



**AGENDA OF A SPECIAL MEETING  
NATIONAL CITY CITY COUNCIL**

**COUNCIL CHAMBERS  
CIVIC CENTER**

**1243 NATIONAL CITY BOULEVARD  
NATIONAL CITY, CALIFORNIA**

**WEDNESDAY, APRIL 24, 2019, 6:00 PM**

**ALEJANDRA SOTELO-SOLIS**

*Mayor*

**RON MORRISON**

*Vice Mayor*

**JERRY CANO**

*Councilmember*

**GONZALO QUINTERO**

*Councilmember*

**MONA RIOS**

*Councilmember*

*1243 National City Blvd.  
National City  
619-336-4240*

*Meeting agendas and  
minutes available on web*

**WWW.NATIONALCITYCA.GOV**

**ORDER OF BUSINESS:** Public sessions of all Regular Meetings of the City Council / Community Development Commission - Housing Authority (hereafter referred to as Elected Body) begin at 6:00 p.m. on the first and third Tuesday of each month. Public Hearings begin at 6:00 p.m., unless otherwise noted. Special Meetings begin in Open Session at 6:00 p.m. If a workshop is scheduled, the subject and time of the workshop will appear on the agenda. The Mayor and Council members also sit as the Chairperson and Members of the Board of the Community Development Commission (CDC).

**REPORTS:** All open session agenda items and reports as well as all documents and writings distributed to the Elected Body less than 72 hours prior to the meeting, are available for review at the entry to the Council Chambers. This Special Meeting of the Elected Body are webcast and archived on the City's website: [www.nationalcityca.gov](http://www.nationalcityca.gov).

**WRITTEN AGENDA:** With limited exceptions, the Elected Body may take action only upon items appearing on the written agenda. Items not appearing on the agenda must be brought back on a subsequent agenda unless they are of a demonstrated emergency or urgent nature, and the need to take action on such items arose after the agenda was posted.

**CONSENT CALENDAR:** Consent calendar items involve matters which are of a routine or noncontroversial nature. All consent items are adopted by approval of a single motion by the City Council. Prior to such approval, any item may be removed from the consent portion of the agenda and separately considered, upon request of a Councilmember, a staff member, or a member of the public.

Upon request, this agenda can be made available in appropriate alternative formats to persons with a disability in compliance with the Americans with Disabilities Act. Please contact the City Clerk's Office at (619) 336-4228 to request a disability-related modification or accommodation. Notification 24-hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

*Spanish audio interpretation is provided during Elected Body Meetings. Audio headphones are available in the lobby at the beginning of the meeting.*

*Audio interpretación en español se proporciona durante sesiones del Consejo Municipal. Los audiófonos están disponibles en el pasillo al principio de la junta.*

**COUNCIL REQUESTS THAT ALL CELL PHONES AND PAGERS BE TURNED OFF DURING CITY COUNCIL MEETINGS.**

**OPEN TO THE PUBLIC**

**OPEN SESSION**

**CALL TO ORDER**

**ROLL CALL**

**BUDGET WORKSHOP / FISCAL YEAR 2020 BUDGET PRESENTATION**

1. Introduction
2. Review of CalPERS Pension Liabilities
3. Preliminary 10-Year Financial Forecast
  - a. Historical Performance
  - b. Forecast Scenarios
4. Economic Development
5. Fiscal Year 2020 Preliminary Budget
  - a. General Fund Budget Summary
  - b. Total Budget Summary
  - c. Significant Budgetary Impacts
  - d. Other Potential Impacts
  - e. Capital Improvement Program
6. Next Steps
7. Closing Comments & Request for Direction
8. Public Comments on Preliminary Budget/Suggestions
9. Council Comments
10. Council Direction Regarding Changes to the Preliminary Budget

Copies of the preliminary budget are available for public review at the following locations:

- City Clerk's Office, 1<sup>st</sup> Floor, Civic Center (Located at 1243 National City Blvd., National City, CA 91950)
- Information table outside Council Chambers, 2<sup>nd</sup> Floor, Civic Center
- National City Public Library (Located 1401 National City Blvd., National City, CA 91950)

- Online at <http://www.nationalcityca.gov>

## **ADJOURNMENT**

Next Regular City Council Meeting: Tuesday, May 7, 2019, 6:00 p.m., City Council Chambers, Civic Center – National City, California.



**NOTICE OF SPECIAL MEETING  
CITY COUNCIL OF THE CITY OF NATIONAL CITY  
COUNCIL CHAMBERS  
CIVIC CENTER  
1243 NATIONAL CITY BOULEVARD  
NATIONAL CITY, CALIFORNIA  
THURSDAY, APRIL 18, 2019**

NOTICE IS HEREBY GIVEN, that the City Council of the City of National City will hold a special meeting on Wednesday, April 24, 2019, at 6:00 p.m., or as soon thereafter as the matter may be considered, in the Council Chambers at the Civic Center, 1243 National City Boulevard, National City, California, 91950. The business to be transacted at said meeting will be for the City Council to consider the following:

**CITY COUNCIL**

**OPEN SESSION**

**CALL TO ORDER**

**ROLL CALL**

**BUDGET WORKSHOP / FISCAL YEAR 2020 BUDGET PRESENTATION**

1. Introduction
2. Review of CalPERS Pension Liabilities
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**ADJOURNMENT**

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# **Fiscal Year 2020 Preliminary Budget**

**National City, California  
Incorporated September 17, 1887**





## Directory of City Officials

### City Council

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Alejandra Sotelo-Solis  
Mayor

Ron Morrison  
Vice Mayor

Jerry Cano  
Councilmember

Gonzalo Quintero  
Councilmember

Mona Rios  
Councilmember

### City Treasurer

---

R. Mitchel Beauchamp

### City Clerk

---

Michael R. Dalla

### City Manager

---

Stephen Manganiello (Acting)

### City Attorney

---

Angil Morris-Jones

### Department Heads

---

Brad Raulston

Deputy City Manager

Vacant

Deputy City Manager

Frank Parra

Director of Emergency Services

Roberto Yano (Acting)

Director of Engineering & Public Works

Mark Roberts

Director of Finance

Alfredo Ybarra

Director of Housing, Grants, & Asset Management

Minh Duong

City of Librarian

Armando Vergara

Director of Neighborhood Services

Jose Tellez

Chief of Police





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# STRATEGIC PLAN 2017-2022

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## **Overview**

Strategic planning is a structured and coordinated process for fostering decision-making. A strategic plan communicates an organization's long-term goals and the objectives which must be met to achieve them. In order to remain useful, the strategic plan must be a dynamic, not static, document, consistently updated to address the most challenging issues facing the organization.

The City of National City's strategic plan is adopted by the City Council for a five-year period and is updated every two years. The most recent update of the strategic plan occurred in 2017.

To develop the strategic plan, City staff works with all departments to assess needs and establish priorities for implementing policies, programs, plans, and projects. Staff then presents its recommendations to the City Council during a series of City Council meetings and workshops, where the strategic plan is refined and approved.

The 2017-2022 Strategic Plan was developed during the 2017 budget cycle. It was adopted by the City Council at its regular meeting of March 21, 2017.



## **Objective # 1 – Provide Quality Services**

- a) Practice the five core values (Commitment, Customer Service, Courtesy, Communication, and Collaboration) with our diverse customer base.
- b) Align workforce with City's objectives and provide training and support necessary to fully develop employees, Boards, Commissions, and City Council.
- c) Expand public access to City services and information, by maintaining our website and making digital records accessible to the public.
- d) Pursue public safety goals and objectives and enhance disaster preparedness (Police, Fire, Emergency Medical Services, and Homeland Security).
- e) Analyze internal processes for efficiency and implement technology solutions where feasible. Continue efforts to automate and streamline work processes.

## **Objective # 2 – Achieve Fiscal Sustainability**

- a) Prepare effective budget, close deficit, accurately forecast funding sources, manage investments wisely, provide consistent financial reports, maintain clean audits, resolve findings/deficiencies in a timely manner, and update finance and budget policies.
- b) Continue labor/management partnerships with an emphasis on strategic deployment and total compensation issues. Address long-term pension liability and other postemployment benefits (OPEB).
- c) Establish economic development programs to retain and attract businesses, stimulate new investments, and increase revenues. Evaluate and update fee schedules to promote development and recover costs.
- d) Continue to implement plans to fund replacement reserves and to finance the acquisition, replacement, and maintenance of the City's fleet, facilities, and other assets.
- e) Build cooperative and sustainable partnerships with community organizations, schools, and other public agencies in the efficient and cost effective delivery of services.

## **Objective # 3 – Improve Quality of Life**

- a) Enhance crime prevention and emergency service through community outreach, procedural justice, critical incident response, City/regional partnerships, and employee development.
- b) Pursue green initiatives and build a sustainable city by implementing the climate action plan and energy roadmap.
- c) Help organize community events and support social gatherings that benefit the total community.
- d) Update sign ordinance to improve community character and draw attention to important gateways, corridors, and intersections with improved signage and wayfinding.
- e) Support Pier 32 (GB Capital Holdings) expansion plans and work with San Diego Unified Port District and its tenants to fund public process and public improvements.



## **Objective # 4 – Enhance Housing and Community Assets**

- a) Continue providing housing opportunities at all income levels and develop programs to improve existing conditions. Adopt a comprehensive long term strategy to address homelessness.
- b) Complete Paradise Creek Apartments and Educational Park. Continue to plan and build transit-oriented developments/districts.
- c) Maintain and improve City's infrastructure and find alternative funding to construct public facilities, park improvements, street maintenance, and other capital needs. Complete comprehensive needs assessment and establish priorities through funding options.
- d) Preserve and promote cultural assets and historic resources, such as Granger Music Hall, Kimball House, Stein Farm, and the Depot. Formalize a public art program that provides funding for art and culture through a "percent for art" program.
- e) Administer real property assets and property management plans to achieve the City's long term goals.

## **Objective # 5 – Promote a Healthy Community**

- a) Expand opportunities for walking and biking through the development of community corridors and safe routes to schools consistent with the National City General Plan and Bicycle Master Plan.
- b) Continue to provide affordable City programs, activities, and services that are accessible for all users, including individuals with disabilities (Americans with Disabilities Act).
- c) Enhance neighborhood services programs, such as graffiti abatement, parking enforcement, and code enforcement and increase efficiency with new technology. Adopt a parking management plan as part of an update to the Downtown Specific Plan.
- d) Implement neighborhood action plans and continue amortization efforts by working with residents and businesses.
- e) Advance National City wellness programs for youth, families, seniors, and City employees that encourage a healthy lifestyle and develop a workplace safety program.

The budget document has been designed to provide the public concise and readable information about the City of National City's Fiscal Year 2020 Preliminary Budget. The budget is separated into five major sections: General Information, Summary Schedules, Operating Budget (organized by department), Capital Improvement Program, and the Appendix.

### **Section I - General Information**

The beginning of the budget document contains general information about the City of National City, a list of the City's Boards and Commissions, and a description of the City's Budget Controls, Process, Basis, and Policies.

### **Section II – Summary Schedules**

The summary section includes an analysis of the budget's impact on fund balances, a schedule of operating transfers, revenue and expenditure summary reports, a schedule of internal service fund charges, and schedules showing authorized positions by classification for the City as a whole and by fund. Also provided in this section is a summary of unfunded positions by department.

### **Section III – Operating Budget**

The operating budget section is organized by department. Each departmental section includes:

**Department/Division Description.** This summary provides an overview of the department or division, its goals and objectives, significant changes during the past fiscal year, and productivity/workload statistics, as applicable.

**Department Organizational Chart.** The organizational chart summarizes the department structure and lists the titles and numbers of full-time-equivalent employees ("FTEs") under each department and division or group within the department, followed by a position schedule, which reflects staffing by fund.

**Expenditure Account Summary.** The table provides the summary for each department by funding source and expenditure category. The columns show actual expenditure totals for Fiscal Year 2017 & Fiscal Year 2018, the adopted budget for Fiscal Year 2019, and the preliminary budget for Fiscal Year 2020.

### **Section IV – Capital Improvement Program**

This section includes general information about the City's capital improvement program ("CIP") and its funding sources, a list of new capital projects recommended for Fiscal Year 2020, a five-year outlook for the CIP, and forms showing the projects by fund, compared to prior year actuals and budgets.

### **Section V – Appendix**

The Appendix includes a glossary of terms and acronyms used throughout the budget's narrative, schedule of funds, and object (i.e., expenditure) accounts.

CALIFORNIA  
**NATIONAL CITY**  
1887  
INCORPORATED

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**Section**

**1.**

# General Information

**Preliminary Budget  
Fiscal Year 2020**







# ABOUT NATIONAL CITY



The National City Marine Terminal, part of the Unified Port of San Diego, is the most advanced vehicle import and export facility on the West Coast, processing more than 500,000 vehicles annually. Lumber is also imported from the Pacific Northwest for construction use throughout the region. National City's port area extends three miles along San Diego Bay and is part of the largest US Navy installation on the West Coast.

## City Attractions

*Shopping.* National City is a great place for shopping. The City is served by several major shopping centers: South Bay Plaza, the first regional shopping center in San Diego; National City Plaza Shopping Center; Sweetwater Crossing; Bay Plaza Shopping Center; Grove Shopping Center; and Westfield Plaza Bonita, the largest enclosed mall in the South Bay. If you are shopping for a car, visit the "Mile of Cars," where you will find nine automobile dealers offering more than five thousand cars from twenty-one manufacturers. The Mile of Cars leads the San Diego area in per capita vehicle sales.

