



CITY OF ARTESIA
FISCAL YEAR
2023-2024 BUDGET



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TABLE OF CONTENTS

CITY COUNCIL

RESOLUTION NO. 23-2942

CITY MANAGER'S BUDGET MESSAGE – 1

GENERAL FUND REVENUES – 4

REVENUE AND EXPENDITURE SUMMARY – 6

TRANSFERS – 7

OPERATIONAL REVENUE AND EXPENDITURE SUMMARY – 8

GENERAL FUND DEPARTMENTS

CITY COUNCIL — 10

CITY ATTORNEY — 12

CITY MANAGER — 13

COMMUNITY PROMOTIONS — 15

HUMAN RESOURCES — 17

RISK MANAGEMENT — 19

FINANCE — 20

CITY CLERK — 22

ADMINISTRATIVE SERVICES — 24

PLANNING — 27

BUILDING & SAFETY — 30

ECONOMIC DEVELOPMENT — 31

CODE COMPLIANCE — 33

PARKS & RECREATION — 36

PUBLIC WORKS — 39

CITY ENGINEER — 42

LAW ENFORCEMENT — 43

ARTESIA TOWNE CENTER — 44

PAID PARKING — 45

RESTRICTED FUNDS

STATE GAS TAX — 47

PROPOSITION A — 48

BICYCLE & PEDESTRIAN TDA — 49

PROPOSITION C — 50

MEASURE R — 51

MEASURE M — 52

SB1 RMRA FUND — 53

CDBG — 54

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT — 55

SUMMER LUNCH PROGRAM — 56
CALIFORNIA STATE GRANT FUND — 57
BOND PROJECT - PIONEER BLVD. — 58
CALIFORNIA BEVERAGE RECYCLING FUND — 59
STREET LIGHT MAINTENANCE DISTRICT — 60
COMMUNITY FACILITIES DISTRICT — 61
CITIZENS' OPTION FOR PUBLIC SAFETY — 62
AJ PADEFORD PARK EXPANSION PROJECT — 63
CAL FIRE URBAN GRANT — 64
DEVELOPMENT FEES — 65
MEASURE W — 66
ARTESIA HOUSING AUTHORITY — 67
TOD PLANNING GRANT — 68

ENTERPRISE FUNDS

PUBLIC, EDUCATION AND GOVERNMENT (PEG) — 70
BILLBOARD — 71

SUCCESSOR AGENCY

ROPS — 73
RORF — 74

RESOLUTION NO. 23-2943 — 75
APPROPRIATION LIMIT — 76

POSITION SUMMARY — 77

RESOLUTION NO. 23-2944 — 79
SALARY SCHEDULE — 80

RESOLUTION NO. 23-2945 — 84
INVESTMENT POLICY — 85



CITY OF ARTESIA FISCAL YEAR 2023-2024 BUDGET

CITY COUNCIL



RENE TREVINO
COUNCILMEMBER



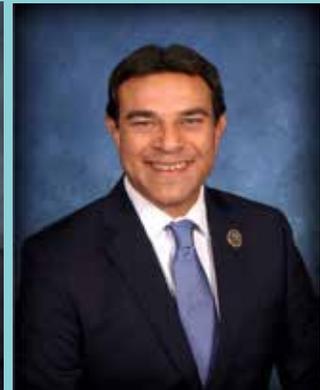
MELISSA RAMOSO
COUNCILMEMBER



MONICA MANALO
MAYOR



TONY LIMA
MAYOR PRO TEM



ALI TAJ
COUNCILMEMBER

RESOLUTION NO. 23-2942

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARTESIA, CALIFORNIA, ADOPTING A FINANCIAL PLAN AND APPROVING A BUDGET FOR FISCAL YEAR 2023-24

WHEREAS, a budget is a financial guide that funds the City Council's continuing commitment to providing a high level of service to residents, visitors, and the business community.

WHEREAS, the 2023-24 Fiscal Year Budget reflects the City Council's strategic priorities and activities and has been designed to enhance the City's long term financial viability.

WHEREAS, the 2023-24 Fiscal Year Budget, the proposed budget for the City of Artesia for the fiscal year beginning July 1, 2023, as presented by the Finance Manager, has been provided to, reviewed, and studied by the City Council;

WHEREAS, the City Council will continue to re-evaluate the status of current resources, expenditures, and the State of California's financial impact on cities throughout the fiscal year.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARTESIA, CALIFORNIA, DOES HEREBY FIND, ORDER, AND RESOLVE AS FOLLOWS:

SECTION 1. Approve Exhibit A. Fiscal Year 2023-24 Budget for the City of Artesia and authorizing the City Manager to execute implementation.

SECTION 2. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 12th day of June, 2023

MONICA MANALO, MAYOR

ATTEST:

JENNIFER ALDERETE, ACTING CITY CLERK

TO: Honorable Mayor and Members of the City Council
FROM: Aldo E. Schindler, City Manager
SUBJECT: 2023-2024 Municipal Budget
DATE: June 12, 2023

Please accept the City's proposed budget for Fiscal Year 2023-24. As I previously advised, the City continues to face a General Fund structural spending deficit, which amounts to about 3.5% over General Fund revenues and transfers. In this message, I will explain how we got here, and what our proposed strategy is to move the City toward fiscal health and sustainability.

A structural deficit means that at full implementation we would end the year having spent more than the revenues we receive. Those are the numbers presented here. As a reminder, the Fiscal Year 2022-23 Budget was adopted with a \$450,377 deficit, but at the mid-year budget adjustment, the deficit was reduced to \$227,717, and one-time receipt of legal settlement funds from a regional class-action lawsuit may further aide in balancing the budget. My hope is that the Fiscal Year 2023-24 budget deficit will be reduced by mid-year as well.

Background

While the budget as presented is not balanced, the document represents a true picture of the City's fiscal reality. As we discussed at the budget study session on May 31st, the City has been running a deficit since 2018, with the exception of Fiscal Year 2020-2021, due to a one-time infusion of Federal Coronavirus Aid, Relief, and Economic Security Act ("CARES") Act funds due to the global COVID-19 pandemic. This information became evident as the City has worked to complete audits from fiscal close of 2018 to 2020 to determine the true state of the City's finances. The completion of timely audits is imperative to knowing the true health of the City's finances. I have made it a priority to ensure that the City is caught up and timely completes audits moving forward. The City is on track to complete all audits, including the Fiscal Year 2022-23 audit by January 2024.

The Fiscal Year 2023-24 Budget estimates an 18% increase in revenues over the last year, however expenditures are also up 11% over the last year. Increases in expenditures are a result of increases in the City's contractual obligations. The City is facing more than \$470,000 in additional contract costs to the General Fund, with \$356,820 of that coming from an increase in law enforcement costs from the Los Angeles County Sheriff's Department. Other major sources of increased contract costs come from the City's insurance program with the California Joint Powers Insurance Authority, crossing guard services, and the City's negotiated Memorandum of Understandings with its labor unions and non-represented salary resolutions.

The City's structural spending deficit depicts that revenue collection is a significant challenge which the Council has made a priority to work on. Transient Occupancy Tax (TOT) revenues

are substantially below what we believe they should be, given the hotel properties we have in the City. Business License collections are also below what they should be. It is harder to estimate the underpayment of business license taxes, as the tax is based on gross receipts and we will not have those numbers until businesses are properly licensed. I want to be very clear that this is a multilayered problem that staff continue to assess and address.

Addressing the Issues

The challenge is not simply cutting expenses to meet revenue, we need to take a more comprehensive approach. One of the ways I have addressed this is by convening the City Council's Finance Committee to review and guide the budget process. The Finance Committee was convened three times prior to a budget study session with the entire City Council to ensure feedback at each stage of the process. The Council Finance Committee will continue to meet on a regular basis to track the City's finances.

In the just over six months I have been here, it has become clear that the staff has limited capacity and it results in a low level of service in multiple areas. While the City has made strides to reallocate staff to address some of these issues, there is more work to be done. These issues can only be resolved by having enough staff, having staff properly trained and equipped, retaining good staff and limiting turnover, building a culture of service and having the proper level of management support and oversight in place. These are all very challenging for a City of this size and level of resources.

In order to address staffing and service for the residents, the City needs to focus on efficient operations, revenue collection both ensuring taxes, fees and forfeitures due are being remitted and identifying new revenue sources.

Review of Current Contracts

While the City's long term financial health cannot be addresses solely by reducing current operational costs, that does not mean the City will not continue to review current contracts and ensure the City is operating efficiently. Towards this end, over the next budget cycle the City will be evaluating opportunities for cost savings through insurance programs, service contracts, and exploring cost-sharing arrangements with the ABC Unified School District, as directed by Council at the Budget Study Session.

Revenue Collections and Opportunities

As previously stated, revenue collections are a significant challenge and need to be resolved. The staff needs to assertively collect on Business License, Transient Occupancy Taxes, fees, and forfeitures that are lawfully due to the City. These revenues fund needed City services to the community. These items were prioritized by the Council last year, and staff continues to work towards full collection through all available resources. The staff will need the full support and backing of the Council to be successful in these efforts.

Additional, new sources of revenue the City is currently working on include the following:

- Cannabis licensing: This is one of the City's best and most attainable revenue opportunities but revenues will likely not be realized until fiscal year 2025-26.
- Diversification of Investments: The Budget includes an update to the City's Investment Policy which will allow the City to diversify its investments and achieve a higher return.
- Artesia Town Center: increasing the collection of rents, filling vacancies and addressing deferred maintenance.
- Hotel Development: issuing a Request for Proposal on city owned land for the construction of a hotel. Though transit occupancy tax will likely not be realized until fiscal year 2026-27.
- Increasing business attraction and retention to increase the City's tax base.
- Continue to monitor our non-General Fund allocations to assure they are billed to non-General Fund accounts, thus not burdening our General Fund.
- Assessment of current and potential cell tower leases.
- City billboard conversions from static to electric.
- Caltrans billboard allowance – working with Caltrans to identify areas eligible for billboard sites along the State Route 91 Freeway.
- New Revenue Measures: Many cities in the area and across the state have adopted new revenue measures with the support of local voters. New revenue is imperative to the City's long term financial health as inflation and continuous raising of the City's contract costs are already outreaching the City's current revenue sources. At the budget study session, the City Council requested staff seek proposals from consultants to survey residents and assist the City with a possible new tax measure.

Summary

It is my strong recommendation that the City Council adopt the budget as presented. We are in a good position, given the federal assistance the City received in Fiscal Year 2021-22, to sustain a few additional years of deficits while we continue to focus on achieving financial health. The plan is to continue working towards the full collections of taxes due to the City while also working towards the development new revenues as listed above. A continued joint effort of the Council and Staff is necessary to stabilize the City's financial health.

Aldo E. Schindler
City Manager

General Fund Revenues

100-0000		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Taxes								
4000	Sales and Use Tax	\$ 3,198,125	\$ 4,025,056	\$ 3,922,000	\$ 3,922,000	\$ 3,932,600	0%	\$ 10,600
4240	Documentary Transfer Tax	\$ 43,545	\$ 79,540	\$ 55,000	\$ 55,000	\$ 55,000	0%	\$ -
4070	Motor Vehicle-In-Lieu Fee	\$ 12,118	\$ 19,087	\$ 19,500	\$ 19,500	\$ 19,500	0%	\$ -
4010	Property Tax In-Lieu of VLF	\$ 2,085,778	\$ 2,146,321	\$ 2,221,000	\$ 2,221,000	\$ 2,408,200	8%	\$ 187,200
4020	No Property Tax City Tax Payment	\$ 1,067,977	\$ 1,108,594	\$ 1,149,000	\$ 1,149,000	\$ 1,201,300	5%	\$ 52,300
4040	Business Tax	\$ 681,207	\$ 1,073,551	\$ 790,000	\$ 790,000	\$ 800,000	1%	\$ 10,000
4030	Measure V	\$ 62,450	\$ 130,694	\$ 120,000	\$ 120,000	\$ 200,000	67%	\$ 80,000
4080	Transient Occupancy Tax	\$ 406,026	\$ 410,567	\$ 588,000	\$ 588,000	\$ 588,000	0%	\$ -
4085	Ad Valorem AB1290 Pass-through	\$ 102,356	\$ 32,984	\$ 80,000	\$ 80,000	\$ 80,000	0%	\$ -
Total Taxes		\$ 7,659,582	\$ 9,026,396	\$ 8,944,500	\$ 8,944,500	\$ 9,284,600	4%	\$ 340,100
Licenses & Permits								
4115	Tobacco & Electronic Cigarette Sales Permits	\$ 1,600	\$ 1,251	\$ 600	\$ 600	\$ 600	0%	\$ -
4135	Live Entertainment Permits	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
4105	Massage Services Permits	\$ -	\$ 500	\$ -	\$ -	\$ -	N/A	\$ -
4110	Late PM/Early AM Operations Permits & Film Permits	\$ -	\$ 6,200	\$ 6,000	\$ 6,000	\$ 2,000	-67%	\$ (4,000)
4120	Building Permits	\$ 524,152	\$ 516,148	\$ 430,000	\$ 430,000	\$ 430,000	0%	\$ -
4125	Handicap Parking Permits	\$ -	\$ 760	\$ -	\$ -	\$ -	N/A	\$ -
4130	Street Procession Permits	\$ -	\$ 1,043	\$ 1,000	\$ 1,000	\$ 1,000	0%	\$ -
4150	Animal Licenses	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Total Licenses & Permits		\$ 525,752	\$ 525,902	\$ 437,600	\$ 437,600	\$ 433,600	-1%	\$ (4,000)
Charges for Services								
Fees for Recreation and Passports								
4380	Recreation Fees (General)	\$ (1,294)	\$ 27,198	\$ 22,000	\$ 22,000	\$ 30,000	36%	\$ 8,000
4330	Facility Use Fees	\$ 4,200	\$ 18,279	\$ 18,000	\$ 18,000	\$ 20,000	11%	\$ 2,000
4300	Application Fees	\$ (50)	\$ 1,400	\$ 1,000	\$ 1,000	\$ 2,000	100%	\$ 1,000
4381	Recreation Fees (Education)	\$ -	\$ 3,000	\$ -	\$ -	\$ -	N/A	\$ -
4387	Soccer Fees (youth)	\$ 250	\$ (5)	\$ 1,000	\$ 1,000	\$ 1,000	0%	\$ -
4306	Adult Sports	\$ (830)	\$ 210	\$ 3,000	\$ 3,000	\$ 3,000	0%	\$ -
4305	Baseball Fees (Youth)	\$ 8,778	\$ 5,021	\$ 5,000	\$ 11,000	\$ 10,000	-9%	\$ (1,000)
4303	Banner Program	\$ -	\$ 1,400	\$ 1,000	\$ 1,500	\$ 2,000	33%	\$ 500
4395	Special Event Fees (not sponsorships)	\$ -	\$ -	\$ 10,000	\$ -	\$ -	N/A	\$ -
4360	Passport Application Accept. Fees	\$ -	\$ 7,900	\$ -	\$ 10,000	\$ 10,000	0%	\$ -
4365	Passport Photo Fees	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Parking Pay Station Rev. Downtown								
4370	Pay Station Coin Income					\$ 8,000	N/A	\$ 8,000
4371	Pay Station Credit Income					\$ 65,000	N/A	\$ 65,000
4355	Merchant Paid Parking					\$ 14,000	N/A	\$ 14,000
Total Fees for Recreation and Passports		\$ 11,054	\$ 64,403	\$ 61,000	\$ 67,500	\$ 165,000	144%	\$ 97,500
Planning, Building and Safety, and Community Development Fees								
4340	Industrial Waste Inspections	\$ 61,965	\$ 61,265	\$ 45,000	\$ 45,000	\$ 45,000	0%	\$ -
4640	Construction and Demolition Admin Fee	\$ 7,500	\$ 9,000	\$ 9,500	\$ 9,500	\$ 9,500	0%	\$ -
4630	Planning Fees	\$ 83,055	\$ 137,668	\$ 95,000	\$ 95,000	\$ 175,000	84%	\$ 80,000
4600	Development Impact Fees	\$ -	\$ 52,148	\$ 20,000	\$ -	\$ -	N/A	\$ -
Total Planning & Comm. Develop.		\$ 152,520	\$ 260,080	\$ 169,500	\$ 149,500	\$ 229,500	54%	\$ 80,000
Total Charges for Services		\$ 163,574	\$ 324,484	\$ 230,500	\$ 217,000	\$ 394,500	82%	\$ 177,500
Franchises and Peg Fees								
4335	Franchises and Peg Fees	\$ 888,495	\$ 909,908	\$ 906,000	\$ 906,000	\$ 900,000	-1%	\$ (6,000)
Total Franchises and Peg Fees		\$ 888,495	\$ 909,908	\$ 906,000	\$ 906,000	\$ 900,000	-1%	\$ (6,000)
Fines, Forfeitures & Penalties								
4505	Code Enforcement Fines	\$ 6,705	\$ 50,303	\$ 35,000	\$ 10,000	\$ 10,000	0%	\$ -
4525	Parking/Traffic Fines	\$ 8,543	\$ 41,225	\$ 25,000	\$ 110,000	\$ 125,000	14%	\$ 15,000
	Parking Citations					\$ 100,000	N/A	\$ 100,000
Total Fines, Forfeitures & Penalties		\$ 15,248	\$ 91,529	\$ 60,000	\$ 120,000	\$ 235,000	96%	\$ 115,000

General Fund Revenues

100-0000		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Miscellaneous (Interest, Rent, etc.)								
4710	Interest Income	\$ (10,571)	\$ (233,965)	\$ 40,000	\$ 40,000	\$ 100,000	150%	\$ 60,000
4720	Cell Tower Lease Fees	\$ 628,702	\$ 27,445	\$ 27,600	\$ 27,600	\$ 27,600	0%	\$ -
4720	Artesia Towne Center Rent	\$ -	\$ -	\$ -	\$ -	\$ 738,132	N/A	\$ 738,132
TBD	Billboard	\$ -	\$ -	\$ -	\$ -	\$ 30,000	N/A	\$ 640,000
4620	Land Use Fee	\$ 8,936	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	0%	\$ -
4220	Park Grants	\$ -	\$ -	\$ 400,000	\$ 25,000	\$ 501,000	1904%	\$ 476,000
	Measure A Grant							
	State Park Grant							
4230	Sponsorships: Special Events	\$ -	\$ 25,590	\$ 20,000	\$ 31,796	\$ 25,000	-21%	\$ (6,796)
4760	Solid Waste Agreement Fees	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
4825	Miscellaneous- Planning Grants	\$ 13,421	\$ 27,046	\$ 32,000	\$ 100	\$ 1,000	900%	\$ 900
4386	Sheriff Cost Recoveries	\$ 606	\$ -	\$ -	\$ 1,000	\$ 1,000	0%	\$ -
4835	Miscellaneous Reimbursements	\$ 50,175	\$ 28,405	\$ 49,000	\$ 60,000	\$ 51,500	-14%	\$ (8,500)
4320	Candidate Fees	\$ 650	\$ -	\$ -	\$ 2,162	\$ -	N/A	\$ (2,162)
4261	Emergency Response Fund (CARES ACT)	\$ 203,604	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
4327	Comcast Payments		\$ 47					
	Total Miscellaneous	\$ 895,523	\$ (125,432)	\$ 578,600	\$ 197,658	\$ 1,485,232	651%	\$ 1,287,574
Total Revenue Before Transfers		\$ 10,148,175	\$ 10,752,786	\$ 11,157,200	\$ 10,822,758	\$ 12,732,932	18%	\$ 1,910,174
Interfund Transfers								
	State Gas Tax		\$ 155,801	\$ 20,000	\$ 20,000	\$ -	N/A	\$ (20,000)
	Prop A		\$ 61,778	\$ 53,800	\$ 53,800	\$ 53,800	0%	\$ -
	Prop C		\$ 54,000	\$ 56,000	\$ 56,000	\$ 56,000	0%	\$ -
	Measure R		\$ 40,000	\$ 35,000	\$ 35,000	\$ 50,000	43%	\$ 15,000
	Measure M		\$ -	\$ 60,000	\$ 60,000	\$ 61,100	2%	\$ 1,100
	CDBG		\$ 34,884	\$ 122,338	\$ 122,338	\$ 6,500	-95%	\$ (115,838)
	COPS Grant		\$ 100,000	\$ 140,000	\$ 140,000	\$ 150,000	7%	\$ 10,000
	AQMD		\$ -	\$ 1,000	\$ 1,000	\$ 1,000	0%	\$ -
	AJ Padelford Park		\$ -	\$ 202,377	\$ 202,377	\$ -	N/A	\$ (202,377)
	Measure W		\$ -	\$ 40,587	\$ 40,587	\$ 40,587	0%	\$ -
	Housing Authority		\$ -	\$ 10,000	\$ 10,000	\$ 10,000	0%	\$ -
	Billboard		\$ -	\$ 124,200	\$ 124,200	\$ 136,200	10%	\$ 12,000
	American Rescue Plan Act		\$ 3,971,312	\$ -	\$ -	\$ -	N/A	\$ -
	Successor Agency - RORF		\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	0%	\$ -
	Total Interfund Transfers	\$ -	\$ 4,667,775	\$ 1,115,302	\$ 1,115,302	\$ 815,187	-27%	\$ (300,115)
Total Revenue and Transfers		\$ 10,148,175	\$ 15,420,561	\$ 12,272,502	\$ 11,938,060	\$ 13,548,119	13%	\$ 1,610,059

General Fund Revenue Summary

	FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
	Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Revenue and Transfers-In Total	\$ 10,148,175	\$ 15,420,561	\$ 12,272,502	\$ 11,938,060	\$ 13,548,119	13%	\$ 1,610,059

General Fund Expenditure Summary

	FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
	Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
General Fund Department Expenditures							
City Council Department	\$ 141,359	\$ 183,440	\$ 380,711	\$ 386,770	\$ 317,284	-18%	\$ (69,486)
City Attorney	\$ 304,827	\$ 289,300	\$ 337,700	\$ 330,000	\$ 322,500	-2%	\$ (7,500)
City Manager Department	\$ 215,911	\$ 227,392	\$ 322,128	\$ 334,026	\$ 351,112	5%	\$ 17,086
Community Promotions	\$ 85,712	\$ 220,157	\$ 279,625	\$ 230,757	\$ 286,140	24%	\$ 55,383
Human Resources Department	\$ 242,205	\$ 621,375	\$ 238,245	\$ 232,595	\$ 238,540	3%	\$ 5,945
Risk Management	\$ 401,566	\$ 364,339	\$ 440,186	\$ 439,770	\$ 552,563	26%	\$ 112,793
Finance Department	\$ 431,976	\$ 717,424	\$ 692,525	\$ 683,294	\$ 772,673	13%	\$ 89,379
City Clerk Department	\$ 132,995	\$ 125,502	\$ 265,959	\$ 271,899	\$ 205,342	-24%	\$ (66,557)
Administrative Services Department	\$ 1,393,905	\$ 1,183,141	\$ 1,424,600	\$ 1,433,393	\$ 1,504,128	5%	\$ 70,735
Planning Department	\$ 318,370	\$ 468,611	\$ 348,436	\$ 381,756	\$ 509,989	34%	\$ 128,233
Building & Safety	\$ 347,962	\$ 272,420	\$ 342,000	\$ 342,000	\$ 365,060	7%	\$ 23,060
Economic Development	\$ 124,735	\$ 120,087	\$ 160,316	\$ 160,920	\$ 186,484	16%	\$ 25,564
Code Compliance Department	\$ 293,555	\$ 354,496	\$ 448,408	\$ 446,158	\$ 433,321	-3%	\$ (12,837)
Parks and Recreation Services Department	\$ 912,316	\$ 709,418	\$ 1,400,923	\$ 1,030,533	\$ 1,513,847	47%	\$ 483,314
Public Works	\$ 589,526	\$ 522,441	\$ 666,305	\$ 712,597	\$ 691,079	-3%	\$ (21,518)
City Engineer Department	\$ 87,666	\$ 56,858	\$ 208,400	\$ 208,400	\$ 219,320	5%	\$ 10,920
Law Enforcement	\$ 3,376,398	\$ 4,140,838	\$ 4,674,121	\$ 4,493,626	\$ 4,850,446	8%	\$ 356,820
Artesia Towne Center	\$ 173,474	\$ 508,197	\$ 418,726	\$ 420,965	\$ 525,131	25%	\$ 104,166
Parking	\$ 100,772	\$ 171,409	\$ 159,972	\$ 159,972	\$ 189,958	19%	\$ 29,986
Total Department Expenditures	\$ 9,675,230	\$ 11,256,847	\$ 13,209,286	\$ 12,699,431	\$ 14,034,917	11%	\$ 1,335,486

Transfers Out of General Fund							
Street Light Maintenance Fund	\$ -	\$ 60,238	\$ 60,238	\$ 60,238	\$ 64,631	7%	\$ 4,393
Total Transfers Out of General Fund	\$ -	\$ 60,238	\$ 60,238	\$ 60,238	\$ 64,631	7%	\$ 4,393

TOTAL GENERAL FUND EXPENDITURES & TRANSFERS OUT	\$ 9,675,230	\$ 11,317,085	\$ 13,269,524	\$ 12,759,669	\$ 14,099,548	11%	\$ 1,339,879
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Excess of Revenues over Expenditures after Interfund Transfers	\$ 472,945	\$ 4,103,475	\$ (997,022)	\$ (821,609)	\$ (551,429)	-33%	\$ 270,180
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*In compliance with Measure W requirements, a separate fund was established for the management of the City's allocation from Los Angeles County
All expenditures are now reflected on its own page in the Restricted Fund section.

Transfers

Transfers are used when costs are incurred in one fund, but the revenues come into another fund. Also, transfers are used when a fund needs General Fund support due to insufficient dedicated revenues.

		Transfers Into			
FY 2022-23		General	Street Lt	S/A ROPS	Total Out
Transfer Out from					
General Fund	GF Subsidy of Street Lighting		\$ 60,238		\$ 60,238
Gas Tax	Gas Tax Overhead Costs	\$ 20,000			\$ 20,000
Prop A	Prop A Overhead Costs	\$ 53,800			\$ 53,800
Prop C	Prop C Overhead Costs	\$ 56,000			\$ 56,000
Measure R	Measure R Overhead Costs	\$ 35,000			\$ 35,000
Measure M	Measure M Overhead Costs	\$ 60,000			\$ 60,000
CDBG	CDBG Overhead Costs	\$ 122,338			\$ 122,338
COPS	COPS Funding of Law Enforcement	\$ 140,000			\$ 140,000
AQMD	Administrative Overhead Costs	\$ 1,000			\$ 1,000
AJPP	AJ Padelford Park Admin	\$ 202,377			\$ 202,377
Measure W	Administrative Overhead Costs	\$ 40,587			\$ 40,587
Housing Auth	Administrative Overhead Costs	\$ 10,000			\$ 10,000
Billboard	At-Risk Youth Programming	\$ 124,200			\$ 124,200
S/A RORF	Admin and ROPS	\$ 250,000		\$ 1,144,672	\$ 1,394,672
Totals - Transfers In		\$ 1,115,302	\$ 60,238	\$ 1,144,672	\$ 2,320,212

		Transfers Into			
FY 2023-24		General	Street Lt	S/A ROPS	Total Out
Transfer Out from					
General Fund	GF Subsidy of Street Lighting		\$ 64,631		\$ 64,631
Gas Tax	Gas Tax Overhead Costs	\$ -			\$ -
Prop A	Prop A Overhead Costs	\$ 53,800			\$ 53,800
Prop C	Prop C Overhead Costs	\$ 56,000			\$ 56,000
Measure R	Measure R Overhead Costs	\$ 50,000			\$ 50,000
Measure M	Measure M Overhead Costs	\$ 61,100			\$ 61,100
CDBG	CDBG Overhead Costs	\$ 6,500			\$ 6,500
COPS	COPS Funding of Law Enforcement	\$ 150,000			\$ 150,000
AQMD	Administrative Overhead Costs	\$ 1,000			\$ 1,000
AJPP	AJ Padelford Park Admin	\$ -			\$ -
Measure W	Administrative Overhead Costs	\$ 40,587			\$ 40,587
Housing Auth	Administrative Overhead Costs	\$ 10,000			\$ 10,000
Billboard	At-Risk Youth Programming	\$ 136,200			\$ 136,200
S/A RORF	Admin and ROPS	\$ 250,000		\$ 743,306	\$ 993,306
Totals - Transfers In		\$ 815,187	\$ 64,631	\$ 743,306	\$ 1,623,124

Operational Revenue and Expenditure Summary

Fund	Estimated Revenues	Budgeted Expenditures	Budgeted Transfers	Surplus / (Deficit)
General	\$ 12,732,932	\$ (14,034,917)	\$ 750,556	\$ (551,429)
Street and Transit Funds				
Gas Tax	\$ 477,600	\$ (660,651)	\$ -	\$ (183,051)
Prop A	\$ 503,900	\$ (290,498)	\$ (53,800)	\$ 159,602
TDA	\$ 25,000	\$ (25,000)	\$ -	\$ -
Prop C	\$ 404,000	\$ (285,175)	\$ (56,000)	\$ 62,825
Measure R	\$ 301,700	\$ (250,000)	\$ (50,000)	\$ 1,700
Measure M	\$ 355,600	\$ (305,500)	\$ (61,100)	\$ (11,000)
SB1 / RMRA	\$ 437,600	\$ (437,600)	\$ -	\$ -
CDBG	\$ 217,500	\$ (215,000)	\$ (6,500)	\$ (4,000)
SCAQMD AB2766	\$ 21,250	\$ (18,850)	\$ (1,000)	\$ 1,400
Summer Lunch	\$ 18,000	\$ (18,000)	\$ -	\$ -
California Street Grant	\$ -	\$ -	\$ -	\$ -
Bond - Pioneer	\$ -	\$ -	\$ -	\$ -
CA Beverage Recycling	\$ -	\$ -	\$ -	\$ -
Street Light Maintenance	\$ 138,025	\$ (198,263)	\$ 64,631	\$ 4,393
CFD	\$ 6,700	\$ (23,505)	\$ -	\$ (16,805)
COPS	\$ 150,000	\$ -	\$ (150,000)	\$ -
AJ Padelford Park Expansion	\$ 2,189,297	\$ (2,189,297)	\$ -	\$ -
Cal Fire Grant	\$ 84,260	\$ (84,260)	\$ -	\$ -
Development Fees	\$ 1,900,000	\$ -	\$ -	\$ 1,900,000
Measure W	\$ 220,000	\$ (302,280)	\$ (40,587)	\$ (122,867)
Housing	\$ 98,500	\$ (38,606)	\$ (10,000)	\$ 49,894
TOD Planning	\$ 414,709	\$ (414,709)	\$ -	\$ -
Enterprise				\$ -
PEG	\$ 20,500	\$ (12,000)	\$ -	\$ 8,500
Billboard	\$ 165,000	\$ (30,300)	\$ (136,200)	\$ (1,500)
Successor Agency				\$ -
ROPS Obligations	\$ -	\$ (1,144,672)	\$ 743,306	\$ (401,366)
Redevelopment Obligations Ret. Fund	\$ 993,306		\$ (993,306)	\$ -
Total - All Funds	\$ 21,875,379	\$ (20,979,083)	\$ -	\$ 896,296

General Fund Departments

City Council

The City Council serves the residents of Artesia as the elected governing body of the City. The primary role of the City Council is to set legislative and fiscal policies and priorities that improve the quality of life in the City. The City Council is responsible for addressing the current and future needs of the City and its residents, and businesses.

