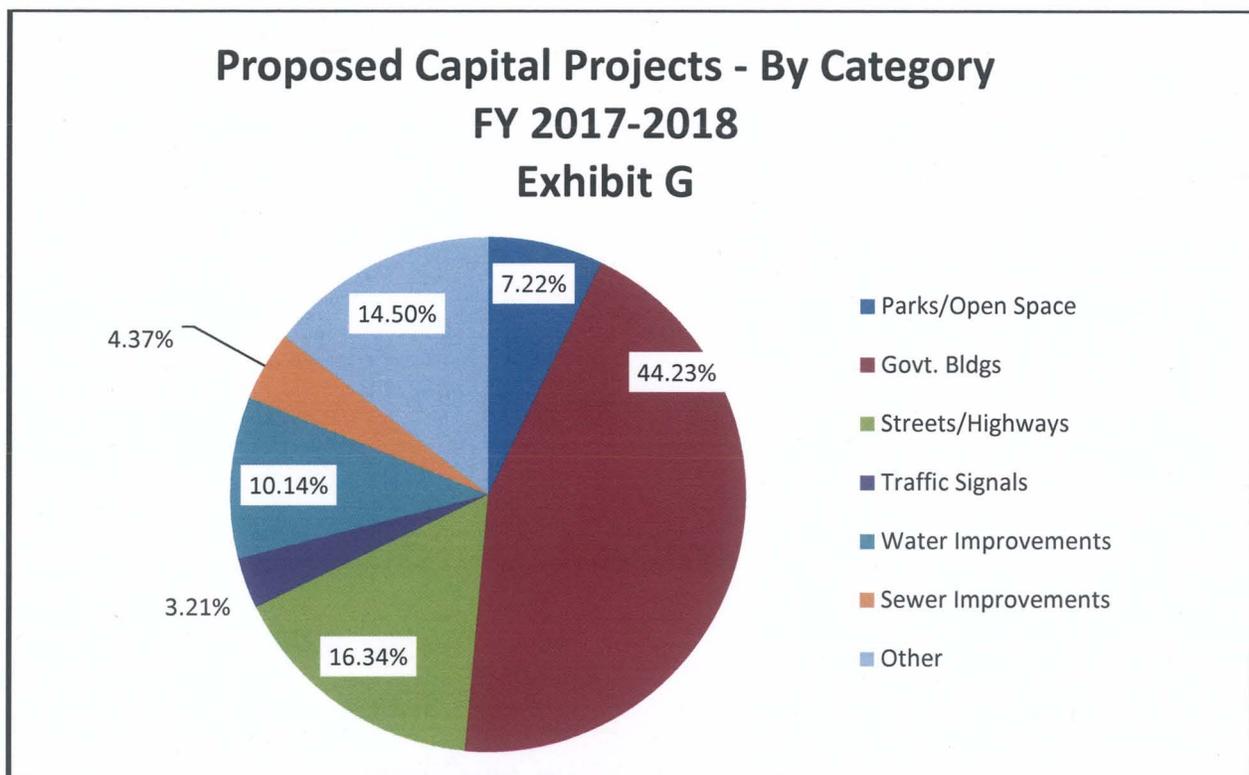
Water Improvements. With over 15,000 residential and commercial accounts, the City's water system is the ultimate "essential" service for the health and welfare of the community. For the 2017-2018 fiscal year a total of \$1.6 million has been budgeted for various water and sewer improvements. Within this allocation, \$100,000 has been requested to provide for structural upgrades and improvements to the City's three existing water reservoirs. An additional \$135,000 has been budgeted for compliance with National Pollutant Discharge Elimination System (NPDES) requirements. A total of \$180,000 has been budgeted for the replacement of mainline butterfly valves within the City's water system. The City is also participating in a pilot program for the installation of 500 smart water meters. In anticipation of this project, staff is requesting an allocation \$120,000. As the pilot program is funded by a Proposition 84 grant, the City will be reimbursed for 50%

of its costs associated with this project. The remaining allocation requested for the water improvement capital projects is associated with a variety of miscellaneous maintenance and repair projects to the City's water infrastructure.

Other Projects

As mentioned previously, staff has requested an allocation of \$1.6 million for the re-surfacing and re-stripping of both of the automobile inventory storage lots that serve the Cerritos Auto Square. This is a project that will be paid for by the City and will be wholly reimbursed by the Cerritos Auto Square Dealer's Association over the course of the next three years.

A summary of the proposed Capital Improvement expenditures is provided in **Exhibit G**.



A CONTINUING COMMITMENT TO THE COMMUNITY

The City has weathered a prolonged period of budgetary struggle thanks to the shrewd foresight of City leaders, both past and present, who have managed the City's finances with a constant eye toward ensuring a secure future for our community. That vision not only placed the City in a position where it was able to withstand a prolonged fiscal downturn; it placed the community in a position where it could continue to thrive. While the challenges have been difficult, the opportunities that have been born out of the community's careful and measured consideration of our budget and the priorities it funds, have helped plot the course for the City's continued success and growth. The clear message that our residents have provided in the expression of their opinions regarding the programs and services that the City offers serves to affirm our commitment to the prudent fiscal stewardship that allows for the continued provision of those programs.

The City's commitment to identifying new sources of revenue has perhaps never been more evident than in the past year. That commitment has helped secure a number of ongoing sources of revenue that will serve to benefit the community for years to come. While we are pleased with these new revenues, we must remain focused on continuing to diversify our revenue portfolio through the innovative and creative spirit of economic development that has been a hallmark of the City.

The budget that is presented within these pages has been crafted with the intent of providing a program that is measured and balanced in the services that will be provided and in the projects that will be completed. As has been mentioned, emphasis has been placed in allocating funds for those programs and services that the community has clearly voiced their support for. Ultimately, the budget has been developed with the best interests of our residents foremost in our hearts and minds and with the deliberate intention of continuing to provide them with the highest caliber services and programs.

As the overriding statement of the City's funding and policy objectives, the preparation of the budget simply would not be possible without the wisdom, guidance and leadership of the City Council. It is as a direct result of that steadfast leadership that the City continues to remain in a secure fiscal position while providing unparalleled programs and services to our residents.

It continues to remain my great pleasure and honor to serve as your City Manager. This great community's willingness and commitment to working towards a common goal remains one of its most valuable assets. When combined with the leadership of the City Council, the commitment of our community to the well-being of our City provides the bedrock foundation upon which the past, present and future success of Cerritos is built. I continue to serve with a great spirit of anticipation in looking forward to what the future holds for Cerritos as we move into another year of promise for the City of Cerritos.

Respectfully submitted,



Art Gallucci
City Manager

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City of Cerritos
and
Successor Agency to the
Cerritos Redevelopment Agency
Combined Program Expenditures
Fiscal Year 2017-2018

<u>CITY OF CERRITOS</u>	<u>Personnel</u>	<u>Operations and Maintenance</u>	<u>Capital Outlay</u>	<u>Expenditures</u>
Legislative & Administrative	1,544,182	819,280	5,000	2,368,462
Community Development	2,557,041	3,500,650	5,000	6,062,691
Public Works	8,455,620	9,831,102	3,440	18,290,162
Water & Power	2,060,900	13,167,510	5,200	15,233,610
Community & Safety Services	8,453,792	17,416,000	8,400	25,878,192
Administrative Services	9,417,037	5,901,170	846,230	16,164,437
Theater	4,434,100	5,320,360	4,000	9,758,460
Capital Projects	-	-	11,219,800	11,219,800
TOTAL CITY	<u>36,922,672</u>	<u>55,956,072</u>	<u>12,097,070</u>	<u>104,975,814</u>
<u>CERRITOS SUCCESSOR AGENCY</u>				
Enforceable Obligations	-	21,041,065	-	21,041,065
TOTAL SUCCESSOR AGENCY	<u>-</u>	<u>21,041,065</u>	<u>-</u>	<u>21,041,065</u>
GRAND TOTAL				<u>126,016,879</u>

Authorized Full-Time Positions

By Departments

	<u>2015-2016</u> <u>APPROVED</u>	<u>2016-2017</u> <u>APPROVED</u>	<u>2017-2018</u> <u>PROPOSED</u>
Legislative & Administrative	6	6	6
Community Development	18	16	16
Public Works	66	61	63
Water & Power	14	14	14
Community & Safety Services	30	30	30
Administrative Services	50	48	48
Theater Department	<u>12</u>	<u>12</u>	<u>11</u>
TOTAL	<u><u>196</u></u>	<u><u>187</u></u>	<u><u>188</u></u>

City of Cerritos

and

Successor Agency to the Cerritos Redevelopment Agency

Financial Program: 2017-2018

Statement of Fund Balances and Reserves

-- Unaudited --
City of Cerritos and
Successor Agency to the Cerritos Redevelopment Agency
Summary of Fund and Estimated Balances
For Fiscal Year 2017-2018

	Beginning Balance	Revenues	Expenditures	Operating Surplus/ (Shortfall)	Fund Transfer	Ending Balance	Loan/ (Receivable)	Estimated Balance
City Governmental Funds/								
Internal Service Fund								
General Fund	139,432,300	81,047,390	(67,072,340)	13,975,050	(2,440,010)	150,967,340	(97,645,779)	53,321,561
CCPA Endowment Fund	9,777,410	189,000	-	189,000	-	9,966,410	-	9,966,410
Earthquake Fund	2,776,880	29,100	-	29,100	115,920	2,921,900	-	2,921,900
Art in Public Places	642,690	106,600	(27,000)	79,600	-	722,290	-	722,290
Advanced Repaymt. Holding Fund	-	-	-	-	-	-	-	-
Mullikin Bldg./Astor Museum Endow. Fund	6,062,010	-	-	-	(6,062,010)	-	-	-
Total General Fund	158,691,290	81,372,090	(67,099,340)	14,272,750	(8,386,100)	164,577,940	(97,645,779)	66,932,161
Special Revenue Funds								
Street Improvement Fund	104,080	2,102,800	(4,744,910)	(2,642,110)	2,656,610	118,580	-	118,580
Los Coy. Lighting District	-	100,090	(1,142,920)	(1,042,830)	1,042,830	-	-	-
Measure "R"	510	585,000	(585,000)	-	-	510	-	510
AQMD	393,290	58,950	(63,440)	(4,490)	-	388,800	-	388,800
Proposition A	1,171,300	1,010,490	(924,700)	85,790	-	1,257,090	-	1,257,090
Proposition C	-	779,000	(767,000)	12,000	-	12,000	-	12,000
AD#6	-	90,900	(184,730)	(93,830)	93,830	-	-	-
Drainage Fund	19,430	12,000	(13,060)	(1,060)	-	18,370	-	18,370
SB 821	14,100	41,000	(25,000)	16,000	-	30,100	-	30,100
COPS SB 3229 Grant	-	100,000	-	100,000	(100,000)	-	-	-
Local Law Enforce. Grant	-	-	-	-	-	-	-	-
Environmental Fund	-	27,000	-	27,000	(27,000)	-	-	-
City Housing Asset Fund	9,520,820	485,500	(7,000)	478,500	-	9,999,320	-	9,999,320
Comm. Dev. Block Grant Fund	-	164,490	(50,000)	114,490	-	114,490	-	114,490
Total Special Revenue Funds	11,223,530	5,557,220	(8,507,760)	(2,950,540)	3,666,270	11,939,260	-	11,939,260
Capital Project Fund								
Mun. Improvement Fund	-	2,962,170	(7,682,000)	(4,719,830)	4,719,830	-	-	-
Total Capital Project Fund	-	2,962,170	(7,682,000)	(4,719,830)	4,719,830	-	-	-
Internal Service Fund								
Equip. Replacement	13,238,470	113,500	(1,135,790)	(1,022,290)	-	12,216,180	-	12,216,180
Total Internal Service Fund	13,238,470	113,500	(1,135,790)	(1,022,290)	-	12,216,180	-	12,216,180
Total City Governmental/ Internal Service Funds	183,153,290	90,004,980	(84,424,890)	5,580,090	-	188,733,380	(97,645,779)	91,087,601
City Enterprise Funds								
Sewer Fund	-	62,000	(1,301,630)	(1,239,630)	-	(1,239,630)	1,239,630	-
Water Fund	-	7,553,700	(11,361,830)	(3,808,130)	-	(3,808,130)	3,808,130	-
Reclaimed Water	1,080,330	1,028,600	(1,117,170)	(88,570)	-	991,760	-	991,760
Electric Utility	-	6,252,750	(6,828,750)	(576,000)	-	(576,000)	576,000	-
Total City Enterprise Funds	1,080,330	14,897,050	(20,609,380)	(5,712,330)	-	(4,632,000)	5,623,760	991,760
Grand Total	184,233,620	104,902,030	(105,034,270)	(132,240)	-	184,101,380	(92,022,019)	92,079,361
Successor Agency								
Redev. Property Tax Trust Funds	-	20,779,865	(20,779,865)	-	-	-	-	-
Fiscal Agent Bond Reserve Fund	16,615,090	261,200	-	261,200	-	16,876,290	-	16,876,290
Total Successor Agency	16,615,090	21,041,065	(20,779,865)	261,200	-	16,876,290	-	16,876,290

Summary of fund and estimated balances does not include possible internal revisions to overhead calculations.

CITY OF CERRITOS

110

General Fund

<u>FUND ACTIVITY BALANCE</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 BUDGET</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 PROJECTED</u>
BEGINNING BALANCE				
July 1	134,513,678	142,781,050	142,063,590	139,432,300
REVENUES	<u>67,478,281</u>	<u>66,341,180</u>	<u>68,933,630</u>	<u>81,047,390</u>
TOTAL FUNDS AVAILABLE	<u>201,991,959</u>	<u>209,122,230</u>	<u>210,997,220</u>	<u>220,479,690</u>
EXPENDITURES				
Operating Expenditures:				
Legislative & Administrative	1,723,452	1,919,460	1,907,270	1,801,160
Community Development	4,618,189	3,883,065	4,999,410	4,307,550
Public Works	11,805,861	12,044,810	12,003,840	12,935,920
Community & Safety Services	22,494,774	24,668,205	24,537,130	25,878,190
Administrative Services	10,082,052	11,667,450	11,721,920	12,379,540
Performing Arts	5,321,948	7,256,960	6,868,260	9,769,980
Capital Outlay	409,062	-	-	-
Labor Contingency	-	1,020,000	-	-
TOTAL EXPENDITURES	<u>56,455,338</u>	<u>62,459,950</u>	<u>62,037,830</u>	<u>67,072,340</u>
Other Sources and (Uses) of Funds				
CCPA Trust Fund	1,500,000	-	37,720	-
Earthquake Fund	(115,920)	(115,920)	(115,920)	(115,920)
Advanced Repayment Fund	7,342,551	-	-	-
Cerritos/Astor Museum Endowment Fund	-	-	-	3,390,840
Street Improvement Fund	(3,513,473)	(3,344,180)	(4,301,340)	(2,656,610)
Los Coyotes Lighting Fund	(966,634)	(1,006,600)	(1,032,760)	(1,042,830)
AD #6 Maintenance District Fund	-	-	(14,820)	(93,830)
COPS SB 3229 Fund	115,085	100,000	100,000	100,000
Local Law Enforcement Fund	9,542	-	-	-
Environmental Fund	12,861	25,200	26,210	27,000
Municipal Improvement Fund	(1,687,347)	(1,807,955)	(1,398,987)	(2,048,660)
SB 821 Fund	-	-	-	-
TOTAL	<u>2,696,665</u>	<u>(6,149,455)</u>	<u>(6,699,897)</u>	<u>(2,440,010)</u>
Special Item:				
Adjustment to amount due from Successor Agency	(6,169,695)	-	8,172,805	-
Oversight Board Approved Long Range Property Mgt Plan Payment	-	-	(11,000,000)	-
ENDING BALANCE				
June 30	<u>142,063,591</u>	<u>140,512,825</u>	<u>139,432,298</u>	<u>150,967,340</u>
Less Loan-Successor Agency	(45,939,695)	(52,144,920)	(54,112,500)	(51,970,267)
Less Loan-Art in Public Places	(283,401)	(183,377)	(183,377)	(83,353)
Less Loan-Sewer Fund	(3,446,672)	(4,558,270)	(6,366,110)	(7,605,740)
Less Loan-Water Fund	(6,711,003)	(9,448,330)	(10,792,410)	(14,600,540)
Less Loan-Elec.Utility	(19,632,709)	(19,153,862)	(20,413,209)	(20,989,209)
Less Loan-Elec.Utility-Debt Service	<u>(1,539,466)</u>	<u>(1,875,650)</u>	<u>(2,396,670)</u>	<u>(2,396,670)</u>
GEN. FUND-EST. RESERVE	<u>64,510,645</u>	<u>53,148,416</u>	<u>45,168,022</u>	<u>53,321,561</u>

The General Fund, which contains most of the City's operating expenditures and "non-grant" revenues, serves as the primary operating fund for the City of Cerritos.

CITY OF CERRITOS
112
Cerritos Center for the Performing Arts Trust Fund

<u>FUND ACTIVITY BALANCE</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>BUDGET</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>PROJECTED</u>
BEGINNING BALANCE				
July 1	10,792,376	9,452,580	9,561,890	9,777,410
REVENUES	<u>269,511</u>	<u>172,200</u>	<u>253,240</u>	<u>189,000</u>
TOTAL FUNDS AVAILABLE	<u>11,061,887</u>	<u>9,624,780</u>	<u>9,815,130</u>	<u>9,966,410</u>
Other Sources and (Uses) of Funds				
From/(To) General Fund	<u>(1,500,000)</u>	-	<u>(37,720)</u>	-
ENDING BALANCE-Arts Education	-	-	31,220	31,220 *
ENDING BALANCE-Trust Fund	<u>9,561,887</u>	<u>9,624,780</u>	<u>9,746,190</u>	<u>9,935,190</u>
ENDING BALANCE				
June 30	<u>9,561,887</u>	<u>9,624,780</u>	<u>9,777,410</u>	<u>9,966,410</u>

* The Arts Education balance is for out of pocket expenses related to the Arts Education Program.

CITY OF CERRITOS
113
Earthquake Special Fund

<u>FUND ACTIVITY BALANCE</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>BUDGET</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>PROJECTED</u>
BEGINNING BALANCE				
July 1	2,492,718	2,632,340	2,633,260	2,776,880
REVENUES	<u>24,626</u>	<u>23,700</u>	<u>27,700</u>	<u>29,100</u>
TOTAL FUNDS AVAILABLE	<u>2,517,344</u>	<u>2,656,040</u>	<u>2,660,960</u>	<u>2,805,980</u>
Other Sources and (Uses) of Funds				
Transfer from General Fund	<u>115,920</u>	<u>115,920</u>	<u>115,920</u>	<u>115,920</u>
ENDING BALANCE				
June 30	<u>2,633,264</u>	<u>2,771,960</u>	<u>2,776,880</u>	<u>2,921,900</u>

The Earthquake Special Fund provides a contingency fund in which the City makes annual contributions in lieu of earthquake insurance.

CITY OF CERRITOS
115
Art in Public Places Trust Fund

<u>FUND ACTIVITY BALANCE</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 BUDGET</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 PROJECTED</u>
BEGINNING BALANCE				
July 1	44,769	223,370	516,790	642,690
REVENUES	<u>558,211</u>	<u>85,600</u>	<u>125,900</u>	<u>106,600</u>
TOTAL FUNDS AVAILABLE	<u>602,980</u>	<u>308,970</u>	<u>642,690</u>	<u>749,290</u>
EXPENDITURES				
Capital Projects:				
Other Expenses	45,500	-	-	-
Other Projects	<u>40,688</u>	<u>15,000</u>	-	<u>27,000</u>
TOTAL EXPENDITURES	<u>86,188</u>	<u>15,000</u>	-	<u>27,000</u>
ENDING BALANCE				
June 30	<u>516,792</u>	<u>293,970</u>	<u>642,690</u>	<u>722,290</u>

Repayment of Loan:				
Dealer Association	<u>100,024</u>	<u>100,024</u>	<u>100,024</u>	<u>100,024</u>
Loan Owed From:				
Dealer Association	<u>283,401</u>	<u>183,377</u>	<u>183,377</u>	<u>83,353</u>

The Art in Public Places Trust Fund was established to implement the placement and installation of artwork at various public locations throughout the City.

During FY 2012-2013 the City and the Cerritos Auto Square Dealers Association ("Dealers Association") executed an agreement to upgrade the Auto Square sign located at 18800 Studebaker Road at an approximate cost of \$927,700. Pursuant to the terms of the agreement, the Art in Public Places Fund will contribute one half of the project cost with the other half of the funding provided for by the General Fund. The City's General Fund portion will be reimbursed by the Dealers Association over a five year period at a rate of interest of three percent. The initial payment to the contractor responsible for the installation of the sign commenced the reimbursement process from the Dealers Association.

The City will be reimbursed for the portion of the project that will be funded with General Fund monies through future Auto Square related Art in Public Places contributions.

CITY OF CERRITOS
117
Advanced Repayment Holding Fund

<u>FUND ACTIVITY BALANCE</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>BUDGET</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>PROJECTED</u>
BEGINNING BALANCE				
July 1	7,342,551	-	-	-
REVENUES	-	-	-	-
TOTAL FUNDS AVAILABLE	<u>7,342,551</u>	-	-	-
Other Sources and (Uses) of Funds				
From/(To) General Fund	<u>(7,342,551)</u>	-	-	-
ENDING BALANCE				
June 30	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF CERRITOS
118
Mullikin Building/Astor Museum Endowment Fund

<u>FUND ACTIVITY BALANCE</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>BUDGET</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>PROJECTED</u>
BEGINNING BALANCE				
July 1	-	3,451,990	5,004,210	6,062,010
REVENUES	<u>5,016,417</u>	<u>6,312,300</u>	<u>1,057,800</u>	<u>-</u>
TOTAL FUNDS AVAILABLE	<u>5,016,417</u>	<u>9,764,290</u>	<u>6,062,010</u>	<u>6,062,010</u>
EXPENDITURES				
Capital Projects:				
Government Buildings	<u>12,207</u>	<u>6,670,000</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>12,207</u>	<u>6,670,000</u>	<u>-</u>	<u>-</u>
Other Sources and (Uses) of Funds				
From/(To) General Fund	-	-	-	(3,390,840)
From/(To) Municipal Improvement Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>(2,671,170)</u>
TOTAL OTHER SOURCES AND (USES OF FUNDS)	<u>-</u>	<u>-</u>	<u>-</u>	<u>(6,062,010)</u>
ENDING BALANCE				
June 30	<u>5,004,210</u>	<u>3,094,290</u>	<u>6,062,010</u>	<u>-</u>

The Mullikin Building/Astor Museum Endowment Fund was established to receive donations and defray expenses related to the operation of the Cerritos/Astor Museum. At the commencement of the 2017-2018 fiscal year the City Council directed that the fund be dissolved. In accordance with this direction, the balance of funds remaining at dissolution have been transferred to the General Fund and Municipal Improvement Fund.

CITY OF CERRITOS
211
Street Improvement Fund

<u>FUND ACTIVITY BALANCE</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>BUDGET</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>PROJECTED</u>
BEGINNING BALANCE				
July 1 - Highway Users Tax		-	-	-
July 1 - LA CMTA STPL Exchange		-	-	-
July 1 - Trash Set-Aside	105,355	183,355	89,580	104,080
REVENUES				
Highway Users Tax	1,077,862	1,027,900	984,440	1,041,800
Trash Set-Aside	94,050	79,000	92,500	92,500
Grants-Others	51,770	-	155,000	-
Measure M	-	-	-	600,000
Road Maintenance and Rehabilitation		-	-	346,500
Other Revenue	<u>15,210</u>	<u>58,000</u>	<u>55,000</u>	<u>22,000</u>
TOTAL FUNDS AVAILABLE	<u>1,344,247</u>	<u>1,348,255</u>	<u>1,376,520</u>	<u>2,206,880</u>
EXPENDITURES				
Operating Expenditures:				
Legislative & Administrative	98,160	112,390	145,340	136,210
Public Works	3,348,156	2,091,460	2,165,640	2,246,070
Administrative Services	413,388	378,230	530,680	554,630
Capital Projects:				
Streets and Highways	<u>908,437</u>	<u>1,926,000</u>	<u>2,732,120</u>	<u>1,808,000</u>
TOTAL EXPENDITURES	<u>4,768,141</u>	<u>4,508,080</u>	<u>5,573,780</u>	<u>4,744,910</u>
Other Sources and (Uses) of Funds				
From General Fund	<u>3,513,473</u>	<u>3,344,180</u>	<u>4,301,340</u>	<u>2,656,610</u>
ENDING BALANCE - Highway Users Tax	-	-	-	-
ENDING BALANCE -Trash Set-Aside	<u>89,579</u>	<u>184,355</u>	<u>104,080</u>	<u>118,580</u>
ENDING BALANCE				
June 30	<u><u>89,579</u></u>	<u><u>184,355</u></u>	<u><u>104,080</u></u>	<u><u>118,580</u></u>

The Street Improvement Fund is a restricted fund containing dedicated street-related revenues such as Surface Transportation Program – Local and Highway Users Tax. Funds are required to be used for street improvement projects.

CITY OF CERRITOS
242
Los Coyotes Lighting District Fund

<u>FUND ACTIVITY BALANCE</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>BUDGET</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>PROJECTED</u>
BEGINNING BALANCE				
July 1	-	-	-	-
REVENUES	<u>100,094</u>	<u>100,090</u>	<u>100,090</u>	<u>100,090</u>
TOTAL FUNDS AVAILABLE	<u>100,094</u>	<u>100,090</u>	<u>100,090</u>	<u>100,090</u>
EXPENDITURES				
Operating Expenditures:				
Legislative & Administrative	31,708	36,305	32,520	30,470
Public Works	923,350	948,210	981,610	988,370
Administrative Services	<u>111,670</u>	<u>122,175</u>	<u>118,720</u>	<u>124,080</u>
TOTAL EXPENDITURES	<u>1,066,728</u>	<u>1,106,690</u>	<u>1,132,850</u>	<u>1,142,920</u>
Other Sources and (Uses) of Funds				
From General Fund	<u>966,634</u>	<u>1,006,600</u>	<u>1,032,760</u>	<u>1,042,830</u>
ENDING BALANCE				
June 30	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

The Los Coyotes Lighting and Landscaping District Fund is a restricted fund that recovers costs for street lighting and landscaping. Revenue is collected from Cerritos Towne Center tenants in accordance with contractual agreements.

CITY OF CERRITOS

217

Measure "R"

<u>FUND ACTIVITY BALANCE</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>BUDGET</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>PROJECTED</u>
BEGINNING BALANCE				
July 1	342	340	510	510
REVENUES	<u>559,387</u>	<u>569,510</u>	<u>569,510</u>	<u>585,000</u>
TOTAL FUNDS AVAILABLE	<u>559,729</u>	<u>569,850</u>	<u>570,020</u>	<u>585,510</u>
EXPENDITURES				
Operating Expenditures:				
Legislative & Admin	-	-	-	-
Public Works	559,224	569,510	569,510	585,000
Administrative Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>559,224</u>	<u>569,510</u>	<u>569,510</u>	<u>585,000</u>
Other Sources and (Uses) of Funds				
From/(To) General Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
ENDING BALANCE				
June 30	<u>505</u>	<u>340</u>	<u>510</u>	<u>510</u>

Measure "R" was approved by the Los Angeles County electorate in November 2008 to fund traffic relief and transportation upgrades. This fund reflects revenues anticipated and received by the City of Cerritos after the measure's effective date of July 1, 2009 and are used to offset direct program charges in the fund.

CITY OF CERRITOS
216
AQMD Special Revenue Fund

<u>FUND ACTIVITY BALANCE</u>	<u>2015-2016</u> <u>ACTUAL</u>	<u>2016-2017</u> <u>BUDGET</u>	<u>2016-2017</u> <u>ESTIMATED</u>	<u>2017-2018</u> <u>PROJECTED</u>
BEGINNING BALANCE				
July 1	391,233	309,280	422,540	393,290
REVENUES	<u>66,976</u>	<u>57,300</u>	<u>194,000</u>	<u>58,950</u>
TOTAL FUNDS AVAILABLE	<u>458,209</u>	<u>366,580</u>	<u>616,540</u>	<u>452,240</u>
EXPENDITURES				
Operating Expenditures:				
Legislative & Admin	-	-	-	-
Community Development	35,669	62,750	223,250	63,440
Public Works	-	-	-	-
Administrative Services	-	-	-	-
TOTAL EXPENDITURES	<u>35,669</u>	<u>62,750</u>	<u>223,250</u>	<u>63,440</u>
Other Sources and (Uses) of Funds				
Transfer from General Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
ENDING BALANCE				
June 30	<u>422,540</u>	<u>303,830</u>	<u>393,290</u>	<u>388,800</u>

The AQMD Special Fund is a restricted fund which includes revenue received from the Air Quality Management District for air pollution mitigation efforts, such as transportation and rideshare programs.

CITY OF CERRITOS
218
Proposition A Fund

<u>FUND ACTIVITY BALANCE</u>	2015-2016	2016-2017	2016-2017	2017-2018
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATED</u>	<u>PROJECTED</u>
BEGINNING BALANCE				
July 1	1,085,733	1,219,070	1,280,010	1,171,300
REVENUES	<u>1,049,402</u>	<u>1,051,630</u>	<u>997,730</u>	<u>1,010,490</u>
 TOTAL FUNDS AVAILABLE	 <u>2,135,135</u>	 <u>2,270,700</u>	 <u>2,277,740</u>	 <u>2,181,790</u>
 EXPENDITURES				
Operating Expenditures:				
Community Development	<u>328,895</u>	<u>922,450</u>	<u>922,450</u>	<u>924,700</u>
TOTAL EXPENDITURES	<u>328,895</u>	<u>922,450</u>	<u>922,450</u>	<u>924,700</u>
 Other Sources and (Uses) of Funds				
Transfer to Prop C Fund	<u>(526,227)</u>	<u>-</u>	<u>(183,990)</u>	<u>-</u>
 ENDING BALANCE				
June 30	<u>1,280,013</u>	<u>1,348,250</u>	<u>1,171,300</u>	<u>1,257,090</u>

The Proposition A Fund contains monies which are collected by Los Angeles County and earmarked for transportation-related projects. Twenty-five percent of all County-wide revenues are returned to cities for local transportation uses. Direct program charges attributed to transportation-related projects are charged against this fund.

CITY OF CERRITOS
219
Proposition C Fund

<u>FUND ACTIVITY BALANCE</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>BUDGET</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>PROJECTED</u>
BEGINNING BALANCE				
July 1	-	-	-	-
REVENUES	<u>765,715</u>	<u>773,510</u>	<u>816,010</u>	<u>779,000</u>
TOTAL FUNDS AVAILABLE	<u>765,715</u>	<u>773,510</u>	<u>816,010</u>	<u>779,000</u>
EXPENDITURES				
Operating Expenditures:				
Community Development	<u>1,291,942</u>	<u>765,150</u>	<u>1,000,000</u>	<u>767,000</u>
TOTAL EXPENDITURES	<u>1,291,942</u>	<u>765,150</u>	<u>1,000,000</u>	<u>767,000</u>
Other Sources and (Uses) of Funds				
Transfer from Prop A	<u>526,227</u>	<u>-</u>	<u>183,990</u>	<u>-</u>
ENDING BALANCE				
June 30	<u>-</u>	<u>8,360</u>	<u>-</u>	<u>12,000</u>

The Proposition C Fund contains the City's share of the one-half percent (1/2%) sales tax collected by Los Angeles County. Monies can be expended for bus system expansion projects, guideway system expansion projects, service quality and customer convenience projects and mandated program projects. Direct program charges attributed to transportation-related projects are charged against this fund.

CITY OF CERRITOS
241
AD #6 Maintenance District

<u>FUND ACTIVITY BALANCE</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>BUDGET</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>PROJECTED</u>
BEGINNING BALANCE				
July 1	127,306	158,410	84,020	-
REVENUES	<u>100,460</u>	<u>56,100</u>	<u>85,900</u>	<u>90,900</u>
TOTAL FUNDS AVAILABLE	<u>227,766</u>	<u>214,510</u>	<u>169,920</u>	<u>90,900</u>
EXPENDITURES				
Operating Expenditures:				
Legislative & Administrative	-	-	-	-
Community & Safety Services	-	-	-	-
Public Works	143,743	50,000	184,740	184,730
Administrative Services	-	-	-	-
TOTAL EXPENDITURES	<u>143,743</u>	<u>50,000</u>	<u>184,740</u>	<u>184,730</u>
Other Sources and (Uses) of Funds				
From General Fund	-	-	14,820	93,830
ENDING BALANCE				
June 30	<u>84,023</u>	<u>164,510</u>	<u>-</u>	<u>-</u>

The AD #6 Maintenance District Fund contains revenues and maintenance expenditures related to the industrial area bounded by Bloomfield Avenue, 166th Street, Carmenita Road and the northern City limits. Because there are no restrictions on the use of these funds, applicable revenues and expenditures have been incorporated into the General Fund.

CITY OF CERRITOS
213
Drainage Fund

<u>FUND ACTIVITY BALANCE</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>BUDGET</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>PROJECTED</u>
BEGINNING BALANCE				
July 1	1,647	45,470	15,750	19,430
REVENUES	<u>25,441</u>	<u>10,000</u>	<u>16,000</u>	<u>12,000</u>
TOTAL FUNDS AVAILABLE	<u>27,088</u>	<u>55,470</u>	<u>31,750</u>	<u>31,430</u>
EXPENDITURES				
Operating Expenditures:				
Legislative & Administrative	296	340	350	320
Public Works	10,000	10,660	10,710	11,420
Administrative Services	<u>1,039</u>	<u>1,140</u>	<u>1,260</u>	<u>1,320</u>
TOTAL EXPENDITURES	<u>11,335</u>	<u>12,140</u>	<u>12,320</u>	<u>13,060</u>
Other Sources and (Uses) of Funds				
From General Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
ENDING BALANCE				
June 30	<u>15,753</u>	<u>43,330</u>	<u>19,430</u>	<u>18,370</u>

The Drainage Fund includes drainage fee revenues, and is used to fund storm drain expenditures.

CITY OF CERRITOS
215
SB 821 Fund

<u>FUND ACTIVITY BALANCE</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>BUDGET</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>PROJECTED</u>
BEGINNING BALANCE				
July 1	-	1,500	-	14,100
REVENUES	<u>26,479</u>	<u>39,100</u>	<u>39,100</u>	<u>41,000</u>
TOTAL FUNDS AVAILABLE	<u>26,479</u>	<u>40,600</u>	<u>39,100</u>	<u>55,100</u>
EXPENDITURES				
Public Works	26,479	-	-	-
Community & Safety Services	-	-	-	-
Administrative Services	-	-	-	-
Capital Project	<u>-</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
TOTAL EXPENDITURES	<u>26,479</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
Other Sources and (Uses) of Funds From General Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
ENDING BALANCE				
June 30	<u>-</u>	<u>15,600</u>	<u>14,100</u>	<u>30,100</u>

The SB 821 Fund is a restricted fund which receives revenue that is reserved for use on bicycle and pedestrian facilities. Eligible projects include sidewalks, bike paths, bike lanes, bike routes, and access ramps or curb cuts.

CITY OF CERRITOS
264
COPS SB 3229 Grant Fund

<u>FUND ACTIVITY BALANCE</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>BUDGET</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>PROJECTED</u>
BEGINNING BALANCE				
July 1	95	-	-	-
REVENUES	<u>114,990</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
TOTAL FUNDS AVAILABLE	<u>115,085</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
EXPENDITURES				
Operating Expenditures:				
Public Works	-	-	-	-
Community & Safety Services	-	-	-	-
Administrative Services	-	-	-	-
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Sources and (Uses) of Funds				
From/(To) General Fund	<u>(115,085)</u>	<u>(100,000)</u>	<u>(100,000)</u>	<u>(100,000)</u>
ENDING BALANCE				
June 30	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

SB 3229 was passed in 1996 to make grant funding available to cities and counties for law enforcement purposes. Available monies have been used to fund law enforcement personnel at the Los Cerritos Center.

CITY OF CERRITOS
262
Local Law Enforcement Grant Fund

<u>FUND ACTIVITY BALANCE</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>BUDGET</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>PROJECTED</u>
BEGINNING BALANCE				
July 1	9,509	-	-	-
REVENUES	<u>33</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL FUNDS AVAILABLE	<u>9,542</u>	<u>-</u>	<u>-</u>	<u>-</u>
EXPENDITURES				
Operating Expenditures:				
Community & Safety Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Sources and (Uses) of Funds				
From/(To) General Fund	(9,542)		-	
From/(To) Municipal Improvement Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
ENDING BALANCE				
June 30	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

This fund contains revenue from the Justice Assistance Grant, which enables local agencies to develop comprehensive approaches to eliminating crime and public nuisances. Revenues received are transferred to the General Fund to fund allowable expenditures, resulting in no expenditures being budgeted in the fund.

CITY OF CERRITOS
266
Environmental Fund

<u>FUND ACTIVITY BALANCE</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>BUDGET</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>PROJECTED</u>
BEGINNING BALANCE				
July 1	854	-	1,210	-
REVENUES	<u>36,992</u>	<u>25,200</u>	<u>25,000</u>	<u>27,000</u>
TOTAL FUNDS AVAILABLE	<u>37,846</u>	<u>25,200</u>	<u>26,210</u>	<u>27,000</u>
EXPENDITURES				
Operating Expenditures:				
Public Works	23,775	-	-	-
Community & Safety Services	-	-	-	-
Administrative Services	-	-	-	-
TOTAL EXPENDITURES	<u>23,775</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Sources and (Uses) of Funds				
From/(To) General Fund	<u>(12,861)</u>	<u>(25,200)</u>	<u>(26,210)</u>	<u>(27,000)</u>
ENDING BALANCE				
June 30	<u>1,210</u>	<u>-</u>	<u>-</u>	<u>-</u>

This restricted fund includes revenues from environmentally-oriented grant programs and reimburses the General Fund for direct program related expenditures.

CITY OF CERRITOS
280
City Housing Asset Fund

<u>FUND ACTIVITY BALANCE</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>BUDGET</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>PROJECTED</u>
BEGINNING BALANCE				
July 1	9,262,724	9,295,420	9,462,620	9,520,820
REVENUES	<u>199,893</u>	<u>39,700</u>	<u>65,200</u>	<u>485,500</u>
TOTAL FUNDS AVAILABLE	<u>9,462,617</u>	<u>9,335,120</u>	<u>9,527,820</u>	<u>10,006,320</u>
EXPENDITURES				
Operating Expenditures:				
Housing Services Programs	-	7,000	7,000	7,000
TOTAL EXPENDITURES	<u>-</u>	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>
ENDING BALANCE				
June 30	<u>9,462,617</u>	<u>9,328,120</u>	<u>9,520,820</u>	<u>9,999,320</u>

Ending Balance	9,462,617	9,328,120	9,520,820	9,999,320
SERAF Receivables	<u>2,975,956</u>	<u>139,982</u>	<u>139,982</u>	-
City Housing Asset Fund-Est. Reserve	<u>6,486,661</u>	<u>9,188,138</u>	<u>9,380,838</u>	<u>9,999,320</u>

The City Housing Asset Fund has been established to account for City transactions that were necessary during the dissolution of the former Cerritos Redevelopment Agency. The portion of the fund balance relating to the SERAF receivable is considered long term in nature and is not available for current expenditures.

CITY OF CERRITOS
290
CDBG - Community Development Block Grant Fund

<u>FUND ACTIVITY BALANCE</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>BUDGET</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>PROJECTED</u>
BEGINNING BALANCE				
July 1	-	-	-	-
REVENUES	<u>160,017</u>	<u>180,000</u>	<u>180,000</u>	<u>164,490</u>
TOTAL FUNDS AVAILABLE	<u>160,017</u>	<u>180,000</u>	<u>180,000</u>	<u>164,490</u>
EXPENDITURES				
Capital Project	<u>160,017</u>	<u>180,000</u>	<u>180,000</u>	<u>50,000</u>
TOTAL EXPENDITURES	<u>160,017</u>	<u>180,000</u>	<u>180,000</u>	<u>50,000</u>
Other Sources and (Uses) of Funds From/(To) General Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
ENDING BALANCE				
June 30	<u>-</u>	<u>-</u>	<u>-</u>	<u>114,490</u>

The Community Development Block Grant Fund (CDBG) is a restricted fund that recovers costs for the removal of material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to public facilities and improvements.

Available monies are used for Americans with Disability Act (ADA) related improvements to playground equipment at City parks.

CDBG is a federally funded reimbursement grant. Specifically, expenditures must be incurred prior to the receipt of revenues.

CITY OF CERRITOS
410
Municipal Improvement Fund
(Capital Project)

<u>FUND ACTIVITY BALANCE</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>BUDGET</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>PROJECTED</u>
BEGINNING BALANCE				
July 1	-	-	-	-
REVENUES	<u>8,376</u>	<u>301,045</u>	<u>303,230</u>	<u>2,962,170</u>
TOTAL FUNDS AVAILABLE	<u>8,376</u>	<u>301,045</u>	<u>303,230</u>	<u>2,962,170</u>
EXPENDITURES				
Capital Projects:				
Parks and Open Space	972,865	1,075,000	1,054,717	760,000
Government Buildings	722,858	1,034,000	647,500	4,962,000
Other Projects	-	-	-	<u>1,960,000</u>
TOTAL EXPENDITURES	<u>1,695,723</u>	<u>2,109,000</u>	<u>1,702,217</u>	<u>7,682,000</u>
Other Sources and (Uses) of Funds				
From General Fund	1,687,347	1,807,955	1,398,987	2,048,660
From Mullikin/Astor Museum				
Endowment Fund:				
Damage to City Property	-	-	-	1,599,880
L.A. County Grant Proceeds	-	-	-	950,000
Other	-	-	-	<u>121,290</u>
TOTAL OTHER SOURCES AND (USES OF FUNDS)	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,719,830</u>
ENDING BALANCE				
June 30	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

The Municipal Improvement Fund includes revenues and expenditures associated with City capital projects.

CITY OF CERRITOS
620
Equipment Replacement Fund

<u>FUND ACTIVITY BALANCE</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>BUDGET</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>PROJECTED</u>
BEGINNING BALANCE				
July 1	14,749,217	14,562,910	14,281,550	13,238,470
REVENUES	<u>133,946</u>	<u>120,100</u>	<u>123,900</u>	<u>113,500</u>
TOTAL FUNDS AVAILABLE	<u>14,883,163</u>	<u>14,683,010</u>	<u>14,405,450</u>	<u>13,351,970</u>
EXPENSES				
Operating Expenses:				
Legislative & Administrative	-	-	-	-
Public Works	-	-	-	-
Administrative Services	601,612	300,310	300,310	293,560
Capital Outlay	<u>-</u>	<u>859,590</u>	<u>866,670</u>	<u>842,230</u>
TOTAL EXPENSES	<u>601,612</u>	<u>1,159,900</u>	<u>1,166,980</u>	<u>1,135,790</u>
ENDING BALANCE				
June 30	<u>14,281,551</u>	<u>13,523,110</u>	<u>13,238,470</u>	<u>12,216,180</u>

The Equipment Replacement Fund provides for the regular maintenance and replacement of the City's equipment and office equipment inventory.

CITY OF CERRITOS
214
Sewer Fund

<u>FUND ACTIVITY BALANCE</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 BUDGET</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 PROJECTED</u>
BEGINNING BALANCE				
July 1	-	-	-	-
REVENUES	<u>58,265</u>	<u>69,700</u>	<u>63,000</u>	<u>62,000</u>
TOTAL FUNDS AVAILABLE	<u>58,265</u>	<u>69,700</u>	<u>63,000</u>	<u>62,000</u>
EXPENSES				
Direct Operating Expenses:				
Water & Power	<u>260,579</u>	<u>188,025</u>	<u>188,790</u>	<u>182,570</u>
BALANCE BEFORE INDIRECT OVERHEAD CHARGES	(202,314)	(118,325)	(125,790)	(120,570)
Indirect Overhead Expenses:				
Legislative & Administrative	23,461	26,860	31,350	29,380
Public Works	571,945	341,240	416,980	476,980
Administrative Services	<u>82,612</u>	<u>93,745</u>	<u>117,820</u>	<u>122,700</u>
TOTAL OVERHEAD EXPENSES	<u>678,018</u>	<u>461,845</u>	<u>566,150</u>	<u>629,060</u>
Capital Project	<u>-</u>	<u>790,000</u>	<u>2,227,500</u>	<u>490,000</u>
TOTAL EXPENSES	<u>938,597</u>	<u>1,439,870</u>	<u>2,982,440</u>	<u>1,301,630</u>
Other Sources and (Uses) of Funds				
From/(To) General Fund	<u>880,332</u>	<u>1,370,170</u>	<u>2,919,440</u>	<u>1,239,630</u>
ENDING BALANCE				
June 30	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Proj. Loan Owed to General Fund	<u>3,446,672</u>	<u>4,558,270</u>	<u>6,366,110</u>	<u>7,605,740</u>

The Sewer Fund is a restricted enterprise fund which holds revenues and expenses relative to sewer maintenance. In accordance with City Council direction, monies advanced to the Sewer Fund by the General Fund, and which remain unreimbursed at fiscal year-end, constitute a loan from the General Fund to be repaid at an interest rate of 2.5%.

CITY OF CERRITOS
510
Water Fund

<u>FUND ACTIVITY BALANCE</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 BUDGET</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 PROJECTED</u>
BEGINNING BALANCE				
July 1	(27,114)	-	-	-
REVENUES	<u>7,577,185</u>	<u>9,101,920</u>	<u>7,858,180</u>	<u>7,553,700</u>
TOTAL FUNDS AVAILABLE	<u>7,550,071</u>	<u>9,101,920</u>	<u>7,858,180</u>	<u>7,553,700</u>
EXPENSES				
Direct Operating Expenses:				
Water & Power	8,281,564	7,965,855	8,002,760	7,626,320
BALANCE BEFORE INDIRECT OVERHEAD CHARGES	(731,493)	1,136,065	(144,580)	(72,620)
Indirect Overhead Expenses:				
Legislative & Administrative	321,697	368,245	359,500	337,010
Public Works	724,981	695,500	724,890	779,800
Administrative Services	<u>1,132,138</u>	<u>1,527,830</u>	<u>1,601,720</u>	<u>1,635,900</u>
TOTAL OVERHEAD EXPENSES	<u>2,178,816</u>	<u>2,591,575</u>	<u>2,686,110</u>	<u>2,752,710</u>
Capital Projects:				
Water Improvements	-	1,287,320	1,250,720	982,800
TOTAL EXPENSES	<u>10,460,380</u>	<u>11,844,750</u>	<u>11,939,590</u>	<u>11,361,830</u>
Other Sources & (Uses) of Funds				
From General Fund	<u>2,910,309</u>	<u>2,742,830</u>	<u>4,081,410</u>	<u>3,808,130</u>
Total Sources & (Uses) of Funds	<u>2,910,309</u>	<u>2,742,830</u>	<u>4,081,410</u>	<u>3,808,130</u>
ENDING BALANCE				
June 30	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Proj. Loan Owed to General Fund	<u>6,711,003</u>	<u>9,448,330</u>	<u>10,792,410</u>	<u>14,600,540</u>

The Water Fund is a restricted enterprise fund which contains revenues and expenses associated with the City's water enterprise. Projections for water revenue are reflective of current consumption patterns and anticipated usage reductions associated with recent State-mandated legislation. In accordance with City Council direction, monies advanced to the Water Fund by the General Fund, and which remain unreimbursed at fiscal year-end, constitute a loan from the General Fund to be repaid at an interest rate of 2.5%.

CITY OF CERRITOS
550
Reclaimed Water Fund

<u>FUND ACTIVITY BALANCE</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>BUDGET</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>PROJECTED</u>
BEGINNING BALANCE				
July 1	954,941	430,150	1,030,320	1,080,330
REVENUES	<u>3,291,630</u>	<u>1,079,300</u>	<u>1,003,450</u>	<u>1,028,600</u>
TOTAL FUNDS AVAILABLE	<u>4,246,571</u>	<u>1,509,450</u>	<u>2,033,770</u>	<u>2,108,930</u>
EXPENSES				
Direct Operating Expenses:				
Water & Power	599,343	649,640	650,180	677,840
BALANCE BEFORE INDIRECT OVERHEAD CHARGES	3,647,228	859,810	1,383,590	1,431,090
Indirect Overhead Expenses:				
Legislative & Administrative	38,635	44,230	36,170	33,910
Public Works	79,353	74,640	66,330	72,490
Administrative Services	<u>176,382</u>	<u>192,450</u>	<u>175,760</u>	<u>177,930</u>
TOTAL OVERHEAD EXPENSES	294,370	311,320	278,260	284,330
Capital Projects:				
Water Improvements	<u>2,322,539</u>	<u>25,000</u>	<u>25,000</u>	<u>155,000</u>
TOTAL EXPENSES	<u>3,216,252</u>	<u>985,960</u>	<u>953,440</u>	<u>1,117,170</u>
Other Sources & (Uses) of Funds				
From General Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Sources and (Uses) of Funds				
From Water Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
ENDING BALANCE				
June 30	<u>1,030,319</u>	<u>523,490</u>	<u>1,080,330</u>	<u>991,760</u>

The Reclaimed Water Fund is a restricted fund that provides for the operation of the City's tertiary water system, which allows the use of reclaimed water to irrigate parks, medians and open spaces.

CITY OF CERRITOS
570
Electric Utility Fund

<u>FUND ACTIVITY BALANCE</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>BUDGET</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>PROJECTED</u>
BEGINNING BALANCE				
July 1	12,467	-	-	-
REVENUES	<u>5,266,676</u>	<u>6,542,700</u>	<u>5,192,800</u>	<u>6,252,750</u>
TOTAL FUNDS AVAILABLE	<u>5,279,143</u>	<u>6,542,700</u>	<u>5,192,800</u>	<u>6,252,750</u>
EXPENSES				
Direct Operating Expenses:				
Water & Power	4,943,782	5,882,180	5,882,190	5,890,320
Magnolia Bonds 2003	<u>860,969</u>	<u>857,200</u>	<u>857,200</u>	<u>856,570</u>
Total Direct Operating Expenses	<u>5,804,751</u>	<u>6,739,380</u>	<u>6,739,390</u>	<u>6,746,890</u>
BALANCE BEFORE INDIRECT OVERHEAD CHARGES	(525,608)	(196,680)	(1,546,590)	(494,140)
Indirect Overhead Expenses:				
Legislative & Administrative	7,373	-	-	-
Public Works		48,500	48,440	42,110
Administrative Services	<u>86,362</u>	<u>42,680</u>	<u>42,670</u>	<u>39,750</u>
TOTAL INDIRECT OVERHEAD EXPENSES	<u>93,735</u>	<u>91,180</u>	<u>91,110</u>	<u>81,860</u>
TOTAL EXPENSES	<u>5,898,486</u>	<u>6,830,560</u>	<u>6,830,500</u>	<u>6,828,750</u>
Other Sources and (Uses) of Funds				
Transfer from/ (to) Gen Fund	619,343	-	780,500	576,000
Transfer from Gen Fund - Debt Service	<u>-</u>	<u>287,860</u>	<u>857,200</u>	<u>-</u>
ENDING BALANCE				
June 30	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Loan Owed to City's Gen Fund	<u>19,632,709</u>	<u>19,153,862</u>	<u>20,413,209</u>	<u>20,989,209</u>
Loan Owed to City's Gen Fund- Debt Service	<u>1,539,466</u>	<u>1,875,650</u>	<u>2,396,670</u>	<u>2,396,670</u>

The City of Cerritos Electric Utility has been continuously serving electricity to customers within the City since July 2005. The Electric Utility Fund is a restricted fund for utility-related activities. In accordance with City Council direction, monies advanced by the General Fund to the Electric Utility, and which remain unreimbursed at year-end, constitute a loan from the General Fund to be repaid at an interest rate of 2.5%. The rate was reduced from 12% to 2.5% on the current and future loan balance beginning with the 2012 - 2013 fiscal year.

Commencing in December 2013 of Fiscal Year 2013 - 2014, electric billing has been outsourced to a third party, which has significantly reduced staff time overhead charges to the Electric Fund. However, the Electric Utility still incurs some slight administrative staff time allocations from a few of the City's cost centers.

The Electric Utility's debt service obligations related to the Magnolia Power Project will be funded through a portion of the proceeds the Successor Agency to the Cerritos Redevelopment Agency will receive as part of a recent settlement of outstanding litigation between the Successor Agency and the State Department of Finance.

SUCCESSOR AGENCY
943
Redevelopment Property Tax Trust Funds
Los Cerritos/Los Coyotes/Housing

<u>FUND ACTIVITY BALANCE</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>BUDGET</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>PROJECTED</u>
BEGINNING BALANCE				
July 1	-	-	-	-
REVENUES - RPTTF	20,228,699	22,454,261	21,433,386	20,779,865
Unspent Revenues carried forward to future years	<u>(1,149,639)</u>	<u>(974,968)</u>	<u>-</u>	<u>-</u>
 TOTAL FUNDS AVAILABLE	 <u>19,079,060</u>	 <u>21,479,293</u>	 <u>21,433,386</u>	 <u>20,779,865</u>
 EXPENDITURES				
Operating Expenditures:				
Bond Principal	9,510,000	10,685,000	10,685,000	11,335,000
Bond Interest	5,973,417	5,350,550	5,350,550	4,672,226
Bond- Market Value Fluctuation	-	-	-	115,000
SERAF Loan Repayment	2,012,014	2,835,973	2,835,973	139,983
CITY Loan Repayment	-	-	-	2,142,233
Note Payable	226,800	-	-	-
Bond Processing Fees	10,322	30,000	30,000	30,000
Capital Program Expense- Cerritos	61,798	469,996	539,996	256,193
Administrative Costs	557,827	654,008	538,101	635,465
Unfunded Pension Liability	671,322	1,342,645	1,342,645	1,342,645
Unfunded OPEB Obligation	<u>55,560</u>	<u>111,121</u>	<u>111,121</u>	<u>111,120</u>
 TOTAL EXPENDITURES	 <u>19,079,060</u>	 <u>21,479,293</u>	 <u>21,433,386</u>	 <u>20,779,865</u>
 Other Sources (Uses) of Funds				
Payment to County	(10,843,383)	-	(11,000,000)	-
Loan from City	10,843,383	-	-	-
Long Range Property Mgt Plan from City	-	-	11,000,000	-
Transfer from Fiscal Agent Funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
 TOTAL OTHER SOURCES (USES OF FUNDS)	 <u>-</u>	 <u>-</u>	 <u>-</u>	 <u>-</u>
 ENDING BALANCE				
June 30	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
 Loan Owed to City	 <u>45,939,695</u>	 <u>52,144,920</u>	 <u>54,112,500</u>	 <u>51,970,267</u>

SUCCESSOR AGENCY
945
Fiscal Agent Bond Reserve Funds
Los Cerritos/Los Coyotes

<u>FUND ACTIVITY BALANCE</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>BUDGET</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>PROJECTED</u>
BEGINNING BALANCE				
July 1	15,956,963	15,849,700	16,346,390	16,615,090
REVENUES	<u>389,427</u>	<u>306,600</u>	<u>268,700</u>	<u>261,200</u>
TOTAL FUNDS AVAILABLE	<u>16,346,390</u>	<u>16,156,300</u>	<u>16,615,090</u>	<u>16,876,290</u>
Other Financing Sources (Uses) of Funds:				
Transfer In	-	-	-	-
Transfer to Redevelopment Obligation				
Property Tax Trust Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL OTHER SOURCES (USES OF FUNDS)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
ENDING BALANCE				
June 30	<u>16,346,390</u>	<u>16,156,300</u>	<u>16,615,090</u>	<u>16,876,290</u>

Successor Agency began February 1, 2012; balance represents reserve requirements with the Fiscal Agent.