*Dining.* If you're in the mood for food, whether it be Mexican, Japanese, or a good old fashioned cheeseburger, National City has it all. The National City restaurant scene has over two hundred restaurants to choose from, running the full range from affordable fast food to interesting ethnic restaurants to fine dining.

*Historical Sightseeing.* National City's Victorian heritage is one of its most important assets. Visit one of the four buildings in the City that are listed in the National Register of Historic Places: Brick Row on Heritage Square, Granger Music Hall, the Santa Fe Rail Depot, and St Matthews Episcopal Church.

*City Parks.* National City's 87.2 acres of park land exceed the statewide norm. The City's four major parks include El Toyon Park, Kimball Park, Las Palmas Park, and Sweetwater Heights Park.

*Recreation.* Golfers of all ages are invited to golf the National City Golf Course. The nine-hole course offers discount rates for City residents and economical rates for non-residents as well. The National City recreation division provides programs at ~~two~~ three recreation centers, a senior citizen center and a municipal pool. Instruction classes are offered at the various





# ABOUT NATIONAL CITY

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centers in athletics, fitness, dance, music and crafts. National City's recreation division offers a diverse year-round program of activities for all ages.

## **City Government**

National City is a general law city and operates under the council-manager form of government. The City Council has five members who are elected at-large for a term of four years. The citizens of National City also elect the City Treasurer and the City Clerk.

The City Council is responsible for setting policies, enacting ordinances, adopting the budget, reviewing the General Plan, appointing committees, and appointing the City Manager. The City Manager is responsible for carrying out the policies and ordinances of the City Council, appointing City department heads, and overseeing the day-to-day operations of the City. The City Manager also serves as executive director and secretary of the Community Development Commission of the City of National City although that authority may be delegated.

## **General information**

**Date of Incorporation:** September 17, 1887

**Population:** 61,363 (2017, US Census Bureau)

**Area:** 9.2 square miles  
(Land Area: 7.3 square miles)

**Location:** National City is bordered by the City of San Diego to the north and east, the City of Chula Vista to the south, the unincorporated areas of Lincoln Acres and Bonita to the south and southeast, and San Diego Bay to the west.

## **Transportation Facilities and Services**

Interstate Freeways:	I-5 and I-805 cross the City from north to south, and State Route 54 traverses the southern edge of town.
Port and Rail Facilities:	National City Marine Terminal, San Diego Unified Port District, Burlington Northern Santa Fe Railroad, San Diego & Arizona Eastern Railway
Public Transit:	Metropolitan Transit System (bus service through the City and adjacent areas) San Diego Trolley – two stations



## *We Pledge to Provide...*

### *Commitment*

*We strive for excellence, as we serve the public and each other with integrity, compassion, responsiveness, and professionalism.*

### *Customer Service*

*We provide excellent service to residents, businesses, visitors, and colleagues.*

### *Courtesy*

*We treat everyone with dignity and respect.*

### *Communication*

*We communicate openly, honestly, and with clear, consistent messages.*

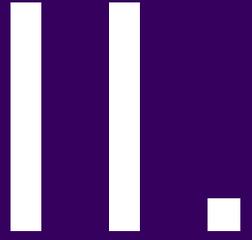
### *Collaboration*

*We work to achieve common goals and value our differences.*

**Section**

**Summaries  
&  
Schedules**

**Preliminary Budget  
Fiscal Year 2020**





Preliminary Budget  
Fiscal Year 2020

# Fund Balances





**CITY OF NATIONAL CITY  
BUDGET ANALYSIS BY FUND  
FISCAL YEAR 2020**

<b>Fund</b>	<b>Fund Name</b>	<b>Est. Beg. Fund Bal., 7/1/19</b>	<b>Estimated Revenues</b>	<b>Transfers In</b>	<b>Transfers Out</b>	<b>Preliminary Expenditures</b>	<b>Est. End. Fund Bal., 6/30/20</b>
001	General Fund	\$ 38,001,696	\$ 54,947,718	\$ 6,000	\$ (2,144,668)	\$ (58,681,435)	\$ 32,129,311
103	General Capital Outlay Fund	\$ 7,682	\$ -	\$ -	\$ -	\$ -	\$ 7,682
104	Library Fund	\$ 10,963	\$ 851,472	\$ 1,132,361	\$ -	\$ (1,983,833)	\$ 10,963
105	Parks Maintenance Fund	\$ 10,838	\$ 992,355	\$ 751,967	\$ -	\$ (1,744,321)	\$ 10,839
108	Library Capital Outlay Fund	\$ 759,406	\$ 176,000	\$ -	\$ -	\$ (72,700)	\$ 862,706
109	Gas Taxes Fund	\$ 39,550	\$ 2,671,258	\$ -	\$ -	\$ (2,704,594)	\$ 6,214
120	Plan Checking Revolving Fund	\$ 51,027	\$ -	\$ -	\$ -	\$ -	\$ 51,027
125	Sewer Service Fund	\$ 11,661,201	\$ 7,028,400	\$ -	\$ (122,500)	\$ (10,030,635)	\$ 8,536,466
130	EMT-D Revolving Fund	\$ 619,149	\$ 318,213	\$ -	\$ -	\$ (321,032)	\$ 616,330
131	Asset Forfeiture Fund	\$ 240,800	\$ 45,000	\$ -	\$ -	\$ -	\$ 285,800
166	Nutrition Fund	\$ 232,796	\$ 409,600	\$ 491,625	\$ -	\$ (828,173)	\$ 305,848
171	Library School District Contract Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
172	Trash Rate Stabilization Fund	\$ 297,289	\$ 175,000	\$ -	\$ -	\$ (127,348)	\$ 344,941
195	Mile of Cars Landscape Maint. Dist. Fund	\$ 18,355	\$ 161,355	\$ -	\$ (6,000)	\$ (155,355)	\$ 18,355
201	National City JPFA Debt Service Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
208	Supplemental Law Enforcement Svcs Fund	\$ 514,801	\$ 100,000	\$ -	\$ -	\$ -	\$ 614,801
211	Security & Alarm Regulation Fund	\$ 44,619	\$ 4,000	\$ -	\$ -	\$ -	\$ 48,619
212	Post-Employment Benefits Fund	\$ 65,904	\$ -	\$ 260,340	\$ -	\$ (260,340)	\$ 65,904
259	Library Bonds Debt Service Fund	\$ 1,114,279	\$ 382,075	\$ -	\$ -	\$ (382,075)	\$ 1,114,279
277	National City Public Library Donations Fund	\$ 227,330	\$ -	\$ -	\$ -	\$ (3,900)	\$ 223,430
282	Reimbursable Grants City-Wide Fund	\$ 319,414	\$ 2,500	\$ -	\$ -	\$ -	\$ 321,914
290	Police Department Grants Fund	\$ 342,406	\$ -	\$ -	\$ -	\$ -	\$ 342,406
301	Community Development Block Grant Fund	\$ (452,806)	\$ 884,000	\$ -	\$ -	\$ (1,058,310)	\$ (627,116)
307	Proposition A Fund	\$ -	\$ 1,212,000	\$ -	\$ -	\$ (1,212,000)	\$ -
308	Grant-Highway Bridge Rehabilitation Fund	\$ 547,854	\$ -	\$ -	\$ -	\$ (44,695)	\$ 503,159
320	Library Grants Fund	\$ 328,760	\$ -	\$ -	\$ -	\$ -	\$ 328,760
323	Safe Routes to School Program	\$ 24,828	\$ -	\$ -	\$ -	\$ -	\$ 24,828
325	Development Impact Fees Fund	\$ 699,493	\$ 114,000	\$ -	\$ -	\$ -	\$ 813,493
326	Development Impact Fees Fund	\$ 777,046	\$ 180,000	\$ -	\$ -	\$ -	\$ 957,046
343	State-Local Partnership Fund	\$ 127,967	\$ -	\$ -	\$ -	\$ -	\$ 127,967
501	Housing Authority Fund	\$ 5,515,000	\$ 1,006,625	\$ -	\$ (491,625)	\$ -	\$ 6,030,000
502	Housing Choice Voucher Fund	\$ (57,916)	\$ 13,326,154	\$ -	\$ -	\$ (13,128,184)	\$ 140,054
505	HOME Fund	\$ 1,295,246	\$ 499,000	\$ -	\$ -	\$ (529,273)	\$ 1,264,973
532	Low & Moderate Income Housing Asset Fund	\$ 569,759	\$ -	\$ -	\$ -	\$ (400,497)	\$ 169,262
626	Facilities Maintenance Fund	\$ 865	\$ 3,040,193	\$ -	\$ -	\$ (3,040,193)	\$ 865
627	Liability Insurance Fund	\$ 2,050,770	\$ 3,031,376	\$ -	\$ -	\$ (3,426,509)	\$ 1,655,637
629	Information Systems Maintenance Fund	\$ 1,320,689	\$ 2,362,314	\$ -	\$ -	\$ (2,376,314)	\$ 1,306,689
630	Office Equipment Depreciation Fund	\$ (100,000)	\$ -	\$ -	\$ -	\$ -	\$ (100,000)
643	Motor Vehicle Service Fund	\$ 1,487,553	\$ 1,246,431	\$ -	\$ -	\$ (1,246,432)	\$ 1,487,552
644	Vehicle Replacement Fund	\$ 59,824,448	\$ 1,052,573	\$ 122,500	\$ -	\$ (1,140,000)	\$ 59,859,521
729	Irrevocable Supplemental Pension Trust Fund	\$ 1,650,000	\$ -	\$ -	\$ -	\$ -	\$ 1,650,000
731	Construction & Demolition Debris Fund	\$ 352,641	\$ -	\$ -	\$ -	\$ -	\$ 352,641
<b>Other Funds Total</b>		<b>\$ 92,540,007</b>	<b>\$ 41,271,894</b>	<b>\$ 2,758,793</b>	<b>\$ (620,125)</b>	<b>\$ (46,216,713)</b>	<b>\$ 89,733,856</b>
<b>Total, All Funds</b>		<b>\$ 130,541,703</b>	<b>\$ 96,219,612</b>	<b>\$ 2,764,793</b>	<b>\$ (2,764,793)</b>	<b>\$ (104,898,148)</b>	<b>\$ 121,863,167</b>

Note: Funds projected to have no beginning available fund balance and no budgetary activity (revenues and/or expenditures) in Fiscal Year 2020 are not included.

CALIFORNIA  
**NATIONAL CITY**  
1887  
INCORPORATED

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Preliminary Budget  
Fiscal Year 2020

# Interfund Transfers





**CITY OF NATIONAL CITY  
FUND TRANSFERS DETAIL  
FISCAL YEAR 2020**

<b>From</b>		<b>To</b>		<b>Purpose</b>	<b>Preliminary Transfers</b>
001	General Fund	104	Library Fund	Operating Subsidy	\$ 1,132,361
001	General Fund	105	Parks Maintenance Fund	Operating Subsidy	751,967
001	General Fund	212	Personnel Comp Fund	Retiree Health Benefits	260,340
				<b>Total (Net) General Fund Impact</b>	<b>\$ 2,144,668</b>
195	Mile of Cars LMD	001	General Fund	Administrative Transfer	6,000
125	Sewer Service Fund	644	Vehicle Replacement Fund	Vehicle Purchases	122,500
501	Housing Authority Fund	166	Nutrition Center Fund	Annual Proceeds from Disposition of Assets	491,625
				<b>Total (Net) Other Funds Impact</b>	<b>\$ 620,125</b>
				<b>Total, All Funds</b>	<b>\$ 2,764,793</b>

CALIFORNIA  
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Preliminary Budget  
Fiscal Year 2020