100-1100		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Elected Positions								
City Council Members		5.00	5.00	5.00	5.00	5.00	0%	0.00
Subtotal		5.00	5.00	5.00	5.00	5.00	0%	0.00
Staffing Summary								
Full Time Positions								
Administrative Secretary		0.51	0.51	0.51	0.51	0.51	0%	0.00
Administrative Assistant		0.05	0.05	0.05	0.10	0.10	0%	0.00
Total FTE		0.56	0.56	0.56	0.61	0.61	0%	0.00
Total		5.56	5.56	5.56	5.61	5.61	0%	0.00
Revenues								
Revenue From General Fund	\$	141,359	\$ 183,440	\$ 380,711	\$ 386,770	\$ 317,284	-18%	\$ (69,486)
Total Revenue for Department	\$	141,359	\$ 183,440	\$ 380,711	\$ 386,770	\$ 317,284	-18%	\$ (69,486)
Expenditures								
Personnel	\$	124,301	\$ 129,371	\$ 152,506	\$ 147,506	\$ 145,584	-1%	\$ (1,922)
Utilities and Services	\$	11,271	\$ 9,532	\$ 16,455	\$ 14,145	\$ -	-100%	\$ (14,145)
Materials and Supplies	\$	2,633	\$ 4,754	\$ 1,850	\$ 7,350	\$ 5,200	-29%	\$ (2,150)
Other Expenses	\$	3,154	\$ 39,784	\$ 209,900	\$ 217,769	\$ 166,500	-24%	\$ (51,269)
Total Expenditures	\$	141,359	\$ 183,440	\$ 380,711	\$ 386,770	\$ 317,284	-18%	\$ (69,486)
Net Subsidy General Fund	\$	141,359	\$ 183,440	\$ 380,711	\$ 386,770	\$ 317,284	-18%	\$ (69,486)

City Council

100-1100		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Personnel								
	Salaries and Wages	\$ 95,556	\$ 91,760	\$ 94,967	\$ 94,967	\$ 95,498	1%	\$ 531
	Other Pay	\$ -	\$ -	\$ 5,000	\$ -	\$ -	N/A	\$ -
	Benefits, and Payroll Expenses	\$ 28,745	\$ 37,610	\$ 52,539	\$ 52,539	\$ 50,086	-5%	\$ (2,453)
	Total Personnel	\$ 124,301	\$ 129,371	\$ 152,506	\$ 147,506	\$ 145,584	-1%	\$ (1,922)
Personnel								
Salaries & Wages								
5010	Full Time	\$ 95,556	\$ 91,760	\$ 94,967	\$ 94,967	\$ 95,498	1%	\$ 531
5020	Part Time		\$ 383			\$ -	N/A	\$ -
5030	Overtime		\$ 2			\$ -	N/A	\$ -
	Total Salaries & Wages	\$ 95,556	\$ 91,760	\$ 94,967	\$ 94,967	\$ 95,498	1%	\$ 531
Other Pay								
5140	Accrued Leave Buy Back	\$ -	\$ -	\$ 5,000	\$ -	\$ -	N/A	\$ -
	Total Other Pay	\$ -	\$ -	\$ 5,000	\$ -	\$ -	N/A	\$ -
Benefits								
5225/5220	Retirement - Employer Contr.		\$ 451	\$ 386	\$ 386	\$ 1,084	181%	\$ 698
5315	Health Insurance	\$ 16,179	\$ 24,523	\$ 39,854	\$ 39,854	\$ 36,377	-9%	\$ (3,477)
5325	FSA Contribution	\$ -	\$ -	\$ 413	\$ 413	\$ 413	0%	\$ -
5250	FICA Tax	\$ 2,584	\$ 785	\$ 671	\$ 671	\$ 671	0%	\$ -
5250	Medicare Tax	\$ 847	\$ 1,691	\$ 1,377	\$ 1,377	\$ 1,385	1%	\$ 8
5410	Auto Allowance	\$ 9,000	\$ 9,000	\$ 9,612	\$ 9,612	\$ 9,918	3%	\$ 306
5415	Phone	\$ 92	\$ 84	\$ 153	\$ 153	\$ 165	8%	\$ 12
5320	457 Match	\$ 43	\$ 1,077	\$ 73	\$ 73	\$ 73	0%	\$ -
	Total Benefits	\$ 28,745	\$ 37,610	\$ 52,539	\$ 52,539	\$ 50,086	-5%	\$ (2,453)
	Total Personnel	\$ 124,301	\$ 129,371	\$ 152,506	\$ 147,506	\$ 145,584	-1%	\$ (1,922)
Utilities and Services								
7010	Light and Power	\$ 1,903	\$ 1,022	\$ 2,175	\$ -	\$ -	N/A	\$ -
7020	Gas	\$ -	\$ -	\$ 60	\$ -	\$ -	N/A	\$ -
7030	Telephone/Internet	\$ 4,453	\$ 4,419	\$ 5,000	\$ 5,000	\$ -	-100%	\$ (5,000)
7060	Telephone Repair/Service	\$ -	\$ -	\$ 120	\$ -	\$ -	N/A	\$ -
7050	Water	\$ 4	\$ 11	\$ 400	\$ 400	\$ -	-100%	\$ (400)
7720	Equipment Rental	\$ 1,831	\$ 2,626	\$ 2,600	\$ 2,600	\$ -	-100%	\$ (2,600)
7220	HVAC Maintenance	\$ 1,780	\$ 921	\$ 5,000	\$ 5,000	\$ -	-100%	\$ (5,000)
7130	City Hall Security System	\$ 481	\$ 533	\$ 500	\$ 500	\$ -	-100%	\$ (500)
6095	IT Infrastructure Maintenance	\$ 184	\$ -	\$ -	\$ 45	\$ -	-100%	\$ (45)
6650	Website Maintenance	\$ 635	\$ -	\$ 600	\$ 600	\$ -	-100%	\$ (600)
	Total Utilities and Services	\$ 11,271	\$ 9,532	\$ 16,455	\$ 14,145	\$ -	-100%	\$ (14,145)
Materials & Supplies								
6520	Office Supplies	\$ 2,368	\$ 4,070	\$ 750	\$ 6,000	\$ 4,000	-33%	\$ (2,000)
6510	Copy Paper	\$ 43	\$ 150	\$ 100	\$ 150	\$ -	-100%	\$ (150)
6540	Printing	\$ -	\$ 364	\$ 800	\$ 1,000	\$ 1,000	0%	\$ -
6530	Postage - Mailing Fees	\$ 222	\$ 171	\$ 200	\$ 200	\$ 200	0%	\$ -
	Total Materials & Supplies	\$ 2,633	\$ 4,754	\$ 1,850	\$ 7,350	\$ 5,200	-29%	\$ (2,150)
Other Expenses								
5610	Retiree Health Ins.	\$ (658)	\$ -	\$ 38,000	\$ 38,000	\$ 38,000	0%	\$ -
Travel & Meetings:								
6940	Councilmember	\$ 100	\$ 2,676	\$ 4,500	\$ 4,500	\$ 4,500	0%	\$ -
6910	Mayor Pro-Tem		\$ -	\$ 4,500	\$ 4,500	\$ 4,500	0%	\$ -
6915	Councilmember	\$ 91	\$ 4,171	\$ 4,500	\$ 4,500	\$ 4,500	0%	\$ -
6920	Councilmember		\$ 599	\$ 4,500	\$ 4,500	\$ 4,500	0%	\$ -
6925	Mayor	\$ 403	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	0%	\$ -
6830	Pooled Councilmember Travel	\$ 1,850	\$ 16,213	\$ 37,300	\$ 37,300	\$ 14,300	-62%	\$ (23,000)
6490	Membership/Dues	\$ 32	\$ 9,849	\$ 2,000	\$ 6,500	\$ 6,500	0%	\$ -
7265	Vehicle Fuel/Maintenance	\$ 255	\$ -	\$ 200	\$ -	\$ -	N/A	\$ -
7200	Facility Maintenance	\$ 495	\$ 1,273	\$ 200	\$ 750	\$ -	-100%	\$ (750)
7620	Mayoral Transition	\$ 45	\$ 1,665	\$ 1,000	\$ 4,019	\$ 3,000	-25%	\$ (1,019)
6800	Council Meetings/Workshops	\$ 541	\$ 3,338	\$ 1,000	\$ 1,000	\$ 2,500	150%	\$ 1,500
6155	Special Contract Services		\$ -	\$ 28,000	\$ 28,000	\$ 46,800	67%	\$ 18,800
6110	Lobbyist	\$ -	\$ -	\$ 79,200	\$ 79,200	\$ 32,400	-59%	\$ (46,800)
	Total Other Expenses	\$ 3,154	\$ 39,784	\$ 209,900	\$ 217,769	\$ 166,500	-24%	\$ (51,269)
	Total Expenses	\$ 141,359	\$ 183,440	\$ 380,711	\$ 386,770	\$ 317,284	-18%	\$ (69,486)
Net Subsidy General Fund		\$ 141,359	\$ 183,440	\$ 380,711	\$ 386,770	\$ 317,284	-18%	\$ (69,486)

City Council will be funded by the General Operating Fund.

City Attorney

The City Attorney's office is a contracted service which provides legal support and advice to City Council, Staff, and the City.

100-1200		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
No Positions Allocated		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Total FTE		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Revenues								
Revenue From General Fund		\$ 304,827	\$ 289,300	\$ 337,700	\$ 330,000	\$ 322,500	-2%	\$ (7,500)
Total Revenues		\$ 304,827	\$ 289,300	\$ 337,700	\$ 330,000	\$ 322,500	-2%	\$ (7,500)
Expenditures								
Professional Services		\$ 304,827	\$ 289,300	\$ 337,700	\$ 330,000	\$ 322,500	-2%	\$ (7,500)
Total Expenditures		\$ 304,827	\$ 289,300	\$ 337,700	\$ 330,000	\$ 322,500	-2%	\$ (7,500)
Net Subsidy General Fund		\$ 304,827	\$ 289,300	\$ 337,700	\$ 330,000	\$ 322,500	-2%	\$ (7,500)
Expenses								
Professional Services								
7605	City Council Projects	\$ 49,281	\$ 87,293	\$ 96,000	\$ 96,000	\$ 96,000	0%	\$ -
6820	City Manager Projects	\$ 4,950	\$ 25,313	\$ 34,000	\$ 34,000	\$ 34,000	0%	\$ -
6120	Planning and Development Projects	\$ 84,168	\$ 57,409	\$ 52,000	\$ 52,000	\$ 52,000	0%	\$ -
Special Planning Projects								
Development Projects								
6155	Special Contract Services	\$ 113,279	\$ 82,089	\$ 117,500	\$ 117,500	\$ 117,500	0%	\$ -
Administration								
City Clerk								
Finance								
Parks and Recreation								
Public Works								
6006	Attorney Special Services	\$ 41,878	\$ 27,786	\$ 20,000	\$ 1,000	\$ 1,000	0%	\$ -
7815	Successor Agency	\$ 496	\$ 659	\$ 6,000	\$ 4,000	\$ 4,000	0%	\$ -
6165	Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
6005	General Retainer Services	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
6350	Settlement	\$ 10,775	\$ 8,750	\$ -	\$ 7,500	\$ -	-100%	\$ (7,500)
6320	OPEB Litigation	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
6100	Code Enforcement	\$ -	\$ -	\$ 12,200	\$ 18,000	\$ 18,000	0%	\$ -
Total Expenses		\$ 304,827	\$ 289,300	\$ 337,700	\$ 330,000	\$ 322,500	-2%	\$ (7,500)
Net Subsidy General Fund		\$ 304,827	\$ 289,300	\$ 337,700	\$ 330,000	\$ 322,500	-2%	\$ (7,500)

City Attorney will be funded by the General Operating Fund.

City Manager

The City Manager serves as the chief executive officer of the City, overseeing the overall operations of the City. The City Manager is responsible for the implementation of policies set by the City Council, the development and execution of the budget, and identifying the City's current and future needs.

100-1300	FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
	Actual	Actual	Budget	Estimate	Proposed	% ▲	\$ ▲
Staffing Summary							
Full Time Positions							
City Manager	0.65	0.55	0.50	0.50	0.50	0%	0.00
Administrative Secretary	0.05	0.05	0.05	0.05	0.05	0%	0.00
Special Projects Manager	0.00	0.00	0.00	1.00	1.00	0%	0.00
Total FTE	0.70	0.60	0.55	1.55	1.55	0%	0.00
Transfers and Revenues							
Admin Allowances Transferred Out							
Revenue From General Fund	\$ 215,911	\$ 227,392	\$ 322,128	\$ 334,026	\$ 351,112	5%	\$ 17,086
Total Transfers and Revenue for Department	\$ 215,911	\$ 227,392	\$ 322,128	\$ 334,026	\$ 351,112	5%	\$ 17,086
Expenditures							
Personnel	\$ 201,424	\$ 193,633	\$ 253,178	\$ 260,876	\$ 293,512	13%	\$ 32,636
Utilities and Services	\$ 11,306	\$ 18,990	\$ 13,650	\$ 13,650	\$ 3,000	-78%	\$ (10,650)
Materials and Supplies	\$ 1,094	\$ 2,589	\$ 1,100	\$ 2,500	\$ 1,600	-36%	\$ (900)
Other Expenses	\$ 2,087	\$ 12,179	\$ 54,200	\$ 57,000	\$ 53,000	-7%	\$ (4,000)
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Total Expenditures	\$ 215,911	\$ 227,392	\$ 322,128	\$ 334,026	\$ 351,112	5%	\$ 17,086
Net Subsidy General Fund	\$ 215,911	\$ 227,392	\$ 322,128	\$ 334,026	\$ 351,112	5%	\$ 17,086

City Manager

100-1300		FY 2021	FY 2022	FY 2022	FY 2023		Budget	Budget
		Actual	Budget	Estimate	Proposed		%▲	\$▲
Expenses								
Personnel								
	Salaries and Wages	\$ 162,242	\$ 80,760	\$ 219,675	\$ 219,675	\$ 233,681	6%	\$ 14,006
	Other Pay	\$ -	\$ 89,742	\$ -	\$ -	\$ -	N/A	\$ -
	Benefits, and Payroll Expenses	\$ 39,182	\$ 23,131	\$ 33,503	\$ 41,201	\$ 59,831	45%	\$ 18,630
	Total Personnel	\$ 201,424	\$ 193,633	\$ 253,178	\$ 260,876	\$ 293,512	13%	\$ 32,636
Personnel								
Salaries & Wages								
51010	Full Time Salaries	\$ 162,242	\$ 56,983	\$ 219,675	\$ 219,675	\$ 233,681	6%	\$ 14,006
5020	Part Time		\$ 23,777			\$ -		
	Total Salaries & Wages	\$ 162,242	\$ 80,760	\$ 219,675	\$ 219,675	\$ 233,681	6%	\$ 14,006
Other Pay								
5140	Accrued Leave Buy Back	\$ -	\$ 89,742	\$ -	\$ -	\$ -	N/A	\$ -
	Total Other Pay	\$ -	\$ 89,742	\$ -	\$ -	\$ -	N/A	\$ -
Benefits								
	Retirement - Employer Contr.	\$ 501	\$ 276	\$ 2,283	\$ 2,283	\$ 15,696	588%	\$ 13,413
5315	Health Insurance	\$ 28,117	\$ 14,982	\$ 20,037	\$ 25,000	\$ 21,864	-13%	\$ (3,136)
5325	FSA Contribution	\$ -	\$ -	\$ 1,049	\$ 1,049	\$ 1,049	0%	\$ -
5250	Medicare Tax	\$ 1,242	\$ 5,154	\$ 3,185	\$ 3,185	\$ 3,388	6%	\$ 203
5410	Auto Allowance					\$ 3,390	N/A	\$ 3,390
5415	Cell Phone	\$ 10	\$ 8	\$ 465	\$ 3,200	\$ 1,540	-52%	\$ (1,660)
5320	457 Match	\$ 9,312	\$ 2,710	\$ 6,484	\$ 6,484	\$ 12,904	99%	\$ 6,420
	Total Benefits	\$ 39,182	\$ 23,131	\$ 33,503	\$ 41,201	\$ 59,831	45%	\$ 18,630
	Total Personnel	\$ 201,424	\$ 193,633	\$ 253,178	\$ 260,876	\$ 293,512	13%	\$ 32,636
Utilities and Services								
7010	Light and Power	\$ 1,903	\$ 1,022			\$ -	-100%	\$ (100)
7020	Gas	\$ -	\$ -	\$ 100	\$ 100	\$ -	-100%	\$ (5,000)
7030	Telephone/Internet	\$ 4,488	\$ 4,754	\$ 5,000	\$ 5,000	\$ -	-100%	\$ (100)
7060	Telephone Repair/Service	\$ -	\$ -	\$ 100	\$ 100	\$ -	-100%	\$ (200)
7050	Water	\$ 4	\$ 11	\$ 200	\$ 200	\$ -	-100%	\$ (2,000)
7720	Equipment Rental	\$ 1,831	\$ 1,750	\$ 2,000	\$ 2,000	\$ -	-100%	\$ (2,000.00)
7220	HVAC Maintenance	\$ 1,780	\$ 921	\$ 2,000	\$ 2,000	\$ -	-100%	\$ (500)
7130	City Hall Security System	\$ 481	\$ 533	\$ 500	\$ 500	\$ -	-100%	\$ (3,000)
6155	Special Contract Services	\$ 184	\$ 10,000	\$ 3,000	\$ 3,000	\$ 3,000	0%	\$ -
6650	Website Maintenance	\$ 635	\$ -	\$ 750	\$ 750	\$ -	-100%	\$ (750)
	Total Utilities and Services	\$ 11,306	\$ 18,990	\$ 13,650	\$ 13,650	\$ 3,000	-78%	\$ (10,650)
Materials & Supplies								
6520	Office Supplies	\$ 785	\$ 2,296	\$ 500	\$ 1,700	\$ 1,000	-41%	\$ (700)
6510	Copy Paper	\$ 43	\$ 150	\$ 200	\$ 200	\$ -	-100%	\$ (200)
6540	Printing	\$ -	\$ 66	\$ 100	\$ 300	\$ 300	0%	\$ -
6530	Postage - Mailing Fees	\$ 266	\$ 77	\$ 300	\$ 300	\$ 300	0%	\$ -
	Total Materials & Supplies	\$ 1,094	\$ 2,589	\$ 1,100	\$ 2,500	\$ 1,600	-36%	\$ (900)
Other Expenses								
5610	Retiree Health Ins.	\$ 501	\$ 278	\$ 40,000	\$ 40,000	\$ 40,000	0%	\$ -
6900	Travel and Meetings	\$ 45	\$ 557	\$ 7,000	\$ 7,000	\$ 6,000	-14%	\$ (1,000)
6490	Dues/Subscriptions/Training	\$ 791	\$ 8,072	\$ 7,000	\$ 9,000	\$ 7,000	-22%	\$ (2,000)
5540	Educational Reimbursement	\$ -	\$ 2,000	\$ -	\$ -	\$ -	N/A	\$ -
7260	Vehicle Fuel/Maintenance	\$ 255	\$ -	\$ 200	\$ -	\$ -	N/A	\$ -
7200	Facility Maintenance	\$ 495	\$ 1,273	\$ -	\$ 1,000	\$ -	-100%	\$ (1,000)
	Total Other Expenses	\$ 2,087	\$ 12,179	\$ 54,200	\$ 57,000	\$ 53,000	-7%	\$ (4,000)
Capital- Replacement								
8011	Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
	Total Capital - Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
	Total Expenses	\$ 215,911	\$ 227,392	\$ 322,128	\$ 334,026	\$ 351,112	5%	\$ 17,086
Net Subsidy General Fund		\$ 215,910.68	\$ 227,392.05	\$ 322,128	\$ 334,026	\$ 351,112	5%	\$ 17,086

City Manager will be funded by the General Operating Fund.

Community Promotions

The primary function of the Community Promotions Department is to provide events and programs for the enjoyment and support of the community. The key functions of the department include special events, the production and distribution of the City newsletter "The Artesian," and community benefits programs including implementing "Project Joy," the holiday assistance program.

100-5300		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
No positions allocated		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Total FTE		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Revenues								
Revenue From General Fund		\$ 85,712	\$ 220,157	\$ 279,625	\$ 230,757	\$ 261,140	13%	\$ 30,383
4220	County Grant Funds	\$ -	\$ -	\$ -	\$ 27,500	\$ 25,000	-9%	\$ (2,500)
Total Transfers and Revenue for Department		\$ 85,712	\$ 220,157	\$ 279,625	\$ 258,257	\$ 286,140	11%	\$ 27,883
Expenditures								
Programs		\$ 85,712	\$ 220,157	\$ 279,625	\$ 258,257	\$ 286,140	11%	\$ 27,883
Total Expenditures		\$ 85,712	\$ 220,157	\$ 279,625	\$ 258,257	\$ 286,140	11%	\$ 27,883
Net Subsidy General Fund		\$ 85,712	\$ 220,157	\$ 279,625	\$ 230,757	\$ 261,140	13%	\$ 30,383
Expenses								
Programs								
7030	Telephones	\$ 264	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
6490	Association Dues	\$ 9,436	\$ 168	\$ -	\$ -	\$ -	N/A	\$ -
6520	Office/Dept. Supplies	\$ 219	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
7800	Special Event Equipment	\$ 2,291	\$ 780	\$ -	\$ 1,000	\$ 1,000	0%	\$ -
7805	Special Programs	\$ 10,611	\$ 5,334	\$ 1,000	\$ 7,000	\$ -	-100%	\$ (7,000)
7803	Artesia Parade	\$ 69	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
7760	Miss Artesia Pageant	\$ -	\$ -	\$ 700	\$ 700	\$ 3,000	329%	\$ 2,300
7770	Fourth of July Program	\$ 213	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
7735	Project Joy	\$ (2,581)	\$ (457)	\$ 500	\$ (5,200)	\$ 5,000	-196%	\$ 10,200
7780	Publicity	\$ 520	\$ 30	\$ -	\$ -	\$ -	N/A	\$ -
7785	Red Ribbon "Say No to Drugs"	\$ -	\$ 2,163	\$ -	\$ -	\$ -	N/A	\$ -
7808	Community Benefits Grants	\$ -	\$ -	\$ 500	\$ 2,500	\$ 2,500	0%	\$ -
7807	Beautification Awards	\$ -	\$ 60	\$ -	\$ -	\$ -		
7235	Artesia Historic District Utilities	\$ 10,956	\$ 10,658	\$ 10,000	\$ 10,000	\$ 12,000	20%	\$ 2,000
7601	Gateway Managers Monthly Mtg.	\$ -	\$ 2,882	\$ -	\$ -	\$ -		
7770	January Program Events	\$ -	\$ -	\$ 100	\$ -	\$ 100	N/A	\$ 100
E101	New Year's Program	\$ -	\$ -	\$ -	\$ -	\$ -		
E102	Martin Luther King, Jr. Day	\$ -	\$ -	\$ -	\$ -	\$ -		
7770	February Program Events	\$ 20	\$ 108	\$ 3,100	\$ -	\$ 200	N/A	\$ 200
E201	Presidents' Day	\$ -	\$ -	\$ -	\$ -	\$ -		
7770	March Program Events	\$ 129	\$ 19,752	\$ 21,100	\$ 21,100	\$ 27,600	31%	\$ 6,500
E301	Mariachi Festival	\$ -	\$ -	\$ -	\$ -	\$ -		
E302	Cesar Chavez Day	\$ -	\$ -	\$ -	\$ -	\$ -		
7770	April Program Events	\$ 723	\$ 3,043	\$ 2,500	\$ 2,500	\$ 6,100	144%	\$ 3,600
E401	Eggstravaganza	\$ -	\$ -	\$ -	\$ -	\$ -		
E401	Safety Expo	\$ -	\$ -	\$ -	\$ -	\$ -		
E402	Earth Day	\$ -	\$ -	\$ -	\$ -	\$ -		
7770	May Program Events	\$ 1,662	\$ 2,030	\$ 3,075	\$ 3,075	\$ 3,075	0%	\$ -
E501	Mother's Day Mariachi Serenade	\$ -	\$ -	\$ -	\$ -	\$ -		
E502	Memorial Day	\$ -	\$ -	\$ -	\$ -	\$ -		
7770	June Program Events	\$ 780	\$ 1,029	\$ 1,500	\$ 1,500	\$ 2,000	33%	\$ 500
E601	Dog Day Afternoon	\$ -	\$ -	\$ -	\$ -	\$ -		
E602	Summer Kickoff Party	\$ -	\$ -	\$ -	\$ -	\$ -		

Community Promotions

100-5300		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
7770	July Program Events	\$ 3,377	\$ 38,686	\$ 35,000	\$ 35,000	\$ 40,000	14%	\$ 5,000
E701	Independence Day							
7770	August Program Events	\$ -	\$ 208	\$ 2,500	\$ 2,500	\$ 2,500	0%	\$ -
E801	National Night Out							
7770	September Program Events	\$ -	\$ 294	\$ 1,100	\$ 1,100	\$ 1,100	0%	\$ -
E901	Patriot Day							
7770	October Program Events	\$ 2,821	\$ 7,837	\$ 3,500	\$ 3,500	\$ 4,000	14%	\$ 500
E1001	Halloween							
7770	November Program Events	\$ 512	\$ 1,234	\$ 4,200	\$ 4,200	\$ 4,200	0%	\$ -
E1101	Veteran's Day							
7770	December Program Events	\$ (321)	\$ 5,643	\$ 16,550	\$ 16,550	\$ 16,550	0%	\$ -
E1201	Tree Lighting Celebration							
E1201	Winter Wonderland							
E1201	Jingle Bell Express							
E1201	Community Holiday Party							
E1201	Snow Day							
7740	International Diversity Festival	\$ 88	\$ 85,572	\$ 100,000	\$ 85,247	\$ 100,000	17%	\$ 14,753
7824	Summer Concert Series	\$ -	\$ -	\$ 6,500	\$ 6,500	\$ 6,500	0%	\$ -
6155	Contract Services	\$ 14,783	\$ 1,250	\$ 2,000	\$ 2,000	\$ 2,000	0%	\$ -
6180	The Artesian	\$ 29,140	\$ 31,615	\$ 40,000	\$ 40,000	\$ 40,000	0%	\$ -
7819	SB 1383 Grant	\$ 0	\$ 238.17	\$ 24,200	\$ 17,485	\$ 6,715	-62%	\$ (10,770)
	Total Expenses	\$ 85,712	\$ 220,157	\$ 279,625	\$ 258,257	\$ 286,140	11%	\$ 27,883
	Net Subsidy General Fund	\$ 85,712	\$ 220,157	\$ 279,625	\$ 230,757	\$ 261,140	13%	\$ 30,383

Community Promotions will be funded by the General Operating Fund, and County discretionary grants.

Human Resources

The Human Resources Department supports all prospective, current and past employees. The Human Resources Department core services and competencies include recruitment and retention of qualified applicants; employee and labor relations; job classification, compensation and labor market research; maintenance of personnel records; organizational and employee development; employee benefits; and regulatory compliance.

100-2400	FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
	Actual	Actual	Budget	Estimate	Proposed	% ▲	\$ ▲
Staffing Summary							
Full Time Positions							
Human Resources Manager	0.80	0.80	0.80	0.80	0.80	0%	0.00
Administrative Analyst	1.00	1.00	1.00	0.00	0.00	N/A	0.00
Administrative Secretary	0.05	0.05	0.05	0.05	0.025	-50%	-0.03
Administrative Assistant	0.00	0.00	0.00	0.00	0.050	N/A	0.05
Total FTE	1.85	1.85	1.85	0.85	0.88	3%	0.03
Revenues							
Revenue From General Fund	\$ 242,205	\$ 621,375	\$ 238,245	\$ 232,595	\$ 238,540	3%	\$ 5,945
Total Revenue for Department	\$ 242,205	\$ 621,375	\$ 238,245	\$ 232,595	\$ 238,540	3%	\$ 5,945
Expenditures							
Personnel	\$ 193,344	\$ 467,276	\$ 117,395	\$ 115,395	\$ 134,640	17%	\$ 19,245
Utilities and Services	\$ 10,905	\$ 9,112	\$ 17,550	\$ 12,550	\$ -	-100%	\$ (12,550)
Materials and Supplies	\$ 1,315	\$ 3,862	\$ 1,800	\$ 2,050	\$ 1,700	-17%	\$ (350)
Other Expenses	\$ 36,641	\$ 141,125	\$ 101,500	\$ 102,600	\$ 102,200	0%	\$ (400)
Total Expenditures	\$ 242,205	\$ 621,375	\$ 238,245	\$ 232,595	\$ 238,540	3%	\$ 5,945
Net Subsidy General Fund	\$ 242,205	\$ 621,375	\$ 238,245	\$ 232,595	\$ 238,540	3%	\$ 5,945

Human Resources

100-2400		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	% ▲	\$ ▲
Expenses								
Personnel								
	Salaries and Wages	\$ 162,063	\$ 170,306	\$ 91,833	\$ 91,833	\$ 102,084	11%	\$ 10,251
	Other Pay	\$ -	\$ 244,980	\$ 2,000	\$ -	\$ -	N/A	\$ -
	Benefits, and Payroll Expenses	\$ 31,282	\$ 51,990	\$ 23,562	\$ 23,562	\$ 32,556	38%	\$ 8,994
	Total Personnel	\$ 193,344	\$ 467,276	\$ 117,395	\$ 115,395	\$ 134,640	17%	\$ 19,245
Salaries & Wages								
5010	Full Time	\$ 162,063	\$ 170,306	\$ 91,833	\$ 91,833	\$ 102,084	11%	\$ 10,251
5020	Part Time		\$ 38			\$ -	N/A	\$ -
5030	Overtime	\$ 216	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
	Total Salaries & Wages	\$ 162,063	\$ 170,306	\$ 91,833	\$ 91,833	\$ 102,084	11%	\$ 10,251
Other Pay								
5140	Accrued Leave Buy Back	\$ -	\$ 244,980	\$ 2,000	\$ -	\$ -	N/A	\$ -
	Total Other Pay	\$ -	\$ 244,980	\$ 2,000	\$ -	\$ -	N/A	\$ -
Benefits								
5225/5220	Retirement - Employer Contr.		\$ 846	\$ 1,041	\$ 1,041	\$ 3,598	246%	\$ 2,557
5315	Health Insurance	\$ 28,121	\$ 46,017	\$ 16,755	\$ 16,755	\$ 18,798	12%	\$ 2,043
5610	Retiree Health Benefits	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ 3,500	0%	\$ -
5325	FSA Contribution	\$ -	\$ -	\$ 592	\$ 592	\$ 592	0%	\$ -
5250	Medicare Tax	\$ 1,624	\$ 3,065	\$ 1,390	\$ 1,390	\$ 1,480	6%	\$ 90
5540	Education/Tuition Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ 2,800	N/A	\$ 2,800
5410	Auto Allowance					\$ 1,485	N/A	\$ 1,485
5415	Cell Phone	\$ 207	\$ 115	\$ 248	\$ 248	\$ 267	8%	\$ 19
5320	457 Match	\$ 1,330	\$ 1,946	\$ 36	\$ 36	\$ 36	0%	\$ -
	Total Benefits	\$ 31,282	\$ 51,990	\$ 23,562	\$ 23,562	\$ 32,556	38%	\$ 8,994
	Total Personnel	\$ 193,344	\$ 467,276	\$ 117,395	\$ 115,395	\$ 134,640	17%	\$ 19,245
Utilities and Services								
7010	Light and Power	\$ 1,903	\$ 1,022	\$ 4,600	\$ -	\$ -	N/A	\$ -
7020	Gas	\$ -	\$ -	\$ 100	\$ -	\$ -	N/A	\$ -
7030	Telephone/Internet	\$ 3,521	\$ 3,602	\$ 4,200	\$ 4,200	\$ -	-100%	\$ (4,200)
7060	Telephone Repair/Service	\$ -	\$ -	\$ 150	\$ 150	\$ -	-100%	\$ (150)
7050	Water	\$ 4	\$ 11	\$ 200	\$ 200	\$ -	-100%	\$ (200)
7720	Equipment Rental	\$ 1,831	\$ 1,750	\$ 2,500	\$ 2,500	\$ -	-100%	\$ (2,500)
7220	HVAC Maintenance	\$ 1,780	\$ 921	\$ 3,500	\$ 3,500	\$ -	-100%	\$ (3,500)
7130	City Hall Security System	\$ 481	\$ 533	\$ 500	\$ 500	\$ -	-100%	\$ (500)
7260	Vehicle Serv./Maint.	\$ 255	\$ -	\$ 300	\$ 300	\$ -	-100%	\$ (300)
7200	Maintenance	\$ 495	\$ 1,273	\$ 800	\$ 500	\$ -	-100%	\$ (500)
6650	Website Maintenance	\$ 635	\$ -	\$ 700	\$ 700	\$ -	-100%	\$ (700)
	Total Utilities and Services	\$ 10,905	\$ 9,112	\$ 17,550	\$ 12,550	\$ -	-100%	\$ (12,550)
Materials & Supplies								
6520	Office Supplies	\$ 1,050	\$ 3,544	\$ 1,300	\$ 1,500	\$ 1,300	-13%	\$ (200)
6510	Copy Paper	\$ 43	\$ 150	\$ 100	\$ 150	\$ -	-100%	\$ (150)
6540	Printing	\$ -	\$ 66	\$ 100	\$ 100	\$ 100	0%	\$ -
6530	Postage - Mailing Fees	\$ 222	\$ 102	\$ 300	\$ 300	\$ 300	0%	\$ -
6545	Passport Postage	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
	Total Materials & Supplies	\$ 1,315	\$ 3,862	\$ 1,800	\$ 2,050	\$ 1,700	-17%	\$ (350)
Other Expenses								
6900	Travel and Meetings		\$ -	\$ -	\$ 1,600	\$ 2,000	25%	\$ 400
6105	Labor Consultant	\$ 18,933	\$ 103,666	\$ 65,000	\$ 65,000	\$ 65,000	0%	\$ -
6490	Dues/Subscriptions/Training	\$ 7,769	\$ 4,852	\$ 12,000	\$ 12,000	\$ 7,200	-40%	\$ (4,800)
5550	Background Checks	\$ 384	\$ 604	\$ 500	\$ 1,000	\$ 1,000	0%	\$ -
5565	Pre-Employment Physicals	\$ 430	\$ 1,186	\$ 1,000	\$ 3,500	\$ 3,000	-14%	\$ (500)
6135	Records Destruction	\$ 1,475	\$ 1,328	\$ 2,000	\$ -	\$ -	N/A	\$ -
5515	Employment Advertising	\$ 4,939	\$ 5,186	\$ 12,000	\$ 10,000	\$ 12,000	20%	\$ 2,000
6035	Contract Services	\$ 184	\$ 20,728	\$ 500	\$ 1,000	\$ 1,000	0%	\$ -
	Scanning Services							
5520	Annual Staff Appreciation	\$ 2,527	\$ 3,576	\$ 5,000	\$ 5,000	\$ 7,500	50%	\$ 2,500
7765	Organizational Development	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ 3,500	0%	\$ -
	Total Other Expenses	\$ 36,641	\$ 141,125	\$ 101,500	\$ 102,600	\$ 102,200	0%	\$ (400)
	Total Expenses	\$ 242,205	\$ 621,375	\$ 238,245	\$ 232,595	\$ 238,540	3%	\$ 5,945
	Net Subsidy General Fund	\$ 242,205	\$ 621,375	\$ 238,245	\$ 232,595	\$ 238,540	3%	\$ 5,945

Risk Management

Risk Management manages the City's internal and external risks in the most cost-effective manner. The primary functions of the Risk Management Department include the following tasks: reviewing City agreements for proper insurance and indemnification clauses, processing City insurance claims against private parties or through City insurance, processing insurance claims from private parties against the City, and submitting restitution claims to the District Attorney for crimes against public property.