City of Cerritos

and

Successor Agency to the Cerritos Redevelopment Agency

Financial Program: 2017-2018

Resources by Revenues and Uses of Funds

RESOURCES BY REVENUES AND USES OF FUNDS

CITY OF CERRITOS

110 GENERAL FUND					
ACCOUNT NO.	110 General Fund	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
Taxes					
40130 (000)	Business License	1,126,414	950,000	1,050,000	1,055,000
40135 (000)	Business License-Tobacco Retail License	2,550	1,200	1,200	1,200
40160 (141)	Documentary Transfer Taxes	243,394	260,000	244,000	250,000
40180 (000)	No-Low Property Tax	3,150,218	3,030,000	3,100,000	3,125,000
40230 (000)	Sales Tax	26,724,162	32,072,200	33,007,360	34,577,500
40232 (000)	Sales Tax Reimbursement	6,122,751	0	0	0
40245 (000)	Pass	241,153	150,000	170,000	180,000
40246 (000)	AB 1X 26 PTR Residual	2,086,590	1,550,000	2,500,000	1,500,000
40250 (000)	Transient Occupancy Tax	1,129,526	950,000	1,000,000	1,050,000
41701 (000)	General Tax Levy	907,195	890,000	890,000	905,000
41702 (000)	General Tax Levy-AD#6	0	0	0	0
Subtotal		41,733,953	39,853,400	41,962,560	42,643,700
Franchises					
40171 (141)	Franchise - Utility	783,389	750,000	770,000	781,000
40172 (000)	Franchise - Trash	376,201	350,000	1,448,600	1,674,000
40173 (141)	Franchise - Cable	558,318	565,000	565,000	571,000
Subtotal		1,717,908	1,665,000	2,783,600	3,026,000
Licenses & Permits					
41110 (211)	Building Permits	1,948,542	1,700,000	1,300,000	1,500,000
41115 (000)	Green Building Permits Standards Fee	430	250	400	400
41120 (321)	Excavation Permit	27,400	10,000	30,000	33,000
41125 (353)	Tree Trimming Permit	13,650	12,000	12,000	13,000
Subtotal		1,990,022	1,722,250	1,342,400	1,546,400
Fines & Forfeitures					
41205 (451)	Administrative Citations	555	8,400	3,500	3,400
41205 (452)	Administrative Citations	1,100	0	0	0
41210 (451)	Court Fines	253,839	250,000	225,000	230,000
41210 (452)	Court Fines	0	0	0	0
41220 (451)	Forfeitures & Seizures	0	0	0	0
41230 (451)	Parking Bail/State	73,333	105,000	95,000	100,000
41240 (451)	Parking Fines	224,305	300,000	275,000	300,000
41250 (451)	Vehicle Fines	292,532	320,000	300,000	310,000
Subtotal		845,664	983,400	898,500	943,400

RESOURCES BY REVENUES AND USES OF FUNDS

CITY OF CERRITOS

110 GENERAL FUND (Continued)					
ACCOUNT NO.	110 General Fund (continued)	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
	Rev. from Use of Money & Prop.				
41321 (000)	Bldg & Ground Lease - Lincoln	453,534	544,240	544,240	544,240
41322 (000)	Bldg & Ground Lease - Towne Center	4,776,797	4,505,000	4,505,000	4,821,910
41323 (000)	Bldg & Ground Lease - Auto Storage	429,638	408,220	432,500	2,032,410
41324 (000)	Bldg & Ground Lease - Others	39,674	0	0	78,000
41325 (000)	Bldg & Ground Lease - Jag./Land Rover	274,402	260,400	280,400	280,400
41326 (000)	Bldg & Ground Lease - NW Stud./183	519,396	519,400	564,000	610,180
41335 (000)	Community Facilities District	7,213	9,700	9,700	9,900
41336 (000)	Developer Mitigation - Aria	0	0	0	45,000
41340 (442)	Concessions	3,000	0	0	0
41340 (621)	Concessions	12,000	30,000	0	0
41350 (000)	Interest Income	1,489,799	1,405,000	1,695,000	1,750,000
41360 (422)	Rent - Facility	43,416	38,000	34,000	38,000
41360 (441)	Rent - Facility	226,134	230,000	230,000	250,000
41360 (443)	Rent - Facility	88,940	75,000	80,000	88,000
41360 (571)	Rent - Facility	64,927	81,000	77,180	77,180
41360 (661)	Rent - Facility	620,036	1,000,000	800,000	963,000
41361 (000)	Rental Participation- Lincoln Ctr	184,453	150,000	46,870	47,000
41362 (000)	Rental Participation-Towne Ctr (Vestar)	10,612	9,500	23,330	23,000
41364 (000)	Rental Participation- Sheraton Hotel	346,810	346,800	359,620	360,000
41366 (000)	Rental Participation- Towne Ctr (Tiarna)	0	3,500	0	0
41367 (000)	Rental Participation- Towne Ctr (Arden)	0	0	0	0
41368 (000)	Rental Participation - AT&T	40,022	50,000	58,500	58,500
41370 (000)	Rent - Property	26,597	17,100	17,100	17,100
41382 (000)	Site Improvement - Towne Center	243,712	50,200	50,200	50,200
41650 (000)	Sale Of Land	0	0	0	3,300,000
41699 (000)	CRA Loan Repayment	0	0	0	820,000
	Subtotal	9,901,112	9,733,060	9,807,640	16,264,020
	Intergovernmental				
41452 (571)	Grant - Library	1,750	0	750	1,000
41458 (571)	Grant - Childhood Literacy Grant	0	2,500	0	0
41475 (311)	Grants - Others	8,063	0	0	0
41475 (441)	Grants - Others	0	2,000	0	0
41475 (571)	Grants - Others	0	0	0	0
41479 (000)	Motor Vehicle In Lieu-Reimbursement	4,893,228	4,887,300	5,143,620	5,356,000
41480 (000)	Motor Vehicle In Lieu	20,161	22,000	22,130	22,150
41485 (000)	SB90 State Mandated Reimbursement	50,209	5,000	5,000	5,000
41495 (000)	Other Agency Contribution	0	0	0	0
41710 (000)	Reimbursement - Administrative Cost	0	60,000	0	0
41750 (000)	Reimbursement - Staff Time	447,098	400,000	530,000	635,000
	Subtotal	5,420,509	5,378,800	5,701,500	6,019,150

RESOURCES BY REVENUES AND USES OF FUNDS

CITY OF CERRITOS

110 GENERAL FUND (Continued)					
ACCOUNT NO.	110 General Fund (continued)	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
Current Fees & Services					
41508 (000)	Cal-Card Rebate	5,270	3,500	4,000	4,200
41511 (321)	Checking & Inspection Fees	50,976	8,000	100,000	60,000
41512 (621)	Credit Card Discount Fee	-76,596	-140,000	-140,000	-210,000
41513 (551)	Coffee & Beverage Sales	4,966	5,000	5,000	5,000
41527 (442)	Golf Course Revenues	633,650	700,000	610,000	670,000
41530 (621)	Handling Fee	14,252	23,000	16,000	24,000
41531 (451)	Gas/Fuel Sales	108,715	130,000	98,000	100,000
41532 (451)	Fingerprinting Reimbursement	76,825	70,000	70,000	70,000
41534 (571)	Library Fees & Fines	47,956	51,000	41,000	41,000
41535 (000)	Film Shoot Revenue	315	0	0	0
41539 (422)	Membership Fees	43,850	45,000	44,000	45,000
41539 (443)	Membership Fees	61,500	70,000	50,000	55,000
41539 (571)	Membership Fees	37,992	36,000	35,050	35,050
41547 (231)	Planning & Zoning Fees	7,797	5,000	5,000	910,000
41549 (621)	Program Advertising Revenue	0	0	0	0
41552 (422)	Registration Fees	50,764	60,000	40,890	52,000
41552 (441)	Registration Fees	505,668	485,000	515,000	560,000
41552 (442)	Registration Fees	23,239	27,000	21,000	23,000
41552 (443)	Registration Fees	412,561	475,000	400,000	440,000
41552 (571)	Registration Fees	3,570	5,000	2,600	2,600
41554 (443)	Recreational Swim Fees	137,315	150,000	140,000	155,000
41560 (421)	Sponsored Events	5,835	450	280	300
41560 (441)	Sponsored Events	56,517	40,000	47,000	52,000
41563 (422)	Subscription Fees	24	30	30	30
41564 (451)	Sheriff Security Services	191,221	180,000	160,000	160,000
41565 (621)	Ticket Sales - Box Office	2,831,769	4,375,000	4,000,000	7,010,000
41566 (621)	Ticket Sales - Donated	-9,516	-15,000	-8,000	-12,000
41567 (661)	Ticket Sales - Rental	0	0	0	0
41705 (000)	Assessment-Auto Storage Maintenance	21,012	21,010	21,010	21,010
41707 (000)	Business License-Cert. Access Specialist	141	0	120	130
41781 (531)	Sheriff Cost Recovery	3,000	2,000	3,000	3,000
Subtotal		5,250,588	6,811,990	6,280,980	10,276,320

RESOURCES BY REVENUES AND USES OF FUNDS

CITY OF CERRITOS

110 GENERAL FUND (Continued)					
ACCOUNT NO.	110 General Fund (continued)	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
	Miscellaneous Revenues				
41502	Artist Merchandise/Taxable	14,143	18,000	16,000	24,000
41506	Boutique Sales	13,786	15,500	10,000	8,000
41514	Consignment Sales	-816	-500	-200	-200
41515	Cash Short/Over	-172	0	0	0
41517	Debit Card Revenue	42,721	45,000	40,000	40,000
41518	Donation	800	0	0	0
41537	Safety Center Merchandise Sales	4	0	0	0
41538	Maps & Publications	2,870	1,000	1,600	1,000
41555	Returned Check Charge	2,371	0	0	0
41581	Vendor Registration Fees	1,500	1,500	1,500	0
41605	Anniversary Revenue	896	0	0	0
41631	CDBG Fund Exchange	0	0	0	0
41635	Legal Settlements	0	0	0	0
41660	Sale Of Surplus Property	11,157	5,500	5,000	5,000
41670	Merchandise Sales	17,639	19,000	19,000	20,500
41671	Merchandise Sales/Non-Taxable	19,571	16,080	14,450	14,500
41690	Miscellaneous Revenue	21,887	5,000	4,000	5,500
41720	Damage To City Property	40,146	60,000	40,000	40,000
41765	Reimbursement-Other Expense	21,749	7,200	5,100	170,100
41790	Legal Cost Reimbursement	0	0	0	0
	Subtotal	210,252	193,280	156,450	328,400
110 General Fund Total		67,070,008	66,341,180	68,933,630	81,047,390
110 GENERAL FUND TOTAL		67,070,008	66,341,180	68,933,630	81,047,390

RESOURCES BY REVENUES AND USES OF FUNDS

CITY OF CERRITOS

General Fund - Misc.					
ACCOUNT NO.		2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
	112 CCPA Endowment Fund				
41350 (000)	Interest Income	93,147	85,200	97,300	99,000
41475 (000)	Grants - Others	0	0	0	0
41518 (000)	Donation	176,364	87,000	87,000	90,000
41607 (000)	Arts Education Program Revenue	0	0	68,940	0
41631 (000)	CDBG Fund Exchange	0	0	0	0
	Total 112 CCPA Endowment Fund	269,511	172,200	253,240	189,000

ACCOUNT NO.		2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
	113 Earthquake Preparedness Fund				
41350 (000)	Interest Income	24,626	23,700	27,700	29,100
	Total 113 Earthquake Preparedness	24,626	23,700	27,700	29,100

ACCOUNT NO.		2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
	115 Art in Public Places				
41350 (000)	Interest Income	2,508	600	5,900	6,600
41518 (000)	Donation	555,703	85,000	120,000	100,000
	Total 115 Art in Public Places	558,211	85,600	125,900	106,600

ACCOUNT NO.		2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
	118 Mullikin Building/Astor Museum Endowment Fund				
41324 (000)	Bldg & Ground Lease - Others	16,287	77,300	77,300	0
41350 (000)	Interest Income	9,414	35,000	30,500	0
41475 (000)	Grants - Others	0	2,000,000	950,000	0
41650 (000)	Sale Of Land	3,390,836	0	0	0
41720 (000)	Damage To City Property	1,599,880	4,200,000	0	0
	Total 118 Museum Endowment Fund	5,016,417	6,312,300	1,057,800	0

General Fund - Misc. Total		5,868,765	6,593,800	1,464,640	324,700
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RESOURCES BY REVENUES AND USES OF FUNDS

CITY OF CERRITOS

Special Revenue Funds					
ACCOUNT NO.		2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
	211 Street Improvement Fund				
40174 (000)	Franchise-Trash Set Aside	94,050	79,000	92,500	92,500
40175 (000)	LA CMTA STPL Exchange	0	0	0	0
40203 (000)	Road Maint. & Rehab. (RMRA)	0	0	0	346,500
40204 (000)	Measure M	0	0	0	600,000
41350 (000)	Interest Income	-6,398	0	0	0
41441 (000)	Highway Users Tax - 2105	280,545	312,100	294,040	287,200
41442 (000)	Highway Users Tax - 2106	169,325	157,100	182,380	178,260
41443 (000)	Highway Users Tax - 2107	365,308	433,300	379,810	371,010
41444 (000)	Highway Users Tax - 2107.5	6,000	7,500	7,500	7,500
41446 (000)	Highway Users Tax - 2103	256,684	117,900	120,710	197,830
41460 (000)	American Recovery And Reinvestment Act	0	0	0	0
41475 (000)	Grants - Others	51,770	0	155,000	0
41495 (000)	Other Agency Contribution	21,609	58,000	55,000	22,000
	Total 211 Street Improvement Fund	1,238,893	1,164,900	1,286,940	2,102,800

ACCOUNT NO.		2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
	213 Drainage Fund				
41350 (000)	Interest Income	0	0	0	0
41519 (321)	Drainage Fee	25,441	10,000	16,000	12,000
	Total 213 Drainage Fund	25,441	10,000	16,000	12,000

ACCOUNT NO.		2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
	215 SB821				
41350 (000)	Interest Income	0	0	0	0
41451 (411)	Grants - SB 821	26,479	39,100	39,100	41,000
	Total 215 SB821	26,479	39,100	39,100	41,000

ACCOUNT NO.		2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
	216 AQMD				
41350 (000)	Interest Income	3,829	2,300	4,000	3,950
41420 (000)	AQMD Revenue	63,147	55,000	52,000	55,000
41475 (000)	Grants - Others	0	0	138,000	0
	Total 216 AQMD	66,976	57,300	194,000	58,950

RESOURCES BY REVENUES AND USES OF FUNDS

CITY OF CERRITOS

Special Revenue Funds (Continued)					
ACCOUNT NO.	217 Measure R Fund	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
40205 (000)	Measure "R" Tax	558,887	569,510	569,510	585,000
41350 (000)	Interest Income	501	0	0	0
Total 217 Measure R Fund		559,388	569,510	569,510	585,000

ACCOUNT NO.	218 Proposition A Fund	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
40210 (000)	Proposition "A" Tax	897,838	915,530	915,530	924,690
41350 (000)	Interest Income	15,114	11,100	14,500	15,800
41459 (000)	Grant-National Transit Database Program	136,450	125,000	67,700	70,000
41572 (221)	Transit Revenue - Dial-A-Ride	0	0	0	0
Total 218 Proposition A Fund		1,049,402	1,051,630	997,730	1,010,490

ACCOUNT NO.	219 Proposition C Fund	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
40220 (000)	Proposition "C" Tax	749,425	759,410	781,410	767,000
41350 (000)	Interest Income	0	1,100	0	0
41475 (000)	Grants - Others	0	0	22,600	0
41571 (221)	Transit Revenue - C.O.W.	16,290	13,000	12,000	12,000
Total 219 Proposition C Fund		765,715	773,510	816,010	779,000

ACCOUNT NO.	241 AD #6 Maintenance District	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
41350 (000)	Interest Income	1,746	1,100	900	900
41702 (000)	Assessment - ADP #6	98,714	55,000	85,000	90,000
Total 241 AD #6 Maintenance District		100,460	56,100	85,900	90,900

ACCOUNT NO.	242 Los Coyotes Lighting District	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
41350 (000)	Interest Income	0	0	0	0
41703 (000)	Assessment - Landscape	100,094	100,090	100,090	100,090
Total 242 Los Coyotes Lighting District		100,094	100,090	100,090	100,090

RESOURCES BY REVENUES AND USES OF FUNDS

CITY OF CERRITOS

Special Revenue Funds (Continued)					
ACCOUNT NO.	262 Local Law Enforcement Grant	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
41350 (000)	Interest Income	33	0	0	0
41475 (000)	Grants - Others	0	0	0	0
Total 262 Local Law Enforcement		33	0	0	0

ACCOUNT NO.	264 COPS SB 3229 Grant Fund	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
41350 (000)	Interest Income	372	0	0	0
41475 (000)	Grants - Others	114,618	100,000	100,000	100,000
Total 264 COPS SB 3229 Grant Fund		114,990	100,000	100,000	100,000

ACCOUNT NO.	266 Other Grant	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
41350 (000)	Interest Income	356	200	0	0
41475 (000)	Grants - Others	36,636	25,000	25,000	27,000
Total 266 Other Grant		36,992	25,200	25,000	27,000

ACCOUNT NO.	280 Housing	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
41350 (000)	Interest Income	195,415	39,700	65,200	65,500
41699 (000)	CRA Loan Repayment	0	0	0	420,000
41745 (000)	Reimbursement-Residential Loan	7,588	0	0	0
Total 280 Housing		203,003	39,700	65,200	485,500

ACCOUNT NO.	290 Comm. Dev. Block Grant Fund	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
41465 (000)	CDBG-Comm. Dev. Block Grant	160,016	180,000	180,000	164,490
Total 290 Comm. Dev. Block Grant		160,016	180,000	180,000	164,490

Special Revenue Funds Total		4,447,882	4,167,040	4,475,480	5,557,220
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RESOURCES BY REVENUES AND USES OF FUNDS

CITY OF CERRITOS

Capital Projects Funds					
ACCOUNT NO.	410 Municipal Improvement Fund	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
41350 (000)	Interest Income	-4,889	0	0	0
41465 (000)	CDBG-Comm. Dev. Block Grant	0	0	0	0
41475 (000)	Grants - Others	5,589	300,000	298,220	360,000
41475 (441)	Grants - Others	0	0	0	0
41545 (321)	Park Fees	7,632	1,000	4,900	2,000
41546 (321)	Parkway Tree Fees	45	45	110	50
41720 (000)	Damage to City Property	0	0	0	2,600,120
Total 410 Municipal Improvement Fund		8,377	301,045	303,230	2,962,170

Capital Projects Funds Total	8,377	301,045	303,230	2,962,170
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RESOURCES BY REVENUES AND USES OF FUNDS

CITY OF CERRITOS

Proprietary Funds					
ACCOUNT NO.	214 Sewer Fund	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
41350 (000)	Interest Income	-3,287	1,700	0	0
41557 (321)	Sewer Connection Fees	6,991	6,000	11,000	8,000
41558 (532)	Sewer Maintenance Fees	54,704	62,000	52,000	54,000
41570 (532)	Sewer-Uncollectible Accounts	-142	0	0	0
41690 (000)	Miscellaneous Revenue	-1	0	0	0
Total 214 Sewer Fund		58,265	69,700	63,000	62,000

ACCOUNT NO.	510 Water Enterprise	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
41350 (000)	Interest Income	-13,446	0	0	0
41475 (000)	Grants - Others	0	740,720	409,480	0
41524 (532)	Fires Lines Service Fee	313,410	331,000	315,000	315,000
41533 (532)	Late Charge	8,280	7,500	7,500	7,500
41555 (532)	Returned Check Charge	550	700	700	700
41590 (532)	Water-Uncollectible Accounts	-7,136	-10,000	-10,000	-10,000
41591 (362)	Water Service Fees	5,825	4,500	5,000	5,000
41592 (532)	Water Meter Sales	10,286	1,000	1,000	1,000
41593 (532)	Water Sales - Regular	6,022,277	6,789,000	6,000,000	6,100,000
41594 (362)	Water Sales - Construction	22,648	4,500	4,500	4,500
41595 (532)	Water Sales - Wholesale	831,773	900,000	875,000	880,000
41596 (362)	Water Rights	0	0	0	0
41597 (532)	Water Sales - City Of Cerritos	246,455	333,000	250,000	250,000
41635 (000)	Legal Settlement	0	0	0	0
41675 (364)	Sale Of Water Emergency Kits	45	0	0	0
41690 (000)	Miscellaneous Revenue	135,568	0	0	0
41690 (532)	Miscellaneous Revenue	72	0	0	0
41760 (000)	Reimbursement - Other Agency	0	0	0	0
41790 (362)	Legal Cost Reimbursement	578	0	0	0
Total 510 Water Enterprise		7,577,185	9,101,920	7,858,180	7,553,700

ACCOUNT NO.	550 Reclaimed Water	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
41350 (000)	Interest Income	9,490	11,300	7,700	8,600
41475 (000)	Grants - Others	960,983	0	0	0
41495 (000)	Other Agency Contribution	1,390,981	0	750	0
41588 (366)	Water Sales-Reclaimed-Regular	930,176	1,068,000	995,000	1,020,000
Total 550 Reclaimed Water		3,291,630	1,079,300	1,003,450	1,028,600

RESOURCES BY REVENUES AND USES OF FUNDS

CITY OF CERRITOS

Proprietary Funds (Continued)					
ACCOUNT NO.	570 Electric Utility Fund	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
41350 (000)	Interest Income	4,413	1,800	800	750
41425 (000)	CARB-GHG Emission Reduction	0	0	0	0
41523 (368)	Electric Sales For Resale	0	0	0	0
41525 (000)	Electric Revenue-Regular	4,054,579	5,160,000	4,050,000	4,100,000
41526 (000)	Electric Revenue-City	1,166,218	1,330,000	1,100,000	1,250,000
41531 (368)	Gas/Fuel Sales	0	0	0	0
41645 (000)	Rebates	41,466	50,900	42,000	42,000
41699 (000)	CRA Loan Repayment	0	0	0	860,000
Total 570 Electric Utility Fund		5,266,676	6,542,700	5,192,800	6,252,750

Proprietary Funds Total	16,193,756	16,793,620	14,117,430	14,897,050
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RESOURCES BY REVENUES AND USES OF FUNDS

CITY OF CERRITOS

Internal Service Funds					
ACCOUNT NO.	620 Equipment Replacement Fund	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
41350 (000)	Interest Income	133,946	120,100	123,900	113,500
41370 (551)	Rent - Property	0	0	0	0
41660 (000)	Sale Of Surplus Property	0	0	0	0
41690 (000)	Miscellaneous Revenue	0	0	0	0
Total 620 Equipment Replacement Fund		133,946	120,100	123,900	113,500

Internal Service Funds Total	133,946	120,100	123,900	113,500
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GRAND TOTAL (City of Cerritos)	93,722,734	94,316,785	89,418,310	104,902,030
<small>(General Fund + General Fund - Misc. + Special Revenue + Capital Projects + Proprietary + Internal Service Funds)</small>				

RESOURCES BY REVENUES AND USES OF FUNDS

CERRITOS SUCCESSOR AGENCY

Successor Agency Funds					
ACCOUNT NO.	943/944 Successor Agency	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
40241 (000)	Property Tax Allocations (RPTTF)	20,200,201	21,459,293	21,370,116	20,739,515
41350 (000)	Interest Income	28,498	20,000	63,270	40,350
Total 943/944 Successor Agency		20,228,699	21,479,293	21,433,386	20,779,865

ACCOUNT NO.	945/946 Successor Agency Fiscal Agent Bond Reserve Funds	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
41350 (000)	Interest Income	312,566	306,600	268,700	261,200
Total 945/946 Bond Reserve Funds		312,566	306,600	268,700	261,200

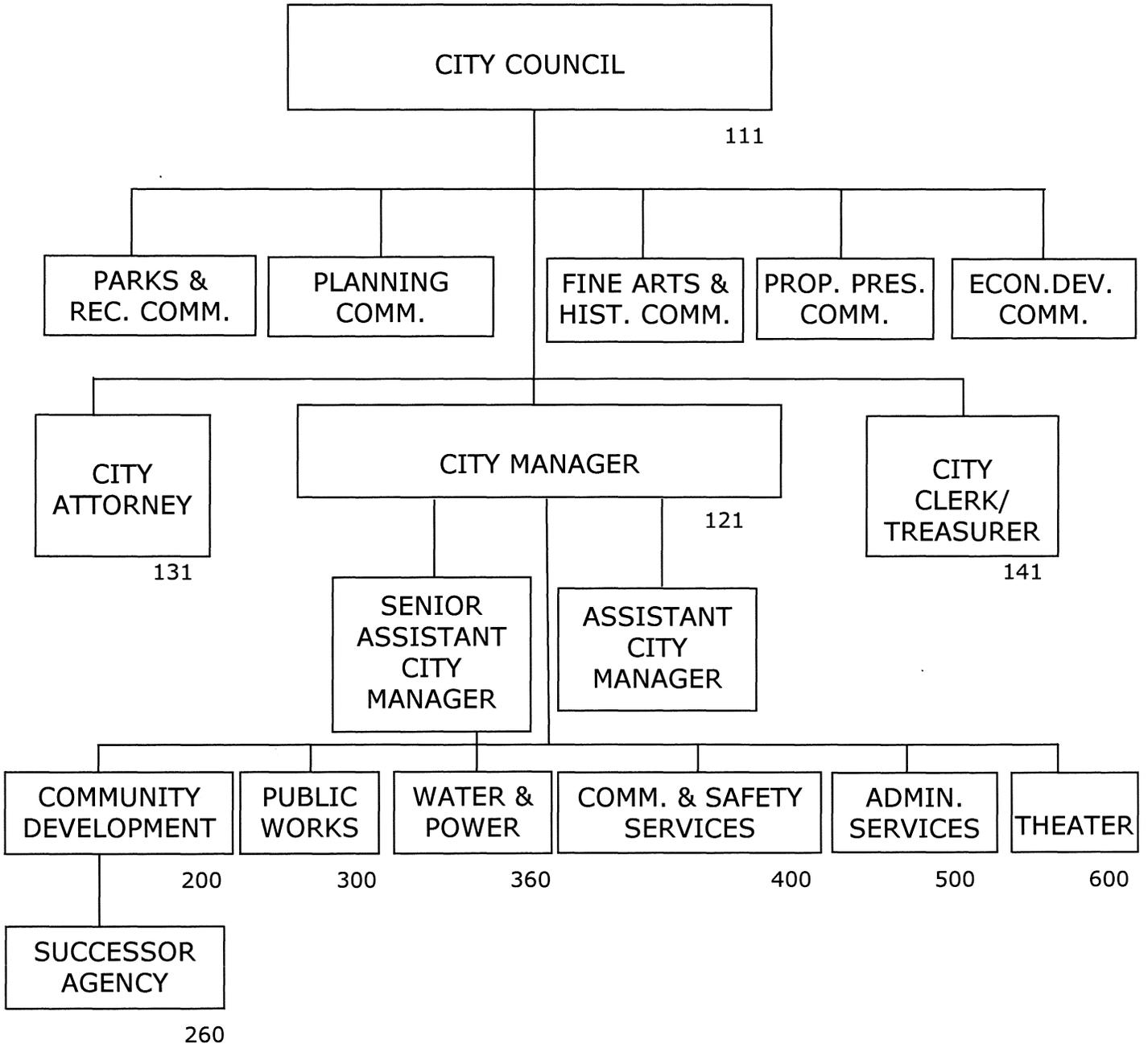
Successor Agency Funds Total		20,541,265	21,785,893	21,702,086	21,041,065
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CITY OF CERRITOS FINANCIAL PROGRAM: 2017-2018

DEPARTMENTAL OPERATING BUDGETS

**LEGISLATIVE
ADMINISTRATIVE
DEPARTMENT**

DEPARTMENTAL CHART OF ORGANIZATION



111
City Council

CITY OF CERRITOS DEPARTMENT ACTIVITY OVERVIEW

DEPT.CODE:	DEPARTMENT					
111	LEGISLATIVE AND ADMINISTRATIVE City Council					
EXPENSE CLASSIFICATION	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATED	2017-2018 PROPOSED	2017-2018 APPROVED	
TOTAL POSITIONS	5	5	5	5	5	
PERSONNEL EXPENSE	170,023	167,790	167,790	97,340	97,340	
OPERATIONS AND MAINTENANCE	112,639	134,300	89,400	115,100	139,100	
CAPITAL OUTLAY	0	0	0	0	0	
TOTAL BUDGET	282,662	302,090	257,190	212,440	236,440	

OVERVIEW COMMENTARY

As defined in Article IV of the City Charter, the City Council is composed of five members elected at large by the citizens of Cerritos to serve for four-year overlapping terms. As the City's policy making legislative body, the City Council is responsible to the residents of Cerritos for the implementation of all programs and services provided by the City. Annually, the City Council reorganizes, choosing one of its members to serve as Mayor and one of its members to serve as Mayor Pro Tem, both terms commencing in April and continuing for one year.

The City Council acts upon all legislative matters concerning the City by approving and adopting all ordinances, resolutions, contracts and other matters requiring overall policy decisions and leadership. The Council appoints the City Manager, the City Attorney and the City Clerk as well as the various commissions, boards and citizen advisory committees which ensure broad-based citizen input into the affairs of the City.

In reaching policy decisions, the City Council reviews proposals designed to meet community needs and sustain demanded service levels, initiates new programs to upgrade existing services, determines the ability of the City to provide financing for the proposed budget as submitted by the City Manager and oversees the expenditure of all City funds throughout the fiscal year.

Regular City Council meetings are held in the Cerritos City Council Chambers on the second and fourth Thursday of each month. In addition, following public notice, the Council may hold special meetings as may from time to time be appropriate.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
LEGISLATIVE AND ADMINISTRATIVE	City Council	111

ACTIVITY COMMENTARY

ACTIVITY OBJECTIVES

1. To provide overall legislative policy guidance and direction in the development of programs and services for the City.
2. To ensure that all municipal services are effectively delivered in the most efficient and economic manner possible.
3. To represent the needs, desires and demands of the citizens of Cerritos to the local, county, state and federal representatives.
4. To consider implementation of both short-term and long-range programs to guide the growth and development of the City physically, culturally, socially and economically.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

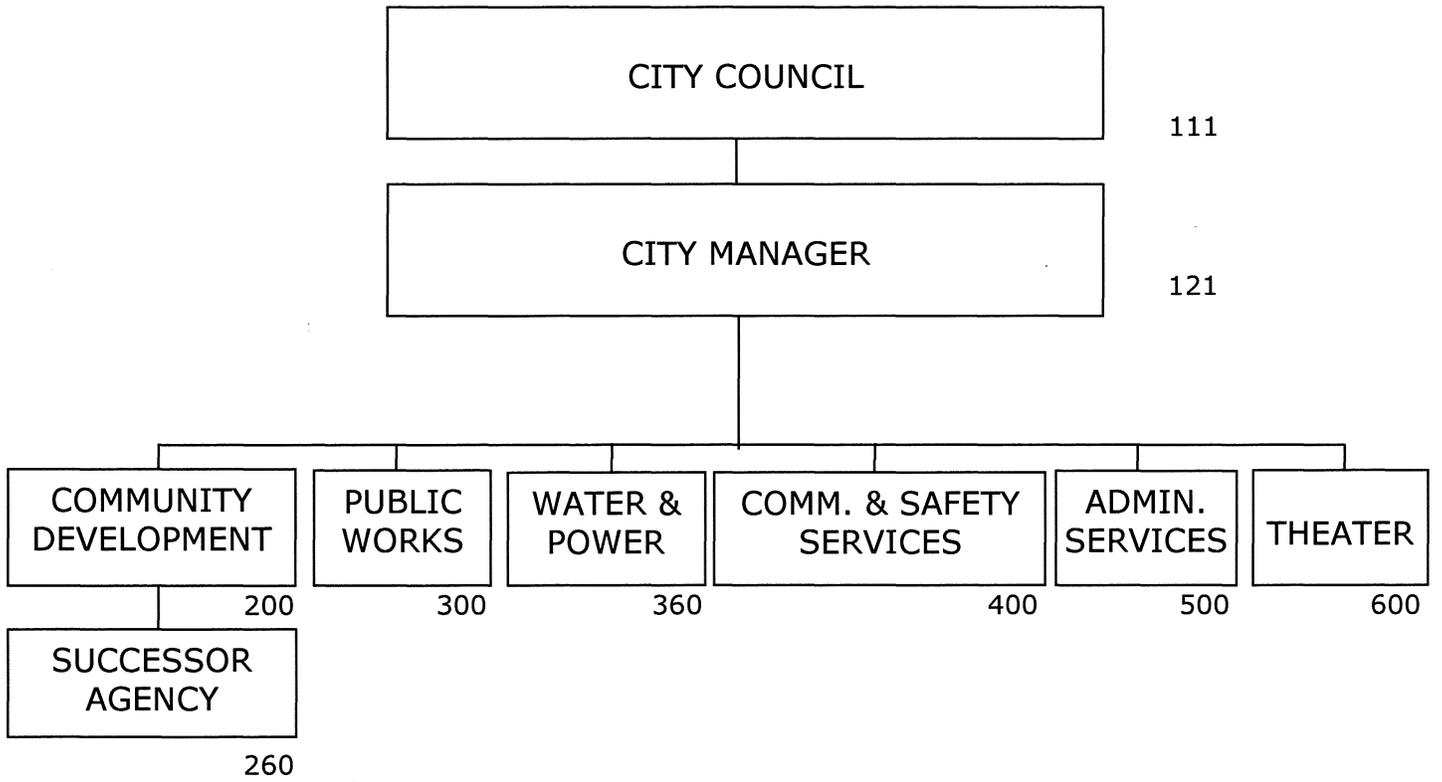
CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Legislative and Administrative		CITY COUNCIL				111
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
51010	Councilmember (5)	69,797	67,590	67,590	67,590	67,590
	Regular Earnings	69,797	67,590	67,590	67,590	67,590
52400	Employee Benefits	100,226	100,200	100,200	29,750	29,750
	TOTAL PERSONNEL	170,023	167,790	167,790	97,340	97,340
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	19,200	19,200	4,800	0	24,000
53020	Dues And Publications	51,719	53,100	53,100	53,100	53,100
53080	Travel And Meeting	30,623	50,000	20,000	50,000	50,000
63410	Program Expenses And Supplies	9,533	9,500	9,500	9,500	9,500
63520	Special Supplies	1,564	2,500	2,000	2,500	2,500
	TOTAL OPERATIONS AND MAINTENANCE	112,639	134,300	89,400	115,100	139,100
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	282,661	302,090	257,190	212,440	236,440

DEPARTMENTAL CHART OF ORGANIZATION



121
City Manager

**CITY OF CERRITOS
DEPARTMENT ACTIVITY OVERVIEW**

DEPT.CODE:	DEPARTMENT					
121	LEGISLATIVE AND ADMINISTRATIVE City Manager					
EXPENSE CLASSIFICATION	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATED	2017-2018 PROPOSED	2017-2018 APPROVED	
TOTAL POSITIONS	3	3	3	3	3	
PERSONNEL EXPENSE	781,596	811,970	811,970	867,240	867,240	
OPERATIONS AND MAINTENANCE	100,617	85,780	82,730	83,780	83,780	
CAPITAL OUTLAY	0	0	0	0	0	
TOTAL BUDGET	882,213	897,750	894,700	951,020	951,020	

OVERVIEW COMMENTARY

Pursuant to Article V of the City Charter, the City Manager serves as the City's chief administrative officer and is responsible for planning, organizing and directing the municipal activities with the exception of those activities specifically exempt by the Charter. This office prepares and submits the annual budget to the City Council and advises the Council on the financial conditions and needs of the City. The City Manager makes recommendations to the Council on the affairs of the City and ensures that all applicable ordinances and state laws are enforced. The City Manager attends all Council meetings and advises the Council on legislative and policy matters.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT: LEGISLATIVE AND ADMINISTRATIVE	ACTIVITY: City Manager	COST CENTER CODE: 121
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ACTIVITY COMMENTARY

ACTIVITY OBJECTIVES

1. To assist the City Council in its development of policy to address the needs and issues of the community by providing project costs and benefits for alternative policy decisions.
2. To encourage improvement and innovation in the quality, efficiency, delivery and effectiveness of municipal services.
3. To provide overall direction for the implementation of City Council policy through the centralization of authority and responsibility.
4. To keep the City Council apprised of pending state and federal legislation to enable effective input to elected representatives of Cerritos.
5. To keep the City Council fully informed of all aspects of municipal affairs and operations.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

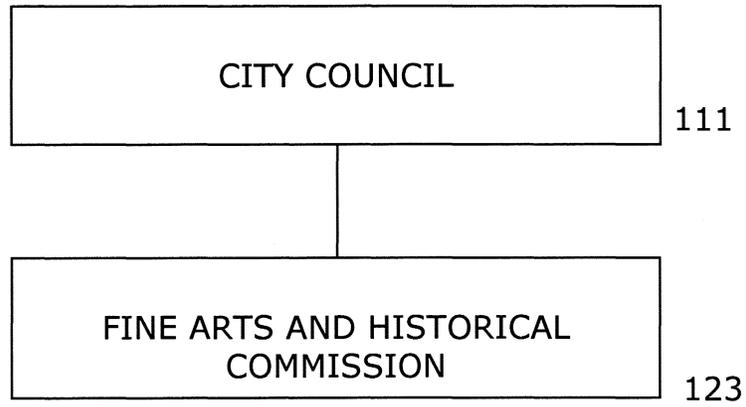
CHANGE

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Legislative and Administrative		CITY MANAGER				121
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
	City Manager	239,628	227,050	227,050	227,060	227,060
	68 Assistant City Manager	142,009	141,230	141,230	145,460	145,460
	32 Division Secretary, Confidential	59,616	58,180	58,180	59,900	59,900
51010	Regular Earnings	441,253	426,460	426,460	432,420	432,420
51021	Overtime	210	800	800	800	800
	32 P/T Division Secretary	0	20,000	20,000	24,420	24,420
52010	Regular Earnings - Part Time	0	20,000	20,000	24,420	24,420
52015	Special Project Earnings - Part Time	36,727	35,200	35,200	35,200	35,200
52400	Employee Benefits	303,407	329,510	329,510	374,400	374,400
	TOTAL PERSONNEL	781,596	811,970	811,970	867,240	867,240
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	13,800	13,800	13,800	13,800	13,800
53020	Dues And Publications	145	300	300	300	300
53070	Reimbursed Mileage	0	150	100	150	150
53080	Travel And Meeting	5,917	7,000	4,000	5,000	5,000
61130	Delivery Service	53	100	100	100	100
61430	Professional Services	51,215	50,130	50,130	50,130	50,130
61580	Temporary Help	15,771	0	0	0	0
63410	Program Expenses And Supplies	8,924	10,500	10,500	10,500	10,500
63520	Special Supplies	648	2,000	2,000	2,000	2,000
67060	Cellular Phone	1,795	1,800	1,800	1,800	1,800
69950	Non-Cap Expenditures-FF&E	2,349	0	0	0	0
	TOTAL OPERATIONS AND MAINTENANCE	100,617	85,780	82,730	83,780	83,780
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	882,212	897,750	894,700	951,020	951,020

DEPARTMENTAL CHART OF ORGANIZATION



123
Fine Arts and Historical
Commission

**CITY OF CERRITOS
DEPARTMENT ACTIVITY OVERVIEW**

DEPT.CODE:	DEPARTMENT				
123	FINE ARTS AND HISTORICAL COMMISSION				
EXPENSE CLASSIFICATION	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATED	2017-2018 PROPOSED	2017-2018 APPROVED
TOTAL POSITIONS	5	5	5	5	5
PERSONNEL EXPENSE	5,228	7,880	7,880	7,880	7,880
OPERATIONS AND MAINTENANCE	2,411	4,300	3,000	4,300	4,300
CAPITAL OUTLAY	0	0	0	0	0
TOTAL BUDGET	7,639	12,180	10,880	12,180	12,180

OVERVIEW COMMENTARY

The City Council adopted Resolution 2001-44 which provided for the organization and duties of the Fine Arts and Historical Commission. It is a five member Commission appointed by the Mayor and City Council to serve two-year terms.

The Commission is advisory to the City Council on matters of:

1. Administration of the Public Art Program relative to the selection, acquisition and placement of public art.
2. Programming and activities to enhance the artistic, historic and cultural experiences for the community.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
LEGISLATIVE AND ADMINISTRATIVE	Fine Arts and Historical Commission	123

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

1. To act in an advisory capacity to the City Council in matters pertaining to the acquisition and placement of public artwork throughout the community.
2. To promote and stimulate public interest in art and cultural programs for the City.
3. To assist in the formulation of educational programs relating to art and culture.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

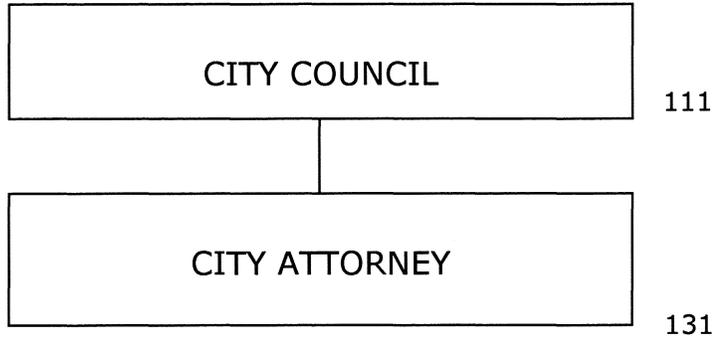
CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Legislative and Administrative		FINE ARTS & HISTORICAL COMMISSION				123
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
	Commissioner (5)	4,856	7,300	7,300	7,300	7,300
52010	Regular Earnings - Part Time	4,856	7,300	7,300	7,300	7,300
52400	Employee Benefits	372	580	580	580	580
	TOTAL PERSONNEL	5,228	7,880	7,880	7,880	7,880
	OPERATIONS AND MAINTENANCE					
53020	Dues And Publications	0	800	800	800	800
53080	Travel And Meeting	1,286	2,000	1,000	2,000	2,000
61430	Professional Services	1,125	1,200	900	1,200	1,200
63520	Special Supplies	0	300	300	300	300
	TOTAL OPERATIONS AND MAINTENANCE	2,411	4,300	3,000	4,300	4,300
	CAPITAL OUTLAY					
	TOTAL CAPITAL OUTLAY					
	ACTIVITY TOTAL	7,638	12,180	10,880	12,180	12,180

DEPARTMENTAL CHART OF ORGANIZATION



131
City Attorney

CITY OF CERRITOS DEPARTMENT ACTIVITY OVERVIEW

DEPT.CODE: 131	DEPARTMENT LEGISLATIVE AND ADMINISTRATIVE City Attorney				
EXPENSE CLASSIFICATION	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATED	2017-2018 PROPOSED	2017-2018 APPROVED
TOTAL POSITIONS	N/A	N/A	N/A	N/A	N/A
PERSONNEL EXPENSE	45,661	38,000	38,000	38,000	38,000
OPERATIONS AND MAINTENANCE	457,199	400,000	400,000	400,000	400,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL BUDGET	502,860	438,000	438,000	438,000	438,000

OVERVIEW COMMENTARY

As set forth in Article VI of the City Charter, the City Attorney is appointed by the City Council to serve as legal advisor to the City on all matters of law as these relate to the conduct of municipal affairs. The City Attorney drafts ordinances and resolutions, prepares contracts, conducts legal negotiations, reviews legal documents for form and content and defends the City's position in all court cases.

The services of the City Attorney are provided to the City by the law firm of Aleshire & Wynder, LLP. This firm provides legal counsel, attends official meetings and appears at all legal proceedings and negotiations relating to land acquisition, and provides other specialized services.

In addition to providing services to the City Council, the City Attorney also serves as legal advisor to the Successor Agency, the Planning Commission and other Council-appointed boards and represents officials and employees of the City in matters relating to City business.

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT: LEGISLATIVE AND ADMINISTRATIVE	ACTIVITY: City Attorney	COST CENTER CODE: 131
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ACTIVITY COMMENTARY

ACTIVITY OBJECTIVES

1. To provide legal support to the City Council, Planning Commission, other Boards and City officials in the form of research and compilation of legal opinions as requested and required.
2. To defend the City's official actions.
3. To review all documents prior to submittal to the City Council or Planning Commission for legal completeness and content.
4. To ensure that compliance is obtained with the provisions of the municipal code.
5. To inform the City Council, Planning Commission and staff of the legislative and other legal developments which may have an effect on the administration and operations of the City.
6. To represent the City in courts of competent jurisdiction on all legal matters relating to the City.

<u>ACTIVITY WORKLOAD STATISTICS*</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 ESTIMATED</u>
Review of claims, monitoring of litigation and representation of City and/or Successor Agency in litigation	20	22
Ordinances and Resolutions prepared and/or reviewed	100	105
Contracts, agreements, legal opinions and related documents and staff conferences	280	300
Regular and special meetings attended	44	44

* Workload statistics include City Council, Planning Commission and Successor Agency.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

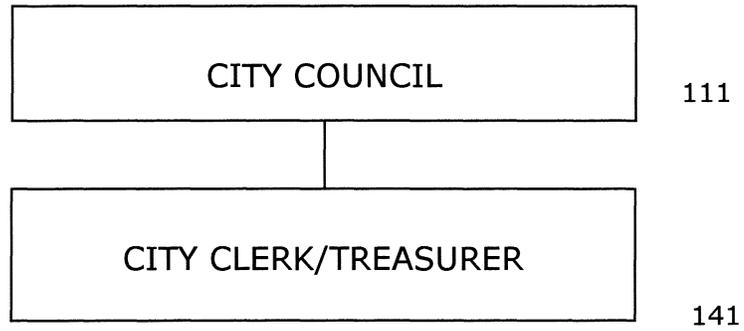
CHANGE

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Legislative and Administrative		CITY ATTORNEY				131
OBJECT CODE		2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATED	2017-2018 PROPOSED	2017-2018 APPROVED
	PERSONNEL EXPENSE					
	RANGE POSITION TITLE					
52400	Employee Benefits	45,661	38,000	38,000	38,000	38,000
	TOTAL PERSONNEL	45,661	38,000	38,000	38,000	38,000
	OPERATIONS AND MAINTENANCE					
53080	Travel And Meeting	527	0	0	0	0
61310	Legal Services	429,031	400,000	400,000	400,000	400,000
61315	Legal Services-Special Counsel	27,641	0	0	0	0
	TOTAL OPERATIONS AND MAINTENANCE	457,199	400,000	400,000	400,000	400,000
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	502,860	438,000	438,000	438,000	438,000

DEPARTMENTAL CHART OF ORGANIZATION



141
City Clerk/Treasurer

**CITY OF CERRITOS
DEPARTMENT ACTIVITY OVERVIEW**

DEPT.CODE:	DEPARTMENT				
141	LEGISLATIVE AND ADMINISTRATIVE City Clerk/Treasurer				
EXPENSE CLASSIFICATION	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATED	2017-2018 PROPOSED	2017-2018 APPROVED
TOTAL POSITIONS	3	3	3	3	3
PERSONNEL EXPENSE	439,745	496,200	496,200	533,722	533,722
OPERATIONS AND MAINTENANCE	129,658	361,600	411,600	192,100	192,100
CAPITAL OUTLAY	0	0	3,930	5,000	5,000
TOTAL BUDGET	569,403	857,800	911,730	730,822	730,822

OVERVIEW COMMENTARY

Article VI of the City Charter and the statutes of the State of California prescribe the functions and duties of the Cerritos City Clerk.

The City Clerk is the local official for elections, local legislation, the California Public Records Act, the California Political Reform Act, and the Brown Act (open meeting laws). Before and after the City Council and other City legislative bodies take action, the City Clerk ensures that the matters under consideration are in compliance with all federal, state and local statutes and regulations, ensures full transparency to the public, and affirms that all transactions are properly executed, recorded, and archived.

The Office of the City Clerk is a service department upon which the City Council, all City departments, and the general public relies for timely and accurate information regarding the operations and legislative history of the City. The City Clerk serves as the liaison between the public and City Council and provides various municipal services.

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
LEGISLATIVE AND ADMINISTRATIVE	City Clerk/Treasurer	141

ACTIVITY COMMENTARY

ACTIVITY OBJECTIVES

Legislative Administration/Clerk of the Council

The Office of the City Clerk prepares the Agenda for the City’s various legislative bodies, verifies that required legal notices have been posted, distributed and published, and transacts and preserves the physical and electronic documentation required to enact Council policies, including official meeting minutes. The City Clerk administers official Oaths of Office and serves as the Secretary for the Cerritos City Council, Successor Agency to the Cerritos Redevelopment Agency, the Public Financing Authority, and the Cuesta Villas Housing Authority.

Municipal Secretary

The Office of the City Clerk serves as the focal point for official communication with the City as a legal entity. The City Clerk receives claims, summons, and subpoenas, officiates at public bid proceedings, processes official appeals, and receives/distributes other official correspondence directed at the municipal corporation. The Office of the City Clerk serves as a Notary Public for official City business.

Custodian of Official Records/Records Manager

The Office of the City Clerk oversees the preservation and protection of the public record, including all actions taken by the City Council and other City legislative bodies, and preserves documents in the required media formats for effective archiving and retrieval. The Office of the City Clerk receives and processes all requests for information under the California Public Records Act and the Federal Freedom of Information Act, assures the codification of the City’s adopted Ordinances, and is the custodian of the official City Seal.

Elections Official

The Office of the City Clerk administers federal, state and local procedures through which local government representatives are selected and the public can exercise its initiative, referendum, and recall rights. The Office of the City Clerk manages the election process from pre-planning, candidate nominations, semi-official and official canvass, certification of election results and filing of final campaign disclosure documents.

Political Reform Act Filing Officer

The Office of the City Clerk is mandated by the California Political Reform Act to perform specified duties related to campaign disclosures and statements of economic interests. This includes facilitating, maintaining, and updating the City’s Conflict of Interest Code, providing public access to statements, compliance with filing schedules, reviewing filed statements for errors and omissions, and coordinating with the State Fair Political Practices Commission. Additionally, the Office of the City Clerk facilitates and tracks compliance of required ethics training under California statute AB 1234.

<u>ACTIVITY WORKLOAD STATISTICS</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>FORECASTED</u>
Public records requests and responses (internal/external)	2,500	2,500	2,500
Records management	15,000	20,000	40,000
Voter information/transactions	25,000	1,000	35,000

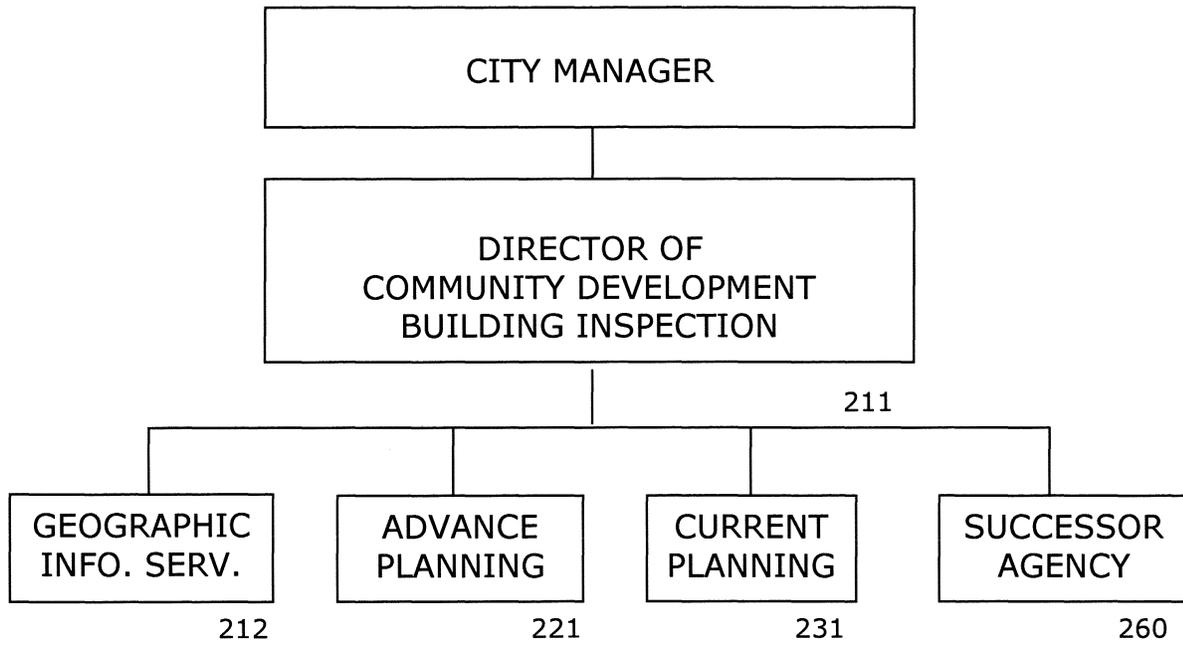
<u>SIGNIFICANT ACTIVITY PROGRAM CHANGES</u>	<u>CHANGES</u>
Decrease in Election Expense due to the completion of the April 11, 2017 General Municipal Election (61160).	-\$220,000
Increase in Legal Advertising to reflect actual anticipated expenditures (61320).	+\$50,000

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Legislative and Administrative		CITY CLERK				141
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE POSITION TITLE					
	43 City Clerk/Treasurer	130,700	130,000	130,000	130,000	130,000
	43 Assistant City Clerk	77,537	76,200	76,200	78,456	78,456
	37 Deputy City Clerk	48,148	59,400	59,400	64,196	64,196
51010	Regular Earnings	256,385	265,600	265,600	272,652	272,652
51021	Overtime	185	7,500	7,500	7,500	7,500
52400	Employee Benefits	183,175	223,100	223,100	253,570	253,570
	TOTAL PERSONNEL	439,745	496,200	496,200	533,722	533,722
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	4,800	4,800	4,800	4,800	4,800
53020	Dues And Publications	1,013	2,500	2,500	2,500	2,500
53070	Reimbursed Mileage	38	700	700	700	700
53080	Travel And Meeting	2,241	5,000	5,000	5,000	5,000
61080	Codification	2,057	4,000	4,000	4,000	4,000
61130	Delivery Service	395	500	500	500	500
61160	Election Expense	1,171	225,000	225,000	5,000	5,000
61320	Legal Advertising	61,960	25,000	75,000	75,000	75,000
61430	Professional Services	41,230	90,000	90,000	90,000	90,000
61460	Recordation Expense	1,994	1,000	1,000	1,500	1,500
61580	Temporary Help	9,949	0	0	0	0
63520	Special Supplies	2,210	2,500	2,500	2,500	2,500
67060	Cellular Phone	600	600	600	600	600
69901	Non-Capitalizable Expenditures	0	0	0	0	0
	TOTAL OPERATIONS AND MAINTENANCE	129,658	361,600	411,600	192,100	192,100
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	3,930	0	0
79070	Machinery And Equipment	0	0	0	5,000	5,000
	TOTAL CAPITAL OUTLAY	0	0	3,930	5,000	5,000
	ACTIVITY TOTAL	569,405	857,800	911,730	730,822	730,822

**COMMUNITY DEVELOPMENT
DEPARTMENT**

DEPARTMENTAL CHART OF ORGANIZATION



200
Community Development

CITY OF CERRITOS DEPARTMENTAL ACTIVITY OVERVIEW

DEPT.CODE:	DEPARTMENT				
200	COMMUNITY DEVELOPMENT				
EXPENSE CLASSIFICATION	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATED	2017-2018 PROPOSED	2017-2018 APPROVED
TOTAL POSITIONS	17	16	16	16	16
PERSONNEL EXPENSE	2,328,075	2,361,544	2,361,544	2,531,121	2,531,121
OPERATIONS AND MAINTENANCE	3,915,943	3,216,750	3,617,575	3,481,350	3,481,350
CAPITAL OUTLAY	0	5,000	1,122,314	5,000	5,000
TOTAL BUDGET	6,244,018	5,583,294	7,101,433	6,017,471	6,017,471

OVERVIEW COMMENTARY

The Department of Community Development is responsible for overseeing, administering and implementing the City's planning, development, land use and building and safety programs. Organizationally, the Department incorporates the functions of several operating divisions which include the Office of the Director, the Advance Planning Team, the Current Planning Team, and Geographic Information System (GIS).

Through the Department's Director, who is appointed by the City Manager to administer departmental operations, the Department of Community Development ensures that a sound and workable environmental protection program is designed and maintained for the City consistent with the high standards of environmental quality desired by, and for, the residents of Cerritos. In concert with the City Council, Planning Commission and Economic Development Commission, the staff of this Department is responsible for conducting an annual review of the City's General Plan so that Development Code Standards and Land Use Policies are continually updated based upon current planning principles and practices. Through this review process, the General Plan and Development Code provide for an orderly program of planning development within the City.

Other major areas of program responsibility for the Department of Community Development include the supply of planning staff services to the Cerritos Oversight Board, Successor Agency and Successor Housing Agency, and preparation of special reports and studies relative to the future needs of the City in such areas as land use, transportation, and other public services.

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT: COMMUNITY DEVELOPMENT	ACTIVITY: Office of the Director/ Building Inspection	COST CENTER CODE: 211
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ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Office of the Director is responsible for the overall supervision of the Department of Community Development, including the Advance Planning/Economic Development, Current Planning, GIS and Building and Safety Divisions. The Office of the Director provides the required leadership and administrative support necessary to ensure the effective operation of all Divisions within the Department using a coordinated, team-based approach to the implementation of public policy relative to municipal urban and regional planning. Working in concert with the City's elected and appointed officials and under the direction of the City Manager, the Office of the Director is responsible for directing and managing the City's municipal planning function and preparing detailed analysis and recommendations for consideration by the Economic Development Commission, Planning Commission and City Council/Successor Agency to ensure economic development through high-quality, environmentally responsible development throughout the City. The Office of the Director also supports the activities of the Oversight Board of the Successor Agency to the Cerritos Redevelopment Agency.

ACTIVITY OBJECTIVES

1. To provide administrative support, assistance and direction relative to Planning Commission and Economic Development Commission agenda and report preparation, public hearing posting and mailing, material acquisition, budget control and special research projects.
2. To develop and maintain mechanisms whereby citizen input influences and directs planning policies within the community.
3. To oversee and monitor the ongoing development and maintenance of the Auto Mall, administer related contracts, and provide staff support to the City Council.
4. To oversee and monitor the development and construction process for all areas in the City.
5. Streamline and facilitate all phases of the development process for applicants.