# Revenue Detail





**CITY OF NATIONAL CITY  
ESTIMATED FINANCING SOURCES SUMMARY BY FUND SOURCE  
FISCAL YEAR 2020**

Acct No.	Account Title	FY 17 Actual	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>001</b>	<b>GENERAL FUND</b>				
001-00000	Taxes				
3000	Property Taxes - Current Year, Secured	3,413,597	3,616,228	3,700,000	3,800,000
3001	Property Taxes - Current Year, Unsecured	109,304	99,333	105,000	105,000
3002	Supplemental Roll	169,194	112,223	125,000	125,000
3003	Property Taxes - Prior Year, Secured & Unsecured	(1,167)	720	720	720
3006	Interest, Penalties & Delinq.	6,300	1,796	3,000	3,000
3009	Property Taxes Allocated	(1,677,993)	(1,740,539)	(1,787,009)	(1,832,827)
3010	Sales & Use Taxes	18,078,608	18,627,564	18,078,000	18,690,000
3012	Property Tax in Lieu of VLF	5,936,618	6,220,229	6,661,664	7,000,000
3014	Proposition 172 - Public Safety Sales Tax	161,623	140,000	160,000	160,000
3015	District Transaction & Use Tax	11,044,638	11,507,650	11,359,000	11,965,000
3016	AB 1290 Property Tax Pass-through	352,429	290,000	425,000	450,000
3017	SA Residual Balance Distributions	1,210,344	1,500,000	1,800,000	2,400,000
3018	US Fish & Wildlife in Lieu of Property Tax	693	543	500	500
3020	Transient Lodging Tax	1,597,957	1,482,780	1,600,000	1,600,000
3030	Cable TV Franchise	446,762	489,467	460,000	445,000
3031	Electric Franchise	877,109	922,158	886,000	896,000
3032	Gas Franchise	60,406	64,163	60,000	65,000
3033	Refuse Franchise	471,762	460,029	470,000	470,000
3040	Business License Tax	708,419	428,080	428,080	428,000
3041	Residential Rental Fee	178,037	175,927	178,000	180,000
3042	Paratransit Fees	-	700	-	-
3043	SB 1186 Disability Access	2,560	2,010	2,500	2,500
	<b>Subtotal - Taxes</b>	<b>43,147,200</b>	<b>44,401,061</b>	<b>44,715,455</b>	<b>46,952,893</b>
001-00000	Use of Money & Property				
3300	Investment Earnings	293,051	140,000	150,000	150,000
3302	Unrealized Gain/Loss on Investments	(52,983)	-	-	-
3314	Rental - Land	500,871	481,792	320,876	320,000
3326	Lease - Old National City Library	12,500	50,000	50,000	-
	<b>Subtotal - Use of Money &amp; Property</b>	<b>753,439</b>	<b>671,792</b>	<b>520,876</b>	<b>470,000</b>
001-00000	Inter-Governmental Revenues				
3420	State HOPTR	14,130	14,500	14,500	14,000
3452	Mandated Cost Reimbursement	30,187	30,000	30,000	30,000
	<b>Subtotal - Inter-Governmental Revenues</b>	<b>44,317</b>	<b>44,500</b>	<b>44,500</b>	<b>44,000</b>
001-00000	Other Revenues				
3586	Photocopy Sales	70	217	100	70
3603	Litigation Recovery Proceeds	101	-	-	-
3608	Veterans Wall of Honor	5,685	-	-	-
3634	Miscellaneous Revenues	5,621	3,000	3,000	5,000
3636	Refunds & Reimbursements	27,510	1,000	1,000	1,000
3654	Administrative Costs from Successor Agency	371,875	350,000	235,000	235,000
3656	ROPS Funding from Successor Agency	5,788	-	-	-
3698	Indirect/Overhead Cost Recovery	1,601,882	1,638,221	557,741	591,707
	<b>Subtotal - Other Revenues</b>	<b>2,018,532</b>	<b>1,992,438</b>	<b>796,841</b>	<b>832,777</b>
001-01002	Donations - Community Meeting				
3637	Donations State of the City Address	10,500	10,000	10,000	-
	<b>Subtotal - Donations - Community Meeting</b>	<b>10,500</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>
001-02000	City Clerk Revenues				
3585	Miscellaneous User Charges	212	-	-	-
3634	Miscellaneous Revenues	4,900	-	-	-
	<b>Subtotal - City Clerk Revenues</b>	<b>5,112</b>	<b>-</b>	<b>-</b>	<b>-</b>
001-04045	Finance Revenues				
3101	Administrative Fees	7,586	9,304	7,500	8,000
3102	Administrative Fees - NCTMD	2,076	-	-	-
3141	Garage Sale Permits	2,015	2,180	2,500	2,000
3146	Parking District Permit	-	-	-	-
3585	Miscellaneous User Charges	706	493	400	400
3589	Returned Check Charges	25	182	100	150
3631	Cash Over/Short	-	-	-	-
	<b>Subtotal - Finance Revenues</b>	<b>12,408</b>	<b>12,159</b>	<b>10,500</b>	<b>10,550</b>

**CITY OF NATIONAL CITY  
ESTIMATED FINANCING SOURCES SUMMARY BY FUND SOURCE  
FISCAL YEAR 2020**

Acct No.	Account Title	FY 17 Actual	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>001-04046 Finance Revenues</b>					
3102	Administrative Fees - NCTMD	284	-	-	-
3631	Cash Over/Short	(1)	-	-	-
<b>Subtotal - Finance Revenues</b>		<b>283</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>001-06027 Planning Revenues</b>					
3143	Home Occupation Permits	6,160	4,000	5,280	5,280
3502	Conditional Use Permit	23,670	30,000	29,588	29,588
3503	GP/SP Changes	12,130	7,000	8,185	8,185
3504	Interpretations/Determinations	1,973	2,000	1,973	1,973
3509	Street Vacations	3,235	1,000	3,235	3,235
3510	Tentative Parcel Map	6,015	6,500	3,250	3,250
3511	Tentative Subdivision Map	7,455	-	2,485	2,485
3512	Zone Change Permit	2,485	-	4,093	4,093
3513	Zone Variance Permit	4,010	-	2,005	2,005
3514	Day Care Center	310	-	310	310
3521	Coastal Development Permit	2,485	1,500	4,970	4,970
3530	Appeal Fee	3,710	4,000	3,710	3,710
3546	Prelim Site Plan Review	600	400	400	400
3532	Banners/Signs - Processing Fee	2,803	700	700	700
3581	Environmental Assessment Form	1,818	-	3,635	3,635
3585	Miscellaneous User Charges	48	28	28	28
3588	Zoning/Rebuild Letter	750	1,000	1,000	1,000
3634	Miscellaneous Revenues	7,298	1,800	1,500	1,500
<b>Subtotal - Planning Revenues</b>		<b>86,955</b>	<b>59,928</b>	<b>76,347</b>	<b>76,347</b>
<b>001-06028 Building Revenues</b>					
3101	Administrative Fees	33,324	28,523	35,000	35,000
3120	Building Permits	595,887	400,000	650,000	450,000
3204	Enforcement Fines & Penalties	80,731	35,000	45,000	45,000
3545	Plan Checking Fee	332,301	580,000	610,000	500,000
3552	Construction & Demolition Administrative Fee	650	-	-	-
3585	Miscellaneous User Charges	4,228	3,250	4,000	-
<b>Subtotal - Building Revenues</b>		<b>1,047,121</b>	<b>1,046,773</b>	<b>1,344,000</b>	<b>1,030,000</b>
<b>001-06029 Engineering Revenues</b>					
3125	Sewer Permits	2,667	3,000	4,000	4,000
3130	Street & Curb Permits	-	1,000	500	500
3142	Grading Permits	107,125	50,000	50,000	50,000
3144	House Moving Permits	2,858	3,500	1,700	1,500
3146	Parking District Permit	6,720	5,000	5,000	5,000
3147	Miscellaneous Permits	201	-	-	-
3160	Utility Company Permits	119,808	60,700	-	100,000
3557	Traffic Control Plan / Impact Study Review	36,652	20,000	20,000	20,000
3585	Miscellaneous User Charges	400	500	500	600
3634	Miscellaneous Revenues	18,449	4,848	2,000	2,000
3636	Refunds & Reimbursements	108,905	-	-	-
3645	Paradise Creek Park Site Remediation	-	2,000,000	3,600,000	1,000,000
3648	WI-TOD Improvements	104,510	-	-	-
<b>Subtotal - Engineering Revenues</b>		<b>508,295</b>	<b>2,148,548</b>	<b>3,683,700</b>	<b>1,183,600</b>
<b>001-06030 Engineering Utility Permits</b>					
3164	SDGE	-	-	75,000	-
3165	Sweetwater Authority	-	-	15,000	-
3166	Cox Communications	-	-	15,000	-
3167	AT&T	-	-	15,000	-
3168	Crown Castle	-	-	15,000	-
<b>Subtotal - Engineering Revenues</b>		<b>-</b>	<b>-</b>	<b>75,000</b>	<b>-</b>
<b>001-11000 Police Revenues</b>					
3100	Licenses & Permits	5,436	6,735	7,000	5,500
3200	Vehicle Code Fines	141,437	103,070	100,000	100,000
3205	Citation Sign-Off Fee	2,650	2,810	2,000	2,000
3220	Other Forfeits & Penalties	2,394	1,738	2,000	2,000
3469	Overtime Reimbursements	46,277	25,562	50,000	50,000
3533	Booking Fees	23,955	20,000	20,000	20,000
3537	Miscellaneous Police Services	5,188	3,500	3,500	3,500

**CITY OF NATIONAL CITY  
ESTIMATED FINANCING SOURCES SUMMARY BY FUND SOURCE  
FISCAL YEAR 2020**

Acct No.	Account Title	FY 17 Actual	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
3550	Vehicle Impound Fees	11,437	8,000	8,000	9,000
3551	Administrative Impound Fee	71,548	60,000	60,000	60,000
3556	Police & Fire Services - Port of San Diego	652,157	665,200	665,200	694,356
3558	Tow/Impound Referral Fees	71,470	112,310	91,890	90,000
3586	Photocopy Sales	14,517	12,230	12,000	11,000
3634	Miscellaneous Revenues	10	-	-	-
3636	Refunds & Reimbursements	2,292	1,000	1,000	-
<b>Subtotal - Police Revenues</b>		<b>1,050,768</b>	<b>1,022,155</b>	<b>1,022,590</b>	<b>1,047,356</b>
001-11107	National School District Contract (Police) Revenues				
3467	School District Contract Reimbursement	68,625	68,624	77,000	77,000
<b>Subtotal - National School District Contract (Police) Revenues</b>		<b>68,625</b>	<b>68,624</b>	<b>77,000</b>	<b>77,000</b>
001-11108	Sweetwater Union HS Contract (Police) Revenues				
3467	School District Contract Reimbursement	84,000	84,000	84,000	84,000
<b>Subtotal - Sweetwater Union HS Contract (Police) Revenues</b>		<b>84,000</b>	<b>84,000</b>	<b>84,000</b>	<b>84,000</b>
001-11110	STOP Project Revenues				
3550	Vehicle Impound Fees	23,494	40,000	40,000	20,000
<b>Subtotal - STOP Project Revenues</b>		<b>23,494</b>	<b>40,000</b>	<b>40,000</b>	<b>20,000</b>
001-11112	POST Grant Revenues				
3461	POST Reimbursement	11,512	25,000	10,000	4,000
<b>Subtotal - POST Grant Revenues</b>		<b>11,512</b>	<b>25,000</b>	<b>10,000</b>	<b>4,000</b>
001-12000	Fire Department Revenues				
3469	Overtime Reimbursements	376,599	-	425,000	1,100,000
<b>Subtotal - Fire Department Revenues</b>		<b>376,599</b>	<b>-</b>	<b>425,000</b>	<b>1,100,000</b>
001-12124	Fire Prevention Revenues				
3121	Uniform Fire Code Permits	144	-	-	-
3122	Storage Tank Permits	-	-	5,000	-
3498	Other Federal Grants	-	-	-	-
3541	Plan Review - Fire Systems	3,765	4,309	16,000	30,000
3543	Fire Investigation Report	-	-	-	-
3553	Fire Permit Review Fee	112,322	81,919	95,000	75,000
3561	Weed Abatement	-	-	-	-
3634	Miscellaneous Revenues	300	-	-	-
<b>Subtotal - Fire Prevention Revenues</b>		<b>116,531</b>	<b>86,228</b>	<b>116,000</b>	<b>105,000</b>
001-12125	Fire Operations Revenues				
3202	False Alarm Fines	12,092	18,017	17,500	18,000
3322	AMR Lease - Fire Station	77,161	80,660	85,000	85,000
3544	Miscellaneous Fire Services	36,738	23,923	40,000	40,000
3555	Fire Protection Services - Lower Sweetwater	234,650	207,588	235,530	235,530
3556	Police & Fire Services - Port of San Diego	512,409	522,657	522,657	545,565
3558	LSWFPD Equipment Replacement	8,292	-	-	-
3566	Fire/Life Safe Annual Inspection	-	-	-	400,000
3636	Refunds & Reimbursements	2,556	5,000	-	-
3637	Donations	3,000	-	-	-
<b>Subtotal - Fire Operations Revenues</b>		<b>886,898</b>	<b>857,845</b>	<b>900,687</b>	<b>1,324,095</b>
001-14000	Risk Management Revenues				
3632	Comp Insurance Reimbursement	68,544	27,443	40,000	40,000
3643	Insurance Settlements	(2,673)	-	-	-
<b>Subtotal - Risk Management Revenues</b>		<b>65,871</b>	<b>27,443</b>	<b>40,000</b>	<b>40,000</b>
001-22000	Public Works Operations Revenues				
3475	Tonnage Diversion Grant	-	23,867	-	-
3634	Miscellaneous Revenues	8,992	5,578	4,000	4,000
3636	Refunds & Reimbursements	-	-	-	-
<b>Subtotal - Public Works Operations Revenues</b>		<b>8,992</b>	<b>29,445</b>	<b>4,000</b>	<b>4,000</b>
001-22223	Public Works Facilities Maintenance Revenues				
3634	Miscellaneous Revenues	5,255	600	1,000	-
<b>Subtotal - Public Works Facilities Maintenance Revenues</b>		<b>5,255</b>	<b>600</b>	<b>1,000</b>	<b>-</b>