100-2450		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
Full Time Positions								
	Human Resources Manager	0.200	0.20	0.20	0.20	0.20	0%	0.00
	Deputy City Manager	0.100	0.10	0.10	0.10	0.10	0%	0.00
	Administrative Secretary	0.000	0.00	0.00	0.00	0.025	N/A	0.03
	Administrative Assistant	0.000	0.00	0.00	0.00	0.05	N/A	0.05
	Total FTE	0.300	0.30	0.30	0.30	0.375	25%	0.08
Revenues								
	Revenue From General Fund	\$ 401,566	\$ 364,339	\$ 440,186	\$ 439,770	\$ 552,563	26%	\$ 112,793
	Total Revenue for Department	\$ 401,566	\$ 364,339	\$ 440,186	\$ 439,770	\$ 552,563	26%	\$ 112,793
Expenditures								
	Personnel	\$ 59,046	\$ 64,753	\$ 50,513	\$ 50,103	\$ 57,900	16%	\$ 7,797
	Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
	Other Expenses	\$ 342,520	\$ 299,586	\$ 389,673	\$ 389,667	\$ 494,663	27%	\$ 104,996
	Total Expenditures	\$ 401,566	\$ 364,339	\$ 440,186	\$ 439,770	\$ 552,563	26%	\$ 112,793
	Net Subsidy General Fund	\$ 401,566	\$ 364,339	\$ 440,186	\$ 439,770	\$ 552,563	26%	\$ 112,793
Expenditures								
Personnel								
	Salaries and Wages	\$ 50,123	\$ 61,868	\$ 40,900	\$ 40,490	\$ 44,522	10%	\$ 4,032
	Other Pay	\$ -	\$ 1,500	\$ -	\$ -	\$ -	N/A	\$ -
	Benefits, and Payroll Expenses	\$ 8,924	\$ 1,385	\$ 9,613	\$ 9,613	\$ 13,378	39%	\$ 3,765
	Total Personnel	\$ 59,046	\$ 64,753	\$ 50,513	\$ 50,103	\$ 57,900	16%	\$ 7,797
Salaries & Wages								
5010	Full Time	\$ 50,058	\$ 61,868	\$ 40,900	\$ 40,490	\$ 44,522	10%	\$ 4,032
5030	Overtime	\$ 65	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
	Total Salaries & Wages	\$ 50,123	\$ 61,868	\$ 40,900	\$ 40,490	\$ 44,522	10%	\$ 4,032
Other Pay								
5140	Accrued Leave Buy Back	\$ -	\$ 1,500	\$ -	\$ -	\$ -	N/A	\$ -
	Total Other Pay	\$ -	\$ 1,500	\$ -	\$ -	\$ -	N/A	\$ -
Benefits								
5225/5220	Retirement - Employer Contr.			\$ 455	\$ 455	\$ 1,552	241%	\$ 1,097
5315	Health Insurance	\$ 8,436	\$ -	\$ 6,809	\$ 6,809	\$ 7,518	10%	\$ 709
5610	Retiree Health Benefits	\$ -	\$ 1,385	\$ 1,500	\$ 1,500	\$ 1,500	0%	\$ -
5325	FSA Contribution	\$ -	\$ -	\$ 262	\$ 262	\$ 262	0%	\$ -
5250	Medicare Tax	\$ 487	\$ -	\$ 587	\$ 587	\$ 646	10%	\$ 59
5540	Education/Tuition Reimbursement					\$ 700	N/A	\$ 700
5410	Auto Allowance					\$ 585	N/A	\$ 585
5415	Cell Phone					\$ 105	N/A	\$ 105
5320	457 Match					\$ 510	N/A	\$ 510
	Total Benefits	\$ 8,924	\$ 1,385	\$ 9,613	\$ 9,613	\$ 13,378	39%	\$ 3,765
	Total Personnel	\$ 59,046	\$ 64,753	\$ 50,513	\$ 50,103	\$ 57,900	16%	\$ 7,797
Other Expenses								
7400	Property Insurance	\$ 131,006	\$ 80,547	\$ 100,000	\$ 100,000	\$ 161,352	61%	\$ 61,352
6220	General Liability Insurance	\$ -	\$ 147,020	\$ 197,378	\$ 197,378	\$ 227,528	15%	\$ 30,150
6221	Workers' Comp Ins.	\$ 77,123	\$ 69,208	\$ 90,695	\$ 90,695	\$ 92,269	2%	\$ 1,574
6300	Crime and Pollution Insurance	\$ 134,391	\$ 2,811	\$ 1,600	\$ 1,594	\$ 3,114	95%	\$ 1,520
	Accommodation Assessment			\$ -		\$ 2,400	N/A	\$ 2,400
	Ergonomics			\$ -		\$ 5,000	N/A	\$ 5,000
	Emerg/Safety Supplies			\$ -		\$ 3,000	N/A	\$ 3,000
	Total Other Expenses	\$ 342,520	\$ 299,586	\$ 389,673	\$ 389,667	\$ 494,663	27%	\$ 104,996
	Total Expenses	\$ 401,566	\$ 364,339	\$ 440,186	\$ 439,770	\$ 552,563	26%	\$ 112,793
	Net Subsidy General Fund	\$ 401,566	\$ 364,339	\$ 440,186	\$ 439,770	\$ 552,563	26%	\$ 112,793

Risk Management will be funded by the General Operating Fund.

Finance

Finance accounts for the City's past, present, and future financial affairs. Specific activities managed by the department include: Developing the City's budget, Financial Reporting, Audit Compliance, Payroll, Accounts Payable, and Accounts Receivables.

100-3100	FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
	Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary							
Full Time Positions							
Finance Manager	0.75	0.75	0.75	0.90	0.90	0%	0.00
Assistant Finance Manager	1.00	1.00	1.00	0.00	0.00	N/A	0.00
Accounting Manager	0.00	0.00	0.00	1.00	0.00	N/A	-1.00
Management Analyst	0.00	0.00	0.00	1.00	1.00	0%	0.00
Senior Accountant	0.00	0.00	0.00	1.00	1.00	0%	0.00
Accounting Technician II	2.00	2.00	2.00	2.00	1.00	-50%	-1.00
Administrative Secretary	0.05	0.05	0.05	0.05	0.05	0%	0.00
Administrative Assistant	0.05	0.05	0.05	0.10	0.10	0%	0.00
Total FTE	3.85	3.85	3.85	6.05	4.05	-33%	-2.00
Revenues							
Revenue From General Fund	\$ 431,976	\$ 717,424	\$ 692,525	\$ 683,294	\$ 772,673	13%	\$ 89,379
Total Revenue for Department	\$ 431,976	\$ 717,424	\$ 692,525	\$ 683,294	\$ 772,673	13%	\$ 89,379
Expenditures							
Personnel	\$ 266,049	\$ 437,360	\$ 399,740	\$ 397,304	\$ 424,118	7%	\$ 26,814
Professional Services	\$ 122,019	\$ 244,692	\$ 240,000	\$ 240,000	\$ 278,800	16%	\$ 38,800
Materials and Supplies	\$ 4,012	\$ 5,162	\$ 3,850	\$ 1,850	\$ 3,250	76%	\$ 1,400
Utilities and Services	\$ 10,885	\$ 9,370	\$ 9,935	\$ 10,135	\$ 20,000	97%	\$ 9,865
Other Expenses	\$ 14,936	\$ 8,614	\$ 26,500	\$ 20,800	\$ 33,300	60%	\$ 12,500
Capital	\$ 14,075	\$ 12,227	\$ 12,500	\$ 13,205	\$ 13,205	0%	\$ -
Total Expenditures	\$ 431,976	\$ 717,424	\$ 692,525	\$ 683,294	\$ 772,673	13%	\$ 89,379
Net Subsidy General Fund	\$ 431,976	\$ 717,424	\$ 692,525	\$ 683,294	\$ 772,673	13%	\$ 89,379

Finance

100-3100		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Expenses								
Personnel								
	Salaries and Wages	\$ 208,005	\$ 331,040	\$ 326,821	\$ 325,821	\$ 355,898	9%	\$ 30,077
	Other Pay	\$ 12,025	\$ -	\$ 10,000	\$ -	\$ -	N/A	\$ -
	Benefits, and Payroll Expenses	\$ 46,020	\$ 106,320	\$ 62,919	\$ 71,483	\$ 68,220	-5%	\$ (3,263)
	Total Personnel	\$ 266,049	\$ 437,360	\$ 399,740	\$ 397,304	\$ 424,118	7%	\$ 26,814
Salaries & Wages								
5010	Full Time	\$ 207,754	\$ 328,341	\$ 324,821	\$ 324,821	\$ 354,898	9%	\$ 30,077
5020	Part Time		\$ 2,697					
5030	Overtime	\$ 251	\$ 2	\$ 2,000	\$ 1,000	\$ 1,000	0%	\$ -
	Total Salaries & Wages	\$ 208,005	\$ 331,040	\$ 326,821	\$ 325,821	\$ 355,898	9%	\$ 30,077
Other Pay								
5140	Accrued Leave Buy Back	\$ 12,025	\$ -	\$ 10,000	\$ -	\$ -	N/A	\$ -
	Total Other Pay	\$ 12,025	\$ -	\$ 10,000	\$ -	\$ -	N/A	\$ -
Benefits								
5225/5220	Retirement - Employer Contr.		\$ 1,640	\$ 3,241	\$ 3,241	\$ 9,951	207%	\$ 6,710
5315	Health Insurance	\$ 37,857	\$ 89,150	\$ 41,436	\$ 50,000	\$ 36,900	-26%	\$ (13,100)
5325	FSA			\$ 2,819	\$ 2,819	\$ 2,819	0%	\$ -
5250	Medicare Tax	\$ 1,603	\$ 5,770	\$ 4,893	\$ 4,893	\$ 5,146	5%	\$ 253
5410	Auto Allowance					\$ 2,310	N/A	\$ 2,310
5415	Cell Phone	\$ 182	\$ 297	\$ 585	\$ 585	\$ 632	8%	\$ 47
5320	457 Match	\$ 6,378	\$ 9,463	\$ 9,945	\$ 9,945	\$ 10,462	5%	\$ 517
	Total Benefits	\$ 46,020	\$ 106,320	\$ 62,919	\$ 71,483	\$ 68,220	-5%	\$ (3,263)
	Total Personnel	\$ 266,049	\$ 437,360	\$ 399,740	\$ 397,304	\$ 424,118	7%	\$ 26,814
Professional Services								
6035	Contract Services	\$ 122,019	\$ 244,692	\$ 240,000	\$ 240,000	\$ 278,800	16%	\$ 38,800
	IT Contract							\$ -
	Auditor/Accounting Services							\$ -
	Consulting Services							\$ -
	Business Tax Collection Support (HdL)							\$ -
	Payroll Services							\$ -
	Total Professional Services	\$ 122,019	\$ 244,692	\$ 240,000	\$ 240,000	\$ 278,800	16%	\$ 38,800
Utilities and Services								
7010	Light and Power	\$ 1,903	\$ 1,022	\$ -	\$ -	\$ -	N/A	\$ -
7020	Gas	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
7030	Telephone/Internet	\$ 3,756	\$ 3,888	\$ 4,000	\$ 4,000	\$ -	-100%	\$ (4,000)
7050	Water	\$ 4	\$ 11	\$ 100	\$ 100	\$ -	-100%	\$ (100)
7720	Equipment Rental	\$ 1,831	\$ 1,750	\$ 2,000	\$ 2,000	\$ -	-100%	\$ (2,000)
7220	HVAC Maintenance	\$ 1,780	\$ 921	\$ 2,000	\$ 2,000	\$ -	-100%	\$ (2,000)
7130	City Hall Security System	\$ 481	\$ 533	\$ 600	\$ 600	\$ -	-100%	\$ (600)
7200	Maintenance	\$ 495	\$ 1,245	\$ 600	\$ 800	\$ -	-100%	\$ (800)
6096	IT Service Contingencies	\$ -	\$ -	\$ -	\$ -	\$ 10,000	N/A	\$ 10,000
6095	IT Updates	\$ -	\$ -	\$ -	\$ -	\$ 10,000	N/A	\$ 10,000
6650	Website Maintenance	\$ 635	\$ -	\$ 635	\$ 635	\$ -	-100%	\$ (635)
	Total Utilities and Services	\$ 10,885	\$ 9,370	\$ 9,935	\$ 10,135	\$ 20,000	97%	\$ 9,865
Materials & Supplies								
6520	Office Supplies	\$ 1,735	\$ 3,300	\$ 1,000	\$ 1,400	\$ 1,000	-29%	\$ (400)
6510	Copy Paper	\$ 43	\$ 150	\$ 100	\$ 150	\$ -	-100%	\$ (150)
6540	Printing	\$ 2,012	\$ 1,641	\$ 2,000	\$ 100	\$ 2,000	1900%	\$ 1,900
6530	Postage	\$ 222	\$ 72	\$ 750	\$ 200	\$ 250	25%	\$ 50
	Total Materials & Supplies	\$ 4,012	\$ 5,162	\$ 3,850	\$ 1,850	\$ 3,250	76%	\$ 1,400
Other Expenses								
5610	Retiree Health Ins	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	0%	\$ -
6900	Travel and Meeting	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,500	50%	\$ 500
6490	Dues and Subscriptions	\$ 222	\$ 263	\$ 500	\$ 2,800	\$ 2,800	0%	\$ -
5540	Education/Tuition Reimbursement	\$ 2,500	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	N/A	\$ 2,000
7660	Bank Fees	\$ 12,214	\$ 6,351	\$ 12,000	\$ 5,000	\$ 15,000	200%	\$ 10,000
	Total Other Expenses	\$ 14,936	\$ 8,614	\$ 26,500	\$ 20,800	\$ 33,300	60%	\$ 12,500
Capital								
8011	Accounting Software	\$ 14,075	\$ 12,227	\$ 12,500	\$ 13,205	\$ 13,205	0%	\$ -
	Total Capital	\$ 14,075	\$ 12,227	\$ 12,500	\$ 13,205	\$ 13,205	0%	\$ -
Total Expenses		\$ 431,976	\$ 717,424	\$ 692,525	\$ 683,294	\$ 772,673	13%	\$ 89,379
Net Subsidy General Fund		\$ 431,976	\$ 717,424	\$ 692,525	\$ 683,294	\$ 772,673	13%	\$ 89,379

Finance will be funded by the General Operating Fund.

City Clerk

The City Clerk manages and maintains the City's contracts and records, including preparing for and recording the City Council meetings. The Clerk assists in ensuring the City complies with government codes, acts as the City's elections official, and responds to public records requests.

100-1400		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
Full Time Positions								
City Clerk		0.60	0.60	0.60	1.00	1.00	0%	0.00
Management Analyst		0.00	0.25	0.25	0.00	0.00	N/A	0.00
Administrative Secretary		0.10	0.10	0.10	0.10	0.10	0%	0.00
Administrative Assistant		0.10	0.10	0.10	0.20	0.20	0%	0.00
Total FTE		0.80	1.05	1.05	1.30	1.30	0%	0.00
Revenues								
Passport Processing		\$ -	\$ 7,900	\$ -	\$ 10,000	\$ -	-100%	\$ (10,000)
Revenue From General Fund		\$ 132,995	\$ 117,602	\$ 265,959	\$ 261,899	\$ 205,342	-22%	\$ (56,557)
Total Revenue for Department		\$ 132,995	\$ 125,502	\$ 265,959	\$ 271,899	\$ 205,342	-24%	\$ (66,557)
Expenditures								
Personnel		\$ 78,322	\$ 91,569	\$ 156,639	\$ 156,639	\$ 136,642	-13%	\$ (19,997)
Utilities and Services		\$ 9,755	\$ 8,383	\$ 12,320	\$ 13,120	\$ -	-100%	\$ (13,120)
Materials and Supplies		\$ 345	\$ 1,642	\$ 3,200	\$ 5,550	\$ 2,600	-53%	\$ (2,950)
Other Expenses		\$ 44,572	\$ 23,908	\$ 93,800	\$ 96,590	\$ 66,100	-32%	\$ (30,490)
Capital		\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Total Expenditures		\$ 132,995	\$ 125,502	\$ 265,959	\$ 271,899	\$ 205,342	-24%	\$ (66,557)
Net Subsidy General Fund		\$ 132,995	\$ 117,602	\$ 265,959	\$ 261,899	\$ 205,342	-22%	\$ (56,557)

100-1400		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Expenses								
Personnel								
Salaries and Wages		\$ 64,405	\$ 70,537	\$ 132,075	\$ 132,075	\$ 112,959	-14%	\$ (19,116)
Other Pay		\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Benefits, and Payroll Expenses		\$ 13,917	\$ 21,032	\$ 24,564	\$ 24,564	\$ 23,683	-4%	\$ (881)
Total Personnel Expense		\$ 78,322	\$ 91,569	\$ 156,639	\$ 156,639	\$ 136,642	-13%	\$ (19,997)
Expenses								
Personnel								
Salaries & Wages								
5010 Full Time		\$ 64,405	\$ 70,458	\$ 132,075	\$ 132,075	\$ 112,959	-14%	\$ (19,116)
5020 Part Time			\$ 75	\$ -	\$ -	\$ -	N/A	\$ -
5030 Overtime			\$ 4					
Total Salaries & Wages		\$ 64,405	\$ 70,537	\$ 132,075	\$ 132,075	\$ 112,959	-14%	\$ (19,116)
Other Pay								
5140 Accrued Leave Buy Back		\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Total Other Pay		\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Benefits								
5225/5220 Retirement - Employer Contr.			\$ 352	\$ 1,481	\$ 1,481	\$ 2,943	99%	\$ 1,462
5315 Health Insurance		\$ 11,148	\$ 19,145	\$ 19,812	\$ 19,812	\$ 12,840	-35%	\$ (6,972)
5325 FSA Contribution		\$ -	\$ -	\$ 880	\$ 880	\$ 880	0%	\$ -
5250 Medicare Tax		\$ 545	\$ 1,207	\$ 1,915	\$ 1,915	\$ 1,638	-14%	\$ (277)
5540 Education/Tuition Reimbursement						\$ 3,500	N/A	\$ 3,500
5410 Auto Allowance						\$ 1,380	N/A	\$ 1,380
5415 Cell Phone		\$ 125	\$ 105	\$ 330	\$ 330	\$ 356	8%	\$ 26
5320 457 Match		\$ 2,099	\$ 222	\$ 146	\$ 146	\$ 146	0%	\$ -
Total Benefits		\$ 13,917	\$ 21,032	\$ 24,564	\$ 24,564	\$ 23,683	-4%	\$ (881)
Total Personnel		\$ 78,322	\$ 91,569	\$ 156,639	\$ 156,639	\$ 136,642	-13%	\$ (19,997)
Utilities and Services								
7010 Light and Power		\$ 1,903	\$ 1,280	\$ 2,000	\$ 2,000	\$ -	-100%	\$ (2,000)
7020 Gas		\$ -	\$ -	\$ 120	\$ 120	\$ -	-100%	\$ (120)
7030 Telephone/Internet		\$ 3,756	\$ 3,888	\$ 3,000	\$ 3,000	\$ -	-100%	\$ (3,000)
7050 Water		\$ 4	\$ 11	\$ 200	\$ 200	\$ -	-100%	\$ (200)
7720 Equipment Rental		\$ 1,831	\$ 1,750	\$ 2,000	\$ 2,300	\$ -	-100%	\$ (2,300)
7220 HVAC Maintenance		\$ 1,780	\$ 921	\$ 5,000	\$ 5,000	\$ -	-100%	\$ (5,000)
7130 City Hall Security System		\$ 481	\$ 533	\$ -	\$ 500	\$ -	-100%	\$ (500)
6135 Records Destruction		\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Total Utilities and Services		\$ 9,755	\$ 8,383	\$ 12,320	\$ 13,120	\$ -	-100%	\$ (13,120)

City Clerk

100-1400		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Materials & Supplies								
6520	Office Supplies	\$ 80	\$ 1,318	\$ 2,000	\$ 4,300	\$ 2,000	-53%	\$ (2,300)
6510	Copy Paper	\$ 43	\$ 150	\$ 400	\$ 400	\$ -	-100%	\$ (400)
6540	Printing	\$ -	\$ 66	\$ -	\$ 50	\$ 100	100%	\$ 50
6530	Postage - Mailing Fees	\$ 222	\$ 108	\$ 800	\$ 800	\$ 500	-38%	\$ (300)
Total Materials & Supplies		\$ 345	\$ 1,642	\$ 3,200	\$ 5,550	\$ 2,600	-53%	\$ (2,950)
Other Expenses								
5610	Retiree Health Ins.	\$ 11	\$ -	\$ 24,000	\$ 24,000	\$ 24,000	0%	\$ -
6900	Travel and Meetings	\$ -	\$ -	\$ -	\$ 40	\$ 1,300	3150%	\$ 1,260
6840	Staff Training	\$ (660)	\$ 1,700	\$ 2,500	\$ 2,500	\$ 2,600	4%	\$ 100
6490	Dues and Subscriptions	\$ (398)	\$ -	\$ 500	\$ 500	\$ 600	20%	\$ 100
6025	Codification & Supplementation	\$ 1,614	\$ 2,887	\$ 2,300	\$ 3,500	\$ 5,000	43%	\$ 1,500
6545	Passport Postage	\$ -	\$ 525	\$ 500	\$ 50	\$ -	-100%	\$ (50)
7200	Facility Maintenance	\$ 495	\$ 1,273	\$ 1,000	\$ 1,000	\$ -	-100%	\$ (1,000)
7615	Elections	\$ 29,619	\$ 64	\$ 40,000	\$ 40,000	\$ -	-100%	\$ (40,000)
6710	Legal Publication	\$ 5,020	\$ 4,495	\$ 21,000	\$ 25,000	\$ 25,600	2%	\$ 600
6155	Contract Services	\$ 8,236	\$ 11,314	\$ -	\$ -	\$ 7,000	N/A	\$ 7,000
	Public Records Requests							
	Clerical Support							
	Scanning Services							
6028	Municipal Code Online	\$ 635	\$ 1,650	\$ 2,000	\$ -	\$ -	N/A	\$ -
Total Other Expenses		\$ 44,572	\$ 23,908	\$ 93,800	\$ 96,590	\$ 66,100	-32%	\$ (30,490)
Capital								
8015	Furniture	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Total Capital		\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Total Expenses		\$ 132,995	\$ 125,502	\$ 265,959	\$ 271,899	\$ 205,342	-24%	\$ (66,557)
Net Subsidy General Fund		\$ 132,995	\$ 117,602	\$ 265,959	\$ 261,899	\$ 205,342	-22%	\$ (56,557)

City Clerk will be funded by the General Operating Fund.

Administrative Services

The Administration Department provides support and guidance to all other city departments in the efficient operation of the City. The primary functions of the Administration Department include reviewing City agreements and making recommendations, reviewing City Council agenda reports, managing City contracts, preparing and overseeing the issuance of formal and informal request for proposals or public works bid packets, applying for and managing grants on behalf of the City. The Administration Department administers the City's community benefits programs including issuing grants to non-profit organizations supporting residents.

100-2100	FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
	Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary							
Full Time Positions							
Deputy City Manager	0.55	0.55	0.55	0.55	0.85	55%	0.30
Special Projects Manager	1.00	0.85	0.85	0.00	0.00	N/A	0.00
Management Analyst	4.95	4.20	4.20	4.75	3.75	-21%	-1.00
Administrative Secretary	0.14	0.14	0.14	0.14	0.14	0%	0.00
Administrative Analyst	0.00	0.00	0.00	1.00	1.00	0%	0.00
Administrative Assistant	0.15	0.15	0.15	0.30	0.30	0%	0.00
Housing Projects Manager	1.00	0.25	0.25	0.00	0.00	N/A	0.00
Total FTE	7.79	6.14	6.14	6.74	6.04	-10%	-0.70
Transfers and Revenues							
Passport Processing	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Revenue From General Fund	\$ 1,393,905	\$ 1,183,141	\$ 1,424,600	\$ 1,433,393	\$ 1,504,128	5%	70,735
Total Transfers and Revenue for Department	\$ 1,393,905	\$ 1,183,141	\$ 1,424,600	\$ 1,433,393	\$ 1,504,128	5%	70,735
Expenditures							
Personnel	\$ 820,538	\$ 521,196	\$ 703,029	\$ 704,057	\$ 716,526	2%	\$ 12,469
Utilities and Services	\$ 14,070	\$ 16,178	\$ 16,068	\$ 18,668	\$ 99,893	435%	\$ 81,225
System Maintenance	\$ 64,631	\$ 76,438	\$ 48,800	\$ 53,000	\$ 7,000	-87%	\$ (46,000)
Materials & Supplies	\$ 5,031	\$ 5,700	\$ 5,200	\$ 7,850	\$ 7,700	-2%	\$ (150)
Other Expenses	\$ 262,037	\$ 314,590	\$ 367,210	\$ 354,987	\$ 358,710	1%	\$ 3,723
Capital	\$ 15	\$ 2,000	\$ 5,000	\$ -	\$ -	N/A	\$ -
Community Programs	\$ 227,583	\$ 247,039	\$ 279,293	\$ 294,831	\$ 314,299	7%	\$ 19,468
Total Expenditures	\$ 1,393,905	\$ 1,183,141	\$ 1,424,600	\$ 1,433,393	\$ 1,504,128	5%	\$ 70,735
Net Subsidy General Fund	\$ 1,393,905	\$ 1,183,141	\$ 1,424,600	\$ 1,433,393	\$ 1,504,128	5%	\$ 70,735

Administrative Services

100-2100		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Expenses								
Personnel								
	Salaries and Wages	\$ 648,693	\$ 372,931	\$ 497,877	\$ 498,377	\$ 580,802	17%	\$ 82,425
	Other Pay	\$ 17,362	\$ 16,310	\$ 10,000	\$ 5,000	\$ -	-100%	\$ (5,000)
	Benefits, and Payroll Expenses	\$ 154,484	\$ 131,956	\$ 195,152	\$ 200,680	\$ 135,724	-32%	\$ (64,956)
	Total Personnel	\$ 820,538	\$ 521,196	\$ 703,029	\$ 704,057	\$ 716,526	2%	\$ 12,469
Salaries & Wages								
5010	Full Time	\$ 648,693	\$ 372,820	\$ 497,877	\$ 497,877	\$ 580,802	17%	\$ 82,925
5020	Part Time		\$ 105					
5030	Overtime	\$ -	\$ 5	\$ -	\$ 500		-100%	\$ (500)
	Total Salaries & Wages	\$ 648,693	\$ 372,931	\$ 497,877	\$ 498,377	\$ 580,802	17%	\$ 82,425
Other Pay								
5140	Accrued Leave Buy Back	\$ 17,362	\$ 16,310	\$ 10,000	\$ 5,000		-100%	\$ (5,000)
	Total Other Pay	\$ 17,362	\$ 16,310	\$ 10,000	\$ 5,000	\$ -	-100%	\$ (5,000)
Benefits								
5225/5220	Retirement - Employer Contr.	\$ -	\$ 1,853	\$ 5,008	\$ 5,008	\$ 17,159	243%	\$ 12,151
5315	Health Insurance	\$ 114,828	\$ 100,767	\$ 165,371	\$ 165,371	\$ 88,150	-47%	\$ (77,221)
5595	Unemployment Plan	\$ 8,827	\$ 14,030					
5325	FSA Contribution			\$ 4,005	\$ 4,005	\$ 4,232	6%	\$ 227
5250	Medicare Tax	\$ 4,926	\$ 6,656	\$ 7,140	\$ 8,000	\$ 8,422	5%	\$ 422
5410	Auto Allowance					\$ 4,032	N/A	\$ 4,032
5415	Cell Phone	\$ 1,210	\$ 980	\$ 1,332	\$ 6,000	\$ 1,536	-74%	\$ (4,464)
5320	457 Match	\$ 24,693	\$ 7,669	\$ 12,296	\$ 12,296	\$ 12,193	-1%	\$ (103)
	Total Benefits	\$ 154,484	\$ 131,956	\$ 195,152	\$ 200,680	\$ 135,724	-32%	\$ (64,956)
	Total Personnel	\$ 820,538	\$ 521,196	\$ 703,029	\$ 704,057	\$ 716,526	2%	\$ 12,469
Utilities and Services								
7010	Light and Power	\$ 1,903	\$ 763	\$ 2,000	\$ 2,000	\$ 31,000	1450%	\$ 29,000
7020	Gas	\$ -	\$ -	\$ 100	\$ 100	\$ 100	-100%	\$ (100)
7030	Telephone/Internet	\$ 3,756	\$ 3,888	\$ 3,800	\$ 3,800	\$ 33,700	787%	\$ 29,900
7050	Water	\$ 3,097	\$ 3,778	\$ 400	\$ 3,000	\$ 6,100	103%	\$ 3,100
7720	Equipment Rental	\$ 3,053	\$ 6,295	\$ 3,500	\$ 3,500	\$ 14,143	304%	\$ 10,643
7250	Equipment Service Maintenance	\$ 1,780	\$ 921	\$ 1,000	\$ 1,000	\$ 10,000	900%	\$ 9,000
7130	City Hall Security System	\$ 481	\$ 533	\$ 5,268	\$ 5,268	\$ 4,950	-6%	\$ (318)
	Total Utilities and Services	\$ 14,070	\$ 16,178	\$ 16,068	\$ 18,668	\$ 99,893	435%	\$ 81,225
System Maintenance								
6155	Contract Services	\$ 59,747	\$ 66,447	\$ 38,800	\$ 38,800	\$ -	N/A	\$ (38,800)
6096	IT Service Contingencies	\$ -	\$ 91	\$ 5,000	\$ 5,000	\$ -	-100%	\$ (5,000)
6615	IT Updates	\$ 4,249	\$ 3,236	\$ 5,000	\$ 8,000	\$ -	-100%	\$ (8,000)
6650	Website Maintenance	\$ 635	\$ 6,664	\$ -	\$ 1,200	\$ 7,000	483%	\$ 5,800
	Total Systems Maintenance	\$ 64,631	\$ 76,438	\$ 48,800	\$ 53,000	\$ 7,000	-87%	\$ (46,000)
Materials & Supplies								
6520	Office Supplies	\$ 302	\$ 734	\$ 2,400	\$ 2,400	\$ 2,400	0%	\$ -
6510	Copy Paper	\$ 43	\$ 150	\$ 100	\$ 150	\$ -	-100%	\$ (150)
6540	Printing	\$ -	\$ 66	\$ 200	\$ 250	\$ 250	0%	\$ -
6530	Postage - Mailing Fees	\$ 4,686	\$ 4,225	\$ 2,000	\$ 5,000	\$ 5,000	0%	\$ -
6545	Passport Postage	\$ -	\$ 525	\$ 500	\$ 50	\$ 50	0%	\$ -
	Total Materials & Supplies	\$ 5,031	\$ 5,700	\$ 5,200	\$ 7,850	\$ 7,700	-2%	\$ (150)
Other Expenses								
5235	PERS Unfunded Liability	\$ 233,135	\$ 291,100	\$ 337,410	\$ 326,187	\$ 337,410	3%	\$ 11,223
5610	Retired Health Benefits	\$ -	\$ 8,516	\$ 9,000	\$ 9,000	\$ 9,000	0%	\$ -
5595	Unemployment Plan	\$ 8,827	\$ -	\$ -	\$ 500	\$ 500	0%	\$ -
6900	Travel and Meetings	\$ 30	\$ 40	\$ 300	\$ 300	\$ 2,900	867%	\$ 2,600
6490	Dues/Subscriptions/Training	\$ 1,503	\$ 213	\$ 2,000	\$ 2,000	\$ 5,400	170%	\$ 3,400
5540	Education/Tuition Reimbursement	\$ 2,500	\$ -	\$ -	\$ -	\$ 3,500	N/A	\$ 3,500
7260	Vehicle Maintenance	\$ 315	\$ 500	\$ 1,500	\$ -	\$ -	N/A	\$ -
7265	Vehicle & Equipment Fuel	\$ -	\$ 200	\$ 1,000	\$ -	\$ -	N/A	\$ -
7200	Facility Maintenance	\$ 822	\$ 1,281	\$ 1,000	\$ 2,000	\$ -	-100%	\$ (2,000)
7660	Bank Fees	\$ 14,905	\$ 12,740	\$ 15,000	\$ 15,000	\$ -	-100%	\$ (15,000)
	Total Other Expenses	\$ 262,037	\$ 314,590	\$ 367,210	\$ 354,987	\$ 358,710	1%	\$ 3,723

Administrative Services

100-2100		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Capital								
8011	Capital Equipment	\$ 15	\$ 2,000	\$ 5,000	\$ -	\$ -	N/A	\$ -
	Total Capital	\$ 15	\$ 2,000	\$ 5,000	\$ -	\$ -	N/A	\$ -
Community Programs								
6090	Artesia Public Library Custodial & Maintenance	\$ 75,345	\$ 9,463	\$ 42,075	\$ 42,075	\$ 44,180	5%	\$ 2,105
7811	Holiday Home Decoration Awards		\$ 33					
7807	Business Beautification Awards		\$ 396					
7715	Community Graffiti Removal Program	\$ 3,349	\$ 6,481	\$ -	\$ -	\$ -	N/A	\$ -
7685	Emergency Preparedness	\$ 94,487	\$ 10,634	\$ 5,000	\$ 5,000	\$ 2,000	-60%	\$ (3,000)
6145	School Crossing Guards	\$ 28,517	\$ 169,830	\$ 178,718	\$ 194,256	\$ 208,368	7%	\$ 14,112
6000	Animal Care and Control	\$ 25,885	\$ 47,023	\$ 45,500	\$ 45,500	\$ 52,146	15%	\$ 6,646
7305	Street Sweeping (Parking Lots)	\$ -	\$ 3,179	\$ 8,000	\$ 8,000	\$ 7,605	-5%	\$ (395)
	Total Community Programs	\$ 227,583	\$ 247,039	\$ 279,293	\$ 294,831	\$ 314,299	7%	\$ 19,468
Total Expenses		\$ 1,393,905	\$ 1,183,141	\$ 1,424,600	\$ 1,433,393	\$ 1,504,128	5%	\$ 70,735
Net Subsidy General Fund		\$ 1,393,905	\$ 1,183,141	\$ 1,424,600	\$ 1,433,393	\$ 1,504,128	5%	\$ 70,735

Administrative Services will be funded by the General Operating Fund.

Planning

The Planning Department administers the City's comprehensive planning programs, processes development permits, and carries out various initiatives. Planning prepares, maintains and implements the General Plan, Zoning, Subdivision of parcels while maintaining compliance with the Permit Streamlining Act the California Environmental Quality Act (CEQA). It formulates, conducts and implements various advance planning programs and studies, and carries out various community and sustainability initiatives.