<u>ACTIVITY WORKLOAD STATISTICS</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
Building permits issued	2,739	2,400	2,250
Building permits valuation	\$94,643,095	\$70,000,000	\$70,000,000
Planning Commission agenda items	34	30	30

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

Increase in County Building And Safety Services as a result of anticipated increases in plan check and building permit services associated with upcoming projects. This is a pass-through expense that is wholly paid for by project developers through the permit issuance process (61120).	+\$275,000
Decrease in Document Storage costs as a result of this function being taken over by the City Clerk's office (61131).	-\$10,000

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Community Development		DIRECTOR'S OFFICE COMM DEV				211
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
51010	72 Community Development Director	165,789	155,940	155,940	160,608	160,608
	46 Mgmt. Analyst	84,561	84,096	84,096	84,408	84,408
	31 Building & Safety Clerk (2)	111,951	113,208	113,208	105,483	105,483
	Regular Earnings	362,301	353,244	353,244	350,499	350,499
52400	Employee Benefits	260,606	296,725	296,725	325,960	325,960
	TOTAL PERSONNEL	622,907	649,969	649,969	676,459	676,459
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	4,800	4,800	4,800	4,800	4,800
53020	Dues And Publications	985	2,200	2,200	2,200	2,200
53070	Reimbursed Mileage	25	150	75	150	150
53080	Travel And Meeting	1,008	1,000	500	1,000	1,000
61120	County Building And Safety Services	1,765,827	950,000	950,000	1,225,000	1,225,000
61131	Document Storage	5,251	10,000	0	0	0
61430	Professional Services	21,343	5,000	7,500	5,000	5,000
63250	Office Supplies	1,439	1,500	1,500	1,500	1,500
63520	Special Supplies	7	0	0	0	0
67060	Cellular Phone	600	600	600	600	600
69901	Non-Capitalizable Expenditures	0	0	0	0	0
69950	Non-Cap Expenditures-FF&E	4,795	0	0	0	0
	TOTAL OPERATIONS AND MAINTENANCE	1,806,080	975,250	967,175	1,240,250	1,240,250
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	5,000	5,000	5,000	5,000
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	5,000	5,000	5,000	5,000
	ACTIVITY TOTAL	2,428,988	1,630,219	1,622,144	1,921,709	1,921,709

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
COMMUNITY DEVELOPMENT	Geographic Information Systems	212

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

1. Provide a high level of comprehensive GIS services to all City departments, Councils and Commissions, and ultimately, the public.
2. Oversee the continued development and implementation of the Cerritos Enterprise GIS System through the conversion of new and existing data into electronic geo-coded format and the development of appropriate GIS application software.
3. Provide professional assistance and cartographic services to all Cerritos GIS users and maximize the benefits, cost savings, and increased operational efficiencies of GIS within the City's work environment.
4. Coordinate the use of outside GIS services including system design, maintenance and conversion consultants.
5. Provide technical knowledge, implementation support and project management services to all City departments utilizing the Cerritos GIS system, with special emphasis on Community Development, Public Works and Community & Safety Services.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

CHANGES

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Community Development		GEOGRAPHIC INFORMATION SYSTEM				212
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
51010	49 GIS Administrator	160,723	80,704	80,704	87,350	87,350
	Regular Earnings	160,723	80,704	80,704	87,350	87,350
52010	29 P/T GIS Clerk	0	17,940	17,940	18,450	18,450
	Regular Earnings - Part Time	0	17,940	17,940	18,450	18,450
52400	Employee Benefits	102,524	74,428	74,428	88,330	88,330
	TOTAL PERSONNEL	263,247	173,072	173,072	194,130	194,130
	OPERATIONS AND MAINTENANCE					
53070	Reimbursed Mileage	79	0	0	0	0
61170	Electronic Information	17,252	25,000	25,000	25,000	25,000
61430	Professional Services	0	2,000	2,000	2,000	2,000
63110	Computer Supplies	1,406	2,000	2,000	2,000	2,000
	TOTAL OPERATIONS AND MAINTENANCE	18,737	29,000	29,000	29,000	29,000
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	281,986	202,072	202,072	223,130	223,130

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
COMMUNITY DEVELOPMENT	Advance Planning/Economic Development Division	221

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Advance Planning/Economic Development Division is responsible for maintaining the City's General Plan, Development Code and Economic Development Strategic Plan and for using these documents as a guideline for the development of programs which will meet the community's future needs. Preparation of environmental impact studies for proposed land use changes are conducted by the Advance Planning Team. The Advance Planning/Economic Development Division prepares special studies which address land use, economic, transportation and other community related issues and concerns. The development and implementation of housing programs is conducted by the Advance Planning Team. Advance Planning is responsible for maintaining and updating the demographic and statistical data base for the City. The Advance Planning/Economic Development Division is responsible for the administration of public transportation programs, such as Dial-A-Ride and fixed-route transit, and the implementation of those programs. Advance Planning makes recommendations and prepares legislation aimed at alleviating and/or preventing future land use problems. Advance Planning is also responsible for providing staff support to the Oversight Board and Economic Development Commission.

ACTIVITY OBJECTIVES

1. Review and update the City's General Plan, Development Code and Development Map.
2. Preparation and implementation of the City's Affordable Housing Program.
3. Facilitate the implementation of the Economic Development Strategic Plan.
4. Monitor legislation and programs at the local, regional, state and federal levels in order to determine their impact on the City's planning program and to make recommendations as to their adoption and implementation.
5. Prepare an analysis and inventory of residential, retail, commercial and industrial uses.
6. Identify and analyze community public transit needs and administrate Proposition "A" and Proposition "C" funded projects.
7. Manage the Cerritos Dial-A-Ride and Cerritos On Wheels (COW) fixed-route transit programs.
8. Prepare and maintain a computerized demographic data base and statistical profile.
9. Coordinate special projects between department divisions and other City department staff.

<u>ACTIVITY WORKLOAD STATISTICS</u>	<u>2015-2016</u> <u>ACTUAL</u>	<u>2016-2017</u> <u>ESTIMATED</u>	<u>2017-2018</u> <u>FORECASTED</u>
Fixed-Route Transit Ridership (COW)	147,496	140,000	150,000
Dial-A-Ride Ridership	14,842	15,000	16,000

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Community Development		ADVANCE PLANNING				221
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
51010	55 Advance Planning/Economic Dev. Manager	84,563	89,430	89,430	96,816	96,816
	42 Associate Planner	74,727	74,316	74,316	76,548	76,548
	35 Planning Assistant	52,022	54,164	54,164	56,692	56,692
	32 Division Secretary	53,389	58,176	58,176	58,176	58,176
	Regular Earnings	264,702	276,086	276,086	288,232	288,232
52400	Employee Benefits	213,138	245,717	245,717	282,470	282,470
	TOTAL PERSONNEL	477,840	521,803	521,803	570,702	570,702
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	3,600	3,600	3,600	3,600	3,600
53070	Reimbursed Mileage	277	400	200	400	400
61325	Housing Services Program	3,109	7,000	7,000	7,000	7,000
61430	Professional Services	5,509	0	0	0	0
63409	Transit Programs / Prop. "A"	328,895	922,450	922,450	924,700	924,700
63412	Transit Programs / Prop. "C"	1,291,942	765,150	1,000,000	767,000	767,000
63413	Trip Reduction Program - AQMD	32,512	60,000	220,000	60,000	60,000
65132	Rent Building And Grounds	416,600	440,000	440,000	440,000	440,000
67060	Cellular Phone	600	600	600	600	600
	TOTAL OPERATIONS AND MAINTENANCE	2,083,044	2,199,200	2,593,850	2,203,300	2,203,300
	CAPITAL OUTLAY					
79010	Land	0	0	1,117,314	0	0
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	1,117,314	0	0
	ACTIVITY TOTAL	2,560,884	2,721,003	4,232,967	2,774,002	2,774,002

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
COMMUNITY DEVELOPMENT	Current Planning	231

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

Current Planning is responsible for administration of the Cerritos Municipal Code as it relates to development plans, subdivisions, tract and parcel maps, zone changes, conditional use permits and variances. The Division confers with and provides advice to architects, builders, contractors, engineers and the general public concerning the City's development policies and standards. The Division functions as project managers for major modifications including conceptual design review, report writing, PowerPoint preparation and presentation to the Planning Commission and City Council. The Division analyzes proposed development and insures compliance with the City's zoning ordinance and General Plan. Responsibilities also include evaluating environmental impacts on proposed projects and preparation of CEQA (California Environmental Quality Act) documentation. Current Planning furnishes information regarding zoning and land use to public and private sectors as well as reviews and approves applications for all minor development modifications.

ACTIVITY OBJECTIVES

1. To ensure that development in the community produces the maximum benefit to the City of Cerritos and its citizens.
2. To ensure that industrial and commercial uses and related developments will enhance the environmental quality and provide a stable economic base for the community.
3. Provide informed and helpful service to the residential and business communities, developers, associated City departments and other public agencies.
4. Improve data availability, administrative processes and record keeping through increased use of computer based systems.
5. Maintain an effective reciprocal feedback system between Advance Planning/Economic Development, Building & Safety and Current Planning divisions as well as other City departments.

<u>ACTIVITY WORKLOAD STATISTICS</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
Precise Plans	22	15	15
Conditional Use Permits	0	4	3
Administrative Approvals	3,470	2,801	2,700
Business Licenses Issued			
Local	274	225	250
Out of town	993	703	780
Renewals	3,265	3,079	2,800

SIGNIFICANT ACTIVITY PROGRAM CHANGES

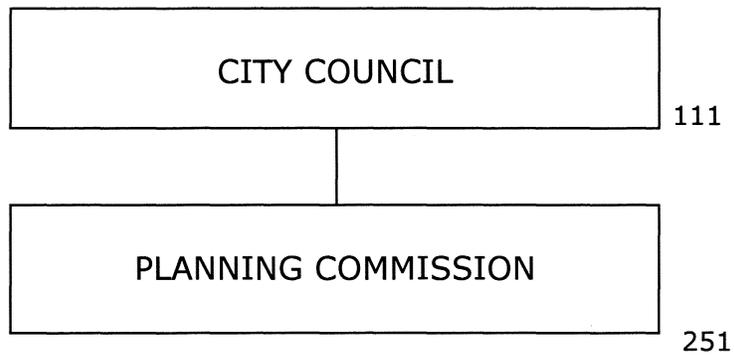
CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Community Development		CURRENT PLANNING				231
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
	55 Current Planning Manager	103,057	102,500	102,500	105,560	105,560
	48 Senior Planner	92,354	86,230	86,230	88,820	88,820
	42 Associate Planner (3)	236,589	230,590	230,590	237,510	237,510
	32 Division Secretary	56,977	58,180	58,180	58,180	58,180
	31 Senior Business License Officer	59,228	56,950	56,950	56,950	56,950
51010	Regular Earnings	548,206	534,450	534,450	547,020	547,020
	19 P/T Planning Intern	8,421	13,500	13,500	13,590	13,590
52010	Regular Earnings - Part Time	8,421	13,500	13,500	13,590	13,590
52400	Employee Benefits	407,454	468,750	468,750	529,220	529,220
	TOTAL PERSONNEL	964,081	1,016,700	1,016,700	1,089,830	1,089,830
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	3,600	3,600	3,600	3,600	3,600
53070	Reimbursed Mileage	326	500	500	500	500
61520	Special Studies	0	4,500	19,250	0	0
63410	Program Expenses And Supplies	2,654	3,000	2,500	3,000	3,000
63520	Special Supplies	302	500	500	500	500
67060	Cellular Phone	1,200	1,200	1,200	1,200	1,200
	TOTAL OPERATIONS AND MAINTENANCE	8,082	13,300	27,550	8,800	8,800
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	972,161	1,030,000	1,044,250	1,098,630	1,098,630

DEPARTMENTAL CHART OF ORGANIZATION



251
Planning Commission

CITY OF CERRITOS DEPARTMENTAL ACTIVITY OVERVIEW

DEPT.CODE:	DEPARTMENT				
251	PLANNING COMMISSION				
EXPENSE CLASSIFICATION	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATED	2017-2018 PROPOSED	2017-2018 APPROVED
TOTAL POSITIONS	5	5	5	5	5
PERSONNEL EXPENSE	19,836	19,440	19,440	19,440	19,440
OPERATIONS AND MAINTENANCE	7,665	9,950	8,550	9,950	9,950
CAPITAL OUTLAY	0	0	0	0	0
TOTAL BUDGET	27,501	29,390	27,990	29,390	29,390

OVERVIEW COMMENTARY

The powers, duties and responsibilities of the Planning Commission are set forth in Article VII of the City Charter, in Ordinance No. 175, and in the laws of the State of California. The Planning Commission consists of five members, appointed by the Mayor and City Council, to serve two-year, overlapping terms of office.

The Planning Commission sits as an advisory body to the City Council in establishing policies governing the growth and development of the City. The Commission is empowered to, and must, review all zoning applications and precise plans for development, conduct public hearings, and make final determinations on these in the form of recommendations to the City Council. The Planning Commission conducts public hearings and makes recommendations to the City Council on matters such as adoption of the City's General Plan, changes in the City's Development Code and Development Standards, Environmental Impact Reports, Subdivision and Parcel Map applications, Conditional Use Permits and various other types of development applications.

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT: COMMUNITY DEVELOPMENT	ACTIVITY: Planning Commission	COST CENTER CODE: 251
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ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

1. To provide advice and assistance to the City Council in the establishment of policies governing land use and physical development in the City.
2. To review and forward recommendations to the City Council on all applications for private and public developments within the City.
3. To assess the potential economic, demographic and aesthetic impact of proposed plans for physical development within the City.
4. To annually review the City's General Plan and Development Code and to make appropriate recommendations to the City Council concerning any required changes in these land use policy documents.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

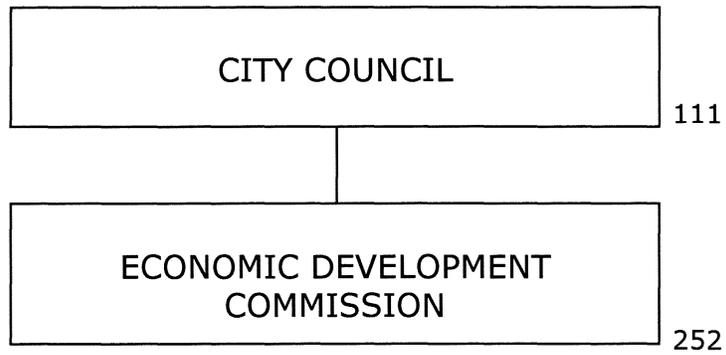
CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:	
Community Development		PLANNING COMMISSION				251	
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018	
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED	
	PERSONNEL EXPENSE						
	RANGE	POSITION TITLE					
		Commissioner (5)	18,210	18,000	18,000	18,000	18,000
52010		Regular Earnings - Part Time	18,210	18,000	18,000	18,000	18,000
52400		Employee Benefits	1,626	1,440	1,440	1,440	1,440
		TOTAL PERSONNEL	19,836	19,440	19,440	19,440	19,440
	OPERATIONS AND MAINTENANCE						
53010		Auto Allowance	3,035	3,000	3,000	3,000	3,000
53020		Dues And Publications	700	1,000	1,000	1,000	1,000
53080		Travel And Meeting	1,446	3,000	1,600	3,000	3,000
61580		Temporary Help	1,800	2,200	2,200	2,200	2,200
63520		Special Supplies	684	750	750	750	750
		TOTAL OPERATIONS AND MAINTENANCE	7,665	9,950	8,550	9,950	9,950
	CAPITAL OUTLAY						
79050		Furniture, Fixtures And Office Equipment	0	0	0	0	0
		TOTAL CAPITAL OUTLAY	0	0	0	0	0
		ACTIVITY TOTAL	27,500	29,390	27,990	29,390	29,390

DEPARTMENTAL CHART OF ORGANIZATION



252
Economic Development
Commission

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY OVERVIEW**

DEPT.CODE:	DEPARTMENT				
252	ECONOMIC DEVELOPMENT COMMISSION				
EXPENSE CLASSIFICATION	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATED	2017-2018 PROPOSED	2017-2018 APPROVED
TOTAL POSITIONS	5	5	5	5	5
PERSONNEL EXPENSE	5,228	6,480	6,480	6,480	6,480
OPERATIONS AND MAINTENANCE	1,075	14,250	9,200	9,350	9,350
CAPITAL OUTLAY	0	0	0	0	0
TOTAL BUDGET	6,303	20,730	15,680	15,830	15,830

OVERVIEW COMMENTARY

The powers, duties and responsibilities of the Economic Development Commission are set forth in Article VII of the City Charter, in Ordinance No. 880, and in the laws of the State of California. The Economic Development Commission consists of five members, appointed by the Mayor and City Council.

The Economic Development Commission acts in an advisory capacity to the City Council on the needs of existing businesses and the availability of economic development opportunities and resources. The Commission is responsible for providing staff and the City Council with guidance on business retention, business expansion, business marketing and technology related issues. This Commission also provides for the operation of the Economic Development Strategic Plan and the Business Retention Program for the City of Cerritos.

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
COMMUNITY DEVELOPMENT	Economic Development Commission	252

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

1. Develop and monitor the implementation of a strategic plan for the City of Cerritos.
2. Evaluate City procedures and processes that either assist or hinder business opportunities, including streamlining the development review process.
3. Determine the effectiveness of influencing businesses to locate in the City of Cerritos based on current incentives and/or opportunities.
4. Provide recommendations of the City Council concerning the City's business community.
5. Develop and implement a business visitation program to demonstrate interest, gather information and develop plans to foster job retention and expansion.
6. Develop a program to establish and maintain employment figures for the City of Cerritos.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

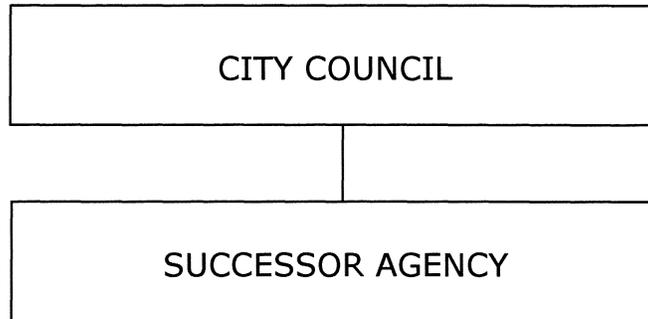
**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Community Development		ECONOMIC DEVELOPMENT COMMISSION				252
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
	Commissioner (5)	4,856	6,000	6,000	6,000	6,000
52010	Regular Earnings - Part Time	4,856	6,000	6,000	6,000	6,000
52400	Employee Benefits	372	480	480	480	480
	TOTAL PERSONNEL	5,228	6,480	6,480	6,480	6,480
	OPERATIONS AND MAINTENANCE					
53070	Reimbursed Mileage	0	500	500	500	500
53080	Travel And Meeting	386	800	500	800	800
61430	Professional Services	0	4,900	0	0	0
61580	Temporary Help	600	750	750	750	750
63411	Community Programs	0	7,000	7,000	7,000	7,000
63520	Special Supplies	89	300	450	300	300
	TOTAL OPERATIONS AND MAINTENANCE	1,075	14,250	9,200	9,350	9,350
	CAPITAL OUTLAY					
	TOTAL CAPITAL OUTLAY					
	ACTIVITY TOTAL	6,302	20,730	15,680	15,830	15,830

CERRITOS SUCCESSOR AGENCY: 2017-2018

ADMINISTRATIVE OPERATING BUDGET

DEPARTMENTAL CHART OF ORGANIZATION



260

260
Successor Agency

CITY OF CERRITOS DEPARTMENTAL ACTIVITY OVERVIEW

DEPT.CODE:	DEPARTMENT	FUND DISTRIBUTION:				
261/262	SUCCESSOR AGENCY					
EXPENSE CLASSIFICATION	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATED	2017-2018 PROPOSED	2017-2018 APPROVED	
TOTAL POSITIONS	N/A	N/A	N/A	N/A	N/A	
PERSONNEL EXPENSE	0	0	0	0	0	
OPERATIONS AND MAINTENANCE	19,079,060	21,479,293	21,433,386	20,959,865	20,959,865	
CAPITAL OUTLAY	0	0	0	0	0	
TOTAL BUDGET	19,079,060	21,479,293	21,433,386	20,959,865	20,959,865	

OVERVIEW COMMENTARY

Pursuant to AB 1X 26, as upheld by the California Supreme Court in December, 2011, the Cerritos Redevelopment Agency was dissolved on February 1, 2012. Accordingly, the Successor Agency to the Cerritos Redevelopment Agency was established in compliance with AB 1X 26.

A Successor Agency is required to make payments and fulfill enforceable obligations of the former Redevelopment Agency. The budgets of the Successor Agency reflect anticipated and actual payments that have been included on the applicable Recognized Obligation Payment Schedule (ROPS) documents.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
COMMUNITY DEVELOPMENT	Successor Agency	261/262

ACTIVITY COMMENTARY

The Successor Agency budget has been established in accordance with the provisions of AB 1X 26, and the resulting dissolution of the Cerritos Redevelopment Agency on February 1, 2012.

The budget reflects amounts that have been included on the applicable Recognized Obligation Payment Schedule (ROPS) document.

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
COMMUNITY DEVELOPMENT		Successor Agency				261/262
OBJECT CODE	EXPENSE CLASSIFICATION	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATED	2017-2018 PROPOSED	2017-2018 APPROVED
	PERSONNEL EXPENSE					
	RANGE POSITION TITLE					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS AND MAINTENANCE					
80161	Property Tax Allocations (RPTTF)	18,521,233	20,825,285	20,895,285	20,324,400	20,324,400
80161	Administrative Allowance	557,827	654,008	538,101	635,465	635,465
	TOTAL OPERATIONS AND MAINTENANCE	19,079,060	21,479,293	21,433,386	20,959,865	20,959,865
	CAPITAL OUTLAY					
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	19,079,060	21,479,293	21,433,386	20,959,865	20,959,865

BOND INTEREST, REDEMPTION AND LOANS

SUCCESSOR AGENCY TO THE CERRITOS REDEVELOPMENT AGENCY

Los Cerritos Bond Issue					
ACCOUNT NO.		2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
	2002 Series A				
23114	Principal	2,795,000	2,930,000	2,930,000	3,075,000
80130	Interest	867,710	726,440	726,440	578,240
	Total 2002 Series A	3,662,710	3,656,440	3,656,440	3,653,240
	2002 Series B				
23116	Principal	465,000	490,000	490,000	505,000
80130	Interest	138,345	117,680	117,680	95,290
	Total 2002 Series B	603,345	607,680	607,680	600,290
	2003 Magnolia Revenue Bond (a)				
23151	Principal	0	0	0	0
80130	Interest	0	0	0	0
	Total 2003 Magnolia Revenue Bond	0	0	0	0
Los Cerritos Bond Issue Total		4,266,055	4,264,120	4,264,120	4,253,530

- (a) The Electric Utility's debt service obligations related to the Magnolia Power Project will be funded through a portion of the proceeds the Successor Agency to the Cerritos Redevelopment Agency will receive as part of a recent settlement of outstanding litigation between the Successor Agency and the State Department of Finance.

BOND INTEREST, REDEMPTION AND LOANS

SUCCESSOR AGENCY TO THE CERRITOS REDEVELOPMENT AGENCY

Los Coyotes Bond Issue					
ACCOUNT NO.		2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
23121 80130	Principal	0	0	0	0
	Interest	520,000	520,000	520,000	520,000
Total 1993 Series A		520,000	520,000	520,000	520,000

ACCOUNT NO.		2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
23122 80130	Principal	4,440,000	4,790,000	4,790,000	5,160,000
	Interest	1,480,830	1,120,860	1,120,860	732,810
Total 1993 Series B		5,920,830	5,910,860	5,910,860	5,892,810

ACCOUNT NO.		2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
23125 80130	Principal	1,540,000	1,610,000	1,610,000	1,690,000
	Interest	2,486,450	2,410,250	2,410,250	2,330,420
Total 2002 Series A		4,026,450	4,020,250	4,020,250	4,020,420

ACCOUNT NO.		2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
23142 80130	Principal	270,000	865,000	865,000	905,000
	Interest	480,090	455,320	455,320	415,480
Total 2002 Series B		750,090	1,320,320	1,320,320	1,320,480

BOND INTEREST, REDEMPTION AND LOANS

SUCCESSOR AGENCY TO THE CERRITOS REDEVELOPMENT AGENCY

Los Coyotes Bond Issue (Continued)					
ACCOUNT NO.	2003 Magnolia Revenue Bond (a)	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
23151	Principal	0	0	0	0
80130	Interest	0	0	0	0
Total 2003 Magnolia Revenue Bond		0	0	0	0

Los Coyotes Bond Issue Total	11,217,370	11,771,430	11,771,430	11,753,710
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- (a) The Electric Utility's debt service obligations related to the Magnolia Power Project will be funded through a portion of the proceeds the Successor Agency to the Cerritos Redevelopment Agency will receive as part of a recent settlement of outstanding litigation between the Successor Agency and the State Department of Finance.

BOND INTEREST, REDEMPTION AND LOANS

SUCCESSOR AGENCY TO THE CERRITOS REDEVELOPMENT AGENCY

Loan from City of Cerritos					
ACCOUNT NO.	Los Cerritos/Los Coyotes (b)	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
80130	Interest	0	0	0	0
	Principal	0	0	0	2,142,233
Total Los Cerritos		0	0	0	2,142,233

ACCOUNT NO.	Los Coyotes (b)	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
80130	Interest	0	0	0	0
	Principal	0	0	0	0
Total Los Coyotes		0	0	0	0

Loan from City of Cerritos Total		0	0	0	2,142,233
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Loan from Low Mod Fund (c)					
ACCOUNT NO.	Los Cerritos/Los Coyotes	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
20146	Principal	2,012,015	2,835,973	2,835,973	139,983
	Total Los Cerritos/Los Coyotes	2,012,015	2,835,973	2,835,973	139,983

ACCOUNT NO.	Los Coyotes	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 FORECAST
20146	Principal	0	0	0	0
	Total Los Coyotes	0	0	0	0

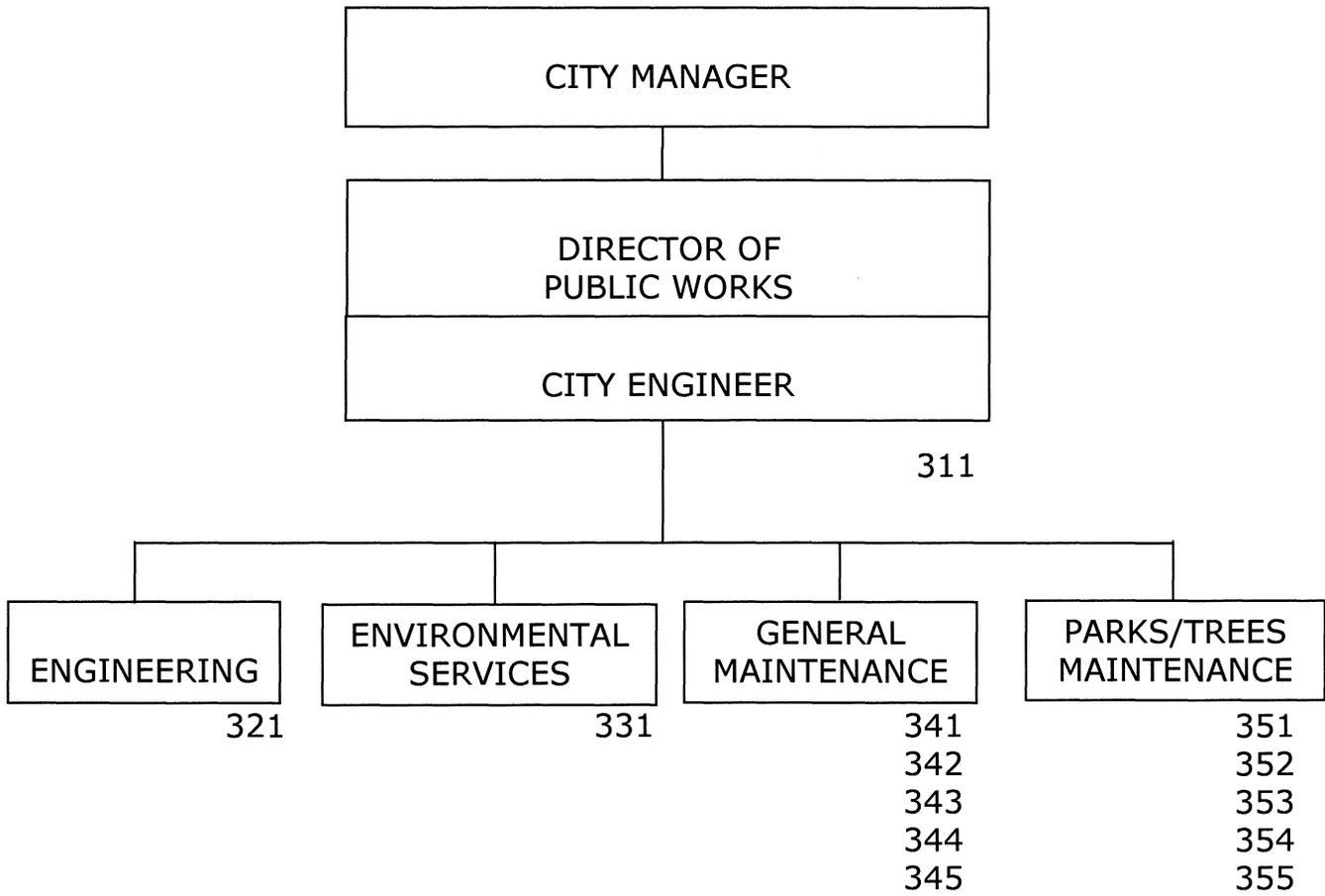
Loan from Low Mod Fund Total		2,012,015	2,835,973	2,835,973	139,983
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GRAND TOTAL (BIR and Loans)		17,495,440	18,871,523	18,871,523	18,289,456
Los Cerritos Bond Issue + Los Coyotes Bond Issue + Loan from City + Loan from Low Mod Fund					

- (b) Loan payments will be made pursuant to a settlement agreement reached between the Successor Agency to the Cerritos Redevelopment Agency and the California State Department of Finance in resolution of outstanding litigation relating to enforceable obligations associated with the former Cerritos Redevelopment Agency.
- (c) The loans from the Low and Moderate Income Housing Fund for Los Cerritos and Los Coyotes were merged in Fiscal Year 2015-2016.

**PUBLIC WORKS
DEPARTMENT**

DEPARTMENTAL CHART OF ORGANIZATION



300
Public Works

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY OVERVIEW**

DEPT.CODE:	DEPARTMENT					
300	PUBLIC WORKS					
EXPENSE CLASSIFICATION	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATED	2017-2018 PROPOSED	2017-2018 APPROVED	
TOTAL POSITIONS	66	61	61	63	63	
PERSONNEL EXPENSE	7,494,802	7,790,134	7,790,134	8,455,620	8,455,620	
OPERATIONS AND MAINTENANCE	9,375,501	9,074,855	9,382,125	9,371,275	9,831,102	
CAPITAL OUTLAY	0	3,440	3,440	3,440	3,440	
TOTAL BUDGET	16,870,303	16,868,429	17,175,699	17,830,335	18,290,162	

OVERVIEW COMMENTARY

The Department of Public Works is responsible for the administration and implementation of the Capital Improvement Program and for providing maintenance services to City facilities. The Department consists of four major divisions which include the Engineering Division, the Environmental Services Division, the General Maintenance Division and the Parks and Trees Division.

The Department of Public Works coordinates the planning, budgeting, design, contract administration and inspection of all Capital Improvement Projects.

The Department of Public Works is vested with the responsibility of managing and maintaining a variety of municipal services and facilities including streets, safety lighting, traffic signals, street sweeping, refuse collection, storm drains, sewers, municipal buildings, vehicles and equipment, 21 neighborhood and community parks, public swim facility, municipal golf course, street trees, medians and parkways.

The Department of Public Works together with other City departments is responsible for reviewing proposed developments, reporting to the Planning Commission and City Council, implementing City standards, plan checking and inspection of private developments.

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT: PUBLIC WORKS	ACTIVITY: Office of the Director	COST CENTER CODE: 311
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ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The responsibilities of the Office of the Director include direct supervision, coordination and control of all departmental activities for the Engineering, Environmental Services, Parks and Trees, and Maintenance Divisions. The Director of Public Works is appointed by the City Manager and functions in a staff capacity to advise elected and appointed officers concerning the City's public works needs and requirements. The Director of Public Works also serves as the City Engineer. Staff assigned to the Director's office ensure that the administrative programs of the Public Works Department are consistent with the City's policies and procedures.

This office is responsible for:

- (a) Administration of the City's Capital Improvement Program;
- (b) Administering contracts for both construction projects and maintenance programs;
- (c) Managing departmental programs and personnel;
- (d) Researching funding sources and securing grants;
- (e) Providing a variety of data and information vital for the City's decision-making process and policy formation to elected and appointed City officials;
- (f) Providing oversight for City engineering functions, including approval of engineering plans, survey documents and subdivision maps;
- (g) Coordinating departmental programs and activities with other departments, government agencies, businesses and the general public.

ACTIVITY OBJECTIVES

1. To achieve departmental goals through the establishment of effective and efficient systems, procedures and programs.
2. To constantly evaluate departmental programs, projects and reports in an effort to maximize productivity.
3. To increase the efficiency of the department's efforts in the areas of contract management, maintenance services and cost-benefit analysis.
4. Develop and implement new programs to meet community needs and legislative compliance.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Public Works		DIRECTOR'S OFFICE-PUBLIC WORKS				311
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE POSITION TITLE					
	72 Director of Public Works/ City Engineer	150,094	129,605	129,605	140,210	140,210
	46 Mgmt. Analyst	82,407	81,952	81,952	84,410	84,410
51010	Regular Earnings	232,500	211,557	211,557	224,620	224,620
	28 P/T Secretary/Receptionist	14,298	21,163	21,163	18,060	18,060
52010	Regular Earnings - Part Time	14,298	21,163	21,163	18,060	18,060
52021	Overtime Earnings - Part Time	36	0	0	0	0
52400	Employee Benefits	164,021	172,844	172,844	207,400	207,400
	TOTAL PERSONNEL	410,855	405,564	405,564	450,080	450,080
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	4,400	4,800	4,800	4,800	4,800
53020	Dues And Publications	280	580	580	580	580
53070	Reimbursed Mileage	50	500	100	250	250
61430	Professional Services	20,530	0	1,870	0	0
63250	Office Supplies	114	300	300	300	300
63520	Special Supplies	3,000	0	0	0	0
67060	Cellular Phone	550	1,200	1,200	1,200	1,200
69901	Non-Capitalizable Expenditures	0	0	0	0	0
	TOTAL OPERATIONS AND MAINTENANCE	28,924	7,380	8,850	7,130	7,130
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	439,779	412,944	414,414	457,210	457,210

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT: PUBLIC WORKS	ACTIVITY: Engineering	COST CENTER CODE: 321
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ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Engineering Division functions in a staff capacity within the Department of Public Works to supply basic engineering support to the City for activities such as the administration of public works projects, design of capital improvement projects, traffic engineering services, subdivision map review and plan checking, survey and inspection services and the performance of related technical tasks. Personnel assigned to the Engineering Division coordinate and administer activities supplied to the City by private contractors for public works construction projects including street and bridge construction, traffic signal construction, sewer and storm drain installation and similar capital construction work. Engineering plan checking for both private and public construction is also a primary responsibility of the Engineering Division and NPDES.

ACTIVITY OBJECTIVES

1. Facilitate the safe movement of traffic through standardized design and construction of street improvements.
2. Reduce delay time and to increase traffic flow capacity of City arterial streets through continual upgrading and monitoring of traffic signal systems.
3. Provide for the safe movement of traffic on City streets by continual monitoring and upgrading of highway and street facilities.
4. Provide design and construction project management for capital improvements.
5. Provide plan checking and inspection for public improvements by private developers pursuant to current City standards.

<u>ACTIVITY WORKLOAD STATISTICS</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
Permits issued	340	400	400
Grading plan checks processed	10	5	6
Parcel/tract maps, lot line adjustments processed & easements	4	4	5
Traffic studies	1	4	5
Designed projects in-house	5	5	5

SIGNIFICANT ACTIVITY PROGRAM CHANGES

	<u>CHANGES</u>
Increase in Professional Services reflects mandatory speed survey required per California Vehicle Code, mandatory pavement condition survey required for federal funding and addition of traffic signal maintenance services previously budgeted as a component of the Traffic Signal Camera Enforcement line item (61430).	+\$210,000
Decrease in Traffic Signal Camera Enforcement with the removal of equipment and discontinuation of the program (65176).	-\$400,000

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Public Works		ENGINEERING				321
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE POSITION TITLE					
	60 Assist. City Engineer	64,113	0	0	107,770	107,770
	53 Associate Civil Engineer	0	0	0	100,480	100,480
	49 Assist. Civil Engineer	88,997	88,360	88,360	0	0
	43 Public Works Inspector	78,070	76,190	76,190	78,460	78,460
	34 Engineering Aide	60,399	61,030	61,030	61,030	61,030
	32 Division Secretary	58,491	58,180	58,180	58,180	58,180
51010	Regular Earnings	350,070	283,760	283,760	405,920	405,920
51021	Overtime	0	3,620	3,620	3,620	3,620
52400	Employee Benefits	265,861	244,030	244,030	389,680	389,680
	TOTAL PERSONNEL	615,932	531,410	531,410	799,220	799,220
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	2,100	3,600	3,600	3,600	3,600
53020	Dues And Publications	1,434	1,500	1,500	1,500	1,500
53070	Reimbursed Mileage	180	1,200	1,200	1,200	1,200
53080	Travel And Meeting	189	1,700	1,700	1,700	1,700
53091	Vehicle Operations	1,335	2,700	2,700	2,700	2,700
61070	Checking And Inspection	86,259	15,000	25,000	15,000	15,000
61130	Delivery Service	0	500	500	500	500
61180	Engineering Services	860	1,000	1,000	1,000	1,000
61430	Professional Services	12,812	15,000	30,000	225,000	225,000
61520	Special Studies	4,995	7,250	7,250	7,250	7,250
63230	Maps And Publications	0	250	250	250	250
63250	Office Supplies	543	750	750	750	750
63520	Special Supplies	2,640	3,000	3,000	3,000	3,000
65176	Traffic Signal Camera Enforcement	379,153	400,000	400,000	0	0
67060	Cellular Phone	1,550	1,800	1,800	1,800	1,800
69200	Cdbg-Staff Time Expense Reimbursement	-3,854	0	0	0	0
69950	Non-Cap Expenditures-FF&E	1,951	0	0	0	0
	TOTAL OPERATIONS AND MAINTENANCE	492,147	455,250	480,250	265,250	265,250
	CAPITAL OUTLAY					
79030	Improvements	0	0	0	0	0
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	1,108,078	986,660	1,011,660	1,064,470	1,064,470

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT: PUBLIC WORKS	ACTIVITY: Environmental Services	COST CENTER CODE: 331
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ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Environmental Services Division is responsible for the City's refuse collection function, street sweeping contract and the custodial maintenance of all City facilities. The Division also administers the City's integrated waste management programs, which include source reduction, recycling, household hazardous waste and composting. The Division is also responsible for overseeing the City's compliance with the National Pollutant Discharge Elimination System (NPDES) permit requirements.

ACTIVITY OBJECTIVES

1. To maintain clean and sanitary conditions through all residential, industrial and commercial areas of the City through the provision of regularly scheduled refuse collection, a service supplied to the City under private contract.
2. To administer the Citywide recycling program by meeting the mandated diversion goals.
3. To develop and distribute educational materials to City residents and businesses on waste management and other resource conservation programs. This includes recycling, household hazardous waste disposal, source reduction, used oil recycling and electricity conservation.
4. To coordinate compliance with local enforcement agency regulations.
5. To prepare reporting documents for environmental program requirements for submittal to regulatory agencies.
6. Identify and procure funding from outside sources for Public Works programs and services.
7. To maintain sanitary and safe conditions on all residential and commercial streets through the provision of regularly scheduled street sweeping, supplied to the City through private contract.
8. To ensure that facilities remain in a neat and sanitary condition on a day-to-day basis.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

Increase in Custodial Services reflects an increase to the State mandated minimum wage that contractors are required to pay their employees, as well as an expansion of the scope of the City's custodial services (61110).

+\$64,850

Decrease in Street Sweeping represents the cost savings achieved through the implementation of a new trash franchise agreement (65154).

-\$237,820

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Public Works		ENVIRONMENTAL SERVICES				331
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
	55 Environmental Services Manager	109,658	102,510	102,510	105,570	105,570
	41 Custodial Services Supervisor	72,914	72,510	72,510	74,690	74,690
	32 Custodial Leadworker	58,857	58,180	58,180	58,180	58,180
	28 Custodian II (2)	108,549	106,200	106,200	106,200	106,200
	23 Custodian I (5)	242,943	237,400	237,400	237,400	237,400
51010	Regular Earnings	592,921	576,800	576,800	582,040	582,040
51021	Overtime	10,285	5,000	5,000	5,000	5,000
	28 P/T Secretary/Receptionist (1)	24,483	24,050	24,050	24,060	24,060
	23 P/T Custodian I (3)	80,392	89,950	89,950	89,940	89,940
52010	Regular Earnings - Part Time	104,874	114,000	114,000	114,000	114,000
52021	Overtime Earnings - Part Time	291	0	0	0	0
52400	Employee Benefits	527,461	594,640	594,640	652,060	652,060
	TOTAL PERSONNEL	1,235,832	1,290,440	1,290,440	1,353,100	1,353,100
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	3,600	3,600	3,600	3,600	3,600
53020	Dues And Publications	0	500	0	500	500
53070	Reimbursed Mileage	1,322	1,200	1,200	1,200	1,200
53090	Uniform And Shoes	2,729	4,500	4,020	4,500	4,500
61110	Custodial Services	595,283	614,370	670,940	679,220	679,220
61191	Environmental Grant Expenditures	12,958	27,100	27,100	27,100	27,100
61250	Hazardous Waste Disposal	5,000	5,000	5,000	5,000	5,000
61360	Permit Fees	5,295	7,500	8,840	10,000	10,000
61430	Professional Services	73,465	100,000	98,650	100,000	100,000
61550	Special Waste	0	2,000	2,000	2,000	2,000
61560	Storm Water Management	57,863	100,000	100,000	100,000	100,000
63520	Special Supplies	109,016	120,000	120,000	120,000	120,000
63530	Small Tools	1,412	3,000	3,000	3,000	3,000
65131	Rent Other Equipment	0	1,200	1,200	1,200	1,200
65154	Street Sweeping	407,862	422,820	388,310	372,480	185,000
67040	Electricity	4,893	6,000	4,780	6,000	6,000
67060	Cellular Phone	1,200	1,200	1,200	1,200	1,200
	TOTAL OPERATIONS AND MAINTENANCE	1,281,898	1,419,990	1,439,840	1,437,000	1,249,520
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	2,517,729	2,710,430	2,730,280	2,790,100	2,602,620

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT: PUBLIC WORKS	ACTIVITY: General Maintenance	COST CENTER CODE: 341
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ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The purpose of this activity is to supervise and oversee all maintenance responsibilities within the City, except for those maintenance activities normally performed by the Parks, Environmental Services and Water Divisions. Included among the responsibilities of the General Maintenance activity are the administration of all maintenance service contracts (including the traffic signal maintenance contract, sewer and storm drain maintenance, graffiti removal and various contracts which the City has with the Los Angeles County Department of Public Works). Additional responsibilities assigned to General Maintenance include the overall maintenance of municipally owned structures and streets, sewers, storm drains and public rights-of-way.

ACTIVITY OBJECTIVES

1. To maintain clean and sanitary conditions through all residential, industrial and commercial areas of the City.
2. To maintain the public rights-of-way in a clean and sanitary manner through the provision of regularly scheduled clean up and weed abatement along unimproved rights-of-way.
3. To ensure the security of City streets after dark through the provision of street lighting.
4. Prevent flooding by insuring maintenance of storm/sewer system.
5. Provide routine maintenance of sewer lines and protect the health of Cerritos residents through immediate response to emergency calls.

<u>ACTIVITY WORKLOAD STATISTICS</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
Sewer lines maintained (miles)	109.32	109.32	109.32
Sewer lift stations	6	6	6

SIGNIFICANT ACTIVITY PROGRAM CHANGES

<u>SIGNIFICANT ACTIVITY PROGRAM CHANGES</u>	<u>CHANGES</u>
Increase to Sewer Maintenance to reflect additional mileage maintained and current maintenance rates (65134).	+ \$109,350

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Public Works		GENERAL MAINTENANCE				341
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE POSITION TITLE					
	58 Maintenance Superintendent	110,907	110,310	110,310	113,610	113,610
	45 Maintenance Supervisor	80,530	80,100	80,100	82,490	82,490
	28 Division Secretary	53,388	53,100	53,100	53,100	53,100
51010	Regular Earnings	244,825	243,510	243,510	249,200	249,200
51021	Overtime	0	4,630	4,630	4,630	4,630
	23 P/T Custodian I	14,575	19,450	19,450	19,450	19,450
	19 P/T Public Works Intern (1)	5,151	18,780	18,780	18,780	18,780
52010	Regular Earnings - Part Time	19,726	38,230	38,230	38,230	38,230
52400	Employee Benefits	197,357	220,130	220,130	247,830	247,830
	TOTAL PERSONNEL	461,908	506,500	506,500	539,890	539,890
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	3,600	3,600	3,600	3,600	3,600
53020	Dues And Publications	214	360	360	360	360
53070	Reimbursed Mileage	0	320	320	320	320
53090	Uniform And Shoes	501	1,270	1,270	1,270	1,270
53091	Vehicle Operations	5,840	9,850	9,850	9,850	9,850
61380	Printing	0	300	300	300	300
61430	Professional Services	5,799	6,250	6,250	6,250	6,250
61530	Soil Sterilization And Weed Abatement	4,162	5,800	5,800	5,800	5,800
63250	Office Supplies	0	120	120	120	120
63270	Photo Film And Processing	0	360	360	360	360
63410	Program Expenses And Supplies	59,980	63,900	63,900	63,900	63,900
63520	Special Supplies	351	360	360	360	360
63530	Small Tools	0	730	730	730	730
65050	Equipment And Machinery Maintenance	116,111	119,000	119,000	119,000	119,000
65090	Off Street Maintenance	9,399	34,830	34,830	34,830	34,830
65134	Sewer Maintenance	417,324	192,090	257,180	301,440	301,440
65140	Storm Drain Maintenance	34,380	29,260	29,260	29,260	29,260
65151	Street Lights - Maintenance	847,648	874,200	874,200	874,200	874,200
67010	Water	24	0	0	0	0
67060	Cellular Phone	1,346	1,200	1,200	1,200	1,200
	TOTAL OPERATIONS AND MAINTENANCE	1,506,679	1,343,800	1,408,890	1,453,150	1,453,150
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
79060	Motor Vehicles	0	0	0	0	0
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	1,968,588	1,850,300	1,915,390	1,993,040	1,993,040

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT: PUBLIC WORKS	ACTIVITY: Street Maintenance	COST CENTER CODE: 342
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ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

Funds are provided within the General Maintenance Division's Street Maintenance activity to undertake a variety of maintenance functions which include the resurfacing and sealing of all public streets and highways; bridge maintenance; traffic signal maintenance; pavement marking and striping; traffic and street name sign maintenance and replacement; storm sewer maintenance; emergency sanitary sewer services; curb, gutter and sidewalk maintenance; and the repair of storm damage throughout the City. These functions are performed under contracts issued to the County of Los Angeles and to various private firms.

ACTIVITY OBJECTIVES

1. To ensure that a comprehensive maintenance program is developed and implemented for municipally-owned facilities in the public rights-of-way.
2. To provide for traffic safety through the maintenance of safety devices and signs.
3. To forestall future capital expenditures through ongoing preventive street maintenance.
4. To ensure pedestrian safety through the maintenance of curbs, gutters and sidewalks.

<u>ACTIVITY WORKLOAD STATISTICS</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
Miles of sidewalk maintained	242.16	242.16	242.16
Miles of curb and gutters maintained	255.75	255.75	255.75
Total street mileage maintained	136.33	136.33	136.33
Traffic signals maintained	90	91	91
Bridges maintained	16	16	16

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Public Works		STREET MAINTENANCE				342
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE POSITION TITLE					
51010	35 Maintenance Mechanic II	62,799	62,460	62,460	62,460	62,460
	Regular Earnings	62,799	62,460	62,460	62,460	62,460
51021	Overtime	0	1,030	1,030	1,030	1,030
52400	Employee Benefits	55,749	57,470	57,470	63,710	63,710
	TOTAL PERSONNEL	118,548	120,960	120,960	127,200	127,200
	OPERATIONS AND MAINTENANCE					
53020	Dues And Publications	0	120	120	120	120
53030	Education And Training	22	2,400	2,400	2,400	2,400
53070	Reimbursed Mileage	0	380	380	380	380
53090	Uniform And Shoes	429	730	730	730	730
53091	Vehicle Operations	4,190	5,230	5,230	5,230	5,230
61430	Professional Services	400	3,520	3,520	3,520	3,520
63520	Special Supplies	1,859	1,880	1,880	1,880	1,880
63530	Small Tools	325	350	350	350	350
65030	Bridge Maintenance	7,000	13,980	13,980	13,980	13,980
65070	Marking And Striping	2,985	45,320	45,320	45,320	45,320
65133	Roadside Maintenance	29,909	30,000	30,000	30,000	30,000
65153	Street Sign - Maintenance	4,635	6,210	6,210	6,210	6,210
65155	Street Maintenance - City	209,231	150,000	150,000	150,000	150,000
65156	Street Maintenance - County	28,629	26,800	26,800	26,800	26,800
65171	Traffic Signal Maintenance - State	16,587	16,360	16,360	16,360	16,360
65172	Traffic Signal Maintenance - City	190,830	190,830	190,830	190,830	190,830
65174	Traffic Signal - Power	143,859	139,160	139,160	139,160	139,160
65175	Traffic And Regulatory Signs	11,763	17,220	17,220	17,220	17,220
	TOTAL OPERATIONS AND MAINTENANCE	652,653	650,490	650,490	650,490	650,490
	CAPITAL OUTLAY					
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	771,201	771,450	771,450	777,690	777,690

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
PUBLIC WORKS	Vehicle Maintenance	343

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Vehicle Maintenance Division provides internal vehicle, equipment and field maintenance support for the City. The activities of this Division relate to maintenance, repair, modification and fabrication of multiple types of City equipment. Activities range from minor repairs to major overhauls. This division is also responsible for the inspection and monitoring of service from vendors to assure receipt of quality and economical service.

ACTIVITY OBJECTIVES

1. To extend the anticipated service life of all City-owned vehicles and equipment through routine and preventative maintenance.
2. To inspect, maintain, repair and overhaul all City equipment.
3. To provide centralized in-house maintenance support functions for all City departments.
4. To evaluate service vehicles, determine their service life and advise of replacement needs.

<u>ACTIVITY WORKLOAD STATISTICS</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
Passenger vehicles maintained	3	3	3
Light industrial vehicles maintained (1 ton or below)	56	56	56
Heavy industrial vehicles maintained (over 1 ton)	9	9	9
Tractors maintained	10	10	10
Miscellaneous small power equipment maintained	311	316	317

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Public Works		VEHICLE MAINTENANCE				343
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE POSITION TITLE					
	38 Maintenance Leadworker	67,274	66,920	66,920	66,920	66,920
	35 Maintenance Mechanic II	62,799	62,460	62,460	62,460	62,460
	31 Maintenance Mechanic I	57,257	56,960	56,960	56,960	56,960
51010	Regular Earnings	187,330	186,340	186,340	186,340	186,340
51021	Overtime	169	520	520	520	520
52400	Employee Benefits	166,634	171,450	171,450	190,090	190,090
	TOTAL PERSONNEL	354,132	358,310	358,310	376,950	376,950
	OPERATIONS AND MAINTENANCE					
53020	Dues And Publications	0	360	360	360	360
53070	Reimbursed Mileage	0	180	180	180	180
53090	Uniform And Shoes	3,944	3,750	3,750	3,750	3,750
53091	Vehicle Operations	1,159	3,700	3,700	3,700	3,700
61340	Outside Services	29,808	29,440	29,440	29,440	29,440
63520	Special Supplies	84,862	81,160	81,160	81,160	81,160
63530	Small Tools	311	1,540	1,540	1,540	1,540
65131	Rent Other Equipment	480	480	480	480	480
	TOTAL OPERATIONS AND MAINTENANCE	120,564	120,610	120,610	120,610	120,610
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	474,697	478,920	478,920	497,560	497,560

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
PUBLIC WORKS	Facility Maintenance	344

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Facility Maintenance section is responsible for the maintenance of all municipal structures including the Cerritos City Hall, the Cerritos Public Library, Cerritos Park East, Liberty Park, Heritage Park, Corporate Yard, Sports Complex, Cerritos Center for the Performing Arts, Senior Citizen Center, Sheriff Station and all other municipal structures.

ACTIVITY OBJECTIVES

1. To ensure that all facilities remain in a safe and useful condition on a day-to-day basis.
2. To supply non-custodial maintenance and rehabilitation services to the City in an effort to ensure the extended life of municipal structures.

<u>ACTIVITY WORKLOAD STATISTICS</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
Building square footage maintained:			
City Hall	55,000	55,000	55,000
Cerritos Public Library	82,500	82,500	82,500
Cerritos Park East	20,000	20,000	20,000
Liberty Park	15,300	15,300	15,300
Heritage Park	2,000	2,000	2,000
Frontier Park	700	700	700
Westgate Park	800	800	800
Golf Course	2,475	2,475	2,475
Corporate Yard	25,000	25,000	25,000
Joe A. Gonsalves Park	600	600	600
Sports Complex	3,700	3,700	3,700
Cerritos Center for the Performing Arts	158,000	158,000	158,000
Senior Citizen Center	27,500	27,500	27,500
12616 183 rd Street	--	--	33,260
Moore Street Building	38,630	38,630	38,630
Cerritos Sheriff Station	<u>81,000</u>	<u>81,000</u>	<u>81,000</u>
Total Square Feet	513,205	513,205	546,465

SIGNIFICANT ACTIVITY PROGRAM CHANGES

<u>SIGNIFICANT ACTIVITY PROGRAM CHANGES</u>	<u>CHANGES</u>
Increase in Building And Grounds to reflect projected costs (65020).	+\$250,000
Increase in Water to reflect anticipated future usage (67010).	+\$30,000
Increase in Telephone to reflect anticipated future costs (67050).	+\$80,310

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Public Works		FACILITY MAINTENANCE				344
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE POSITION TITLE					
	45 Building Maintenance Engineer	80,530	80,100	80,100	80,100	80,100
	38 Maintenance Leadworker	67,280	66,920	66,920	66,920	66,920
	35 Maintenance Mechanic II	64,000	62,460	62,460	62,460	62,460
	31 Maintenance Mechanic I	43,934	56,960	56,960	56,960	56,960
51010	Regular Earnings	255,743	266,440	266,440	266,440	266,440
51021	Overtime	2,052	7,730	7,730	7,730	7,730
52400	Employee Benefits	189,913	242,460	242,460	266,440	266,440
	TOTAL PERSONNEL	447,709	516,630	516,630	540,610	540,610
	OPERATIONS AND MAINTENANCE					
53020	Dues And Publications	0	240	240	240	240
53030	Education And Training	0	2,400	2,400	2,400	2,400
53070	Reimbursed Mileage	0	380	380	380	380
53090	Uniform And Shoes	2,451	2,580	2,580	2,580	2,580
53091	Vehicle Operations	3,439	5,300	5,300	5,300	5,300
61340	Outside Services	7,207	7,240	7,240	7,240	7,240
61360	Permit Fees	2,425	3,280	3,280	3,280	3,280
61430	Professional Services	127,974	62,440	125,000	62,440	62,440
63520	Special Supplies	77,227	72,000	72,000	72,000	72,000
63530	Small Tools	772	1,390	1,390	1,390	1,390
65010	Air Conditioning Maintenance	212,668	180,820	180,820	180,820	180,820
65020	Building And Grounds	499,665	303,430	303,430	553,430	553,430
65110	Playground Equipment Maintenance	29,087	41,240	41,240	41,240	41,240
65131	Rent Other Equipment	744	960	960	960	960
65132	Rent Building And Grounds	0	820	820	820	820
67010	Water	40,291	30,000	60,000	60,000	60,000
67030	Natural Gas	47,748	81,940	81,940	81,940	81,940
67040	Electricity	1,656,132	1,637,000	1,637,000	1,637,000	1,637,000
67050	Telephone	254,265	192,890	273,200	273,200	273,200
67060	Cellular Phone	655	600	600	600	600
69120	Property Taxes	4,023	3,740	3,740	3,740	3,740
69901	Non-Capitalizable Expenditures	0	0	0	0	0
	TOTAL OPERATIONS AND MAINTENANCE	2,966,773	2,630,690	2,803,560	2,991,000	2,991,000
	CAPITAL OUTLAY					
79010	Land	0	0	0	0	0
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	3,414,482	3,147,320	3,320,190	3,531,610	3,531,610

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT: PUBLIC WORKS	ACTIVITY: Swim Center Maintenance	COST CENTER CODE: 345
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ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Swim Center Maintenance Division is responsible for the maintenance operations associated with the Cerritos Olympic Swim Center facility.