**CITY OF NATIONAL CITY  
ESTIMATED FINANCING SOURCES SUMMARY BY FUND SOURCE  
FISCAL YEAR 2020**

Acct No.	Account Title	FY 17 Actual	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
001-41000	Recreation Revenues				
3312	Rental	-	-	6,000	4,000
3317	Rental - Las Palmas Golf Course	81,638	72,000	80,000	90,000
3572	Miscellaneous Recreation Charges	3,626	-	3,000	3,000
3574	Swimming Pool Revenue	341,259	90,000	223,000	150,000
3575	Tiny Tots Revenue	4,500	4,000	3,480	-
3598	Miscellaneous Recreation Revenue	11,132	11,000	40,000	40,000
3637	Donations	-	-	-	1,000
3650	Casa Youth Fundraising	-	-	-	750
<b>Subtotal - Recreation Revenues</b>		<b>442,155</b>	<b>177,000</b>	<b>355,480</b>	<b>288,750</b>
001-42000	Parks Revenues				
3585	Miscellaneous User Charges	16,010	-	-	20,000
3590	Street Tree Fees	65	-	-	-
3634	Miscellaneous Revenues	34,794	-	-	-
<b>Subtotal - Parks Revenues</b>		<b>50,869</b>	<b>-</b>	<b>-</b>	<b>20,000</b>
001-45462	Housing & Grants Revenues				
3019	Sale of Property - Residual Balance	58,474	-	-	-
3634	Miscellaneous Revenues	547,499	-	-	-
3636	Refunds & Reimbursements	-	-	-	-
3655	Asset Management Fee	25,000	25,000	25,000	-
<b>Subtotal - Housing &amp; Grants Revenues</b>		<b>630,973</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>
001-45464	Neighborhood Services Revenues				
3201	Parking Citations	209,308	200,000	210,000	210,000
3203	Parking Citations Administrative Fee	2,260	2,000	2,000	2,500
3206	RV Permits	760	-	800	850
3585	Miscellaneous User Charges	12,478	12,000	15,000	20,000
<b>Subtotal - Neighborhood Services Revenues</b>		<b>224,806</b>	<b>214,000</b>	<b>227,800</b>	<b>233,350</b>
3999	Transfer(s) from Other Fund(s)	519,672	255,500	8,606	6,000
<b>GENERAL FUND REVENUES</b>		<b>51,681,510</b>	<b>53,044,539</b>	<b>54,605,776</b>	<b>54,947,718</b>
<b>Transfers In</b>		<b>519,672</b>	<b>255,500</b>	<b>8,606</b>	<b>6,000</b>
<b>GENERAL FUND TOTAL</b>		<b>52,201,182</b>	<b>53,300,039</b>	<b>54,614,382</b>	<b>54,953,718</b>
<b>104</b>	<b>LIBRARY FUND</b>				
104-00000	General Operating Revenues				
3009	Property Taxes Allocated	774,964	818,190	825,311	846,472
3420	State HOPTR	5,440	3,000	5,000	5,000
3636	Refunds & Reimbursements	-	-	-	-
<b>Subtotal - General Operating Revenues</b>		<b>780,404</b>	<b>821,190</b>	<b>830,311</b>	<b>851,472</b>
3999	Transfer(s) from Other Fund(s)	1,126,582	1,206,641	1,093,308	1,132,361
<b>LIBRARY FUND REVENUES</b>		<b>780,404</b>	<b>821,190</b>	<b>830,311</b>	<b>851,472</b>
<b>Transfers In</b>		<b>1,126,582</b>	<b>1,206,641</b>	<b>1,093,308</b>	<b>1,132,361</b>
<b>LIBRARY FUND TOTAL</b>		<b>1,906,986</b>	<b>2,027,831</b>	<b>1,923,619</b>	<b>1,983,833</b>
<b>105</b>	<b>PARKS MAINTENANCE FUND</b>				
105-00000	General Operating Revenues				
3009	Property Taxes Allocated	903,029	953,399	961,698	986,355
3420	State HOPTR	6,339	3,000	6,000	6,000
<b>Subtotal - General Operating Revenues</b>		<b>909,368</b>	<b>956,399</b>	<b>967,698</b>	<b>992,355</b>
3999	Transfer(s) from Other Fund(s)	629,182	634,940	587,511	751,967
<b>PARKS MAINTENANCE FUND REVENUES</b>		<b>909,368</b>	<b>956,399</b>	<b>967,698</b>	<b>992,355</b>
<b>Transfers In</b>		<b>629,182</b>	<b>634,940</b>	<b>587,511</b>	<b>751,967</b>
<b>PARKS MAINTENANCE FUND TOTAL</b>		<b>1,538,550</b>	<b>1,591,339</b>	<b>1,555,209</b>	<b>1,744,322</b>

**CITY OF NATIONAL CITY  
ESTIMATED FINANCING SOURCES SUMMARY BY FUND SOURCE  
FISCAL YEAR 2020**

Acct No.	Account Title	FY 17 Actual	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>108</b>	<b>LIBRARY CAPITAL OUTLAY FUND</b>				
108-00000	General Operating Revenues				
3050	Real Property Transfer Tax	190,709	100,000	136,429	136,000
	<b>Subtotal - General Operating Revenues</b>	<b>190,709</b>	<b>100,000</b>	<b>136,429</b>	<b>136,000</b>
108-31310	Library Capital Outlay Revenues				
3565	Book Fines	39,443	36,500	39,786	40,000
	<b>Subtotal - Library Capital Outlay Revenues</b>	<b>39,443</b>	<b>36,500</b>	<b>39,786</b>	<b>40,000</b>
3999	Transfer(s) from Other Fund(s)	-	-	-	-
	<b>LIBRARY CAPITAL OUTLAY FUND REVENUES</b>	<b>230,152</b>	<b>136,500</b>	<b>176,215</b>	<b>176,000</b>
	<b>LIBRARY CAPITAL OUTLAY FUND TOTAL</b>	<b>230,152</b>	<b>136,500</b>	<b>176,215</b>	<b>176,000</b>
<b>109</b>	<b>GAS TAXES FUND</b>				
109-00000	General Operating Revenues				
3300	Investment Earnings	966	-	-	-
3302	Unrealized Gain/Loss on Investments	(280)	-	-	-
3410	Gas Tax 2106	227,976	218,121	230,798	232,146
3411	Gas Tax 2107	432,904	456,282	437,227	454,807
3412	Gas Tax 2107.5	7,500	7,500	7,500	7,500
3413	Gas Tax 2105	341,451	353,199	352,403	346,350
3414	R&T 7360	162,193	243,302	469,273	530,000
3415	Gas Tax 16321	-	69,530	69,585	70,000
3416	Gas Tax 2030	-	350,432	1,016,456	1,030,455
	<b>Subtotal - Gas Tax Revenues</b>	<b>1,172,710</b>	<b>1,698,366</b>	<b>2,583,242</b>	<b>2,671,258</b>
3999	Transfer(s) from Other Fund(s)	-	-	-	-
	<b>GAS TAXES FUND REVENUES</b>	<b>1,172,710</b>	<b>1,698,366</b>	<b>2,583,242</b>	<b>2,671,258</b>
	<b>Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>GAS TAXES FUND TOTAL</b>	<b>1,172,710</b>	<b>1,698,366</b>	<b>2,583,242</b>	<b>2,671,258</b>
<b>120</b>	<b>PLAN CHECKING REVOLVING FUND</b>				
120-00000	General Operating Revenues				
3545	Plan Checking Fee	607,831	-	-	-
	<b>PLAN CHECKING REVOLVING FUND TOTAL</b>	<b>607,831</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>125</b>	<b>SEWER SERVICE FUND</b>				
125-00000	General Operating Revenues				
3300	Investment Earnings	86,289	35,800	60,644	60,000
3302	Unrealized Gain/Loss on Investments	(17,024)	-	-	-
	<b>Subtotal - General Operating Revenues</b>	<b>69,265</b>	<b>35,800</b>	<b>60,644</b>	<b>60,000</b>
125-22222	Public Works Sewer Revenues				
3316	Rental - Sewer	-	400	400	400
3563	Sewer Service Charge	7,356,395	6,930,000	6,950,000	6,950,000
3564	Sewer Transportation Charge	723,724	8,000	8,000	8,000
3610	Sewer Connection Fees	15,472	15,000	15,000	10,000
3636	Refunds & Reimbursements	-	-	-	-
3830	Loan Repayment	-	-	-	-
	<b>Subtotal - Public Works Sewer Revenues</b>	<b>8,095,591</b>	<b>6,953,400</b>	<b>6,973,400</b>	<b>6,968,400</b>
3999	Transfer(s) from Other Fund(s)	-	-	-	-
	<b>SEWER SERVICE FUND REVENUES</b>	<b>8,164,856</b>	<b>6,989,200</b>	<b>7,034,044</b>	<b>7,028,400</b>
	<b>Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>SEWER SERVICE FUND TOTAL</b>	<b>8,164,856</b>	<b>6,989,200</b>	<b>7,034,044</b>	<b>7,028,400</b>

**CITY OF NATIONAL CITY  
ESTIMATED FINANCING SOURCES SUMMARY BY FUND SOURCE  
FISCAL YEAR 2020**

Acct No.	Account Title	FY 17 Actual	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>130</b>	<b>EMT-D REVOLVING FUND</b>				
130-12000	Fire Revenues				
3034	Franchise - AMR	336,023	318,213	318,213	318,213
<b>EMT-D REVOLVING FUND TOTAL</b>		<b>336,023</b>	<b>318,213</b>	<b>318,213</b>	<b>318,213</b>
<b>131</b>	<b>ASSET FORFEITURE FUND</b>				
131-00000	General Operating Revenues				
3300	Investment Earnings	3,017	1,000	2,131	-
3302	Unrealized Gain/Loss on Investments	(525)	-	-	-
3539	Seized Assets	61,846	70,000	45,000	45,000
3634	Misc. Revenue	7,465	-	-	-
<b>Subtotal - General Operating Revenues</b>		<b>71,803</b>	<b>71,000</b>	<b>47,131</b>	<b>45,000</b>
<b>ASSET FORFEITURE FUND TOTAL</b>		<b>71,803</b>	<b>71,000</b>	<b>47,131</b>	<b>45,000</b>
<b>166</b>	<b>NUTRITION FUND</b>				
166-41429	Nutrition Center Revenues				
3470	County Grants	304,756	277,464	300,000	300,000
3514	Nutrition Income - Catered Meals	4,250	3,600	3,600	3,600
3515	Nutrition - Program Income	94,660	95,000	95,000	95,000
3516	Nutrition Program - Non-Meals Donations	-	-	-	-
3517	Nutrition Income - Delivered Meals	11,119	12,000	11,000	11,000
3634	Miscellaneous Revenue	-	-	375,250	-
<b>Subtotal - Nutrition Center Revenues</b>		<b>414,785</b>	<b>388,064</b>	<b>784,850</b>	<b>409,600</b>
3999	Transfer(s) from Other Fund(s)	388,426	442,588	-	491,625
<b>NUTRITION FUND REVENUES</b>		<b>414,785</b>	<b>388,064</b>	<b>784,850</b>	<b>409,600</b>
<b>Transfers In</b>		<b>388,426</b>	<b>442,588</b>	<b>-</b>	<b>491,625</b>
<b>NUTRITION FUND TOTAL</b>		<b>803,211</b>	<b>830,652</b>	<b>784,850</b>	<b>901,225</b>
<b>172</b>	<b>TRASH RATE STABILIZATION FUND</b>				
172-00000	General Operating Revenues				
3463	Other State Grants	30,818	-	-	-
3642	Rate Stabilization Receipts	196,297	178,000	200,000	175,000
<b>TRASH RATE STABILIZATION FUND TOTAL</b>		<b>227,115</b>	<b>178,000</b>	<b>200,000</b>	<b>175,000</b>
<b>195</b>	<b>MILE OF CARS LMD</b>				
195-00000	General Operating Revenues				
3007	Mile of Cars Spec. Assessment	141,929	141,495	142,000	161,355
<b>30TH STREET CLEANUP FUND - 1303 TOTAL</b>		<b>141,929</b>	<b>141,495</b>	<b>142,000</b>	<b>161,355</b>
<b>208</b>	<b>SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND (SLESF)</b>				
208-00000	General Operating Revenues				
3463	Other State Grants	129,324	-	100,000	100,000
<b>Subtotal - General Operating Revenues</b>		<b>129,324</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>
3999	Transfer(s) from Other Fund(s)	-	-	-	-
<b>SUPP. LAW ENFORCEMENT SVCS FUND (SLESF) REVENUES</b>		<b>129,324</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>
<b>Transfers In</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>SUPP. LAW ENFORCEMENT SVCS FUND (SLESF) TOTAL</b>		<b>129,324</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>

**CITY OF NATIONAL CITY  
ESTIMATED FINANCING SOURCES SUMMARY BY FUND SOURCE  
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Acct No.	Account Title	FY 17 Actual	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>211</b>	<b>SECURITY &amp; ALARM REGULATION FUND</b>				
211-11000	Police Revenues				
3161	Security Alarm Permits	3,710	-	4,000	4,000
3202	False Alarm Fines	50	-	-	-
	<b>Subtotal - Police Revenues</b>	<b>3,760</b>	<b>-</b>	<b>4,000</b>	<b>4,000</b>
3999	Transfer(s) from Other Fund(s)	-	-	-	-
	<b>SECURITY &amp; ALARM REGULATION FUND TOTAL</b>	<b>3,760</b>	<b>-</b>	<b>4,000</b>	<b>4,000</b>
<b>212</b>	<b>Post-Employment Benefits Fund</b>				
3999	Transfer(s) from Other Fund(s)	172,300	186,350	197,580	260,340
	<b>Post-Employment Benefits Fund Revenues Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Post-Employment Benefits Fund TOTAL</b>	<b>172,300</b>	<b>186,350</b>	<b>197,580</b>	<b>260,340</b>
<b>259</b>	<b>LIBRARY BONDS DEBT SERVICE FUND</b>				
259-00000	General Operating Revenues				
3008	Special Assessment - General Obligation Bonds	393,025	382,263	384,013	382,075
	<b>LIBRARY BONDS DEBT SERVICE FUND TOTAL</b>	<b>393,025</b>	<b>382,263</b>	<b>384,013</b>	<b>382,075</b>
<b>282</b>	<b>REIMBURSABLE GRANTS CITYWIDE FUND</b>				
282-12912	CRI - Mass Prophylaxis Program				
3498	Other Federal Grants	2,500	-	2,500	2,500
	<b>Subtotal - CRI - Mass Prophylaxis Program</b>	<b>2,500</b>	<b>-</b>	<b>2,500</b>	<b>2,500</b>
282-12936	FY 08 Urban Area Security Initiative				
3498	Other Federal Grants	6,860	-	276,606	-
	<b>Subtotal - FY 08 Urban Area Security Initiative</b>	<b>6,860</b>	<b>-</b>	<b>276,606</b>	<b>-</b>
3498	Other Federal Grants	-	-	-	-
	<b>Subtotal - FY15 State Homeland Security Grant</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>REIMBURSABLE GRANTS CITYWIDE FUND TOTAL</b>	<b>17,065</b>	<b>-</b>	<b>279,106</b>	<b>2,500</b>
<b>301</b>	<b>CDBG FUND</b>				
301-00000	General Operating Revenues				
3321	HILP Payments - Interest	237	-	-	-
3498	Other Federal Grants	771,566	893,814	741,061	884,000
	<b>Subtotal - General Operating Revenues</b>	<b>771,803</b>	<b>893,814</b>	<b>741,061</b>	<b>884,000</b>
3999	Transfer(s) from Other Fund(s)	-	-	-	-
	<b>CDBG FUND TOTAL</b>	<b>771,803</b>	<b>893,814</b>	<b>741,061</b>	<b>884,000</b>
<b>307</b>	<b>PROPOSITION "A" FUND</b>				
307-00000	General Operating Revenues				
3466	Transactions & Use Tax	1,440,000	-	1,066,000	1,212,000
	<b>PROPOSITION "A" FUND TOTAL</b>	<b>1,440,000</b>	<b>-</b>	<b>1,066,000</b>	<b>1,212,000</b>
<b>325</b>	<b>DEVELOPMENT IMPACT FEES FUND</b>				
325-11000	Police Revenues				
3624	Development Impact Fees - Police	70,196	47,000	25,000	25,000
	<b>Subtotal - Police Revenues</b>	<b>70,196</b>	<b>47,000</b>	<b>25,000</b>	<b>25,000</b>