100-4100	FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
	Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary							
Full Time Positions							
Community Development Director	0.90	0.50	0.25	0.20	0.20	0%	0.00
Planning Manager	0.00	0.75	0.75	0.00	0.75	N/A	0.75
Assistant Planner	1.00	0.85	0.85	0.00	0.85	N/A	0.85
Planning Aide	1.00	0.60	0.60	0.00	0.00	N/A	0.00
Administrative Assistant	0.15	0.15	0.15	0.30	0.30	0%	0.00
Total FTE	3.05	2.85	2.60	0.50	2.10	320%	1.60
City Council Appointed Stipend Positions							
Planning Commissioners	5.00	5.00	5.00	5.00	5.00	0%	0.00
Total	5.00	5.00	5.00	5.00	5.00	0%	0.00
Revenues							
Planning Fees	\$ 83,055	\$ 137,668	\$ 95,000	\$ 95,000	\$ 175,000	84%	\$ 80,000
Total Revenues	\$ 83,055	\$ 137,668	\$ 95,000	\$ 95,000	\$ 175,000	84%	\$ 80,000
Expenditures							
Personnel	\$ 221,406	\$ 187,223	\$ 51,180	\$ 59,355	\$ 229,941	287%	\$ 170,586
Utilities and Services	\$ 42,190	\$ 203,627	\$ 248,744	\$ 271,889	\$ 233,600	-14%	\$ (38,289)
Materials and Supplies	\$ 1,148	\$ 1,109	\$ 3,300	\$ 3,300	\$ 3,100	-6%	\$ (200)
Other Expenses	\$ 53,626	\$ 74,653	\$ 43,212	\$ 47,212	\$ 43,348	-8%	\$ (3,864)
Capital	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -	N/A	\$ -
Total Expenditures	\$ 318,370	\$ 468,611	\$ 348,436	\$ 381,756	\$ 509,989	34%	\$ 128,233
Net Subsidy General Fund	\$ 235,315	\$ 330,944	\$ 253,436	\$ 286,756	\$ 334,989	17%	\$ 48,233

Planning

100-4100		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Revenues								
4630	Planning Fees	\$ 83,055	\$ 137,668	\$ 95,000	\$ 95,000	\$ 175,000	84%	\$ 80,000
	Grants	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
	Total Revenues	\$ 83,055	\$ 137,668	\$ 95,000	\$ 95,000	\$ 175,000	84%	\$ 80,000
Expenses								
Personnel								
	Salaries and Wages	\$ 179,632	\$ 121,013	\$ 38,001	\$ 45,051	\$ 176,481	292%	\$ 131,430
	Other Pay	\$ -	\$ 26,827	\$ 5,000	\$ 5,000	\$ 5,000	0%	\$ -
	Benefits, and Payroll Expenses	\$ 41,774	\$ 39,382	\$ 8,179	\$ 9,304	\$ 48,460	421%	\$ 39,156
	Total Personnel	\$ 221,406	\$ 187,223	\$ 51,180	\$ 59,355	\$ 229,941	287%	\$ 170,586
Salaries & Wages								
5010	Full Time	\$ 178,852	\$ 120,092	\$ 38,001	\$ 38,001	\$ 173,481	357%	\$ 135,480
5020	Wages (Part Time)			\$ -	\$ 7,000	\$ -	N/A	\$ (7,000)
5030	Overtime	\$ 780	\$ 921	\$ -	\$ 50	\$ 3,000	5900%	\$ 2,950
	Total Salaries & Wages	\$ 179,632	\$ 121,013	\$ 38,001	\$ 45,051	\$ 176,481	292%	\$ 131,430
Other Pay								
5140	Accrued Leave Buy Back	\$ -	\$ 26,827	\$ 5,000	\$ 5,000	\$ 5,000	0%	\$ -
	Total Other Pay	\$ -	\$ 26,827	\$ 5,000	\$ 5,000	\$ 5,000	0%	\$ -
Benefits								
5225/5220	Retirement - Employer PEPRA		\$ 586	\$ 418	\$ 418	\$ 6,091	1357%	\$ 5,673
5315	Health Insurance	\$ 31,622	\$ 31,866	\$ 4,875	\$ 6,000	\$ 36,396	507%	\$ 30,396
5325	FSA Contribution			\$ 354	\$ 354	\$ 1,314	271%	\$ 960
5250	Medicare Tax	\$ 1,561	\$ 2,245	\$ 551	\$ 551	\$ 2,515	356%	\$ 1,964
5540	Education/Tuition Reimbursement	\$ 2,075	\$ 2,000	\$ 1,000	\$ 1,000	\$ -	-100%	\$ (1,000)
5410	Auto Allowance					\$ 915	N/A	\$ 915
5415	Cell Phones	\$ 207	\$ 95	\$ 60	\$ 60	\$ 308	413%	\$ 248
5320	457 Match	\$ 6,309	\$ 2,590	\$ 921	\$ 921	\$ 921	0%	\$ -
	Total Benefits	\$ 41,774	\$ 39,382	\$ 8,179	\$ 9,304	\$ 48,460	421%	\$ 39,156
	Total Personnel	\$ 221,406	\$ 187,223	\$ 51,180	\$ 59,355	\$ 229,941	\$ 3	\$ 170,586
Utilities and Services								
7010	Light and Power	\$ 1,903	\$ 1,022	\$ 1,940	\$ 1,940	\$ -	-100%	\$ (1,940)
7020	Gas	\$ 28	\$ 101	\$ 101	\$ 101	\$ -	-100%	\$ (101)
7030	Telephone/Internet	\$ 3,521	\$ 3,623	\$ 4,183	\$ 4,183	\$ -	-100%	\$ (4,183)
7050	Water	\$ 4	\$ 11	\$ 325	\$ 325	\$ -	-100%	\$ (325)
7720	Equipment Rental	\$ 1,803	\$ 1,750	\$ 2,442	\$ 2,442	\$ -	-100%	\$ (2,442)
7220	HVAC Maintenance	\$ 1,780	\$ 921	\$ 1,653	\$ 1,653	\$ -	-100%	\$ (1,653)
7130	City Hall Security System	\$ 481	\$ 533	\$ 500	\$ 500	\$ -	-100%	\$ (500)
6155	Special Contract Services	\$ 32,035	\$ 195,666	\$ 237,600	\$ 260,000	\$ 233,600	-10%	\$ (26,400)
	CoreLogic							
	General Plan Update							
	Comcate Software Services							
	Expedited Planning Services							
	Large Project Planning Services							
	Property Tax Consultant							
6095	IT Updates			\$ -	\$ 45	\$ -		
6650	Website Maintenance	\$ 635	\$ -	\$ -	\$ 700	\$ -	-100%	\$ (700)
	Total Utilities Services	\$ 42,190	\$ 203,627	\$ 248,744	\$ 271,889	\$ 233,600	-14%	\$ (38,289)

Planning

100-4100		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Materials & Supplies								
6520	Office Supplies	\$ 855	\$ 821	\$ 2,000	\$ 2,000	\$ 2,000	0%	\$ -
6510	Copy Paper	\$ 43	\$ 150	\$ 200	\$ 200	\$ -	-100%	\$ (200)
6540	Printing	\$ 28	\$ 66	\$ 350	\$ 350	\$ 350	0%	\$ -
6530	Postage - Mailing Fees	\$ 222	\$ 72	\$ 750	\$ 750	\$ 750	0%	\$ -
Total Materials & Supplies		\$ 1,148	\$ 1,109	\$ 3,300	\$ 3,300	\$ 3,100	-6%	\$ (200)
Other Expenses								
Planning Commission Expenses								
7675	Commissioner Recognition			\$ -	\$ -	\$ -	N/A	\$ -
5720	Commissioner Stipend	\$ 1,650	\$ 1,750	\$ 3,000	\$ 3,000	\$ 3,000	0%	\$ -
Total Planning Commission Expenses		\$ 1,650	\$ 1,750	\$ 3,000	\$ 3,000	\$ 3,000	0%	\$ -
5565	Pre-Employment/First Aid	\$ 35	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
6900	Travel and Meeting	\$ -	\$ 170	\$ 2,500	\$ 2,500	\$ 4,000	60%	\$ 1,500
6490	Dues/Subscriptions/Training	\$ 430	\$ 583	\$ 2,500	\$ 2,500	\$ 4,000	60%	\$ 1,500
	Gateway City COG						N/A	\$ -
	APA						N/A	\$ -
7260	Vehicle Fuel/Maintenance	\$ 408	\$ 36	\$ 348	\$ 348	\$ 348	0%	\$ -
7265	Vehicle & Equip Fuel	\$ -	\$ 1,879	\$ 1,879	\$ 1,879	\$ 2,000	6%	\$ 121
7200	Facility Maintenance	\$ 495	\$ 1,273	\$ 1,000	\$ 1,000	\$ -	-100%	\$ (1,000)
6710	Legal Publications	\$ 7,707	\$ 6,367	\$ 8,000	\$ 12,000	\$ 15,000	25%	\$ 3,000
6165	Special Prof Svcs	\$ 42,901	\$ 62,595	\$ 23,985	\$ 23,985	\$ 15,000	-37%	\$ (8,985)
	SB 2 Project-Grant Funded							
	LEAP Project-Grant Funded							
Total Other Expenses		\$ 51,976	\$ 72,903	\$ 40,212	\$ 44,212	\$ 40,348	-9%	\$ (3,864)
Capital								
8011	Capital Equipment	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -	N/A	\$ -
Total Capital		\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -	N/A	\$ -
Total Expenses		\$ 318,370	\$ 468,611	\$ 348,436	\$ 381,756	\$ 509,989	34%	\$ 128,233
Net Subsidy General Fund		\$ 235,315	\$ 330,944	\$ 253,436	\$ 286,756	\$ 334,989	17%	\$ 48,233

Planning will be funded from revenue collected through Planning Fees and the General Operating Fund.

Building & Safety

The primary service of the Building & Safety Department is to administer and enforce standards and codes for the safeguarding of life, health, and property. Enforcement is implemented through a contract service, by checking plans, issuing permits, and inspecting construction at all phases of a development project for compliance with the California Building Code, the Artesia Municipal Code, and other safety standards related to material and structural soundness. Building & Safety Division maintains records of permits, inspections and plans.

100-4300		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
	Planning Manager	0.00	0.15	0.15	0.00	0.15	N/A	0.15
	Assistant Planner	0.00	0.05	0.05	0.00	0.05	N/A	0.05
	Planning Aide	0.00	0.35	0.35	0.00	0.00	N/A	0.00
	Total FTE	0.00	0.55	0.55	0.00	0.20	N/A	0.20
Revenues								
	Building and Safety Permits and Fees	\$ 586,117	\$ 577,412	\$ 475,000	\$ 475,000	\$ 475,000	0%	\$ -
	Total Revenue for Department	\$ 586,117	\$ 577,412	\$ 475,000	\$ 475,000	\$ 475,000	0%	\$ -
Expenditures								
	Personnel Expense	\$ 43,835	\$ 32,099	\$ -	\$ -	\$ 23,060	N/A	\$ 23,060
	Professional Services	\$ 304,127	\$ 240,321	\$ 342,000	\$ 342,000	\$ 342,000	0%	\$ -
	Total Expenditures	\$ 347,962	\$ 272,420	\$ 342,000	\$ 342,000	\$ 365,060	7%	\$ 23,060
	Net Subsidy General Fund	\$ (238,156)	\$ (304,992)	\$ (133,000)	\$ (133,000)	\$ (109,940)	-17%	\$ 23,060
Revenues								
4120	Building Permits	\$ 524,152	\$ 516,148	\$ 430,000	\$ 430,000	\$ 430,000	0%	\$ -
4340	Industrial Waste Inspections	\$ 61,965	\$ 61,265	\$ 45,000	\$ 45,000	\$ 45,000	0%	\$ -
	Total Revenue for Department	\$ 586,117	\$ 577,412	\$ 475,000	\$ 475,000	\$ 475,000	0%	\$ -
Expenses								
Personnel								
	Salaries and Wages	\$ 37,198	\$ 26,400	\$ -	\$ -	\$ 17,935	N/A	\$ 17,935
	Other Pay	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
	Benefits, and Payroll Expenses	\$ 6,636	\$ 5,699	\$ -	\$ -	\$ 5,125	N/A	\$ 5,125
	Total Personnel	\$ 43,835	\$ 32,099	\$ -	\$ -	\$ 23,060	N/A	\$ 23,060
Salaries & Wages								
5010	Full Time	\$ 37,042	\$ 26,000	\$ -	\$ -	\$ 17,935	N/A	\$ 17,935
5030	Overtime	\$ 156	\$ 400	\$ -	\$ -	\$ -	N/A	\$ -
	Total Salaries & Wages	\$ 37,198	\$ 26,400	\$ -	\$ -	\$ 17,935	N/A	\$ 17,935
Other Pay								
5140	Accrued Leave Buy Back	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
	Total Other Pay	\$ -	N/A	\$ -				
Benefits								
5225/5220	Retirement - Employer Contr.					\$ 637	N/A	\$ 637
5315	Health Insurance	\$ 6,324	\$ 5,699	\$ -	\$ -	\$ 3,924	N/A	\$ 3,924
5325	FSA Contribution			\$ -	\$ -	\$ 120	N/A	\$ 120
5250	Medicare Tax	\$ 312	\$ -	\$ -	\$ -	\$ 260	N/A	\$ 260
5410	Auto Allowance					\$ 135	N/A	\$ 135
5415	Cell Phone			\$ -	\$ -	\$ 49	N/A	\$ 49
5320	457 Match			\$ -	\$ -	\$ -	N/A	\$ -
	Total Benefits	\$ 6,636	\$ 5,699	\$ -	\$ -	\$ 5,125	N/A	\$ 5,125
	Total Personnel	\$ 43,835	\$ 32,099	\$ -	\$ -	\$ 23,060	N/A	\$ 23,060
Professional Services								
6155	Professional Services	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	0%	\$ -
6015	Inspections	\$ 252,991	\$ 196,647	\$ 252,000	\$ 252,000	\$ 252,000	0%	\$ -
7812	Industrial Waste	\$ 51,136	\$ 43,674	\$ 60,000	\$ 60,000	\$ 60,000	0%	\$ -
	Total Professional Services	\$ 304,127	\$ 240,321	\$ 342,000	\$ 342,000	\$ 342,000	0%	\$ -
	Total Expenses	\$ 347,962	\$ 272,420	\$ 342,000	\$ 342,000	\$ 365,060	7%	\$ 23,060
	Net Subsidy General Fund	\$ (238,156)	\$ (304,992)	\$ (133,000)	\$ (133,000)	\$ (109,940)	(0)	\$ 23,060

Building & Safety will be fully funded from revenue collected through Industrial Waste Inspection Fees and Building Permits, and the General Operating Fund.

Economic Development

The Economic Development Department is responsible for the attraction, retention, and expansion of businesses throughout Artesia. Economic Development opportunities are a high priority and a critical focus area to revitalize and diversify the commercial, retail, and industrial sectors within the City in order to provide revenue to pay for critical services like Law Enforcement.

100-4400		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
Full Time Positions								
City Manager		0.20	0.30	0.35	0.35	0.35	0%	0.00
Economic Development Manager		1.00	1.00	1.00	0.00	0.00	N/A	0.00
Special Projects Manager		0.00	0.85	0.85	0.00	0.00	N/A	0.00
Management Analyst		0.00	0.50	0.50	0.00	0.00	N/A	0.00
Total FTE		1.20	2.65	2.70	0.35	0.35	0%	0.00
Revenues								
Revenue From General Fund	\$	124,735	\$ 120,087	\$ 160,316	\$ 160,920	\$ 186,484	16%	\$ 25,564
Total Revenue for Department	\$	124,735	\$ 120,087	\$ 160,316	\$ 160,920	\$ 186,484	16%	\$ 25,564
Total Revenues	\$	124,735	\$ 120,087	\$ 160,316	\$ 160,920	\$ 186,484	16%	\$ 25,564
Expenditures								
Personnel	\$	102,657	\$ 116,468	\$ 90,316	\$ 90,920	\$ 111,484	23%	\$ 20,564
Program Expenditures	\$	22,078	\$ 3,619	\$ 70,000	\$ 70,000	\$ 75,000	7%	\$ 5,000
Total Expenditures	\$	124,735	\$ 120,087	\$ 160,316	\$ 160,920	\$ 186,484	16%	\$ 25,564
Net Subsidy General Fund	\$	124,735	\$ 120,087	\$ 160,316	\$ 160,920	\$ 186,484	16%	\$ 25,564
Expenses								
Personnel								
Salaries and Wages	\$	85,876	\$ 38,305	\$ 78,568	\$ 78,568	\$ 83,947	7%	\$ 5,379
Other Pay	\$	-	\$ 62,819	\$ -	\$ -	\$ -	N/A	\$ -
Benefits	\$	16,781	\$ 15,344	\$ 11,748	\$ 12,352	\$ 27,537	123%	\$ 15,185
Total Personnel	\$	102,657	\$ 116,468	\$ 90,316	\$ 90,920	\$ 111,484	23%	\$ 20,564
Salaries & Wages								
5010 Full Time	\$	85,876	\$ 38,305	\$ 78,568	\$ 78,568	\$ 83,947	7%	\$ 5,379
Total Salaries & Wages	\$	85,876	\$ 38,305	\$ 78,568	\$ 78,568	\$ 83,947	7%	\$ 5,379
Other Pay								
5140 Accrued Leave Buy Back	\$	-	\$ 62,819	\$ -	\$ -	\$ -	N/A	\$ -
Total Other Pay	\$	-	\$ 62,819	\$ -	\$ -	\$ -	N/A	\$ -
Benefits								
5225/5220 Retirement - Employer Contr.			\$ 185	\$ 896	\$ 1,500	\$ 8,949	497%	\$ 7,449
5315 Health Insurance	\$	15,160	\$ 10,045	\$ 7,014	\$ 7,014	\$ 7,896	13%	\$ 882
5325 FSA Contribution			\$	\$ 237	\$ 237	\$ 237	0%	\$ -
5250 Medicare Tax	\$	798	\$ 3,058	\$ 1,139	\$ 1,139	\$ 1,217	7%	\$ 78
5410 Auto Allowance						\$ 1,680	N/A	\$ 1,680
5415 Cell Phone	\$	-	\$ -	\$ 105	\$ 105	\$ 840	700%	\$ 735
5320 457 Match	\$	823	\$ 2,057	\$ 2,357	\$ 2,357	\$ 6,718	185%	\$ 4,361
Total Benefits	\$	16,781	\$ 15,344	\$ 11,748	\$ 12,352	\$ 27,537	123%	\$ 15,185
Total Personnel	\$	102,657	\$ 116,468	\$ 90,316	\$ 90,920	\$ 111,484	23%	\$ 20,564
Materials & Supplies								
6520 Office Supplies	\$	-	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Other Expenses								
6155 Contract Services	\$	13,650	\$ 790	\$ 55,000	\$ 55,000	\$ 60,000	9%	\$ 5,000

Economic Development

The Economic Development Department is responsible for the attraction, retention, and expansion of businesses throughout Artesia. Economic Development opportunities are a high priority and a critical focus area to revitalize and diversify the commercial, retail, and industrial sectors within the City in order to provide revenue to pay for critical services like Law Enforcement.

100-4400		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Program Expenditures								
6900	Travel & Meeting	\$ -		\$ -	\$ -	\$ -	N/A	\$ -
6840	Staff Training	\$ -		\$ -	\$ -	\$ -	N/A	\$ -
7650	Artesia Chamber of Commerce	\$ 50		\$ -	\$ -	\$ -	N/A	\$ -
6055	Community & Business Programs	\$ 8,378	\$ 2,829	\$ 15,000	\$ 15,000	\$ 15,000	0%	\$ -
	Alarm Rebate Program						N/A	\$ -
	Restaurant Week						N/A	\$ -
	Façade Improvement Program						N/A	\$ -
	Business Improvement Program						N/A	\$ -
	Total Program Expenditures	\$ 8,428	\$ 2,829	\$ 15,000	\$ 15,000	\$ 15,000	0%	\$ -
Total Expenses		\$ 124,735	\$ 120,087	\$ 160,316	\$ 160,920	\$ 186,484	16%	\$ 25,564
Net Subsidy General Fund		\$ 124,735	\$ 120,087	\$ 160,316	\$ 160,920	\$ 186,484	16%	\$ 25,564

Economic Development will be funded by the General Operating Fund.

Code Compliance

Code Compliance adds to the quality of life for residents through proactive enforcement of safety, nuisance, and blight violations throughout the City. The Department identifies code violations and educates property owners and residents regarding the Code and programs offered for compliance. In addition, they respond to inquiries to ensure compliance.

100-4600		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	% ▲	\$ ▲
Staffing Summary								
Part Time Positions								
	City Manager	0.05	0.05	0.05	0.05	0.05	0%	0.00
	Community Development Director	0.00	0.00	0.25	0.25	0.25	0%	0.00
	Planning Director	0.10	0.25	0.00	0.00	0.00	N/A	0.00
	Code Compliance Officer FT	3.00	3.00	3.00	3.00	3.00	0%	0.00
	Code Compliance Officer PT	0.48	0.48	0.48	0.45	1.00	122%	0.55
	Administrative Secretary	0.05	0.05	0.05	0.05	0.05	0%	0.00
	Administrative Assistant	0.15	0.15	0.15	0.30	0.30	0%	0.00
	Total FTE	3.83	3.98	3.98	4.10	4.65	13%	0.55
Revenues								
4505	Cost Recovery Fines	\$ 6,705	\$ 50,303	\$ 35,000	\$ 35,000	\$ 10,000	-71%	\$ (25,000)
	Revenue From General Fund	\$ 286,850	\$ 304,193	\$ 413,408	\$ 411,158	\$ 423,321	3%	\$ 12,163
	Total Revenue for Department	\$ 293,555	\$ 354,496	\$ 448,408	\$ 446,158	\$ 433,321	-3%	\$ (12,837)
Expenditures								
	Personnel	\$ 258,411	\$ 306,683	\$ 366,038	\$ 366,038	\$ 385,826	5%	\$ 19,788
	Citation Administration	\$ 15,464	\$ 24,438	\$ 52,375	\$ 53,625	\$ 23,000	-57%	\$ (30,625)
	Materials and Supplies	\$ 2,169	\$ 4,429	\$ 10,800	\$ 7,200	\$ 9,900	38%	\$ 2,700
	Utilities	\$ 8,438	\$ 8,213	\$ 6,445	\$ 6,445	\$ 6,445	0%	\$ -
	Other Expenses	\$ 9,073	\$ 10,734	\$ 12,750	\$ 12,850	\$ 8,150	-37%	\$ (4,700)
	Capital	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
	Total Expenditures	\$ 293,555	\$ 354,496	\$ 448,408	\$ 446,158	\$ 433,321	-3%	\$ (12,837)
	Net Subsidy General Fund	\$ 286,850	\$ 304,193	\$ 413,408	\$ 411,158	\$ 423,321	3%	\$ 12,163

Code Compliance

100-4600		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Expenses								
Personnel								
5010	Salaries and Wages	\$ 217,038	\$ 199,476	\$ 280,102	\$ 280,102	\$ 292,254	4%	\$ 12,152
	Other Pay	\$ -	\$ 44,060	\$ 5,000	\$ 5,000	\$ -	-100%	\$ (5,000)
	Benefits, and Payroll Expenses	\$ 41,373	\$ 63,147	\$ 80,936	\$ 80,936	\$ 93,572	16%	\$ 12,636
	Total Personnel	\$ 258,411	\$ 306,683	\$ 366,038	\$ 366,038	\$ 385,826	5%	\$ 19,788
Salaries & Wages								
5010	Full Time	\$ 193,036	\$ 178,236	\$ 250,891	\$ 250,891	\$ 261,518	4%	\$ 10,627
5020	Part Time	\$ 18,905	\$ 17,112	\$ 25,211	\$ 25,211	\$ 26,736	6%	\$ 1,525
5030	Overtime	\$ 5,097	\$ 4,127	\$ 4,000	\$ 4,000	\$ 4,000	0%	\$ -
	Total Salaries & Wages	\$ 217,038	\$ 199,476	\$ 280,102	\$ 280,102	\$ 292,254	4%	\$ 12,152
Other Pay								
5140	Accrued Leave Buy Back	\$ -	\$ 44,060	\$ 5,000	\$ 5,000	\$ -	-100%	\$ (5,000)
	Total Other Pay	\$ -	\$ 44,060	\$ 5,000	\$ 5,000	\$ -	-100%	\$ (5,000)
Benefits								
5225/5220	Retirement - Employer Contr.		\$ 911	\$ 2,441	\$ 2,441	\$ 8,051	230%	\$ 5,610
5315	Health Insurance	\$ 33,690	\$ 49,513	\$ 40,146	\$ 40,146	\$ 41,820	4%	\$ 1,674
5610	Retired Health Benefits	\$ -		\$ 25,000	\$ 25,000	\$ 25,000	0%	\$ -
5325	FSA Contribution			\$ 2,490	\$ 2,490	\$ 2,490	0%	\$ -
5250	FICA Tax	\$ 4,381	\$ 4,956	\$ 1,563	\$ 1,563	\$ 1,658	6%	\$ 95
5250	Medicare Tax	\$ 1,688	\$ 3,814	\$ 4,003	\$ 4,003	\$ 4,180	4%	\$ 177
5540	Education/Tuition Reimbursement					\$ 2,000	N/A	\$ 2,000
5410	Auto Allowance					\$ 630	N/A	\$ 630
5415	Cell Phone/Tablets	\$ 54	\$ 50	\$ 105	\$ 105	\$ 1,932	1740%	\$ 1,827
5320	457 Match	\$ 1,560	\$ 3,904	\$ 5,188	\$ 5,188	\$ 5,811	12%	\$ 623
	Total Benefits	\$ 41,373	\$ 63,147	\$ 80,936	\$ 80,936	\$ 93,572	16%	\$ 12,636
	Total Personnel	\$ 258,411	\$ 306,683	\$ 366,038	\$ 366,038	\$ 385,826	5%	\$ 19,788
Citation Administration								
7660	Citation Administration Bank Fees	\$ -	\$ 225	\$ 750	\$ 2,000	\$ 2,000	0%	\$ -
6013	Citation Administration	\$ 12,414	\$ 12,639	\$ 12,127	\$ 12,127	\$ 10,000	-18%	\$ (2,127)
6035	Contract Services/Code Enforcement Software	\$ 188	\$ 11,574	\$ 39,498	\$ 39,498	\$ 11,000	-72%	\$ (28,498)
7685	Disaster Preparedness	\$ 2,862	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
	Total Program Services	\$ 15,464	\$ 24,438	\$ 52,375	\$ 53,625	\$ 23,000	-57%	\$ (30,625)
Materials & Supplies								
6520	Office Supplies	\$ 226	\$ 1,340	\$ 2,000	\$ 2,000	\$ 3,000	50%	\$ 1,000
6510	Copy Paper	\$ 43	\$ 150	\$ 100	\$ 200	\$ 200	0%	\$ -
6540	Printing	\$ 412	\$ 428	\$ 4,000	\$ 2,000	\$ 2,000	0%	\$ -
6530	Postage - Mailing Fees	\$ 222	\$ 102	\$ 500	\$ 500	\$ 500	0%	\$ -
5570	Uniforms	\$ 1,266	\$ 2,409	\$ 4,200	\$ 2,500	\$ 4,200	68%	\$ 1,700
	Total Materials & Supplies	\$ 2,169	\$ 4,429	\$ 10,800	\$ 7,200	\$ 9,900	38%	\$ 2,700
Utilities and Services								
7010	Light and Power	\$ 1,903	\$ 1,022	\$ 1,200	\$ 1,200	\$ 1,200	0%	\$ -
7020	Gas	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
7030	Telephone/Internet	\$ 4,254	\$ 5,033	\$ 3,000	\$ 3,000	\$ 3,000	0%	\$ -
7050	Water	\$ 4	\$ 11	\$ 15	\$ 15	\$ 15	0%	\$ -
7720	Equipment Rental	\$ 2,277	\$ 2,147	\$ 2,230	\$ 2,230	\$ 2,230	0%	\$ -
	Total Utilities and Services	\$ 8,438	\$ 8,213	\$ 6,445	\$ 6,445	\$ 6,445	0%	\$ -
Other Expenses								
Miscellaneous								
6900	Travel and Meeting	\$ -	\$ 500	\$ -	\$ -	\$ -	N/A	\$ -
6490	Dues/Subscriptions/Training	\$ 306	\$ 321	\$ 1,500	\$ 1,500	\$ 3,000	100%	\$ 1,500
	Total Miscellaneous	\$ 306	\$ 821	\$ 1,500	\$ 1,500	\$ 3,000	100%	\$ 1,500

Code Compliance

100-4600		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	% ▲	\$ ▲
Maintenance								
7250	Equipment Service Maintenance	\$ 1,780	\$ 921	\$ 650	\$ 650	\$ 650	0%	\$ -
7130	City Hall Security System	\$ 481	\$ 533	\$ 450	\$ 450	\$ -	-100%	\$ (450)
7260	Vehicle Maintenance	\$ 2,688	\$ 3,910	\$ 3,500	\$ 3,500	\$ 2,000	-43%	\$ (1,500)
7265	Vehicle Fuel	\$ 2,688	\$ 2,974	\$ 4,600	\$ 4,600	\$ 1,500	-67%	\$ (3,100)
7200	Facility Maintenance	\$ 495	\$ 1,574	\$ 1,400	\$ 1,400	\$ 1,000	-29%	\$ (400)
6095	IT Updates			\$ -	\$ 100	\$ -	-100%	\$ (100)
6650	Website Maintenance	\$ 635	\$ -	\$ 650	\$ 650	\$ -	-100%	\$ (650)
	Total Maintenance	\$ 8,767	\$ 9,913	\$ 11,250	\$ 11,350	\$ 5,150	-55%	\$ (6,200)
	Total Other Expenses	\$ 9,073	\$ 10,734	\$ 12,750	\$ 12,850	\$ 8,150	-37%	\$ (4,700)
Capital - Replacement								
8011	Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
	Total Capital - Replacement	\$ -	N/A	\$ -				
	Total Expenses	\$ 293,555	\$ 354,496	\$ 448,408	\$ 446,158	\$ 433,321	-3%	\$ (12,837)
	Net Subsidy General Fund	\$ 286,850	\$ 304,193	\$ 413,408	\$ 411,158	\$ 423,321	3%	\$ 12,163

Code Compliance will be funded by revenue collected through Cost Recovery Fines and the General Operating Fund.

Parks & Recreation

The Artesia Parks and Recreation Department provides active and passive recreational activities, programs and facilities for Artesia residents in accessible, affordable, and safe environments. The Department also maintains parks and recreational facilities. In addition, the Department offers health and social services to older adults, and it encourages cultural and physical diversity through its planned activities and programs offered.