ACTIVITY OBJECTIVES

1. To ensure that the facility of 39,044 square feet remains in a neat and sanitary condition on a daily basis.
2. To ensure the programming of maximum leisure activities (swimming) through proper maintenance.
3. To supply non-custodial maintenance and rehabilitation services to the City in an effort to ensure the extended life of the municipal structure.
4. Guarantee water quality to meet Health Department standards.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Public Works		SWIM CENTER MAINTENANCE				345
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE POSITION TITLE					
51010	33 Aquatics Maintenance Specialist	59,934	59,620	59,620	59,620	59,620
	Regular Earnings	59,934	59,620	59,620	59,620	59,620
51021	Overtime	408	520	520	520	520
52400	Employee Benefits	53,826	54,850	54,850	54,850	54,850
	TOTAL PERSONNEL	114,168	114,990	114,990	114,990	114,990
	OPERATIONS AND MAINTENANCE					
53020	Dues And Publications	0	120	120	120	120
53030	Education And Training	0	200	200	200	200
53070	Reimbursed Mileage	0	180	180	180	180
53090	Uniform And Shoes	319	630	630	630	630
53091	Vehicle Operations	1,510	1,880	1,880	1,880	1,880
61340	Outside Services	4,225	4,320	4,320	4,320	4,320
61360	Permit Fees	186	360	360	360	360
61430	Professional Services	17,148	14,940	14,940	14,940	14,940
63520	Special Supplies	26,401	26,400	26,400	26,400	26,400
63530	Small Tools	0	690	690	690	690
65010	Air Conditioning Maintenance	12,668	27,300	27,300	27,300	27,300
65020	Building And Grounds	54,071	51,800	51,800	51,800	51,800
65131	Rent Other Equipment	0	840	840	840	840
67010	Water	9,408	7,000	14,600	7,000	7,000
67030	Natural Gas	46,242	58,980	58,980	58,980	58,980
67040	Electricity	134,646	142,400	142,400	142,400	142,400
67050	Telephone	3,147	2,470	2,470	2,470	2,470
	TOTAL OPERATIONS AND MAINTENANCE	309,971	340,510	348,110	340,510	340,510
	CAPITAL OUTLAY					
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	424,139	455,500	463,100	455,500	455,500

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT: PUBLIC WORKS	ACTIVITY: Parks and Trees Management	COST CENTER CODE: 351
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ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Parks and Trees Management Division is responsible for the overall supervision, coordination and administrative control of the Parks Maintenance, Street Tree Maintenance, Median Maintenance and Golf Course Maintenance Programs. Examples of the duties performed include review of landscape design and specifications for various types of landscape projects undertaken throughout the City, review and approval of landscape and irrigation plans for public landscape projects, the performance of field inspections to ensure conformance with the City's landscape requirements and weed abatement of public rights-of-way.

ACTIVITY OBJECTIVES

1. To maintain the City's image of a park-like community and support the City's designation as a Tree City USA through the development of landscaping standards and specifications.
2. To coordinate the functional areas of responsibility for the City's parks, trees, golf course and weed abatement programs to meet community needs.

ACTIVITY WORKLOAD STATISTICS

	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
Public landscape projects completed	10	10	10
Private landscape projects reviewed and checked	20	20	20
Field inspections performed (approximately)	150	150	150

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Public Works		PARKS & TREES MANAGEMENT				351
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
51010	58 Parks Superintendent	110,907	110,300	110,300	113,600	113,600
	Regular Earnings	110,907	110,300	110,300	113,600	113,600
52010	28 P/T Secretary/Receptionist	22,620	21,900	21,900	24,730	24,730
	Regular Earnings - Part Time	22,620	21,900	21,900	24,730	24,730
52400	Employee Benefits	78,774	94,370	94,370	108,280	108,280
	TOTAL PERSONNEL	212,301	226,570	226,570	246,610	246,610
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	3,600	3,600	3,600	3,600	3,600
53090	Uniform And Shoes	-39	0	0	0	0
67060	Cellular Phone	600	600	600	600	600
	TOTAL OPERATIONS AND MAINTENANCE	4,161	4,200	4,200	4,200	4,200
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	216,462	230,770	230,770	250,810	250,810

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT: PUBLIC WORKS	ACTIVITY: Median and Parkway Maintenance	COST CENTER CODE: 352
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ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The purpose of the Median Maintenance Division is to provide the maintenance for all center street medians, sidewalk planters and curvilinear buffer planting areas throughout the City and certain areas of landscape along the 91 and 605 Freeways including weed abatement along improved arterial rights-of-way. A portion of funds for Assessment District #6 will be derived from a special maintenance district. One half the cost of maintaining Del Amo and Valley View center medians and part of the Pioneer center median landscaped areas will be paid for through joint agreements with the Cities of Lakewood, Buena Park and La Mirada. This Division also oversees the maintenance of the center medians, AD-6, ADP-2, arterial contracts and the Art Center landscape maintenance.

ACTIVITY OBJECTIVES

1. To ensure beautification and aesthetic standards are achieved through the maintenance of all City parkways, medians and other landscaped areas.
2. To provide a continuing program of landscape replacement and renovation to ensure the lasting appearance of the median landscaped area.
3. To control weeds along improved public rights-of-way as needed for safety and aesthetic value.
4. Oversee the contract maintenance of the center medians, AD-6, arterial planter areas, ADP-2 Landscape Area, the freeway landscape areas and the Art Center areas.

<u>ACTIVITY WORKLOAD STATISTICS</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
Total approximate square feet of center street medians	1,000,000	1,000,000	1,000,000
Total approximate square feet of ADP-2 & AD-6 buffer landscape area	1,128,000	1,128,000	1,128,000
Total approximate square footage of sidewalk planters	972,163	972,163	972,163
Total square footage of freeway landscape	797,000	797,000	797,000

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

Increase in Professional Services to reflect City Council direction to facilitate increased median and parkway maintenance (61430).	+\$147,307
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**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Public Works		MEDIAN & PARKWAY MAINTENANCE				352
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE POSITION TITLE					
51010	38 Parks Leadworker	67,274	66,910	66,910	66,910	66,910
	Regular Earnings	67,274	66,910	66,910	66,910	66,910
51021	Overtime	0	400	400	400	400
52400	Employee Benefits	49,721	60,220	60,220	66,910	66,910
	TOTAL PERSONNEL	116,995	127,530	127,530	134,220	134,220
	OPERATIONS AND MAINTENANCE					
53090	Uniform And Shoes	428	550	550	550	550
53091	Vehicle Operations	1,186	3,800	3,800	3,800	3,800
61340	Outside Services	6,870	6,870	6,870	6,870	6,870
61430	Professional Services	925,007	777,700	777,700	777,700	925,007
63520	Special Supplies	2,608	2,660	2,660	2,660	2,660
63530	Small Tools	133	150	150	150	150
67010	Water	279,548	336,960	336,960	336,960	336,960
67040	Electricity	54,931	39,600	39,600	39,600	39,600
67060	Cellular Phone	0	480	480	480	480
69901	Non-Capitalizable Expenditures	0	0	0	0	0
69970	Non-Cap Expenditures-Machinery & Equipme	2,025	0	0	0	0
	TOTAL OPERATIONS AND MAINTENANCE	1,272,736	1,168,770	1,168,770	1,168,770	1,316,077
	CAPITAL OUTLAY					
79030	Improvements	0	0	0	0	0
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
79070	Machinery And Equipment	0	2,040	2,040	2,040	2,040
	TOTAL CAPITAL OUTLAY	0	2,040	2,040	2,040	2,040
	ACTIVITY TOTAL	1,389,730	1,298,340	1,298,340	1,305,030	1,452,337

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
PUBLIC WORKS	Parkway Trees	353

ACTIVITY COMMENTARY

In 1999, the City of Cerritos was designated as a Tree City USA by the National Arbor Foundation. This designation was granted for the City's commitment to the preservation and maintenance of the approximately 30,000 trees located in the parks, parkways and medians.

ACTIVITY DESCRIPTION

The Parkway Trees Division is responsible for planting, maintaining, repairing and replacing all trees located in City rights-of-way and in other public areas. Personnel assigned to this division help maintain tree wells and similar facilities.

ACTIVITY OBJECTIVES

1. To preserve municipal beautification efforts and support the City's designation as a Tree City USA through constant maintenance of tree wells and street trees in the City.
2. To constantly monitor the health of street trees and take steps necessary to prevent damaging diseases and retard other forms of insect and plant life harmful to street trees.
3. To grow at the City nursery a portion of the special trees for public and street tree programs.
4. Oversee the contract trimming of City street trees.
5. Provide assistance to the Cerritos Property Preservation Commission regarding implementation of the City's tree removal policy.

<u>ACTIVITY WORKLOAD STATISTICS</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
New street trees planted by City	100	150	300
Street trees maintained	28,350	28,700	29,050
Street trees treated for disease prevention	50	50	50
Street trees replaced	50	150	150
Street trees trimmed	5,000	6,500	7,000
Service calls made	1,900	1,900	2,000

SIGNIFICANT ACTIVITY PROGRAM CHANGES

<u>SIGNIFICANT ACTIVITY PROGRAM CHANGES</u>	<u>CHANGES</u>
Increase in Professional Services to reflect City Council direction to facilitate increased parkway tree trimming (61430).	+\$500,000

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Public Works		PARKWAY TREES				353
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
	45 Trees Supervisor	83,611	80,100	80,100	82,490	82,490
	33 Tree Trimmer II (2)	119,868	119,240	119,240	119,240	119,240
	28 Tree Trimmer I (3)	161,186	159,300	159,300	159,300	159,300
51010	Regular Earnings	364,665	358,640	358,640	361,030	361,030
51021	Overtime	19,404	6,130	6,130	6,130	6,130
52400	Employee Benefits	328,557	333,540	333,540	371,860	371,860
	TOTAL PERSONNEL	712,625	698,310	698,310	739,020	739,020
	OPERATIONS AND MAINTENANCE					
53020	Dues And Publications	260	340	340	340	340
53070	Reimbursed Mileage	2,527	0	0	0	0
53080	Travel And Meeting	96	200	200	200	200
53090	Uniform And Shoes	2,717	2,725	2,725	2,725	2,725
53091	Vehicle Operations	13,881	21,500	21,500	21,500	21,500
61430	Professional Services	281,196	450,000	462,390	450,000	950,000
63280	Plant And Trees	10,909	10,900	10,900	10,900	10,900
63520	Special Supplies	7,259	10,840	10,840	10,840	10,840
63530	Small Tools	218	220	220	220	220
67010	Water	3,247	2,920	2,920	2,920	2,920
67060	Cellular Phone	682	960	960	960	960
	TOTAL OPERATIONS AND MAINTENANCE	322,992	500,605	512,995	500,605	1,000,605
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	1,035,618	1,198,915	1,211,305	1,239,625	1,739,625

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT: PUBLIC WORKS	ACTIVITY: Parks Maintenance	COST CENTER CODE: 354
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ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The responsibilities of the Park Maintenance Division include providing of parks and ground maintenance services for the City's park system, which consists of 18 neighborhood parks and three community parks. Park maintenance personnel also maintain the ground adjacent to public buildings and other open space areas.

ACTIVITY OBJECTIVES

1. To ensure the public grounds and landscaped areas are attractively maintained and suitable for public use at all times.
2. To maintain sports fields in good playable condition.
3. To repair damaged landscaped areas promptly and efficiently in order to encourage and provide for the constant use of public open-space lands.
4. To control weeds along improved rights-of-way as needed for safety and aesthetic value.

<u>ACTIVITY WORKLOAD STATISTICS</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
Total park and public acreage maintained includes:	205	205	205

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Public Works		PARKS MAINTENANCE				354
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE POSITION TITLE					
	45 Parks Supervisor	82,600	80,100	80,100	82,490	82,490
	38 Parks Leadworker (2)	137,777	133,820	133,820	133,820	133,820
	32 Park Gardener II (10)	542,621	581,800	581,800	581,800	581,800
	27 Park Gardener 1 (13)	641,248	675,340	675,340	675,340	675,340
51010	Regular Earnings	1,404,246	1,471,060	1,471,060	1,473,450	1,473,450
51021	Overtime	29,065	13,160	13,160	13,160	13,160
52400	Employee Benefits	1,159,610	1,397,510	1,397,510	1,547,120	1,547,120
	TOTAL PERSONNEL	2,592,921	2,881,730	2,881,730	3,033,730	3,033,730
	OPERATIONS AND MAINTENANCE					
53020	Dues And Publications	2,745	4,280	4,280	4,280	4,280
53080	Travel And Meeting	440	600	600	600	600
53090	Uniform And Shoes	12,969	14,630	14,630	14,630	14,630
53091	Vehicle Operations	39,173	46,800	46,800	46,800	46,800
61340	Outside Services	0	1,500	1,500	1,500	1,500
61430	Professional Services	16,243	27,850	27,850	27,850	27,850
63520	Special Supplies	97,314	83,450	83,450	83,450	83,450
63530	Small Tools	267	1,600	1,600	1,600	1,600
65020	Building And Grounds	0	4,170	4,170	4,170	4,170
65131	Rent Other Equipment	550	950	950	950	950
67010	Water	142,988	120,270	120,270	120,270	120,270
67060	Cellular Phone	1,191	1,440	1,440	1,440	1,440
69901	Non-Capitalizable Expenditures	0	0	0	0	0
69970	Non-Cap Expenditures-Machinery & Equipme	2,987	0	0	0	0
	TOTAL OPERATIONS AND MAINTENANCE	316,867	307,540	307,540	307,540	307,540
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
79070	Machinery And Equipment	0	1,400	1,400	1,400	1,400
	TOTAL CAPITAL OUTLAY	0	1,400	1,400	1,400	1,400
	ACTIVITY TOTAL	2,909,790	3,190,670	3,190,670	3,342,670	3,342,670

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT: PUBLIC WORKS	ACTIVITY: Golf Course Maintenance	COST CENTER CODE: 355
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ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Golf Course Maintenance Division is assigned the responsibility of maintaining a nine-hole executive golf course consisting of approximately 29 acres, which includes 15 sand traps, a 1.5 acre lake, a practice driving range, an 18-hole practice putting green and an 8,000 square foot turf nursery.

ACTIVITY OBJECTIVES

1. To ensure aesthetic standards of the golf course are maintained through proper landscape maintenance.
2. To ensure maximum golf course play through proper maintenance.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

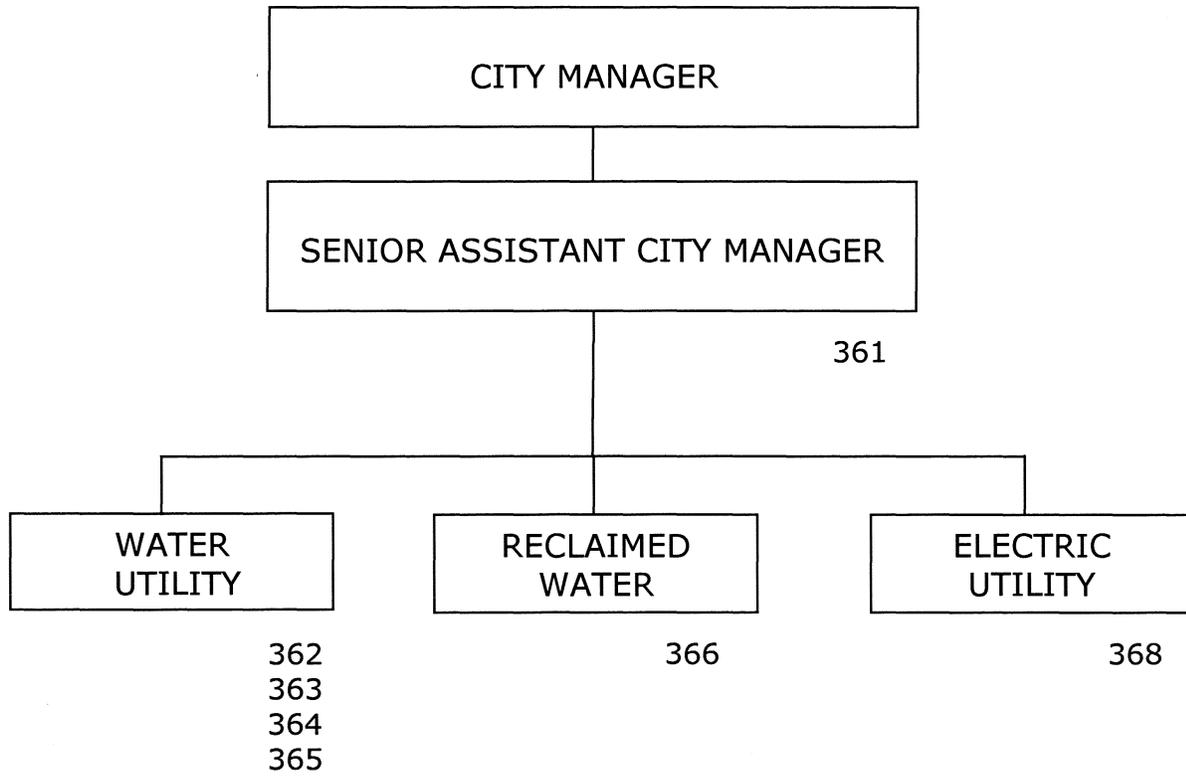
CHANGES

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Public Works		GOLF COURSE MAINTENANCE				355
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
	32					
	Park Gardener II (1)	35,048	0	0	0	0
51010	Regular Earnings	35,048	0	0	0	0
51021	Overtime	10,152	11,190	11,190	0	0
52400	Employee Benefits	55,676	0	0	0	0
	TOTAL PERSONNEL	100,876	11,190	11,190	0	0
	OPERATIONS AND MAINTENANCE					
53091	Vehicle Operations	1,284	7,200	7,200	7,200	7,200
61340	Outside Services	0	2,000	2,000	2,000	2,000
61430	Professional Services	723	3,870	3,870	3,870	3,870
63520	Special Supplies	29,560	29,790	29,790	29,790	29,790
63530	Small Tools	695	720	720	720	720
65010	Air Conditioning Maintenance	270	580	580	580	580
65020	Building And Grounds	4,130	10,160	10,160	10,160	10,160
67010	Water	26,726	35,780	35,780	35,780	35,780
67030	Natural Gas	1,059	1,800	1,800	1,800	1,800
67040	Electricity	34,689	33,120	33,120	33,120	33,120
	TOTAL OPERATIONS AND MAINTENANCE	99,136	125,020	125,020	125,020	125,020
	CAPITAL OUTLAY					
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	200,012	136,210	136,210	125,020	125,020

WATER & POWER
DEPARTMENT

DEPARTMENTAL CHART OF ORGANIZATION



360
Water & Power

CITY OF CERRITOS DEPARTMENTAL ACTIVITY OVERVIEW

DEPT. CODE:	DEPARTMENT				
360	WATER & POWER				
EXPENSE CLASSIFICATION	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATED	2017-2018 PROPOSED	2017-2018 APPROVED
TOTAL POSITIONS	14	14	14	14	14
PERSONNEL EXPENSE	2,099,384	2,056,525	2,056,525	2,060,900	2,060,900
OPERATIONS AND MAINTENANCE	12,898,633	13,487,207	13,521,677	13,167,510	13,167,510
CAPITAL OUTLAY	0	2,900	2,900	5,200	5,200
TOTAL BUDGET	14,998,017	15,546,632	15,581,102	15,233,610	15,233,610

OVERVIEW COMMENTARY

The Department of Water & Power is responsible for the administration of the Cerritos Water Utility and the Cerritos Electric Utility. Organizationally, the Department incorporates the functions of several operating divisions, including Water Management, Water Production and Distribution, Water Operations (Potable), Water Operations (Reclaimed), Water Inspection, and the Operations Division of the Cerritos Electric Utility.

Through the Department's Director, who is appointed by the City Manager to administer departmental operations, the Department of Water & Power is vested with the responsibility of managing and maintaining two multi-faceted services. The Water Utility provides water to more than 15,500 services and over 49,000 residents; recycled water to a majority of the public parks and arterial landscaping throughout the City; and emergency water service to the Fire Department. The Cerritos Electric Utility was created to provide reliable electricity to end-use customers in the City of Cerritos. In his capacity as the Electric Utility Manager, the Director facilitates the City's participation in the Magnolia Power Project, the Southern California Public Power Authority, and acts as a liaison for Cerritos with state and federal regulatory agencies such as the California Public Utilities Commission, the California Energy Commission, the California Independent System Operators and the Federal Energy Regulatory Commission.

The Department of Water & Power is responsible for the administration of water related Capital Improvement Projects, the development of new water and energy projects and the procurement of additional assets through contracts administration. In addition, the Department works closely with other City departments and private developers in reviewing proposed developments regarding all water related issues.

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT: WATER & POWER	ACTIVITY: Office of the Senior Assistant City Manager	COST CENTER CODE: 361
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ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Office of the Senior Assistant City Manager is responsible for the overall supervision of the Department of Water and Power. The primary responsibility of this office is the management and coordination of the entire department including the various divisions within the Cerritos Water Utility and the Cerritos Electric Utility. The Senior Assistant City Manager, as the General Manager for Water and Power, is appointed by the City Manager and functions in a staff capacity to advise elected and appointed officers concerning the City's water and electric utility needs and requirements.

ACTIVITY OBJECTIVES

1. To develop overall departmental program objectives, which serve to guide the staff of the water and power utilities, and enable the department to meet the current and future water and power needs and objectives.
2. To constantly evaluate departmental programs, projects and reports in an effort to maximize productivity.
3. To increase the efficiency of the department's efforts in the areas of contract management and fiscal policies.
4. To provide professional expertise in the financial management of the two Cerritos utilities, maximizing the use of assets and return on investment.
5. To develop and implement utility growth and any necessary programs to meet community needs and legislative compliance.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Water & Power		WATER & POWER MANAGEMENT				361
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
51010	77 Sr. Asst. City Manager	177,314	176,340	176,340	181,630	181,630
	Regular Earnings	177,314	176,340	176,340	181,630	181,630
52400	Employee Benefits	114,501	132,255	132,255	150,750	150,750
	TOTAL PERSONNEL	291,816	308,595	308,595	332,380	332,380
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	4,800	4,800	4,800	4,800	4,800
53020	Dues And Publications	3,237	3,200	3,200	3,200	3,200
53080	Travel And Meeting	25	800	800	800	800
61430	Professional Services	0	4,500	4,500	4,500	4,500
67060	Cellular Phone	1,333	1,200	1,200	1,200	1,200
	TOTAL OPERATIONS AND MAINTENANCE	9,395	14,500	14,500	14,500	14,500
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	301,211	323,095	323,095	346,880	346,880

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT: WATER & POWER	ACTIVITY: Water Management	COST CENTER CODE: 362
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ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Water Superintendent is responsible for overall management and administration of the Water Division. Through this office, various water operating services which include Water Production and Distribution, Water Operations, Water Inspection and Water Quality Control are managed to assure efficient and effective operations. Also included is the overall management and administration of the City's Reclaimed Water System. The primary function of this office is to ensure system capabilities which always exceed system demands, to evaluate and advise City officers of water requirements and projected future costs, and to ensure an uninterrupted source of water supply that meets or exceeds all water quality standards.

ACTIVITY OBJECTIVES

1. To supervise implementation of water related Capital Projects.
2. To plan and coordinate all Water Division activities.
3. To evaluate and use the most cost effective operation of water facilities.
4. Purchase and lease additional water rights as they become available.
5. To sign up additional reclaimed water users.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

Decrease in Professional Services due to the designation of the Water Master Plan as a capital project (61430).

-\$75,000

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Water & Power		WATER MANAGEMENT				362
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
51010	61 Water Superintendent	119,483	118,840	118,840	122,400	122,400
	47 Water Supervisor	64,822	71,730	71,730	73,940	73,940
	32 Division Secretary	53,388	58,180	58,180	58,200	58,200
	Regular Earnings	237,693	248,750	248,750	254,540	254,540
	19 P/T Public Works Intern	0	13,310	13,310	13,320	13,320
52010	Regular Earnings - Part Time	0	13,310	13,310	13,320	13,320
52400	Employee Benefits	195,685	212,680	212,680	244,200	244,200
	TOTAL PERSONNEL	433,379	474,740	474,740	512,060	512,060
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	3,600	3,600	3,600	3,600	3,600
53020	Dues And Publications	34,532	37,910	37,910	37,910	37,910
53030	Education And Training	3,956	12,000	12,000	12,000	12,000
53070	Reimbursed Mileage	0	360	360	360	360
53080	Travel And Meeting	316	600	600	600	600
53091	Vehicle Operations	0	1,730	1,730	1,730	1,730
61180	Engineering Services	0	2,000	2,000	2,000	2,000
61430	Professional Services	37,242	92,050	92,050	17,050	17,050
61612	Water Master Assessment	8,571	48,550	48,550	48,550	48,550
63230	Maps And Publications	65	500	500	500	500
63250	Office Supplies	129	500	500	500	500
63520	Special Supplies	112	1,000	1,000	1,000	1,000
67060	Cellular Phone	1,650	2,400	2,400	2,400	2,400
69950	Non-Cap Expenditures-FF&E	2,114	0	0	0	0
	TOTAL OPERATIONS AND MAINTENANCE	92,287	203,200	203,200	128,200	128,200
	CAPITAL OUTLAY					
79030	Improvements	0	0	0	0	0
79050	Furniture, Fixtures And Office Equipment	0	2,900	2,900	2,900	2,900
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	2,900	2,900	2,900	2,900
	ACTIVITY TOTAL	525,666	680,840	680,840	643,160	643,160

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
WATER & POWER	Water Production and Distribution	363

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

Within the Water Division, the Production and Distribution section is responsible for adequate delivery of purified potable water to water system consumers. Major functional areas of responsibility include: water reservoir and storage operations, pumping operations, water treatment to meet all health department standards, and operations of the related control system. Maintenance of all the major functional areas is also part of the activity. Production and Distribution is responsible for adequate water stored to supply normal and emergency operating conditions. The water operations telemetry system allows control of various water facilities from a central location. It also provides instantaneous data from all locations in the water system.

ACTIVITY OBJECTIVES

1. To accomplish repairs and maintenance whenever possible without outside assistance at lower cost to the City.
2. To ensure efficient operation of system pumps and motors.
3. To achieve maximum pumpage of wells insuring lower cost of water to consumers.
4. To ensure adequate reservoir levels so peak system demand and emergencies can be met.
5. To implement water treatment methods which meet all State and Federal Health Agency requirements.

<u>ACTIVITY STATISTICS</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
Acre feet of water purchased (from MWD)	1,186	0	0
Acre feet of water rights pumped (from wells)	6,353	7,700	8,100
MWD water costs (\$ per acre foot)	\$1,013	\$1,032	\$1,084
Well pumping assessments (\$ per acre foot)	\$283	\$297	\$305

SIGNIFICANT ACTIVITY PROGRAM CHANGE

CHANGES

Increase in Permit Fees (61360).	+\$8,620
Water Well Pumping Assessment reflects projected decrease due to pumping less water for Fiscal Year 2017-2018 (65213).	-\$192,340
Increase in MWD Purchase price per acre foot (67020).	+\$10,700
Increase in Natural Gas consumption (67030).	+\$21,220
Increase in Leased Water Rights (69050).	+\$7,500

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Water & Power		WATER PRODUCTION & DISTRIBUTION				363
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE POSITION TITLE					
	38 Production Distribution Maintenance Operator (4)	304,446	255,900	255,900	258,580	258,580
51010	Regular Earnings	304,446	255,900	255,900	258,580	258,580
51021	Overtime	90,532	73,200	73,200	73,200	73,200
52400	Employee Benefits	231,670	229,560	229,560	261,170	261,170
	TOTAL PERSONNEL	626,647	558,660	558,660	592,950	592,950
	OPERATIONS AND MAINTENANCE					
53070	Reimbursed Mileage	1,631	2,300	2,300	2,300	2,300
53080	Travel And Meeting	0	2,000	2,000	2,000	2,000
53090	Uniform And Shoes	3,527	10,740	10,740	10,740	10,740
53091	Vehicle Operations	6,561	10,500	10,500	10,500	10,500
61340	Outside Services	793,466	53,300	53,300	53,300	53,300
61360	Permit Fees	26,711	32,500	66,970	41,120	41,120
61430	Professional Services	8,638	7,000	7,000	7,000	7,000
63520	Special Supplies	26,585	27,920	27,920	27,920	27,920
63530	Small Tools	698	830	830	830	830
65212	Water Production Equipment	67,303	79,810	79,810	79,810	79,810
65213	Water Well Pumping Assessment	2,222,518	2,861,100	2,861,100	2,668,760	2,668,760
67020	Mwd Purchase	1,283,784	700,140	700,140	710,840	710,840
67030	Natural Gas	139,328	191,400	191,400	212,620	212,620
67040	Electricity	19,298	28,000	28,000	28,000	28,000
67050	Telephone	16,783	19,940	19,940	19,940	19,940
67060	Cellular Phone	0	400	400	400	400
67070	Power	397,725	473,480	473,480	473,480	473,480
69050	Leased Water Rights	838,074	635,000	635,000	642,500	642,500
	TOTAL OPERATIONS AND MAINTENANCE	5,852,630	5,136,360	5,170,830	4,992,060	4,992,060
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	2,300	2,300
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	2,300	2,300
	ACTIVITY TOTAL	6,479,278	5,695,020	5,729,490	5,587,310	5,587,310

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
WATER & POWER	Water Operations	364

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Water Operations function is to maintain the water transmission pipelines, water mains, water service lines, valves, pressure regulators, air and vacuum release devices, fire hydrants, and water service meters. Personnel assigned to Water Operations perform installations, repairs and preventative maintenance to the water system, which includes a valve maintenance program, a flushing program and a meter change out program. This area of the Water Division is also responsible for reading all water meters in the City on a bimonthly basis and responding to requests from water customers regarding water consumption and checking for possible leaks.

ACTIVITY OBJECTIVES

1. To install, repair and perform good preventative maintenance insuring added years of operation to the City water system.
2. To guarantee the uninterrupted delivery of water to consumers through a constant preventative maintenance and repair program.
3. To carry out a meter change out program, where older system meters will be replaced with new meters. Also, to adapt existing meters with remote reading technology.
4. To carry out an on-going flushing program to reduce sediment that builds up in the City's piping system.

<u>ACTIVITY STATISTICS</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>FORECASTED</u>
Total number water services	15,670	15,670	15,670
Total number of fire services	293	298	298
Miles of water mains in service	181	181	181
Total fire hydrants in service	1,679	1,679	1,679
Water main, services & fire hydrant repairs	40	40	40
Water meters changed	675	1,500	1,500
High water bill complaints requiring field follow-up or meter testing	105	105	105

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

Decrease in Water Meters due to the designation of the smart water meter pilot project program as a capital project (63710).

-\$175,000

Increase in Water – Special Maintenance due to the anticipated purchase of fire hydrants and related parts (65211).

+\$9,300

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Water & Power		WATER OPERATIONS				364
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE POSITION TITLE					
	38 Water Maintenance Leadworker (1)	12,302	0	0	0	0
	34 Water Meter Repairer (1)	54,871	54,050	54,050	57,600	57,600
	33 Water Maintenance II (2)	178,312	178,920	178,920	108,750	108,750
	30 Water Meter Reader (1)	55,215	55,560	55,560	55,560	55,560
51010	Regular Earnings	300,700	288,530	288,530	221,910	221,910
51021	Overtime	45,044	8,400	8,400	16,200	16,200
52400	Employee Benefits	269,648	268,340	268,340	230,790	230,790
	TOTAL PERSONNEL	615,392	565,270	565,270	468,900	468,900
	OPERATIONS AND MAINTENANCE					
53070	Reimbursed Mileage	629	1,700	1,700	1,700	1,700
53080	Travel And Meeting	0	500	500	500	500
53090	Uniform And Shoes	6,851	7,960	7,960	7,960	7,960
53091	Vehicle Operations	12,958	18,000	18,000	18,000	18,000
61340	Outside Services	127,573	144,480	144,480	144,480	144,480
61430	Professional Services	8,847	19,000	19,000	19,000	19,000
63520	Special Supplies	7,387	7,460	7,460	7,460	7,460
63530	Small Tools	1,104	4,440	4,440	4,440	4,440
63675	Emergency Water Storage Supplies	0	2,000	2,000	2,000	2,000
63710	Water Meters	70,599	260,190	260,190	85,190	85,190
65020	Building And Grounds	234	700	700	700	700
65131	Rent Other Equipment	0	1,500	1,500	1,500	1,500
65210	Distribution Systems	58,211	59,500	59,500	59,500	59,500
65211	Water - Special Maintenance	27,338	14,050	14,050	23,350	23,350
67060	Cellular Phone	3,962	1,800	1,800	1,800	1,800
69901	Non-Capitalizable Expenditures	0	0	0	0	0
	TOTAL OPERATIONS AND MAINTENANCE	325,693	543,280	543,280	377,580	377,580
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	941,083	1,108,550	1,108,550	846,480	846,480

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
WATER & POWER	Water Inspection	365

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Water Inspection activity has been established within the Water Division to ensure the continuing quality of water delivered to consumers through an on-going program of treatment and testing. Samples are taken at scheduled intervals throughout the year from specific locations within the water system on a selected basis to undergo professional laboratory testing including bacteriological content and chemical analysis. Personnel assigned to this section also provide cross-connection control through inspection of backflow prevention devices within the water system. Also included is the inspection of all newly constructed water lines, fire hydrants and water services and marking the location of water facilities as required by outside contractors.

ACTIVITY OBJECTIVES

1. To ensure that water quality within the distribution system is maintained in accordance with federal, state and county water quality standards and promptly respond to questions from the consumers regarding water quality.
2. To provide field inspection of all backflow prevention devices.
3. To conduct an on-going program of cross-connection control.
4. To inspect all newly constructed water facilities.
5. To respond to all water location requests from contractors.

<u>ACTIVITY WORKLOAD STATISTICS</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
Backflow devices testing notices sent to others	405	425	425
City-owned backflow devices tested	174	174	174
Cross-connection inspections performed	45	45	45
Bacteriological samples performed	1,650	1,650	1,650
Color, odor, turbidity tests performed	300	300	300
Chemical, radiological, gen. mineral samples	1,250	1,250	1,250
T.H.M. (Trihalomethane samples)	64	64	64

SIGNIFICANT ACTIVITY PROGRAM CHANGES

<u>SIGNIFICANT ACTIVITY PROGRAM CHANGES</u>	<u>CHANGES</u>
Increase in Outside Processing due to water quality testing and sampling (61350).	+\$9,560
Decrease in Water Treatment Services due to the pumping of less water (61611).	-\$8,080

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Water & Power		WATER INSPECTION				365
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
51010	43 Water Constr./Cross-Conn. Control Inspector (1)	76,605	76,200	76,200	78,480	78,480
	Regular Earnings	76,605	76,200	76,200	78,480	78,480
52400	Employee Benefits	55,545	67,060	67,060	76,130	76,130
	TOTAL PERSONNEL	132,150	143,260	143,260	154,610	154,610
	OPERATIONS AND MAINTENANCE					
53020	Dues And Publications	168	1,150	1,150	1,150	1,150
53070	Reimbursed Mileage	0	240	240	240	240
53080	Travel And Meeting	0	200	200	200	200
53090	Uniform And Shoes	430	800	800	800	800
53091	Vehicle Operations	1,334	2,700	2,700	2,700	2,700
61350	Outside Processing	43,127	52,880	52,880	62,440	62,440
61611	Water Treatment Services	90,727	117,640	117,640	109,560	109,560
63520	Special Supplies	1,463	3,100	3,100	3,100	3,100
63530	Small Tools	0	200	200	200	200
65211	Water - Special Maintenance	14,857	25,000	25,000	25,000	25,000
	TOTAL OPERATIONS AND MAINTENANCE	152,106	203,910	203,910	205,390	205,390
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	284,256	347,170	347,170	360,000	360,000

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
WATER & POWER	Reclaimed Water Operations	366

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Reclaimed Water Operations account is responsible for insuring adequate delivery of reclaimed water to reclaimed water system consumers.

ACTIVITY OBJECTIVES

1. To install, repair and perform good preventative maintenance insuring added years of operation to the reclaimed water system.
2. To guarantee the uninterrupted supply of reclaimed water to consumers through a constant preventative maintenance and repair program.
3. To work in conjunction with the Los Angeles County Sanitation District to ensure that the water quality within the distribution system is maintained in accordance with federal, state and county water quality standards.
4. To connect privately owned landscape areas in the AD-6 area to reclaimed water.

<u>ACTIVITY WORKLOAD STATISTICS</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
Total acre feet of water produced	2,373	2,600	2,600
Total number of water services	256	256	256
Total miles of water main in service	28	28	28

SIGNIFICANT ACTIVITY PROGRAM CHANGES

<u>SIGNIFICANT ACTIVITY PROGRAM CHANGES</u>	<u>CHANGES</u>
Increase in Water Production Equipment due to operations and maintenance expenditures (65212).	+\$75,000
Decrease in Power due to cost per acre foot to pump the recycled water (67070).	-\$12,510

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:	
Water & Power		RECLAIMED WATER OPERATIONS				366	
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018	
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED	
51021	PERSONNEL EXPENSE						
	RANGE	POSITION TITLE					
		Overtime	0	6,000	6,000	0	0
	TOTAL PERSONNEL		0	6,000	6,000	0	0
	OPERATIONS AND MAINTENANCE						
53080	Travel And Meeting	0	100	100	100	100	
53091	Vehicle Operations	1,859	3,000	3,000	3,000	3,000	
61340	Outside Services	825	14,000	14,000	14,000	14,000	
61430	Professional Services	0	6,500	6,500	6,500	6,500	
63520	Special Supplies	0	500	500	500	500	
63530	Small Tools	0	400	400	400	400	
63710	Water Meters	0	3,000	3,000	3,000	3,000	
63720	Water Purchase	250,312	350,750	350,750	350,750	350,750	
65020	Building And Grounds	0	300	300	300	300	
65131	Rent Other Equipment	0	500	500	500	500	
65132	Rent Building And Grounds	62,790	71,660	71,660	73,810	73,810	
65210	Distribution Systems	3,259	15,000	15,000	15,000	15,000	
65212	Water Production Equipment	156,643	55,000	55,000	130,000	130,000	
67070	Power	206,387	238,950	238,950	226,440	226,440	
TOTAL OPERATIONS AND MAINTENANCE		682,075	759,660	759,660	824,300	824,300	
CAPITAL OUTLAY							
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0	
79070	Machinery And Equipment	0	0	0	0	0	
TOTAL CAPITAL OUTLAY		0	0	0	0	0	
ACTIVITY TOTAL		682,075	765,660	765,660	824,300	824,300	

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
WATER & POWER	Electric Utility	368

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Electric Utility Division was created to provide reliable electricity to select end-use customers in the City of Cerritos. The Electric Utility will provide an economically priced alternative to the prevailing electrical supplier. These goals are being accomplished through the implementation of a Community Aggregation program using the opportunities created by Assembly Bill 80 and other legislation.

ACTIVITY OBJECTIVES

By virtue of its ownership in the Magnolia Power Project, the City has become an active member in the Southern California Public Power Authority (SCPPA), a joint powers authority that acts as the financing agent for generation and transmission projects for the twelve municipally owned electric utilities in Southern California. The energy generated at the Magnolia plant, located in Burbank, is delivered to customers within the City of Cerritos. Southern California Edison, as the owner of the infrastructure, is obligated to provide delivery services to the customers contracting for electric service from the City. The Magnolia Power Plant is a long-term investment that will provide reliable and efficient power to the City for many years. The Electric Utility will pursue generation options that satisfy the City's established Renewable Portfolio Standards and reliability requirements.

<u>ACTIVITY WORKLOAD STATISTICS</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
Owned and Contracted Capacity (mW)	18.0	18.0	18.0
System Annual Peak (mW)	18.0	18.0	18.0
Energy Sales (mWh)	72,000	65,000	70,000
Number of Service Accounts	301	300	310
City Generated Solar Energy (kWh)	350,000	350,000	350,000

SIGNIFICANT ACTIVITY PROGRAM CHANGES

<u>SIGNIFICANT ACTIVITY PROGRAM CHANGES</u>	<u>CHANGES</u>
Decrease in Additional Energy Resources due to drop in usage as well as in unit power rates (67085).	-\$35,000
Increase in Magnolia Power Plant O & M is based on projected operations and maintenance costs (67095).	+\$19,260
Decrease in Power Scheduling Fee was a result of negotiations with the contractor (Shell) as part of their response to a Request for Proposal initiated by the City (67103).	-\$38,400
Decrease in Electric Special Assessment fee is a result of reduction in sales and therefore a projected reduction in CAISO related transactions (67110).	-\$15,000
Decrease in Reliability Service is on account of reduction in annual power sales (67115).	-\$10,000
Decrease in Load Growth services is because the contractor (CALPINE - formerly Noble Solutions) has reduced their incentive for bringing new load (67118).	-\$58,500
Increase in Fuel Expense is attributed to forward pricing for natural gas that shows a unit rate of \$3.75/MMBTU (67120).	+\$219,000
Decrease in Fuel Transportation expense is a result of reduced sales and therefore reduced fuel requirement at MPP (67121).	-\$10,950
Decrease in Billing Management fee was a result of negotiations with the contractor (CALPINE - formerly Noble Solutions) as part of their response to a Request for Proposal initiated by the City (67190).	-\$82,950

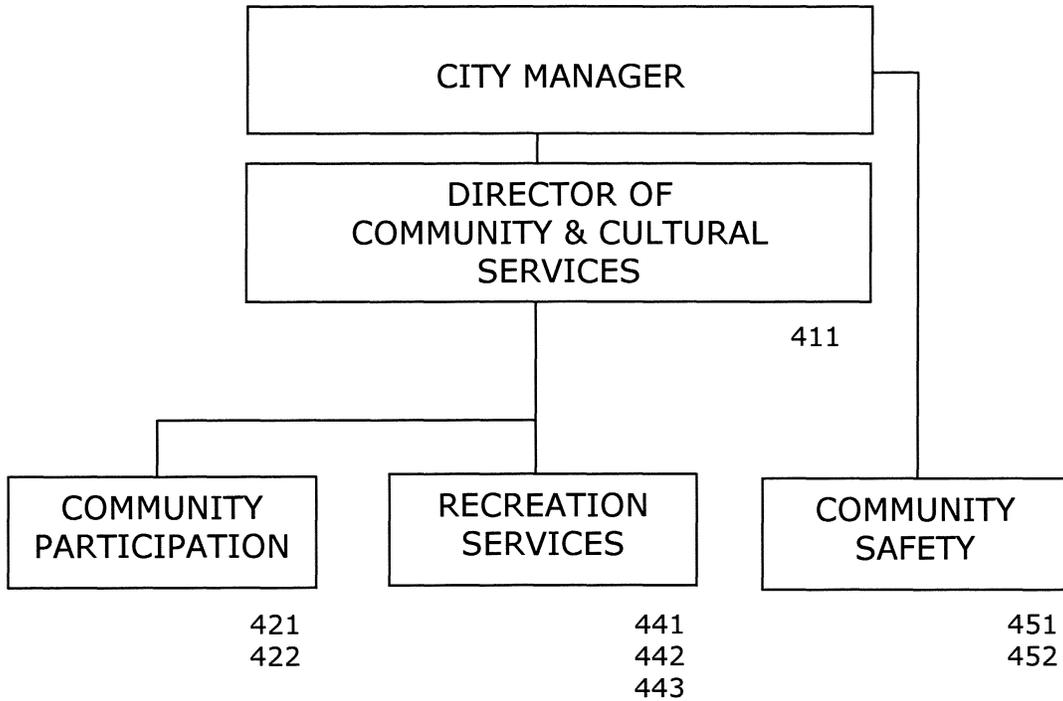
**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Water & Power		ELECTRIC UTILITY OPERATIONS				368
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
	TOTAL PERSONNEL	0		0	0	0
	OPERATIONS AND MAINTENANCE					
61050	Bank Charges And Fees	6,667	3,000	3,000	3,500	3,500
61430	Professional Services	113,734	183,750	183,750	188,340	188,340
67085	Additional Energy Resources	566,314	800,000	800,000	765,000	765,000
67095	Magnolia Power Plant O & M	704,088	770,518	770,518	789,780	789,780
67101	Electric Transmission Scheduling Fee	350,400	350,400	350,400	350,400	350,400
67102	Electric Energy Settlement	0	0	0	0	0
67103	Power Scheduling Fee	108,000	108,000	108,000	69,600	69,600
67105	Transmission Losses	0	5,000	5,000	5,000	5,000
67110	Electric Special Assessment	0	65,000	65,000	50,000	50,000
67115	Reliability Service	0	75,000	75,000	65,000	65,000
67116	Cap And Trade/Green House Gas	212,840	252,000	252,000	252,000	252,000
67117	Renewable Portfolio	675	0	0	0	0
67118	Load Growth	34,652	62,000	62,000	3,500	3,500
67120	Fuel Expense	1,972,373	1,834,125	1,834,125	2,053,130	2,053,130
67121	Fuel Transportation	100,800	147,825	147,825	136,880	136,880
67146	Major Maintenance-Cap Impr (Reserves)	271,152	188,451	188,451	193,160	193,160
67147	Spare Parts - Cap Impr (Reserves)	120,000	52,983	52,983	54,310	54,310
67190	Billing Management	152,028	157,353	157,353	74,400	74,400
67191	General And Administrative	156,321	23,692	23,692	24,280	24,280
67193	Grid Management Charges	-3,279	140,000	140,000	140,000	140,000
67194	Debt Service - Project B	864,000	857,200	857,200	857,200	857,200
67198	Regulatory Compliance	200	150,000	150,000	150,000	150,000
69013	Administrative Fees - Scppa	53,482	175,000	175,000	175,000	175,000
69045	Interest Expense On Advances	0	225,000	225,000	225,000	225,000
	TOTAL OPERATIONS AND MAINTENANCE	5,784,447	6,626,297	6,626,297	6,625,480	6,625,480
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	5,784,447	6,626,297	6,626,297	6,625,480	6,625,480

**COMMUNITY & SAFETY
SERVICES**

DEPARTMENT

DEPARTMENTAL CHART OF ORGANIZATION



400
Community & Safety Services

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY OVERVIEW**

DEPT.CODE: 400	DEPARTMENT COMMUNITY & SAFETY SERVICES					
EXPENSE CLASSIFICATION	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATED	2017-2018 PROPOSED	2017-2018 APPROVED	
TOTAL POSITIONS	29	30	30	30	30	
PERSONNEL EXPENSE	6,960,028	8,081,966	7,966,966	8,438,032	8,438,032	
OPERATIONS AND MAINTENANCE	15,508,010	16,553,480	16,537,400	17,327,470	17,400,000	
CAPITAL OUTLAY	0	1,000	1,000	8,400	8,400	
TOTAL BUDGET	22,468,038	24,636,446	24,505,366	25,773,902	25,846,432	

OVERVIEW COMMENTARY

The Department of Community & Safety Services is responsible for providing the social, recreational, and public safety services of the City. The Department is divided into four operating divisions, which include the Office of the Director, Community Participation, Recreation Services, and Community Safety. The divisions provide direct staff services in the development and implementation of programs designed to enhance recreational and social opportunities in Cerritos and to provide for the security of Cerritos residents.

Responsibilities of the Department include: (1) providing a balanced program of recreation and leisure services for the community; (2) administering the City's police, fire, and animal control contracts; (3) coordinating public and private agency programs made available to residents; (4) acting as a liaison between City officials and community groups; (5) researching, coordinating, and managing various types of grant programs to provide additional financial assistance to the City in meeting increased service demands; (6) ensuring the safety and security of Cerritos residents through a proactive "community policing" strategy; and (7) preserving the high quality of development in Cerritos through the efforts of the City's Code Enforcement Unit.

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
COMMUNITY & SAFETY SERVICES	Office of the Director	411

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Office of the Director is responsible for the administration and management of the Department of Community & Safety Services, as well as administration of the department's grant-funded programs.

The Office of the Director is also responsible for managing various capital projects and the parksite acquisition and park development program of the City. The Director's office seeks out alternative program funding sources by researching and preparing appropriate state and federal grant applications.

ACTIVITY OBJECTIVES

1. To act as a liaison between the City of Cerritos and the Sheriff's management staff assigned to the Cerritos Sheriff's Station.
2. To provide administrative guidance and support to the operational divisions of the department.
3. To administer the City's parking enforcement programs.
4. To administer the City's property maintenance code enforcement programs.
5. To serve as the Secretary to the Property Preservation Commission and to the Community Safety Committee.
6. To act as Emergency Service Coordinator for the City of Cerritos and represent the City at all Disaster Management Area E meetings and functions.
7. To administer and manage the City's Community Emergency Response Team (CERT) program.
8. To provide assistance with the Los Angeles County Sheriff's Department Volunteers on Patrol program.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Community & Safety Services		DIRECTOR'S OFFICE				411
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
	72 Director of Community & Cultural Services	48,697	64,000	0	0	0
	61 Public Safety Manager	97,686	101,290	101,290	109,500	109,500
	48 Community Services Supervisor	86,716	86,230	86,230	88,820	88,820
	32 Division Secretary	35,613	49,780	49,780	57,500	57,500
51010	Regular Earnings	268,712	301,300	237,300	255,820	255,820
52400	Employee Benefits	153,383	259,760	208,760	232,800	232,800
	TOTAL PERSONNEL	422,095	561,060	446,060	488,620	488,620
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	4,200	5,400	3,000	3,600	3,600
53020	Dues And Publications	0	500	500	500	500
53070	Reimbursed Mileage	190	1,000	1,000	1,000	1,000
53080	Travel And Meeting	250	500	500	500	500
63520	Special Supplies	0	500	500	500	500
67060	Cellular Phone	675	1,500	1,500	1,200	1,200
	TOTAL OPERATIONS AND MAINTENANCE	5,315	9,400	7,000	7,300	7,300
	CAPITAL OUTLAY					
79010	Land	0	0	0	0	0
79050	Furniture, Fixtures And Office Equipment	0	0	0	740	740
	TOTAL CAPITAL OUTLAY	0	0	0	740	740
	ACTIVITY TOTAL	427,412	570,460	453,060	496,660	496,660

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
COMMUNITY & SAFETY SERVICES	Community Participation	421

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Community Participation Division of the Department of Community & Safety Services is a vital link between the City officials and the residents of Cerritos. Personnel assigned to this division advise Cerritos residents of the availability of services supplied by the City, other governmental agencies and various organizations. Technical staff assistance is provided to individuals and groups desiring to become involved in various types of City activities. This Division coordinates ceremonies and celebrations which recognize dignitaries and volunteers, commemorate ground breakings and dedicate new facilities. This Division also oversees the operation of the Senior Center.

ACTIVITY OBJECTIVES

1. To keep abreast of the changing programs and service needs and interests of the community.
2. To design and establish appropriate programs and services for residents of all ages.
3. To plan and execute awards and recognition programs and ceremonies for dignitaries, officials and volunteers.
4. To utilize all available resources to provide service, consumer information and referral to our community.
5. To develop, implement, supervise and evaluate programs and services to benefit the senior citizen population of our community.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Community & Safety Services		COMMUNITY PARTICIPATION				421
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
51010	53 Community Participation Manager	98,086	97,550	97,550	100,450	100,450
	32 Division Secretary	59,610	58,180	58,180	58,180	58,180
	Regular Earnings	157,696	155,730	155,730	158,630	158,630
51021	Overtime	1,046	1,000	1,000	1,000	1,000
52400	Employee Benefits	124,671	133,930	133,930	152,290	152,290
	TOTAL PERSONNEL	283,413	290,660	290,660	311,920	311,920
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	3,600	3,600	3,600	3,600	3,600
53020	Dues And Publications	398	500	500	500	500
53070	Reimbursed Mileage	448	500	500	500	500
53080	Travel And Meeting	38	400	400	400	400
61340	Outside Services	39	600	600	600	600
61380	Printing	1,561	3,500	3,500	3,500	3,500
63130	Community Awards	1,678	3,200	3,200	3,200	3,200
63250	Office Supplies	1,451	1,500	1,500	1,500	1,500
63310	Postage	0	1,000	1,000	1,000	1,000
63410	Program Expenses And Supplies	50,052	68,280	63,870	65,030	65,030
63411	Community Programs	156,144	162,530	162,530	123,700	162,530
63520	Special Supplies	2,495	5,000	5,000	5,000	5,000
67060	Cellular Phone	600	600	600	600	600
	TOTAL OPERATIONS AND MAINTENANCE	218,504	251,210	246,800	209,130	247,960
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	501,917	541,870	537,460	521,050	559,880

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
COMMUNITY & SAFETY SERVICES	Senior Center	422

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

This sub-division conducts all non-maintenance operations at the Cerritos Senior Center. Community Participation personnel are responsible for developing, implementing, supervising and evaluating programs and services for the area's aging population. Technical staff assistance is provided to individuals and groups desiring to become involved in center activities. Fostering wellness and independent living for seniors is accomplished through educational programs, fitness classes and utilization of the Center's fitness/wellness center.

ACTIVITY OBJECTIVES

1. To oversee and coordinate the development and operations of the Cerritos Senior Center.
2. To keep abreast of the changing needs and interests of the adult community.
3. To utilize all available resources to provide services, enrichment opportunities and referrals to the adult/senior population.
4. To develop, implement, supervise and evaluate all programs and services to benefit the aging population of our community.
5. To provide meeting/banquet facilities for residents and adult community groups.
6. To manage a senior center volunteer program and to manage a volunteer recognition program.
7. To foster positive intergenerational relationships and promote knowledge about people of all ages.
8. To maintain senior health and independence through fitness, wellness and educational programming.

<u>ACTIVITY WORKLOAD STATISTICS</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
Congregate meals provided (M-F)	83 daily	87 daily	91 daily
Home-delivered meals (M-F)	72 daily	75 daily	78 daily
Senior clubs attendance (13 clubs)	21,900/yr.	31,740/yr.	32,000/yr.
Special events/Center classes	44,762/yr.	45,000/yr.	46,000/yr.
Volunteer hours	5,220/yr.	5,200/yr.	5,500/yr.
Health & fitness programs	29,000/yr.	30,000/yr.	30,000/yr.
Facility (banquet/meetings) reservations & attendance	75/14,755/yr.	89/20,000/yr.	73/15,000/yr.*
Information & Referral	3,150/yr.	3,200/yr.	3,250/yr.
Fitness Center drop-in	44,210/yr.	45,000/yr.	45,000/yr.

*Note: Statistics reflect two months without rentals

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Community & Safety Services		SENIOR CENTER				422
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE POSITION TITLE					
	43 Senior Services Supervisor	76,605	76,190	76,190	78,460	78,460
	32 Facility/Volunteer Coordinator	59,165	58,180	58,180	58,180	58,180
	32 Human Services Coordinator	39,925	47,480	47,480	49,580	49,580
	32 Senior Services Recreation Coordinator	58,491	58,180	58,180	58,180	58,180
51010	Regular Earnings	234,186	240,030	240,030	244,400	244,400
51021	Overtime	1,001	2,000	2,000	2,000	2,000
	19 P/T Senior Specialist IV (2)	50,350	70,120	70,120	67,050	67,050
	13 P/T Senior Specialist III (9)	125,113	130,560	130,560	124,190	124,190
	07 P/T Senior Specialist II (6)	38,545	55,260	55,260	65,660	65,660
	02 P/T Senior Specialist I (2)	13,194	22,190	22,190	22,190	22,190
52010	Regular Earnings - Part Time	227,202	278,130	278,130	279,090	279,090
52021	Overtime Earnings - Part Time	93	1,560	1,560	1,560	1,560
52400	Employee Benefits	247,503	328,350	328,350	354,980	354,980
	TOTAL PERSONNEL	709,985	850,070	850,070	882,030	882,030
	OPERATIONS AND MAINTENANCE					
53020	Dues And Publications	165	540	540	540	540
53030	Education And Training	0	0	180	0	0
53070	Reimbursed Mileage	225	700	700	700	700
53080	Travel And Meeting	192	400	400	400	400
53090	Uniform And Shoes	259	2,200	2,200	2,200	2,200
61360	Permit Fees	213	500	500	500	500
61380	Printing	11,089	14,100	14,100	14,100	14,100
61430	Professional Services	56,008	71,900	71,900	74,400	74,400
63110	Computer Supplies	20	4,200	4,200	4,200	4,200
63130	Community Awards	0	500	500	500	500
63140	Inventory For Resale	2,891	3,500	3,500	3,500	3,500
63250	Office Supplies	2,566	6,560	6,560	6,560	6,560
63270	Photo Film And Processing	10	200	200	200	200
63310	Postage	1,249	2,050	2,800	2,050	2,050
63410	Program Expenses And Supplies	34,755	42,550	42,550	37,850	37,850
63411	Community Programs	52,462	61,630	58,430	56,930	56,930
63520	Special Supplies	4,402	4,560	4,560	4,560	4,560
67060	Cellular Phone	600	600	600	600	600
69901	Non-Capitalizable Expenditures	0	0	0	0	0
69950	Non-Cap Expenditures-FF&E	92	0	0	0	0
	TOTAL OPERATIONS AND MAINTENANCE	167,198	216,690	214,420	209,790	209,790
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	1,000	1,000	1,000	1,000
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	1,000	1,000	1,000	1,000
	ACTIVITY TOTAL	877,182	1,067,760	1,065,490	1,092,820	1,092,820

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
COMMUNITY & SAFETY SERVICES	Recreation Services	441

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Recreation Services Division of the Department of Community & Safety Services organizes and provides a variety of leisure time activities for all citizens of Cerritos. Personnel assigned to this Division plan, develop, initiate and administer a safe and comprehensive leisure program at the City's community centers and parks. The adult, teen, youth and tiny tot programs offered through this Division include: sports, arts, crafts, dance, drama, outdoor recreation, special interest classes, excursions, clubs, adaptive programs and life-enrichment activities. We create community through people, parks and programs.