**CITY OF NATIONAL CITY  
ESTIMATED FINANCING SOURCES SUMMARY BY FUND SOURCE  
FISCAL YEAR 2020**

Acct No.	Account Title	FY 17 Actual	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
325-12125	Fire Operations Revenues				
3623	Development Impact Fees - Fire/EMS	27,806	19,000	10,000	10,000
<b>Subtotal - Fire Operations Revenues</b>		<b>27,806</b>	<b>19,000</b>	<b>10,000</b>	<b>10,000</b>
325-31000	Library Revenues				
3622	Development Impact Fees - Library	17,037	13,000	13,000	13,000
<b>Subtotal - Library Revenues</b>		<b>17,037</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>
325-42000	Parks Revenues				
3621	Development Impact Fees - Parks & Recreation	73,102	44,000	66,000	66,000
<b>Subtotal - Parks Revenues</b>		<b>73,102</b>	<b>44,000</b>	<b>66,000</b>	<b>66,000</b>
3999	Transfer(s) from Other Fund(s)	-	-	-	-
<b>DEVELOPMENT IMPACT FEES FUND REVENUES</b>		<b>188,141</b>	<b>123,000</b>	<b>114,000</b>	<b>114,000</b>
<b>DEVELOPMENT IMPACT FEES FUND TOTAL</b>		<b>188,141</b>	<b>123,000</b>	<b>114,000</b>	<b>114,000</b>
<b>326</b>	<b>TRANSPORTATION IMPACT FEES FUND</b>				
326-00000	General Operating Revenues				
3162	TDIF - SF Residential	28,096	-	24,000	24,000
3163	TDIF - MF Residential	-	80,000	156,000	156,000
3300	Investment Earnings	49	-	-	-
3302	Unrealized Gain/Loss on Investments	(1)	-	-	-
<b>Subtotal - General Operating Revenues</b>		<b>28,144</b>	<b>80,000</b>	<b>180,000</b>	<b>180,000</b>
<b>TRANSPORTATION IMPACT FEES FUND TOTAL</b>		<b>28,144</b>	<b>80,000</b>	<b>180,000</b>	<b>180,000</b>
<b>343</b>	<b>STATE-LOCAL PARTNERSHIP FUND</b>				
343-00000	General Operating Revenues				
3300	Investment Earnings	641	300	434	-
3302	Unrealized Gain/Loss on Investments	(118)	-	-	-
<b>STATE-LOCAL PARTNERSHIP FUND TOTAL</b>		<b>523</b>	<b>300</b>	<b>434</b>	<b>-</b>
<b>501</b>	<b>HOUSING CHOICE VOUCHER FUND</b>				
501-00000	Proceeds from the disposition of assets			-	1,006,625
<b>HOUSING CHOICE VOUCHER FUND TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>1,006,625</b>
<b>501</b>	<b>HOUSING CHOICE VOUCHER FUND</b>			-	1,006,625
502-45462	Housing Choice Voucher Revenues				
3300	Other Revenue - Portability 80%	189	-	90	-
3600	Other Revenue - Portability 80%	17,487	2,000	18,000	6,000
3614	HUD Revenue - Housing Assistance Payment	9,927,607	9,980,000	10,000,000	11,674,764
3615	HUD Revenue - Administrative Fees	1,083,956	1,025,000	1,032,000	1,389,390
3616	Fraud Recovery - HAP	11,889	10,000	15,000	3,000
3617	Fraud Recovery - Administrative Fees	11,889	10,000	15,000	3,000
3618	Other Revenue - Portability Administration	216,303	40,000	360,000	250,000
3634	Miscellaneous Revenues	1,494	-	-	-
<b>Subtotal - Housing Choice Voucher Fund</b>		<b>11,270,814</b>	<b>11,067,000</b>	<b>11,440,090</b>	<b>13,326,154</b>
502-00000	General Operating Revenues				
3999	Transfer(s) from Other Fund(s)	96,005	-	-	319,990
<b>HOUSING CHOICE VOUCHER REVENUES</b>		<b>11,270,814</b>	<b>11,067,000</b>	<b>11,440,090</b>	<b>13,326,154</b>
<b>Transfers In</b>		<b>96,005</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>HOUSING CHOICE VOUCHER TOTAL</b>		<b>11,366,819</b>	<b>11,067,000</b>	<b>11,440,090</b>	<b>13,326,154</b>

**CITY OF NATIONAL CITY  
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Acct No.	Account Title	FY 17 Actual	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>505</b>	<b>HOME FUND</b>				
505-00000	General Operating Revenues				
3300	Investment Earnings	787	-	-	-
3302	Unrealized Gain/Loss on Investments	(238)	-	-	-
3321	HILP Payments - Interest	12,301	-	12,000	-
3498	Other Federal Grants	474,820	929,704	246,830	499,000
3634	Miscellaneous Revenue	-	-	-	-
	<b>HOME FUND TOTAL</b>	<b>487,670</b>	<b>929,704</b>	<b>258,830</b>	<b>499,000</b>
<b>626</b>	<b>FACILITIES MAINTENANCE FUND</b>				
626-00000	General Operating Revenues				
3700	Internal Service Charges	3,056,362	3,231,589	3,364,660	3,040,193
	Subtotal - General Operating Revenues	<b>3,056,362</b>	<b>3,231,589</b>	<b>3,364,660</b>	<b>3,040,193</b>
3585	Miscellaneous User Charges	-	-	-	-
	<b>Subtotal - Public Works Facilities Maintenance Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
3999	Transfer(s) from Other Fund(s)	-	-	-	-
	<b>FACILITIES MAINTENANCE FUND TOTAL</b>	<b>3,056,362</b>	<b>3,231,589</b>	<b>3,364,660</b>	<b>3,040,193</b>
<b>627</b>	<b>LIABILITY INSURANCE FUND</b>				
627-00000	General Operating Revenues				
3634	Miscellaneous Revenues	7,042	-	-	-
3636	Refunds & Reimbursements	2,089,143	-	-	-
3700	Internal Service Charges	1,389,378	1,387,795	1,245,093	1,258,920
	<b>Subtotal - General Operating Revenues</b>	<b>3,485,563</b>	<b>1,387,795</b>	<b>1,245,093</b>	<b>1,258,920</b>
627-14000	Risk Management Revenues				
3636	Refunds & Reimbursements	29,573	-	-	-
3700	Internal Service Charges	1,736,467	1,970,936	1,648,178	1,772,456
	<b>Subtotal - Risk Management Revenues</b>	<b>1,766,040</b>	<b>1,970,936</b>	<b>1,648,178</b>	<b>1,772,456</b>
	<b>LIABILITY INSURANCE FUND TOTAL</b>	<b>5,251,603</b>	<b>3,358,731</b>	<b>2,893,271</b>	<b>3,031,376</b>
<b>629</b>	<b>INFORMATION SYSTEMS MAINTENANCE FUND</b>				
629-00000	General Operating Revenues				
3636	Refunds & Reimbursements	2,462	-	-	-
3700	Internal Service Charges	2,664,313	2,914,731	2,393,666	2,362,314
	<b>INFORMATION SYSTEMS MAINTENANCE FUND TOTAL</b>	<b>2,666,775</b>	<b>2,914,731</b>	<b>2,393,666</b>	<b>2,362,314</b>
<b>643</b>	<b>MOTOR VEHICLE SERVICE FUND</b>				
643-00000	General Operating Revenues				
3636	Refunds & Reimbursements	201	-	-	-
3700	Internal Service Charges	1,530,243	1,533,790	1,149,122	1,246,431
	<b>MOTOR VEHICLE SERVICE FUND TOTAL</b>	<b>1,530,444</b>	<b>1,533,790</b>	<b>1,149,122</b>	<b>1,246,431</b>
<b>644</b>	<b>VEHICLE REPLACEMENT RESERVE FUND</b>				
644-00000	General Operating Revenues				
3634	Miscellaneous Revenues	80,115	-	-	-
3700	Internal Service Charges	498,833	789,077	1,017,540	1,052,573
	<b>Subtotal - General Operating Revenues</b>	<b>578,948</b>	<b>789,077</b>	<b>1,017,540</b>	<b>1,052,573</b>
3999	Transfer(s) from Other Fund(s)	182,200	470,000	-	122,500
	<b>VEHICLE REPLACEMENT RESERVE FUND REVENUES</b>	<b>578,948</b>	<b>789,077</b>	<b>1,017,540</b>	<b>1,052,573</b>
	<b>Transfers In</b>	<b>182,200</b>	<b>470,000</b>	<b>-</b>	<b>122,500</b>
	<b>VEHICLE REPLACEMENT RESERVE FUND TOTAL</b>	<b>761,148</b>	<b>1,259,077</b>	<b>1,017,540</b>	<b>1,175,073</b>

**CITY OF NATIONAL CITY  
ESTIMATED FINANCING SOURCES SUMMARY BY FUND SOURCE  
FISCAL YEAR 2020**

Acct No.	Account Title	FY 17 Actual	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>721</b>	<b>LIBRARY TRUST FUND</b>				
721-00000	General Operating Revenues				
3300	Investment Earnings	259	-	-	-
3302	Unrealized Gain/Loss on Investments	(48)	-	-	-
	<b>Subtotal - Building Revenues</b>	<b>211</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>LIBRARY TRUST FUND</b>	<b>211</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>729</b>	<b>IRREVOCABLE SUPPLEMENTAL PENSION FUND TRUST</b>				
729-00000	General Operating Revenues	-	-	-	
	<b>IRREVOCABLE SUPPLEMENTAL PENSION TRUST REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Transfers In</b>	<b>-</b>	<b>1,000,000</b>	<b>650,000</b>	<b>-</b>
	<b>IRREVOCABLE SUPPLEMENTAL PENSION TRUST FUND TOTAL</b>	<b>-</b>	<b>1,000,000</b>	<b>650,000</b>	<b>-</b>
<b>731</b>	<b>CONSTRUCTION &amp; DEMOLITION DEBRIS FUND</b>				
731-06028	Building Revenues				
3552	Construction & Demolition Administrative Fee	10,936	-	10,000	-
3815	Construction & Demolition Forfeited Deposit	189	-	2,000	-
	<b>Subtotal - Building Revenues</b>	<b>11,125</b>	<b>-</b>	<b>12,000</b>	<b>-</b>
	<b>CONSTRUCTION &amp; DEMOLITION DEBRIS FUND TOTAL</b>	<b>11,125</b>	<b>-</b>	<b>12,000</b>	<b>-</b>
	<b>TOTAL REVENUES</b>	<b>97,290,871</b>	<b>90,546,315</b>	<b>93,087,273</b>	<b>96,219,612</b>
	<b>Transfers In</b>	<b>3,018,362</b>	<b>4,196,019</b>	<b>2,537,005</b>	<b>2,764,793</b>
	<b>TOTAL, ALL FINANCING SOURCES</b>	<b>100,309,233</b>	<b>94,742,334</b>	<b>95,624,278</b>	<b>98,984,405</b>