100-5100	FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
	Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary							
Full Time Positions							
Parks and Recreation Manager	0.75	0.75	1.00	1.00	1.00	0%	0.00
Assistant Parks & Recreation Manager	0.00	0.00	1.00	1.00	0.00	N/A	-1.00
Recreation Supervisor	2.00	3.00	1.00	1.00	1.00	0%	0.00
Recreation Program Coordinator	2.00	2.00	2.00	2.00	2.00	0%	0.00
Parks and Recreation Leader	3.15	3.15	2.65	1.00	1.00	0%	0.00
Maintenance Worker II	2.00	2.00	0.00	0.00	0.00	N/A	0.00
Administrative Assistant	1.00	1.00	1.00	0.00	0.00	N/A	0.00
Administrative Secretary	0.05	0.05	0.05	0.05	0.05	0%	0.00
Subtotal FTE	10.95	11.95	8.70	6.05	5.05	-17%	-1.00
Part Time Positions							
Parks and Recreation Leader I	0.00	0.00	0.00	4.00	4.00	0%	0.00
Parks and Recreation Leader II	0.00	0.00	0.00	2.00	2.00	0%	0.00
Parks and Recreation Leader III	0.00	0.00	0.00	0.00	0.00	N/A	0.00
Subtotal FTE	0.00	0.00	0.00	6.00	6.00	0%	0.00
Total FTE	10.95	11.95	8.70	12.05	11.05	-8%	-1.00
Revenues							
Parks and Recreation Fees	\$ 11,054	\$ 53,503	\$ 51,000	\$ 57,500	\$ 68,000	18%	\$ 10,500.00
Revenue From General Fund	\$ 901,262	\$ 655,915	\$ 1,349,923	\$ 973,033	\$ 1,445,847	49%	\$ 472,814.00
Total Revenue for Department	\$ 912,316	\$ 709,418	\$ 1,400,923	\$ 1,030,533	\$ 1,513,847	47%	\$ 483,314.00
Expenditures							
Personnel	\$ 610,001	\$ 416,304	\$ 602,923	\$ 605,923	\$ 604,637	0%	\$ (1,286)
Utilities and Services	\$ 144,077	\$ 173,357	\$ 198,800	\$ 206,900	\$ 177,700	-14%	\$ (29,200)
Materials and Supplies	\$ 3,579	\$ 9,973	\$ 13,000	\$ 13,010	\$ 7,810	-40%	\$ (5,200)
Other Expenses	\$ 154,659	\$ 109,785	\$ 186,200	\$ 204,700	\$ 213,450	4%	\$ 8,750
Capital	\$ -	\$ -	\$ -	\$ -	\$ 510,250	N/A	\$ 510,250
Total Expenditures	\$ 912,316	\$ 709,418	\$ 1,000,923	\$ 1,030,533	\$ 1,513,847	47%	\$ 483,314
Net Subsidy General Fund	\$ 901,262	\$ 655,915	\$ 1,349,923	\$ 973,033	\$ 1,445,847	49%	\$ 472,814

Parks & Recreation

100-5100		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Revenues								
4380	Recreation Fees (General)	\$ (1,294)	\$ 27,198	\$ 22,000	\$ 22,000	\$ 30,000	36%	\$ 8,000
4330	Facility Use Fees	\$ 4,200	\$ 18,279	\$ 18,000	\$ 18,000	\$ 20,000	11%	\$ 2,000
4300	Application Fees	\$ (50)	\$ 1,400	\$ 1,000	\$ 1,000	\$ 2,000	100%	\$ 1,000
4387	Soccer Fees (Youth)	\$ 250	\$ (5)	\$ 1,000	\$ 1,000	\$ 1,000	0%	\$ -
4306	Baseball Fees (Adult)	\$ (830)	\$ 210	\$ 3,000	\$ 3,000	\$ 3,000	0%	\$ -
4305	Baseball Fees (Youth)	\$ 8,778	\$ 5,021	\$ 5,000	\$ 11,000	\$ 10,000	-9%	\$ (1,000)
4303	Banner Program	\$ -	\$ 1,400	\$ 1,000	\$ 1,500	\$ 2,000	33%	\$ 500
Total Revenues		\$ 11,054	\$ 53,503	\$ 51,000	\$ 57,500	\$ 68,000	18%	\$ 10,500
Expenses								
Personnel								
Salaries and Wages		\$ 505,004	\$ 317,840	\$ 435,646	\$ 438,646	\$ 435,767	-1%	\$ (2,879)
Other Pay		\$ 231	\$ 8,243	\$ 5,000	\$ 5,000	\$ -	N/A	\$ (5,000)
Benefits, and Payroll Expenses		\$ 104,766	\$ 90,221	\$ 162,277	\$ 162,277	\$ 168,870	4%	\$ 6,593
Total Personnel		\$ 610,001	\$ 416,304	\$ 602,923	\$ 605,923	\$ 604,637	0%	\$ (1,286)
Salaries & Wages								
5010	Full Time	\$ 481,200	\$ 262,061	\$ 352,877	\$ 352,877	\$ 353,750	0%	\$ 873
5020	Part Time	\$ 23,611	\$ 53,236	\$ 80,769	\$ 80,769	\$ 82,017	2%	\$ 1,248
5030	Overtime	\$ 193	\$ 2,543	\$ 2,000	\$ 5,000	\$ -	-100%	\$ (5,000)
Total Salaries & Wages		\$ 505,004	\$ 317,840	\$ 435,646	\$ 438,646	\$ 435,767	-1%	\$ (2,879)
Other Pay								
5040	Standby - on/call pay	\$ 231	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
5140	Accrued Leave Buy Back	\$ -	\$ 8,243	\$ 5,000	\$ 5,000	\$ -	-100%	\$ (5,000)
Total Other Pay		\$ 231	\$ 8,243	\$ 5,000	\$ 5,000	\$ -	-100%	\$ (5,000)
Benefits								
5225/5220	Retirement - Employer Contr.	\$ -	\$ 1,373	\$ 3,660	\$ 3,660	\$ 10,158	178%	\$ 6,498
5315	Health Insurance	\$ 86,184	\$ 74,661	\$ 74,757	\$ 74,757	\$ 69,744	-7%	\$ (5,013)
5610	Retiree Health Insurance	\$ 228	\$ 1,884	\$ 65,000	\$ 65,000	\$ 65,000	0%	\$ -
5325	FSA Contribution	\$ -	\$ -	\$ 3,573	\$ 3,573	\$ 3,573	0%	\$ -
5250	FICA Tax	\$ 5,377	\$ 4,326	\$ 5,008	\$ 5,008	\$ 5,085	2%	\$ 77
5250	Medicare Tax	\$ 3,649	\$ 5,539	\$ 6,380	\$ 6,380	\$ 6,319	-1%	\$ (61)
5410	Auto Allowance	\$ -	\$ -	\$ -	\$ -	\$ 1,890	N/A	\$ 1,890
5415	Cell Phone	\$ 369	\$ 188	\$ 315	\$ 315	\$ 664	111%	\$ 349
5320	457 Match	\$ 8,960	\$ 2,250	\$ 3,584	\$ 3,584	\$ 5,237	46%	\$ 1,653
5418	Bilingual Pay	\$ -	\$ -	\$ -	\$ -	\$ 1,200	N/A	\$ 1,200
Total Benefits		\$ 104,766	\$ 90,221	\$ 162,277	\$ 162,277	\$ 168,870	4%	\$ 6,593
Total Personnel		\$ 610,001	\$ 416,304	\$ 602,923	\$ 605,923	\$ 604,637	0%	\$ (1,286)
Utilities and Services								
6020	City Hall Contractual	\$ 10,390	\$ 7,799	\$ 11,500	\$ 11,500	\$ -	-100%	\$ (11,500)
7010	Light and Power	\$ 46,153	\$ 50,257	\$ 80,800	\$ 80,000	\$ 65,000	-19%	\$ (15,000)
7011	Light/Power - 178th St.	\$ 766	\$ 790	\$ -	\$ 500	\$ 500	0%	\$ -
7020	Gas	\$ 1,653	\$ 646	\$ -	\$ 2,800	\$ 2,800	0%	\$ -
7021	Gas - 178th St.	\$ 142	\$ 243	\$ -	\$ 400	\$ 400	0%	\$ -
7030	Telephone/Internet	\$ 4,408	\$ 7,023	\$ 5,000	\$ 6,500	\$ 6,500	0%	\$ -
7050	Water	\$ 28,320	\$ 29,420	\$ 32,500	\$ 32,500	\$ 32,500	0%	\$ -
7051	Water - 178th St.	\$ 4,465	\$ 6,726	\$ 5,500	\$ 5,500	\$ 5,500	0%	\$ -
7720	Equipment Rental	\$ 4,160	\$ 6,213	\$ 4,000	\$ 5,700	\$ 6,000	5%	\$ 300
7250	Equipment Service	\$ 1,495	\$ 8,179	\$ 2,000	\$ 2,000	\$ 2,000	0%	\$ -
7220	HVAC Maintenance	\$ 34,483	\$ 48,123	\$ 49,000	\$ 49,000	\$ 49,000	0%	\$ -
7130	Security Svcs. Maint.	\$ 2,155	\$ 1,857	\$ 2,500	\$ 4,500	\$ 4,500	0%	\$ -
7260	Vehicle Svcs./Maint.	\$ 2,819	\$ 6,082	\$ 3,000	\$ 3,000	\$ -	-100%	\$ (3,000)
7265	Vehicle & Equip. Fuel	\$ 2,668	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	0%	\$ -
Total Utilities and Services		\$ 144,077	\$ 173,357	\$ 198,800	\$ 206,900	\$ 177,700	-14%	\$ (29,200)
Materials & Supplies								
6500	City Hall Pro-Rata Supplies	\$ 773	\$ 1,700	\$ 3,500	\$ 3,500	\$ -	-100%	\$ (3,500)
6520	Office Supplies	\$ 2,806	\$ 3,273	\$ 4,500	\$ 4,500	\$ 4,000	-11%	\$ (500)
6560	Special Supplies	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 750	-50%	\$ (750)
5570	Uniforms	\$ -	\$ 3,500	\$ 3,500	\$ 3,510	\$ 3,060	-13%	\$ (450)
Total Materials & Supplies		\$ 3,579	\$ 9,973	\$ 13,000	\$ 13,010	\$ 7,810	-40%	\$ (5,200)

Parks & Recreation

100-5100		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Other Expenses								
Miscellaneous								
6045	Copyright/Entertainment Licensing	\$ 1,829	\$ 1,894	\$ 2,000	\$ 2,000	\$ 2,050	3%	\$ 50
6900	Travel and Meeting	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,200	20%	\$ 200
6840	Staff Training	\$ 5	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
6490	Dues and Subscriptions	\$ 2,125	\$ 1,502	\$ 1,000	\$ 1,000	\$ 1,000	0%	\$ -
5540	Education/Tuition Reimbursement	\$ 2,500	\$ 2,000	\$ 2,000	\$ 2,000	\$ 3,000	50%	\$ 1,000
Total Miscellaneous		\$ 6,459	\$ 6,396	\$ 6,000	\$ 6,000	\$ 7,250	21%	\$ 1,250
Facility Maintenance								
7280	Artesia Park Supplies	\$ 13,692	\$ 23,695	\$ 45,000	\$ 45,000	\$ 55,000	22%	\$ 10,000
7210	Albert O. Little Center Supplies	\$ 5,937	\$ 10,403	\$ 10,000	\$ 10,000	\$ 10,000	0%	\$ -
7245	AJ Padelford Park Supplies	\$ 1,900	\$ 919	\$ 2,500	\$ 2,500	\$ 2,500	0%	\$ -
7225	Artesia Park Library Supplies	\$ 598	\$ 3,930	\$ 1,000	\$ 5,500	\$ 6,000	9%	\$ 500
7245	AJ Padelford Center Supplies	\$ 3,493	\$ 5,035	\$ 6,500	\$ 6,500	\$ 6,500	0%	\$ -
7275	Field Maintenance	\$ 1,166	\$ 1,551	\$ 3,000	\$ 3,000	\$ 3,000	0%	\$ -
7315	Maintenance - 178th St.	\$ 848	\$ 255	\$ -	\$ 10,600	\$ -	-100%	\$ (10,600)
7806	Botanical Garden	\$ -	\$ -	\$ 26,600	\$ 30,000	\$ 37,600	25%	\$ 7,600
Total Facility Maintenance		\$ 27,634	\$ 45,789	\$ 94,600	\$ 113,100	\$ 120,600	7%	\$ 7,500
Senior and Recreation Programs								
7676	Recreation Programs	\$ 1,313	\$ 20,100	\$ 23,100	\$ 23,100	\$ 23,100	0%	\$ -
	Teen Programs				\$ -	\$ -	N/A	\$ -
	Summer Programs				\$ -	\$ -	N/A	\$ -
7790	Senior Meals	\$ 14,261	\$ 15,000	\$ 16,000	\$ 16,000	\$ 16,000	0%	\$ -
7821	Senior Programs	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	0%	\$ -
7835	Program Advertising & Promo.	\$ 300	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	0%	\$ -
7640	Adult Sports/Activities	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	0%	\$ -
7795	Youth Baseball Programs	\$ 7,300	\$ 7,000	\$ 14,500	\$ 14,500	\$ 14,500	0%	\$ -
7797	Youth Soccer Program	\$ -	\$ -	\$ 7,500	\$ 7,500	\$ 7,500	0%	\$ -
6195	Contract Services	\$ 97,392	\$ 12,000	\$ 15,000	\$ 15,000	\$ 15,000	0%	\$ -
	Umpire Fees				\$ -	\$ -	N/A	\$ -
5550	Background Checks - Volunteers	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	0%	\$ -
Total Program Expenses		\$ 120,566	\$ 57,600	\$ 85,600	\$ 85,600	\$ 85,600	0%	\$ -
Total Other Expenses		\$ 154,659	\$ 109,785	\$ 186,200	\$ 204,700	\$ 213,450	4%	\$ 8,750
Capital								
8015	Capital Furniture	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
8011	Recreation Software	\$ -	\$ -	\$ -	\$ -	\$ 5,000	N/A	\$ 5,000
8024	Park Improvements	\$ -	\$ -	\$ 400,000	\$ -	\$ 505,250	N/A	\$ 505,250
Total Capital - Replacement		\$ -	\$ -	\$ 400,000	\$ -	\$ 510,250	N/A	\$ 510,250
Total Expenses		\$ 912,316	\$ 709,418	\$ 1,400,923	\$ 1,030,533	\$ 1,513,847	47%	\$ 483,314
Net Subsidy General Fund		\$ 901,262	\$ 655,915	\$ 1,349,923	\$ 973,033	\$ 1,445,847	49%	\$ 472,814

Parks & Recreation will be funded by revenue collected through Parks and Recreation fees, and the General Operating Fund.

Public Works

The Public Works Department maintains the City's streets, sidewalks, medians, and facilities. Maintenance includes sidewalk repairs for ADA compliance, filling of pot holes, maintaining vegetation such as trimming vines and controlling weeds, removing trash from City receptacles, and maintaining City fleet vehicles. The Department also manages contracts for regular maintenance work such as tree trimming and landscaping City medians.

100-6100	FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
	Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary							
Full Time Positions							
Public Works Manager	0.30	0.30	0.30	0.30	1.00	233%	0.70
Special Projects Manager	0.00	0.00	0.00	1.00	0.00	N/A	-1.00
Lead Maintenance Specialist	0.00	0.00	0.00	0.60	0.60	0%	0.00
Maintenance Specialist II	1.00	1.00	1.00	0.00	0.00	N/A	0.00
Maintenance Specialist I	2.00	2.00	2.00	1.20	1.20	0%	0.00
Maintenance Worker II	1.00	1.00	3.00	1.80	1.20	-33%	-0.60
Administrative Assistant	0.15	0.15	0.15	0.30	0.30	0%	0.00
Total FTE	4.45	4.45	6.45	5.20	4.30	-17%	-0.90
Part Time Positions							
Maintenance Worker	0.00	0.00	0.00	4.00	2.00	-50%	-2.00
Subtotal FTE	0.00	0.00	0.00	4.00	2.00	-50%	-2.00
Total FTE	4.45	4.45	6.45	9.20	6.30	-32%	-2.90
Transfers and Revenues							
Transfer in from Gas Tax	\$ -	\$ 155,801	\$ 155,801	\$ 160,000	\$ -	-100%	\$ (160,000)
Revenue From General Fund	\$ 589,526	\$ 366,640	\$ 510,504	\$ 552,597	\$ 691,079	25%	\$ 138,482
Total Transfers and Revenue for Department	\$ 589,526	\$ 522,441	\$ 666,305	\$ 712,597	\$ 691,079	-3%	\$ (21,518)
Expenditures							
Personnel	\$ 471,685	\$ 430,802	\$ 537,210	\$ 558,210	\$ 520,522	-7%	\$ (37,688)
Utilities and Services	\$ 37,784	\$ 30,382	\$ 52,000	\$ 54,200	\$ 58,800	8%	\$ 4,600
Materials and Supplies	\$ 3,539	\$ 4,645	\$ 8,950	\$ 24,050	\$ 21,620	-10%	\$ (2,430)
Other Expenses	\$ 32,719	\$ 53,282	\$ 54,300	\$ 70,687	\$ 84,687	20%	\$ 14,000
Beautification & Maint. Commission	\$ -	\$ 260	\$ 1,250	\$ 1,250	\$ 1,250	0%	\$ -
Capital	\$ 42,627	\$ 400	\$ 400	\$ 4,200	\$ 4,200	0%	\$ -
Total Expenditures	\$ 588,354	\$ 519,771	\$ 654,110	\$ 712,597	\$ 691,079	-3%	\$ (21,518)
Net Subsidy General Fund	\$ 589,526	\$ 366,640	\$ 510,504	\$ 552,597	\$ 691,079	25%	\$ 138,482

Public Works

100-6100		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Expenses								
Personnel								
	Salaries and Wages	\$ 379,349.07	\$ 384,522.34	\$ 402,859.00	\$ 423,859.00	\$ 392,389	-7%	\$ (31,470)
	Other Pay	\$ 27,208	\$ 37,048	\$ 37,000	\$ 37,000	\$ 37,000	0%	\$ -
	Benefits, and Payroll Expenses	\$ 65,128	\$ 9,231	\$ 97,351	\$ 97,351	\$ 91,133	-6%	\$ (6,218)
	Total Benefits	\$ 471,685	\$ 430,802	\$ 537,210	\$ 558,210	\$ 520,522	-7%	\$ (37,688)
Salaries & Wages								
5010	Full Time	\$ 345,036	\$ 304,863	\$ 392,859	\$ 392,859	\$ 356,389	-9%	\$ (36,470)
5020	Part Time	\$ 533	\$ -	\$ -	\$ 6,000	\$ -	-100%	\$ (6,000)
5030	Overtime	\$ 33,780	\$ 79,660	\$ 10,000	\$ 25,000	\$ 36,000	44%	\$ 11,000
	Total Salaries & Wages	\$ 379,349	\$ 384,522	\$ 402,859	\$ 423,859	\$ 392,389	-7%	\$ (31,470)
Other Pay								
5040	Standby - on/call pay	\$ 27,208	\$ 28,737	\$ 32,000	\$ 32,000	\$ 32,000	0%	\$ -
5140	Accrued Leave Buy Back	\$ -	\$ 8,312	\$ 5,000	\$ 5,000	\$ 5,000	0%	\$ -
	Total Other Pay	\$ 27,208	\$ 37,048	\$ 37,000	\$ 37,000	\$ 37,000	0%	\$ -
Benefits								
5225/5220	Retirement - Employer Contr.	\$ -	\$ 1,529	\$ 4,172	\$ 4,172	\$ 10,808	159%	\$ 6,636
5315	Health Insurance	\$ 61,067	\$ -	\$ 78,009	\$ 78,009	\$ 67,824	-13%	\$ (10,185)
5325	FSA Contribution	\$ -	\$ -	\$ 3,682	\$ 3,682	\$ 3,456	-6%	\$ (226)
5250	FICA Tax	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
5250	Medicare Tax	\$ 2,495	\$ 6,057	\$ 5,683	\$ 5,683	\$ 5,168	-9%	\$ (515)
5410	Auto Allowance	\$ -	\$ -	\$ -	\$ -	\$ 1,200	N/A	\$ 1,200
5415	Cell Phone	\$ 54	\$ 50	\$ 3,270	\$ 3,270	\$ 1,490	-54%	\$ (1,780)
5320	457 Match	\$ 1,512	\$ 1,596	\$ 2,535	\$ 2,535	\$ 1,187	-53%	\$ (1,348)
	Total Benefits	\$ 65,128	\$ 9,231	\$ 97,351	\$ 97,351	\$ 91,133	-6%	\$ (6,218)
	Total Personnel	\$ 471,685	\$ 430,802	\$ 537,210	\$ 558,210	\$ 520,522	-7%	\$ (37,688)
Utilities and Services								
6020	City Hall Pro-Rata	\$ 9,693	\$ 7,479	\$ 12,000	\$ 12,000	\$ -	-100%	\$ (12,000)
7010	Light and Power	\$ 3,444	\$ 3,212	\$ 2,000	\$ 3,700	\$ 3,400	-8%	\$ (300)
7030	Telephone/Internet	\$ 5,445	\$ 5,587	\$ 5,500	\$ 5,500	\$ 5,500	0%	\$ -
7050	Water	\$ 4,615	\$ 4,294	\$ 4,500	\$ 4,500	\$ 4,500	0%	\$ -
7720	Equipment Rental	\$ 1,097	\$ 23	\$ 4,000	\$ 4,000	\$ 4,000	0%	\$ -
7250	Equipment Svc./Maint./Acquis.	\$ 687	\$ 692	\$ 3,000	\$ 3,500	\$ 7,200	106%	\$ 3,700
7130	Security Services/Maintenance	\$ 921	\$ 551	\$ 1,000	\$ 1,000	\$ 1,000	0%	\$ -
6035	Contractual Services	\$ 11,882	\$ 8,544	\$ 20,000	\$ 20,000	\$ 33,200	66%	\$ 13,200
	Comcate	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Online Striping	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Yunex	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Mariposa	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total Utilities and Services	\$ 37,784	\$ 30,382	\$ 52,000	\$ 54,200	\$ 58,800	8%	\$ 4,600
Materials & Supplies								
6500	City Hall Supplies/Other	\$ 899	\$ 1,691	\$ 4,500	\$ 4,500	\$ -	-100%	\$ (4,500)
6520	Office Supplies	\$ 732	\$ 656	\$ 1,000	\$ 1,000	\$ 1,000	0%	\$ -
6560	Special Supplies/Uniforms	\$ 1,908	\$ 2,298	\$ 3,450	\$ 3,450	\$ 3,450	0%	\$ -
5570	Uniforms	\$ 1,141	\$ 2,500	\$ 2,195	\$ 5,000	\$ 2,070	-59%	\$ (2,930)
7715	Graffiti Removal Program and Supplies	\$ 31	\$ -	\$ 10,000	\$ 10,000	\$ 15,000	50%	\$ 5,000
7320	Alley Maintenance/Resurface	\$ -	\$ 170	\$ -	\$ 100	\$ 100	0%	\$ -
	Total Materials & Supplies	\$ 3,539	\$ 4,645	\$ 8,950	\$ 24,050	\$ 21,620	-10%	\$ (2,430)
Other Expenses								
Miscellaneous								
5610	Retiree Health Ins	\$ (733)	\$ 21,313	\$ 24,000	\$ 24,000	\$ 24,000	0%	\$ -
6900	Travel and Meeting	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	0%	\$ -
6840	Staff Training	\$ 405	\$ 354	\$ 1,000	\$ 1,000	\$ 1,000	0%	\$ -
6490	Dues/Subscriptions/Training	\$ 2,970	\$ 3,188	\$ 3,500	\$ 4,200	\$ 4,200	0%	\$ -
7265	Vehicle and Equipment Fuel	\$ 7,382	\$ 6,500	\$ 8,500	\$ 14,487	\$ 14,487	0%	\$ -
7645	Annual Fee Storm Water	\$ 8,992	\$ 10,602	\$ -	\$ -	\$ -	N/A	\$ -
	Total Miscellaneous	\$ 19,016	\$ 42,457	\$ 37,500	\$ 44,187	\$ 44,187	0%	\$ -
Maintenance								
7260	Vehicle Maintenance	\$ 7,276	\$ 5,500	\$ 10,000	\$ 11,500	\$ 11,500	0%	\$ -
7335	City Right of Way Maintenance	\$ 1,176	\$ 935	\$ 1,800	\$ 10,000	\$ 4,000	-60%	\$ (6,000)
7280	Facility Maintenance	\$ 5,251	\$ 4,389	\$ 5,000	\$ 5,000	\$ 25,000	400%	\$ 20,000
	Total Maintenance	\$ 13,703	\$ 10,825	\$ 16,800	\$ 26,500	\$ 40,500	53%	\$ 14,000
	Total Other Expenses	\$ 32,719	\$ 53,282	\$ 54,300	\$ 70,687	\$ 84,687	20%	\$ 14,000

Public Works

100-6100		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Beautification & Maint. Commission								
7675	Commissioner Recognition/Expense	\$ -	\$ 60	\$ 300	\$ 300	\$ 300	0%	\$ -
7811	Holiday Home Decoration Awards	\$ -	\$ 100	\$ 300	\$ 300	\$ 300	0%	\$ -
7807	Business Beautification Awards	\$ -	\$ 100	\$ 650	\$ 650	\$ 650	0%	\$ -
Total Beautification Expenses		\$ -	\$ 260	\$ 1,250	\$ 1,250	\$ 1,250	0%	\$ -
Capital								
8055	Norwalk Improvement	\$ 320	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
8011	Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
7300	Street Maintenance (MOE)	\$ 42,307	\$ 400	\$ 400	\$ 4,200	\$ 4,200	0%	\$ -
Total Capital		\$ 42,627	\$ 400	\$ 400	\$ 4,200	\$ 4,200	0%	\$ -
Total Expenses		\$ 589,526	\$ 522,441	\$ 666,305	\$ 712,597	\$ 691,079	-3%	\$ (21,518)
Net Subsidy General Fund		\$ 589,526	\$ 366,640	\$ 510,504	\$ 552,597	\$ 691,079	25%	\$ 138,482

Public Works will be funded by through Gas Tax revenue and the General Operating Fund.

City Engineer

City engineering services are provided by a contractor. The Engineer also oversees contractors on engineering projects within the City, inspects construction affecting the public right of way for compliance with the Municipal Code and other safety and industry standards.

100-4500		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	% ▲	\$ ▲
Staffing Summary								
	Planning Manager	0.05	0.05	0.05	0.00	0.05	N/A	0.05
	Assistant Planner	0.05	0.05	0.05	0.00	0.05	N/A	0.05
	Planning Aide	0.05	0.05	0.05	0.00	0.00	N/A	0.00
	Total FTE	0.15	0.15	0.15	0.00	0.10	N/A	0.10
Revenues								
	Encroachment Permit	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
	Revenue From General Fund	\$ 87,666	\$ 56,858	\$ 208,400	\$ 208,400	\$ 219,320	5%	\$ 10,920
	Total Revenue for Department	\$ 87,666	\$ 56,858	\$ 208,400	\$ 208,400	\$ 219,320	5%	\$ 10,920
Expenditures								
	Personnel Expenses	\$ 29,261	\$ 4,641	\$ -	\$ -	\$ 10,920	N/A	\$ 10,920
	Materials & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
	Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
	Professional Service Expenses	\$ 58,405	\$ 52,217	\$ 208,400	\$ 208,400	\$ 208,400	0%	\$ -
	Total Expenditures	\$ 87,666	\$ 56,858	\$ 208,400	\$ 208,400	\$ 219,320	5%	\$ 10,920
	Net Subsidy General Fund	\$ 87,666	\$ 56,858	\$ 208,400	\$ 208,400	\$ 219,320	5%	\$ 10,920
Revenues								
	Encroachment Permit	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
	Total Revenue for Department	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Expenses								
Personnel								
	Salaries and Wages	\$ 23,670	\$ 3,564	\$ -	\$ -	\$ 8,416	N/A	\$ 8,416
	Benefits, and Payroll Expenses	\$ 5,591	\$ 1,077	\$ -	\$ -	\$ 2,504	N/A	\$ 2,504
	Total Personnel	\$ 29,261	\$ 4,641	\$ -	\$ -	\$ 10,920	N/A	\$ 10,920
Salaries & Wages								
5010	Full Time	\$ 23,645	\$ 3,515	\$ -	\$ -	\$ 8,416	N/A	\$ 8,416
5030	Overtime	\$ 25	\$ 49	\$ -	\$ -	\$ -	N/A	\$ -
	Total Salaries & Wages	\$ 23,670	\$ 3,564	\$ -	\$ -	\$ 8,416	N/A	\$ 8,416
Benefits								
5225/5220	Retirement - Employer Contr.	\$ -	\$ 17	\$ -	\$ -	\$ 299	N/A	\$ 299
5315	Health Insurance	\$ 4,219	\$ 922	\$ -	\$ -	\$ 1,962	N/A	\$ 1,962
5325	FSA Contribution	\$ -	\$ -	\$ -	\$ -	\$ 60	N/A	\$ 60
5250	Medicare Tax	\$ 109	\$ 71	\$ -	\$ -	\$ 122	N/A	\$ 122
5410	Auto Allowance	\$ -	\$ -	\$ -	\$ -	\$ 45	N/A	\$ 45
5415	Cell Phone	\$ 36	\$ 14	\$ -	\$ -	\$ 16	N/A	\$ 16
5320	457 Match	\$ 1,227	\$ 53	\$ -	\$ -	\$ -	N/A	\$ -
	Total Benefits	\$ 5,591	\$ 1,077	\$ -	\$ -	\$ 2,504	N/A	\$ 2,504
	Total Personnel	\$ 29,261	\$ 4,641	\$ -	\$ -	\$ 10,920	N/A	\$ 10,920
Materials & Supplies								
6520	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
	Total Materials & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Other Expenses								
Miscellaneous								
6900	Travel & Meeting	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
	Total Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Professional Service Expenses								
6490	Dues & Subscriptions	\$ 40,907	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
7645	Annual Fee Storm Sewer	\$ 2,848	\$ 3,326	\$ 3,400	\$ 3,400	\$ 3,400	0%	\$ -
6710	Legal Publication	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
6035	Professional Services	\$ 14,650	\$ 46,291	\$ 200,000	\$ 200,000	\$ 200,000	0%	\$ -
6035	Professional Services - City Services	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
6065	General Engineering	\$ -	\$ 2,600	\$ 5,000	\$ 5,000	\$ 5,000	0%	\$ -
	Total Professional Services	\$ 58,405	\$ 52,217	\$ 208,400	\$ 208,400	\$ 208,400	0%	\$ -
	Total Expenses	\$ 87,666	\$ 56,858	\$ 208,400	\$ 208,400	\$ 219,320	5%	\$ 10,920
	Net Subsidy General Fund	\$ 87,666	\$ 56,858	\$ 208,400	\$ 208,400	\$ 219,320	5%	\$ 10,920

City Engineer is primarily funded by revenue generated through Plan Check Fees and the General Operating Fund.

Law Enforcement

Law Enforcement is a contract service provided by the Los Angeles County Sheriff's Department to preserve the quality of life in Artesia. Services include general law enforcement, traffic enforcement, jail services, warrants service and monitoring, and community relations.

100-7100		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
No Positions Allocated		0.00	0.00	0.00	0.00	0.00	0%	0.00
Total FTE		0.00	0.00	0.00	0.00	0.00	0%	0.00
Revenues & Transfers In								
Revenue From General Fund		\$ 3,276,398	\$ 4,040,838	\$ 4,574,121	\$ 4,393,626	\$ 4,750,446	8%	\$ 356,820
Transfer in from COPS Fund 77		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	0%	\$ -
Total Revenue for Department		\$ 3,376,398	\$ 4,140,838	\$ 4,674,121	\$ 4,493,626	\$ 4,850,446	8%	\$ 356,820
Expenditures								
Law Enforcement Services		\$ 3,376,398	\$ 4,040,662	\$ 4,674,121	\$ 4,493,626	\$ 4,850,446	8%	\$ 356,820
Total Expenditures		\$ 3,376,398	\$ 4,040,662	\$ 4,674,121	\$ 4,493,626	\$ 4,850,446	8%	\$ 356,820
Net Subsidy General Fund		\$ 3,276,398	\$ 3,940,662	\$ 4,574,121	\$ 4,393,626	\$ 4,750,446	8%	\$ 356,820
Law Enforcement Services								
6080	Los Angeles County Sheriffs Contract	\$ 3,376,398	\$ 4,140,838	\$ 4,493,626	\$ 4,313,131	\$ 4,674,383	8%	\$ 361,252
	Suppression/Equipment	\$ -	\$ -	\$ 180,495	\$ 180,495	\$ 176,063	-2%	\$ (4,432)
	Total Law Enforcement	\$ 3,376,398	\$ 4,140,838	\$ 4,674,121	\$ 4,493,626	\$ 4,850,446	8%	\$ 356,820
Net Subsidy General Fund		\$ 3,276,398	\$ 3,940,662	\$ 4,574,121	\$ 4,393,626	\$ 4,750,446	8%	\$ 356,820

Law Enforcement will be funded by COPS Grant funds and the General Operating Fund.

Artesia Towne Center

The Artesia Towne Center Fund receives funds from Rental Revenue and Expenditure activities of the City owned commercial property referred to as the Artesia Towne Center located at 18155-18197 Pioneer Boulevard. The center has been operated and managed by the City since August of 2016. Expenditures include operation, maintenance and improvement of the facility, which are funded through rental revenue furnish by commercial tenants.

Fund 600		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
	City Manager	0.10	0.10	0.10	0.10	0.10	0%	0.00
	Deputy City Manager	0.05	0.05	0.05	0.05	0.05	0%	0.00
	Management Analyst	1.05	1.05	1.05	0.00	0.00	N/A	0.00
	Finance Manager	0.10	0.10	0.10	0.10	0.10	0%	0.00
	Total FTE	1.30	1.30	1.30	0.25	0.25	0%	0.00
Revenues								
Charges for Services								
4710	Interest Income	\$ 805	\$ 1,478	\$ 1,500	\$ 1,500	\$ -	-100%	\$ (1,500)
4720	Rental Income	\$ 374,257	\$ 445,224	\$ 255,186	\$ 255,186	\$ 738,132	189%	\$ 482,946
	Total Revenue	\$ 375,062	\$ 446,703	\$ 256,686	\$ 256,686	\$ 738,132	188%	\$ 481,446
Expenses								
Personnel								
	Salaries and Wages	\$ 25,466	\$ 111,885	\$ 40,852	\$ 41,350	\$ 44,916	9%	\$ 3,566
	Other Pay	\$ -	\$ 24,484	\$ 5,000	\$ 5,000	\$ -	-100%	\$ (5,000)
	Benefits, and Payroll Expenses	\$ 8,350	\$ 35,894	\$ 4,715	\$ 6,456	\$ 11,565	79%	\$ 5,109
	Total Personnel Expense	\$ 33,816	\$ 172,264	\$ 50,567	\$ 52,806	\$ 56,481	7%	\$ 3,675
Salaries & Wages								
5010	Full Time	\$ 25,233	\$ 107,138	\$ 41,350	\$ 41,350	\$ 44,916	9%	\$ 3,566
5020	Part Time		\$ 4,748					
5030	Overtime	\$ 233	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
	Total Salaries & Wages	\$ 25,466	\$ 111,885	\$ 41,350	\$ 41,350	\$ 44,916	9%	\$ 3,566
Other Pay								
5140	Accrued Leave Buy Back	\$ -	\$ 24,484	\$ 5,000	\$ 5,000	\$ -	-100%	\$ (5,000)
	Total Other Pay	\$ -	\$ 24,484	\$ 5,000	\$ 5,000	\$ -	-100%	\$ (5,000)
Benefits								
5225/5220	Retirement - Employer Contr.		\$ 546	\$ 447	\$ 447	\$ 3,171	609%	\$ 2,724
5315	Health Insurance	\$ 6,120	\$ 29,688	\$ 3,443	\$ 3,443	\$ 3,984	16%	\$ 541
5325	FSA Contribution	\$ -	\$ -	\$ -	\$ 173	\$ 173	0%	\$ -
5250	Medicare Tax	\$ 281	\$ 2,594	\$ 300	\$ 592	\$ 651	10%	\$ 59
5410	Auto Allowance			\$ 500	\$ 500	\$ 750	50%	\$ 250
5415	Cell Phone	\$ 14	\$ 190	\$ 50	\$ 75	\$ 289	285%	\$ 214
5320	457 Match	\$ 1,935	\$ 2,876	\$ 900	\$ 1,226	\$ 2,547	108%	\$ 1,321
	Total Benefits	\$ 8,350	\$ 35,894	\$ 5,640	\$ 6,456	\$ 11,565	79%	\$ 5,109
	Total Personnel	\$ 33,816	\$ 172,264	\$ 50,567	\$ 52,806	\$ 56,481	7%	\$ 3,675
Utilities and Services								
7010	Light and Power	\$ 19,689	\$ 23,410	\$ 40,000	\$ 40,000	\$ -	-100%	\$ (40,000)
7030	Telephone/Internet	\$ 1,550	\$ 1,547	\$ 1,036	\$ 1,036	\$ -	-100%	\$ (1,036)
7050	Water	\$ 7,017	\$ 9,071	\$ 6,243	\$ 6,243	\$ -	-100%	\$ (6,243)
7130	Security Guard	\$ 40,150	\$ 53,003	\$ 65,000	\$ 65,000	\$ -	-100%	\$ (65,000)
	Total Utilities and Services	\$ 68,406	\$ 87,031	\$ 112,279	\$ 112,279	\$ -	-100%	\$ (112,279)
Other Expenses								
7280	Building Maintenance	\$ 29,503	\$ 69,536	\$ 33,000	\$ 33,000	\$ -	-100%	\$ (33,000)
7655	ATC Reimbursable Expense	\$ 575	\$ 153	\$ 500	\$ 500	\$ -	-100%	\$ (500)
7755	ATC Expense (Maintenance & Operations)	\$ 6,968	\$ 7,432	\$ 10,000	\$ 10,000	\$ 254,250	2443%	\$ 244,250
7400	Property Insurance	\$ 20,000	\$ 70,000.00	\$ 57,380	\$ 57,380	\$ 59,000	3%	\$ 1,620
6035	ATC Management Contract	\$ 14,206	\$ 17,631.75	\$ 50,000	\$ 50,000	\$ 42,800	-14%	\$ (7,200)
8102	Property Rehabilitation (Capital)	\$ -	\$ 84,149.47	\$ 105,000	\$ 105,000	\$ 112,600	7%	\$ 7,600
	Total Other Expenses	\$ 71,252	\$ 248,903	\$ 255,880	\$ 255,880	\$ 468,650	83%	\$ 212,770
	Total Expenses	\$ 173,474	\$ 508,197	\$ 418,726	\$ 420,965	\$ 525,131	25%	\$ 104,166
	Net Subsidy General Fund	\$ 201,588	\$ (61,495)	\$ (162,040)	\$ (164,279)	\$ 213,001	-230%	\$ 377,280

Artesia Towne Center was previously a separate fund, but is now a department within the General Fund.