ACTIVITY OBJECTIVES

1. To ensure that activities are planned for residents of every age group and interest group in such a way that as many citizens as possible are involved in quality leisure activities.
2. To utilize all available resources by cooperating and interacting with other community organizations and agencies.
3. To strive for organizational efficiency and maximum cost effectiveness.
4. To keep current with the changing program needs and interests of the community by soliciting citizen input.
5. To monitor the changing developments within the recreation services field and apply where applicable.

<u>ACTIVITY WORKLOAD STATISTICS</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
Participants in Division Programs	428,221	430,000	450,000
Drop-in Facility Usage	840,118	815,000	825,000
Facility Reservation Usage	295,730	316,500	320,000

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

Increase in Professional Services to reflect actual anticipated expenditures (61430).	+\$6,600
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**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Community & Safety Services		RECREATION SERVICES				441
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE POSITION TITLE					
	61 Recreation Services Superintendent	129,537	119,000	119,000	123,000	123,000
	49 Recreation Services Supervisor (3)	268,246	267,000	267,000	276,000	276,000
	38 Recreation Services Coordinator (5)	338,687	340,000	340,000	272,000	272,000
	32 Division Secretary	58,938	59,000	59,000	59,000	59,000
	32 Human Services Coordinator	57,104	59,000	59,000	59,000	59,000
	28 Secretary/Receptionist (2)	102,455	100,000	100,000	103,000	103,000
51010	Regular Earnings	954,967	944,000	944,000	892,000	892,000
51021	Overtime	1,194	4,000	4,000	4,000	4,000
	29 P/T Graphic Design Artist	40,092	46,000	46,000	46,000	46,000
	P/T Recreation Leaders (120)	914,340	1,127,404	1,127,404	1,194,710	1,194,710
	P/T Recreation Leaders IV (30)					
	P/T Recreation Leaders III (14)					
	P/T Recreation Leaders II (76)					
52010	Regular Earnings - Part Time	954,432	1,173,404	1,173,404	1,240,710	1,240,710
52021	Overtime Earnings - Part Time	1,038	0	0	0	0
52400	Employee Benefits	954,449	1,208,591	1,208,591	1,324,300	1,324,300
	TOTAL PERSONNEL	2,866,081	3,329,995	3,329,995	3,461,010	3,461,010
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	3,600	3,600	3,600	3,600	3,600
53020	Dues And Publications	6,294	6,200	6,200	6,200	6,200
53070	Reimbursed Mileage	4,681	5,800	5,800	5,800	5,800
53080	Travel And Meeting	36	1,700	1,700	1,700	1,700
53090	Uniform And Shoes	12,995	14,000	14,000	14,000	14,000
53091	Vehicle Operations	654	1,300	1,300	1,300	1,300
61130	Delivery Service	0	100	100	100	100
61260	Insurance - General	1,947	3,800	3,800	3,800	3,800
61380	Printing	7,102	7,600	7,600	7,600	7,600
61430	Professional Services	253,071	274,680	274,680	281,280	281,280
61580	Temporary Help	38,521	46,400	46,400	46,400	46,400
63410	Program Expenses And Supplies	332,703	345,000	333,000	311,300	345,000
63411	Community Programs	3,930	5,820	5,820	5,820	5,820
63520	Special Supplies	21,265	9,800	9,800	9,800	9,800
65132	Rent Building And Grounds	127,889	150,000	150,000	154,000	154,000
67050	Telephone	752	2,020	2,020	2,020	2,020
67060	Cellular Phone	2,400	3,000	3,000	3,000	3,000
69901	Non-Capitalizable Expenditures	0	0	0	0	0
	TOTAL OPERATIONS AND MAINTENANCE	817,840	880,820	868,820	857,720	891,420
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	3,683,920	4,210,815	4,198,815	4,318,730	4,352,430

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
COMMUNITY & SAFETY SERVICES	Golf Course	442

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

This Division conducts all non-maintenance operations at the Golf Course. Programs undertaken by this Division include the safe and efficient operation of the driving range, operation of the pro shop, and coordination of activities of the golfing public in Cerritos, including lessons, general play, adaptive programs and tournaments. This Division also oversees the operation of the Golf Course restaurant. We create community through people, parks and programs.

ACTIVITY OBJECTIVES

1. To provide a properly supervised leisure activity (golf) for the residents of Cerritos.
2. To ensure that golf activities, including lessons and special events, are planned for residents of every age and interest.
3. To increase the number and type of programs and to maintain the quality of operations.
4. To strive for organizational efficiency and cost effectiveness.
5. To successfully supervise operations of the restaurant and pro shop facility.

<u>ACTIVITY WORKLOAD STATISTICS</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
Classes/special events	1,829	1,650	1,800
Number of rounds of golf	43,353	37,500	42,000
Driving range participants	47,306	40,000	46,000
Total course revenue	\$661,347	\$639,000	\$670,000

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Community & Safety Services		GOLF COURSE				442
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE POSITION TITLE					
51010	38 Recreation Services Coordinator	67,274	68,000	68,000	68,000	68,000
	Regular Earnings	67,274	68,000	68,000	68,000	68,000
51021	Overtime	0	1,000	1,000	1,000	1,000
	P/T Recreation Leaders (18)	179,940	180,566	180,566	197,084	197,084
	P/T Recreation Leaders IV (4)					
	P/T Recreation Leaders III (4)					
	P/T Recreation Leaders II (10)					
52010	Regular Earnings - Part Time	179,940	180,566	180,566	197,084	197,084
52021	Overtime Earnings - Part Time	398	0	0	0	0
52400	Employee Benefits	98,801	125,000	125,000	137,590	137,590
	TOTAL PERSONNEL	346,413	374,566	374,566	403,674	403,674
	OPERATIONS AND MAINTENANCE					
53020	Dues And Publications	514	520	520	520	520
53070	Reimbursed Mileage	431	1,000	1,000	1,000	1,000
53080	Travel And Meeting	0	400	400	400	400
53090	Uniform And Shoes	2,000	3,000	3,000	3,000	3,000
53091	Vehicle Operations	786	1,400	1,400	1,400	1,400
61340	Outside Services	0	3,200	3,200	3,200	3,200
61380	Printing	0	3,500	3,500	3,500	3,500
61430	Professional Services	20,572	27,500	27,500	27,500	27,500
63140	Inventory For Resale	6,574	13,000	13,000	13,000	13,000
63410	Program Expenses And Supplies	3,946	4,800	4,800	4,800	4,800
63520	Special Supplies	16,826	35,500	35,500	35,500	35,500
65020	Building And Grounds	20,600	10,000	10,000	10,000	10,000
65131	Rent Other Equipment	3,833	6,000	6,000	6,000	6,000
69901	Non-Capitalizable Expenditures	0	0	0	0	0
	TOTAL OPERATIONS AND MAINTENANCE	76,082	109,820	109,820	109,820	109,820
	CAPITAL OUTLAY					
79030	Improvements	0	0	0	0	0
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	422,493	484,386	484,386	513,494	513,494

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
COMMUNITY & SAFETY SERVICES	Swim & Fitness Center	443

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

This Division conducts all non-maintenance operations at the Cerritos Olympic Swim and Fitness Center. Programs undertaken by this Division include the conducting of swim classes, recreational swim and competitive and adaptive swim activities. We create community through people, parks and programs.

ACTIVITY OBJECTIVES

1. To provide a specialized leisure activity swim and fitness facility for all patrons.
2. To provide a safe and properly supervised swim and fitness facility for all patrons.
3. To ensure that swim activities are planned for every age group and interest.
4. To strive for organizational efficiency and cost effectiveness.

<u>ACTIVITY WORKLOAD STATISTICS</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
Swim lessons attendance	218,618	220,000	225,000
Recreational swim attendance	42,294	44,000	45,000
Other pool use attendance	102,280	95,000	100,000
Fitness center attendance	37,876	42,000	40,000
Total pool revenue	\$634,760	\$630,000	\$650,000

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Community & Safety Services		SWIM & FITNESS CENTER				443
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE POSITION TITLE					
51010	38 Recreation Services Coordinator	68,048	68,000	68,000	68,000	68,000
	30 Assistant Aquatics Coordinator	56,926	57,000	57,000	57,000	57,000
	Regular Earnings	124,974	125,000	125,000	125,000	125,000
51021	Overtime	540	1,000	1,000	1,000	1,000
	P/T Recreation Leaders (91)	669,153	697,500	697,500	758,938	758,938
	P/T Senior Lifeguard (10)					
	P/T Recreation Leader IV (40)					
	P/T Recreation Leader III (30)					
	P/T Recreation Leader II (11)					
52010	Regular Earnings - Part Time	669,153	697,500	697,500	758,938	758,938
52021	Overtime Earnings - Part Time	1,058	0	0	0	0
52400	Employee Benefits	225,271	358,800	358,800	401,910	401,910
	TOTAL PERSONNEL	1,020,996	1,182,300	1,182,300	1,286,848	1,286,848
	OPERATIONS AND MAINTENANCE					
53020	Dues And Publications	17,852	22,300	22,300	24,300	24,300
53070	Reimbursed Mileage	150	500	500	500	500
53090	Uniform And Shoes	5,392	11,000	11,000	11,000	11,000
61380	Printing	768	1,500	1,500	1,500	1,500
61430	Professional Services	2,252	3,000	3,000	3,000	3,000
63140	Inventory For Resale	3,169	5,000	5,000	5,000	5,000
63410	Program Expenses And Supplies	4,271	7,500	7,500	7,500	7,500
63520	Special Supplies	3,082	3,130	3,130	3,130	3,130
	TOTAL OPERATIONS AND MAINTENANCE	36,936	53,930	53,930	55,930	55,930
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	1,057,933	1,236,230	1,236,230	1,342,778	1,342,778

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
COMMUNITY & SAFETY SERVICES	Community Safety	451

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

This section coordinates and directs all Public Safety Services for the City of Cerritos. Services include Law Enforcement, Fire Protection, Disaster Preparedness, Animal Control, Health Services, Parking Enforcement and School Crossing Guards. Contract services are provided by the Los Angeles County Sheriff's Department, Los Angeles County Consolidated Fire Protection District, Los Angeles County Health Department and Long Beach Animal Control.

ACTIVITY OBJECTIVES

1. Enhance the policing effectiveness of the Sheriff's operation by increasing patrol activities at the Los Cerritos Center, Towne Center and Civic Center and actively tracking crime trends in the City.
2. Expand community involvement by improving the level of activity of the current Neighborhood Watch Program and Virtual Block Club.
3. Enhance the overall effectiveness of LASD personnel through added emphasis on training and crime analysis.
4. Promote emergency preparedness in homes and businesses.
5. Enhance local and regional crime analysis through the Fingerprint Identification Specialist Program.
6. To act as City liaison at Local Area Workforce Investment Board meetings and functions.

<u>ACTIVITY WORKLOAD STATISTICS</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
Temporary & Semi-annual Parking Permits	53,573	53,600	53,800
Animal Control Incidents	2,930	2,740	2,500
Fires	90	105	114
Law Enforcement Service Requests	18,613	19,918	20,000
Self-generated Observations	19,172	17,678	17,800

<u>SIGNIFICANT ACTIVITY PROGRAM CHANGE</u>	<u>CHANGE</u>
Decrease in Vehicle Operations reflects anticipated expenditures (53091).	-\$10,000
Increase in Animal Control Services reflects increase in contract; increase is offset by license fees (61020).	+\$13,000
Decrease in Finger Printing Expense reflects anticipated expenditures (61220).	-\$20,000
Police And Safety Services includes Sky Knight service; increase includes 3% contract increase (61370).	+\$730,170
Increase in Professional Services reflects added security service at City facilities (61430).	+\$130,000
Increase in Office Furniture And Fixtures Maintenance due to increased monitoring and maintenance expenses (65080).	+\$15,000

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Community & Safety Services		COMMUNITY SAFETY				451
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
51010	46 Management Analyst	82,407	81,950	81,950	84,410	84,410
	28 Secretary/Receptionist	53,388	53,100	53,100	53,100	53,100
	Regular Earnings	135,795	135,050	135,050	137,510	137,510
	32 P/T Community Services Officer (3)	132,849	148,080	148,080	148,080	148,080
	28 P/T Secretary/Receptionist (6)	104,015	90,140	90,140	91,560	91,560
	25 P/T Pedestrian Safety Coordinator	21,957	24,420	24,420	24,420	24,420
	23 P/T Parking Enforcement Officer (5)	81,304	102,850	102,850	95,270	95,270
	13 P/T Crossing Guard (26)	280,626	338,820	338,820	326,980	326,980
52010	Commissioners Fees And Salaries	0	3,000	3,000	3,000	3,000
	Regular Earnings - Part Time	620,751	707,310	707,310	689,310	689,310
52021	Overtime Earnings - Part Time	530	0	0	0	0
52400	Employee Benefits	241,700	380,795	380,795	398,070	398,070
	TOTAL PERSONNEL	998,777	1,223,155	1,223,155	1,224,890	1,224,890
	OPERATIONS AND MAINTENANCE					
53020	Dues And Publications	2,747	3,000	3,000	3,000	3,000
53070	Reimbursed Mileage	0	300	300	300	300
53080	Travel And Meeting	622	1,000	1,000	1,000	1,000
53090	Uniform And Shoes	3,269	7,000	7,000	7,000	7,000
53091	Vehicle Operations	113,571	160,000	125,000	150,000	150,000
61020	Animal Control Services	283,667	317,000	317,000	330,000	330,000
61115	Commissioners Fees And Salaries	0	0	0	0	0
61220	Finger Printing Expense	117,953	130,000	110,000	110,000	110,000
61370	Police And Safety Services	13,332,184	14,074,610	14,074,610	14,804,780	14,804,780
61380	Printing	3,544	5,000	5,000	5,000	5,000
61430	Professional Services	205,377	180,000	258,000	310,000	310,000
63250	Office Supplies	415	3,000	3,000	3,000	3,000
63410	Program Expenses And Supplies	2,134	5,000	5,000	6,000	6,000
63520	Special Supplies	15,674	18,000	18,000	18,000	18,000
65080	Office Furniture And Fixtures Maintenance	60,767	55,000	55,000	70,000	70,000
67060	Cellular Phone	6,368	8,500	8,500	8,500	8,500
69901	Non-Capitalizable Expenditures	0	0	0	0	0
69950	Non-Cap Expenditures-FF&E	34	0	0	0	0
69970	Non-Cap Expenditures-Machinery & Equipment	18,130	0	0	0	0
	TOTAL OPERATIONS AND MAINTENANCE	14,166,456	14,967,410	14,990,410	15,826,580	15,826,580
	CAPITAL OUTLAY					
79030	Improvements	0	0	0	0	0
79050	Furniture, Fixtures And Office Equipment	0	0	0	3,700	3,700
79060	Motor Vehicles	0	0	0	0	0
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	3,700	3,700
	ACTIVITY TOTAL	15,165,231	16,190,565	16,213,565	17,055,170	17,055,170

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
COMMUNITY & SAFETY SERVICES	Code Enforcement	452

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Code Enforcement Unit plays a vital role in implementing the development standards of the City. This Unit investigates and acts upon all zoning and related violations, issues warnings and citations to individuals responsible for such violations, assists the City Attorney and District Attorney in the preparation of legal action against offenders and assists other department personnel to ensure compliance with the General Plan, the Development Code and the Municipal Code. The Code Enforcement Unit also acts as staff liaison to the Property Preservation Commission. The Code Enforcement Unit manages the City Beautification Program which includes the annual City Wide Pride Awards Program.

ACTIVITY OBJECTIVES

1. Respond to at least 95% of all code violation complaints received from the community within 24 hours.
2. Monitor non-conforming commercial industrial uses and structures that have been noticed for abatement and are required to be brought into compliance with existing code requirements.
3. Inspect all residential properties for adherence to property maintenance standards.
4. Direct and implement all phases of the City Beautification Program for the purpose of encouraging improved property maintenance and increasing property values.
5. Implement the property maintenance ordinance through the Property Preservation Commission and hold joint meetings with the Planning Commission as required.
6. Identify sections of the Municipal Code which need to be amended to attain City goals.
7. Ensure that all new construction and modifications to existing structures are in compliance with all applicable codes and process plans in a timely manner.
8. Develop, implement and administer programs to maintain and improve residential, commercial and industrial properties in the City through the use of proactive code enforcement and innovative assistance programs.

<u>ACTIVITY WORKLOAD STATISTICS</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
Code Enforcement cases processed	2,187	1,636	1,636
Cerritos Property Preservation Commission case hearings	46	62	62
Property Preservation tree appeals	6	10	10
City prosecutor cases	1	0	1
Administrative citations	18	35	35

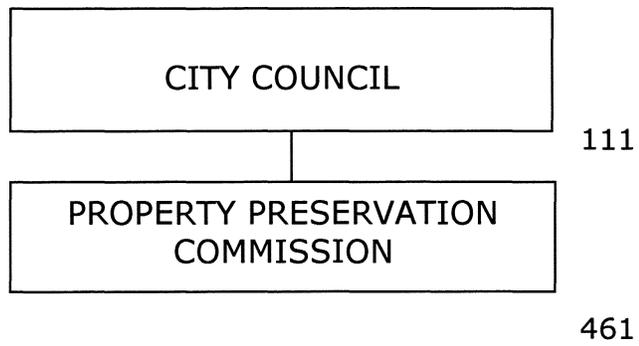
SIGNIFICANT ACTIVITY PROGRAM CHANGES

<u>SIGNIFICANT ACTIVITY PROGRAM CHANGES</u>	<u>CHANGES</u>
Decrease in Professional Services due to reduction in City Prosecutor activities (61430).	-\$10,000

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Community & Safety Services		CODE ENFORCEMENT				452
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE POSITION TITLE					
51010	40 Code Enforcement Officer (2)	133,616	110,820	110,820	137,130	137,130
	Regular Earnings	133,616	110,820	110,820	137,130	137,130
	32 P/T Zoning Enforcement Officer	39,734	43,190	43,190	43,190	43,190
	28 P/T Secretary/Receptionist	16,764	0	0	18,700	18,700
52010	Regular Earnings - Part Time	56,498	43,190	43,190	61,890	61,890
52400	Employee Benefits	122,155	116,150	116,150	180,020	180,020
	TOTAL PERSONNEL	312,268	270,160	270,160	379,040	379,040
	OPERATIONS AND MAINTENANCE					
53020	Dues And Publications	266	500	500	500	500
53080	Travel And Meeting	718	1,400	1,400	1,400	1,400
53090	Uniform And Shoes	410	500	500	500	500
53091	Vehicle Operations	4,132	8,500	5,500	8,500	8,500
61430	Professional Services	7,271	35,000	25,000	25,000	25,000
63230	Maps And Publications	0	500	500	500	500
63411	Community Programs	1,813	10,000	5,000	7,000	7,000
63520	Special Supplies	2,196	4,000	4,000	4,000	4,000
67060	Cellular Phone	2,873	3,800	3,800	3,800	3,800
	TOTAL OPERATIONS AND MAINTENANCE	19,679	64,200	46,200	51,200	51,200
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	2,960	2,960
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	2,960	2,960
	ACTIVITY TOTAL	331,947	334,360	316,360	433,200	433,200

DEPARTMENTAL CHART OF ORGANIZATION



461
Property Preservation Commission

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY OVERVIEW**

DEPT.CODE:	DEPARTMENT					
461	PROPERTY PRESERVATION COMMISSION					
EXPENSE CLASSIFICATION	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATED	2017-2018 PROPOSED	2017-2018 APPROVED	
TOTAL POSITIONS	5	5	5	5	5	
PERSONNEL EXPENSE	6,767	7,880	7,880	7,880	7,880	
OPERATIONS AND MAINTENANCE	4,923	6,200	6,200	6,200	6,200	
CAPITAL OUTLAY	0	0	0	0	0	
TOTAL BUDGET	11,690	14,080	14,080	14,080	14,080	

OVERVIEW COMMENTARY

The Property Preservation Commission consists of five members appointed by the Mayor and City Council. The Commission considers matters related to the maintenance and appearance of property. The Commission holds public hearings to determine if a property is in violation of the City's property maintenance code. The Commission also holds public hearings to consider residents' requests to remove parkway trees. The Commission serves as an advisory body to the City Council when establishing health and safety policies related to property maintenance.

The Commission oversees the annual beautification program known as City Wide Pride. The City Wide Pride program encourages property maintenance through positive reinforcement by giving awards to property owners who maintain their property exceptionally well.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
COMMUNITY & SAFETY SERVICES	Property Preservation Commission	461

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

1. To review cases related to the Property Maintenance ordinance in order to maintain property values and to prevent any possible neighborhood deterioration.
2. To review and forward recommendations to the City Council as they pertain to the Property Maintenance ordinance and on any matters as directed by the City Council.
3. To take the lead in activities such as the City Wide Pride program which serves to promote community beautification and educate residents in proper maintenance techniques.
4. To serve as an appeals board for residents requesting the removal of parkway trees and make decisions approving or denying the tree removal.
5. To serve as an appeals board for residents requesting semi-annual parking permits and make decisions approving or denying issuance of parking permits.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

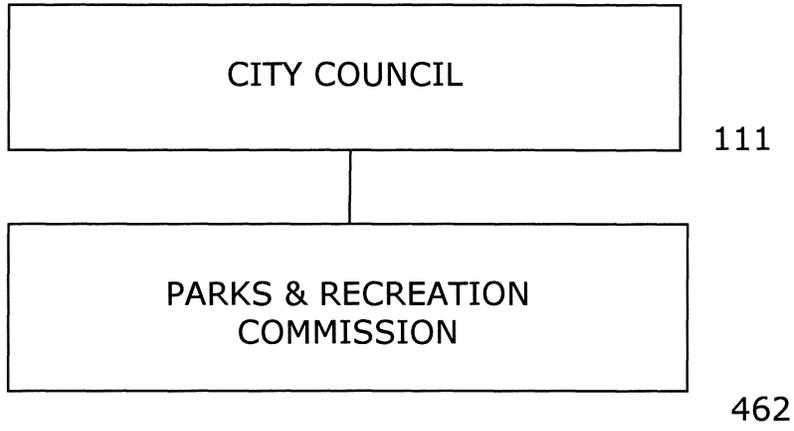
CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:	
Community & Safety Services		PROPERTY PRESERVATION COMMISSION				461	
OBJECT CODE			2015-2016	2016-2017	2016-2017	2017-2018	
			ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
		PERSONNEL EXPENSE					
	RANGE	POSITION TITLE					
		Commissioner (5)	6,070	7,300	7,300	7,300	7,300
52010		Regular Earnings - Part Time	6,070	7,300	7,300	7,300	7,300
52400		Employee Benefits	697	580	580	580	580
		TOTAL PERSONNEL	6,767	7,880	7,880	7,880	7,880
		OPERATIONS AND MAINTENANCE					
53010		Auto Allowance	3,035	3,000	3,000	3,000	3,000
53080		Travel And Meeting	1,888	3,100	3,100	3,100	3,100
63520		Special Supplies	0	100	100	100	100
		TOTAL OPERATIONS AND MAINTENANCE	4,923	6,200	6,200	6,200	6,200
		CAPITAL OUTLAY					
		TOTAL CAPITAL OUTLAY					
		ACTIVITY TOTAL	11,690	14,080	14,080	14,080	14,080

DEPARTMENTAL CHART OF ORGANIZATION



462
Parks & Recreation Commission

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY OVERVIEW**

DEPT.CODE:	DEPARTMENT				
462	PARKS & RECREATION COMMISSION				
EXPENSE CLASSIFICATION	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATED	2017-2018 PROPOSED	2017-2018 APPROVED
TOTAL POSITIONS	5	5	5	5	5
PERSONNEL EXPENSE	6,767	7,880	7,880	7,880	7,880
OPERATIONS AND MAINTENANCE	8,282	9,800	9,800	9,800	9,800
CAPITAL OUTLAY	0	0	0	0	0
TOTAL BUDGET	15,049	17,680	17,680	17,680	17,680

OVERVIEW COMMENTARY

This Commission provides for the operation of the Parks and Recreation functions. The Commission is a five-person body appointed by the members of the City Council which has the responsibility of advising the City Council and City staff in matters relating to parks and recreation facilities and programs.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
COMMUNITY & SAFETY SERVICES	Parks & Recreation Commission	462

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

1. To act in an advisory capacity to the City Council and City staff in matters pertaining to acquisition, development and maintenance of public parks and recreational facilities and related projects at the specific request of the City Council.
2. To advise in the planning of the parks and recreational programs for the residents of the City.
3. To promote and stimulate public interest and, to that end, to solicit to the furthest extent possible the cooperation of school authorities and other private and public agencies interested therein.
4. To assist in the formulation of general policies on parks and recreational services for approval by the City Council.
5. To make periodic inventories of recreation services that exist or may be needed and to interpret the needs of the public to the City Council and City staff.
6. To review the parks and related aspects of the Capital Improvement Program of the City.

SIGNIFICANT ACTIVITY CHANGES

CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

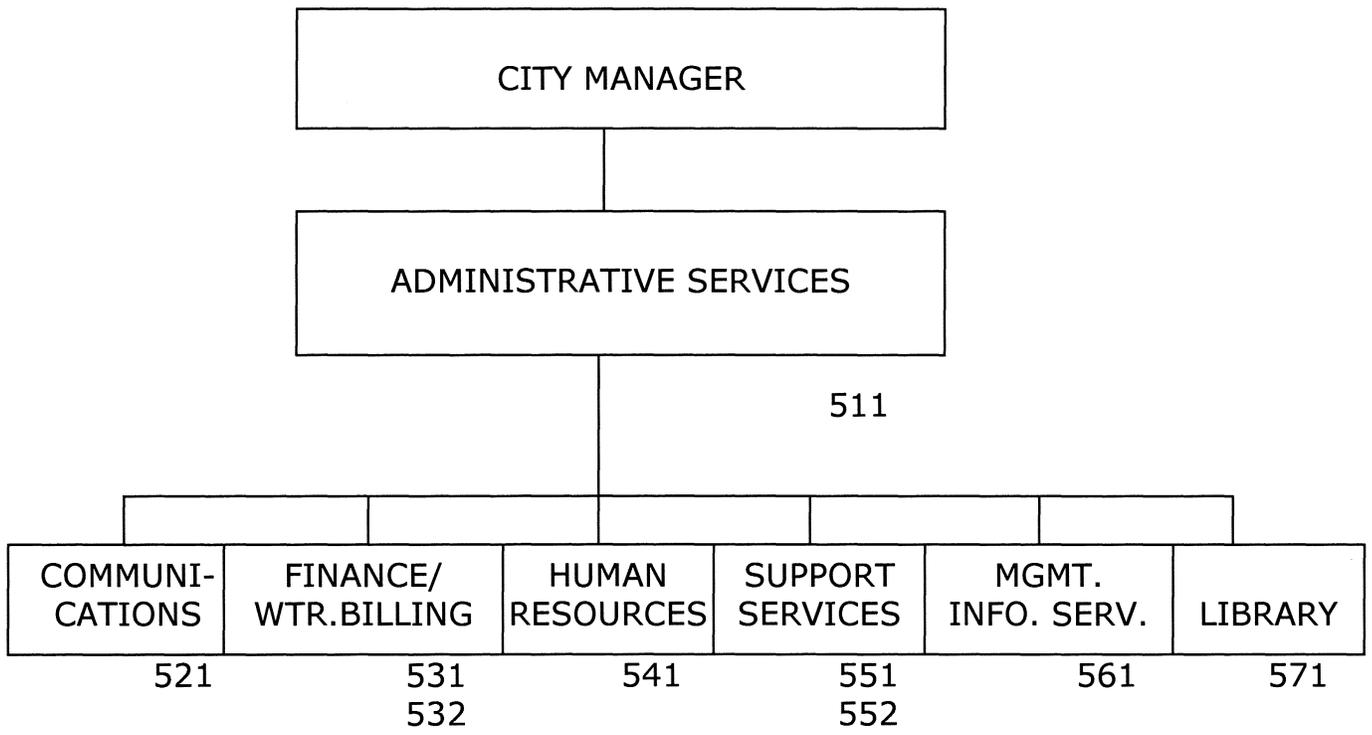
**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Community & Safety Services		PARKS & RECREATION COMMISSION				462
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
	Commissioner (5)	6,070	7,300	7,300	7,300	7,300
52010	Regular Earnings - Part Time	6,070	7,300	7,300	7,300	7,300
52400	Employee Benefits	697	580	580	580	580
	TOTAL PERSONNEL	6,767	7,880	7,880	7,880	7,880
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	3,035	3,000	3,000	3,000	3,000
53020	Dues And Publications	225	1,000	1,000	1,000	1,000
53080	Travel And Meeting	3,363	3,500	3,500	3,500	3,500
61580	Temporary Help	1,500	1,930	1,930	1,930	1,930
63520	Special Supplies	159	370	370	370	370
	TOTAL OPERATIONS AND MAINTENANCE	8,282	9,800	9,800	9,800	9,800
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	15,049	17,680	17,680	17,680	17,680

ADMINISTRATIVE SERVICES

DEPARTMENT

DEPARTMENTAL CHART OF ORGANIZATION



500
Administrative Services

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY OVERVIEW**

DEPT.CODE:	DEPARTMENT					
500	ADMINISTRATIVE SERVICES					
EXPENSE CLASSIFICATION	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATED	2017-2018 PROPOSED	2017-2018 APPROVED	
TOTAL POSITIONS	51	48	48	48	48	
PERSONNEL EXPENSE	7,997,958	8,703,400	8,837,440	9,417,037	9,417,037	
OPERATIONS AND MAINTENANCE	5,171,356	5,630,970	5,769,420	5,864,620	5,901,170	
CAPITAL OUTLAY	409,061	863,590	870,670	846,230	846,230	
TOTAL BUDGET	13,578,375	15,197,960	15,477,530	16,127,887	16,164,437	

OVERVIEW COMMENTARY

The Department of Administrative Services is organized and responsible for coordinating the day-to-day activities of various internal operations and supplying specialized staff support services to all operating departments. The Department is divided into eight operational divisions including the Office of the Director of Administrative Services, Communications, Finance, Water Billing, Human Resources, Support Services, Management Information Services and the Cerritos Municipal Library.

The personnel of this Department also function in an advisory capacity to other City Departments in providing technical information for the accomplishment of tasks, printing and graphic design, employee consultation, vendor contracts and dissemination of specialized financial information required for effective budget implementation.

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
ADMINISTRATIVE SERVICES	Office of the Director	511

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Office of the Director is responsible for special projects and coordinating, supervising and insuring the effective implementation of all departmental programs and activities consistent with City policies and sound management practices.

ACTIVITY OBJECTIVES

1. To develop overall departmental program objectives, which serve to guide the staff of the appropriate operating divisions and to ensure that the department's goals are consistent with the City's goals.
2. To provide professional expertise in the management of the City's personnel, purchasing, property control, financial, communications, telecommunications, risk management and library-related programs, and to apply all legislation relating to these areas as appropriate for Cerritos.
3. To provide for effective administration of the City's annual budget process in a manner which protects the City's fiscal position, and to implement related legislation in accordance with legal deadlines.
4. To oversee the risk management program and to stabilize general liability and workers' compensation claims by promoting such a program.
5. To provide a complete and current management information base to the line operating departments on a regular basis to enhance their day-to-day operations.
6. To optimize the City's data processing capabilities to more fully automate various adaptable systems in non-financial areas.
7. To coordinate the refinement of a comprehensive communications and advanced information system that will benefit the residents of the community and to operate a governmental access component within this system.
8. To provide administrative expertise in the ongoing development of the Cerritos Library, and to program the facility in a manner responsive to community needs.
9. To continually refine the City's comprehensive finance system to enhance the City's management capabilities, fulfill management reporting requirements, and ultimately enhance the City's responsiveness to the community.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Administrative Services		DIRECTOR'S OFFICE				511
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
51010	58 Budget Manager	94,507	93,900	93,900	101,770	101,770
	35 Department Secretary, Confidential	65,208	62,460	62,460	64,320	64,320
	Regular Earnings	159,714	156,360	156,360	166,090	166,090
52015	Special Project Earnings - Part Time	71,671	76,440	76,440	76,440	76,440
52021	Overtime Earnings	619	0	0	0	0
52400	Employee Benefits	134,950	134,470	134,470	157,790	157,790
	TOTAL PERSONNEL	366,954	367,270	367,270	400,320	400,320
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	3,600	3,600	3,600	3,600	3,600
53020	Dues And Publications	0	500	500	500	500
53070	Reimbursed Mileage	0	100	100	100	100
53080	Travel And Meeting	899	900	900	900	900
61130	Delivery Service	0	50	50	50	50
61380	Printing	5,727	6,500	6,500	6,500	6,500
61430	Professional Services	9,000	9,000	9,000	9,000	9,000
63520	Special Supplies	251	350	350	350	350
67060	Cellular Phone	600	600	600	600	600
	TOTAL OPERATIONS AND MAINTENANCE	20,077	21,600	21,600	21,600	21,600
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	387,031	388,870	388,870	421,920	421,920

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
ADMINISTRATIVE SERVICES	Communications	521

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Communications Division is responsible for providing a variety of information to the public and news media. Information channels utilized include: interpersonal and telephone contact, correspondence, news releases, special brochures and pamphlets, handbooks and directories, employee publications, slide and video presentations, tours, newsletters, advertisements, magazines, the Internet, radio and television. The Division is also responsible for handling cable television customer service complaints and operating the City's cable television channel.

ACTIVITY OBJECTIVES

1. To promote knowledge and use of municipal services, events and programs with the creation of targeted communications programs.
2. To respond to news media inquiries about the City's policies, programs and projects by acting as the liaison between City staff and journalists.
3. To inform residents of new or existing City ordinances, upcoming City events or construction projects, City recreation and Library programs, and issues affecting the community through a monthly City newsletter.
4. To handle cable television customer service complaints and coordinate the broadcast of City Council, Planning Commission, Fine Arts and Historical Commission, Property Preservation Commission, Parks and Recreation Commission and Economic Development Commission meetings and the production and broadcast of public service programming on the City's cable television channel.

<u>ACTIVITY WORKLOAD STATISTICS</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>FORECASTED</u>
Advertisements	115	106	140
Newsletters	58	38	70
Press Releases	209	137	230
Proclamations	140	47	200
Certificates of Recognition	220	81	300
Photo Assignments	40	18	60
Tours	5	1	10
Special Brochures and Publications	16	11	5
Video Productions	10	9	15
Live Cablecast of City Council and Commission meetings	66	38	68
Updates to City HomePage	1,475	768	1,200
Fliers	5	15	7
Updates to City Intranet	246	171	200
Veterans website updates	14	0	5
TV3 messages	--	59	60

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

Increase in Printing reflects printing cost associated with reinstatement of community calendar program (61380).

+ \$28,760

Increase in Professional Services reflects anticipated photography expenses associated with production of the community calendar (61430).

+ \$16,340

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Administrative Services		PUBLIC INFORMATION SERVICES				521
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE POSITION TITLE					
	55 Public Information Manager	89,871	91,640	91,640	101,350	101,350
	40 Video Production Specialist	71,250	70,860	70,860	72,980	72,980
	37 Graphic Designer	65,747	65,400	65,400	65,400	65,400
	37 Media Coordinator	63,048	65,400	65,400	65,400	65,400
	32 Division Secretary	59,610	58,180	58,180	58,180	58,180
51010	Regular Earnings	349,526	351,480	351,480	363,310	363,310
52400	Employee Benefits	266,214	309,300	309,300	356,040	356,040
	TOTAL PERSONNEL	615,740	660,780	660,780	719,350	719,350
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	3,600	3,600	3,600	3,600	3,600
53020	Dues And Publications	4,403	5,330	5,330	7,340	7,340
53070	Reimbursed Mileage	282	450	450	450	450
53080	Travel And Meeting	255	1,400	1,400	1,400	1,400
61130	Delivery Service	0	150	150	150	150
61340	Outside Services	1,900	10,000	10,000	10,000	10,000
61380	Printing	243,566	254,250	254,250	262,010	283,010
61430	Professional Services	49,434	60,080	60,080	60,870	76,420
63270	Photo Film And Processing	2,037	5,200	5,200	5,200	5,200
63310	Postage	364,263	427,020	427,020	427,020	427,020
63520	Special Supplies	4,936	5,000	5,000	5,000	5,000
67060	Cellular Phone	550	600	600	600	600
69901	Non-Capitalizable Expenditures	0	0	0	0	0
69950	Non-Cap Expenditures-FF&E	470	0	0	0	0
	TOTAL OPERATIONS AND MAINTENANCE	675,696	773,080	773,080	783,640	820,190
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	4,000	4,000	4,000	4,000
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	4,000	4,000	4,000	4,000
	ACTIVITY TOTAL	1,291,436	1,437,860	1,437,860	1,506,990	1,543,540

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
ADMINISTRATIVE SERVICES	Finance	531

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Finance Division is responsible for the administration and management of all financial activities of the City and Successor Agency, including cash and treasury management, bond debt administration, water billing and collection, financial reporting, internal audit and control, and accounting for assets.

ACTIVITY OBJECTIVES

1. Validate the City's financial position and integrity by annually receiving an unqualified opinion from the City's independent auditor and receiving an award from GFOA for excellence in financial reporting.
2. Manage the water billing and other billing systems to ensure equitable compliance with legal limitations and make resources available for the continued operation of the City's services.
3. Manage the City's debt issuance program and pursue financing opportunities to make resources available for the City's capital improvement program.
4. Maintain accurate and complete financial records, pay all employees and vendors in a timely and accurate manner, and serve the public and the organization by supplying meaningful and timely reports and information. Comply with all mandated reporting requirements and inform City Management officials and the City Council regarding financial matters.
5. Process and deposit all receipts of funds from all sources in a timely manner and maintain an effective method of control in the collections and disbursements of City funds.
6. Actively manage the City's portfolio within the guidelines of the City's adopted investment policy and GASB 31.
7. Enhance cross-training responsibilities within the Division.

<u>ACTIVITY WORKLOAD STATISTICS</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
Number of accounts payable checks issued	4,842	4,470	4,400
Number of accounts payable electronic funds transfers issued	1,839	1,780	1,900
Number of accounts payable wire transfer payments issued	<u>126</u>	<u>121</u>	<u>125</u>
Total accounts payable	6,807	6,371	6,425
Number of payroll checks issued	385	300	290
Number of payroll direct deposits	18,110	18,450	18,475
Number of deposits and investments	5,375	5,570	5,600

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Administrative Services		FINANCE				531
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE POSITION TITLE					
	53 Accounting Supervisor	0	92,760	92,760	0	0
	47 Accountant (3)	261,710	168,240	168,240	259,920	259,920
	35 Accounting Technician (3)	212,054	232,440	232,440	174,960	174,960
	29 Account Clerk	0	0	0	0	0
51010	Regular Earnings	473,764	493,440	493,440	434,880	434,880
51021	Overtime	539	0	0	0	0
	29 P/T Account Clerk (2)	42,911	50,470	50,470	40,920	40,920
	13 Clerical Aide	17,730	17,640	17,640	0	0
52010	Regular Earnings - Part Time	60,641	68,110	68,110	40,920	40,920
52400	Employee Benefits	393,125	463,520	463,520	450,690	450,690
	TOTAL PERSONNEL	928,069	1,025,070	1,025,070	926,490	926,490
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	3,600	7,200	0	0	0
53020	Dues And Publications	1,890	2,100	2,110	2,110	2,110
53070	Reimbursed Mileage	122	100	200	200	200
53080	Travel And Meeting	1,643	3,500	3,500	3,500	3,500
61040	Auditing	35,500	38,000	38,000	41,000	41,000
61050	Bank Charges And Fees	79,836	82,850	82,850	85,250	85,250
61380	Printing	440	800	800	800	800
61430	Professional Services	179,486	207,290	207,990	210,780	210,780
63520	Special Supplies	2,416	3,000	3,000	3,000	3,000
67060	Cellular Phone	0	600	0	600	600
69080	Miscellaneous Expenses	4,292	0	0	0	0
	TOTAL OPERATIONS AND MAINTENANCE	309,225	345,440	338,450	347,240	347,240
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	1,237,293	1,370,510	1,363,520	1,273,730	1,273,730

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
ADMINISTRATIVE SERVICES	Water Billing	532

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Water Billing section administers all water, reclaimed water and sewer accounts. Responsibilities include the processing of all applications for water and sewer services; maintenance of all customer records; processing of weekly service billings, daily receipts of payments, customer account adjustments and corrections; and maintenance of the daily service list for turn-ons, turn-offs and re-reads. This section responds to customer complaints and inquiries, conducts daily upload and download of customer data for the Water & Power Department and provides general assistance, information and support for the operation of the water system.

ACTIVITY GOALS AND OBJECTIVES

1. Provide best possible service to all customers. Effectively and efficiently manage the operations of the water billing system. Promptly respond to customer inquiries and concerns.
2. Provide information and support to the Water & Power Department for their analysis, compliance reporting and special project requirements.
3. Timely billing and collection of all water and sewer accounts; consistent follow-up of overdue accounts and maximize collection of delinquent accounts.
4. Continue to seek for operational and systems improvements in the water billing system.
5. Enhance cross-training responsibilities within the Division.

<u>ACTIVITY WORKLOAD STATISTICS</u>	2015-2016 <u>ACTUAL</u>	2016-2017 <u>ESTIMATED</u>	2017-2018 <u>FORECASTED</u>
Domestic water	15,132	15,140	15,150
City services	237	240	240
Reclaimed water	177	180	180
Irrigation	122	130	130
State and wholesale	60	65	65
Number of bills processed	94,025	94,500	94,700
Water consumption billed (units)	3,834,594	4,530,000	4,590,000
Number of applications processed:			
Owner occupant	377	380	420
Renters	395	400	425
Commercial	75	80	100
Number of turn-offs	1,050	980	950

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

Decrease in Professional Services due to the completion of the CIS software upgrade (61430).

-\$15,880

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Administrative Services		WATER BILLING				532
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
51010	35 Accounting Technician	94,922	62,460	62,460	53,100	53,100
	Regular Earnings	94,922	62,460	62,460	53,100	53,100
51021	Overtime	18	1,000	1,000	1,000	1,000
52400	Employee Benefits	72,278	56,840	56,840	53,100	53,100
	TOTAL PERSONNEL	167,218	120,300	120,300	107,200	107,200
	OPERATIONS AND MAINTENANCE					
61050	Bank Charges And Fees	56,067	59,400	59,400	59,400	59,400
61380	Printing	15,271	15,750	15,750	15,750	15,750
61430	Professional Services	42,283	102,920	103,010	87,040	87,040
63310	Postage	30,225	38,000	38,000	38,000	38,000
	TOTAL OPERATIONS AND MAINTENANCE	143,846	216,070	216,160	200,190	200,190
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	311,062	336,370	336,460	307,390	307,390

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
ADMINISTRATIVE SERVICES	Human Resources/Risk Management	541

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Human Resources Division manages the administration of the City's personnel, payroll administration, employee relations, labor relations, and risk management functions. The development of sound personnel management practices and procedures is accomplished through advice to appropriate City officials regarding personnel needs and requirements and by serving as the City's employee relations representative in the conduct of employee relations and negotiations. The Division maintains the City's Classification/Compensation Plan by conducting classification and salary studies and by preparing job specifications which accurately reflect responsibilities assigned to each City position. Recruitment activities are coordinated to provide for the selection of qualified candidates to City service. The Division encourages safe working conditions, provides general liability and workers' compensation claims management and monitors risk identification through a City-wide Risk Management Program. The Division provides training programs and job counseling for employee development.

ACTIVITY GOALS AND OBJECTIVES

1. Provide centralized support to the City's management staff and employees in the areas of labor and employee relations, training and development, health and safety, recruitment and selection, classification/compensation, and employee benefits administration.
2. Administer recruitments in compliance with local, state and federal employment laws.
3. Reduce frequency and cost of accidents, lost work hours and exposure to financial loss through an active City-wide risk management program.
4. Educate and research the changes made to state and federal employment laws and address key areas of concern to the City's employment system.

<u>ACTIVITY WORKLOAD STATISTICS</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
Positions filled through recruitment (Full-Time)	13	5	5
Positions filled through recruitment (Part-Time)	103	90	90
Processed applications for employment	1,112	1,300	1,500
General Liability claims investigated	127	100	95
Workers' Compensation claims processed	32	25	20

SIGNIFICANT ACTIVITY PROGRAM CHANGES

<u>SIGNIFICANT ACTIVITY PROGRAM CHANGES</u>	<u>CHANGES</u>
Increase in Insurance-General reflects increases to the general liability deposit and property insurance expense associated with the City's participation in the California Joint Powers Insurance Authority (CJPIA) and the pooling of all losses for all members (61260).	+ \$104,150

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Administrative Services		HUMAN RESOURCES				541
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
	64 Personnel/Risk Manager	128,698	128,040	128,040	131,880	131,880
	48 Personnel Administrator	92,023	86,280	86,280	88,800	88,800
	39 Human Resource Analyst	71,960	68,880	68,880	71,040	71,040
	35 Human Resources Technician, Confidential (1)	0	0	0	64,320	64,320
	32 Division Secretary, Confidential	58,497	58,200	58,200	59,880	59,880
51010	Regular Earnings	351,178	341,400	341,400	415,920	415,920
51021	Overtime	2,454	5,000	5,000	5,000	5,000
	32 P/T H.R. Benefits Coordinator, Conf.	26,200	33,120	33,120	34,080	34,080
	28 P/T Human Resources Assistant, Conf.	0	5,040	5,040	5,040	5,040
	28 P/T Secretary/Receptionist, Confidential	0	5,040	5,040	5,040	5,040
	13 P/T Clerical Aide, Confidential (3)	42,703	63,120	63,120	57,210	57,210
52010	Regular Earnings - Part Time	68,904	106,320	106,320	101,370	101,370
52400	Employee Benefits	276,330	316,560	316,560	420,360	420,360
	TOTAL PERSONNEL	698,865	769,280	769,280	942,650	942,650
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	3,600	3,600	3,600	3,600	3,600
53020	Dues And Publications	2,054	2,630	2,630	2,630	2,630
53030	Education And Training	27,654	45,000	45,000	45,000	45,000
53040	Employee Awards	10,699	20,300	20,300	20,300	20,300
53060	Recruitment Expense	30,704	35,000	35,000	35,000	35,000
53070	Reimbursed Mileage	27	160	160	160	160
53080	Travel And Meeting	777	1,400	1,400	1,400	1,400
61130	Delivery Service	0	600	600	600	600
61260	Insurance - General	2,119,666	1,945,440	1,945,440	2,049,590	2,049,590
61270	Insurance - Earthquake Self Insurance	0	115,920	115,920	115,920	115,920
61310	Legal Services	46,747	49,960	209,960	209,960	209,960
61380	Printing	662	7,930	7,930	7,930	7,930
61430	Professional Services	29,766	70,000	70,000	70,000	70,000
63250	Office Supplies	109	110	110	110	110
63270	Photo Film And Processing	0	760	760	760	760
63410	Program Expenses And Supplies	0	2,850	2,850	2,850	2,850
63520	Special Supplies	2,232	3,660	3,660	3,660	3,660
67060	Cellular Phone	600	1,200	1,200	1,200	1,200
	TOTAL OPERATIONS AND MAINTENANCE	2,275,297	2,306,520	2,466,520	2,570,670	2,570,670
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	2,974,162	3,075,800	3,235,800	3,513,320	3,513,320

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
ADMINISTRATIVE SERVICES	Support Services	551

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

Support Services provides the line operating departments of the City with a number of technical and special services on a daily basis. Functions assigned to personnel within the Division include purchasing of supplies and equipment, contract cost and bid analysis, fiscal contract administration, inventory of maintenance and operation supplies, inventory of equipment and property control program.

ACTIVITY OBJECTIVES

1. Purchase equipment, supplies and services at the lowest cost by solicitation of responsible bids based on clear, competitive specifications and by maximizing use of available cooperative contracts.
2. Be responsive to all City departments by providing needed information and processing all purchase requests expeditiously.
3. Research new sources of supplies and equipment used by the City and evaluate suppliers based on their responsiveness and the quality of the supplies and equipment provided.
4. Provide delivery of supplies, equipment and furniture from the Corporate Yard to all City locations on a weekly or as needed basis.
5. Improve the quality of services provided by Support Services to all City departments by promoting better communication and understanding through an effective exchange of information concerning activities, procedures, and requirements.
6. Assign property control numbers to all equipment purchased costing \$1,000 or more and maintain a complete fixed assets file.
7. Oversee storage facility for use by all City departments.
8. Assist in City document administration (check printing).

<u>ACTIVITY WORKLOAD STATISTICS</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
Purchase Requisitions/Invoices Processed	4,000	4,300	3,000
Documents Administered	15,360	15,000	15,000
Deliveries Processed	2,700	4,100	3,500
Equipment Repair Requests	900	1,000	800
Formal/Informal Bids and Agenda Reports	90	100	150
Warehouse Requests	1,000	1,200	1,200

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Administrative Services		SUPPORT SERVICES				551
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
	38 Buyer	68,019	66,915	66,915	66,920	66,920
	29 Delivery/Warehouse Clerk	53,017	54,415	54,415	54,420	54,420
51010	Regular Earnings	121,036	121,330	121,330	121,340	121,340
51021	Overtime	395	1,500	1,500	1,500	1,500
	29 P/T Purchasing Clerk	22,024	24,300	24,300	23,950	23,950
52010	Regular Earnings - Part Time	22,024	24,300	24,300	23,950	23,950
52021	Overtime Earnings - Part Time	17	0	0	0	0
52400	Employee Benefits	106,431	117,210	117,210	129,500	129,500
	TOTAL PERSONNEL	249,904	264,340	264,340	276,290	276,290
	OPERATIONS AND MAINTENANCE					
53020	Dues And Publications	179	130	130	130	130
53070	Reimbursed Mileage	55	100	100	100	100
53080	Travel And Meeting	128	100	100	100	100
53090	Uniform And Shoes	369	400	400	450	450
53091	Vehicle Operations	1,826	2,000	2,000	2,000	2,000
61130	Delivery Service	3,353	2,880	2,880	3,000	3,000
63250	Office Supplies	90,978	74,600	74,600	76,000	76,000
63310	Postage	54,465	70,000	70,000	70,000	70,000
63520	Special Supplies	35,102	35,400	35,400	35,550	35,550
65080	Office Furniture And Fixtures Maintenance	758	1,620	1,620	1,570	1,570
65130	Rent Office Equipment	4,203	4,100	4,100	4,100	4,100
67060	Cellular Phone	262	240	240	240	240
	TOTAL OPERATIONS AND MAINTENANCE	191,678	191,570	191,570	193,240	193,240
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	441,582	455,910	455,910	469,530	469,530

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT: ADMINISTRATIVE SERVICES	ACTIVITY: Property Control	COST CENTER CODE: 552
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ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

This function is responsible for maintaining accurate records concerning the status of all items classified as City property costing over \$1,000.00.

ACTIVITY OBJECTIVES

1. Provide City Departments annual reports indicating all equipment items assigned to each cost center and update these reports as required.
2. Maintain current log of all maintenance contracts as to amounts and expiration dates.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

Decrease in Office Furniture And Fixtures Maintenance reflects reduced maintenance costs for new postage machines and elimination of postage meter rate change protection plan (65080).	-\$6,750
Capital equipment acquisition/replacement (79050 / 79060 / 79070)	-\$17,360

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Administrative Services		PROPERTY CONTROL				552
OBJECT CODE		2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATED	2017-2018 PROPOSED	2017-2018 APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
	TOTAL PERSONNEL	0		0		
	OPERATIONS AND MAINTENANCE					
61340	Outside Services	0	300	300	300	300
65080	Office Furniture And Fixtures Maintenance	224,011	300,010	300,010	293,260	293,260
65130	Rent Office Equipment	1,113	0	0	0	0
69901	Non-Capitalizable Expenditures	0	0	0	0	0
69950	Non-Cap Expenditures-FF&E	216,875	0	0	0	0
69970	Non-Cap Expenditures-Machinery & Equipment	29,660	0	0	0	0
	TOTAL OPERATIONS AND MAINTENANCE	471,659	300,310	300,310	293,560	293,560
	CAPITAL OUTLAY					
79010	Land	0	0	0	0	0
79020	Building	0	0	0	0	0
79050	Furniture, Fixtures And Office Equipment	0	352,990	352,990	223,000	223,000
79060	Motor Vehicles	322,108	274,180	274,180	251,370	251,370
79070	Machinery And Equipment	86,953	232,420	239,500	367,860	367,860
	TOTAL CAPITAL OUTLAY	409,061	859,590	866,670	842,230	842,230
	ACTIVITY TOTAL	880,720	1,159,900	1,166,980	1,135,790	1,135,790

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CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
ADMINISTRATIVE SERVICES	Property Control	552

ACTIVITY COMMENTARY

<u>NEW/REPLACEMENT ACQUISITIONS</u>	<u>Acct. 79050 Furn. & Office Equipment</u>	<u>Acct. 79060 Motor Vehicles</u>	<u>Acct. 79070 Equip. & Machinery</u>	<u>Total</u>
141 High security paper shredder			5,000	5,000
342 1 ton flatbed truck w/ utility boxes		45,000		45,000
343 Tire machine for large diameter wheels			16,000	16,000
344 3/4 ton truck w/ utility bed		40,000		40,000
344 Water jet drain cleaner (new)			3,100	3,100
354 Two (2) John Deere Pro Gator utility vehicles		53,370		53,370
354 Walker T251 riding mower			22,637	22,637
354 Hustler 3700 riding mower			30,965	30,965
354 Six (6) Stihl 100 K power hedge trimmers			2,988	2,988
354 Six (6) FS 110 R power line trimmers			2,268	2,268
354 Three (3) backpack blowers			1,278	1,278
354 Tru Cut walk behind mower			2,118	2,118
354 Two (2) Honda WX 10 water pumps (new)			1,000	1,000
354 Core aerator implement			4,799	4,799
354 Toro Rake Vac turf vacuum			36,495	36,495
354 Jacobsen riding mower (new)			56,240	56,240
355 John Deere 3046R tractor			36,105	36,105
355 John Deere 770 tractor bucket and seat			4,367	4,367
364 3500 dual wheel utility bed truck		55,000		55,000
365 Cargo van		28,000		28,000
422 Bingo machine			9,500	9,500
422 Replacement of six (6) task chairs	3,000			3,000
422 60 armchairs and (10) fixed-leg tables	20,000			20,000
422 Senior Center fitness equipment			14,000	14,000
441 Replacement of eight (8) AED units			14,000	14,000
451 Laptop computers/software for EOC			6,000	6,000
452 Code Enforcement pickup truck		30,000		30,000
561 Computer contingency	100,000			100,000
571 Library contingency	100,000			100,000
651 Motor control system (control rack, hardware, remote connector, etc.)			85,000	85,000
651 Stage access ramp			14,000	14,000
TOTAL NEW ACQUISITIONS	0	0	60,340	60,340
TOTAL REPLACEMENT ACQUISITIONS	223,000	251,370	307,520	781,890
GRAND TOTAL ACQUISITIONS	<u>223,000</u>	<u>251,370</u>	<u>367,860</u>	<u>842,230</u>

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT: ADMINISTRATIVE SERVICES	ACTIVITY: Management Information Services	COST CENTER CODE: 561
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ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Management Information Services Division is responsible for the administration of organizational data processing functions for the City of Cerritos. This division utilizes professional management of the City's computer hardware and support functions to provide optimum information flow and ensure that all computerized management reporting functions are effective and accurate. These activities are accomplished through ongoing system design efforts and additional consulting on a City-wide basis.