Preliminary Budget  
Fiscal Year 2020

# Expenditure Summary





**CITY OF NATIONAL CITY  
EXPENDITURE SUMMARY BY OBJECT - ALL FUNDS  
FISCAL YEAR 2020**

Fund	Fund Name	Personnel Services	Maintenance & Operations <sup>1</sup>	Capital Outlay	Capital Improvements	Alloc Costs & Internal Chrgs <sup>2</sup>	Expenditure Total
001	General Fund						
	Department						
	401 City Council	\$ 320,841	\$ 34,390			\$ 104,166	\$ 459,397
	402 City Clerk	\$ 282,250	\$ 25,705			\$ 42,286	\$ 350,241
	410 City Treasurer	\$ 17,421	\$ 960			\$ 16,320	\$ 34,701
	403 City Manager	\$ 1,158,336	\$ 28,050			\$ 104,756	\$ 1,291,142
	405 City Attorney	\$ 831,832	\$ 129,050			\$ 80,760	\$ 1,041,642
	441 Community Services	\$ 565,078	\$ 627,300	\$ 6,058		\$ 812,622	\$ 2,011,058
	416 Engineering & Public Works	\$ 1,313,995	\$ 1,270,550	\$ 5,375		\$ 1,116,250	\$ 3,706,170
	404 Finance	\$ 1,710,609	\$ 129,620	\$ 31,289		\$ 267,655	\$ 2,139,173
	412 Fire	\$ 10,340,651	\$ 1,461,093	\$ 6,262		\$ 1,027,595	\$ 12,835,601
	419 Housing & Economic Development	\$ 422,178	\$ 167,600			\$ 91,856	\$ 681,634
	407 Human Resources	\$ 562,543	\$ 57,635			\$ 144,116	\$ 764,294
	420 Neighborhood Services	\$ 1,151,477	\$ 202,804	\$ 28,417		\$ 140,404	\$ 1,523,102
	409 Non-Departmental	\$ -	\$ 894,164		\$ 2,300,000	\$ 243,547	\$ 3,437,711
	443 Planning	\$ 622,184	\$ 89,416			\$ 59,409	\$ 771,009
	411 Police	\$ 22,363,765	\$ 1,523,883	\$ 505,426		\$ 3,241,486	\$ 27,634,560
<b>001</b>	<b>General Fund Total</b>	<b>\$ 41,663,160</b>	<b>\$ 6,642,220</b>	<b>\$ 582,827</b>	<b>\$ 2,300,000</b>	<b>\$ 7,493,228</b>	<b>\$ 58,681,435</b>
104	Library Fund	\$ 1,140,704	\$ 124,600			\$ 718,529	\$ 1,983,833
105	Parks Maintenance Fund	\$ 1,310,235	\$ 210,800	\$ 50,312		\$ 172,974	\$ 1,744,321
108	Library Capital Outlay Fund		\$ 50,900	\$ 21,800			\$ 72,700
109	Gas Taxes Fund	\$ 972,453	\$ 344,000		\$ 1,030,455	\$ 357,686	\$ 2,704,594
125	Sewer Service Fund	\$ 1,046,119	\$ 6,437,300	\$ 24,614	\$ 2,000,000	\$ 522,602	\$ 10,030,635
130	EMT-D Revolving Fund	\$ 291,550	\$ 9,500			\$ 19,982	\$ 321,032
166	Nutrition Fund	\$ 499,657	\$ 307,800			\$ 20,716	\$ 828,173
172	Trash Rate Stabilization Fund	\$ 102,608	\$ 10,000			\$ 14,740	\$ 127,348
195	Mile of Cars Landscape Maint. Dist. Fund		\$ 155,355				\$ 155,355
212	Post-Employment Benefits Fund	\$ 260,340					\$ 260,340
259	Library Bonds Debt Service Fund		\$ 382,075				\$ 382,075
277	National City Public Library Donations Fund		\$ 3,900				\$ 3,900
301	Community Development Block Grant Fund	\$ 437,188	\$ 621,122				\$ 1,058,310
307	Proposition "A" Fund				\$ 1,212,000		\$ 1,212,000
320	Library Grants Fund	\$ 15,319	\$ 29,376				\$ 44,695
502	Housing Choice Voucher Fund	\$ 859,989	\$ 11,981,264	\$ 6,262		\$ 280,669	\$ 13,128,184
505	HOME Fund		\$ 529,273				\$ 529,273
532	Low & Moderate Income Housing Asset Fund	\$ 338,888	\$ 50,000			\$ 11,609	\$ 400,497
626	Facilities Maintenance Fund	\$ 1,061,509	\$ 1,901,635	\$ 18,527		\$ 58,522	\$ 3,040,193
627	Liability Insurance Fund	\$ 76,832	\$ 3,349,677				\$ 3,426,509
629	Information Systems Maintenance Fund	\$ 607,120	\$ 1,575,765	\$ 90,000	\$ 100,000	\$ 3,429	\$ 2,376,314
643	Motor Vehicle Service Fund	\$ 585,631	\$ 658,350			\$ 2,451	\$ 1,246,432
644	Vehicle Replacement Fund			\$ 1,140,000			\$ 1,140,000
	<b>Other Funds Total</b>	<b>\$ 9,606,142</b>	<b>\$ 28,732,692</b>	<b>\$ 1,351,515</b>	<b>\$ 4,342,455</b>	<b>\$ 2,183,909</b>	<b>\$ 46,216,713</b>
	<b>Total, All Funds</b>	<b>\$ 51,269,302</b>	<b>\$ 35,374,912</b>	<b>\$ 1,934,342</b>	<b>\$ 6,642,455</b>	<b>\$ 9,677,137</b>	<b>\$ 104,898,148</b>
Percent Total (not including Allocated Costs & Internal Charges)		53.84%	37.15%	2.03%	6.98%		

<sup>1</sup> Includes Refunds, Contributions, & Special Payments

<sup>2</sup> Indirect/Overhead Costs + Internal Service Charges

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Preliminary Budget  
Fiscal Year 2020

# Cost Recovery





**CITY OF NATIONAL CITY  
GENERAL FUND COST RECOVERY / COST ALLOCATION PLAN  
FISCAL YEAR 2020**

<b>Fund</b>	<b>Fund Name</b>	<b>Total</b>
109	Gas Taxes Fund <sup>3</sup>	141,108
125	Sewer Service Fund <sup>1</sup>	238,550
130	EMT-D Revolving Fund	19,982
172	Trash Rate Stabilization Fund	14,250
502	Housing Choice Voucher <sup>2</sup>	177,816
<b>Total Costs Recovered By General Fund</b>		<b>591,706</b>

<sup>1</sup> Cost Allocation Plan rate charged is 25.00% of the calculated allocated rate for the fiscal year.

<sup>2</sup> Cost Allocation Plan rate charged is 33.33% of the calculated allocated rate for the fiscal year.

<sup>3</sup> Cost Allocation Plan rate charged is 50.00% of the calculated allocated rate for the fiscal year.

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# Internal Service Charges





**CITY OF NATIONAL CITY  
SUMMARY OF INTERNAL SERVICE CHARGES BY FUND & DEPARTMENT  
FISCAL YEAR 2020**

<b>Fund / Dept</b>	<b>Fund/Dept/Div Name</b>	<b>Facilities Maintenance</b>	<b>Information Systems</b>	<b>Risk Management</b>	<b>Vehicle Leases</b>	<b>Vehicle Maintenance</b>	<b>Total</b>
001-401	City Council	51,024	47,998	5,144	-	-	<b>104,166</b>
001-402	City Clerk	17,008	22,987	2,291	-	-	<b>42,286</b>
001-403	City Manager	59,528	38,650	6,578	-	-	<b>104,756</b>
001-405	City Attorney	42,520	30,313	7,927	-	-	<b>80,760</b>
001-410	City Treasurer	8,504	7,325	491	-	-	<b>16,320</b>
001-411	Police	476,367	1,179,032	581,683	546,858	457,546	<b>3,241,486</b>
001-412	Building (028)	34,016	41,685	4,006	-	2,031	<b>81,738</b>
001-416	Engineering & Public Works	102,049	72,240	236,806	177,469	36,272	<b>624,836</b>
001-412	Fire	248,712	141,690	45,094	281,262	229,099	<b>945,857</b>
001-404	Finance	165,829	93,448	8,378	-	-	<b>267,655</b>
001-416	Public Works - Operations (052)	365,848	81,065	11,160	-	33,341	<b>491,414</b>
001-419	Housing & Economic Develop.	36,738	40,793	3,197	-	11,128	<b>91,856</b>
001-407	Human Resources	97,254	41,928	4,934	-	-	<b>144,116</b>
001-420	Neighborhood Services	25,512	72,484	5,284	8,260	28,864	<b>140,404</b>
001-441	Community Services	698,771	70,217	24,247	-	19,387	<b>812,622</b>
001-443	Planning	34,016	21,964	3,429	-	-	<b>59,409</b>
001-409	Non-Departmental	-	100,000	-	18,547	-	<b>118,547</b>
104-431	Library	504,278	152,782	44,260	-	17,209	<b>718,529</b>
105-416	Parks Maintenance	-	14,651	20,486	12,680	125,157	<b>172,974</b>
109-416	Public Works - Streets	18,010	8,337	25,129	-	165,102	<b>216,578</b>
125-416	Sewer Service	18,010	12,627	195,457	-	57,958	<b>284,052</b>
166-419	Nutrition Fund	-	-	4,902	-	15,814	<b>20,716</b>
172-416	Refuse	-	-	490	-	-	<b>490</b>
502-419	Housing Choice Voucher	27,015	67,951	5,856	-	2,031	<b>102,853</b>
626-416	Facilities Maintenance	-	-	5,533	7,497	45,492	<b>58,522</b>
629-403	Information Technology Services	-	-	3,429	-	-	<b>3,429</b>
643-416	Motor Vehicle Service Fund	-	-	2,451	-	-	<b>2,451</b>
532-419	Housing	9,184	2,147	278	-	-	<b>11,609</b>
<b>Total</b>		<b>3,040,193</b>	<b>2,362,314</b>	<b>1,258,920</b>	<b>1,052,573</b>	<b>1,246,431</b>	<b>8,960,431</b>

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# Staffing Levels





**CITY OF NATIONAL CITY**  
**SUMMARY OF FUNDED AUTHORIZED FULL TIME EMPLOYEE (FTE) - BY POSITION**  
**FISCAL YEAR 2020**

	Number of Full-Time Employees		
	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b><u>Authorized Positions</u></b>			
Accountant	2.00	2.00	2.00
Accounting Assistant	6.00	6.00	6.00
Administrative Secretary	5.00	5.00	5.00
Administrative Technician	1.00	1.00	1.00
Animal Control Officer	1.00	1.00	1.00
Animal Regulations Officer	1.00	1.00	1.00
Assistant Chief of Police	0.00	1.00	1.00
Assistant City Manager	0.00	0.00	0.00
Assistant Civil Engineer	3.00	3.00	3.00
Assistant Director of Engineering & Public Works	0.00	0.00	0.00
Assistant Planner	1.00	1.00	1.00
Associate Civil Engineer	0.00	1.00	1.00
Battalion Chief	1.00	1.00	1.00
Building Official	1.00	1.00	1.00
Building Trades Specialist	1.00	1.00	1.00
Buyer	1.00	1.00	1.00
City Attorney	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00
City Engineer	1.00	1.00	1.00
City Librarian	1.00	1.00	1.00
City Manager	1.00	1.00	1.00
City Treasurer	1.00	1.00	1.00
Civil Engineering Technician	2.00	1.00	1.00
Code Conformance Officer I	1.00	1.00	1.00
Code Conformance Officer II	2.00	2.00	2.00
Community Development Executive Director	0.00	0.00	0.00
Community Development Manager	1.00	1.00	1.00
Community Development Specialist I	0.00	0.00	0.00
Community Development Specialist II	2.00	2.00	2.00
Community Services Officer	1.00	2.00	2.00
Councilmember	4.00	4.00	4.00
Crime Analyst	1.00	1.00	1.00
Crime Scene Specialist	0.00	0.00	1.00
Custodian	6.50	6.50	6.50
Deputy City Attorney	1.00	1.00	1.00
Deputy City Manager	2.00	2.00	2.00
Deputy Fire Marshall	1.00	1.00	1.00
Director of Administrative Services	0.00	0.00	0.00
Director of Emergency Services	1.00	1.00	1.00
Director of Finance	1.00	1.00	1.00
Director of Finance (Temp.)	0.29	0.29	0.29
Director of Housing & Economic Development	1.00	1.00	1.00
Dishwasher	0.50	0.50	0.50
Electrician	1.00	1.00	1.00
Equipment Maintenance Supervisor	1.00	1.00	1.00
Equipment Mechanic	3.00	3.00	3.00
Equipment Operator	3.00	3.00	3.00
Executive Assistant II	2.00	2.00	1.00

**CITY OF NATIONAL CITY**  
**SUMMARY OF FUNDED AUTHORIZED FULL TIME EMPLOYEE (FTE) - BY POSITION**  
**FISCAL YEAR 2020**

	Number of Full-Time Employees		
	FY 18	FY 19	FY 20
	Adopted	Adopted	Preliminary
<b>Authorized Positions</b>			
Executive Assistant III	2.00	1.00	1.00
Executive Assistant IV	1.00	2.00	2.00
Executive Chef	1.00	1.00	1.00
Executive Secretary	3.00	3.00	3.00
Facilities Maintenance Supervisor	1.00	1.00	1.00
Financial Services Officer	1.00	1.00	1.00
Fire Battalion Chief	3.00	3.00	3.00
Fire Captain	9.00	12.00	12.00
Fire Engineer	9.00	9.00	9.00
Fire Inspector	2.00	2.00	2.00
Firefighter	18.00	15.00	15.00
Food Services Worker	2.50	2.50	2.50
Graffiti Removal Assistant	1.00	1.00	1.00
Graffiti Removal Technician	1.00	1.00	1.00
Home Delivered Meals Coordinator	1.00	1.00	1.00
Home Delivered Meals Driver	1.50	1.50	1.50
Housing Assistant	2.00	1.00	1.00
Housing Inspector II	1.00	1.00	1.00
Housing Programs Manager	1.00	1.00	1.00
Housing Specialist	3.00	4.00	4.00
Information Technology Manager	0.00	1.00	1.00
Information Technology Analyst	0.00	2.00	2.00
Information Technology Technician	0.00	2.50	2.50
Kitchen Aide	0.50	0.50	0.50
Lead Equipment Mechanic	1.00	1.00	1.00
Lead Housing Inspector	0.00	0.00	0.00
Lead Tree Trimmer	1.00	1.00	1.00
Librarian	5.30	5.30	5.30
Library Assistant	4.42	4.42	4.42
Library Technician	4.50	4.50	4.50
Junior Engineer - Civil	1.00	0.00	0.00
Maintenance Worker	6.00	6.00	6.00
Management Analyst II	4.00	4.00	5.00
Management Analyst III	1.00	1.00	1.00
Management Information Systems Manager	1.00	0.00	0.00
Management Information Systems Technician I	2.00	0.00	0.00
Management Information Systems Technician II	2.00	0.00	0.00
Mayor	1.00	1.00	1.00
Neighborhood Services Director	1.00	1.00	1.00
Nutrition Program Manager	1.00	1.00	1.00
Office Aide	3.63	3.63	3.63
Park Caretaker	4.00	4.00	4.00
Park Superintendent	1.00	1.00	1.00
Park Supervisor	1.00	1.00	1.00
Parking Regulations Officer	3.00	3.00	3.00
Parks Equipment Operator	1.00	1.00	1.00
Payroll Technician	1.00	1.00	1.00
Permit Technician	2.00	2.00	2.00