Parking Fund

Parking Fund receives revenue from the City's Paid Parking Program.

Fund 650		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
	Community Development Director	0.00	0.00	0.25	0.25	0.25	0%	0.00
	Planning Director	0.25	0.25	0.00	0.00	0.00	N/A	0.00
	Finance Manager	0.15	0.15	0.15	0.00	0.00	N/A	0.00
	Parking Enforcement Officers	1.90	1.90	1.90	3.00	3.00	0%	0.00
	Administrative Assistant	0.15	0.15	0.15	0.30	0.30	0%	0.00
	Total FTE	2.45	2.45	2.45	3.55	3.55	0%	0.00
Revenues								
Charges for Services								
Parking Pay Station Rev. Downtown								
4370	Pay Station Coin Income	\$ 3,500	\$ 6,000	\$ 8,000	\$ 8,000	\$ 8,000	0%	\$ -
4371	Pay Station Credit Income	\$ 31,794	\$ 73,992	\$ 65,000	\$ 65,000	\$ 65,000	0%	\$ -
4355	Merchant Paid Parking	\$ 10,010	\$ 10,920	\$ 14,000	\$ 14,000	\$ 14,000	0%	\$ -
	Subtotal Parking Fees	\$ 45,304	\$ 90,912	\$ 87,000	\$ 87,000	\$ 87,000	0%	\$ -
4500	Citations	\$ 128,761	\$ 70,631	\$ 100,000	\$ 100,000	\$ 100,000	0%	\$ -
	Subtotal Citations	\$ 128,761	\$ 70,631	\$ 100,000	\$ 100,000	\$ 100,000	0%	\$ -
Miscellaneous Revenue								
4710	Interest Income	\$ 1,545	\$ 2,752	\$ 1,000	\$ 1,000	\$ -	-100%	\$ (1,000)
	Total Miscellaneous	\$ 1,545	\$ 2,752	\$ 1,000	\$ 1,000	\$ -	-100%	\$ (1,000)
	Total Revenue	\$ 175,610	\$ 164,295	\$ 188,000	\$ 188,000	\$ 187,000	-1%	\$ (1,000)
Expenses								
Personnel								
	Salaries and Wages	\$ 49,350	\$ 88,616	\$ 65,880	\$ 65,880	\$ 103,288	57%	\$ 37,408
	Other Pay	\$ -	\$ 7,505	\$ 7,000	\$ 7,000	\$ -	-100%	\$ (7,000)
	Benefits, and Payroll Expenses	\$ 14,290	\$ 21,911	\$ 13,907	\$ 13,907	\$ 13,985	1%	\$ 78
	Total Personnel Expense	\$ 63,640	\$ 118,033	\$ 86,787	\$ 86,787	\$ 117,273	35%	\$ 30,486
Salaries & Wages								
5010	Full Time	\$ 27,774	\$ 53,271	\$ 65,380	\$ 65,380	\$ 46,141	-29%	\$ (19,239)
5020	Part Time	\$ 21,577	\$ 34,988	\$ -	\$ -	\$ 57,147	N/A	\$ 57,147
5030	Overtime	\$ -	\$ 357	\$ 500	\$ 500	\$ -	-100%	\$ (500)
	Total Salaries & Wages	\$ 49,350	\$ 88,616	\$ 65,880	\$ 65,880	\$ 103,288	57%	\$ 37,408
Other Pay								
5140	Accrued Leave Buy Back	\$ -	\$ 7,505	\$ 7,000	\$ 7,000	\$ -	-100%	\$ (7,000)
	Total Other Pay	\$ -	\$ 7,505	\$ 7,000	\$ 7,000	\$ -	-100%	\$ (7,000)
Benefits								
5225/5220	Retirement - Employer Contr.		\$ 302	\$ 485	\$ 485	\$ 1,566	223%	\$ 1,081
5315	Health Insurance	\$ 6,610	\$ 16,428	\$ 5,367	\$ 5,367	\$ 5,508	3%	\$ 141
5325	FSA Contribution	\$ -	\$ -	\$ 392	\$ 392	\$ 392	0%	\$ -
5250	FICA Tax	\$ 5,512	\$ 2,519	\$ 4,502	\$ 4,502	\$ 3,543	-21%	\$ (959)
5250	Medicare Tax	\$ 432	\$ 1,552	\$ 1,689	\$ 1,689	\$ 1,498	-11%	\$ (191)
5410	Auto Allowance	\$ -	\$ -	\$ 300	\$ 300	\$ 300	0%	\$ -
5415	Cell Phone	\$ 60	\$ 66	\$ 75	\$ 75	\$ 81	8%	\$ 6
5320	457 Match	\$ 1,676	\$ 1,044	\$ 1,097	\$ 1,097	\$ 1,097	0%	\$ -
	Total Benefits	\$ 14,290	\$ 21,911	\$ 13,907	\$ 13,907	\$ 13,985	1%	\$ 78
	Total Personnel	\$ 63,640	\$ 118,033	\$ 86,787	\$ 86,787	\$ 117,273	35%	\$ 30,486
Other Expenses								
7030	Internet Access: Field-Use Devices	\$ 3,213	\$ 4,471	\$ 3,000	\$ 3,000	\$ 3,000	0%	\$ -
6610	Pay Stations: CALE Web Software	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
6520	Office/Dept. Supplies	\$ 2,029	\$ -	\$ 2,900	\$ 2,900	\$ 2,900	0%	\$ -
7260	Vehicle Maintenance and Supplies	\$ 180	\$ 2,298	\$ 3,060	\$ 3,060	\$ 3,060	0%	\$ -
7265	Vehicle & Equip. Fuel	\$ 51	\$ 2,006	\$ 2,000	\$ 2,000	\$ 1,500	-25%	\$ (500)
7200	Program Maintenance	\$ 4,357	\$ 6,940	\$ 8,000	\$ 8,000	\$ 8,000	0%	\$ -
7660	Miscellaneous Bank Fees	\$ 9,666	\$ 18,910	\$ 15,000	\$ 15,000	\$ 15,000	0%	\$ -
5570	Uniforms & Safety Supplies	\$ 476	\$ 2,558	\$ 2,475	\$ 2,475	\$ 2,475	0%	\$ -
9510	Pay Stations: Hardware Lease/Repair	\$ 17,160	\$ 16,193	\$ 15,900	\$ 15,900	\$ 15,900	0%	\$ -
7330	Sign Replacement/Installation	\$ -	\$ -	\$ 20,850	\$ 20,850	\$ 20,850	0%	\$ -
8060	Pay Stations	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
	Total Other Expenses	\$ 37,132	\$ 53,377	\$ 73,185	\$ 73,185	\$ 72,685	-1%	\$ (500)
	Total Expenses	\$ 100,772	\$ 171,409	\$ 159,972	\$ 159,972	\$ 189,958	19%	\$ 29,986
	Net Subsidy General Fund	\$ 74,838	\$ (7,114)	\$ 28,028	\$ 28,028	\$ (2,958)	-111%	\$ (30,986)

Parking Fund will be funded with citation revenue and General Funds.

Restricted Funds

State Gas Tax Fund

The State Gas Tax Fund holds monies for maintenance and construction of roads, engineering and administration apportioned under the Streets and Highways Code of the State of California.

Fund 420		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
	Lead Maintenance Specialist	0.00	0.00	0.00	0.40	0.40	0%	0.00
	Maintenance Specialist I	0.00	0.00	0.00	0.80	0.80	0%	0.00
	Maintenance Worker II	0.00	0.00	0.00	1.20	1.20	0%	0.00
	Total FTE	0.00	0.00	0.00	2.40	2.40	0%	0.00
Revenues								
4202	2106	\$ 51,985	\$ 57,113	\$ 57,477	\$ 57,477	\$ 66,100	15%	\$ 8,623
4203	2107	\$ 113,902	\$ 109,571	\$ 119,179	\$ 119,179	\$ 129,900	9%	\$ 10,721
4204	2107.5	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	0%	\$ -
4201	2105	\$ 84,174	\$ 91,647	\$ 99,487	\$ 99,487	\$ 108,200	9%	\$ 8,713
4200	2103	\$ 110,230	\$ 130,579	\$ 141,529	\$ 141,529	\$ 163,400	15%	\$ 21,871
4710	Interest	\$ 1,336	\$ 2,443	\$ 6,000	\$ 6,000	\$ 1,000	-83%	\$ (5,000)
4810	Miscellaneous Reimbursements	\$ 5,641	\$ 3,389	\$ 1,000	\$ 1,000	\$ 5,000	400%	\$ 4,000
	Total Revenue	\$ 371,268	\$ 398,742	\$ 428,672	\$ 428,672	\$ 477,600	11%	\$ 48,928
Expenses								
Personnel								
	Salaries and Wages	\$ 16,267.00	\$ -	\$ 155,686.00	\$ 155,686.00		N/A	\$ (155,686)
	Benefits, and Payroll Expenses	\$ -	\$ -	\$ 46,558	\$ 46,558		N/A	\$ (46,558)
	Total Benefits	\$ 16,267	\$ -	\$ 202,244	\$ 202,244	\$ -	N/A	\$ (202,244)
Salaries & Wages								
5010	Full Time	\$ -	\$ -	\$ 150,686	\$ 150,686	\$ 152,442	1%	\$ 1,756
5030	Overtime	\$ 16,267	\$ -	\$ 5,000	\$ 5,000	\$ 24,000	380%	\$ 19,000
	Total Salaries & Wages	\$ 16,267	\$ -	\$ 155,686	\$ 155,686	\$ 176,442	13%	\$ 20,756
Benefits								
5225/5220	Retirement - Employer Contr.	\$ -	\$ -	\$ 1,673	\$ 1,673	\$ 4,974	197%	\$ 3,301
5315	Health Insurance	\$ -	\$ -	\$ 39,522	\$ 39,522	\$ 36,504	-8%	\$ (3,018)
5325	FSA Contribution	\$ -	\$ -	\$ 1,717	\$ 1,717	\$ 1,717	0%	\$ -
5250	Medicare Tax	\$ -	\$ -	\$ 2,185	\$ 2,185	\$ 2,210	1%	\$ 25
5415	Cell Phone	\$ -	\$ -	\$ 720	\$ 720	\$ 778	8%	\$ 58
5320	457 Match	\$ -	\$ -	\$ 741	\$ 741	\$ 646	-13%	\$ (95)
	Total Benefits	\$ -	\$ -	\$ 46,558	\$ 46,558	\$ 46,829	1%	\$ 271
	Total Personnel	\$ 16,267	\$ -	\$ 202,244	\$ 202,244	\$ 223,271	10%	\$ 21,027
Other Expenses								
5570	Uniforms	\$ -	\$ -	\$ 1,380	\$ 1,380	\$ 1,380	0%	\$ -
6035	Contract Services	\$ 2,948	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	0%	\$ -
6185	Traffic Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
7300	Street Repairs	\$ 14	\$ 8,700	\$ -	\$ -	\$ -	N/A	\$ -
7305	Street Sweeping	\$ 126,769	\$ 120,907	\$ 134,313	\$ 134,313	\$ 168,000	25%	\$ 33,687
7345	Traffic Marking/Striping	\$ 14,815	\$ 19,939	\$ 20,000	\$ 20,000	\$ 20,000	0%	\$ -
7340	Traffic Signal/Energy/Main.	\$ 96,857	\$ 71,596	\$ 62,000	\$ 62,000	\$ 65,000	5%	\$ 3,000
7310	Street Tree Maintenance	\$ 36,561	\$ 92,074	\$ 90,000	\$ 90,000	\$ 100,000	11%	\$ 10,000
5900	Administrative Cost and Supplies	\$ -	\$ -	\$ 155,801	\$ 20,000		N/A	\$ (20,000)
8030	Curbs/Sidewalk/Gutter	\$ 90,546	\$ -	\$ 53,000	\$ 53,000	\$ 80,000	51%	\$ 27,000
8085	Streets and Alleys	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
	Total Other Expenses	\$ 368,510	\$ 316,216	\$ 519,494	\$ 383,693	\$ 437,380	14%	\$ 53,687
	Total Expenses	\$ 384,777	\$ 316,216	\$ 721,738	\$ 585,937	\$ 660,651	13%	\$ 74,714
	Net surplus/(deficit)	\$ (13,509)	\$ 82,527	\$ (293,066)	\$ (157,265)	\$ (183,051)	16%	\$ (25,786)

State Gas Tax Fund does not require General Funds Revenue for Expense Activity.

Proposition A - Transportation Fund

Proposition A accounts for the benefit of public transit such as dial-a-ride and recreation transportation programs.

Fund 360		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	% ▲	\$ ▲
Staffing Summary								
No positions allocated		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Total FTE		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Revenues								
4000	LACMTA Sales Tax	\$ 340,412	\$ 416,422	\$ 421,640	\$ 421,640	\$ 468,900	11%	\$ 47,260
4035	National Transit Database MOU	\$ -	\$ 19,570	\$ 8,000	\$ 8,000	\$ 5,000	-38%	\$ (3,000)
4710	Interest Income	\$ 2,538	\$ 5,406	\$ 22,000	\$ 22,000	\$ 30,000	36%	\$ 8,000
TBD	LACMTA Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Total Revenue		\$ 342,950	\$ 441,398	\$ 451,640	\$ 451,640	\$ 503,900	12%	\$ 52,260
Expenses								
7010	Light & Power	\$ -	\$ 8,979	\$ 17,000	\$ 17,000	\$ 15,000	-12%	\$ (2,000)
6490	Dues/Subscriptions/Publications	\$ -	\$ 750	\$ -	\$ -	\$ -	N/A	\$ -
7260	Vehicle Fuel/Maintenance	\$ 350	\$ 2,427	\$ 3,000	\$ 3,000	\$ 3,000	0%	\$ -
7680	Community Transit	\$ 23,835	\$ 26,002	\$ 65,000	\$ 65,000	\$ 41,708	-36%	\$ (23,292)
6155	Contract Services	\$ -	\$ 129,641	\$ 138,000	\$ 138,000	\$ 142,140	3%	\$ 4,140
6140	Recreation Transit	\$ -	\$ 4,059	\$ 55,000	\$ 55,000	\$ 55,000	0%	\$ -
6075	Gateway COG 91-605-405 Study	\$ 14,300	\$ 53,650	\$ 33,650	\$ 3,350	\$ 33,650	904%	\$ 30,300
5900	Program Administration	\$ -	\$ -	\$ 53,800	\$ 53,800	\$ 53,800	0%	\$ -
Capital								
8035	Electric Bus Operations	\$ 14,028	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
8011	Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Total Expenses		\$ 52,513	\$ 225,509	\$ 365,450	\$ 335,150	\$ 344,298	3%	\$ 9,148
Net surplus/(deficit)		\$ 290,437	\$ 215,889	\$ 86,190	\$ 116,490	\$ 159,602	37%	\$ 43,112

Proposition A - Transportation Fund does not require General Funds Revenue for Expense Activity.

Bicycle and Pedestrian TDA Fund

Transportation Development Act, Article 3 funds are used by Artesia for the planning and construction of bicycle and pedestrian facilities.

Fund 210		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	% ▲	\$ ▲
Staffing Summary								
No positions allocated		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Total FTE		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Revenues								
4710	Interest Income	\$ 17	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
4255	Allocation on Reserve with County	\$ -	\$ 33,536	\$ 33,536	\$ 34,000	\$ 25,000	-26%	\$ (9,000)
4250	TDA Local Return	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
4215	Bicycle/Pedestrian Facilities	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Total Revenue		\$ 17	\$ 33,536	\$ 33,536	\$ 34,000	\$ 25,000	-26%	\$ (9,000)
						\$ -		
Expenses								
8020	Capital Improvement	\$ -	\$ 33,536	\$ -	\$ -	\$ -	N/A	\$ -
8009	Historical District Trails	\$ -	\$ -	\$ 34,000	\$ 34,000	\$ 25,000	-26%	\$ (9,000)
Total Expenses		\$ -	\$ 33,536	\$ 34,000	\$ 34,000	\$ 25,000	-26%	\$ (9,000)

Bicycle and Pedestrian TDA Fund does not require General Funds Revenue for Expense Activity.

Proposition C - Expanded Transportation Fund

Proposition C funding is used to better the conditions of streets, and freeways used for public transit. Specifically, Proposition C funding is allocated to maintain, operate, improve traffic signals, marking and striping, and medians throughout the City.

Fund 370		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
No positions allocated		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Total FTE		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Revenues								
4000	LACMTA Sales Tax	\$ 283,360	\$ 345,414	\$ 334,000	\$ 333,578	\$ 389,000	17%	\$ 55,422
4710	Interest Income	\$ 1,560	\$ 1,502	\$ 10,000	\$ 10,000	\$ 15,000	50%	\$ 5,000
Total Revenue		\$ 284,920	\$ 346,916	\$ 344,000	\$ 343,578	\$ 404,000	18%	\$ 60,422
Expenses								
5900	General Program Administration	\$ -	\$ 3,369	\$ 56,000	\$ 56,000	\$ 56,000	0%	\$ -
6490	Dues/Subscriptions/Publications	\$ -	\$ -	\$ 5,083	\$ -	\$ -	N/A	\$ -
6065	General Engineering	\$ -	\$ 4,416	\$ -	\$ 1,500	\$ 1,500	0%	\$ -
7345	Traffic Marking/Striping	\$ 8,261	\$ 14,000	\$ 20,000	\$ 20,000	\$ 20,000	0%	\$ -
8080	Street Projects	\$ 4,699	\$ 1,992	\$ 28,495	\$ 28,495	\$ 28,495	0%	\$ -
8067	PMS & Drainage Plans	\$ 38,400	\$ 45,800	\$ -	\$ -	\$ -	N/A	\$ -
8105	Pavement Management System	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
7230	ATP Cycle 3	\$ 272,306	\$ 31,333	\$ 15,000	\$ 15,000	\$ 15,000	0%	\$ -
7355	Median Maintenance	\$ 159,110	\$ 210,833	\$ 200,000	\$ 200,000	\$ 200,000	0%	\$ -
8125	Alley Improvement Study	\$ 8,320	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
8130	91-605 Freeway	\$ 18,020	\$ 3,180	\$ 3,180	\$ 3,180	\$ 3,180	0%	\$ -
8071	Traffic Controller Upgrade	\$ -	\$ -	\$ 17,000	\$ 17,000	\$ 17,000	0%	\$ -
Total Other Expenses		\$ 509,116	\$ 314,924	\$ 344,758	\$ 341,175	\$ 341,175	0%	\$ -
Total Expenses		\$ 509,116	\$ 314,924	\$ 344,758	\$ 341,175	\$ 341,175	0%	\$ -
Net surplus/(deficit)		\$ (224,196)	\$ 31,992	\$ (758)	\$ 2,403	\$ 62,825	2514%	\$ 60,422

Proposition C - Expanded Transportation Fund does not require General Funds Revenue for Expense Activity.

Measure R Fund

Measure R is a fund to account for the engineering, administrative, traffic median, and parking overflow improvements of transportation services.

Fund 330		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
No positions allocated		0.00	0.00	0.00	0.00		N/A	0.00
Total FTE		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Revenues								
4000	LACMTA Sales Tax	\$ 212,063	\$ 259,018	\$ 290,000	\$ 290,000	\$ 291,700	1%	\$ 1,700
4710	Interest	\$ 1,487	\$ 2,121	\$ 5,000	\$ 5,000	\$ 10,000	100%	\$ 5,000
4230	Grant Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Total Revenue		\$ 213,550	\$ 261,139	\$ 295,000	\$ 295,000	\$ 301,700	2%	\$ 6,700
Expenses								
5900	Administrative Cost Allowances	\$ -	\$ 2,330	\$ 35,000	\$ 35,000	\$ 50,000	43%	\$ 15,000
6490	Dues and Subscriptions	\$ 7,063	\$ 8,063	\$ 8,063	\$ -	\$ -	N/A	\$ -
6035	Contract Services	\$ -	\$ 319	\$ 5,000	\$ 5,000	\$ -	N/A	\$ (5,000)
	Trail Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
7300	Street Projects	\$ -	\$ -	\$ -	\$ 3,300	\$ 250,000		
8065	Pioneer Blvd. Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
8090	Trails Project	\$ 133,749	\$ 7,557	\$ -	\$ -	\$ -	N/A	\$ -
7230	ATP Cycle 3	\$ 208,478	\$ 36,197	\$ -	\$ 4,500	\$ -	N/A	\$ (4,500)
Total Expenses		\$ 349,290	\$ 54,466	\$ 48,063	\$ 47,800	\$ 300,000	528%	\$ 252,200
Net surplus/(deficit)		\$ (135,740)	\$ 206,673	\$ 246,937	\$ 247,200	\$ 1,700	-99%	\$ (245,500)

Measure R Fund does not require General Funds Revenue for Expense Activity.

Measure M Fund

Measure M funds are intended to ease traffic congestion, repave streets, repair potholes, synchronize signals, improve neighborhood streets and intersections, and enhance bike and pedestrian connections.

Fund 320		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
No positions allocated		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Total FTE		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Revenues								
4000	LACMTA Sales Tax	\$ 240,275	\$ 293,109	\$ 315,000	\$ 315,000	\$ 330,600	5%	\$ 15,600
4710	Interest	\$ 1,819	\$ 3,782	\$ 10,000	\$ 10,000	\$ 25,000	150%	\$ 15,000
Total Revenue		\$ 242,094	\$ 296,892	\$ 325,000	\$ 325,000	\$ 355,600	9%	\$ 30,600
Expenses								
5900	Administrative Cost Allowance	\$ -	\$ 890	\$ -	\$ -	\$ 61,100	N/A	\$ 61,100
7355	Traffic Median Maintenance	\$ -	\$ 5,450	\$ 5,500	\$ 5,500	\$ 5,500	0%	\$ -
6035	Contract Services	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
8080	Street Projects	\$ 88,062	\$ -	\$ 100,000	\$ 100,000	\$ 300,000	200%	\$ 200,000
8090	Trails Project	\$ -	\$ -	\$ 375,000	\$ 375,000		N/A	\$ (375,000)
8125	Alley Improvement Study		\$ 1,920					
Total Expenses		\$ 88,062	\$ 8,260	\$ 480,500	\$ 480,500	\$ 366,600	-24%	\$ (113,900)
Net surplus/(deficit)		\$ 154,032	\$ 288,631	\$ (155,500)	\$ (155,500)	\$ (11,000)	-93%	\$ 144,500

Measure M Fund does not require General Funds Revenue for Expense Activity.

SB1 RMRA Fund

The State SB1 Fund holds monies for maintenance and construction of roads, engineering and administration apportioned under the Streets and Highways Code of the State of California.

Fund 375		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
No positions allocated		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Total FTE		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Revenues								
4205	Road Maintenance and Rehab Account	\$ 303,985	\$ 358,573	\$ 357,596	\$ 357,596	\$ 407,600	14%	\$ 50,004
4710	Interest Income		\$ 4,215	\$ -	\$ -	\$ 30,000	N/A	\$ 30,000
Total Revenue		\$ 303,985	\$ 362,788	\$ 357,596	\$ 357,596	\$ 437,600	22%	\$ 80,004
Expenses								
7300	Street Repairs	\$ -	\$ -	\$ 51,060	\$ 390,865	\$ 307,600	-21%	\$ (83,265)
8085	Streets and Alleys	\$ -	\$ -	\$ -	\$ 74,031	\$ 130,000	76%	\$ 55,969
Total Other Expenses		\$ -	\$ -	\$ 51,060	\$ 464,896	\$ 437,600	-6%	\$ (27,296)
Total Expenses		\$ -	\$ -	\$ 51,060	\$ 464,896	\$ 437,600	-6%	\$ (27,296)
Net surplus/(deficit)		\$ 303,985	\$ 362,788	\$ 306,536	\$ (107,300)	\$ -	N/A	\$ 107,300

SB1 RMRA Fund does not require General Funds Revenue for Expense Activity.

CDBG Fund

The Community Development Block Grant (CDBG) are competitive funds the City was awarded from the State of California's administration of the Federal Community Development Block Grant program. Program funds are utilized for single-family housing rehabilitation costs through grants and loans for low/moderate income households.

Fund 270		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
No positions allocated		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Total FTE		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Revenues								
4257	Grant Reimbursement	\$ -	\$ 226,270	\$ 168,000	\$ 168,000	\$ 181,000	8%	\$ 13,000
4271	CDBG CV Reimbursement	\$ -	\$ (7,929)	\$ 481,415	\$ 481,415	\$ 36,500	-92%	\$ (444,915)
Total Revenue		\$ -	\$ 218,341	\$ 649,415	\$ 649,415	\$ 217,500	-67%	\$ (431,915)
Expenses								
CDBG Housing Rehabilitation								
5010	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
5900	Administrative Cost Allowance		\$ 3,316					
7801	Vehicle & Equipment Fuel	\$ -	\$ 32,001	\$ -	\$ -	\$ -	N/A	\$ -
7630	Activity Delivery	\$ 126	\$ 456	\$ 4,000	\$ 4,000	\$ 4,000	0%	\$ -
6120	Administrative Expense	\$ 2,850	\$ 34,884	\$ 34,000	\$ 34,000	\$ -	N/A	\$ (34,000)
7730	Housing Rehabilitation Program	\$ 11,838	\$ 147,002	\$ 130,000	\$ 130,000	\$ 181,000	39%	\$ 51,000
Total CDBG Housing Rehabilitation		\$ 14,814	\$ 217,659	\$ 168,000	\$ 168,000	\$ 185,000	10%	\$ 17,000
CDBG CV 1-00090 Microenterprise Grants								
7816	Activity Delivery	\$ -	\$ 644	\$ 56,367	\$ 56,367	\$ -	N/A	\$ (56,367)
	Planning and Administration	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Total CV 1-00090 Expenditures		\$ -	\$ 644	\$ 56,367	\$ 56,367	\$ -	N/A	\$ (56,367)
CDBG CV 1-00091 City Hall and Council Chambers Accessibility Improvements								
8021	Activity Delivery	\$ -	\$ 25,555	\$ -	\$ 6,300	\$ -	N/A	\$ (6,300)
	Planning and Administration	\$ -	\$ 6,446	\$ -	\$ -	\$ -	N/A	\$ -
Total CV 1-00091 Expenditure		\$ -	\$ 32,001	\$ -	\$ 6,300	\$ -	N/A	\$ (6,300)
CDBG CV 1-00092 Albert O. Littl Community Center and Artsia Park Bathroom Renovations								
8023	Activity Delivery	\$ -	\$ 26,511	\$ 11,091	\$ 11,091	\$ -	N/A	\$ (11,091)
	Planning and Administration	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Total CV 1-00092 Expenditure		\$ -	\$ 26,511	\$ 11,091	\$ 11,091	\$ -	N/A	\$ (11,091)
CDBG CV 2-3 Small Business Assistance Grants								
7822	Activity Delivery	\$ -	\$ 4,349	\$ 413,957	\$ 413,957	\$ 30,000	-93%	\$ (383,957)
	Planning and Administration	\$ -	\$ -	\$ -	\$ -	\$ 6,500	N/A	\$ 6,500
Total CV 2-3 Expenditure		\$ -	\$ 4,349	\$ 413,957	\$ 413,957	\$ 36,500	-91%	\$ (377,457)
Total Expenses		\$ 14,814	\$ 281,164	\$ 649,415	\$ 655,715	\$ 221,500	-66%	\$ (434,215)

CDBG Fund does not require General Funds Revenue for Expense Activity.

South Coast Air Quality Control

The South Coast Air Quality Control accounts for AB2766 Subvention Program funds to implement programs that reduce air pollution from motor vehicles.

Fund 390		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
No positions allocated		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Total FTE		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Revenues								
4710	Interest Income	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	0%	\$ -
4245	Revenue	\$ 21,532	\$ 19,903	\$ 19,850	\$ 19,850	\$ 18,250	-8%	\$ (1,600)
Total Revenue		\$ 21,532	\$ 19,903	\$ 22,850	\$ 22,850	\$ 21,250	-7%	\$ (1,600)
Expenses								
7341	Master Comp. Signal Maintenance	\$ -	\$ -	\$ 8,825	\$ 8,825	\$ 8,825	0%	\$ -
6075	Gateway COG Membership/Study	\$ -	\$ -	\$ 6,057	\$ 6,057	\$ 6,057	0%	\$ -
9900	Administrative Cost Allowances	\$ -	\$ -	\$ 3,968	\$ 1,000	\$ 1,000	0%	\$ -
8011	Capital Equipment	\$ -	\$ -	\$ -	\$ 3,968	\$ -	N/A	\$ (3,968)
8020	Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ 3,968	N/A	\$ 3,968
Total Expenses		\$ -	\$ -	\$ 18,850	\$ 19,850	\$ 19,850	0%	\$ -

South Coast Air Quality Control does not require General Funds Revenue for Expense Activity.

Summer Lunch Program

The Summer Lunch Program is a State Grant to provide lunches to school children during the Summer.

Fund 150		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
	No positions allocated	0.00	0.00	0.00	0.00	0.00	N/A	0.00
	Total FTE	0.00	0.00	0.00	0.00	0.00	N/A	0.00
Revenues								
4285	Revenue	\$ 63,078	\$ 25,556	\$ 35,500	\$ 35,500	\$ 18,000	-49%	\$ (17,500)
	Total Revenue	\$ 63,078	\$ 25,556	\$ 35,500	\$ 35,500	\$ 18,000	-49%	\$ (17,500)
Expenses								
7830	Summer Lunch Program	\$ 38,368	\$ 42,344	\$ 32,000	\$ 32,000	\$ 14,500	-55%	\$ (17,500)
5900	Administrative Expense	\$ -	\$ -	\$ -	\$ 3,500	\$ 3,500	0%	\$ -
	Total Expenses	\$ 38,368	\$ 42,344	\$ 32,000	\$ 35,500	\$ 18,000	-49%	\$ (17,500)

Summer Lunch Program does not require General Funds Revenue for Expense Activity.

California Street Grant Fund

The California Street Grant Fund records the CalTrans Grants for Street improvements.

Fund 280		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
No positions allocated		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Total FTE		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Revenues								
4225	DOT Funds	\$ 1,880,627	\$ 40,000	\$ -	\$ -	\$ -	N/A	\$ -
4710	Interest Income		\$ 1,470					
4900	Transfer in from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Total Revenue		\$ 1,880,627	\$ 41,470	\$ -	\$ -	\$ -	N/A	\$ -
Expenses								
6065	General Engineering	\$ 10,000	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
8055	Norwalk Blvd. Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
7261	HSIPL-5355	\$ 60,531	\$ 18,397	\$ -	\$ -	\$ -	N/A	\$ -
Total Expenses		\$ 70,531	\$ 18,397	\$ -	\$ -	\$ -	N/A	\$ -

California Street Grant Fund does not require General Funds Revenue for Expense Activity.

Bond Project Pioneer Blvd.

The Bond Project - Pioneer Blvd. Fund records expenditure related to the improvement of Pioneer Blvd. and Historical District Recreational Trails Project Area.

Fund 510		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
No positions allocated		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Total FTE		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Expenses								
8045	HDRTA Project	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Total Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -

Bond Project Pioneer Blvd. does not require General Funds Revenue for Expense Activity.

California Beverage Recycling Fund

Funds from the Beverage Container Recycling City/County Payment Program administered by the California Department of Resources Recycling and Recovery (CalRecycle) are used to implement projects that promote recycling of refund value eligible beverage containers (bottles and cans) citywide.

Fund 230		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
No positions allocated		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Total FTE		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Revenues								
4710	Interest Income	\$ 34	\$ 31	\$ -	\$ -	\$ -	N/A	\$ -
4230	Grant Income	\$ -	\$ -	\$ 2,600	\$ -	\$ -	N/A	\$ -
Total Revenue		\$ 34	\$ 31	\$ 2,600	\$ -	\$ -	N/A	\$ -
Expenses								
6550	Collection Containers	\$ 7,526	\$ 2,428	\$ 2,600	\$ -	\$ -	N/A	\$ -
7805	Administrative Cost Allowances	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
7825	Litter Clean-Up		\$ 111					
Total Expenses		\$ 7,526	\$ 2,539	\$ 2,600	\$ -	\$ -	N/A	\$ -

California Beverage Recycling Fund does not require General Funds Revenue for Expense Activity.

Street Light Maintenance District

The Street Light Maintenance District was formed by the voters to fund the cost of electricity for a small area of street lights in the City. The assessment does not cover the cost of the electricity and the general fund covers the annual shortfall each year.

Fund 440		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
No positions allocated		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Total FTE		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Revenues								
4060	Property Tax Assessment	\$ 138,884	\$ 136,517	\$ 138,025	\$ 138,025	\$ 138,000	0%	\$ (25)
4900	Transfer in from General Fund	\$ 12,534	\$ 60,238	\$ 60,238	\$ 60,238	\$ 64,631	7%	\$ 4,393
Total Revenue		\$ 151,418	\$ 196,755	\$ 198,263	\$ 198,263	\$ 202,631	2%	\$ 4,368
Expenses								
7010	Light and Power	\$ 182,385	\$ 172,542	\$ 190,362	\$ 190,632	\$ 195,000	2%	\$ 4,368
6035	Contract Service	\$ 4,858	\$ 4,905	\$ 7,631	\$ 7,631	\$ 7,631	0%	\$ -
5900	Admin Cost Allowance	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Total Expenses		\$ 187,243	\$ 177,447	\$ 197,993	\$ 198,263	\$ 202,631	2%	\$ 4,368

Street Light Maintenance District is projected to receive \$138,025 in Property Tax Assessments, and will need \$60,238 from General Fund to address the Expense Activity.

Community Facilities District

The Community Facilities District finances public services in addition to those already provided in the District's territory before it was formed, including: Police protection services, Fire protection and suppression services, and ambulance and paramedic services, Flood and storm protection services, including, but not limited to, the operation and maintenance of storm drainage systems, and Maintenance and lighting of parks, parkways, streets, roads, and open space.