ACTIVITY GOALS AND OBJECTIVES

1. Provide a high level of professional services to the City and indirectly to the public.
2. Ensure the maximum effectiveness of the City's information management capability through the selection and development of appropriate software and continuous monitoring of the City's technology infrastructure.
3. Provide professional assistance to other City computer users and maximize the benefits of office automation within the City's work environment.
4. Coordinate the use of outside information technology resources including facility management consultants and hardware/software support personnel.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGES

Decrease in Electronic Information due to negotiation of a new internet service contract (61170).	-\$27,000
Increase in Computer Supplies due to anticipated increases in software support and maintenance contracts (63110).	+\$5,900

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Administrative Services		MANAGEMENT INFORMATION SERVICES				561
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE POSITION TITLE					
	64 Info Tech. Mgr.	107,320	112,000	112,000	121,500	121,500
	53 Network Admin.	103,714	97,600	97,600	100,500	100,500
	51 Info. Tech. Supervisor	0	83,100	83,100	0	0
	48 Info. Tech. Analyst (2)	166,412	86,300	86,300	177,800	177,800
	42 Info. Technician II (2)	160,602	148,800	148,800	153,200	153,200
51010	Regular Earnings	538,048	527,800	527,800	553,000	553,000
52400	Employee Benefits	413,501	448,700	448,700	519,820	519,820
	TOTAL PERSONNEL	951,550	976,500	976,500	1,072,820	1,072,820
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	7,200	7,200	7,200	7,200	7,200
53020	Dues And Publications	522	1,000	1,350	1,350	1,350
53070	Reimbursed Mileage	0	500	500	500	500
53080	Travel And Meeting	287	2,000	2,000	2,000	2,000
61130	Delivery Service	0	50	50	50	50
61170	Electronic Information	107,647	227,000	227,000	200,000	200,000
61430	Professional Services	10,614	90,000	89,650	90,000	90,000
63110	Computer Supplies	316,610	335,000	335,000	340,900	340,900
63250	Office Supplies	184	1,000	1,000	1,000	1,000
63520	Special Supplies	3,005	5,000	5,000	5,000	5,000
67060	Cellular Phone	3,600	4,200	4,200	3,600	3,600
	TOTAL OPERATIONS AND MAINTENANCE	449,669	672,950	672,950	651,600	651,600
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	1,401,217	1,649,450	1,649,450	1,724,420	1,724,420

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
ADMINISTRATIVE SERVICES	Municipal Library	571

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The goal of the Cerritos Library is to be the most innovative, creative and forward-looking public library in the country.

The Library's commitment to providing convenient access to collections of skillfully selected library materials in all formats, people-oriented professional help with questions and a friendly, inviting and safe facility will continue. In addition, the community-focused Library provides enhanced "onground" and "online" services; promotes the enjoyment of reading, the book, and lifelong learning; community meeting space; museum exhibits; technology classes and online research databases accessible from the homes, offices or schools of Cerritos residents.

ACTIVITY OBJECTIVES

1. To plan, develop and implement educational programs for all ages.
2. To enhance collection development of all information formats, including print and electronic resource materials.
3. To offer Conference Center facilities for technology training, community meeting spaces and educational and cultural programming.
4. To plan, develop and implement museum-quality exhibits and permanent and traveling displays of cultural, historical and artistic significance.
5. To implement applications of a variety of technologies that will enhance understanding and learning.

<u>ACTIVITY WORKLOAD STATISTICS</u>	<u>2015-2016 ACTUAL</u>	<u>2016-2017 ESTIMATED</u>	<u>2017-2018 FORECASTED</u>
Informational questions and technological assistance provided	90,625	90,600	91,000
Library materials added	12,098	12,100	12,100
Circulation of Library materials	517,587	518,000	518,000
Patrons using the Library (estimate)	1,955,352	1,950,000	1,950,000
Registered borrowers	23,226	23,000	23,000
Attendance at programs	19,173	19,500	19,500

SIGNIFICANT ACTIVITY PROGRAM CHANGES

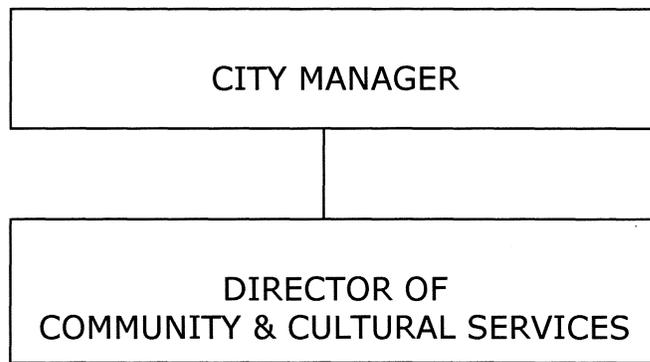
<u>SIGNIFICANT ACTIVITY PROGRAM CHANGES</u>	<u>CHANGES</u>
Decrease in Outside Processing as fewer CDs and DVDs will be processed due to addition of digital media streaming service (61350).	-\$6,000
Increase in Audio Visual Materials for digital media streaming service (63010).	+\$6,000

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Administrative Services		MUNICIPAL LIBRARY				571
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
	64 City Librarian and Marketing Manager	141,006	128,000	128,000	131,830	131,830
	49 Librarian II	161,913	88,360	88,360	72,984	72,984
	46 Management Analyst	82,407	81,950	81,950	84,410	84,410
	42 Info. Technician II (2)	74,727	74,320	145,240	140,940	140,940
	42 Librarian I (4)	239,290	267,390	267,390	288,360	288,360
	41 Library Supv.	72,914	72,500	72,500	74,690	74,690
	37 Sr. Lib. Assist. (2)	131,495	130,800	130,800	130,800	130,800
	32 Library Assist. (4)	176,592	174,540	174,540	224,120	224,120
	29 Library Clerk (5)	269,138	272,050	272,050	272,050	272,050
51010	Regular Earnings	1,349,482	1,289,910	1,360,830	1,420,184	1,420,184
51021	Overtime	222	2,600	2,600	2,600	2,600
	42 P/T Librarian I (4)	88,330	53,500	53,500	120,350	120,350
	32 P/T Library Assistant (8)	226,409	210,760	210,760	213,828	213,828
	32 Division Secretary	0	19,410	19,410	0	0
	29 P/T Library Clerk (19)	468,442	539,570	539,570	538,102	538,102
	02 P/T Library Page (24)	200,492	287,290	287,290	271,990	271,990
	19 P/T Security/Parking Assistant II (12)	156,170	210,280	210,280	182,553	182,553
	19 Communications Intern (2)	14,608	15,650	15,650	32,880	32,880
	13 P/T Library Aide (10)	112,993	159,460	159,460	160,260	160,260
52010	Regular Earnings - Part Time	1,267,444	1,495,920	1,495,920	1,519,963	1,519,963
52021	Overtime Earnings - Part Time	206	0	0	0	0
52400	Employee Benefits	1,402,304	1,731,430	1,794,550	2,029,170	2,029,170
	TOTAL PERSONNEL	4,019,658	4,519,860	4,653,900	4,971,917	4,971,917
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	3,600	3,600	3,600	3,600	3,600
53020	Dues And Publications	4,370	3,800	3,800	3,800	3,800
53070	Reimbursed Mileage	466	700	700	700	700
53080	Travel And Meeting	831	1,500	1,500	1,500	1,500
53090	Uniform And Shoes	2,836	4,000	4,000	4,000	4,000
61050	Bank Charges And Fees	835	1,000	1,000	1,000	1,000
61170	Electronic Information	107,491	104,650	101,000	103,500	103,500
61350	Outside Processing	49,295	77,000	72,000	71,000	71,000
61380	Printing	2,601	6,000	6,000	6,000	6,000
61430	Professional Services	79,378	102,400	102,400	102,400	102,400
63010	Audio Visual Materials	17,731	31,000	36,000	37,000	37,000
63020	Books And Library Materials	222,497	291,500	283,500	291,500	291,500
63140	Inventory For Resale	19,032	18,200	15,200	18,200	18,200
63310	Postage	5,813	8,000	8,000	8,000	8,000
63410	Program Expenses And Supplies	45,443	48,000	48,000	48,000	48,000
63520	Special Supplies	42,942	67,930	67,930	67,930	67,930
63550	Subscription And Periodicals	21,632	25,000	25,000	25,000	25,000
65050	Equipment And Machinery Maintenance	0	800	800	800	800
65131	Rent Other Equipment	2,238	3,150	3,150	3,150	3,150
65132	Rent Building And Grounds	3,978	4,000	4,000	4,000	4,000
67060	Cellular Phone	1,200	1,200	1,200	1,800	1,800
	TOTAL OPERATIONS AND MAINTENANCE	634,209	803,430	788,780	802,880	802,880
	CAPITAL OUTLAY					
79030	Improvements	0	0	0	0	0
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	4,653,865	5,323,290	5,442,680	5,774,797	5,774,797

THEATER
DEPARTMENT

DEPARTMENTAL CHART OF ORGANIZATION



611

600
Theater

CITY OF CERRITOS DEPARTMENTAL ACTIVITY OVERVIEW

DEPT.CODE:	DEPARTMENT					
600	THEATER DEPARTMENT					
EXPENSE CLASSIFICATION	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATED	2017-2018 PROPOSED	2017-2018 APPROVED	
TOTAL POSITIONS	12	12	12	11	11	
PERSONNEL EXPENSE	2,868,905	3,602,480	3,463,780	4,434,100	4,434,100	
OPERATIONS AND MAINTENANCE	2,453,060	3,649,980	3,399,980	5,320,360	5,320,360	
CAPITAL OUTLAY	0	4,500	4,500	4,000	4,000	
TOTAL BUDGET	5,321,965	7,256,960	6,868,260	9,758,460	9,758,460	

OVERVIEW COMMENTARY

The Cerritos Center for the Performing Arts is a City-owned facility developed to provide for the enjoyment and cultural enhancement of the community. In an effort to enhance the social, educational and cultural environment of the citizens of Cerritos, the Cerritos Center for the Performing Arts presents a diverse mix of professional performing arts events as well as providing a venue for many local and regional community groups and organizations wishing to use the facility.

The Cerritos Center for the Performing Arts facility can be configured into five performance venues: 1) lyric theatre, 2) drama/recital, 3) concert hall, 4) arena and 5) cabaret. This multi-purpose facility, with its adjoining meeting rooms, serves to meet the needs of the community.

The 2017-2018 season marks the 25th anniversary for the Cerritos Center for the Performing Arts. Additional programming is planned as well as an anticipated increase in rental, special event and performance partner activity.

THEATER SUBSIDIZED EVENTS

The Cerritos Center for the Performing Arts (CCPA) and the City of Cerritos subsidize a number of organizations that use the CCPA for their events.

The following page is a summary of subsidized events for the 2016-2017 Fiscal Year.

For the 2017-2018 Fiscal Year, it is expected that the following requests will be received:

- ABC Unified School District – 2 events. The subsidy is expected to be approximately \$5,500.
- Cerritos Regional Chamber of Commerce – 2 events. The subsidy is expected to be approximately \$15,000.
- Cerritos Resident Clubs (A Groups) – 5 events. Resident Clubs (A Groups) are given 6 hours of room usage at no charge and pay 70% of all labor and equipment plus any additional hours at the normal rate. The subsidy is expected to be approximately \$16,000.
- City Arts Education – 4 events. The subsidy is expected to be approximately \$65,000.
- City Hosted Events – 4 events. The subsidy is expected to be approximately \$50,000.
- City Events (includes off-site events) – 9 events. The subsidy is expected to be approximately \$32,000.

In addition to those events listed above, the CCPA offers Cerritos residents a 15% discount off of the hourly event rate and Cerritos businesses a 10% discount off of the hourly event rate.

THEATER SUBSIDIZED EVENTS

Fiscal Year 2016-2017						
(Booked through February 2017 and estimated through June 30, 2017)						
	Adjusted Facility Rental Rate	Equipment Fees	Labor Costs	CCPA Subsidy	Revenue to CCPA	Estimated Community Served
ABC Unified School District						
Cerritos High School Band Banquet	\$1,599.00	\$100.00	\$1,551.00	\$2,459.00	\$791.00	200
Cerritos Chamber of Commerce						
Taste of the Region	\$4,042.00	\$1,337.00	\$3,446.00	\$8,825.00	\$0.00	1,000
State of the City Luncheon	\$985.00	\$644.00	\$1,601.00	\$3,230.00	\$0.00	200
A-Groups (Resident Clubs)						
PHILSELA Annual Banquet	\$1,593.00	\$147.00	\$1,743.00	\$2,777.40	\$705.60	120
Pangasinan Brotherhood USA	\$1,407.00	\$100.00	\$1,743.00	\$2,577.30	\$672.70	184
Tzu Chi Foundation Annual Event	\$1,902.00	\$328.00	\$2,709.00	\$3,695.10	\$1,243.90	300
Lifestream Global Ministries Dinner	\$1,743.00	\$232.00	\$1,575.00	\$2,667.30	\$882.70	170
Oriental Moo-Do Banquet	\$1,337.70	\$540.00	\$1,521.00	\$2,601.70	\$797.00	175
City Hosted Arts Education – CCPA (Equipment & Labor Support)						
Journeys to the Past	\$9,500.00	\$3,500.00	\$5,219.56	\$18,219.56	\$0.00	2,400
Danza Floricanto/USA	\$9,500.00	\$3,500.00	\$5,097.95	\$18,097.95	\$0.00	2,400
Peter Rabbit	\$9,500.00	\$3,500.00	\$5,500.00	\$18,500.00	\$0.00	2,400
Performer fees (includes direct reimbursement expenses)				\$21,900.00		
City Hosted Events – CCPA (Equipment & Labor Support)						
Cerritos Celebrates the Arts Reception - Sierra	\$1,228.00	\$232.00	\$1,040.00	\$2,500.00	\$0.00	150
Martin Luther King Day Ceremony - Sierra	\$2,000.00	\$500.00	\$2,306.74	\$4,806.74	\$0.00	300
L.A. County Sheriff's Department/ Intellectual Property Crimes	\$12,500.00	\$3,500.00	\$9,000.00	\$25,000.00	\$0.00	550
NASA Space Exploration	\$12,500.00	\$3,500.00	\$8,500.00	\$24,500.00	\$0.00	1,400
Mayoral Transition – Sierra/Lobby	\$4,198.00	\$647.00	\$1,775.00	\$6,620.00	\$0.00	300
City Events – Offsite (Equipment & Labor Support)						
Cerritos Air Disaster Memorial		\$2,000.00	\$806.74	\$2,806.74	\$0.00	300
Patriot Day Ceremony – 9/11 (small stage only)		\$500.00	\$200.50	\$700.50	\$0.00	400
Being Mortal – Senior Center		\$750.00	\$769.43	\$1,519.43	\$0.00	100
Veterans Day Ceremony		\$3,000.00	\$1,745.57	\$4,745.57	\$0.00	400
Tree Lighting Ceremony		\$5,000.00	\$4,148.04	\$9,148.04	\$0.00	1,200
CPE Lighting Maint./Prep Cerritos Talent Show		\$0.00	\$2,250.00	\$2,250.00	\$0.00	200
Memorial Day Ceremony		\$3,000.00	\$2,500.00	\$5,500.00	\$0.00	350
Fiscal Year 2016-2017 Total	\$75,534.70	\$36,557.00	\$66,748.53	\$195,647.33	\$5,092.90	15,199

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
THEATER DEPARTMENT	Office of the Director	611

ACTIVITY COMMENTARY

ACTIVITY DESCRIPTION

The Office of the Director is responsible for the administration and management of the Theater Department. The Director of Community and Cultural Services is responsible for planning, directing and coordinating the programs of the various cost centers within the department including Business Management, Special Events Services, Ticket Office, Performance Marketing and Sales, Performance Management and Front of House, and Operations and Security. The head of each cost center reports directly to the Director, who, in turn, is responsible to the City Manager for ensuring that all departmental programs are implemented efficiently, effectively and economically, in accordance with established City practices and procedures.

ACTIVITY OBJECTIVES

1. To maintain the establishment of the Cerritos Center for the Performing Arts as a world-class performing arts center and organization.
2. To streamline staffing, organizational policies and procedures.
3. To program a variety of performing arts events including music, dance and theater.
4. To expand fundraising efforts.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGE

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Theater Department		DIRECTOR'S OFFICE				611
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
51010	72 Director of Community & Cultural Services	48,697	64,010	0	0	0
	Regular Earnings	48,697	64,010	0	0	0
52010	Regular Earnings - Part Time	68,481	0	0	0	0
52015	Special Project Earnings - Part Time	62,937	0	130,000	144,000	144,000
52021	Overtime Earnings - Part Time	150	0	0	0	0
52400	Employee Benefits	24,809	55,690	0	0	0
	TOTAL PERSONNEL	205,075	119,700	130,000	144,000	144,000
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	600	2,400	2,400	0	0
53080	Travel And Meeting	0	2,000	2,000	4,000	4,000
61050	Bank Charges And Fees	0	0	0	0	0
61130	Delivery Service	0	400	400	400	400
61290	Marketing Expense	550	3,000	3,000	3,000	3,000
67060	Cellular Phone	75	300	300	0	0
	TOTAL OPERATIONS AND MAINTENANCE	1,225	8,100	8,100	7,400	7,400
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
79070	Machinery And Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	206,301	127,800	138,100	151,400	151,400

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT: THEATER DEPARTMENT	ACTIVITY: Business Management	COST CENTER CODE: 621
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ACTIVITY COMMENTARY

ACTIVITY OBJECTIVES

1. To provide general administrative staff support to all Theater Department cost centers.
2. To assist in the preparation and monitoring of the Theater Department’s annual operating budget.
3. To ensure that all Theater Department financial transactions are accomplished in accordance with City policies and procedures.
4. To ensure that all Theater Department financial matters are accomplished in the most efficient and cost effective manner possible.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGE

Increase in Permit Fees based on 63-67 event performance season and projected attendance (61360).	+ \$52,200
Increase in Program Expense based on 63-67 event performance season and projected requirements (61440).	+ \$60,800
Increase in Program Expenses And Supplies based on fees for a 63-67 event performance season and projected requirements (63410).	+ \$1,290,000

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Theater Department		BUSINESS MANAGEMENT				621
OBJECT CODE		2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATED	2017-2018 PROPOSED	2017-2018 APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
51010	46 Management Analyst	75,278	74,950	74,950	79,130	79,130
	Regular Earnings	75,278	74,950	74,950	79,130	79,130
52400	Employee Benefits	61,689	65,960	65,960	75,960	75,960
	TOTAL PERSONNEL	136,967	140,910	140,910	155,090	155,090
	OPERATIONS AND MAINTENANCE					
53020	Dues And Publications	5,549	4,000	4,000	5,000	5,000
61130	Delivery Service	96	500	500	500	500
61360	Permit Fees	42,620	90,000	90,000	142,200	142,200
61380	Printing	786	4,000	4,000	6,000	6,000
61430	Professional Services	50,430	100,000	100,000	100,000	100,000
61440	Program Expense	90,458	350,000	260,000	410,800	410,800
63121	Computer Software	0	35,000	35,000	35,000	35,000
63250	Office Supplies	290	600	600	600	600
63310	Postage	9,902	17,000	17,000	17,000	17,000
63410	Program Expenses And Supplies	1,762,500	2,210,000	2,070,000	3,500,000	3,500,000
63510	Signage / Flags / Display	1,837	5,000	5,000	5,000	5,000
63520	Special Supplies	2,406	7,000	7,000	7,000	7,000
67060	Cellular Phone	600	600	600	600	600
69090	Miscellaneous Reimbursements	2,484	4,000	4,000	4,000	4,000
69901	Non-Capitalizable Expenditures	0	0	0	0	0
	TOTAL OPERATIONS AND MAINTENANCE	1,969,958	2,827,700	2,597,700	4,233,700	4,233,700
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	2,500	2,500	2,000	2,000
	TOTAL CAPITAL OUTLAY	0	2,500	2,500	2,000	2,000
	ACTIVITY TOTAL	2,106,925	2,971,110	2,741,110	4,390,790	4,390,790

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
THEATER DEPARTMENT	Performance Marketing and Sales	631

ACTIVITY COMMENTARY

ACTIVITY OBJECTIVES

1. Increase ticket sales for performances at the Cerritos Center for the Performing Arts through direct mail marketing pieces and mass media advertising.
2. Quantitatively measure effectiveness of marketing pieces and advertising and adjust plans for maximum effectiveness.
3. Conduct ongoing news media public relations outreach to promote publication and broadcast of listings, feature articles and performance reviews to promote ticket sales.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGE

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Theater Department		PERFORMANCE MARKETING & SALES				631
OBJECT CODE		2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATED	2017-2018 PROPOSED	2017-2018 APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
51010	Regular Earnings	2,699	0	0	0	0
52400	Employee Benefits	18,186	0	0	0	0
	TOTAL PERSONNEL	20,886		0	0	0
	OPERATIONS AND MAINTENANCE					
53070	Reimbursed Mileage	0	500	500	500	500
53080	Travel And Meeting	0	400	400	400	400
61130	Delivery Service	0	500	500	500	500
61290	Marketing Expense	68,564	100,000	100,000	100,000	100,000
61380	Printing	21,728	40,600	40,600	40,600	40,600
63250	Office Supplies	0	300	300	300	300
63270	Photo Film And Processing	89	1,000	1,000	1,000	1,000
63310	Postage	147,739	175,480	175,480	175,480	175,480
63510	Signage / Flags / Display	5,394	8,500	8,500	8,500	8,500
63520	Special Supplies	0	500	500	500	500
	TOTAL OPERATIONS AND MAINTENANCE	243,514	327,780	327,780	327,780	327,780
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	264,399	327,780	327,780	327,780	327,780

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:	ACTIVITY:	COST CENTER CODE:
THEATER DEPARTMENT	Performance Management FOH	641

ACTIVITY COMMENTARY

ACTIVITY OBJECTIVES

1. To provide a welcoming and comfortable environment and experience for all Cerritos Center for the Performing Arts guest performers and audiences.
2. To ensure that every patron is treated with respect and attention, and is invited to return to the Cerritos Center for the Performing Arts in the future.
3. To ensure that all Cerritos Center for the Performing Arts performance management operations are accomplished in the most efficient and cost effective manner possible.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGE

Increase in Front Of The House Expense based on a season of 63-67 CCPA and 45 partner performances (61240).

+\$75,400

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Theater Department		FRONT OF THE HOUSE MANAGEMENT				641
OBJECT CODE		2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATED	2017-2018 PROPOSED	2017-2018 APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
51010	37 House Coordinator	67,307	65,400	65,400	65,400	65,400
51021	30 Event Coordinator	56,928	55,560	55,560	55,560	55,560
	Regular Earnings	124,235	120,960	120,960	120,960	120,960
	Overtime	5,871	6,000	6,000	9,900	9,900
	23 P/T Facility Assistants (23)	199,478	280,000	255,000	420,750	420,750
	P/T Facility Assistant I (11)					
	P/T Facility Assistant II (6)					
	P/T Facility Assistant III (6)					
52010	Regular Earnings - Part Time	199,478	280,000	255,000	420,750	420,750
52021	Overtime Earnings - Part Time	0	1,000	1,000	1,000	1,000
52400	Employee Benefits	157,038	227,700	217,700	294,680	294,680
	TOTAL PERSONNEL	486,621	635,660	600,660	847,290	847,290
	OPERATIONS AND MAINTENANCE					
53070	Reimbursed Mileage	197	400	400	400	400
53090	Uniform And Shoes	0	5,000	5,000	5,000	5,000
61130	Delivery Service	0	100	100	100	100
61240	Front Of The House Expense	42,555	130,000	130,000	205,400	205,400
61340	Outside Services	450	500	500	500	500
61430	Professional Services	5,764	12,000	12,000	12,000	12,000
63250	Office Supplies	9	200	200	200	200
63510	Signage / Flags / Display	0	350	350	350	350
63520	Special Supplies	0	350	350	350	350
	TOTAL OPERATIONS AND MAINTENANCE	48,975	148,900	148,900	224,300	224,300
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	535,595	784,560	749,560	1,071,590	1,071,590

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT: THEATER DEPARTMENT	ACTIVITY: Operations & Security	COST CENTER CODE: 651
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ACTIVITY COMMENTARY

ACTIVITY OBJECTIVES

1. To produce all Cerritos Center for the Performing Arts events to the highest standards of technical and aesthetic excellence.
2. To provide a safe and secure environment for all Cerritos Center for the Performing Arts performers and audiences.
3. To ensure that all Cerritos Center for the Performing Arts event production and security operations are accomplished in the most efficient and cost effective manner possible.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGE

Increase in Outside Services reflects contractor support for stage operations based on a season of 63-67 CCPA and 45 partner performances (61340).	+\$150,000
Increase in Production Expense based on a season of 63-67 CCPA performances (61410).	+\$12,500

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Theater Department		OPERATIONS & SECURITY				651
OBJECT CODE		2015-2016	2016-2017	2016-2017	2017-2018	2017-2018
		ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED
	PERSONNEL EXPENSE					
	RANGE POSITION TITLE					
	60 Technical Administrator	116,496	115,860	115,860	119,340	119,340
	37 Stage Crew Supervisor	56,227	56,910	56,910	58,230	58,230
	34 Audio Specialist	61,368	61,030	61,030	61,030	61,030
	34 Lighting Specialist	61,374	61,030	61,030	61,030	61,030
	34 Master Carpenter	62,551	61,030	61,030	61,030	61,030
	33 Technical Services Assistant	59,959	59,620	59,620	59,620	59,620
51010	Regular Earnings	417,974	415,480	415,480	420,280	420,280
51021	Overtime	21,613	30,000	30,000	49,500	49,500
	P/T Stage Assistants (42)	590,154	875,000	800,000	1,200,000	1,200,000
	Security Parking Assistant II (8)					
	Security Parking Assistant III(5)					
	Stage Assistant III (11)					
	Stage Assistant IV (12)					
	Stage Assistant V (4)					
	Audio Specialist (1)					
	Assistant Lighting Specialist (1)					
52010	Regular Earnings - Part Time	590,154	875,000	800,000	1,200,000	1,200,000
52021	Overtime Earnings - Part Time	8,583	6,000	6,000	9,900	9,900
52400	Employee Benefits	573,812	828,950	789,950	968,080	968,080
	TOTAL PERSONNEL	1,612,137	2,155,430	2,041,430	2,647,760	2,647,760
	OPERATIONS AND MAINTENANCE					
53010	Auto Allowance	3,600	3,600	3,600	3,600	3,600
53020	Dues And Publications	300	300	300	300	300
53070	Reimbursed Mileage	117	300	300	380	380
53090	Uniform And Shoes	7,302	10,000	10,000	10,000	10,000
53091	Vehicle Operations	258	700	700	700	700
61130	Delivery Service	0	100	100	100	100
61340	Outside Services	48,175	70,000	70,000	220,000	220,000
61360	Permit Fees	0	0	0	1,100	1,100
61410	Production Expense	81,555	150,000	130,000	162,500	162,500
61430	Professional Services	6,015	16,000	16,000	12,000	12,000
63250	Office Supplies	67	100	100	100	100
63510	Signage / Flags / Display	0	2,000	2,000	2,000	2,000
63520	Special Supplies	1,090	2,000	2,000	2,000	2,000
67060	Cellular Phone	600	600	600	600	600
69901	Non-Capitalizable Expenditures	0	0	0	0	0
	TOTAL OPERATIONS AND MAINTENANCE	149,079	255,700	235,700	415,380	415,380
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	1,000	1,000	1,000	1,000
	TOTAL CAPITAL OUTLAY	0	1,000	1,000	1,000	1,000
	ACTIVITY TOTAL	1,761,218	2,412,130	2,278,130	3,064,140	3,064,140

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT: THEATER DEPARTMENT	ACTIVITY: Special Event Services	COST CENTER CODE: 661
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ACTIVITY COMMENTARY

ACTIVITY OBJECTIVES

1. To provide conference, meeting and banquet facilities for individuals, community groups, businesses and other outside users.
2. To ensure that all Special Events Services operations are accomplished in the most efficient and cost effective manner possible.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGE

No significant activity program changes are anticipated for Fiscal Year 2017-2018.

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Theater Department		SPECIAL EVENT SERVICES				661
OBJECT CODE		2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATED	2017-2018 PROPOSED	2017-2018 APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
52010	Regular Earnings - Part Time	231	0	0	0	0
52400	Employee Benefits	88	0	0	0	0
	TOTAL PERSONNEL	318		0		
	OPERATIONS AND MAINTENANCE					
53020	Dues And Publications	0	600	600	600	600
61290	Marketing Expense	0	1,000	1,000	1,000	1,000
61360	Permit Fees	3,114	3,500	3,500	3,500	3,500
	TOTAL OPERATIONS AND MAINTENANCE	3,114	5,100	5,100	5,100	5,100
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	ACTIVITY TOTAL	3,432	5,100	5,100	5,100	5,100

CITY OF CERRITOS DEPARTMENTAL ACTIVITY DETAIL

DEPARTMENT: THEATER DEPARTMENT	ACTIVITY: Ticket Office	COST CENTER CODE: 671
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ACTIVITY COMMENTARY

ACTIVITY OBJECTIVES

1. To provide prompt, accurate and courteous service to patrons regarding all ticket orders for, or inquires about, programs at the Cerritos Center for the Performing Arts.
2. To accurately account for all Cerritos Center for the Performing Arts ticket sales activity.
3. To ensure that all Ticket Office operations are accomplished in the most efficient and cost effective manner possible.

SIGNIFICANT ACTIVITY PROGRAM CHANGES

CHANGE

Increase in Permit Fees in anticipation of a ticketing system service contract upgrade and select-a-seat module addition designed to enhance the patron’s ticket buying experience (61360).	+\$10,000
Increase in Professional Services in anticipation of a ticketing system select-a-seat module addition designed to enhance the patron’s ticket buying experience, a one-time expense (61430).	+\$20,000

**CITY OF CERRITOS
DEPARTMENTAL ACTIVITY DETAIL**

DEPARTMENT:		ACTIVITY:				ACTIVITY CODE:
Theater Department		BOX OFFICE				671
OBJECT CODE		2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATED	2017-2018 PROPOSED	2017-2018 APPROVED
	PERSONNEL EXPENSE					
	RANGE					
	POSITION TITLE					
51010	34 Senior Ticket Office Coordinator	61,380	61,030	61,030	61,030	61,030
51021	31 Ticket Office Coordinator	46,560	49,420	49,420	50,540	50,540
	Regular Earnings	107,940	110,450	110,450	111,570	111,570
	Overtime	2,748	1,500	1,500	2,500	2,500
	P/T Box Office (13)	155,500	250,000	250,000	297,000	297,000
	P/T Box Teller (3)					
	P/T Box Aide II(7)					
	P/T Box Aide I (3)					
52010	Regular Earnings - Part Time	155,500	250,000	250,000	297,000	297,000
52400	Employee Benefits	140,713	188,830	188,830	228,890	228,890
	TOTAL PERSONNEL	406,901	550,780	550,780	639,960	639,960
	OPERATIONS AND MAINTENANCE					
53020	Dues And Publications	264	300	300	300	300
53070	Reimbursed Mileage	0	100	100	100	100
61130	Delivery Service	21	400	400	400	400
61340	Outside Services	0	2,000	2,000	2,000	2,000
61360	Permit Fees	32,361	40,000	40,000	50,000	50,000
61430	Professional Services	2,288	20,000	20,000	40,000	40,000
63110	Computer Supplies	50	150	150	150	150
63250	Office Supplies	227	500	500	500	500
63510	Signage / Flags / Display	0	250	250	250	250
63520	Special Supplies	1,011	13,000	13,000	13,000	13,000
69901	Non-Capitalizable Expenditures	0	0	0	0	0
69950	Non-Cap Expenditures-FF&E	973	0	0	0	0
	TOTAL OPERATIONS AND MAINTENANCE	37,195	76,700	76,700	106,700	106,700
	CAPITAL OUTLAY					
79050	Furniture, Fixtures And Office Equipment	0	1,000	1,000	1,000	1,000
	TOTAL CAPITAL OUTLAY	0	1,000	1,000	1,000	1,000
	ACTIVITY TOTAL	444,094	628,480	628,480	747,660	747,660

CITY OF CERRITOS
FINANCIAL PROGRAM: 2017-2018
CAPITAL IMPROVEMENT PROGRAM

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM OVERVIEW

REVENUE AND EXPENDITURE ANALYSIS

BUDGETED FUND AND FUNDING APPLICATIONS

FISCAL YEAR 2017-2018

<u>BUDGETED FUND</u>	<u>CITY TOTAL</u>
Municipal Improvement (General Fund)	7,682,000
Water Fund	982,800
Sewer Fund	490,000
Reclaimed Water	155,000
Street Improvement Fund	1,808,000
SB 821 Fund	25,000
Art in Public Places Trust Fund	27,000
Community Development Block Grant Fund	<u>50,000</u>
 TOTAL	 <u>11,219,800</u>

FUNDING APPLICATIONS

Parks and Open Spaces	810,000
Government Buildings	4,962,000
Streets and Highways	1,833,000
Traffic Signals	360,000
Water Improvements	1,137,800
Sewer Improvements	490,000
Other Projects	<u>1,627,000</u>
 TOTAL	 <u>11,219,800</u>

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM OVERVIEW

DEPT. CODE:	DEPARTMENT:			
	CAPITAL IMPROVEMENT			
TOTAL ESTIMATED REQUIREMENTS	ACTIVITY CLASSIFICATION	TOTAL PRIOR YEAR EST. EXPENDITURES	2017-2018 EXPENDITURES	TOTAL COMBINED EXPENDITURES
8,095,717	Parks and Open Space	1,234,717	810,000	2,044,717
17,134,500	Government Buildings	1,062,500	4,962,000	6,024,500
16,797,120	Streets and Highways	2,757,120	1,833,000	4,590,120
1,510,000	Traffic Signals	0	360,000	360,000
15,294,520	Water Improvements	1,275,720	1,137,800	2,413,520
9,077,500	Sewer Improvements	2,227,500	490,000	2,717,500
1,651,000	Other Projects	0	1,627,000	1,627,000
69,560,357	TOTAL BUDGET	8,557,557	11,219,800	19,777,357

OVERVIEW COMMENTARY

In the 1973-74 Fiscal Year, the City embarked upon a new approach to Capital Improvement budgeting when the City Council adopted a five-year projected Capital Improvement Program. Although the actual projects and dollar amounts of each subsequent Capital Improvement Program have changed to reflect the needs of the community, the City has steadily progressed toward its long range Capital Improvement goals. As in past years, funds are budgeted for capital projects anticipated to be undertaken prior to June 30, 2018. Dollar amounts for other needed projects, including inflationary allowances, are incorporated for the four years subsequent to the current 2017-2018 fiscal year. The projects identified in the following Capital Improvement Program represent an assessment of the physical improvement needs and requirements of the City as they are currently perceived.

The physical improvement needs set forth in the Capital Improvement Program fall into several broad categories which include Parks and Open Space, Streets and Highways, Government Buildings, Water Improvements, Sewer Improvements and Storm Drain Improvements. Within each of these broad categories, an attempt has been made to prioritize items so that the most critically needed Capital Improvements are undertaken early in the overall program. Capital Improvement funds are allocated in a manner which will permit the City to attain its development potential in a reasonable and controlled period of time, with a schedule.

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Parks and Open Space

CDBG-FUNDED PLAYGROUND RESURFACING IMPROVEMENTS

This project provides for playground resurfacing improvements funded by Community Development Block Grant funds. The allocation for Fiscal Year 2017-2018 is for improvements at Loma Park.
Funding source: CDBG Fund

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
10074	50,000	0	0	0	0	24,000	74,000
TOTAL	50,000	0	0	0	0	24,000	74,000

CERRITOS PARK EAST BALL FIELD REFURBISHMENT (CONSTRUCTION) – PHASE I

This project provides for the refurbishment of ball field #2 at Cerritos Park East.
Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
12801	0	750,000	0	0	0	500,000	1,250,000
TOTAL	0	750,000	0	0	0	500,000	1,250,000

CERRITOS PARK EAST BALL FIELD REFURBISHMENT (CONSTRUCTION) – PHASE II

This project provides for the refurbishment of ball fields #1 and #3 at Cerritos Park East.
Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	0	900,000	0	0	0	0	900,000
TOTAL	0	900,000	0	0	0	0	900,000

CERRITOS PARK EAST OUTDOOR RESTROOM REFURBISHMENT (DESIGN)

This project provides for the design of the interior of the outdoor restroom buildings at Cerritos Park East.
Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	0	50,000	0	0	0	0	50,000
TOTAL	0	50,000	0	0	0	0	50,000

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Parks and Open Space

CERRITOS PARK EAST ROOF REPLACEMENT

This project provides for the replacement of the roof at the Cerritos Park East recreation building.
Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	150,000	0	0	0	0	0	150,000
TOTAL	150,000	0	0	0	0	0	150,000

CERRITOS PARK EAST BASKETBALL FENCE REFURBISHMENT

This project provided for the refurbishment of the perimeter chain-link fence at the Cerritos Park East basketball courts.

Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	0	0	0	0	0	15,000	15,000
TOTAL	0	0	0	0	0	15,000	15,000

CITYWIDE PLAYGROUND EQUIPMENT AND IMPROVEMENTS

This project provides for various improvements to park facilities, including removal of playground sand, the installation of new playground equipment, and other enhancements to adhere to Americans with Disabilities Act (ADA) standards and Consumer Product Safety Commission (CPSC) guidelines. The allocation for Fiscal Year 2016-2017 provided for the installation of playground equipment at Brookhaven Park and Friendship Park (south), and the installation of playground surfacing at Friendship Park and Bettencourt Park.

Funding source: Municipal Improvement Fund (General Fund)

Note: Funding source for Fiscal Year 2016-2017 expenditures was \$156,000 from the CDBG Fund and \$183,900 from the Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
10073	25,000	25,000	25,000	25,000	25,000	339,900	464,900
TOTAL	25,000	25,000	25,000	25,000	25,000	339,900	464,900

CITYWIDE PLAYGROUND ROLL COAT PROTECTION PROGRAM

This project provides for the maintenance and installation of a binder coat on playground surfacing at various City parks.

Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	0	65,000	0	0	0	0	65,000
TOTAL	0	65,000	0	0	0	0	65,000

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Parks and Open Space

FACILITY DANCE FLOOR REFINISHING

This project provides for the refinishing of the dance floors at Cerritos Park East and Liberty Park.
Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	10,000	0	0	0	0	0	10,000
TOTAL	10,000	0	0	0	0	0	10,000

FACILITY PARKING LOT REHABILITATION

This project provides for pavement rehabilitation of public facility parking lots at the Golf Course, Liberty Park (west) and Heritage Park (northeast).

Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
10199	400,000	0	0	0	0	0	400,000
TOTAL	400,000	0	0	0	0	0	400,000

FRIENDSHIP PARK SOUTH AND BROOKHAVEN PARK PLAYGROUND EQUIPMENT

This project provides for playground equipment to be installed at Friendship Park (south) and Brookhaven Park.
Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
10797	0	0	0	0	0	55,817	55,817
TOTAL	0	0	0	0	0	55,817	55,817

FRONTIER PARK RESTROOM BUILDING ROOF REHABILITATION

This project provides for the rehabilitation of the restroom building roof at Frontier Park.

Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	15,000	0	0	0	0	0	15,000
TOTAL	15,000	0	0	0	0	0	15,000

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Parks and Open Space

REFURBISHMENT OF GOLF COURSE

Improvements at Iron-Wood Nine Golf Course may include the refurbishment of the greens, fairways and tees.
Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
10051	0	80,000	82,000	84,000	0	0	246,000
TOTAL	0	80,000	82,000	84,000	0	0	246,000

HERITAGE PARK BUILDING RENOVATION/EXPANSION

This project provides for the demolition of the new property and installation of a new 8' to 10' retaining wall.
Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
12796	0	2,000,000	0	0	0	0	2,000,000
TOTAL	0	2,000,000	0	0	0	0	2,000,000

HERITAGE PARK ISLAND AND LAKE IMPROVEMENTS (EROSION MITIGATION)

This project will mitigate erosion on the island by upgrading pathways with an aggregate material in addition to the placement of boulders and retaining concrete at the runoff points.
Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
10774	0	110,000	0	0	0	0	110,000
TOTAL	0	110,000	0	0	0	0	110,000

HERITAGE PARK ISLAND REFURBISHMENT

This project provides for the refurbishment of the buildings and other structures on the island.
Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	50,000	0	0	0	0	0	50,000
TOTAL	50,000	0	0	0	0	0	50,000

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Parks and Open Space

LIBERTY PARK SOUTH PICNIC SHELTER REPLACEMENT

This project provides for the replacement of the Liberty Park (south) picnic shelter and tables (materials only).
Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
10804	0	75,000	0	0	0	0	75,000
TOTAL	0	75,000	0	0	0	0	75,000

LIBERTY PARK SOUTH PICNIC SHELTER INSTALLATION

This project provides for the installation of the Liberty Park (south) shelter.
Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	0	75,000	0	0	0	0	75,000
TOTAL	0	75,000	0	0	0	0	75,000

LIBERTY PARK RACQUETBALL COURT REHABILITATION

This project provides for the replacement of the roof and wood flooring for three of the racquetball courts at Liberty Park.
Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	0	150,000	0	0	0	0	150,000
TOTAL	0	150,000	0	0	0	0	150,000

LIBERTY PARK ANNEX EXTERIOR IMPROVEMENTS

This project provided for pavement rehabilitation at the Liberty Park II main parking lot, the installation of a fence and painting of the building's exterior.
Funding source: Municipal Improvement Fund (grant from Los Angeles County Board of Supervisors)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
10805	0	0	0	0	0	300,000	300,000
TOTAL	0	0	0	0	0	300,000	300,000

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Parks and Open Space

LIBERTY PARK PLAZA LIGHT REPLACEMENT

This project provides for the replacement of the subterranean lights at the Liberty Park Plaza.
Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	0	120,000	0	0	0	0	120,000
TOTAL	0	120,000	0	0	0	0	120,000

LOMA PARK PLAYGROUND EQUIPMENT

This project provides for playground equipment at the Loma Park playground.
Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	60,000	0	0	0	0	0	60,000
TOTAL	60,000	0	0	0	0	0	60,000

LOMA PARK PLAYGROUND EQUIPMENT INSTALLATION

This project provides for the installation of playground equipment at the Loma Park playground.
Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	50,000	0	0	0	0	0	50,000
TOTAL	50,000	0	0	0	0	0	50,000

NEIGHBORHOOD PARK PICNIC SHELTER REPLACEMENT

This project provides for the replacement of picnic shelters at various neighborhood parks (materials only).
Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	0	275,000	0	0	0	0	275,000
TOTAL	0	275,000	0	0	0	0	275,000

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Parks and Open Space

NEIGHBORHOOD PARK PICNIC SHELTER INSTALLATION

This project provides for the installation of picnic shelters at various neighborhood parks.
Funding source: Municipal Improvement Fund (General Fund)

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
NEW	0	150,000	0	0	0	0	150,000
TOTAL	0	150,000	0	0	0	0	150,000

SPORTS COMPLEX REFURBISHMENT

This project provides for the complete renovation of six sports fields, replacement of the scoreboards and replacement of the irrigation systems, which will result in 30% water conservation.
Funding source: Municipal Improvement Fund (General Fund)

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
10024	0	850,000	0	0	0	0	850,000
TOTAL	0	850,000	0	0	0	0	850,000

SPORTS COMPLEX FENCING AND NETTING REFURBISHMENT

This project provides for the refurbishment of the perimeter fence at the Cerritos Sports Complex and the replacement of the netting over the spectator seating areas, scorekeeping areas and dugouts.
Funding source: Municipal Improvement Fund (General Fund)

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
NEW	0	135,000	0	0	0	0	135,000
TOTAL	0	135,000	0	0	0	0	135,000

ACTIVITY TOTAL	810,000	5,810,000	107,000	109,000	25,000	1,234,717	8,095,717
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CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Government Buildings

CERRITOS CENTER FOR THE PERFORMING ARTS OPERATIONAL IMPROVEMENTS

This project provides for operational improvements and emergency maintenance to the Cerritos Center for the Performing Arts.

Funding source: Municipal Improvement Fund (General Fund)

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
12021	50,000	150,000	150,000	150,000	150,000	50,000	700,000
TOTAL	50,000	150,000	150,000	150,000	150,000	50,000	700,000

CERRITOS CENTER FOR THE PERFORMING ARTS CARPET REPLACEMENT

This project provides for the replacement of carpet in several areas of the theater. The allocation for Fiscal Year 2017-2018 provides for the installation of carpet in the Sierra Room and a portion of the administration wing.

Funding source: Municipal Improvement Fund (General Fund)

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
12068	70,000	50,000	50,000	50,000	50,000	25,000	295,000
TOTAL	70,000	50,000	50,000	50,000	50,000	25,000	295,000

CERRITOS CENTER FOR THE PERFORMING ARTS AUDIO FREQUENCY INDUCTION LOOP SYSTEMS

This project provides for the installation of audio frequency induction loop systems in the Sierra Room at the Cerritos Center for the Performing Arts.

Funding source: Municipal Improvement Fund (General Fund)

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
NEW	25,000	0	0	0	0	0	25,000
TOTAL	25,000	0	0	0	0	0	25,000

CERRITOS CENTER FOR THE PERFORMING ARTS ROOF REPLACEMENT

This project provides for the replacement of the roof on the Cerritos Center for the Performing Arts.

Funding source: Municipal Improvement Fund (General Fund)

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
12706	0	850,000	1,250,000	750,000	0	27,300	2,877,300
TOTAL	0	850,000	1,250,000	750,000	0	27,300	2,877,300

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Government Buildings

CERRITOS CENTER FOR THE PERFORMING ARTS FIRE SYSTEM/PANEL REPLACEMENT

This project will replace the Cerritos Center for the Performing Arts fire panel with a new control panel, graphic annunciator, remote annunciator and field devices.

Funding source: Municipal Improvement Fund (General Fund)

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
12716	0	975,000	0	0	0	0	975,000
TOTAL	0	975,000	0	0	0	0	975,000

CERRITOS CENTER FOR THE PERFORMING ARTS STAGE FLOOR RESURFACING

This project provides for the resurfacing of the Cerritos Center for the Performing Arts main stage, main theater floor, and parterre seating storage areas.

Funding source: Municipal Improvement Fund (General Fund)

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
12719	0	130,000	0	0	0	150,000	280,000
TOTAL	0	130,000	0	0	0	150,000	280,000

CERRITOS CENTER FOR THE PERFORMING ARTS ACOUSTIC BANNER REPLACEMENT

This project provides for the replacement of the acoustic banners at the Cerritos Center for the Performing Arts, which are original to the building.

Funding source: Municipal Improvement Fund (General Fund)

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
NEW	26,000	0	0	0	0	26,000	52,000
TOTAL	26,000	0	0	0	0	26,000	52,000

CERRITOS CENTER FOR THE PERFORMING ARTS CATWALK UPGRADES

This project provides for upgrades for the front of house catwalks.

Funding source: Municipal Improvement Fund (General Fund)

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
NEW	0	0	0	0	0	13,000	13,000
TOTAL	0	0	0	0	0	13,000	13,000

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Government Buildings

CERRITOS CENTER FOR THE PERFORMING ARTS PRO-TOWER UPGRADES

This project provides for upgrades to the two pro-towers, which will improve efficiency by reducing the time and personnel required for configuration changes.

Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	0	142,500	142,500	0	0	0	285,000
TOTAL	0	142,500	142,500	0	0	0	285,000

CERRITOS CENTER FOR THE PERFORMING ARTS RED ACOUSTIC BOX CURTAIN REPLACEMENT

This project provides for the replacement of the red box curtains, which are original to the building.

Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	0	0	0	0	0	30,000	30,000
TOTAL	0	0	0	0	0	30,000	30,000

CERRITOS CENTER FOR THE PERFORMING ARTS ELECTRICAL AND LOW VOLTAGE FLOOR POCKETS

This project provides for the installation of electrical and low voltage floor pockets into the floor of the Sierra Room to allow for greater flexibility for special event usage.

Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	12,000	0	0	0	0	0	12,000
TOTAL	12,000	0	0	0	0	0	12,000

CERRITOS/ASTOR MUSEUM

This project was initially established to facilitate the development of a regional class automobile and Americana museum. The project was discontinued at the direction of the City Council in June, 2017. Previously incurred project expenses were fully funded by Redevelopment Property Tax Trust Funds that were restricted for use on the project.

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
12701	0	0	0	0	0	415,000	415,000
TOTAL	0	0	0	0	0	415,000	415,000

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Government Buildings

SOLAR PANELS FOR THE 12616 183RD STREET BUILDING

This project provides for the installation of solar panels on top of the City-owned building located at 12616 183rd Street.

Funding source: Electric Utility Fund

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
12722	0	50,000	0	0	0	0	50,000
TOTAL	0	50,000	0	0	0	0	50,000

12616 183RD STREET BUILDING RESTORATION

This project will facilitate the ongoing maintenance and restoration of the City-owned property located at 12616 183rd Street.

Funding source: Municipal Improvement Fund (insurance settlement will fund 2017-2018 expenditures)

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
NEW	4,200,000	0	0	0	0	0	4,200,000
TOTAL	4,200,000	0	0	0	0	0	4,200,000

CITY HALL ROOF REPLACEMENT

This project provides for the replacement of the City Hall roof, which is over 25 years old.

Funding source: Municipal Improvement Fund (General Fund)

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
12704	0	400,000	0	0	0	0	400,000
TOTAL	0	400,000	0	0	0	0	400,000

CIVIC CENTER HVAC REPLACEMENTS

This project will fund the installation of heating, ventilation and air conditioning equipment in City Hall and the Council Chambers.

Funding source: Municipal Improvement Fund (General Fund)

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
12703	0	2,000,000	0	0	0	0	2,000,000
TOTAL	0	2,000,000	0	0	0	0	2,000,000

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Government Buildings

CORPORATE YARD ROOF REPLACEMENT

This project provides for the replacement of the Corporate Yard roof, which is over 35 years old.
Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	350,000	0	0	0	0	0	350,000
TOTAL	350,000	0	0	0	0	0	350,000

LIBERTY PARK ANNEX INTERIOR IMPROVEMENTS

This project provides for interior refurbishment at Liberty Park I6I.
Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	0	2,000,000	0	0	0	0	2,000,000
TOTAL	0	2,000,000	0	0	0	0	2,000,000

LIBRARY OPERATIONAL IMPROVEMENTS

This project provides for operational improvements and emergency maintenance for the Cerritos Library. Projects identified for the 2017-2018 fiscal year include the replacement of carpet on the second floor in the 21st Century area and in the multimedia area on the first floor.
Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
12085	25,000	60,000	60,000	60,000	60,000	25,000	290,000
TOTAL	25,000	60,000	60,000	60,000	60,000	25,000	290,000

PARKING PERMIT AUTOMATION SYSTEM

This project provides for the purchase and installation of automated parking permit software and two self-serve kiosks. The system would allow residents to apply for overnight, quarterly, summer and annual parking permits.

Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	0	0	0	0	0	65,000	65,000
TOTAL	0	0	0	0	0	65,000	65,000

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Government Buildings

SECURITY EQUIPMENT REPLACEMENT FOR CITY FACILITIES

This project provides for the replacement of outdated security equipment at City facilities.
Funding source: Municipal Improvement Fund (General Fund)

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
NEW	40,000	0	0	0	0	0	40,000
TOTAL	40,000	0	0	0	0	0	40,000

SENIOR CENTER AUDIO & VIDEO IMPROVEMENTS

This project will upgrade the Senior Center sound and video components and system in the Majestic Room, Public Reading Lounge, Public Access Room and Peppertree multi-purpose classrooms.
Funding source: Municipal Improvement Fund (General Fund)

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
12114	0	0	0	0	0	46,200	46,200
TOTAL	0	0	0	0	0	46,200	46,200

SENIOR CENTER OPERATIONAL IMPROVEMENTS

This project provides for operational improvements and emergency maintenance at the Senior Center.
Funding source: Municipal Improvement Fund (General Fund)

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
12720	50,000	100,000	100,000	100,000	100,000	40,000	490,000
TOTAL	50,000	100,000	100,000	100,000	100,000	40,000	490,000

SENIOR CENTER FLOORING REPLACEMENT

This project provides for the replacement of the linoleum and carpet in the Cerritos Senior Center at Pat Nixon Park.
Funding source: Municipal Improvement Fund (General Fund)

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
NEW	0	300,000	0	0	0	0	300,000
TOTAL	0	300,000	0	0	0	0	300,000

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Government Buildings

SENIOR CENTER EXTERIOR IMPROVEMENTS

This project provides for exterior painting and refurbishment of the exterior trellis and woodwork at the Senior Center.

Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	100,000	0	0	0	0	150,000	250,000
TOTAL	100,000	0	0	0	0	150,000	250,000

SHERIFF'S STATION PATIO DECK REFURBISHMENT

This project provides for the refurbishment of the Sheriff's Station patio deck.

Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	0	30,000	0	0	0	0	30,000
TOTAL	0	30,000	0	0	0	0	30,000

SWIM/FITNESS CENTER REHABILITATION (DESIGN)

This project provides for design services for bulkhead refurbishment, re-plastering of the pool, replacement of the bleachers and boiler, upgrades to the automation system, replacement of the roof, refurbishment of the short dive stand and refurbishment of all building systems.

Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
12712	0	50,000	0	0	0	0	50,000
TOTAL	0	50,000	0	0	0	0	50,000

SWIM CENTER BULKHEAD REPLACEMENT

This project provides for the replacement of the bulkhead at the Swim Center.

Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	0	500,000	0	0	0	0	500,000
TOTAL	0	500,000	0	0	0	0	500,000

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Government Buildings

SWIM CENTER DIVING BOARD REFURBISHMENT

This project provides for the refurbishment of the four diving boards at the Swim Center.
Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	14,000	0	0	0	0	0	14,000
TOTAL	14,000	0	0	0	0	0	14,000

SWIM CENTER BLEACHER REPLACEMENT

This project provides for the replacement of the bleachers at the Swim Center.
Funding source: Municipal Improvement Fund (General Fund)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	0	100,000	0	0	0	0	100,000
TOTAL	0	100,000	0	0	0	0	100,000

ACTIVITY TOTAL	4,962,000	7,887,500	1,752,500	1,110,000	360,000	1,062,500	17,134,500
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CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Streets and Highways

MARQUARDT AVENUE IMPROVEMENTS

This proposed project provides for the reconstruction of Marquardt Avenue between Artesia Boulevard and Alondra Boulevard.

Funding source: Street Improvement Fund

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
13012	0	700,000	0	0	0	0	700,000
TOTAL	0	700,000	0	0	0	0	700,000

MARQUARDT AVENUE BRIDGE OVER COYOTE CREEK

This item provides for the design of the widening and improvements to the Marquardt Avenue bridge over Coyote Creek. This project qualifies for funding under the Caltrans Highway Bridge Replacement and Rehabilitation (HBRR) program. The City of La Palma is the lead agency for this project.

Funding source: Street Improvement Fund

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
13052	0	600,000	0	0	0	0	600,000
TOTAL	0	600,000	0	0	0	0	600,000

SIDEWALK, CURB AND GUTTER REHABILITATION

This project will provide funding to do systematic hardscape improvements as identified.

Funding source: Street Improvement Fund

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
13054	230,000	250,000	250,000	250,000	250,000	250,000	1,480,000
TOTAL	230,000	250,000	250,000	250,000	250,000	250,000	1,480,000

166TH STREET REHABILITATION – BLOOMFIELD AVENUE TO CARMENITA ROAD

This project provides for pavement rehabilitation of 166th Street between Bloomfield Avenue and Carmenita Road.

Funding source: Street Improvement Fund

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
13065	0	425,000	425,000	0	0	0	850,000
TOTAL	0	425,000	425,000	0	0	0	850,000

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Streets and Highways

WHEELCHAIR ACCESSIBLE RAMPS

Wheelchair accessible ramps will be installed at various locations City-wide.

Funding source: SB821 Fund

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
13086	25,000	25,000	25,000	25,000	25,000	25,000	150,000
TOTAL	25,000	25,000	25,000	25,000	25,000	25,000	150,000

BERWYN ROAD RECONSTRUCTION

This project provides for pavement rehabilitation for Berwyn Road, north of Arbor Place.

Funding source: Street Improvement Fund

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
13105	0	0	100,000	0	0	0	100,000
TOTAL	0	0	100,000	0	0	0	100,000

BRIDGE PREVENTATIVE MAINTENANCE PROGRAM

This project provides for matching funds to perform important bridge maintenance as recommended by the Los Angeles County Department of Public Works. The City's share of recommended repairs is 11.47% of the total estimated cost for these repairs. The remaining 88.53% match is federally funded. The City is the lead agency on the project with La Palma also participating. A total of \$33,000 will be reimbursed by the City of La Palma for property within their jurisdiction.

Funding source: Street Improvement Fund

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
13145	0	0	0	0	0	173,000	173,000
TOTAL	0	0	0	0	0	173,000	173,000

DEL AMO BOULEVARD BRIDGE REPLACEMENT (DESIGN AND ENVIRONMENTAL STUDIES)

This project provides for design and environmental studies for the widening of the Del Amo Boulevard bridge at Coyote Creek. Cerritos is the lead agency with Lakewood, La Palma and Cypress also participating under the Highway Bridge Replacement Program.

Funding source: Cerritos and Lakewood will be pursuing Measure R funds through the Gateway Cities Council of Governments; La Palma and Cypress will seek the balance of the required funds from Orange County Transportation Authority Measure M funds.

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
13715	0	1,200,000	0	0	0	0	1,200,000
TOTAL	0	1,200,000	0	0	0	0	1,200,000

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Streets and Highways

STUDEBAKER ROAD MEDIAN CONSTRUCTION

Landscaped medians will be constructed on Studebaker Road from South Street to Bigelow Street.
Funding source: Street Improvement Fund

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
14711	0	250,000	0	0	0	0	250,000
TOTAL	0	250,000	0	0	0	0	250,000

ARTERIAL LANDSCAPING AT VARIOUS LOCATIONS

This project provides for the addition of landscaping on arterial streets at various locations, including the east side of Carmenita Road, north of 166th Street, and the planting of palm trees to replace eucalyptus trees on Bloomfield Avenue.