**CITY OF NATIONAL CITY**  
**SUMMARY OF FUNDED AUTHORIZED FULL TIME EMPLOYEE (FTE) - BY POSITION**  
**FISCAL YEAR 2020**

	Number of Full-Time Employees		
	FY 18	FY 19	FY 20
	Adopted	Adopted	Preliminary
<b><u>Authorized Positions</u></b>			
Planning Technician	1.00	1.00	1.00
Plans Examiner	0.00	0.00	0.00
Plumber	1.00	1.00	1.00
Police Captain	2.00	1.00	1.00
Police Chief	1.00	1.00	1.00
Police Corporal	21.00	21.00	21.00
Police Dispatch Supervisor	1.00	1.00	0.00
Police Dispatcher	11.98	10.98	10.98
Police Investigator	3.50	3.50	3.50
Police Investigative Aide	0.00	1.00	0.00
Police Lieutenant	5.00	5.00	5.00
Police Officer	44.00	44.00	44.00
Police Operations Assistant	1.00	1.00	1.00
Police Records Clerk	6.50	6.50	6.50
Police Records Supervisor	1.00	1.00	1.00
Police Sergeant	13.00	13.00	13.00
Police Support Services Manager	0.00	0.00	1.00
Principal Civil Engineer	1.00	1.00	1.00
Principal Planner	2.00	2.00	2.00
Property & Evidence Specialist I	2.00	2.00	2.00
Property & Evidence Specialist II	1.00	1.00	1.00
Property & Evidence Supervisor	1.00	1.00	1.00
Property Agent	1.00	1.00	1.00
Records Management Officer	1.00	1.00	1.00
Recreation Aide	8.47	8.47	8.47
Recreation Center Supervisor	2.75	2.75	2.75
Recreation Leader I	0.75	0.75	0.75
Recreation Leader II	1.00	1.00	1.00
Recreation Leader III	2.20	2.20	2.20
Recreation Specialist	2.81	2.81	2.81
Recreation Superintendent	1.00	1.00	1.00
Reserve Police Officer <sup>1</sup>	0.50	0.50	0.50
Seasonal Park Aide	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00
Senior Assistant City Attorney	1.00	1.00	1.00
Senior Building Inspector	1.00	1.00	1.00
Senior Civil Engineering Technician	1.00	1.00	1.00
Senior Construction Inspector	1.00	1.00	1.00
Senior Equipment Operator	1.00	1.00	2.00
Senior Housing Specialist	1.00	1.00	1.00
Senior Librarian	1.00	1.00	1.00
Senior Library Technician	1.00	1.00	1.00
Senior Office Assistant	10.00	10.00	10.00
Senior Park Caretaker	4.00	4.00	4.00
Senior Police Dispatcher	1.00	2.00	2.00
Senior Traffic Painter	1.00	1.00	1.00
Sous Chef	1.00	1.00	1.00
Stock Clerk / Storekeeper	0.48	0.48	0.48

**CITY OF NATIONAL CITY  
SUMMARY OF FUNDED AUTHORIZED FULL TIME EMPLOYEE (FTE) - BY POSITION  
FISCAL YEAR 2020**

	Number of Full-Time Employees		
	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>Authorized Positions</b>			
STOP Grant Office Coordinator	1.00	1.00	1.00
Street Sweeper Operator	2.00	2.00	2.00
Street & Wastewater Maintenance Superintendent	1.00	1.00	1.00
Student Worker	0.50	0.00	0.00
Supervising Custodian	1.00	1.00	1.00
Traffic Painter	1.00	1.00	1.00
Training Coordinator	1.00	1.00	1.00
Tree Trimmer	1.00	1.00	1.00
Wastewater Crew Chief	1.00	1.00	1.00
<b>Authorized Positions Total:</b>	<b>364.08</b>	<b>365.08</b>	<b>366.08</b>

<sup>1</sup> This position is filled by multiple employees on an as needed bases.

**CITY OF NATIONAL CITY  
SUMMARY OF FUNDED AUTHORIZED FULL TIME EMPLOYEE (FTE) - BY DEPARTMENT  
FISCAL YEAR 2020**

	Fund	Number of Full-Time Employees		
		FY18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>Authorized Positions</b>				
<b>City Council</b>				
Mayor	001	1.00	1.00	1.00
Councilmember	001	4.00	4.00	4.00
Executive Assistant IV	001	1.00	1.00	1.00
<b>City Council Total:</b>		<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
<b>City Clerk</b>				
City Clerk	001	1.00	1.00	1.00
Executive Secretary	001	1.00	1.00	1.00
Records Management Officer	001	1.00	1.00	1.00
<b>City Clerk Total:</b>		<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>City Treasurer</b>				
City Treasurer	001	1.00	1.00	1.00
<b>City Treasurer Total:</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>City Manager</b>				
City Manager	001	1.00	1.00	1.00
Deputy City Manager	001	2.00	2.00	2.00
Assistant City Manager	001	0.00	0.00	0.00
Community Development Executive Director	001	0.00	0.00	0.00
Executive Assistant IV	001	1.00	1.00	1.00
Executive Secretary	001	0.00	0.00	0.00
Management Analyst II	001	1.00	1.00	1.00
Senior Office Assistant	001	2.00	2.00	2.00
Information Technology Manager	629	0.00	1.00	1.00
Information Technology Analyst	629	0.00	1.00	1.00
Information Technology Technician	629	0.00	2.00	2.00
Management Information Systems Manager	629	1.00	0.00	0.00
Management Information Systems Technician I	629	2.00	0.00	0.00
Management Information Systems Technician II	629	1.00	0.00	0.00
<b>City Manager Total:</b>		<b>11.00</b>	<b>11.00</b>	<b>11.00</b>
<b>City Attorney</b>				
City Attorney	001	1.00	1.00	1.00
Deputy City Attorney	001	1.00	1.00	1.00
Executive Assistant III	001	1.00	1.00	1.00
Senior Assistant City Attorney	001	1.00	1.00	1.00
Office Assistant	627	0.00	0.00	0.00
Senior Office Assistant	627	1.00	1.00	1.00
<b>City Attorney Total:</b>		<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Community Services</b>				
Recreation Superintendent	001	1.00	1.00	1.00
Recreation Aide - P/T	001	7.99	7.99	7.99
Recreation Aide	301	0.48	0.48	0.48
Recreation Center Supervisor	001	2.75	2.75	2.75
Recreation Leader I - P/T	001	0.75	0.75	0.75
Recreation Leader II - P/T	001	1.00	1.00	1.00
Recreation Leader III - P/T	001	2.20	2.20	2.20

**CITY OF NATIONAL CITY**  
**SUMMARY OF FUNDED AUTHORIZED FULL TIME EMPLOYEE (FTE) - BY DEPARTMENT**  
**FISCAL YEAR 2020**

	Fund	Number of Full-Time Employees		
		FY18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>Authorized Positions</b>				
Recreation Specialist - P/T	001	1.86	1.86	1.86
Recreation Specialist	301	0.95	0.95	0.95
<b>Community Services Total:</b>		<b>18.98</b>	<b>18.98</b>	<b>18.98</b>
<b>Engineering &amp; Public Works</b>				
Director of Public Works / City Engineer	001	0.75	0.75	0.75
Director of Public Works / City Engineer	109	0.00	0.00	0.00
Director of Public Works / City Engineer	125	0.25	0.25	0.25
Assistant Civil Engineer	001	2.40	2.40	2.40
Assistant Civil Engineer	109	0.00	0.00	0.00
Assistant Civil Engineer	125	0.60	0.60	0.60
Associate Civil Engineer	001	0.00	0.80	0.80
Associate Civil Engineer	125	0.00	0.20	0.20
Assistant Director of Engineering & Public Works	001	0.00	0.00	0.00
Assistant Director of Engineering & Public Works	125	0.00	0.00	0.00
Building Trades Specialist	626	1.00	1.00	1.00
Civil Engineering Technician	001	1.60	0.80	0.80
Civil Engineering Technician	125	0.40	0.20	0.20
Custodian	626	6.50	6.50	6.50
Electrician	626	1.00	1.00	1.00
Equipment Maintenance Supervisor	643	1.00	1.00	1.00
Equipment Mechanic	643	3.00	3.00	3.00
Equipment Operator	109	2.00	2.00	2.00
Equipment Operator	125	1.00	1.00	1.00
Executive Secretary	001	0.80	0.80	0.80
Executive Secretary	125	0.20	0.20	0.20
Facilities Maintenance Supervisor	626	1.00	1.00	1.00
Junior Engineer - Civil	001	0.80	0.00	0.00
Junior Engineer - Civil	125	0.20	0.00	0.00
Lead Equipment Mechanic	643	1.00	1.00	1.00
Lead Tree Trimmer	105	1.00	1.00	1.00
Maintenance Worker	001	0.00	0.00	0.00
Maintenance Worker	109	2.50	2.50	2.50
Maintenance Worker	125	3.50	3.50	3.50
Management Analyst II	001	0.80	0.80	0.80
Management Analyst II	125	0.20	0.20	0.20
Park Caretaker	105	4.00	4.00	4.00
Park Superintendent	105	1.00	1.00	1.00
Park Supervisor	105	1.00	1.00	1.00
Parks Equipment Operator	105	1.00	1.00	1.00
Plumber	626	1.00	1.00	1.00
Principle Civil Engineer	001	0.75	0.75	0.75
Principle Civil Engineer	125	0.25	0.25	0.25
Seasonal Park Aide - P/T	105	1.00	1.00	1.00
Senior Civil Engineering Technician	001	0.80	0.80	0.80
Senior Civil Engineering Technician	125	0.20	0.20	0.20
Senior Construction Inspector	001	0.80	0.80	0.80
Senior Construction Inspector	125	0.20	0.20	0.20
Senior Equipment Operator	109	1.00	1.00	1.00
Senior Equipment Operator	125	0.00	0.00	1.00

**CITY OF NATIONAL CITY**  
**SUMMARY OF FUNDED AUTHORIZED FULL TIME EMPLOYEE (FTE) - BY DEPARTMENT**  
**FISCAL YEAR 2020**

	Fund	Number of Full-Time Employees		
		FY18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>Authorized Positions</b>				
Senior Office Assistant	001	1.60	1.60	1.60
Senior Office Assistant	125	0.40	0.40	0.40
Senior Park Caretaker	105	4.00	4.00	4.00
Senior Traffic Painter	109	1.00	1.00	1.00
Street & Wastewater Maintenance Superintendent	109	0.50	0.50	0.50
Street & Wastewater Maintenance Superintendent	125	0.50	0.50	0.50
Street Sweeper Operator	001	1.00	0.00	0.00
Street Sweeper Operator	109	0.00	1.00	1.00
Street Sweeper Operator	172	1.00	1.00	1.00
Supervising Custodian	626	1.00	1.00	1.00
Traffic Painter	109	1.00	1.00	1.00
Tree Trimmer	105	1.00	1.00	1.00
Wastewater Crew Chief	109	0.25	0.25	0.25
Wastewater Crew Chief	125	0.75	0.75	0.75
<b>Engineering &amp; Public Works Total:</b>		<b>60.50</b>	<b>59.50</b>	<b>60.50</b>
<b>Finance</b>				
Director of Finance	001	1.00	1.00	1.00
Accountant	001	2.00	2.00	2.00
Accounting Assistant	001	6.00	6.00	6.00
Administrative Technician	001	1.00	1.00	1.00
Buyer	001	1.00	1.00	1.00
Director of Finance (Temp.)	001	0.29	0.29	0.29
Financial Services Officer	001	1.00	1.00	1.00
Management Analyst II	001	1.00	1.00	1.00
Payroll Technician	001	1.00	1.00	1.00
Senior Accountant	001	1.00	1.00	1.00
Stock Clerk / Storekeeper	001	0.48	0.48	0.48
<b>Finance Total:</b>		<b>15.77</b>	<b>15.77</b>	<b>15.77</b>
<b>Fire</b>				
Director of Emergency Services	001	1.00	1.00	1.00
Administrative Secretary	001	1.00	1.00	1.00
Battalion Chief	001	1.00	1.00	1.00
Building Official	001	1.00	1.00	1.00
Deputy Fire Marshall	001	1.00	1.00	1.00
Fire Battalion Chief	001	3.00	3.00	3.00
Fire Captain	001	9.00	12.00	12.00
Fire Engineer	001	9.00	9.00	9.00
Fire Inspector	001	2.00	2.00	2.00
Firefighter	001	18.00	15.00	15.00
Management Analyst III	001	1.00	1.00	1.00
Permit Technician	001	2.00	2.00	2.00
Plans Examiner	001	0.00	0.00	0.00
Senior Building Inspector	001	1.00	1.00	1.00
Senior Office Assistant	001	1.00	1.00	1.00
<b>Fire Total:</b>		<b>51.00</b>	<b>51.00</b>	<b>51.00</b>