Fund 260		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
	No positions allocated	0.00	0.00	0.00	0.00	0.00	N/A	0.00
	Total FTE	0.00	0.00	0.00	0.00	0.00	N/A	0.00
Revenues								
4045	Special Tax CFD	\$ 6,429	\$ 6,237	\$ 6,500	\$ 6,500	\$ 23,937	268%	\$ 17,437
4710	Interest Income	\$ 55	\$ 119	\$ 200	\$ 200	\$ 200	0%	\$ -
	Total Revenue	\$ 6,484	\$ 6,356	\$ 6,700	\$ 6,700	\$ 24,137	260%	\$ 17,437
Expenses								
6160	Los Angeles Co. Sheriff	\$ -	\$ -	\$ -	\$ 23,505	\$ 23,937	2%	\$ 432
	Total Expenses	\$ -	\$ -	\$ -	\$ 23,505	\$ 23,937	2%	\$ 432

Community Facilities District does not require General Fund Revenue for the Expense Activity.

Citizens' Option for Public Safety (COPS) Fund

Citizens' Option for Public Safety (COPS) is a fund to account for supplemental law enforcement services funding of frontline law enforcement and juvenile justice programs.

Fund 240		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
No positions allocated		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Total FTE		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Revenues								
4710	Interest	\$ 431	\$ 1,503	\$ -	\$ -	\$ -	N/A	0
4220	Revenue	\$ 161,285	\$ 100,000	\$ 140,000	\$ 140,000	\$ 150,000	7%	\$ 10,000
Total Revenue		\$ 161,716	\$ 101,503	\$ 140,000	\$ 140,000	\$ 150,000	7%	\$ 10,000
Expenses								
6160	Law Enforcement Expense Transferred Out	\$ 10,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 150,000	50%	\$ 50,000
Total Expenses		\$ 10,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 150,000	50%	\$ 50,000

Citizens' Option for Public Safety (COPS) Fund does not require General Funds Revenue for Expense Activity.

AJ Padelford Park Expansion Project

The AJ Padelford Park Expansion Project is a grant-funded project to expand the size of AJ Padelford Park through the acquisition of residential properties. The acquisition of the properties will allow the City to expand AJ Padelford Park to be visible and usable from 169th Street.

Fund 205		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
No positions allocated		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Total FTE		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Revenues								
4230	Grant Reimbursement	\$ -	\$ 1,840,318	\$ 1,686,476	\$ 1,686,476	\$ 2,189,297	30%	\$ 502,821
4710	Interest		\$ 683					
Total Revenue		\$ -	\$ 1,841,001	\$ 1,686,476	\$ 1,686,476	\$ 2,189,297	30%	\$ 502,821
Expenses								
7200	Maintenance	\$ -	\$ 737	\$ 9,099	\$ 9,099	\$ -	N/A	\$ (9,099)
6035	Contract Services	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ -		
6010	Appraisal Fees	\$ -	\$ 1,650	\$ 25,000	\$ 25,000	\$ -	N/A	\$ (25,000)
7818	Property Relocation Fees	\$ -	\$ 579,371	\$ 163,000	\$ 163,000	\$ 600,000	268%	\$ 437,000
5900	Administrative Cost Allowance	\$ -	\$ -	\$ 202,377	\$ 202,377	\$ -	N/A	\$ (202,377)
	Demolition and Development	\$ -	\$ -	\$ -	\$ -	\$ 489,297	N/A	\$ 489,297
8070	Property Acquisition	\$ -	\$ 1,275,982	\$ 1,550,000	\$ 1,400,000	\$ 1,100,000	-21%	\$ (300,000)
Total Expenses		\$ -	\$ 1,857,740	\$ 1,984,476	\$ 1,834,476	\$ 2,189,297	19%	\$ 354,821

AJ Padelford Park Expansion Project does not require General Funds Revenue for Expense Activity.

CAL Fire Urban Grant

The CAL Fire Urban Grant program is a State-funded project to expand the City's Urban Forest and reduce greenhouse gasses and urban heat island impacts through tree planting.

Fund 460		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
No positions allocated		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Total FTE		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Revenues								
4230	Grant Income	\$ 9,955	\$ 147,573	\$ 686,972	\$ 686,972	\$ 84,260	-88%	\$ (602,712)
Total Revenue		\$ 9,955	\$ 147,573	\$ 686,972	\$ 686,972	\$ 84,260	-88%	\$ (602,712)
Expenses								
6560	Special Dept. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
6035	Contract Services	\$ 122,405	\$ 120,773	\$ 686,792	\$ 686,972	\$ 84,260	-88%	\$ (602,712)
Total Expenses		\$ 122,405	\$ 120,773	\$ 686,792	\$ 686,972	\$ 84,260	-88%	\$ (602,712)

Development Fees

The City of Artesia's Development Impact Fees are charged on specific developments for the purpose of defraying all or a portion of the cost of public facilities related to the development project. All money received by the City will be used for specific projects under the following five categories: public facilities, traffic facilities, storm drain facilities, parks and recreation facilities, and community center facilities.

Fund 470		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
No Positions Allocated		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Total FTE		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Revenues								
4710	Interest Income	\$ 11	\$ 42	\$ -	\$ -	\$ -	N/A	\$ -
4800	Development Impact Fees	\$ 9,694	\$ -	\$ 964,905	\$ 964,905	\$ 1,900,000	97%	\$ 935,095
Total Revenue		\$ 9,705	\$ 42	\$ 964,905	\$ 964,905	\$ 1,900,000	97%	\$ 935,095
Development Fees Expenditures								
Development Impact Fees Reserve		\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Annual Development Fees		\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Administrative Cost Recovery		\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Total Expenditures		\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Net surplus/(deficit)		\$ 9,705	\$ 42	\$ 964,905	\$ 964,905	\$ 1,900,000	97%	\$ 935,095

Development Fees does not require General Funds Revenue for Expense Activity.

Measure W

Measure W funds are intended for monitoring and implementing federal, state, and local programs to ensure surface water quality, water conservation and recycling efforts, maintaining the storm water management plan, improving storm water drainage quality, and maintaining the City-owned drainage system.

Fund 480		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
	Community Development Director	0.00	0.00	0.00	0.25	0.25	0%	0.00
	Planning Director	0.00	0.25	0.25	0.00	0.00	N/A	0.00
	Planning Manager	0.00	0.05	0.05	0.00	0.05	N/A	0.05
	Assistant Planner	0.00	0.05	0.05	0.00	0.05	N/A	0.05
	Total FTE	0.00	0.35	0.35	0.25	0.35	40%	0.10
Transfers and Revenues								
4710	Interest	\$ 221	\$ 890	\$ 2,000	\$ 2,000		N/A	\$ (2,000)
4265	Measure W Storm Water Revenue	\$ 206,996	\$ 211,863	\$ 211,863	\$ 211,863	\$ 220,000	4%	\$ 8,137
	Total Transfers and Revenue	\$ 207,217	\$ 212,752	\$ 213,863	\$ 213,863	\$ 220,000	3%	\$ 6,137
Expenditures								
	Personnel Expense	\$ 16,119	\$ 43,962	\$ 33,150	\$ 35,799	\$ 47,485	33%	\$ 11,686
	Professional Services	\$ 13,706	\$ 36,711	\$ 54,000	\$ 54,000	\$ 54,000	0%	\$ -
	Other Expenses	\$ -	\$ 66,116	\$ 253,068	\$ 253,068	\$ 254,068	0%	\$ 1,000
	Total Expenses	\$ 29,825	\$ 146,789	\$ 340,218	\$ 342,867	\$ 355,553	4%	\$ 12,686
Expenses								
Personnel								
	Salaries and Wages	\$ 12,570	\$ 32,934	\$ 29,273	\$ 29,273	\$ 39,460	35%	\$ 10,187
	Other Pay	\$ -	\$ 482	\$ 2,500	\$ 2,500	\$ -	N/A	\$ (2,500)
	Benefits, and Payroll Expenses	\$ 3,549	\$ 10,546	\$ 1,377	\$ 4,026	\$ 8,025	99%	\$ 3,999
	Total Personnel	\$ 16,119	\$ 43,962	\$ 33,150	\$ 35,799	\$ 47,485	33%	\$ 11,686
Salaries & Wages								
5010	Full Time	\$ 12,545	\$ 32,925	\$ 29,273	\$ 29,273	\$ 39,460	35%	\$ 10,187
5030	Overtime	\$ 25	\$ 8	\$ -	\$ -	\$ -	N/A	\$ -
	Total Salaries & Wages	\$ 12,570	\$ 32,934	\$ 29,273	\$ 29,273	\$ 39,460	35%	\$ 10,187
Other Pay								
54150	Accrued Leave Buy Back	\$ -	\$ 482	\$ 2,500	\$ 2,500	\$ -	N/A	\$ (2,500)
	Total Other Pay	\$ -	\$ 482	\$ 2,500	\$ 2,500	\$ -	N/A	\$ (2,500)
Benefits								
5225/5220	Retirement - Employer Contr.		\$ 162			\$ 1,402	N/A	\$ 1,402
5315	Health Insurance	\$ 2,784	\$ 8,831	\$ -	\$ 2,460	\$ 4,482	82%	\$ 2,022
5325	FSA Contribution	\$ -	\$ -	\$ -	\$ 189	\$ 249	32%	\$ 60
5250	Medicare Tax	\$ 258	\$ 568	\$ 424	\$ 424	\$ 572	35%	\$ 148
5410	Auto Allowance					\$ 345	N/A	\$ 345
5415	Cell Phone	\$ 27	\$ 44	\$ 75	\$ 75	\$ 97	29%	\$ 22
5320	457 Match	\$ 480	\$ 941	\$ 878	\$ 878	\$ 878	0%	\$ -
	Total Benefits	\$ 3,549	\$ 10,546	\$ 1,377	\$ 4,026	\$ 8,025	99%	\$ 3,999
	Total Personnel	\$ 16,119	\$ 43,962	\$ 33,150	\$ 35,799	\$ 47,485	33%	\$ 11,686
Professional Services								
6035	Contract Services	\$ 13,706	\$ 36,711	\$ 54,000	\$ 54,000	\$ 54,000	0%	\$ -
	Storm Water Mgmt. Compliance						N/A	\$ -
	Storm Water System Inspections						N/A	\$ -
	NPDES						N/A	\$ -
	Consulting Services						N/A	\$ -
	Total Professional Services	\$ 13,706	\$ 36,711	\$ 54,000	\$ 54,000	\$ 54,000	0%	\$ -
Other Expenses								
6490	Dues & Subscriptions	\$ -	\$ 35,736	\$ 35,737	\$ 35,737	\$ 35,737	0%	\$ -
	Gateway Water Management Authority						N/A	\$ -
	Lower San Gabriel River Watershed						N/A	\$ -
	LSGR Harbor Toxic Cost Share/TMDL						N/A	\$ -
7646	Storm Water Fee	\$ -	\$ 11,520	\$ 14,000	\$ 14,000	\$ 15,000	7%	\$ 1,000
	State Water Board Annual Permit Fee for Storm Sewer		\$ -				N/A	\$ -
6710	Legal Publications (NPDES Public Campaign)	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0%	\$ -
7817	NPDES Reporting Mandates	\$ -	\$ -	\$ 4,500	\$ 4,500	\$ 4,500	0%	\$ -
5900	Administrative Cost Allowance	\$ -	\$ -	\$ 40,587	\$ 40,587	\$ 40,587	0%	\$ -
8010	Capital Expenditures	\$ -	\$ 18,860	\$ 156,744	\$ 156,744	\$ 156,744	0%	\$ -
	Total Other Expenses	\$ -	\$ 66,116	\$ 253,068	\$ 253,068	\$ 254,068	0%	\$ 1,000
	Total Expenses	\$ 29,825	\$ 146,789	\$ 340,218	\$ 342,867	\$ 355,553	4%	\$ 12,686
Annual Net Change		\$ 177,391	\$ 65,963	\$ (126,355)	\$ (129,004)	\$ (135,553)	5%	\$ (6,549)

Measure W does not require General Funds Revenue for Expense Activity.

Artesia Housing Authority Fund

The Artesia Housing Authority serves as a foundation to build affordable housing units.

Fund 200		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
	Community Development Director	0.00	0.00	0.00	0.05	0.05	0%	0.00
	Housing Projects Manager	0.75	0.75	0.75	0.00	0.00	N/A	0.00
	Management Analyst	0.75	0.75	0.75	0.25	0.25	0%	0.00
	Total FTE	1.50	1.50	1.50	0.30	0.30	0%	0.00
Revenues								
4710	Interest	\$ 1,757	\$ 3,236	\$ 5,000	\$ 5,000	\$ 20,000	300%	\$ 15,000
4720	Rental Income	\$ 78,507	\$ 78,507	\$ 78,500	\$ 78,500	\$ 78,500	0%	\$ -
	Total Revenue	\$ 80,264	\$ 81,743	\$ 83,500	\$ 83,500	\$ 98,500	18%	\$ 15,000
Expenses								
Personnel								
	Salaries and Wages	\$ -	\$ -	\$ 27,640	\$ 27,640	\$ 30,468	10%	\$ 2,828
	Other Pay	\$ -	\$ -	\$ 100	\$ 100	\$ -	N/A	\$ (100)
	Benefits, and Payroll Expenses	\$ -	\$ -	\$ 5,866	\$ 5,866	\$ 7,383	26%	\$ 1,517
	Total Personnel	\$ -	\$ -	\$ 33,606	\$ 33,606	\$ 37,851	13%	\$ 4,245
Salaries & Wages								
5010	Full Time	\$ -	\$ -	\$ 27,640	\$ 27,640	\$ 30,468	10%	\$ 2,828
	Total Salaries & Wages	\$ -	\$ -	\$ 27,640	\$ 27,640	\$ 30,468	10%	\$ 2,828
Other Pay								
5140	Accrued Leave Buy Back	\$ -	\$ -	\$ 100	\$ 100	\$ -	N/A	\$ (100)
	Total Other Pay	\$ -	\$ -	\$ 100	\$ 100	\$ -	N/A	\$ (100)
Benefits								
5225/5220	Retirement - Employer Contr.			\$ 270	\$ 270	\$ 842	212%	\$ 572
5315	Health Insurance	\$ -	\$ -	\$ 4,722	\$ 4,722	\$ 5,409	15%	\$ 687
5325	FSA Contribution	\$ -	\$ -	\$ 207	\$ 207	\$ 207	0%	\$ -
5250	Medicare Tax	\$ -	\$ -	\$ 401	\$ 401	\$ 442	10%	\$ 41
5410	Auto Allowance					\$ 210	N/A	\$ 210
5415	Cell Phone	\$ -	\$ -	\$ 90	\$ 90	\$ 97	8%	\$ 7
5320	457 Match	\$ -	\$ -	\$ 176	\$ 176	\$ 176	0%	\$ -
	Medicare Tax	\$ -	\$ -	\$ 5,866	\$ 5,866	\$ 7,383	26%	\$ 1,517
	Total Personnel	\$ -	\$ -	\$ 33,606	\$ 33,606	\$ 37,851	13%	\$ 4,245
Other Expenses								
5900	Administrative Cost Allowances	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	0%	\$ -
7205	Property Maintenance	\$ -	\$ 425	\$ 5,000	\$ 5,000	\$ 5,000	0%	\$ -
6035	Housing Specialist	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
	Total Other Expenses	\$ -	\$ 425	\$ 15,000	\$ 15,000	\$ 15,000	0%	\$ -
	Total Expenses	\$ -	\$ 425	\$ 48,606	\$ 48,606	\$ 52,851	9%	\$ 4,245
	Net surplus/(deficit)	\$ 80,264	\$ 81,318	\$ 34,894	\$ 34,894	\$ 45,649	31%	\$ 10,755

Artesia Housing Authority Fund does not require General Funds Revenue for Expense Activity.

TOD Planning Grant

The Transportation Oriented Development (TOD) Planning fund was set up to accept the funds awarded to the City to fund a consultant to develop the TOD Plan for Downtown Artesia and areas surrounding the Metropolitan Transportation Authority (MTA) commuter transit line planned in the MTA right of way.

Fund 340		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	% ▲	\$ ▲
Staffing Summary								
	No positions allocated	0.00	0.00	0.00	0.00	0.00	N/A	0.00
	Total FTE	0.00	0.00	0.00	0.00	0.00	N/A	0.00
Revenues								
4230	Grant Receivable	\$ -	\$ 3,254	\$ 414,709	\$ 414,709	\$ 414,709	0%	\$ -
	Total Revenue	\$ -	\$ 3,254	\$ 414,709	\$ 414,709	\$ 414,709	0%	\$ -
Expenses								
6125	Procurement and Project Management	\$ -	\$ -	\$ 24,527	\$ 24,527	\$ 24,527	0%	\$ -
7775	Public Outreach	\$ -	\$ -	\$ 6,657	\$ 6,657	\$ 6,657	0%	\$ -
7826	Technical Studies	\$ -	\$ -	\$ 10,851	\$ 10,851	\$ 10,851	0%	\$ -
6050	Design and Policy Guidelines	\$ -	\$ -	\$ 121,781	\$ 121,781	\$ 121,781	0%	\$ -
6170	Prep of Specific Plan	\$ -	\$ -	\$ 50,691	\$ 50,691	\$ 50,691	0%	\$ -
6012	CEQA	\$ -	\$ -	\$ 197,701	\$ 197,701	\$ 197,701	0%	\$ -
7637	Adoption	\$ -	\$ -	\$ 2,501	\$ 2,501	\$ 2,501	0%	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
	Total Expenditures	\$ -	\$ -	\$ 414,709	\$ 414,709	\$ 414,709	0%	\$ -
	Net surplus/(deficit)	\$ -	\$ 3,254	\$ -	\$ -	\$ -	N/A	\$ -

TOD Planning Grant does not require General Funds Revenue for Expense Activity.

Enterprise Funds

Public, Education And Government (PEG)

PEG fees are paid by utility franchises to the City, and the revenue can be used by the City for public access channels such as the delivery of City Council meetings to the public via a live-stream.

Fund 500		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
No positions allocated		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Total FTE		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Revenues								
4710	Interest	\$ 880	\$ 1,517	\$ 200	\$ 200	\$ 500	150%	\$ 300
4375	PEG Fees	\$ 20,672	\$ 20,085	\$ 30,000	\$ 30,000	\$ 20,000	-33%	\$ (10,000)
Total Revenue		\$ 21,552	\$ 21,601	\$ 30,200	\$ 30,200	\$ 20,500	-32%	\$ (9,700)
Expenses								
Other Expenses								
6035	Contract Services	\$ 8,236	\$ 6,760	\$ 6,760	\$ 12,000	\$ 12,000	0%	\$ -
	Chamber Web Streaming/Video Archive						N/A	\$ -
	Chamber Web Camera Replacement						N/A	\$ -
Total Expenses		\$ 8,236	\$ 6,760	\$ 6,760	\$ 12,000	\$ 12,000	0%	\$ -

Public, Education And Government (PEG) does not require General Funds Revenue for Expense Activity.

Billboard

Billboard revenue is collected by the City through lease agreements of billboards in various locations.

Fund 220		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
No positions allocated		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Total FTE		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Revenues								
4710	Interest Income	\$ 1,161	\$ 2,219	\$ 3,000	\$ 3,000	\$ 15,000	400%	\$ 12,000
4237	Billboard Revenues	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	0%	\$ -
Total Revenue		\$ 151,161	\$ 152,219	\$ 153,000	\$ 153,000	\$ 165,000	8%	\$ 12,000
Expenses								
6110	Lobbyist	\$ 9,000	\$ 54,000	\$ 28,800	\$ 28,800	\$ 28,800	0%	\$ -
6700	Publicity	\$ 55	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
6065	Engineering/Architectural	\$ 48,633	\$ 9,794	\$ -	\$ 1,500	\$ -	N/A	\$ (1,500)
	Transfer to GF	\$ -	\$ -	\$ -	\$ 124,200	\$ 136,200	10%	\$ 12,000
Total Expenses		\$ 57,688	\$ 63,794	\$ 28,800	\$ 154,500	\$ 165,000	7%	\$ 10,500

Successor Agency

Successor Agency ROPS

The Successor Agency Recognized Obligation Payment Schedule (ROPS) Fund pays the obligations on the State approved ROPS Form.

Fund 810		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
No positions allocated		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Total FTE		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Revenues								
4710	Interest	\$ 429	\$ 0	\$ -	\$ 100	\$ -	N/A	\$ (100)
4900	Transfer in from Fund 64	\$ 545,460		\$ 1,144,672	\$ 1,144,672	\$ 743,306	-35%	\$ (401,366)
Total Revenue		\$ 545,889	\$ 0	\$ 1,144,672	\$ 1,144,772	\$ 743,306	-35%	\$ (401,466)
Expenses								
6035	Contract Services	\$ 3,724	\$ 1,963	\$ 8,300	\$ 8,300	\$ 13,900	67%	\$ 5,600
9615	Bond Interest Expense	\$ 250,059	\$ 235,145	\$ 1,136,372	\$ 1,136,372	\$ 729,406	-36%	\$ (406,966)
Total Expenses		\$ 253,783	\$ 237,107	\$ 1,144,672	\$ 1,144,672	\$ 743,306	-35%	\$ (401,366)
Net surplus/(deficit)		\$ 292,106	\$ (237,107)	\$ -	\$ 100	\$ -	N/A	\$ (100)

Successor Agency RORF

The Successor Agency Redevelopment Obligation Retirement Fund (RORF) received Real Property Tax Trust Fund (RPTTF) revenues and transfers them to the ROPS and General Funds.

Fund 820		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024	Budget	Budget
		Actual	Actual	Budget	Estimate	Proposed	%▲	\$▲
Staffing Summary								
No positions allocated		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Total FTE		0.00	0.00	0.00	0.00	0.00	N/A	0.00
Revenues								
4090	RPTTF from County	\$ 1,395,682	\$ 779,723	\$ 1,394,672	\$ 1,394,672	\$ 993,306	-29%	\$ (401,366)
Total Revenue		\$ 1,395,682	\$ 779,723	\$ 1,394,672	\$ 1,394,672	\$ 993,306	-29%	\$ (401,366)
Expenses								
9900	Transfer Admin. To General Fund	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	0%	\$ -
9900	Transfer To ROPS Fund	\$ 1,145,682	\$ 529,723	\$ 1,144,672	\$ 1,144,672	\$ 743,306	-35%	\$ (401,366)
Total Expenses		\$ 1,395,682	\$ 779,723	\$ 1,394,672	\$ 1,394,672	\$ 993,306	-29%	\$ (401,366)
Net surplus/(deficit)		\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -

RESOLUTION NO. 23-2943

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARTESIA, CALIFORNIA, DETERMINING AND ADOPTING AN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023-24 FOR THE CITY OF ARTESIA IN ACCORDANCE WITH ARTICLE XIII B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA

WHEREAS, Article XIII B was added to the Constitution of the State of California at a General Election held on November 6, 1979;

WHEREAS, in accordance with Section 7910 of the Government Code of the State of California, an annual appropriations limit must be established for this City; and

WHEREAS, in accordance with Section 7910 of the Government Code of the State of California fifteen days prior to the date of adoption of this resolution, documentation used in the determination of appropriations limit has been made available to the public.

NOW, THEREFORE, the City Council of the City of Artesia does hereby find, order and resolve as follows:

SECTION 1. The City Council determines that in accordance with Article XIII B of the California Constitution and Section 7901 of the California Government Code, that the appropriations limit for the 2023-24 fiscal year shall be \$14,598,516, as set forth in detail in the attached "EXHIBIT A".

SECTION 2. The Council reserves the right to modify or adjust the limit if necessary.

SECTION 3. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 12th day of June, 2023.

MONICA MANALO, MAYOR

ATTEST:

JENNIFER ALDERETE, ACTING CITY CLERK

**Computation of Appropriation Limitation for Base Year (1978-79)
and for the Fiscal Years 1980 thru 2024
Beginning Data taken from 1978-79 Budget Report**

BUDGET APPROPRIATIONS:			TOTAL
Total of all appropriations			
(per page 4 of 1978-79 Budget report)	\$	3,046,195	
Less appropriation not subject to limit	\$	923,918	
Less Non-Proceeds of taxes	\$	416,615	
Less Debt Service Appropriations	\$	-	
Add Excess User Fees	\$	-	
APPROPRIATIONS SUBJECT TO LIMITATION - BASE YEAR (1978-79)			\$ 1,705,662
1979-1980 Appropriation Limit	\$		1,843,236
1980-1981 Appropriation Limit	\$		2,066,659
1981-1982 Appropriation Limit	\$		2,238,450
1982-1983 Appropriation Limit	\$		2,404,067
1983-1984 Appropriation Limit	\$		2,468,436
1984-1985 Appropriation Limit	\$		2,610,260
1985-1986 Appropriation Limit	\$		2,737,400
1986-1987 Appropriation Limit	\$		2,832,844
1987-1988 Appropriation Limit	\$		2,921,882
1988-1989 Appropriation Limit	\$		3,026,994
1989-1990 Appropriation Limit	\$		3,199,982
1990-1991 Appropriation Limit	\$		3,342,372
1991-1992 Appropriation Limit	\$		3,782,282
1992-1993 Appropriation Limit	\$		3,814,446
1993-1994 Appropriation Limit	\$		3,955,817
1994-1995 Appropriation Limit	\$		4,032,108
1995-1996 Appropriation Limit	\$		4,251,980
1996-1997 Appropriation Limit	\$		4,471,910
1997-1998 Appropriation Limit	\$		4,738,789
1998-1999 Appropriation Limit	\$		5,004,052
1999-2000 Appropriation Limit	\$		5,323,843
2000-2001 Appropriation Limit	\$		5,682,985
2001-2002 Appropriation Limit	\$		6,229,109
2002-2003 Appropriation Limit	\$		6,258,854
2003-2004 Appropriation Limit	\$		6,509,730
2004-2005 Appropriation Limit	\$		6,816,029
2005-2006 Appropriation Limit	\$		7,259,211
2006-2007 Appropriation Limit	\$		7,605,539
2007-2008 Appropriation Limit	\$		7,998,884
2008-2009 Appropriation Limit	\$		8,413,777
2009-2010 Appropriation Limit	\$		8,542,135
2010-2011 Appropriation Limit	\$		8,394,263
2011-2012 Appropriation Limit	\$		8,637,657
2012-2013 Appropriation Limit	\$		8,997,357
2013-2014 Appropriation Limit	\$		9,523,282
2014-2015 Appropriation Limit	\$		9,575,489
2015-2016 Appropriation Limit	\$		10,022,791
2016-2017 Appropriation Limit	\$		10,650,784
2017-2018 Appropriation Limit	\$		11,106,747
2018-2019 Appropriation Limit	\$		11,573,088
2019-2020 Appropriation Limit	\$		12,017,450
2020-2021 Appropriation Limit	\$		12,451,989
2021-2022 Appropriation Limit	\$		13,048,315
2022-2023 Appropriation Limit	\$		14,083,524
Computation of 2023-2024 Limit:			
County Change in population	-0.75%	\$ (105,626.43)	
California per Capita increase	4.44%	\$ 620,618.65	
2023-2024 Appropriation Limit			\$ 14,598,516

Position Summary for Fiscal Year 2023-2024

FTE 2024

Mayor	Elected
Mayor Pro Tem	Elected
Councilmember	Elected
Councilmember	Elected
Councilmember	Elected

CITY MANAGER

City Manager	1.000
Special Projects Manager	1.000
Administrative Secretary	1.000

PARKS AND RECREATION

Parks & Recreation Manager	1.000
Parks & Recreation Supervisor	1.000
Recreation Program Coordinator	1.000
Recreation Program Coordinator	1.000
Parks & Recreation Leader I - FT	1.000
Parks & Recreation Leader II	0.4125
Parks & Recreation Leader II	0.4125
Parks & Recreation Leader I	0.4125
Parks & Recreation Leader I	0.4125
Parks & Recreation Leader I	0.400
Parks & Recreation Leader I	0.350

ADMINISTRATION

Deputy City Manager	1.000
Management Analyst	1.000
Administrative Analyst	1.000

FINANCE

Finance Manager	1.000
Management Analyst	1.000
Senior Accountant	1.000
Accounting Technician II	1.000

PUBLIC WORKS

Public Works Manager	1.000
Lead Maintenance Specialist	1.000
Maintenance Specialist I	1.000
Maintenance Specialist I	1.000
Maintenance Worker II	1.000
Maintenance Worker II	1.000
Maintenance Worker II	1.000

COMMUNITY DEVELOPMENT

Community Development Director	1.000
Code Compliance Officer	1.000
Code Compliance Officer	1.000
Code Compliance Officer	1.000
Code Compliance Officer - PT	0.475
Parking Enforcement Officer	0.475
Parking Enforcement Officer	0.475
Parking Enforcement Officer	0.475

PLANNING

Planning Manager	1.000
Assistant Planner	1.000

HUMAN RESOURCES

Human Resources Manager	1.000
Administrative Assistant	1.000
Administrative Assistant	1.000

CITY CLERK

City Clerk	1.000
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Position Summary Total	39.300
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RESOLUTION NO. 23-2944

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARTESIA, CALIFORNIA, APPROVING AND ADOPTING A CITY-WIDE SALARY SCHEDULE AS REQUIRED BY THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS) FOR, RESPECTIVELY, UNREPRESENTED MANAGEMENT EMPLOYEES, EMPLOYEES OF THE MANAGERS AND SUPERVISORS UNIT, AND EMPLOYEES OF THE GENERAL UNIT

THE CITY COUNCIL OF THE CITY OF ARTESIA, CALIFORNIA DOES HEREBY RESOLVE:

WHEREAS, the California Public Employees' Retirement System requires by regulation, that the City Council approve and adopt a salary schedule for every employee position; and

WHEREAS, such salary schedule shall be available for public review; and

WHEREAS, posting of the salary schedule may be satisfied by listing on the employer's website.

NOW, THEREFORE, the City Council of the City of Artesia does hereby resolve, determine and order as follows:

SECTION 1. The Salary Schedule for the Unrepresented Management, Managers and Supervisors Unit, and General Unit effective July 1, 2023 (Exhibit A) shall be posted on the City website.

SECTION 2. The Salary Schedule shall be retained and available for public inspection for not less than five years.

PASSED, APPROVED AND ADOPTED this 12th day of June 2023.