Funding source: Street Improvement Fund

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
13746	0	200,000	350,000	300,000	0	0	850,000
TOTAL	0	200,000	350,000	300,000	0	0	850,000

DEL AMO BOULEVARD REHABILITATION – BLOOMFIELD AVENUE TO STUDEBAKER ROAD

This project provides for pavement rehabilitation of Del Amo Boulevard from Bloomfield Avenue to Studebaker Road, broken up into three segments over the next three years. The project also includes tree removal and replacement, and sidewalk, curb and gutter work. The segment proposed for the 2017-2018 fiscal year is Norwalk Boulevard to Pioneer Boulevard.

Funding source: Street Improvement Fund

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
14713	650,000	600,000	0	0	0	730,000	1,980,000
TOTAL	650,000	600,000	0	0	0	730,000	1,980,000

IMPLEMENTATION OF BIKEWAY MASTER PLAN

This project provides for the installation of dedicated Class II and Class III bike lanes throughout the City of Cerritos in accordance with the City's adopted Bikeway Master Plan.

Funding source: Street Improvement Fund (grant from Los Angeles County Board of Supervisors)

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
13088	0	0	0	0	0	167,000	167,000
TOTAL	0	0	0	0	0	167,000	167,000

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Streets and Highways

BENTLEY PLACE AND CARMENITA VILLAGE ALLEY REHABILITATION

This project provides for the repaving of Bentley Place and the public alley ways within the Carmenita Village condominium complex.

Funding source: Street Improvement Fund

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	0	370,000	0	0	0	0	370,000
TOTAL	0	370,000	0	0	0	0	370,000

TOWNE CENTER STRIPING

This project provides for the installation of reflectorized pavement markers to delineate lanes throughout the Towne Center.

Funding source: Street Improvement Fund

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	70,000	0	0	0	0	0	70,000
TOTAL	70,000	0	0	0	0	0	70,000

CARMENITA ROAD REHABILITATION

This project provides for the reconstruction of Carmenita Road from South Street to 183rd Street.

Funding source: Street Improvement Fund

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	0	650,000	0	0	0	0	650,000
TOTAL	0	650,000	0	0	0	0	650,000

SHOEMAKER AVENUE REHABILITATION

This project provides for the reconstruction of Shoemaker Avenue from 166th Street to Artesia Boulevard.

Funding source: Street Improvement Fund

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	0	0	0	0	0	700,000	700,000
TOTAL	0	0	0	0	0	700,000	700,000

ACTIVITY TOTAL	1,833,000	6,523,000	2,378,000	1,803,000	1,503,000	2,757,120	16,797,120
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CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Traffic Signals

ILLUMINATED PEDESTRIAN CROSSING UPGRADES

This project will provide funding to replace existing in-pavement flashing LED equipment with overhead rapid flashing beacons at pedestrian crosswalks throughout the City.

Funding source: Street Improvement Fund (potential Safe Routes to Schools grant)

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
15011	0	200,000	200,000	200,000	200,000	0	800,000
TOTAL	0	200,000	200,000	200,000	200,000	0	800,000

TRAFFIC SIGNAL AT EDWARDS ROAD AND ARTESIA BOULEVARD

This project will provide funding for the installation of a traffic signal at Edwards Road and Artesia Boulevard.

Funding source: Street Improvement Fund

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
NEW	0	350,000	0	0	0	0	350,000
TOTAL	0	350,000	0	0	0	0	350,000

TRAFFIC SIGNAL MODIFICATIONS AT BLOOMFIELD AVENUE AND 166TH STREET

This project provides for the modification of the existing traffic signal at Bloomfield Avenue and 166th Street from a protective-permissive signal to a fully protected signal for drivers making left turns from all four directions.

Funding source: Municipal Improvement Fund (Caltrans grant – Highway Safety Improvement Program)

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
NEW	360,000	0	0	0	0	0	360,000
TOTAL	360,000	0	0	0	0	0	360,000

ACTIVITY TOTAL	360,000	550,000	200,000	200,000	200,000	0	1,510,000
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CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Water Improvements

CITY RESERVOIRS

This project will provide structural upgrades to the City's three reservoirs.
Funding source: Water Fund

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
17001	100,000	100,000	0	0	0	0	200,000
TOTAL	100,000	100,000	0	0	0	0	200,000

NPDES IMPLEMENTATION PROGRAM

This item provides for various construction projects necessary for implementation of the National Pollutant Discharge Elimination System (NPDES) Municipal Storm Water Permit.
Funding source: Water Fund (assumes other agencies participate)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
17007	135,000	145,000	145,000	145,000	145,000	125,000	840,000
TOTAL	135,000	145,000	145,000	145,000	145,000	125,000	840,000

BETTENCOURT RECLAIMED WATER LINE REPLACEMENT

The project provides for the replacement of the reclaimed water line along Coyote Creek from Rainbow Park to Bettencourt Park.
Funding source: Reclaimed Water Fund

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
17028	0	275,000	0	0	0	0	275,000
TOTAL	0	275,000	0	0	0	0	275,000

VALVE REPLACEMENT PROJECT

This is an ongoing project to replace mainline butterfly valves in the City's water system.
Funding source: Water Fund

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
17100	180,000	280,000	0	0	0	200,000	660,000
TOTAL	180,000	280,000	0	0	0	200,000	660,000

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Water Improvements

VALLEY VIEW UTILITY RELOCATION

This project provides for the relocation of a water utility line along Valley View Avenue and the bridge over the I-5 Freeway. As part of the I-5 widening project, Caltrans will be replacing the bridge and the City is designing the relocation of the utility.

Funding source: Water Fund (Caltrans to reimburse the City all related expenses)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
17105	0	0	0	0	0	673,720	673,720
TOTAL	0	0	0	0	0	673,720	673,720

SCADA SYSTEM UPGRADE

This project provides for the update and maintenance of the Water Division's Supervisory Control and Data Acquisition (SCADA) system.

Funding source: Water Fund

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
17107	0	1,400,000	0	0	0	0	1,400,000
TOTAL	0	1,400,000	0	0	0	0	1,400,000

C-1 WATER WELL ENGINE OVERHAUL

This project provides for the overhaul of the engine at the C-1 water well.

Funding source: Water Fund

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
17109	0	0	0	0	0	62,500	62,500
TOTAL	0	0	0	0	0	62,500	62,500

C-1 WATER WELL SAND SEPARATOR REPLACEMENT

This project provides for the replacement of the sand separator at the C-1 water well.

Funding source: Water Fund

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	0	70,000	0	0	0	0	70,000
TOTAL	0	70,000	0	0	0	0	70,000

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Water Improvements

C-2 WATER WELL BOOSTER STATION ENGINE OVERHAUL

This project provides for the overhaul of the engine at the C-2 water well.

Funding source: Water Fund

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	90,000	0	0	0	0	0	90,000
TOTAL	90,000	0	0	0	0	0	90,000

C-2 BOOSTER STATION PUMP DISCHARGE HEAD REPLACEMENT

This project provides for the replacement of booster pumps 3 and 2 discharge heads at the C-2 water booster station.

Funding source: Water Fund

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
17108	90,000	0	0	0	0	95,000	185,000
TOTAL	90,000	0	0	0	0	95,000	185,000

C-4 WATER WELL BOOSTER STATION PUMP & VARIABLE FREQUENCY DRIVE REPLACEMENT

This project provides for the replacement of the booster station pump and the variable frequency drive at the C-4 water well.

Funding source: Water Fund

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
17110	35,000	0	0	0	0	34,500	69,500
TOTAL	35,000	0	0	0	0	34,500	69,500

C-5 WATER WELL

This project provides for the construction of a pump house and all associated water lines and will bring the C-5 water well into production. The addition of the water well will help reduce the need for imported MWD water.

Funding source: Water Fund (project to be completed upon availability of grant funds)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
17197	0	1,400,000	1,600,000	0	0	0	3,000,000
TOTAL	0	1,400,000	1,600,000	0	0	0	3,000,000

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Water Improvements

GROUNDWATER REMEDIATION – CIVIC CENTER

This project provides for the installation of a filtration system to remove trace levels of naturally occurring arsenic from the groundwater pumped from the Civic Center parking structure.

Funding source: Water Fund (California Energy Commission grant through December 2018)

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
17199	0	0	60,000	60,000	60,000	60,000	240,000
TOTAL	0	0	60,000	60,000	60,000	60,000	240,000

MISCELLANEOUS RECLAIMED WATER CONVERSIONS

This item provides for the conversion of potable water services to reclaimed water services throughout the City.

Funding source: Reclaimed Water Fund

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
17709	25,000	25,000	25,000	25,000	25,000	25,000	150,000
TOTAL	25,000	25,000	25,000	25,000	25,000	25,000	150,000

WATER MAINS AND APPURTENANCES REPLACEMENT

This project provides for the annual replacement of approximately one mile of water mains and related appurtenances. The project will be completed through annual allocations over the course of seven years.

Funding source: Water Fund

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
NEW	0	1,500,000	1,500,000	1,500,000	1,500,000	0	6,000,000
TOTAL	0	1,500,000	1,500,000	1,500,000	1,500,000	0	6,000,000

ELECTRICAL PANEL AND DRIVE REPLACEMENT

This project provides for the replacement of four electrical panels and drives at the Los Coyotes Reclaimed Water Treatment Plant. One panel and drive will be completed in each of the next four years.

Funding source: Reclaimed Water Fund

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
NEW	130,000	130,000	130,000	130,000	0	0	520,000
TOTAL	130,000	130,000	130,000	130,000	0	0	520,000

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Water Improvements

SMART WATER METER PILOT PROGRAM

This project provides for the installation of 500 smart water meters within the City.
Funding source: Water Fund (reimbursed through a Proposition 84 grant)

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
NEW	120,000	0	0	0	0	0	120,000
TOTAL	120,000	0	0	0	0	0	120,000

METER READING TECHNOLOGY UPGRADES

This project provides for the replacement of the handheld meter reading devices and associated software.
Funding source: Water Fund

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
NEW	30,300	0	0	0	0	0	30,300
TOTAL	30,300	0	0	0	0	0	30,300

VAULT AND RELIEF VALVE REPLACEMENT ON SOUTH STREET

This project provides for the replacement of a deteriorated vault and relief valve on South Street, west of Studebaker Road.
Funding source: Water Fund

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
NEW	52,500	0	0	0	0	0	52,500
TOTAL	52,500	0	0	0	0	0	52,500

VAULT AND METER REPLACEMENT AT WILDER AVENUE AND ALONDRA BOULEVARD

This project provides for the replacement of a deteriorated vault and water meters at Wilder Avenue and Alondra Boulevard.
Funding source: Water Fund

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
NEW	0	36,000	0	0	0	0	36,000
TOTAL	0	36,000	0	0	0	0	36,000

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Water Improvements

VAULT REPLACEMENT AT LIBERTY PARK

This project provides for the replacement of a deteriorated vault at Liberty Park.
Funding source: Water Fund

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	0	20,000	0	0	0	0	20,000
TOTAL	0	20,000	0	0	0	0	20,000

EAST AND WEST RESERVOIR REFURBISHMENT

This project provides for the refurbishment of the east and west reservoirs at the Corporate Yard. One reservoir will be refurbished per year.
Funding source: Water Fund

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	150,000	150,000	0	0	0	0	300,000
TOTAL	150,000	150,000	0	0	0	0	300,000

WATER MASTER PLAN DEVELOPMENT

This project provides for the development of a Water Master Plan encompassing the City's water sources, storage, treatment and delivery systems for both potable and reclaimed water.
Funding source: Water Fund (50%) and Reclaimed Water Fund (50%)

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	0	150,000	150,000	0	0	0	300,000
TOTAL	0	150,000	150,000	0	0	0	300,000

ACTIVITY TOTAL	1,137,800	5,681,000	3,610,000	1,860,000	1,730,000	1,275,720	15,294,520
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CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Sewer Improvements

SOUTH STREET SEWER REPAIRS

This project provides for the replacement of sections of the South Street sewer and lining the entire length of the sewer.

Funding source: Sewer Fund

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	150,000	0	0	0	0	0	150,000
TOTAL	150,000	0	0	0	0	0	150,000

PARK PLAZA/SHOEMAKER AVENUE SEWER LINE REPAIR

This project provides for the repair of the City sewer main at Park Plaza and Shoemaker Avenue.

Funding source: Sewer Fund

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	0	500,000	0	0	0	0	500,000
TOTAL	0	500,000	0	0	0	0	500,000

ANNUAL PIPELINE CONDITION AND INSPECTION SURVEY

This project provides for the annual and ongoing inspection of the condition of the City's existing sewer pipelines.

Funding source: Sewer Fund

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	90,000	90,000	90,000	90,000	90,000	0	450,000
TOTAL	90,000	90,000	90,000	90,000	90,000	0	450,000

SEWER MAIN REPLACEMENT/UPGRADES

This project provides for the upgrade of the City's existing sewer mains at a total estimated project cost of \$8.4 million. The project will be completed through annual allocations over the course of the next seven years.

Funding source: Sewer Fund

PROJECT NUMBER	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	EST. EXPEND. <u>2016-2017</u>	TOTAL COST
NEW	0	1,200,000	1,200,000	1,200,000	1,200,000	0	4,800,000
TOTAL	0	1,200,000	1,200,000	1,200,000	1,200,000	0	4,800,000

CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Sewer Improvements

REHABILITATION/REPLACEMENT OF DEWATERING STATIONS

This project provides for the rehabilitation or replacement of the City’s existing dewatering stations.
Funding source: Sewer Fund

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
NEW	25,000	50,000	50,000	50,000	50,000	0	225,000
TOTAL	25,000	50,000	50,000	50,000	50,000	0	225,000

REHABILITATION/REPLACEMENT OF SEWER LIFT STATIONS

This project provides for the rehabilitation or replacement of the City’s existing sewer lift stations.
Funding source: Sewer Fund

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
18001	25,000	50,000	50,000	50,000	50,000	27,500	252,500
TOTAL	25,000	50,000	50,000	50,000	50,000	27,500	252,500

GROUNDWATER REMEDIATION – LINCOLN STATION

This project provides for the City’s required contribution toward the operation of a groundwater contamination remediation system at Lincoln Station.
Funding source: Sewer Fund

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
18002	200,000	100,000	100,000	100,000	0	2,200,000	2,700,000
TOTAL	200,000	100,000	100,000	100,000	0	2,200,000	2,700,000

ACTIVITY TOTAL	490,000	1,990,000	1,490,000	1,490,000	1,390,000	2,227,500	9,077,500
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CITY OF CERRITOS CAPITAL IMPROVEMENT PROGRAM DETAIL

ACTIVITY: Other Projects

SCULPTURE GARDEN IMPROVEMENTS

This project provides for the construction of improvements in the Cerritos Sculpture Garden including art pieces, lighting fixtures, landscaping and sprinkler improvements.

Funding source: Art in Public Places Trust Fund

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
19125	12,000	0	12,000	0	12,000	0	36,000
TOTAL	12,000	0	12,000	0	12,000	0	36,000

AUTO SQUARE STORAGE IMPROVEMENTS

This project provides for improvements, including resurfacing and re-striping of the automobile storage facilities located adjacent to the San Gabriel River channel and Del Amo Boulevard.

Funding source: Municipal Improvement Fund (City will be reimbursed over a three-year period by the automobile dealerships leasing the storage facility lots)

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
19441	1,600,000	0	0	0	0	0	1,600,000
TOTAL	1,600,000	0	0	0	0	0	1,600,000

SCULPTURE GARDEN SECURITY ENHANCEMENTS

This project provides for the installation of security cameras and informational signage in the Cerritos Sculpture Garden.

Funding source: Art in Public Places Trust Fund

<u>PROJECT NUMBER</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>EST. EXPEND. 2016-2017</u>	<u>TOTAL COST</u>
NEW	15,000	0	0	0	0	0	15,000
TOTAL	15,000	0	0	0	0	0	15,000

ACTIVITY TOTAL	1,627,000	0	12,000	0	12,000	0	1,651,000
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Appendix A

**Resolutions No. 2017-14 and CSA 2017-1
FY 2017-2018 Combined Financial Program**

**CITY OF CERRITOS
SUCCESSOR AGENCY TO THE
CERRITOS REDEVELOPMENT AGENCY**

**RESOLUTION NO. 2017-14
RESOLUTION NO. CSA 2017-1**

A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CERRITOS AND THE SUCCESSOR AGENCY TO THE CERRITOS REDEVELOPMENT AGENCY, APPROVING AND ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR 2017-2018, APPROPRIATING THE FUNDS NECESSARY TO MEET THE EXPENDITURES SET FORTH THEREIN, AND APPROVING THE INVESTMENT POLICY FOR THE FISCAL YEAR 2017-2018 FOR THE CITY OF CERRITOS AND THE SUCCESSOR AGENCY TO THE CERRITOS REDEVELOPMENT AGENCY (COUNCIL/SUCCESSOR AGENCY)

WHEREAS, the City Manager of the City of Cerritos, in accordance with Article IX of the Municipal Charter, has submitted to the City Council of the City of Cerritos a 2017-2018 Fiscal Year combined Operating and Capital Improvement Budget in the amount of \$105,197,907 in proposed expenditures for general and special City purposes and reflecting funds available in the total amount of \$105,995,530; and

WHEREAS, the City Council of the City of Cerritos has fixed the date of June 19, 2017 as the date for holding of a public hearing relative to the adoption of said budget; and

WHEREAS, following duly given notice, the City Council of the City of Cerritos did hold such public hearing, receiving, considering and evaluating all public comments.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CERRITOS DOES RESOLVE AS FOLLOWS:

SECTION 1. The City Manager's proposed 2017-2018 Fiscal Year Budget for general and special City purposes is hereby amended as follows:

A. OPERATIONAL EXPENDITURE AMENDMENTS

<u>Account Number</u>	<u>Expenditure Fund Description</u>	<u>Explanation of Amendment</u>	<u>Amount of Adjustment</u>
111-53010	Auto Allowance	As directed by Council	+\$24,000
331-65154	Street Sweeping	New contract adjustment	-\$187,480
352-61430	Professional Services	As directed by Council	+\$147,307
353-61430	Professional Services	As directed by Council	+\$500,000
421-63411	Community Programs	Restore funding to FY 16/17 funding levels	+\$38,830
441-63410	Programs Expenses/ Supplies	Restore funding to FY 16/17 funding levels	+\$33,700
521-61380	Printing	Comm. Calendar Printing	+\$21,000

521-61430	Professional Services	Preparation of Community Calendar	+\$15,550
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NET TOTAL OPERATIONAL EXPENDITURE AMENDMENTS: **+\$592,907**

B. CAPITAL PROJECT EXPENDITURE AMENDMENTS

<u>Capital Project Title</u>	<u>Explanation of Amendment</u>	<u>Amount of Adjustment</u>
Cerritos Park East Fencing Repair	Work already completed	-\$15,000
South Street Sewer Repairs	Project originally scheduled for FY 16/17 for \$350,000 will not be completed until FY 17/18; scope of work is expected to be less than \$350,000 original budget amount	+\$150,000

Cerritos/Astor Museum	Project no longer moving forward	-\$950,000
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NET TOTAL CAPITAL PROJECT EXPENDITURE AMENDMENTS: **-\$815,000**

C. REVENUE ADJUSTMENTS

<u>Revenue Source</u>	<u>Explanation of Amendment</u>	<u>Amount of Adjustment</u>
AB 1X PTR	Funds received in FY 16-17	-\$950,000
Ground Lease Revenue	Lease of 12616 183 rd Street property not anticipated until FY 18/19	-\$540,000
CCPA Ticket Sale Revenue	Increase in revenue due to increase in scheduled performances	+\$500,000
Franchise – Trash	Signing bonus funds received in FY 16-17	-\$1,000,000
Road Maintenance and Rehabilitation (RMRA)	New revenue source (restricted)	+\$346,500
Measure M	New revenue source (restricted)	+\$600,000

NET TOTAL REVENUE ADJUSTMENTS: **-\$1,043,500**

SECTION 2. The City Manager’s proposed 2017-2018 Fiscal Year Budget for general and special City purposes, as amended in Section 1, subsections A - C thereof, is approved and adopted in the amount of \$104,975,814 in expenditures and \$104,952,030 in revenues.

SECTION 3. In accordance with Government Code Sections 20630, 20636 and 20636.1, the City Council hereby approves the pay schedules for personnel expenses as set forth in Appendix G – Employee Classification Tables. Said approval provides for the posting and publication of the referenced pay schedule on the City’s website to facilitate public review in compliance with applicable Government Code Sections.

SECTION 4. The monies necessary to offset operating expenses, including approved pay schedules for personnel expenses as detailed in Appendix G – Employee Classification Tables, incurred as set forth in the 2017-2018 budget document and as adopted by the City Council for the City of Cerritos pursuant to Section 1 hereof, are authorized by this section to be appropriated out of the funds available to the City during the 2017-2018 Fiscal Year.

SECTION 5. As part of the proposed 2017-2018 Combined Financial Program, the City Manager of the City of Cerritos has submitted a budget for the Successor Agency to the Cerritos Redevelopment Agency in the amount of \$21,041,065.

SECTION 6. The proposed Fiscal Year 2017-2018 Successor Agency Budget is hereby approved and adopted in the amount of \$21,041,065.

SECTION 7. The City Council directs that funds previously assigned to the Cerritos-Astor Museum Endowment Fund be appropriated into the General Fund.

SECTION 8. The City Manager is authorized to make such changes in department operating budget totals during the 2017-2018 Fiscal Year as he may, from time to time, deem desirable and necessary in order to meet the City's needs.

SECTION 9. The City Council delegates the authority to assign fund balance amounts in the annual financial statements to the City Manager. The assigned portions of fund balance are constrained by the City of Cerritos' intent to be used for specific purposes and such purposes shall be described in the notes to the financial statements.

SECTION 10. The City Council hereby directs that any unappropriated or appropriated balance in the General Fund as of June 30, 2018 shall be automatically appropriated into the Contingency Fund.

SECTION 11. The City Council hereby directs that any unappropriated or appropriated balance in the Water Fund on June 30, 2018 shall be automatically appropriated into the Contingency Fund.

SECTION 12. The City Council hereby directs that any monies advanced to the Water Fund by the General Fund during the 2017-2018 Fiscal Year, and which remain unreimbursed as of June 30, 2018, shall constitute a loan from the General Fund to the Water Fund, to be repaid at an interest rate of 2.5%.

SECTION 13. The City Council hereby directs that any monies advanced to the Sewer Fund by the General Fund during the 2017-2018 Fiscal Year, and which remain unreimbursed as of June 30, 2018, shall constitute a loan from the General Fund to the Sewer Fund, to be repaid at an interest rate of 2.5%.

SECTION 14. The City Council hereby directs that any monies advanced to the Electric Utility Fund by the General Fund during the 2017-2018 Fiscal Year, and which remain unreimbursed as of June 30, 2018, shall constitute a loan from the General Fund to the Electric Utility Fund, to be repaid at an interest rate of 2.5%.

SECTION 15. As authorized by Section 909 of the City Charter, the City Council hereby orders the completion of the final audit and report for the 2016-2017 Fiscal Year, to be submitted to the City Council within six months from the completion of the 2016-2017 Fiscal Year.

SECTION 16. In conjunction with the budget adoption process for Fiscal Year 2017-2018 the Cerritos City Council/Successor Agency approves the attached Investment Policy and finds it to comply with all current public finance regulations.

PASSED, APPROVED and ADOPTED this 19th day of June, 2017.



Grace Hu, Mayor/Chair

ATTEST:


Vida Barone, City Clerk
City of Cerritos



Art Gallucci, Successor Agency
Executive Director

**CITY OF CERRITOS
SUCCESSOR AGENCY TO THE
CERRITOS REDEVELOPMENT AGENCY
INVESTMENT POLICY**

I. SCOPE

This policy is intended to provide investment guidelines for prudent investment of the funds of the City of Cerritos and the Successor Agency to the Cerritos Redevelopment Agency ("Successor Agency"), and outline the policies to maximize the efficiency of the Cash Management System.

Pooling of Funds. Except for cash in certain restricted and special funds, the City and Successor Agency may consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

II. OBJECTIVES

The primary objectives, in priority order, of investment activities shall be safety, liquidity and yield;

- A. Safety.** Safety of principal is the foremost objective of the investment program. Investment shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate the credit risk and interest rate risk.
- 1. Credit Risk.** The City/Successor Agency will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

 - a.** Limiting investments to the safest types of securities.
 - b.** Pre-qualifying the financial institutions, brokers/dealers, intermediaries, and advisers with which the City/Successor Agency will do business.
 - c.** Diversifying the investment portfolio so that the potential losses on individual securities will be minimized.
- 2. Interest Rate Risk.** The City/Successor Agency will minimize the risk that the market value of the securities in the portfolio will fall due to changes in general interest rates by:

 - a.** Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
 - b.** Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

- B. Liquidity.** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio also may be placed in money market mutual funds or local government investment pools, which offer same-day liquidity for short-term funds.
- C. Yield.** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraint and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of the investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk assumed. Securities shall not be sold prior to maturity with the following exceptions:
1. A security with declining credit may be sold early to minimize loss of principal.
 2. A security swap would improve the quality, yield or target duration in the portfolio.
 3. Liquidity needs of the portfolio require that a security be sold.

III. STANDARDS OF CARE

- A. Prudence.** The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. The Investment Officer, acting in accordance with written procedures and this investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculations, but for investment, considering the probable safety of their capital, as well as, the probable income to be derived.

- B. Ethics and Conflicts of Interest.** Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City of

Cerritos and Cerritos Successor Agency.

- C. Delegation of Authority.** Authority to manage the investment program is granted to the Investment Officer. The responsibility for the operation of the investment program is hereby delegated to the Investment Officer, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, custodial services and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy. The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

IV. SAFEKEEPING AND CUSTODY

- A. Authorized Financial Dealers and Institutions.** A list will be maintained of financial institutions authorized to provide investment services. In addition, a list also will be maintained of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$5,000,000.00 and at least five years of operations). These may include primary dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1.

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

1. Most recent audited financial statements.
2. Proof of FINRA certification.
3. Proof of State registration.
4. Certification of having received, read and understood and agreeing to comply with the City of Cerritos/Successor Agency investment policy.

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the Investment Officer.

From time to time, the Investment Officer may choose to invest in certificates of deposit offered by community financial institutions. All terms and relationships will be fully disclosed and will be reported to the appropriate entity on a consistent basis and should be consistent with state or local law.

- B. Internal Controls.** The Investment Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City of Cerritos/Cerritos Successor Agency are protected from loss, theft and misuse. The internal control structure shall be 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.

Accordingly, the Investment Officer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

1. Control of Collusion.
2. Separation of transaction authority from accounting and bookkeeping.
3. Custodial safekeeping.
4. Avoidance of physical delivery securities.
5. Clear delegation of authority to subordinate staff members.
6. Written confirmation of transactions of investments and wire transfers.
7. Development of a wire transfer agreement with lead bank and third party custodian.

- C. Delivery vs. Payments.** All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by a third-party custodian as evidence by safekeeping receipts.

V. SUITABLE AND AUTHORIZED INVESTMENTS

- A. Investment Types.** Consistent with the California Government Code, Sections 53600 et Seq., and the City of Cerritos/Cerritos Successor Agency Investment Policy, the following investments will be permitted:

1. U.S. government obligations, U.S. government agency obligations, and U.S. government instrumentality obligations, which have a liquid market with a readily determinable market value;
2. Certificate of deposits and other evidences of deposit at financial institutions, banker's acceptances, corporate medium term notes and commercial paper, rated in the highest tier (e.g. A-1, P-1, or higher) by a nationally-recognized rating agency;
3. Investment-grade obligations of state, local governments and public authorities;
4. Repurchase agreements whose underlying purchased securities consist of the foregoing;
5. Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist of dollar-denominated securities; and
6. Local Agency Investment Fund (LAIF), administered by the State of California.

Investment in derivatives of the above instruments shall require authorization by the appropriate governing authority.

- B. Collateralization.** Where allowed by state law and in accordance with the GFOA Recommended Practices on the Collateralization of Public Deposits, full collateralization will be required on non-negotiable certificates of deposit.

- C. Repurchase Agreements.** Repurchase agreements shall be consistent with GFOA Recommended Practices on Repurchase Agreements.

VI. INVESTMENT PARAMETERS

- A. Diversification.** The investments shall be diversified by:

1. Limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities and Agency issues);
2. Limiting investments in commercial papers and corporate medium term notes and bonds to 40% of the total portfolio and no more than 10% of the total portfolio value may be invested in commercial paper and corporate medium term notes and bonds issued by any one issuer;
3. Limiting investments in securities that have higher credit risks;
4. Investing in securities with varying maturities; and
5. Continuously investing a portion of the portfolio in readily available funds such as local agency investment funds (LAIF), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

- B. Maximum Securities.** To the extent possible, the City/Agency shall attempt to match its investments with anticipated cash flow requirements. Unless matched to specific cash flow, the City/Agency will not directly invest in securities maturing more than five (5) years from the date of purchase, or in conflict with state and local statutes and ordinances. The City/Agency shall adopt a weighted average maturity limitation (which often range from 90 days to 3 years), consistent with the investment objectives.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five (5) years if the maturity of such investments are made to coincide as early as practicable with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the legislative body.

Because of the inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as LAIF, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

VII. REPORTING

- A. Methods.** The Investment Officer shall prepare a monthly investment report, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last month. This management summary will be prepared in a manner which will allow the City/Agency to ascertain whether investment activities during the reporting period have conformed to the investment policy. The

report should be provided to the legislative body. The report will include the following:

1. Listing of individual securities held at the end of the reporting period.
 2. Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities (in accordance with Government Accounting Standards Board (GASB) requirements).
 3. Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
 4. Listing of investments by maturity date.
 5. Percentage of the total portfolio which each type of investment represents.
- B. Performance Standards.** The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis.
- C. Marking to Market.** The market value of the portfolio shall be calculated at least monthly and a statement of the market value of the portfolio shall be issued at least monthly. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on "Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools." In defining market value, considerations should be given to the GASB 31 Statement 31 pronouncements.

VIII. POLICY CONSIDERATION AND REVIEW

- A. Exemption.** Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.
- B. Decisions and Strategies.** Investment decisions and strategies shall be subject to review and approval procedure. The Finance Manager and/or Director of Administrative Services can enter into contracts with each financial institution, depository, third party custodian and broker/dealer as described under Section IV.
- C. Amendments.** This policy shall be reviewed on an annual basis. Any changes must be approved by the City Council.

Appendix B

Resolution No. 2017-18

FY 2017-2018 Annual Appropriation Limit

CITY OF CERRITOS

RESOLUTION NO. 2017-18

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CERRITOS
APPROVING AND ADOPTING THE ANNUAL APPROPRIATION LIMIT FOR
FISCAL YEAR 2017-2018.**

WHEREAS, the voters of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of the state and local governments; and

WHEREAS, Article XIII B provides that the appropriation limit for the Fiscal Year 2016-2017 is based on actual appropriation during the 1978-1979 fiscal year, and is adjusted each year using the growth of population and inflation; and

WHEREAS, Proposition 111, passed by the voters of California on June 5, 1990 requires the City Council to select the adjustment factors each year. The inflation factor may be the growth in California per capita personal income or the increase in non-residential assessed valuation due to new construction within the City, and the population factor may reflect the population growth within either the City of Cerritos or the entire County of Los Angeles; and

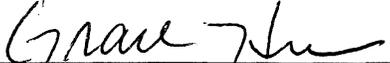
WHEREAS, the information necessary for making these adjustments is available in the City Finance Division and the City Clerk's Office; and

WHEREAS, the City of Cerritos has complied with all the provisions of Article XIII B in determining the limit for fiscal year 2017-2018.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CERRITOS DOES HEREBY RESOLVE AS FOLLOWS;

SECTION 1. The appropriation limit in the fiscal year 2017-2018 shall be \$183,962,064 for the City of Cerritos and that the inflation factor used was the increase in growth of per capita income in California and the population factor was the City's population growth. The total appropriation subject to limitation is \$54,968,090.

PASSED, APPROVED and ADOPTED this 19th day of June, 2017



Grace Hu, Mayor

ATTEST:


Vida Barone, City Clerk

Appendix C

Chart of Expense Accounts and Definitions

EXPENSE ACCOUNT DEFINITIONS

The following Chart of Accounts provides a detailed definition of each expense account used to classify all operating expenses incurred by the City.

51010 REGULAR EARNINGS. Normal payroll expenditures carried continuously, assigned payroll number and subject to all usual deductions.

51021 OVERTIME. Portion of salary subject to time and a half. Any time approved by Department Director over 40-hour week subject to additional premium pay.

52010 REGULAR EARNINGS - PART-TIME. Wages paid to employees who are classified as part-time employees.

52015 SPECIAL PROJECT EARNINGS - PART-TIME.

52021 OVERTIME EARNINGS - PART-TIME.

52400 EMPLOYEE BENEFITS. Social Security, PERS, Medicare, Comp. Insurance, Health Insurance and other benefits that the City pays for employees.

53010 AUTO ALLOWANCE. Monthly car allowance for designated employees in lieu of assigned City vehicle. No other charges to this account.

53020 DUES AND PUBLICATIONS. Books, publications and membership dues in job-related organizations.

53030 EDUCATION AND TRAINING. Job-oriented education or training sponsored by the City.

53040 EMPLOYEE AWARDS. Service awards presented to employees for continuous service and any special award that may arise.

53060 RECRUITMENT EXPENSE. Expenses incurred in the hiring of employees such as newspaper advertisements, pre-employment physicals, fingerprinting and other recruitment related expenses.

53070 REIMBURSED MILEAGE. Mileage reimbursement for use of employees' automobile. This account is limited to local travel within a fifty-mile radius of City Hall.

53080 TRAVEL AND MEETING. All expenses incurred in local meetings or outside seminars, conferences or workshops. Examples are meals, air fare, hotels and registration fees. Includes mileage reimbursement for trips in excess of 50 miles from City Hall.

53090 UNIFORMS AND SHOES. Purchase and cleaning of uniforms, shop towels and rain gear.

53091 VEHICLE OPERATIONS. Gasoline and oil expenses for City-owned trucks and automobiles.

61010 AMBULANCE SERVICE. Charges by Los Angeles County for ambulance services within the City limits which cannot be paid by the patron.

61020 ANIMAL CONTROL SERVICES. Contracting agreement with City of Long Beach for animal control services. Also includes City's share of costs for euthanasia program.

61030 ARCHITECTURAL SERVICES. Contracted services for architectural design.

61040 AUDIT SERVICES. Auditing service performed by outside auditing firms.

61050 BANK CHARGES/FEES. Costs related to bank processing.

61060 BOND PROCESSING FEES. Bank service charge for handling of bonds.

- 61070 CHECKING AND INSPECTION. Outside engineering charges for checking and inspection. Also covers construction engineering for capital projects.
- 61080 CODIFICATION. Expense associated with updating and codifying of municipal code and handled only through the City Clerk's office.
- 61090 COMPOSTING. Costs associated with programs to cause organic material to biologically decompose under controlled conditions.
- 61100 CONSULTING FEES.
- 61110 CUSTODIAL SERVICES. Janitorial services as provided by contract agreement.
- 61115 COMMISSIONER'S FEES AND SALARIES. Compensation paid to members of City commissions.
- 61120 COUNTY BUILDING AND SAFETY EXPENSE. Charges made by County Building Department for building and safety inspections.
- 61130 DELIVERY SERVICES. Special messenger delivery service.
- 61131 DOCUMENT STORAGE.
- 61140 DUMP CHARGES. Charges made by the Los Angeles County Sanitation District for dumping of disposable materials.
- 61150 EDUCATIONAL INFORMATION. Includes expenditures for publicity, informational publications and educational activities specific to recycling and waste management. These expenditures may be offset by federal or state grant funds.
- 61160 ELECTION EXPENSE. Costs associated with municipal elections.
- 61170 ELECTRONIC INFORMATION. Public microcomputers, supplies and software.
- 61180 ENGINEERING SERVICES. Engineering charges for any work except checking or inspection.
- 61190 ENVIRONMENTAL REMEDIATION.
- 61220 FINGER PRINTING EXPENSE. Expenses associated with finger printing in the Community Safety Division.
- 61230 FREIGHT CHARGES. Delivery charges on Central Stores purchases.
- 61240 FRONT-OF-HOUSE EXPENSE. Hospitality expenditures such as ground transportation and meals provided to performing artists at CCPA.
- 61250 HAZARDOUS WASTE DISPOSAL. The disposal of hazardous materials from City operated facilities.
- 61260 INSURANCE - GENERAL. Premiums paid for fire, liability, employees' bonds and other insurance coverage. Does not include premiums for Worker's Compensation and personal health and life insurance, which are fringe benefits.
- 61270 INSURANCE - EARTHQUAKE SELF-INSURANCE.
- 61281 PUBLIC LIBRARY FUND.
- 61282 LIBRARY GRANT. Libris Design
- 61283 LIBRARY GRANT. CLIO

61290 MARKETING EXPENSE. Promotions in news media, radio, etc. for performances and events at CCPA.

61310 LEGAL SERVICES. Legal services provided by the City Attorney.

61315 LEGAL SERVICES – SPECIAL COUNSEL. Legal services provided by outside counsel for special purposes including redevelopment dissolution issues.

61320 LEGAL ADVERTISING. Advertising expense handled only through City Clerk's office for public hearing notices and other advertising as required by law.

61325 LOW & MODERATE INCOME HOUSING SERVICES. Ongoing professional services related to the compliance review of prospective residents for the Cerritos Redevelopment Agency's affordable housing developments.

61340 OUTSIDE SERVICES. Any repair or maintenance function on vehicles and other machinery and equipment performed by outside vendors.

61350 OUTSIDE PROCESSING. Processing and special handling of various materials by outside vendors.

61360 PERMIT FEES. Costs incurred for permits and licenses required by other agencies to allow the operation of City programs and functions.

61370 POLICE AND SAFETY SERVICES. Contracted agreement with Los Angeles County Sheriff's Department for police services and other related community safety expenditures. Also includes Sky Knight Program contracted with the City of Lakewood.

61380 PRINTING. All outside printing costs not included in office supplies or special supplies accounts. Does not include envelopes, letterheads, business cards.

61410 PRODUCTION EXPENSE. Purchases, supplies and professional services directly related to performances at the CCPA.

61430 PROFESSIONAL SERVICES. Outside professional services contracted by the City.

61432 PROFESSIONAL SERVICES - EPA. Outside professional services contracted by the City regarding issues involving the Environmental Protection Agency.

61440 PROGRAM EXPENSE. Expenses incurred for opening acts, musicians, percentages and other required items specified in contracts with performing artists at CCPA.

61460 RECORDATION. Charges made for recording of documents by the County Recorder.

61470 RECREATION EXPENSE.

61480 RECYCLING. Related costs of programs to convert wastes and by-products into new materials and products to meet AB 939 goals.

61490 RESIDENTIAL ASSISTANCE PROGRAM. Expenditures to fund residential rehabilitation grants, incurred for the demolition of substandard structures and/or clearing of unsightly property. Includes legal and inspection costs.

61495 RESIDENTIAL LOAN PROGRAM. Expenditures to fund residential rehabilitation loans.

61520 SPECIAL STUDIES. Special information-gathering studies performed by an outside consultant or agency.

61530 SOIL STERILIZATION AND WEED CONTROL. The sterilization and/or weed abatement of areas off streets which are deemed to be a public nuisance and require City action.

61540 SOURCE REDUCTION. Design, manufacture, acquisition and reuse of materials to minimize the quantity of waste produced. The related cost of programs to help achieve AB 939 goals.

61550 SPECIAL WASTE. Costs for disposal of bulky items such as tires and white goods.

61560 STORM WATER MANAGEMENT.

61580 TEMPORARY HELP.

61590 TRASH COLLECTION. Includes costs associated with the contract for collection of refuse in residential portions of the City.

61610 WATER RELATED EXPENSES.

61611 WATER TREATMENT. Chemicals used in water treatment.

61612 WATER MASTER ASSESSMENT. Annual payment to the Department of Water Resources and Central Basin Water Association for bookkeeping and water deeds.

61613 WATER SERVICE CONNECTION. Materials and contracts for connections from transmission main to service residential and commercial sites.

63010 AUDIO VISUAL MATERIAL. Compact discs, audio cassettes, video cassettes, CD-ROMs and DVDs associated with audio visual section of the Library.

63020 BOOKS AND LIBRARY MATERIALS. An account associated only with the City Library. All books and publications purchased for public use. Does not include periodicals.

63021 BOOKS - STATE GRANT. State library grant funds for library services, materials and equipment.

63030 BOUTIQUE MERCHANDISE. Purchase of boutique merchandise.

63110 COMPUTER SUPPLIES. Computer programs for use with data processing equipment.

63120 COMPUTER ACCESSORIES AND PERIPHERALS.

63121 COMPUTER SOFTWARE. Expenditures for software programs and upgrades.

63130 COMMUNITY AWARDS. Plaques, proclamations, flowers and other presentation-type materials.

63140 INVENTORY FOR RESALE. Cost of goods purchased for resale.

63150 CENTRAL STORES - INVENTORY. Purchase of items for Central Stores inventory.

63200 MICROFILM - LIBRARY. Purchase of microfilm materials for the Library.

63230 MAPS AND PUBLICATIONS. Maps, plans specifications, publications and other printed material provided to contractors, other technical or professional groups and citizens. This is partially offset by the revenue account "Sales of Maps and Publications."

63250 OFFICE SUPPLIES. All general office supplies that can be utilized by all departmental personnel. Paper, pens, pencils, note pads, stationery, etc.

63270 PHOTOGRAPHIC FILM AND PROCESSING. The purchase of film and/or cost of processing of film.

63280 PLANTS AND TREES. New or replacement trees purchased for parks and parkways.

63310 POSTAGE. Mailing expense.

63409 TRANSIT PROGRAMS/PROP A. Expenditures for transit programs funded by Proposition A revenues.

63410 PROGRAM EXPENSES AND SUPPLIES. Supplies and expenses associated with the various programs of the City/Agency.

63411 COMMUNITY PROGRAMS. Council directed support of various civic organizations.

63412 TRANSIT PROGRAMS/PROP. C. Expenditures for transit programs funded by Proposition C revenues.

63413 TRIP REDUCTION/AQMD. Rideshare and trip reduction programs encouraged by AQMD.

63510 SIGNAGE/FLAGS/DISPLAYS. Expenditures and supplies related to promotions and activities at the CCPA.

63520 SPECIAL SUPPLIES. Special purpose supplies usually unique to the program wherein budgeted.

63530 SMALL TOOLS. Tools valued under \$200 and often portable.

63540 SMALL EQUIPMENT.

63550 SUBSCRIPTIONS AND PERIODICALS. An account associated only with the City Library. All periodicals purchased for public use.

63675 EMERGENCY WATER STORAGE SUPPLIES. Supplies for emergency water kits offered for sale to Cerritos residents and businesses.

63710 WATER METERS. Purchase of water meters. This account is capitalized to fixed assets at the end of the year.

63720 WATER PURCHASE. Cost of water purchased for water system.

65010 AIR CONDITIONING MAINTENANCE. Expenses relating to maintenance and repair of permanent air conditioning installations in various City facilities.

65015 ARTWORK MAINTENANCE. Allocations for the maintenance of art pieces located in the City.

65020 BUILDINGS AND GROUNDS MAINTENANCE. Supplies and other expenses incurred for the maintenance of various City buildings and facilities. Does not include park grounds, streets, and medians.

65030 BRIDGE MAINTENANCE. Maintenance of all bridges and appurtenant structures as performed by the County.

65040 EQUIPMENT MAINTENANCE AND REPLACEMENT. Rent for equipment owned and maintained by the equipment replacement fund.

65050 EQUIPMENT AND MACHINERY MAINTENANCE. Maintenance of equipment other than office equipment or air conditioning equipment.

65060 LEASED EQUIPMENT MAINTENANCE. Maintenance of equipment leased from external sources.

65070 MARKING AND STRIPING. The painting of traffic control markings on street pavement surfaces.

65080 OFFICE FURNITURE/FIXTURES MAINTENANCE. Maintenance agreements and service costs for office equipment.

65090 OFF-STREET MAINTENANCE. This includes all City maintenance activities on private or public property performed for the benefit of the general public.

65110 PLAYGROUND EQUIPMENT MAINTENANCE. Supplies and other expenses incurred for the maintenance of playground equipment.

65120 PRODUCTION EQUIPMENT.

65121 PRODUCTION MAINTENANCE. Maintenance expenses associated with production equipment for the reclaimed water system.

65130 RENT - OFFICE EQUIPMENT. Rental costs of office equipment not owned by the City.

65131 RENT - OTHER EQUIPMENT. Rental costs for other equipment needed on a temporary basis.

65132 RENT - BUILDINGS AND GROUNDS. Rental costs of trailers and/or buildings and land.

65133 ROADSIDE MAINTENANCE. This includes all maintenance activities for improvements normally located within the parkway; i.e., inside public rights-of-way but outside the normal riding surface. This would include maintenance of such things as grading of shoulders, drainage ditches, AC sidewalks and installation of traffic barricades.

65134 SEWER MAINTENANCE. The maintenance of all City sewer lines excluding County sanitation facilities.

65140 STORM DRAIN MAINTENANCE. The cleaning, reconstruction, and maintenance of all storm drains and catch basins under the jurisdiction of the City. However, maintenance of drains and appurtenant structures that have been transferred to the County Flood Control District is performed by the County.

65150 STREET MAINTENANCE.

65151 STREET LIGHTS MAINTENANCE. The maintenance and power necessary to operate all street lights within the Los Coyotes Lighting and Landscaping District.

65152 STREET NAME SIGN MAINTENANCE. The maintenance of all street name signs.

65153 STREET SIGN MAINTENANCE. The installation of all informational and directional street signs.

65154 STREET SWEEPING. Includes all operations associated with street sweeping contract.

65155 STREET MAINTENANCE - CITY. Miscellaneous street maintenance activities such as patching, slurry sealing, curb grinding and street reconstruction that is done by City contract or City personnel.

65156 STREET MAINTENANCE - COUNTY. Includes activities performed by the Los Angeles County Road Department or outside contractors such as patching, slurry and chip sealing, grinding, curb and gutter reconstruction and other related road repairs.

65157 STREET MAINTENANCE - MEASURE R. Improvements funded through Measure R, a half-cent sales tax for Los Angeles County to finance transportation projects and programs.

65170 TRAFFIC SIGNAL MAINTENANCE.

65171 TRAFFIC SIGNAL - STATE. Cerritos' share of the maintenance of traffic signals under the jurisdiction of the State of California and performed by the State.

65172 TRAFFIC SIGNAL - CITY. The maintenance of traffic signals within the City limits performed by the City or by contract.

65173 TRAFFIC SIGNAL - COUNTY. Cerritos' share of the maintenance by the County of Los Angeles of traffic signals that are under joint jurisdiction with bordering cities.

65174 TRAFFIC SIGNAL - CITY - POWER. Energy charges related to operation of signals within the City.

65175 TRAFFIC AND REGULATORY SIGNS. The installation and maintenance of all regulatory, informative and directional signs.

65176 TRAFFIC SIGNAL CAMERA ENFORCEMENT. Maintenance and operation of photo enforcement equipment installed at selected traffic signals.

65180 TREE MAINTENANCE.

65190 VEHICLE MAINTENANCE.

65210 WATER DISTRIBUTION SYSTEMS MAINTENANCE. Includes maintenance and repair of meter boxes and fittings and general distribution lines.

65211 WATER – SPECIAL MAINTENANCE. Includes maintenance of fire hydrants and special backflow devices.

65212 WATER PRODUCTION EQUIPMENT MAINTENANCE. Includes maintenance and repair of pump motors, engines, chlorinators, general production equipment.

65213 WATER WELL PUMPING ASSESSMENT. Central and West Basin Water Replenishment District assessment based on quantity of water pumped from Basin.

67010 WATER. Water used by all City facilities.

67020 WATER PURCHASE - MWD. Cost of water purchased from Central Basin Municipal Water District.

67030 NATURAL GAS. Natural gas used by all City facilities.

67040 ELECTRICITY. Electricity used by all City facilities.

67050 TELEPHONE. Telephone expenses, office phones, park phones, phones associated with computers, etc.

67060 CELLULAR PHONE. Operating expenses associated with the use of cellular telephones for City business.

67070 WATER POWER. The cost of power used to operate various water pump stations, etc., and separate from all other utilities.

67080 ELECTRIC UTILITY FUEL EXPENSE. The cost of fuel used to operate the Magnolia Power Plant and generate electrical power.

67085 ADDITIONAL ENERGY RESOURCES. The purchase of wholesale energy on the open market.

67090 MAGNOLIA POWER EXPENSES. Prior year power expenditures related to the Magnolia Power Project, including expenses for schedule coordinating services, gas and power marketing services, and transmission fees.

67095 MAGNOLIA POWER PLANT O & M. The variable costs (non-fuel) associated with the operation of the Magnolia Power Plant.

67100 ELECTRIC ENERGY PURCHASED COSTS. Energy purchased to meet retail electric requirements.

67101 ELECTRIC TRANSMISSION SCHEDULING FEE. Transmission services provided for the delivery of power output.

67102 ELECTRIC ENERGY SETTLEMENT. Settlement amount from the ISO for imbalance energy (revenue or expense).

67103 POWER SCHEDULING FEE. Electricity scheduling and coordination services.

67104 ENERGY PURCHASED-OPTION PREMIUM. Negotiated contract payment to PPM for structured energy purchases that enables a graduated pricing design.

67105 TRANSMISSION LOSSES. Purchased energy to make up for line losses to the point of delivery.

67106 ENERGY PURCHASED-SUPPLIER BUY BACK. Purchase of excess wholesale energy acquired by Cerritos but not necessary to meet retail electric sales.

67107 ENERGY PURCHASED-SUPPLIER BUY BACK-O&M. Reimbursement from energy contract for the variable operation and maintenance (VOM) charges in connection with the ownership interest in the Magnolia Power Plant.

67108 ENERGY PURCH-SUPP BUY BACK-CAPACITY PYMT. The contract (tolling) payment from contractor to use the Cerritos entitlement in the Magnolia Power Plant.

67110 ELECTRIC SPECIAL ASSESSMENT. Payments made to SCPPA for extraordinary Magnolia Power Plant expenses.

67112 FUEL CONTINGENCY ACCOUNT (FLOAT). Payments made to SCPPA for fuel related charges not associated with monthly fuel requirements.

67115 RELIABILITY SERVICE. Charges for distribution and reliability service costs incurred by the Cerritos Electric Utility.

67116 CAP AND TRADE/GREENHOUSE GAS. Costs incurred by Cerritos Electric Utility to comply with California State mandates pertaining to air pollution reduction. This requirement is a central element of California's Global Warming Solutions Act (AB 32) and covers major sources of greenhouse gas emissions in the State such as refineries, power plants, industrial facilities, and transportation fuels.

67117 RENEWABLE PORTFOLIO. California State regulations currently require that electricity providers obtain 20% of their annual energy portfolio from renewable sources. Cerritos Electric Utility will procure its share of renewable energy from the market.

67118 LOAD GROWTH. Expenditures related to load growth services provided to the Cerritos Electric Utility, including development of customer acquisitions and switchovers, marketing support, and other activities designed to maintain and enhance the Utility's customer demand.

67120 FUEL EXPENSE. Gas acquired by the City of Cerritos and delivered to Magnolia for power generation.

67121 FUEL TRANSPORTATION. Charges for the delivery of fuel to the Magnolia Power Plant.

67143 MAINTENANCE-STRUCTURES. Charges for maintenance of equipment not directly related to the Magnolia generation plant.

67145 MAINTENANCE-ELECTRIC PLANT. Charges for maintenance at the Magnolia Power Plant assessed to the participants not included in the SCPPA budget O & M (67095).

67146 MAJOR MAINTENANCE-CAP IMPR (RESERVES). Payments made to SCPPA to maintain a reserve fund for major Magnolia Power Plant repairs.

67147 SPARE PARTS-CAP IMPR (RESERVES). Payments made to SCPPA to maintain a reserve fund for replacement parts necessary to operate Magnolia Power Plant.

67190 BILLING MANAGEMENT. Expenditures for services provided to the Cerritos Electric Utility related to billing and data management, including data exchanges, enrollment status reports, notifications of meter attributes, and associated support.

67191 GENERAL AND ADMINISTRATIVE. Administrative fees associated with the SCPPA.

67192 CUSTOMER EXPENSE. All expenses in connection with providing electric service to the end-user including metering, billing and customer service.

67193 GRID MANAGEMENT CHARGES. Payments made to the CAL-ISO for pro-rata charges of participating in the State operating transmission service.

67194 DEBT SERVICE – PROJECT B. Principal and interest payments to SCPA to amortize the City of Cerritos' share of the acquisition costs for the Magnolia Power Plant.

67197 RATE STABILIZATION FUND WITH SCPA. This account reflects payments made by the Cerritos Electric Utility into the Rate Stabilization Fund administered by the Southern California Public Power Authority (SCPA).

67198 REGULATORY COMPLIANCE. California State Legislature is currently considering several new regulations regarding electric utility operations. This line item accommodates costs to bring the Cerritos Electric Utility into compliance.

69010 ADMINISTRATIVE FEES -- COUNTY. Charges imposed by Los Angeles County for billing and other administrative functions.

69013 ADMINISTRATIVE FEES -- SCPA. Administrative fees for the City's participation in the Southern California Public Power Authority.

69045 INTEREST EXPENSE ON ADVANCES. Interest expenses for advances from the City associated with the Cerritos Electric Utility's initial start-up costs.

69050 LEASED WATER RIGHTS. Cost of leasing additional water rights to meet pumping capacity.

69080 MISCELLANEOUS EXPENSES.

69090 MISCELLANEOUS REIMBURSEMENTS. Reimbursable expenses incurred by the Cerritos Center for the Performing Arts.

69120 PROPERTY TAXES. Property taxes paid to Orange County Tax Collector for City property within Orange County.

69130 UNCOLLECTIBLE ACCOUNTS.

69200 CDBG-STAFF TIME EXPENSE REIMBURSEMENT. Accounts for staff time expenses that are charged against the Community Development Block Grant Fund and reimbursed to the General Fund.

79010 LAND. The purchase of land and related expenses.

79020 BUILDINGS. All expenses incurred in the acquisition and construction of buildings. Includes major additions or improvements to existing structures.

79030 OTHER STRUCTURES AND IMPROVEMENTS. Includes land improvements, underground utility systems and other infrastructure such as curbs, gutters, streets and street lighting.

79050 FURNITURE, FIXTURES AND OFFICE EQUIPMENT. Office furniture and equipment which includes desks, chairs, calculators, typewriters, computer equipment and other business machines associated with office work.

79060 VEHICLES. Trucks, autos and other motor vehicles that are licensed to operate on City streets.

79070 MACHINERY AND EQUIPMENT. Various engineering, maintenance and grounds equipment as well as specialized items such as physical fitness and audio-visual equipment.

79080 WORKS OF ART. Art work located in City facilities and outdoor sculptures and statues at various sites throughout the City.

Appendix D

Acronyms

ACRONYM LIST

The following list provides a summary of acronyms and abbreviations commonly encountered in the operations of the City of Cerritos, and in the municipal management profession in general.

AD-6. Assessment District Six; the industrial area bounded by Bloomfield Avenue, 166th Street, Carmenita Road and the northern City limits.

ADA. The Americans with Disabilities Act.

ADP-2. Area Development Plan Two; the commercial area bounded by Bloomfield Avenue, the 91 Freeway, Shoemaker Avenue and 183rd Street.

AQMD. Southern California Air Quality Management District.

ARRA. The American Recovery and Reinvestment Act of 2009.

A/V. Assessed Valuation; the dollar value assigned to a property for purposes of calculating applicable property taxes.

CDBG. Community Development Block Grant.

CCPA. The Cerritos Center for the Performing Arts.

CEQA. The California Environmental Quality Act of 1970.

CJPIA. California Joint Powers Insurance Authority; a consortium providing property insurance, liability protection and related services to approximately 120 public agencies throughout California.

COW. Cerritos on Wheels; a City-sponsored fixed-route transit system funded by Proposition C allocations.

CPE. Cerritos Park East; a City park/community center located at 13234 166th Street in Cerritos.

CPSC. Consumer Product Safety Commission.

CPUC. California Public Utilities Commission.

CRA. Community Redevelopment Agency. (Due to the passage of Assembly Bill 1X 26 and subsequent affirmation by the California Supreme Court, all redevelopment agencies in California were dissolved on February 1, 2012.)

CSMFO. California Society of Municipal Finance Officers.

CUP. Conditional Use Permit; required for certain land uses which may need special conditions to ensure compatibility with surrounding land uses.

CWP. City Wide Pride; an annual awards program managed by the Code Enforcement Division.

EOPS. Enforceable Obligation Payment Schedule; documentation required of Successor Agencies by AB 1X 26 to identify and establish enforceable obligations of a former redevelopment agency.

EPA. Environmental Protection Agency.

FCC. Federal Communications Commission.

FERC. Federal Energy Regulatory Commission.

FPPC. The State of California Fair Political Practices Commission.

FTE. Full-time Equivalent; a measure of workload equivalency to a full-time position.

GAAP. Generally Accepted Accounting Principles; the common set of accounting principles, standards and procedures that organizations use to compile their financial statements.

GFOA. Government Finance Officers Association.

GIS. The Geographic Information Systems function (City cost center 212).

ISO The California Independent System Operator.

JAG. Justice Assistance Grant.

LAEDC. Los Angeles County Economic Development Corporation.

LAIF. The Local Agency Investment Fund; a voluntary program created by statute in 1977 as an investment alternative for California's local governments and special districts.

LASD. The Los Angeles County Sheriff's Department.

LMIH. The Low- and Moderate-Income Housing Fund; formerly within the Cerritos Redevelopment Agency. .

MFOA. Municipal Finance Officers Association.

MIS. The Management Information Systems division of the City of Cerritos (cost center 561).

MTA. The Los Angeles County Metropolitan Transportation Authority.

MWD. The Metropolitan Water District.

NPDES. National Pollutant Discharge Elimination System; a permit program authorized by the Clean Water Act to control water pollution by regulating point sources that discharge pollutants into waters of the United States.

PDROPS. Preliminary Enforceable Obligation Payment Schedule; preliminary documentation required of Successor Agencies by AB 1X 26 to identify and establish enforceable obligations of a former redevelopment agency.

PLF. The State of California Public Library Fund.

RFP. Request for Proposal; a document that a government organization sends to prospective vendors inviting the submittal of a bid for a product or service.

RHNA. Regional Housing Needs Assessment.

ROPS. Recognized Obligation Payment Schedule; ongoing documentation required of Successor Agencies by AB 1X 26 to identify and establish enforceable obligations of a former redevelopment agency.

RPTTF. Redevelopment Property Tax Trust Fund; the Fund administered by the County of Los Angeles for distribution of property tax allocations to successor agencies. Formerly categorized as tax increment, allocations are used to fulfill bond payments which remain payable after the dissolution of redevelopment agencies in California on February 1, 2012.

SCADA. Supervisory Control and Data Acquisition; generally refers to computer systems that monitor and control infrastructure-related processes, such as water systems,

SCAG. Southern California Association of Governments.

SCE. Southern California Edison.

SCPPA. Southern California Public Power Authority

SERAF. Supplemental Educational Revenue Augmentation Fund;

STP-L. Surface Transportation Program-Local; program administered by the Federal Highway Administration to provide funds to states and localities for projects on roads not classified as minor local or rural collectors.

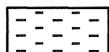
TIP. Federal Transportation Improvement Program.

TMDL. Total Maximum Daily Load; a regulation that imposes a limit regarding the maximum amount of a pollutant that a body of water can receive and still safely meet water quality standards, in accordance with the Clean Water Act.

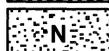
Appendix E

General Plan and Project Area Maps

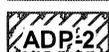
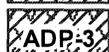
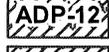
RESIDENTIAL

-  - Low Density - 2 to 5.5 Units/Acre
-  - Medium Density - 6 to 20 Units/Acre

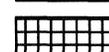
COMMERCIAL

-  - Office Professional Commercial
-  - Neighborhood
-  - Community
-  - Regional

AREA DEVELOPMENT PLANS

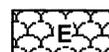
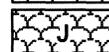
-  - Industrial Park
-  - Towne Center/Commercial
-  - Residential Development (low-medium density)
-  - Residential Development (low density)
-  - Auto Mall/Restricted Commercial
-  - Residential Development (medium density)
-  - Residential Development (medium density)
-  - Residential Development (low-medium density)
-  - Residential Development (low density)
-  - Residential Development (senior housing)
-  - Residential Development (senior housing)
-  - Residential Development (low density)
-  - Residential Development (senior housing)
-  - Specialized/Commercial
-  - Residential Development (high density)
-  - Residential Development (medium density)

INDUSTRIAL

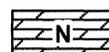
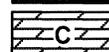
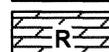
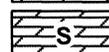
-  - Light Industrial
-  - Industrial/Commercial

OPEN SPACE

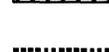
SCHOOLS:

-  - Elementary
-  - Junior High
-  - Senior High
-  - Community College
-  - ABC School District & High School
-  - Private School

PARKS:

-  - Neighborhood Park
-  - Community Park
-  - Regional Park
-  - Special Park

OTHER OPEN SPACE

-  - Greenbelt with Trails
-  - Landscaped Buffer
-  - Equestrian Trails

**CITY OF CERRITOS
GENERAL PLAN
LEGEND**

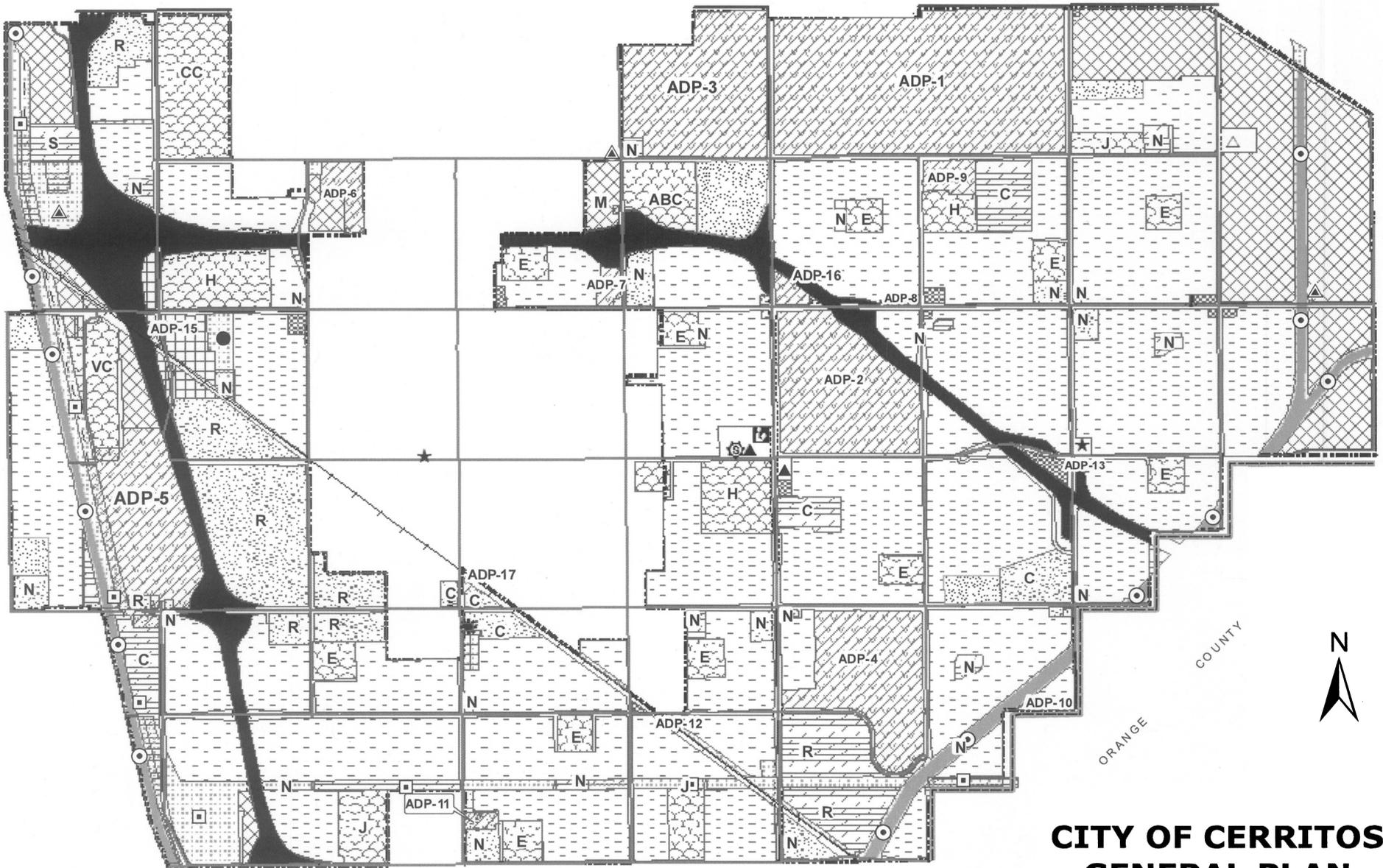


COMMUNITY FACILITIES:

-  - Edison Utility
-  - Cemetery
-  - Sanitation Utility
-  - Flood Control Utility
-  - Post Office
-  - Fire Station
-  - City Civic Center
-  - Sheriff Station
-  - Library
-  - City Corporate Yard

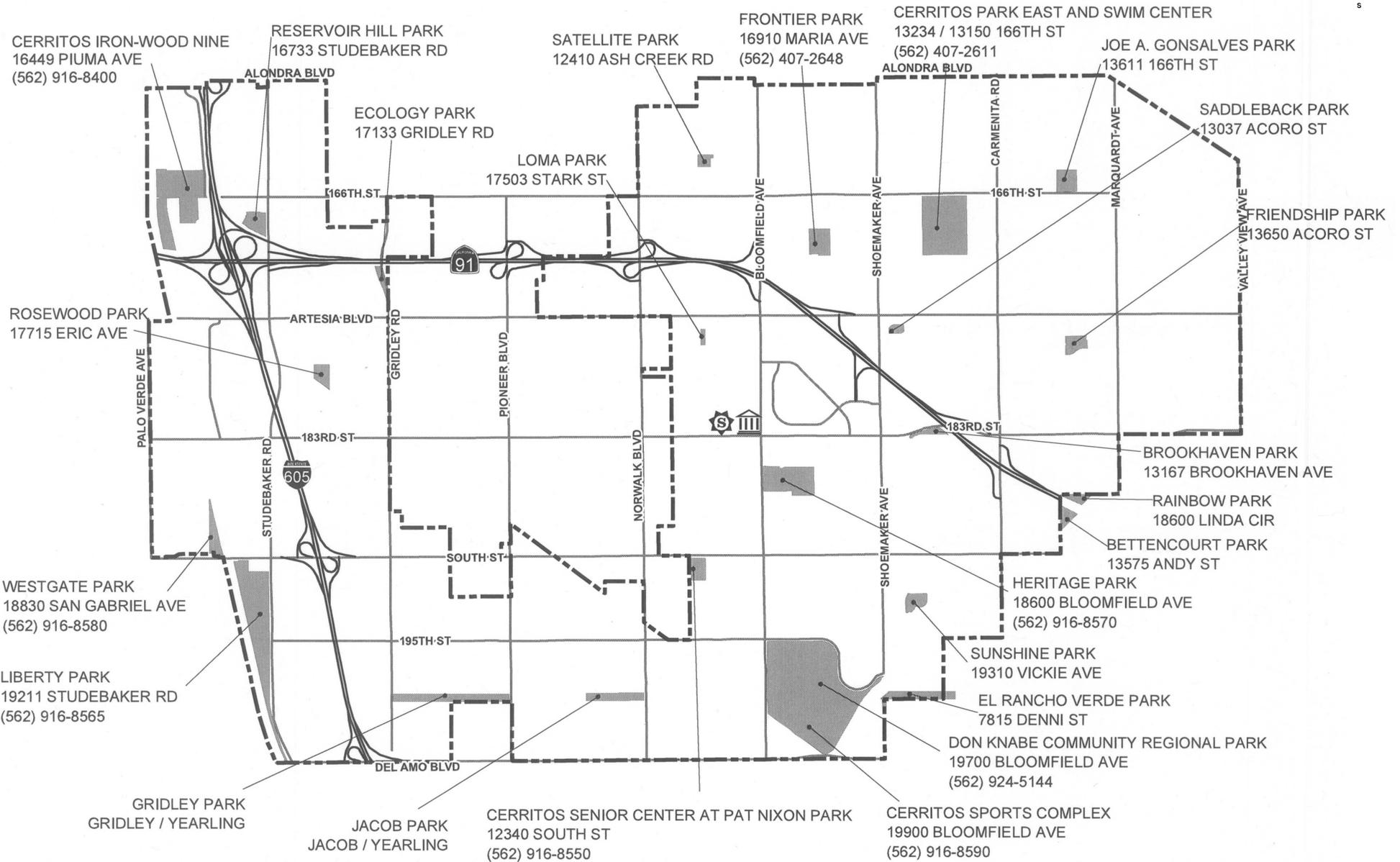
CIRCULATION

-  - Major Arterial
-  - Secondary Arterial
-  - Railroad
-  - Freeway
-  - Cerritos City Limits
-  - Orange County Limits



**CITY OF CERRITOS
GENERAL PLAN**

CERRITOS RECREATION FACILITIES



City Hall/Library

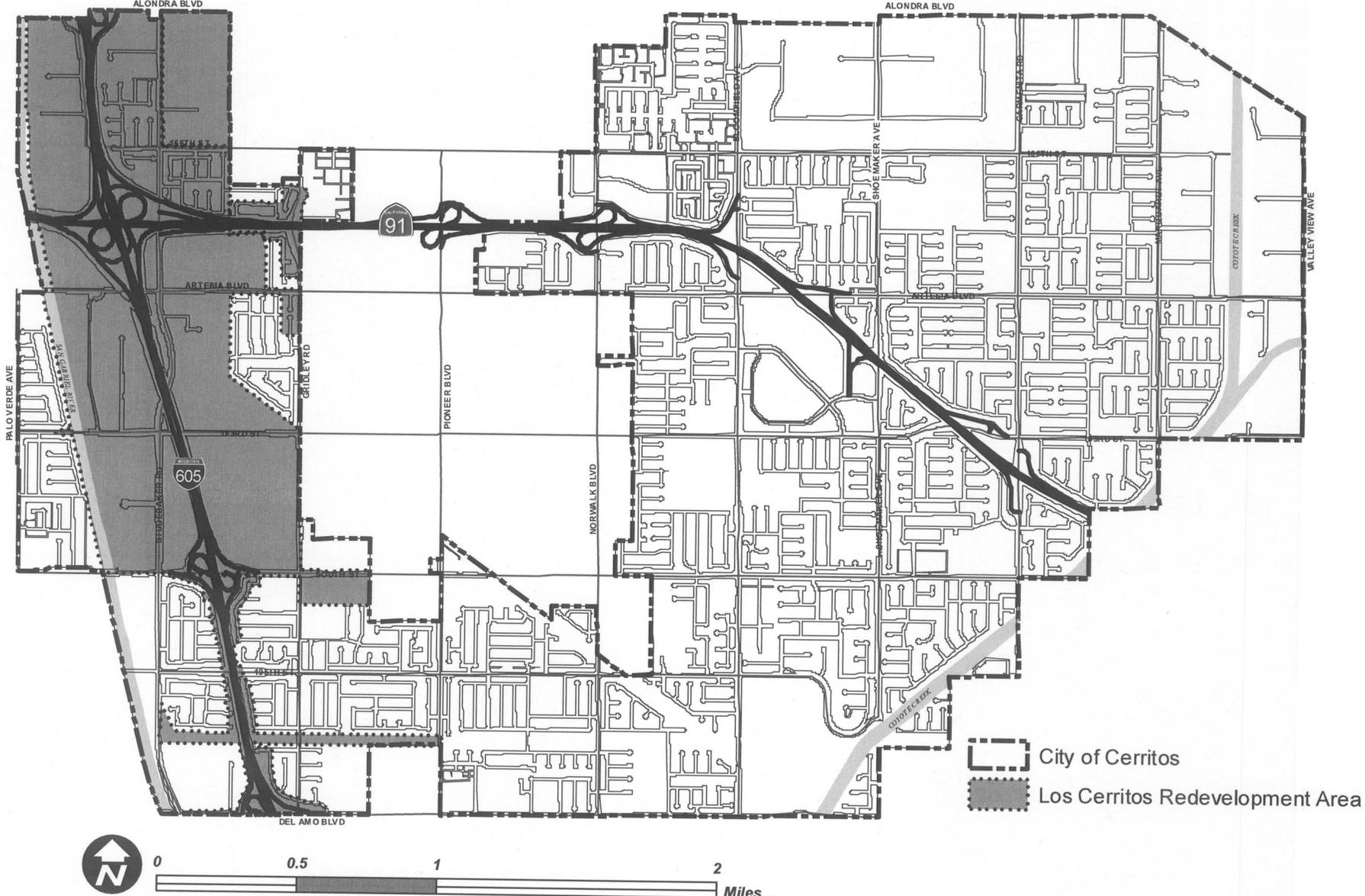
Bloomfield Ave / 183rd St
(562) 860-0311 / (562) 916-1350

Sheriff Station

18135 Bloomfield Ave
(562) 860-0044

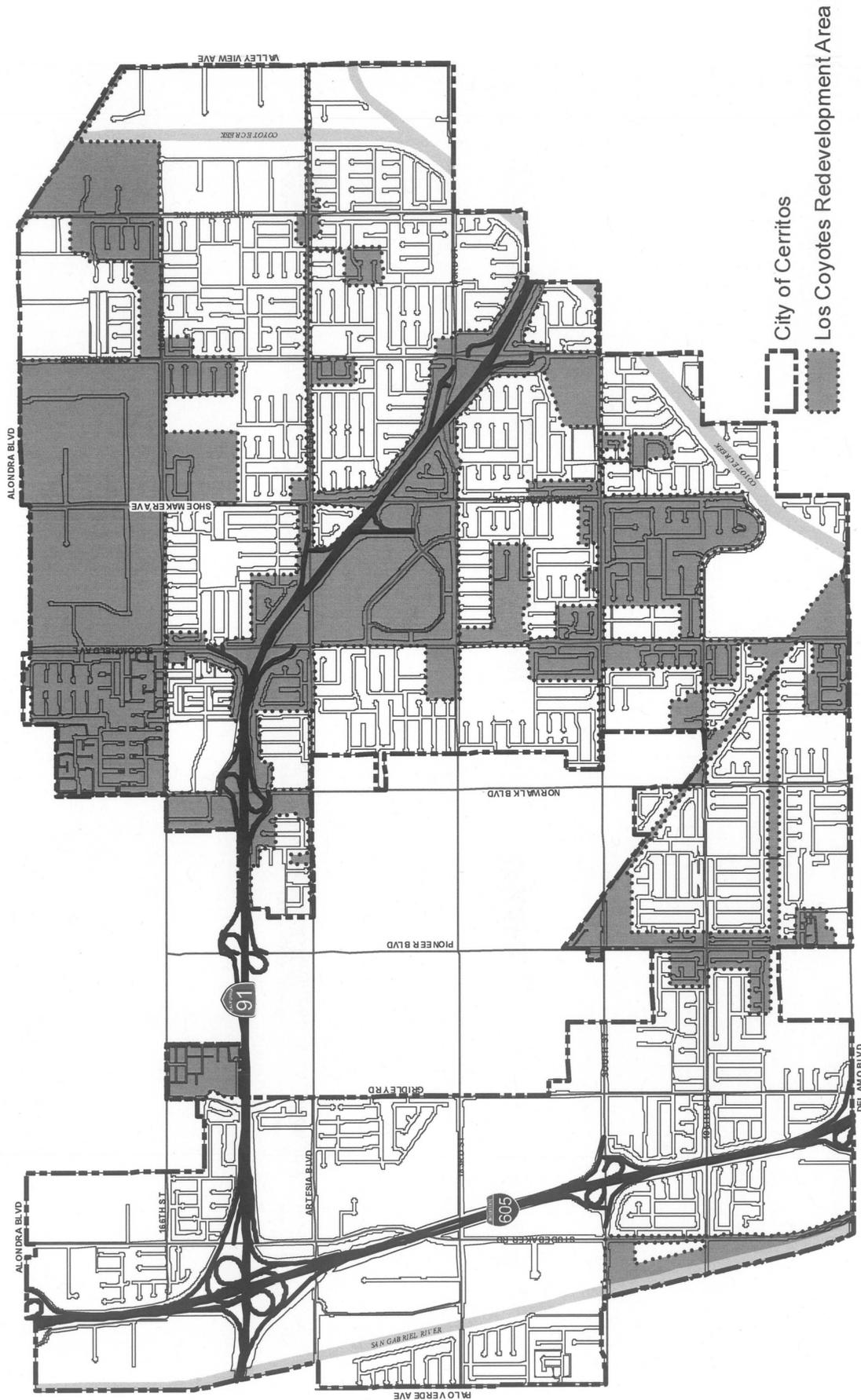
LOS CERRITOS REDEVELOPMENT AREA

Dissolved February 1, 2012

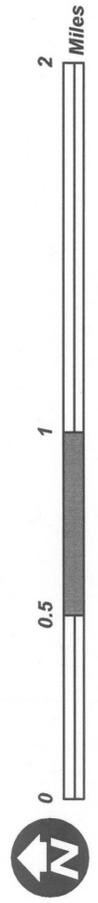


LOS COYOTES REDEVELOPMENT AREA

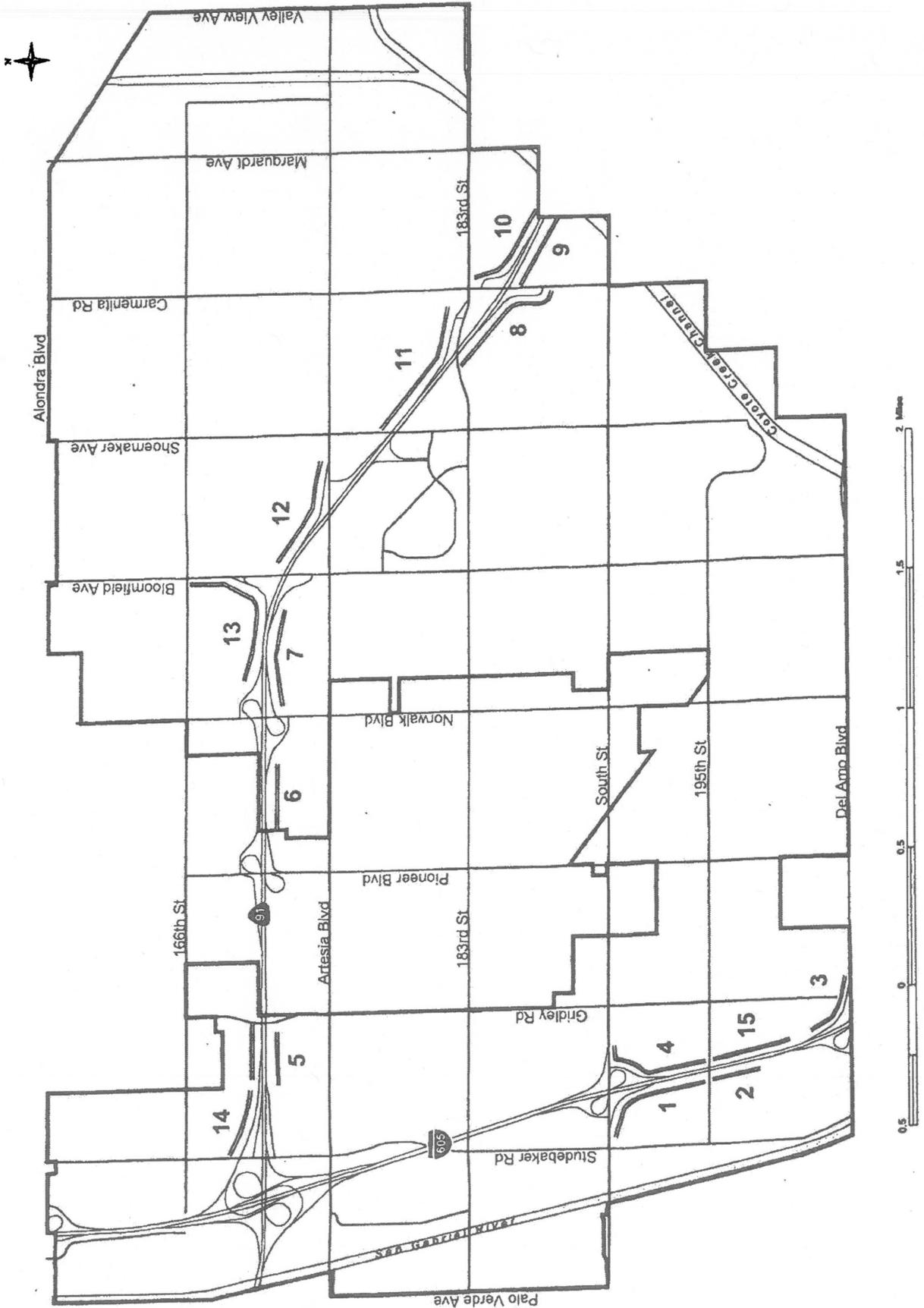
Dissolved February 1, 2012



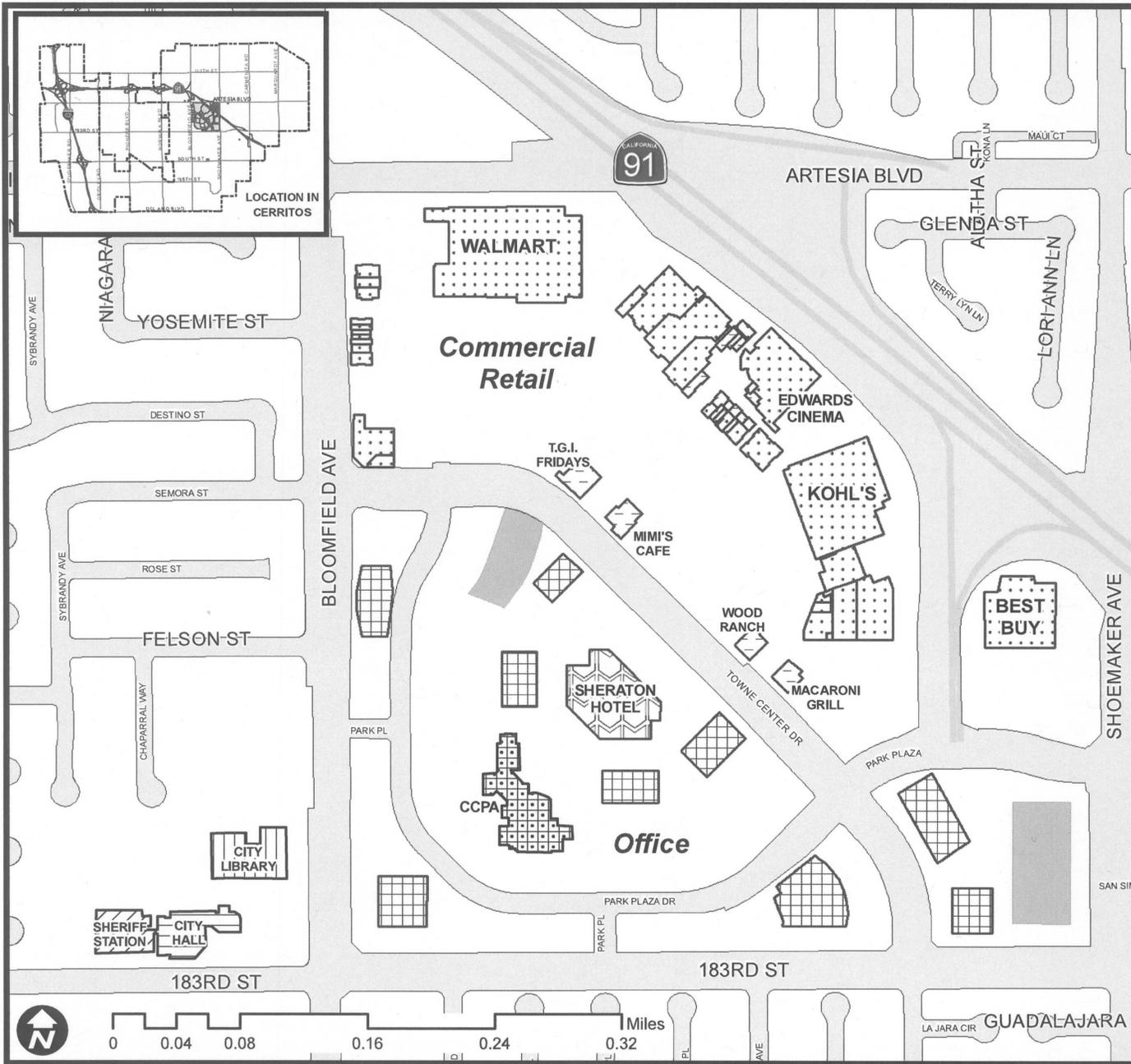
City of Cerritos
Los Coyotes Redevelopment Area



LOCATIONS OF FREEWAY BUFFER WALLS



CERRITOS TOWNE CENTER AREA



CIVIC CENTER

- CITY HALL
- CITY LIBRARY
- SHERIFF STATION

TOWNE CENTER BUILDINGS

- CCPA
- HOTEL
- OFFICE
- RETAIL
- RESTAURANT
- PARKING

Appendix F

City of Cerritos Demographics

City of Cerritos Demographics

Sources: United States Census Bureau, Zillow.com and Southern California Association of Governments

Total Cerritos Population*	50,004	
Male	23,577	48.1%
Female	25,464	51.9%
Median Age	44	
<u>Race</u>		
Asian	30,363	61.9%
American Indian & Alaska Native	131	0.3%
Black or African American	3,388	6.9%
White	11,341	23.1%
Native Hawaiian and Other Pacific Islander	138	.3%
Some other race	1,822	3.7%
Two or more races	1,858	3.8%
<u>Housing</u>		
Total housing units	15,859	
Occupied housing units	15,526	97.9%
Vacant housing units	333	2.1%
Owner-occupied housing units	12,711	81.9%
Population in owner-occupied housing units	39,392	
Average household size of owner-occupied units	3.1	
Renter-occupied housing units	2,815	18.1%
Population in renter-occupied housing units	9,545	
Average household size of renter-occupied units	3.39	
2015 median existing single-family home sales price	\$661,083	
2015 median existing condominium home sales price	\$468,800	
<u>Income</u>		
2014 median household income	\$91,487	

*Cerritos population totals were provided via the mid-term United States Census. At the time of publication of this document, additional demographic data was not yet available. Summarily, the demographic data provided herein is reflective of the most recent available information.

Appendix G

Employee Classification Tables

CITY OF CERRITOS CLASSIFICATION TABLE
2017/2018

CLASSIFICATIONS-FULL-TIME-NON EXEMPT (Salary last modified 7/1/14)	GRADE	SALARY/MONTHLY
Custodian I	23	3234/3957
Park Gardener I	27	3529/4333
Custodian II Secretary/Receptionist Tree Trimmer I Water Maintenance I	28	3607/4425
Account Clerk Delivery/Warehouse Clerk Library Clerk	29	3690/4534
Assistant Aquatics Coordinator Business License Officer Event Coordinator Water Meter Reader	30	3775/4630
Building and Safety Clerk Maintenance Mechanic I Senior Account Clerk Senior Business License Officer Ticket Office Coordinator	31	3867/4746
Custodial Leadworker Division Secretary Facility/Volunteer Coordinator Human Services Coordinator Library Assistant Park Gardener II Parking Enforcement Coordinator Senior Services Recreation Coordinator	32	3957/4848
Aquatics Maintenance Specialist Technical Services Assistant Tree Trimmer II Water Maintenance II	33	4044/4968
Audio Specialist Corporate Yard Coordinator Engineering Aide Lighting Specialist Master Carpenter Purchasing Assistant Senior Ticket Office Coordinator Water Meter Repairer	34	4132/5086
Accounting Technician Department Secretary Maintenance Mechanic II Planning Assistant	35	4224/5205
Community Safety Officer Graphic Designer House Coordinator Media Coordinator Sr. Library Assistant Stage Crew Supervisor	37	4425/5450
Building Maintenance Technician Buyer Maintenance Leadworker Parks Leadworker Production Distribution Maintenance Operator Recreation Services Coordinator Trees Leadworker Water Maintenance Leadworker	38	4534/5576

Note: Classifications listed include active and inactive classifications.

CITY OF CERRITOS CLASSIFICATION TABLE
2017/2018

CLASSIFICATIONS-FULL-TIME EXEMPT <small>(Salary last modified 7/1/16)</small>	GRADE	SALARY/MONTHLY
Human Resources Analyst	39	4738/5916
Code Enforcement Officer Information Technician I Video Production Specialist	40	4850/6082
Custodial Services Supervisor Library Supervisor	41	4980/6224
Associate Planner GIS Analyst Information Technician II Librarian I	42	5113/6379
Administrative Assistant Assistant City Clerk Communications Specialist Public Works Inspector Senior Code Enforcement Officer Senior Services Supervisor Water Constr./ Cross-Conn. Control Inspector	43	5239/6538
Building Maintenance Engineer Maintenance Supervisor Parks Supervisor Trees Supervisor	45	5495/6874
Management Analyst	46	5632/7034
Accountant Event Sales Manager Marketing Supervisor Water Supervisor	47	5777/7218
Community Services Supervisor IT Analyst Personnel Administrator Senior Planner	48	5916/7402
Assistant Civil Engineer GIS Administrator Librarian II Recreation Services Supervisor Senior Accountant Utility Analyst	49	6082/7584
IT Supervisor	51	6379/7965
Accounting Supervisor Associate Civil Engineer Community Participation Manager Network Administrator Theater Administrator Manager	53	6703/8373
Advanced Planning Manager Current Planning Manager Environmental Services Manager Public Information Manager Support Services Manager Manager	55	7034/8797
Budget Manager Maintenance Superintendent Parks Superintendent Manager	58	7584/9467

**CITY OF CERRITOS CLASSIFICATION TABLE
2017/2018**

CLASSIFICATIONS-FULL-TIME EXEMPT (Salary last modified 7/1/16)	GRADE	SALARY/MONTHLY
Assistant City Engineer City & Theater Marketing Manager Performance Manager Technical Administrator	60	7965/9945
Community Safety Manager Public Safety Manager Recreation Services Superintendent Theater Administrator Water Superintendent Manager	61	8171/10199
City Librarian City Librarian and Marketing Manager Deputy City Manager Finance Manager Information Technology Manager Personnel/Risk Manager	64	8797/10986
Assistant City Manager	68	9711/12122
Community Development Director Director of Community & Cultural Services Director of Public Works/City Engineer Theater Executive Director Director	72	10714/13384
Senior Assistant City Manager	77	12120/15136

Note: Classifications listed include active and inactive classifications.

CLASSIFICATIONS APPOINTED BY CITY COUNCIL		SALARY
City Manager	----	\$227,060/yr Effective 7/1/08
City Clerk/City Treasurer	----	\$130,000/yr Effective 2/19/12
City Attorney	----	\$12,075/month Effective 12/30/06

CITY COUNCIL (Salary last modified 6/8/09)		
City Council	----	\$1,137.39/mo

CLASSIFICATIONS-FULL-TIME CONFIDENTIAL (Salary last modified 7/1/16)	GRADE	SALARY/MONTHLY
Secretary/Receptionist, Confidential	28	3714/4558
Secretary to the City Clerk, Confidential	30	3887/4769
Division Secretary, Confidential	32	4075/4992
Accounting Technician, Confidential Department Secretary, Confidential Human Resources Technician, Confidential	35	4350/5360
Deputy City Clerk/Records Coordinator, Confidential	37	4558/5611
Administrative Secretary, Confidential	38	4670/5743

Note: Classifications listed include active and inactive classifications.

CITY OF CERRITOS CLASSIFICATION TABLE
2017/2018

CLASSIFICATIONS-PART-TIME CONFIDENTIAL <small>(Salary last modified 7/1/16)</small>	GRADE/ TIER	PAYRATE/HOURLY
Clerical Aide, Confidential	13	15.18/18.92
	13B	14.12/17.59
	13C	13.07/16.54
	13D	12.15/15.38
Human Resources Assistant, Confidential Secretary/Receptionist, Confidential	28	22.64/27.71
	28B	21.05/25.76
	28C	20.00/24.71
	28D	18.60/22.98
Division Secretary, Confidential Human Resources Benefits Coordinator, Confidential	32	24.87/30.55
	32B	23.13/28.41
	32C	22.08/27.36
	32D	20.54/25.44

Note: Classifications listed include active and inactive classifications.

CITY OF CERRITOS CLASSIFICATION TABLE
2017/2018

CLASSIFICATIONS-TEMPORARY-PART-TIME (Salary last modified 7/1/14)	GRADE/ TIER	PAYRATE/HOURLY
Box Office Aide I	2	11.23/14.03
Facility Assistant I	2B	10.44/13.04
Library Page	2C	9.42/12.02
Recreation Leader	2D	8.76/11.18
Recreation Leader I		
Security/Parking Assistant I		
Senior Center Specialist I		
Stage Assistant I	3	11.45/14.35
	3B	10.65/13.34
	3C	9.63/12.32
	3D	8.96/11.45
Recreation Leader II	7	12.73/15.84
Senior Center Specialist II	7B	11.84/14.73
	7C	10.82/13.71
	7D	10.07/12.75
Box Office Aide II	13	14.74/18.37
Clerical Aide	13B	13.71/17.07
Crossing Guard	13C	12.69/16.05
Facility Assistant II	13D	11.80/14.93
Library Aide		
Parks Maintenance Assistant (Unskilled)		
Recreation Leader III		
Senior Center Specialist III		
Stage Assistant II		
Administrative Intern	19	17.07/21.30
Communications Intern	19B	15.89/19.82
Emergency Preparedness Intern	19C	14.87/18.80
Engineering Intern	19D	13.83/17.48
Planning Intern		
Public Works Intern		
Recreation Leader IV		
Security/Parking Assistant II		
Senior Center Specialist IV		
Stage Assistant III		
Box Office Teller	23	19.68/24.03
Custodian I	23B	18.30/22.35
Facility Assistant III	23C	17.28/21.33
Parking Enforcement Officer	23D	16.07/19.84
Security/Parking Assistant III		
Senior Lifeguard		
Stage Assistant IV		
Pedestrian Safety Coordinator	25	20.52/25.25
	25B	19.09/23.48
	25C	18.07/22.46
	25D	16.81/20.89
Secretary/Receptionist	28	21.98/26.90
Water Maintenance I	28B	20.44/25.01
	28C	19.42/23.99
	28D	18.06/22.31
Account Clerk	29	22.58/27.73
Building & Safety Clerk	29B	21.00/25.78
Geographic Information Systems Clerk	29C	19.98/24.76
Graphic Design Artist	29D	18.58/23.02
IT Clerk		
Library Clerk		
Purchasing Clerk		

CITY OF CERRITOS CLASSIFICATION TABLE
2017/2018

CLASSIFICATIONS-TEMPORARY-PART-TIME <small>(Salary last modified 7/1/14)</small>	GRADE/ TIER	PAYRATE/HOURLY	
Stage Assistant V	31	23.65/29.00	
	31B	22.00/26.98	
	31C	20.98/25.96	
	31D	19.51/24.14	
Assistant Lighting Specialist Audio Specialist Code Enforcement Officer Community Services Officer Division Secretary Library Assistant Rigger Specialist Wardrobe/Backstage Prod. Asst. Zoning Enforcement Officer	32	24.15/29.66	
	32B	22.46/27.58	
	32C	21.44/26.56	
	32D	19.94/24.70	

Note: Classifications listed include active and inactive classifications.

CLASSIFICATIONS-TEMPORARY-PART-TIME EXEMPT <small>(Salary last modified 7/1/14)</small>	GRADE/ TIER	PAYRATE/HOURLY
Crime Analyst	40	28.90/36.09
	40B	26.87/33.57
	40C	25.85/32.55
	40D	24.04/30.27
Librarian I	42	30.35/37.84
	42B	28.21/35.20
	42C	27.19/34.18
	42D	25.29/31.78

Note: Classifications listed include active and inactive classifications.

CITY OF CERRITOS CLASSIFICATION STEPS
2017/2018

CLASSIFICATION STEPS-FULL-TIME NON-EXEMPT EMPLOYEES (Salary last modified 7/1/14)

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
23 Hourly	18.66	19.04	19.45	19.91	20.36	20.81	21.29	21.78	22.31	22.83
23 Monthly	3234	3300	3371	3451	3529	3607	3690	3775	3867	3957
25 Hourly	19.45	19.91	20.36	20.81	21.29	21.78	22.31	22.83	23.33	23.84
25 Monthly	3371	3451	3529	3607	3690	3775	3867	3957	4044	4132
27 Hourly	20.36	20.81	21.29	21.78	22.31	22.83	23.33	23.84	24.37	25.00
27 Monthly	3529	3607	3690	3775	3867	3957	4044	4132	4224	4333
28 Hourly	20.81	21.29	21.78	22.31	22.83	23.33	23.84	24.37	25.00	25.53
28 Monthly	3607	3690	3775	3867	3957	4044	4132	4224	4333	4425
29 Hourly	21.29	21.78	22.31	22.83	23.33	23.84	24.37	25.00	25.53	26.16
29 Monthly	3690	3775	3867	3957	4044	4132	4224	4333	4425	4534
30 Hourly	21.78	22.31	22.83	23.33	23.84	24.37	25.00	25.53	26.16	26.71
30 Monthly	3775	3867	3957	4044	4132	4224	4333	4425	4534	4630
31 Hourly	22.31	22.83	23.33	23.84	24.37	25.00	25.53	26.16	26.71	27.38
31 Monthly	3867	3957	4044	4132	4224	4333	4425	4534	4630	4746
32 Hourly	22.83	23.33	23.84	24.37	25.00	25.53	26.16	26.71	27.38	27.97
32 Monthly	3957	4044	4132	4224	4333	4425	4534	4630	4746	4848
33 Hourly	23.33	23.84	24.37	25.00	25.53	26.16	26.71	27.38	27.97	28.66
33 Monthly	4044	4132	4224	4333	4425	4534	4630	4746	4848	4968
34 Hourly	23.84	24.37	25.00	25.53	26.16	26.71	27.38	27.97	28.66	29.34
34 Monthly	4132	4224	4333	4425	4534	4630	4746	4848	4968	5086
35 Hourly	24.37	25.00	25.53	26.16	26.71	27.38	27.97	28.66	29.34	30.03
35 Monthly	4224	4333	4425	4534	4630	4746	4848	4968	5086	5205
37 Hourly	25.53	26.16	26.71	27.38	27.97	28.66	29.34	30.03	30.71	31.44
37 Monthly	4425	4534	4630	4746	4848	4968	5086	5205	5323	5450
38 Hourly	26.16	26.71	27.38	27.97	28.66	29.34	30.03	30.71	31.44	32.17
38 Monthly	4534	4630	4746	4848	4968	5086	5205	5323	5450	5576

Note: In certain cases rounding adjustments may apply.

CLASSIFICATION STEPS-FULL TIME EXEMPT EMPLOYEES-(Salary last modified 7/1/16)

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
39 Hourly	27.34	27.99	28.74	29.50	30.23	30.96	31.70	32.50	33.34	34.13
39 Monthly	4738	4850	4980	5113	5239	5366	5495	5632	5777	5916
40 Hourly	27.99	28.74	29.50	30.23	30.96	31.70	32.50	33.34	34.13	35.09
40 Monthly	4850	4980	5113	5239	5366	5495	5632	5777	5916	6082
41 Hourly	28.74	29.50	30.23	30.96	31.70	32.50	33.34	34.13	35.09	35.91
41 Monthly	4980	5113	5239	5366	5495	5632	5777	5916	6082	6224
42 Hourly	29.50	30.23	30.96	31.70	32.50	33.34	34.13	35.09	35.91	36.80
42 Monthly	5113	5239	5366	5495	5632	5777	5916	6082	6224	6379
43 Hourly	30.23	30.96	31.70	32.50	33.34	34.13	35.09	35.91	36.80	37.73
43 Monthly	5239	5366	5495	5632	5777	5916	6082	6224	6379	6538
45 Hourly	31.70	32.50	33.34	34.13	35.09	35.91	36.80	37.73	38.68	39.67
45 Monthly	5495	5632	5777	5916	6082	6224	6379	6538	6703	6874
46 Hourly	32.50	33.34	34.13	35.09	35.91	36.80	37.73	38.68	39.67	40.58
46 Monthly	5632	5777	5916	6082	6224	6379	6538	6703	6874	7034
47 Hourly	33.34	34.13	35.09	35.91	36.80	37.73	38.68	39.67	40.58	41.64
47 Monthly	5777	5916	6082	6224	6379	6538	6703	6874	7034	7218
48 Hourly	34.13	35.09	35.91	36.80	37.73	38.68	39.67	40.58	41.64	42.70
48 Monthly	5916	6082	6224	6379	6538	6703	6874	7034	7218	7402
49 Hourly	35.09	35.91	36.80	37.73	38.68	39.67	40.58	41.64	42.70	43.75
49 Monthly	6082	6224	6379	6538	6703	6874	7034	7218	7402	7584
50 Hourly	35.91	36.80	37.74	38.68	39.67	40.58	41.64	42.70	43.75	44.82
50 Monthly	6224	6379	6541	6703	6874	7034	7218	7402	7584	7768
51 Hourly	36.80	37.73	38.68	39.67	40.58	41.64	42.70	43.75	44.82	45.96
51 Monthly	6379	6538	6703	6874	7034	7218	7402	7584	7768	7965
53 Hourly	38.68	39.67	40.58	41.64	42.70	43.75	44.82	45.96	47.14	48.31
53 Monthly	6703	6874	7034	7218	7402	7584	7768	7965	8171	8373
55 Hourly	40.58	41.64	42.70	43.75	44.82	45.96	47.14	48.31	49.55	50.76
55 Monthly	7034	7218	7402	7584	7768	7965	8171	8373	8589	8797
58 Hourly	43.75	44.82	45.96	47.14	48.31	49.55	50.76	52.00	53.28	54.62
58 Monthly	7584	7768	7965	8171	8373	8589	8797	9014	9236	9467

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CLASSIFICATION STEPS-FULL TIME EXEMPT EMPLOYEES-(Salary last modified 7/1/16)

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
60 Hourly	45.96	47.14	48.31	49.55	50.76	52.00	53.28	54.62	56.03	57.37
60 Monthly	7965	8171	8373	8589	8797	9014	9236	9467	9711	9945
61 Hourly	47.14	48.31	49.55	50.76	52.00	53.28	54.62	56.03	57.37	58.84
61 Monthly	8171	8373	8589	8797	9014	9236	9467	9711	9945	10199
63 Hourly	49.51	50.77	52.07	53.31	54.64	55.99	57.39	58.87	60.29	61.83
63 Monthly	8582	8798	9025	9239	9471	9704	9948	10204	10448	10716
64 Hourly	50.76	52.00	53.28	54.62	56.03	57.37	58.84	60.32	61.82	63.39
64 Monthly	8797	9014	9236	9467	9711	9945	10199	10455	10714	10986
68 Hourly	56.03	57.37	58.84	60.32	61.82	63.39	64.97	66.57	68.25	69.94
68 Monthly	9711	9945	10199	10455	10714	10986	11261	11538	11829	12122
69 Hourly	57.37	58.84	60.32	61.82	63.39	64.97	66.57	68.25	69.94	71.66
69 Monthly	9945	10199	10455	10714	10986	11261	11538	11829	12122	12421
72 Hourly	61.82	63.39	64.97	66.57	68.25	69.94	71.66	73.50	75.31	77.22
72 Monthly	10714	10986	11261	11538	11829	12122	12421	12739	13054	13384
75 Hourly	66.56	68.23	69.91	71.66	73.48	75.29	77.18	79.13	81.06	83.10
75 Monthly	11536	11825	12117	12421	12736	13051	13377	13715	14050	14404
76 Hourly	68.23	69.91	71.65	73.48	75.29	77.18	79.13	81.06	83.11	85.19
76 Monthly	11825	12117	12419	12736	13051	13377	13715	14050	14406	14766
77 Hourly	69.93	71.64	73.46	75.31	77.18	79.11	81.09	83.08	85.19	87.32
77 Monthly	12120	12417	12732	13054	13377	13712	14056	14400	14766	15136

Note: In certain cases rounding adjustments may apply.

CLASSIFICATION STEPS-FULL-TIME NON-EXEMPT CONFIDENTIAL EMPLOYEES (Salary last modified 7/1/16)

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
28 Hourly	21.43	21.93	22.43	22.98	23.51	24.03	24.56	25.10	25.75	26.30
28 Monthly	3714	3800	3887	3982	4075	4164	4255	4350	4463	4558
30 Hourly	22.43	22.98	23.51	24.03	24.56	25.10	25.75	26.30	26.94	27.51
30 Monthly	3887	3982	4075	4164	4255	4350	4463	4558	4670	4769
32 Hourly	23.51	24.03	24.56	25.10	25.75	26.30	26.94	27.51	28.20	28.81
32 Monthly	4075	4164	4255	4350	4463	4558	4670	4769	4887	4992
35 Hourly	25.10	25.75	26.30	26.94	27.51	28.20	28.81	29.52	30.22	30.93
35 Monthly	4350	4463	4558	4670	4769	4887	4992	5117	5237	5360
37 Hourly	26.30	26.94	27.51	28.20	28.81	29.52	30.22	30.93	31.63	32.38
37 Monthly	4558	4670	4769	4887	4992	5117	5237	5360	5483	5611
38 Hourly	26.94	27.51	28.25	28.81	29.52	30.22	30.93	31.63	32.38	33.14
38 Monthly	4670	4769	4887	4992	5117	5237	5360	5483	5611	5743

Note: In certain cases rounding adjustments may apply.

CLASSIFICATION STEPS-TEMPORARY PART-TIME CONFIDENTIAL EMPLOYEES (Salary last modified 7/1/16)

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
13 Hourly	15.18	15.60	15.94	16.32	16.72	17.16	17.59	18.01	18.49	18.92
13B Hourly	14.12	14.51	14.83	15.17	15.55	15.94	16.37	16.76	17.20	17.59
13C Hourly	13.07	13.46	13.78	14.12	14.50	14.89	15.32	15.71	16.15	16.54
13D Hourly	12.15	12.51	12.81	13.13	13.48	13.85	14.24	14.61	15.02	15.38
28 Hourly	22.64	23.12	23.67	24.26	24.77	25.37	25.91	26.49	27.16	27.71
28B Hourly	21.05	21.52	22.01	22.57	23.03	23.60	24.10	24.65	25.26	25.76
28C Hourly	20.00	20.47	20.96	21.52	21.98	22.55	23.05	23.60	24.21	24.71
28D Hourly	18.60	19.03	19.49	20.01	20.45	20.97	21.43	21.95	22.52	22.98
32 Hourly	24.87	25.44	26.04	26.62	27.26	27.87	28.56	29.20	29.87	30.55
32B Hourly	23.13	23.66	24.22	24.75	25.35	25.91	26.55	27.15	27.79	28.41
32C Hourly	22.08	22.61	23.16	23.70	24.30	24.86	25.50	26.10	26.74	27.36
32D Hourly	20.54	21.02	21.55	22.04	22.60	23.12	23.71	24.27	24.86	25.44

Note: In certain cases rounding adjustments may apply.

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CLASSIFICATION STEPS-TEMPORARY PART-TIME EMPLOYEES-(Salary last modified 7/1/14)

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
2 Hourly	11.23	11.45	11.79	12.10	12.41	12.73	13.07	13.30	13.64	14.03
2B Hourly	10.44	10.65	10.97	11.24	11.55	11.84	12.16	12.38	12.69	13.04
2C Hourly	9.42	9.63	9.95	10.22	10.53	10.82	11.14	11.36	11.67	12.02
2D Hourly	8.76	8.96	9.25	9.51	9.79	10.07	10.36	10.57	10.85	11.18
3 Hourly	11.45	11.79	12.10	12.41	12.73	13.07	13.30	13.64	14.03	14.35
3B Hourly	10.65	10.97	11.24	11.55	11.84	12.16	12.38	12.69	13.04	13.34
3C Hourly	9.63	9.95	10.22	10.53	10.82	11.14	11.36	11.67	12.02	12.32
3D Hourly	8.96	9.25	9.51	9.79	10.07	10.36	10.57	10.85	11.18	11.45
7 Hourly	12.73	13.07	13.30	13.64	14.03	14.35	14.74	15.15	15.48	15.84
7B Hourly	11.84	12.16	12.38	12.69	13.04	13.34	13.71	14.09	14.40	14.73
7C Hourly	10.82	11.14	11.36	11.67	12.02	12.32	12.69	13.07	13.38	13.71
7D Hourly	10.07	10.36	10.57	10.85	11.18	11.45	11.80	12.15	12.44	12.75
13 Hourly	14.74	15.15	15.48	15.84	16.23	16.66	17.07	17.49	17.95	18.37
13B Hourly	13.71	14.09	14.40	14.73	15.10	15.48	15.89	16.27	16.70	17.07
13C Hourly	12.69	13.07	13.38	13.71	14.08	14.46	14.87	15.25	15.68	16.05
13D Hourly	11.80	12.15	12.44	12.75	13.09	13.45	13.83	14.18	14.58	14.93
19 Hourly	17.07	17.49	17.95	18.37	18.87	19.35	19.81	20.28	20.85	21.30
19B Hourly	15.89	16.27	16.70	17.07	17.55	17.99	18.41	18.85	19.38	19.82
19C Hourly	14.87	15.25	15.68	16.05	16.53	16.97	17.39	17.83	18.36	18.80
19D Hourly	13.83	14.18	14.58	14.93	15.38	15.79	16.18	16.59	17.07	17.48
23 Hourly	19.68	20.10	20.52	20.98	21.49	21.97	22.45	22.98	23.50	24.03
23B Hourly	18.30	18.69	19.09	19.52	19.98	20.43	20.89	21.37	21.85	22.35
23C Hourly	17.28	17.67	18.07	18.50	18.96	19.41	19.87	20.35	20.83	21.33
23D Hourly	16.07	16.43	16.81	17.21	17.64	18.05	18.48	18.92	19.37	19.84
25 Hourly	20.52	20.98	21.49	21.97	22.45	22.98	23.50	24.03	24.63	25.25
25B Hourly	19.09	19.52	19.98	20.43	20.89	21.37	21.85	22.35	22.91	23.48
25C Hourly	18.07	18.50	18.96	19.41	19.87	20.35	20.83	21.33	21.89	22.46
25D Hourly	16.81	17.21	17.64	18.05	18.48	18.92	19.37	19.84	20.36	20.89
28 Hourly	21.98	22.45	22.98	23.55	24.05	24.63	25.16	25.72	26.37	26.90
28B Hourly	20.44	20.89	21.37	21.91	22.36	22.91	23.40	23.93	24.52	25.01
28C Hourly	19.42	19.87	20.35	20.89	21.34	21.89	22.38	22.91	23.50	23.99
28D Hourly	18.06	18.48	18.92	19.43	19.85	20.36	20.81	21.31	21.86	22.31
29 Hourly	22.58	23.07	23.65	24.15	24.70	25.28	25.84	26.47	27.06	27.73
29B Hourly	21.00	21.46	22.00	22.46	22.97	23.51	24.03	24.61	25.16	25.78
29C Hourly	19.98	20.44	20.98	21.44	21.95	22.49	23.01	23.59	24.14	24.76
29D Hourly	18.58	19.01	19.51	19.94	20.41	20.92	21.40	21.94	22.45	23.02
31 Hourly	23.65	24.15	24.70	25.28	25.84	26.47	27.06	27.73	28.35	29.00
31B Hourly	22.00	22.46	22.97	23.51	24.03	24.61	25.16	25.78	26.36	26.98
31C Hourly	20.98	21.44	21.95	22.49	23.01	23.59	24.14	24.76	25.34	25.96
31D Hourly	19.51	19.94	20.41	20.92	21.40	21.94	22.45	23.02	23.56	24.14
32 Hourly	24.15	24.70	25.28	25.84	26.47	27.06	27.73	28.35	29.00	29.66
32B Hourly	22.46	22.97	23.51	24.03	24.61	25.16	25.78	26.36	26.98	27.58
32C Hourly	21.44	21.95	22.49	23.01	23.59	24.14	24.76	25.34	25.96	26.56
32D Hourly	19.94	20.41	20.92	21.40	21.94	22.45	23.02	23.56	24.14	24.70
35 Hourly	25.84	26.48	27.06	27.73	28.33	29.01	29.63	30.36	31.10	31.82
35B Hourly	24.03	24.62	25.16	25.78	26.33	26.99	27.56	28.22	28.93	29.60
35C Hourly	23.01	23.60	24.14	24.76	25.31	25.97	26.54	27.20	27.91	28.58
35D Hourly	21.40	21.95	22.45	23.02	23.53	24.15	24.68	25.30	25.95	26.58

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CLASSIFICATION STEPS-TEMPORARY PART-TIME EXEMPT EMPLOYEES-(Salary last modified 7/1/14)

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
40 Hourly	28.90	29.63	30.36	31.13	31.9	32.71	33.5	34.36	35.21	36.09
40B Hourly	26.87	27.56	28.22	28.95	29.67	30.42	31.15	31.95	32.74	33.57
40C Hourly	25.85	26.54	27.20	27.93	28.65	29.40	30.13	30.93	31.72	32.55
40D Hourly	24.04	24.68	25.30	25.97	26.64	27.34	28.02	28.76	29.50	30.27
42 Hourly	30.35	31.10	31.88	32.61	33.45	34.29	35.12	36.09	36.94	37.84
42B Hourly	28.21	28.93	29.64	30.32	31.11	31.90	32.66	33.57	34.37	35.20
42C Hourly	27.19	27.91	28.62	29.30	30.09	30.88	31.64	32.55	33.35	34.18
42D Hourly	25.29	25.95	26.62	27.25	27.99	28.71	29.43	30.27	31.02	31.78

Note: In certain cases rounding adjustments may apply.