MONICA MANALO, MAYOR

JENNIFER ALDERETE, ACTING CITY CLERK

City of Artesia Payroll Salary Schedule

Unrepresented Management

Effective July 1, 2023

Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
City Manager- Contract	NE	Yearly	\$ 167,899.88	\$ 181,331.87	\$ 195,838.41	\$ 211,505.49	\$ 228,425.93	\$ 239,847.22
		Monthly	\$13,991.66	\$15,110.99	\$16,319.87	\$17,625.46	\$19,035.49	\$19,987.27
		Bi/Weekly	\$6,457.69	\$6,974.30	\$7,532.25	\$8,134.83	\$8,785.61	\$9,224.89
		Hourly	\$80.72	\$87.18	\$94.15	\$101.69	\$109.82	\$115.31
			Step G	Step H	Step I	Step J	Step K	
		Yearly	\$ 245,843.40	\$ 251,989.49	\$ 258,289.23	\$ 264,746.46	\$ 271,365.12	
		Monthly	\$20,486.95	\$20,999.12	\$21,524.10	\$22,062.20	\$22,613.76	
		Bi/Weekly	\$9,455.52	\$9,691.90	\$9,934.20	\$10,182.56	\$10,437.12	
		Hourly	\$118.19	\$121.15	\$124.18	\$127.28	\$130.46	
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Deputy City Manager	E	Yearly	\$ 150,278.37	\$ 157,792.29	\$ 165,681.90	\$ 173,966.00	\$ 182,664.30	\$ 191,797.51
		Monthly	\$ 12,523.20	\$ 13,149.36	\$ 13,806.83	\$ 14,497.17	\$ 15,222.02	\$ 15,983.13
		Bi/Weekly	\$ 5,779.9373	\$ 6,068.9341	\$ 6,372.3808	\$ 6,690.9999	\$ 7,025.5499	\$ 7,376.8274
		Hourly	\$ 72.2492	\$ 75.8617	\$ 79.6548	\$ 83.6375	\$ 87.8194	\$ 92.2103
			Step G	Step H	Step I	Step J	Step K	
		Yearly	\$ 196,592.45	\$ 201,507.26	\$ 206,544.94	\$ 211,708.57	\$ 217,001.28	
		Monthly	\$ 16,382.70	\$ 16,792.27	\$ 17,212.08	\$ 17,642.38	\$ 18,083.44	
		Bi/Weekly	\$ 7,561.2480	\$ 7,750.2792	\$ 7,944.0362	\$ 8,142.6371	\$ 8,346.2031	
		Hourly	\$ 94.5156	\$ 96.8785	\$ 99.3005	\$ 101.7830	\$ 104.3275	
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Finance Manager	E	Yearly	\$ 107,290.39	\$ 112,654.91	\$ 118,287.66	\$ 124,202.04	\$ 130,412.14	\$ 136,932.75
		Monthly	\$ 8,940.87	\$ 9,387.91	\$ 9,857.30	\$ 10,350.17	\$ 10,867.68	\$ 11,411.06
		Bi/Weekly	\$ 4,126.5535	\$ 4,332.8812	\$ 4,549.5252	\$ 4,777.0015	\$ 5,015.8516	\$ 5,266.6442
		Hourly	\$ 51.5819	\$ 54.1610	\$ 56.8691	\$ 59.7125	\$ 62.6981	\$ 65.8331
			Step G	Step H	Step I	Step J	Step K	
		Yearly	\$ 140,356.07	\$ 143,864.97	\$ 147,461.59	\$ 151,148.13	\$ 154,926.84	
		Monthly	\$ 11,696.34	\$ 11,988.75	\$ 12,288.47	\$ 12,595.68	\$ 12,910.57	
		Bi/Weekly	\$ 5,398.3103	\$ 5,533.2680	\$ 5,671.5997	\$ 5,813.3897	\$ 5,958.7244	
		Hourly	\$ 67.4789	\$ 69.1659	\$ 70.8950	\$ 72.6674	\$ 74.4841	
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Human Resources Manager	E	Yearly	\$ 91,212.98	\$ 95,773.63	\$ 100,562.31	\$ 105,590.42	\$ 110,869.95	\$ 116,413.44
		Monthly	\$ 7,601.08	\$ 7,981.14	\$ 8,380.19	\$ 8,799.20	\$ 9,239.16	\$ 9,701.12
		Bi/Weekly	\$ 3,508.1915	\$ 3,683.6011	\$ 3,867.7811	\$ 4,061.1702	\$ 4,264.2287	\$ 4,477.4401
		Hourly	\$ 43.8524	\$ 46.0450	\$ 48.3473	\$ 50.7646	\$ 53.3029	\$ 55.9680
			Step G	Step H	Step I	Step J	Step K	
		Yearly	\$ 119,323.78	\$ 122,306.87	\$ 125,364.55	\$ 128,498.66	\$ 131,711.13	
		Monthly	\$ 9,943.65	\$ 10,192.24	\$ 10,447.05	\$ 10,708.22	\$ 10,975.93	
		Bi/Weekly	\$ 4,589.3761	\$ 4,704.1105	\$ 4,821.7133	\$ 4,942.2561	\$ 5,065.8125	
		Hourly	\$ 57.3672	\$ 58.8014	\$ 60.2714	\$ 61.7782	\$ 63.3227	
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Administrative Secretary	E	Yearly	\$ 55,578.99	\$ 58,357.94	\$ 61,275.84	\$ 64,339.63	\$ 67,556.61	\$ 70,934.44
		Monthly	\$ 4,631.58	\$ 4,863.16	\$ 5,106.32	\$ 5,361.64	\$ 5,629.72	\$ 5,911.20
		Bi/Weekly	\$ 2,137.6536	\$ 2,244.5362	\$ 2,356.7631	\$ 2,474.6012	\$ 2,598.3313	\$ 2,728.2478
		Hourly	\$ 26.7207	\$ 28.0567	\$ 29.4595	\$ 30.9325	\$ 32.4791	\$ 34.1031
			Step G	Step H	Step I	Step J	Step K	
		Yearly	\$ 72,707.80	\$ 74,525.50	\$ 76,388.64	\$ 78,298.35	\$ 80,255.81	
		Monthly	\$ 6,058.98	\$ 6,210.46	\$ 6,365.72	\$ 6,524.86	\$ 6,687.98	
		Bi/Weekly	\$ 2,796.4540	\$ 2,866.3654	\$ 2,938.0245	\$ 3,011.4751	\$ 3,086.7620	
		Hourly	\$ 34.9557	\$ 35.8296	\$ 36.7253	\$ 37.6434	\$ 38.5845	

City of Artesia Payroll Salary Schedule

Management and Supervisors Unit

Effective July 1, 2023

Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Community Development Director	E	Yearly	\$ 97,293.89	\$ 102,158.59	\$ 107,266.52	\$ 112,629.84	\$ 118,261.33	\$ 124,174.40
		Monthly	\$ 8,107.82	\$ 8,513.22	\$ 8,938.88	\$ 9,385.82	\$ 9,855.11	\$ 10,347.87
		Bi/Weekly	\$ 3,742.0728	\$ 3,929.1764	\$ 4,125.6352	\$ 4,331.9170	\$ 4,548.5129	\$ 4,775.9385
		Hourly	\$ 46.7759	\$ 49.1147	\$ 51.5704	\$ 54.1490	\$ 56.8564	\$ 59.6992
Economic Development Manager	E	Yearly	\$ 107,290.39	\$ 112,654.91	\$ 118,287.65	\$ 124,202.04	\$ 130,412.14	\$ 136,932.75
		Monthly	\$ 8,940.87	\$ 9,387.91	\$ 9,857.30	\$ 10,350.17	\$ 10,867.68	\$ 11,411.06
		Bi/Weekly	\$ 4,126.5534	\$ 4,332.8811	\$ 4,549.5251	\$ 4,777.0014	\$ 5,015.8515	\$ 5,266.6440
		Hourly	\$ 51.5819	\$ 54.1610	\$ 56.8691	\$ 59.7125	\$ 62.6981	\$ 65.8331
Planning Manager	E	Yearly	\$ 86,342.29	\$ 90,659.40	\$ 95,192.37	\$ 99,951.99	\$ 104,949.59	\$ 110,197.07
		Monthly	\$ 7,195.19	\$ 7,554.95	\$ 7,932.70	\$ 8,329.33	\$ 8,745.80	\$ 9,183.09
		Bi/Weekly	\$ 3,320.8572	\$ 3,486.9000	\$ 3,661.2450	\$ 3,844.3073	\$ 4,036.5227	\$ 4,238.3488
		Hourly	\$ 41.5107	\$ 43.5863	\$ 45.7656	\$ 48.0538	\$ 50.4565	\$ 52.9794
Public Works Manager	E	Yearly	\$ 97,293.89	\$ 102,158.59	\$ 107,266.52	\$ 112,629.84	\$ 118,261.33	\$ 124,174.40
		Monthly	\$ 8,107.82	\$ 8,513.22	\$ 8,938.88	\$ 9,385.82	\$ 9,855.11	\$ 10,347.87
		Bi/Weekly	\$ 3,742.0728	\$ 3,929.1764	\$ 4,125.6352	\$ 4,331.9170	\$ 4,548.5129	\$ 4,775.9385
		Hourly	\$ 46.7759	\$ 49.1147	\$ 51.5704	\$ 54.1490	\$ 56.8564	\$ 59.6992
City Clerk	E	Yearly	\$ 91,212.98	\$ 95,773.63	\$ 100,562.31	\$ 105,590.42	\$ 110,869.94	\$ 116,413.44
		Monthly	\$ 7,601.08	\$ 7,981.14	\$ 8,380.19	\$ 8,799.20	\$ 9,239.16	\$ 9,701.12
		Bi/Weekly	\$ 3,508.1915	\$ 3,683.6010	\$ 3,867.7811	\$ 4,061.1701	\$ 4,264.2286	\$ 4,477.4401
		Hourly	\$ 43.8524	\$ 46.0450	\$ 48.3473	\$ 50.7646	\$ 53.3029	\$ 55.9680
Parks & Recreation Manager	E	Yearly	\$ 83,632.81	\$ 87,814.45	\$ 92,205.17	\$ 96,815.43	\$ 101,656.20	\$ 106,739.01
		Monthly	\$ 6,969.40	\$ 7,317.87	\$ 7,683.76	\$ 8,067.95	\$ 8,471.35	\$ 8,894.92
		Bi/Weekly	\$ 3,216.6465	\$ 3,377.4788	\$ 3,546.3527	\$ 3,723.6704	\$ 3,909.8539	\$ 4,105.3466
		Hourly	\$ 40.2081	\$ 42.2185	\$ 44.3294	\$ 46.5459	\$ 48.8732	\$ 51.3168
Accounting Manager	E	Yearly	\$ 83,632.81	\$ 87,814.45	\$ 92,205.17	\$ 96,815.43	\$ 101,656.20	\$ 106,739.01
		Monthly	\$ 6,969.40	\$ 7,317.87	\$ 7,683.76	\$ 8,067.95	\$ 8,471.35	\$ 8,894.92
		Bi/Weekly	\$ 3,216.6465	\$ 3,377.4788	\$ 3,546.3527	\$ 3,723.6704	\$ 3,909.8539	\$ 4,105.3466
		Hourly	\$ 40.2081	\$ 42.2185	\$ 44.3294	\$ 46.5459	\$ 48.8732	\$ 51.3168
Special Projects Manager	E	Yearly	\$ 86,342.29	\$ 90,659.40	\$ 95,192.37	\$ 99,951.99	\$ 104,949.59	\$ 110,197.07
		Monthly	\$ 7,195.19	\$ 7,554.95	\$ 7,932.70	\$ 8,329.33	\$ 8,745.80	\$ 9,183.09
		Bi/Weekly	\$ 3,320.8572	\$ 3,486.9000	\$ 3,661.2450	\$ 3,844.3073	\$ 4,036.5227	\$ 4,238.3488
		Hourly	\$ 41.5107	\$ 43.5863	\$ 45.7656	\$ 48.0538	\$ 50.4565	\$ 52.9794
Assistant Parks and Recreation Manager	E	Yearly	\$ 76,029.88	\$ 79,831.37	\$ 83,822.94	\$ 88,014.09	\$ 92,414.79	\$ 97,035.53
		Monthly	\$ 6,335.82	\$ 6,652.61	\$ 6,985.25	\$ 7,334.51	\$ 7,701.23	\$ 8,086.29
		Bi/Weekly	\$ 2,924.2261	\$ 3,070.4374	\$ 3,223.9593	\$ 3,385.1573	\$ 3,554.4151	\$ 3,732.1359
		Hourly	\$ 36.5528	\$ 38.3805	\$ 40.2995	\$ 42.3145	\$ 44.4302	\$ 46.6517
Management Analyst	E	Yearly	\$ 76,029.88	\$ 79,831.37	\$ 83,822.94	\$ 88,014.09	\$ 92,414.79	\$ 97,035.53
		Monthly	\$ 6,335.82	\$ 6,652.61	\$ 6,985.25	\$ 7,334.51	\$ 7,701.23	\$ 8,086.29
		Bi/Weekly	\$ 2,924.2261	\$ 3,070.4374	\$ 3,223.9593	\$ 3,385.1573	\$ 3,554.4151	\$ 3,732.1359
		Hourly	\$ 36.5528	\$ 38.3805	\$ 40.2995	\$ 42.3145	\$ 44.4302	\$ 46.6517
Business License Specialist/Revenue Officer	E	Yearly	\$ 55,790.96	\$ 58,580.50	\$ 61,509.53	\$ 64,585.01	\$ 67,814.26	\$ 71,204.97
		Monthly	\$ 4,649.25	\$ 4,881.71	\$ 5,125.79	\$ 5,382.08	\$ 5,651.19	\$ 5,933.75
		Bi/Weekly	\$ 2,145.8060	\$ 2,253.0963	\$ 2,365.7511	\$ 2,484.0387	\$ 2,608.2406	\$ 2,738.6527
		Hourly	\$ 26.8226	\$ 28.1637	\$ 29.5719	\$ 31.0505	\$ 32.6030	\$ 34.2332

City of Artesia Payroll Salary Schedule

General Unit

Effective July 1, 2023

Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E
Accounting Technician II	NE	Yearly	\$ 57,680.09	\$ 60,564.09	\$ 63,592.29	\$ 66,771.91	\$ 70,110.51
		Monthly	\$ 4,806.67	\$ 5,047.01	\$ 5,299.36	\$ 5,564.33	\$ 5,842.54
		Bi/Weekly	\$ 2,218.4648	\$ 2,329.3881	\$ 2,445.8575	\$ 2,568.1504	\$ 2,696.5579
		Hourly	\$ 27.7308	\$ 29.1174	\$ 30.5732	\$ 32.1019	\$ 33.7070
Senior Accountant	NE	Yearly	\$ 73,035.46	\$ 76,687.24	\$ 80,521.60	\$ 84,547.68	\$ 88,775.06
		Monthly	\$ 6,086.29	\$ 6,390.60	\$ 6,710.13	\$ 7,045.64	\$ 7,397.92
		Bi/Weekly	\$ 2,809.0563	\$ 2,949.5091	\$ 3,096.9846	\$ 3,251.8338	\$ 3,414.4255
		Hourly	\$ 35.1132	\$ 36.8689	\$ 38.7123	\$ 40.6479	\$ 42.6803
Administrative Analyst	NE	Yearly	\$ 73,035.46	\$ 76,687.24	\$ 80,521.60	\$ 84,547.68	\$ 88,775.06
		Monthly	\$ 6,086.29	\$ 6,390.60	\$ 6,710.13	\$ 7,045.64	\$ 7,397.92
		Bi/Weekly	\$ 2,809.0563	\$ 2,949.5091	\$ 3,096.9846	\$ 3,251.8338	\$ 3,414.4255
		Hourly	\$ 35.1132	\$ 36.8689	\$ 38.7123	\$ 40.6479	\$ 42.6803
Administrative Assistant	NE	Yearly	\$ 44,531.83	\$ 46,758.43	\$ 49,096.35	\$ 51,551.16	\$ 54,128.72
		Monthly	\$ 3,710.99	\$ 3,896.54	\$ 4,091.36	\$ 4,295.93	\$ 4,510.73
		Bi/Weekly	\$ 1,712.7629	\$ 1,798.4010	\$ 1,888.3211	\$ 1,982.7371	\$ 2,081.8740
		Hourly	\$ 21.4095	\$ 22.4800	\$ 23.6040	\$ 24.7842	\$ 26.0234
Administrative Clerk	NE	Yearly	\$ 36,787.33	\$ 38,626.70	\$ 40,558.04	\$ 42,585.94	\$ 44,715.23
		Monthly	\$ 3,065.61	\$ 3,218.89	\$ 3,379.84	\$ 3,548.83	\$ 3,726.27
		Bi/Weekly	\$ 1,414.8974	\$ 1,485.6423	\$ 1,559.9244	\$ 1,637.9206	\$ 1,719.8167
		Hourly	\$ 17.6862	\$ 18.5705	\$ 19.4991	\$ 20.4740	\$ 21.4977
Assistant Planner	NE	Yearly	\$ 66,324.96	\$ 69,641.21	\$ 73,123.27	\$ 76,779.43	\$ 80,618.40
		Monthly	\$ 5,527.08	\$ 5,803.43	\$ 6,093.61	\$ 6,398.29	\$ 6,718.20
		Bi/Weekly	\$ 2,550.9600	\$ 2,678.5080	\$ 2,812.4334	\$ 2,953.0550	\$ 3,100.7078
		Hourly	\$ 31.8870	\$ 33.4813	\$ 35.1554	\$ 36.9132	\$ 38.7588
Code Compliance Officer	NE	Yearly	\$ 55,790.97	\$ 58,580.52	\$ 61,509.54	\$ 64,585.02	\$ 67,814.27
		Monthly	\$ 4,649.25	\$ 4,881.71	\$ 5,125.80	\$ 5,382.09	\$ 5,651.19
		Bi/Weekly	\$ 2,145.8065	\$ 2,253.0968	\$ 2,365.7517	\$ 2,484.0393	\$ 2,608.2412
		Hourly	\$ 26.8226	\$ 28.1637	\$ 29.5719	\$ 31.0505	\$ 32.6030
Code Compliance Officer - Part Time	NE	Yearly	\$ 24,250.06	\$ 25,462.57	\$ 26,735.69	\$ 28,072.48	\$ 29,476.10
		Monthly	\$ 2,020.84	\$ 2,121.88	\$ 2,227.97	\$ 2,339.37	\$ 2,456.34
		Bi/Weekly	\$ 932.6947	\$ 979.3294	\$ 1,028.2959	\$ 1,079.7107	\$ 1,133.6962
		Hourly	\$ 24.5446	\$ 25.7718	\$ 27.0604	\$ 28.4134	\$ 29.8341
Maintenance Specialist I	NE	Yearly	\$ 54,515.00	\$ 57,240.75	\$ 60,102.79	\$ 63,107.93	\$ 66,263.32
		Monthly	\$ 4,542.92	\$ 4,770.06	\$ 5,008.57	\$ 5,258.99	\$ 5,521.94
		Bi/Weekly	\$ 2,096.7307	\$ 2,201.5673	\$ 2,311.6456	\$ 2,427.2279	\$ 2,548.5893
		Hourly	\$ 26.2091	\$ 27.5196	\$ 28.8956	\$ 30.3403	\$ 31.8574
Lead Maintenance Specialist	NE	Yearly	\$ 65,916.15	\$ 69,211.96	\$ 72,672.55	\$ 76,306.18	\$ 80,121.49
		Monthly	\$ 5,493.01	\$ 5,767.66	\$ 6,056.05	\$ 6,358.85	\$ 6,676.79
		Bi/Weekly	\$ 2,535.2365	\$ 2,661.9983	\$ 2,795.0982	\$ 2,934.8531	\$ 3,081.5958
		Hourly	\$ 31.6905	\$ 33.2750	\$ 34.9387	\$ 36.6857	\$ 38.5199
Maintenance Worker II	NE	Yearly	\$ 51,752.93	\$ 54,340.57	\$ 57,057.60	\$ 59,910.48	\$ 62,906.01
		Monthly	\$ 4,312.74	\$ 4,528.38	\$ 4,754.80	\$ 4,992.54	\$ 5,242.17
		Bi/Weekly	\$ 1,990.4972	\$ 2,090.0220	\$ 2,194.5231	\$ 2,304.2493	\$ 2,419.4618
		Hourly	\$ 24.8812	\$ 26.1253	\$ 27.4315	\$ 28.8031	\$ 30.2433
Parking Enforcement Officer - Part Time	NE	Yearly	\$ 18,434.42	\$ 19,356.14	\$ 20,323.95	\$ 21,340.14	\$ 22,407.15
		Monthly	\$ 1,536.20	\$ 1,613.01	\$ 1,693.66	\$ 1,778.35	\$ 1,867.26
		Bi/Weekly	\$ 709.0161	\$ 744.4669	\$ 781.6903	\$ 820.7748	\$ 861.8135
		Hourly	\$ 18.6583	\$ 19.5912	\$ 20.5708	\$ 21.5993	\$ 22.6793
Planning Aide	NE	Yearly	\$ 54,515.00	\$ 57,240.75	\$ 60,102.79	\$ 63,107.93	\$ 66,263.32
		Monthly	\$ 4,542.92	\$ 4,770.06	\$ 5,008.57	\$ 5,258.99	\$ 5,521.94
		Bi/Weekly	\$ 2,096.7307	\$ 2,201.5673	\$ 2,311.6456	\$ 2,427.2279	\$ 2,548.5893
		Hourly	\$ 26.2091	\$ 27.5196	\$ 28.8956	\$ 30.3403	\$ 31.8574

Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E
Parks and Recreation Leader I - Full Time	NE	Yearly	\$ 35,444.54	\$ 37,216.77	\$ 39,077.61	\$ 41,031.49	\$ 43,083.06
		Monthly	\$ 2,953.71	\$ 3,101.40	\$ 3,256.47	\$ 3,419.29	\$ 3,590.25
		Bi/Weekly	\$ 1,363.2515	\$ 1,431.4141	\$ 1,502.9848	\$ 1,578.1341	\$ 1,657.0408
		Hourly	\$ 17.0406	\$ 17.8927	\$ 18.7873	\$ 19.7267	\$ 20.7130
Classification Title	FLSA	Range	Step A				
Parks and Recreation Leader I	NE	Hourly	\$ 16.00				
Classification Title	FLSA	Range	Step A				
Parks and Recreation Leader II	NE	Hourly	\$ 17.25				
Classification Title	FLSA	Range	Step A				
Parks and Recreation Leader III	NE	Hourly	\$ 18.50				
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E
Recreation Program Coordinator	NE	Yearly	\$ 55,790.97	\$ 58,580.52	\$ 61,509.54	\$ 64,585.02	\$ 67,814.27
		Monthly	\$ 4,649.25	\$ 4,881.71	\$ 5,125.80	\$ 5,382.09	\$ 5,651.19
		Bi/Weekly	\$ 2,145.8065	\$ 2,253.0968	\$ 2,365.7517	\$ 2,484.0393	\$ 2,608.2412
		Hourly	\$ 26.8226	\$ 28.1637	\$ 29.5719	\$ 31.0505	\$ 32.6030
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E
Parks and Recreation Supervisor	NE	Yearly	\$ 61,370.09	\$ 64,438.60	\$ 67,660.53	\$ 71,043.55	\$ 74,595.73
		Monthly	\$ 5,114.17	\$ 5,369.88	\$ 5,638.38	\$ 5,920.30	\$ 6,216.31
		Bi/Weekly	\$ 2,360.3881	\$ 2,478.4075	\$ 2,602.3279	\$ 2,732.4443	\$ 2,869.0665
		Hourly	\$ 29.5049	\$ 30.9801	\$ 32.5291	\$ 34.1556	\$ 35.8633

RESOLUTION NO. 23-2945

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARTESIA,
CALIFORNIA, APPROVING A STATEMENT OF INVESTMENT POLICY,
AND REPEALING RESOLUTION NO. 10-2246

WHEREAS, Government Code Section 53601 provides that all local agencies are subject to the reporting, fund management and investment policy requirements; and

WHEREAS, on October 25, 2010, the City Council of the City of Artesia last updated the Statement of Investment Policy; and

WHEREAS, the City Council desires to revise and update the Statement of Investment Policy; and

WHEREAS, the City Council desires to establish the best practice of reviewing and adopting, annually, a Statement of Investment Policy.

NOW, THEREFORE, the City Council of the City of Artesia does hereby find, order and resolve as follows:

SECTION 1. The Statement of Investment Policy, attached hereto as Exhibit A and incorporated herein, is adopted as the Statement of Investment Policy of the City of Artesia, and the Statement of Investment Policy adopted via Resolution 10-2246 of 2010 is hereby repealed.

SECTION 2. The City Treasurer shall comply with the Statement of Investment Policy of the City of Artesia adopted by this Resolution.

SECTION 3. In accordance with the authority granted by Artesia Municipal Code – Title 2, Chapter 4, Article 7, the City Treasurer shall assume full responsibility for the decisions and transactions involving the investment and reinvestment of City funds, the sale or exchange of security so purchased and the management of City funds and securities until such time as this delegation of authority is revoked.

SECTION 4. The City Treasurer shall report to the City Council, the City Manager and the City's Auditor as required by the Statement of Investment Policy and all applicable laws.

SECTION 5. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 12th day of June, 2023.

MONICA MANALO, MAYOR

ATTEST:

JENNIFER ALDERETE, ACTING CITY CLERK

**CITY OF ARTESIA
STATEMENT OF INVESTMENT POLICY
Fiscal Year 2023-24**

1. POLICY:

This statement is intended to provide guidelines for the prudent investment of the temporarily idle cash of the City of Artesia (City) and outline the policies for maximizing the efficiency of the City's cash management system. The ultimate goal is to enhance the economic status of the City, while protecting the investment corpus of pooled cash in accordance with applicable local, state, and federal laws.

2. SCOPE:

This investment policy applies to all financial assets and investment activities of the City, except for proceeds of debt issuance. Debt proceeds shall be invested in accordance with the "Permitted Investments" and/or investment provisions for each specific bond indenture and/or bond document.

The Policy applies to the following funds, and is accounted for in the City's annual audited financial statements.

- A. General Fund
- B. Special Revenue Funds
- C. Debt Service Funds
- D. Capital Improvement Funds
- E. Enterprise Funds
- F. Internal Service Funds
- G. Successor Agency Funds
- H. Any joint powers authority funds.

3. STANDARDS OF PRUDENCE:

The City Treasurer authorized to make investment decisions on behalf of the City of Artesia investing public funds pursuant to this policy is a trustee, and therefore a fiduciary subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, the City Treasurer shall act with care, skill, prudence, and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, the City Treasurer is authorized to acquire investments as authorized by law.

4. INVESTMENT OBJECTIVES:

When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, the primary objective of the City Treasurer shall be to safeguard the principal of the funds under its control. The secondary objective shall be to meet the liquidity needs of the City. The third objective shall be to achieve a market average rate of return consistent with the primary objectives of safety and liquidity, throughout budgetary and economic cycles. At no time should safety or liquidity be compromised in exchange for higher yields.

1. **Safety:** The preservation of invested capital (principal) is of primary importance. The City Treasurer shall only invest in investments that are considered safe. The safety and risk associated with an investment refers to the potential loss of principal, accrued interest, or a combination of these amounts. Each investment decision shall seek to ensure that capital losses are avoided.
2. **Liquidity:** The City's investment portfolio shall contain investments with a diversified mix of maturities in order to provide sufficient liquidity to meet projected operating cash requirements of the City.
3. **Return on Investments:** The City's investment portfolio shall be designed with the objective of obtaining a reasonable and competitive market rate of return taking into consideration risk constraints, prudent investment principles, and the cash flow characteristics of the portfolio.

5. **AUTHORITY:**

The authority to invest City funds is vested in the City Treasurer in accordance with Artesia Municipal Code 2-4.305. All investment decisions and investment of funds shall be made in full compliance with this policy, the California Government Code Sections 53600 *et seq.*, and all other relevant state and federal requirements as well as any amendments or additions to such requirements.

Management responsibility for the investment of City funds is vested in the City Treasurer who shall prepare written procedures for the operation of the investment program and safekeeping of investment instruments consistent with this investment policy.

6. **ETHICS AND CONFLICTS OF INTEREST:**

Elected officials and employees of the City involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions under the Political Reform Act and Government Code Section 1090 *et seq.* Elected officials and employees shall disclose to the City Manager any material interests in financial institutions that conduct business with the City, and they shall further disclose any personal investment position or financial asset that could be related to the performance of the City's investment program. Elected officials and employees shall subordinate their personal investment transactions to those of the City particularly with regard to the time of purchases and sales.

Any firm proposing to provide any type of investment service to the City shall acknowledge their familiarity with the provisions of the Political Reform Act, Government Code Section 81000 *et seq.* and CA Code of Regulations 18110 *et seq.* and the provisions limiting contractual conflicts of interest under Government Code Section 1090 *et seq.* Any firm proposing to provide any type of investment service to the City shall also acknowledge their familiarity with and agree to abide by any Federal or State law, regulation, rule or policy pertaining to or limiting campaign contributions by such firms, their employees, spouses or agents.

All persons, firms, broker/dealers, financial institutions and advisors providing investment services or bond issue assistance shall disclose to the City Manager and the Treasurer all fee sharing, fee-splitting and commission arrangements with other entities or persons prior to the City agreeing to buy an investment or issue bonds.

7. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS:

The City Treasurer shall select all security dealers and depositories subject to City Council approval. The City shall conduct its investment transactions with several competing, reputable security broker/dealers. The selection process shall focus on financial viability, knowledge, experience, and ethics in the fixed-income securities industry. The City Treasurer will maintain a list and a written agreement with financial institutions authorized to provide investment services subject to City Council approval.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the City Treasurer with the following: audited financial statements, proof of National Association of Security Dealers certification, proof of state registration, completed broker/dealer questionnaire, and certification of having read the City's investment policy and depository contracts. The City Treasurer will conduct an annual review of the financial condition and registrations of qualified bidders.

8. AUTHORIZED AND SUITABLE INVESTMENTS:

Authorized and suitable investments shall mean and include any of the following securities to the extent the same are permitted by applicable federal and state code:

Direct Obligations of the United States of America, specifically U.S. Treasury bills and notes. There are no portfolio percentage limits for Direct Obligations of the United States of America.

Direct Obligations of the U.S. Government Agencies, guaranteed directly or indirectly by the United States government and/or directly or indirectly by any of the following: Banks for Cooperatives, Federal Intermediate Credit Banks, Federal Home Loan Bank System, Export-Import Bank of the United States, Federal Financing Banks, Federal Land Banks, Federal Farm Credit Bank, Government National Mortgage Association, Farmers Home Administration, Federal Home Loan Mortgage Corporation, Federal National Mortgage Association, Federal Housing Administration, Student Loan Marketing Association, and the Resolution Funding Corporation. There are no portfolio percentage limits for Direct Obligations of the U.S. Government Agencies.

Certificates of Deposit which are federally insured or fully collateralized by permitted investments as defined herein; issued by institutions which are either a nationally or state chartered bank, or thrift, or savings and loan. No more than 30% of the City's portfolio may be invested in Certificates of Deposit.

Guaranteed Investment Contracts that meet the requirements of City / Successor Agency/joint powers authority bond documents may be utilized for the investment of those specific bond proceeds.

Banker's Acceptances which are issued by banks with a rating of "A" or higher by Standard and Poor's or Moody's at the time of investment, and do not exceed 180 days maturity. No more than 10% of the City's portfolio may be invested in Banker's Acceptances.

Repurchase Agreements with any federally insured state or national bank of primary government bond dealer on the Federal Reserve reporting dealer list. All repurchase agreements must be covered by a master repurchase agreement. The term of such repurchase agreement may not exceed two weeks. The repurchase agreement must be 102% collateralized by U.S. Treasury securities that are free and clear of any third- party lien or claim. The collateral must be delivered to the custodian or third party

acting as agent for the City. No more than 10% of the City's portfolio may be invested in Repurchase Agreements.

Government Pools

Government sponsored investment pools (Pools) are permitted under California Government Code Section 53601 *et seq.* and an excellent short-term investment option for cash management facilities. These pools can provide safety, liquidity, and yield in a single diversified investment. However, thoughtful investigation and due diligence are required, both initially at time of purchase, and ongoing analysis to determine that the investment pool is being managed in a manner consistent with the objective of the Policy. The following guidelines include, but are not limited to:

- A) Shall have attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations.
- B) The Pools mark to market weekly at a minimum.
- C) The Pool provides comprehensive, timely monthly reports which include detailed transaction listings, reports realized and unrealized gains and losses, provides accurate market values for each security, provides quality rating for individual securities, takes delivery DVP, provides third party safekeeping of all investments, and for whom an audit is conducted annually by an independent auditor with no relationship to the Pool.

There is no portfolio percentage limit for Government Pools.

State of California's Local Agency Investment Fund (LAIF)

Investment in LAIF may not exceed the current LAIF limit and should be reviewed periodically.

Los Angeles County Pool

Investment in the Los Angeles County Pool may not exceed the current pool limits and should be reviewed periodically.

California Asset Management Program (CAMP)

Investment in CAMP may not exceed the current pool limits and should be reviewed periodically.

California Cooperative Liquid Assets Securities System (CLASS)

Investment in California CLASS may not exceed the current pool limits and should be reviewed periodically.

Government Securities Money Market Fund(s) which invest only in U.S. Government Securities, and the net asset value is stabilized at one dollar. The fund shall have the highest ranking or the highest letter and numerical rating by not less than two of the three largest nationally recognized rating services. No more than 10% of the City's portfolio may be invested in Government Securities Money Market Fund(s).

Sweep Accounts in a banking institution at which the City currently does business may be utilized for the temporary placement of funds. Such placement of funds is intended to be for a temporary period, not to exceed seven days. It is acknowledged that the individual investment instruments which comprise said sweep accounts may or may not conform to the City's Statement of Investment Policy.

Specifically excluded as investments are: reverse repurchase agreements; longer-term U.S. Treasury, Agency, and corporate bonds with maturities exceeding five years; mortgage-backed securities; leveraged investments; derivatives of any kind at any time; and other investments not permitted under applicable government codes.

times be equal to or greater than the par amount, plus accrued interest, with the following ratios:

U.S. Treasury Securities	102%
U.S. Government Agencies	102%
Cash (in immediately available funds)	100%

It is the policy of the City to require reports at least on a quarterly basis from institutions with which the Treasurer has pledged security interest. The Treasurer shall monitor the adequacy of collateralization to ensure that balances are collateralized in accordance with the ratios approved herein.

With regard to repurchase agreements, it is the policy of the City to initiate a margin call in the event pledged collateral falls below the appropriate ratio.

Collateralized investments and deposits often require substitution of collateral. Any broker or financial institution requesting substitution must contact the City through the City Treasurer, for approval in the event the counterparty to the transaction is not authorized under agreement with the City to make substitutions.

12. SAFEKEEPING AND CUSTODY:

The City Treasurer shall take possession of all of the City's investment securities pursuant to Government Code Section 53601 which, in pertinent part, provides as follows:

"A local agency purchasing or obtaining any securities prescribed in this section, in a negotiable, bearer, registered, or nonregistered format, shall require delivery of the securities to the local agency, including those purchased for the agency by financial advisors, consultants, or managers using the agency's funds, by book entry, physical delivery, or by third party custodial agreement. The transfer of securities to the counterpart bank's customer book entry account may be used for book entry delivery. For purposes of this section "counterparty" means the other party to the transaction. A counterparty bank's trust department or separate safekeeping department may be used for the physical delivery of the security if the security is held in the name of the local agency."

13. MAXIMUM MATURITIES:

The average dollar weighted maturity of the total portfolio shall not exceed 2 years. No investment shall have a maturity date in excess of 5 years from date of purchase without the approval of the City Council prior to any such transactions. No more than 35% of the total portfolio shall be invested in instruments with maturities beyond 3 years at the time of purchase, and no more than 20% of the total portfolio shall be invested in instruments with maturities beyond 4 years at the time of purchase. Maturities shall be staggered to minimize liquidity risk and to enhance the stability of incoming cashflows. At least 10% of the portfolio shall be invested in instruments which can be liquidated on one day's notice.

14. INTERNAL CONTROL:

The City Treasurer shall establish procedures that separate the internal responsibility for

management and accounting of the investment portfolio. An analysis by an external independent auditor shall be conducted annually to review internal controls, account activity and compliance with policies and procedures.

15. PERFORMANCE STANDARDS AND EVALUATION:

Investment performance is continually monitored and evaluated by the City Treasurer. Investment portfolio reports are generated on a monthly basis and submitted to the City Manager and the City Council Finance Committee. The investment portfolio reports are to be submitted within 60 days of the end of the reporting period.

The portfolio shall be designed to attain a market average rate of return comparable to the average one year U.S. Constant Maturity Treasury (CMT).

An annual audit of the City's Investment Policy, practices, procedures and portfolio status will be conducted by an independent auditor. The auditor will provide the City Manager and City Council with written observations and recommendations regarding the adequacy of investment controls.

16. REPORTING:

The City Treasurer shall provide the City Council with monthly reports about the City's investments. These reports shall include, at a minimum, the following information for each type of investment held in the City's investment portfolio: the issuer; date of purchase; date of maturity; amount of investment; current market value; yield on investment; yield and total return on portfolio; income generated from investments; and a description of unusual investment activity or developments during the month for which the report is prepared.

The City Treasurer shall prepare such a report for each month. The City Treasurer shall deliver each monthly report to the Mayor and each City Council Member no later than sixty (60) calendar days after the close of the month for which each report is prepared.

In the event that an investment advisor is retained by the City Council, the investment advisor shall prepare and deliver a report for each month's investment activity as required herein to the City Treasurer in such time as to allow the City Treasurer to comply with the delivery times for each report required by this policy.

The City Treasurer may be relieved from that office in the event of any failure to comply with the reporting requirements of this policy.

17. INVESTMENT POLICY ADOPTION:

The City's investment policy shall be adopted annually by resolution by the City Council. The policy shall be reviewed annually by the City Treasurer and the City Council and any modifications made thereto shall be approved by the City Council.