**CITY OF NATIONAL CITY**  
**SUMMARY OF FUNDED AUTHORIZED FULL TIME EMPLOYEE (FTE) - BY DEPARTMENT**  
**FISCAL YEAR 2020**

	Fund	Number of Full-Time Employees		
		FY18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>Authorized Positions</b>				
<b>Housing &amp; Economic Development</b>				
Director of Housing & Economic Development	001	0.50	0.50	0.50
Director of Housing & Economic Development	502	0.10	0.10	0.10
Director of Housing & Economic Development	532	0.40	0.40	0.40
Community Development Manager	532	1.00	1.00	1.00
Community Development Specialist II	301	1.00	1.00	1.00
Community Development Specialist II	001	1.00	1.00	1.00
Dishwasher	166	0.50	0.50	0.50
Executive Chef	166	1.00	1.00	1.00
Food Service Worker	166	2.50	2.50	2.50
Home Delivered Meals Coordinator	166	1.00	1.00	1.00
Home Delivered Meals Driver	166	1.50	1.50	1.50
Housing Assistant	502	1.80	0.90	0.90
Housing Assistant	532	0.20	0.10	0.10
Housing Inspector II	301	1.00	1.00	1.00
Housing Inspector II	505	0.00	0.00	0.00
Housing Inspector II	532	0.00	0.00	0.00
Housing Programs Manager	502	1.00	1.00	1.00
Housing Specialist	502	3.00	4.00	4.00
Kitchen Aide	166	0.50	0.50	0.50
Lead Housing Inspector <sup>3</sup>	001	0.00	0.00	0.00
Lead Housing Inspector <sup>3</sup>	301	0.00	0.00	0.00
Nutrition Program Manager	166	1.00	1.00	1.00
Property Agent	001	0.50	0.50	0.50
Property Agent	532	0.50	0.50	0.50
Senior Housing Specialist	502	1.00	1.00	1.00
Senior Office Assistant	166	1.00	1.00	1.00
Senior Office Assistant	502	0.80	0.80	0.80
Senior Office Assistant	532	0.20	0.20	0.20
Sous Chef	166	1.00	1.00	1.00
<b>Housing &amp; Economic Development Total:</b>		<b>24.00</b>	<b>24.00</b>	<b>24.00</b>
<b>Human Resources</b>				
Director of Administrative Services	001	0.00	0.00	0.00
Administrative Secretary	001	1.00	1.00	1.00
Executive Assistant II	001	1.00	1.00	0.00
Management Analyst II	001	1.00	1.00	2.00
Office Assistant	627	0.00	0.00	0.00
Senior Office Assistant	627	0.00	0.00	0.00
<b>Human Resources Total:</b>		<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>Library</b>				
City Librarian	104	1.00	1.00	1.00
Administrative Secretary	104	1.00	1.00	1.00
Academic Enrichment Coordinator	104	0.32	0.32	0.32
Academic Enrichment Coordinator	301	0.68	0.68	0.68

**CITY OF NATIONAL CITY**  
**SUMMARY OF FUNDED AUTHORIZED FULL TIME EMPLOYEE (FTE) - BY DEPARTMENT**  
**FISCAL YEAR 2020**

	Fund	Number of Full-Time Employees		
		FY18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>Authorized Positions</b>				
Librarian	104	5.30	5.30	5.30
Library Assistant - P/T	104	3.92	3.92	3.92
Library Assistant - P/T	320	0.50	0.50	0.50
Library Technician	104	4.50	4.50	4.50
Office Aide - P/T	104	3.63	3.63	3.63
Senior Librarian	104	1.00	1.00	1.00
Senior Library Technician	104	0.00	0.00	0.00
Senior Library Technician	301	0.00	0.00	0.00
<b>Library Total:</b>		<b>21.85</b>	<b>21.85</b>	<b>21.85</b>
<b>Neighborhood Services</b>				
Director of Neighborhood Services	001	1.00	1.00	1.00
Administrative Secretary	001	1.00	1.00	1.00
Code Conformance Officer I	001	1.00	1.00	1.00
Code Conformance Officer II	001	2.00	2.00	2.00
Graffiti Removal Assistant	001	1.00	1.00	1.00
Graffiti Removal Technician	001	1.00	1.00	1.00
Parking Regulations Officer	001	3.00	3.00	3.00
Senior Office Assistant	001	1.00	1.00	1.00
<b>Neighborhood Services Total:</b>		<b>11.00</b>	<b>11.00</b>	<b>11.00</b>
<b>Planning</b>				
Assistant Planner	001	1.00	1.00	1.00
Executive Secretary	001	1.00	1.00	1.00
Planning Technician	001	1.00	1.00	1.00
Principal Planner	001	2.00	2.00	2.00
<b>Planning Total:</b>		<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Police</b>				
Police Chief	001	1.00	1.00	1.00
Administrative Secretary	001	1.00	1.00	1.00
Animal Control Officer	001	1.00	1.00	1.00
Animal Regulations Officer	001	1.00	1.00	1.00
Assistant Chief of Police	001	0.00	1.00	1.00
Community Services Officer	001	1.00	2.00	2.00
Crime Analyst	001	1.00	1.00	1.00
Crime Scene Specialist	001	0.00	0.00	1.00
Executive Assistant II	001	1.00	1.00	1.00
Information Technology Analyst	001	0.00	1.50	1.50
Management Information Systems Technician II	001	1.00	0.00	0.00
Police Captain	001	2.00	1.00	1.00
Police Corporal	001	21.00	21.00	21.00
Police Dispatcher Supervisor	001	1.00	1.00	0.00
Police Dispatcher	001	11.98	10.98	10.98
Police Investigator	001	3.50	3.50	3.50
Police Investigative Aide	001	0.00	1.00	0.00
Police Lieutenant	001	5.00	5.00	5.00
Police Officer	001	42.44	42.44	42.44
Police Officer	290	1.56	1.56	1.56

**CITY OF NATIONAL CITY  
SUMMARY OF FUNDED AUTHORIZED FULL TIME EMPLOYEE (FTE) - BY DEPARTMENT  
FISCAL YEAR 2020**

	Fund	Number of Full-Time Employees		
		FY18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>Authorized Positions</b>				
Police Operations Assistant	001	1.00	1.00	1.00
Police Records Clerk	001	6.50	6.50	6.50
Police Records Supervisor	001	1.00	1.00	1.00
Police Sergeant	001	13.00	13.00	13.00
Police Support Services Manager	001	0.00	0.00	1.00
Property & Evidence Specialist I	001	2.00	2.00	2.00
Property & Evidence Specialist II	001	1.00	1.00	1.00
Property & Evidence Supervisor	001	1.00	1.00	1.00
Reserve Police Officer <sup>2</sup>	001	0.50	0.50	0.50
Senior Office Assistant	001	1.00	1.00	1.00
Senior Police Dispatcher	001	1.00	2.00	2.00
STOP Grant Office Coordinator	001	1.00	1.00	1.00
Student Worker - P/T	001	0.50	0.00	0.00
Training Coordinator	001	1.00	1.00	1.00
<b>Police Total:</b>		<b>126.98</b>	<b>128.98</b>	<b>128.98</b>
<b>Authorized Positions Total:</b>		<b>364.08</b>	<b>365.08</b>	<b>366.08</b>

<sup>1</sup> Fund Name located in Section V. of Appendix

<sup>2</sup> This position is filled by multiple employees on an as needed bases.

**CITY OF NATIONAL CITY**  
**SUMMARY OF FUNDED AUTHORIZED FULL TIME EMPLOYEE (FTE) - BY FUND**  
**FISCAL YEAR 2020**

	Fund	Number of Full-Time Employees		FY 20 Preliminary
		FY18 Adopted	FY 19 Adopted	
<b>Authorized Positions</b>				
<b>General Fund (001)</b>				
Accountant	001	2.00	2.00	2.00
Accounting Assistant	001	6.00	6.00	6.00
Administrative Secretary	001	1.00	1.00	1.00
Administrative Secretary	001	1.00	1.00	1.00
Administrative Secretary	001	1.00	1.00	1.00
Administrative Secretary	001	1.00	1.00	1.00
Administrative Technician	001	1.00	1.00	1.00
Animal Control Officer	001	1.00	1.00	1.00
Animal Regulations Officer	001	1.00	1.00	1.00
Assistant Chief of Police	001	0.00	1.00	1.00
Assistant City Manager	001	0.00	0.00	0.00
Assistant Civil Engineer	001	2.40	2.40	2.40
Associate Civil Engineer	001	0.00	0.80	0.80
Assistant Director of Engineering & Public Works	001	0.00	0.00	0.00
Assistant Planner	001	1.00	1.00	1.00
Battalion Chief	001	1.00	1.00	1.00
Building Official	001	1.00	1.00	1.00
Buyer	001	1.00	1.00	1.00
City Attorney	001	1.00	1.00	1.00
City Clerk	001	1.00	1.00	1.00
City Manager	001	1.00	1.00	1.00
City Treasurer	001	1.00	1.00	1.00
Civil Engineering Technician	001	1.60	0.80	0.80
Code Conformance Officer I	001	1.00	1.00	1.00
Code Conformance Officer II	001	2.00	2.00	2.00
Community Development Executive Director	001	0.00	0.00	0.00
Community Development Specialist II	001	1.00	1.00	1.00
Community Services Officer	001	1.00	2.00	2.00
Councilmember	001	4.00	4.00	4.00
Crime Analyst	001	1.00	1.00	1.00
Crime Scene Specialist	001	0.00	0.00	1.00
Deputy City Attorney	001	1.00	1.00	1.00
Deputy City Manager	001	2.00	2.00	2.00
Deputy Fire Marshall	001	1.00	1.00	1.00
Director of Administrative Services	001	0.00	0.00	0.00
Director of Emergency Services	001	1.00	1.00	1.00
Director of Finance	001	1.00	1.00	1.00
Director of Finance (Temp.)	001	0.29	0.29	0.29
Director of Housing & Economic Development	001	0.50	0.50	0.50
Director of Neighborhood Services	001	1.00	1.00	1.00
Director of Public Works / City Engineer	001	0.75	0.75	0.75
Executive Assistant II	001	1.00	1.00	0.00
Executive Assistant II	001	1.00	1.00	1.00
Executive Assistant III	001	1.00	1.00	1.00
Executive Assistant III	001	1.00	0.00	0.00
Executive Assistant IV	001	1.00	2.00	2.00
Executive Secretary	001	1.00	1.00	1.00
Executive Secretary	001	0.00	0.00	0.00
Executive Secretary	001	0.80	0.80	0.80
Executive Secretary	001	1.00	1.00	1.00
Financial Services Officer	001	1.00	1.00	1.00
Fire Battalion Chief	001	3.00	3.00	3.00
Fire Captain	001	9.00	12.00	12.00
Fire Engineer	001	9.00	9.00	9.00
Fire Inspector	001	2.00	2.00	2.00
Firefighter	001	18.00	15.00	15.00
Graffiti Removal Assistant	001	1.00	1.00	1.00
Graffiti Removal Technician	001	1.00	1.00	1.00

**CITY OF NATIONAL CITY**  
**SUMMARY OF FUNDED AUTHORIZED FULL TIME EMPLOYEE (FTE) - BY FUND**  
**FISCAL YEAR 2020**

	Fund	Number of Full-Time Employees		FY 20 Preliminary
		FY18 Adopted	FY 19 Adopted	
<b>Authorized Positions</b>				
<b>General Fund (001)</b>				
Accountant	001	2.00	2.00	2.00
Accounting Assistant	001	6.00	6.00	6.00
Information Technology Analyst	001	0.00	1.50	1.50
Junior Engineer - Civil	001	0.80	0.00	0.00
Lead Housing Inspector	001	0.00	0.00	0.00
Maintenance Worker	001	0.00	0.00	0.00
Management Analyst II	001	1.00	1.00	2.00
Management Analyst II	001	0.80	0.80	0.80
Management Analyst II	001	1.00	1.00	1.00
Management Analyst II	001	1.00	1.00	1.00
Management Analyst III	001	1.00	1.00	1.00
Management Information Systems Technician II	001	1.00	0.00	0.00
Mayor	001	1.00	1.00	1.00
Parking Regulations Officer	001	3.00	3.00	3.00
Payroll Technician	001	1.00	1.00	1.00
Permit Technician	001	2.00	2.00	2.00
Planning Technician	001	1.00	1.00	1.00
Plans Examiner	001	0.00	0.00	0.00
Police Captain	001	2.00	1.00	1.00
Police Chief	001	1.00	1.00	1.00
Police Corporal	001	21.00	21.00	21.00
Police Dispatcher	001	11.98	10.98	10.98
Police Dispatcher Supervisor	001	1.00	1.00	0.00
Police Investigative Aide	001	0.00	1.00	0.00
Police Investigator	001	3.50	3.50	3.50
Police Lieutenant	001	5.00	5.00	5.00
Police Officer	001	42.44	42.44	42.44
Police Operations Assistant	001	1.00	1.00	1.00
Police Records Clerk	001	6.50	6.50	6.50
Police Records Supervisor	001	1.00	1.00	1.00
Police Sergeant	001	13.00	13.00	13.00
Police Support Services Manager	001	0.00	0.00	1.00
Principal Planner	001	2.00	2.00	2.00
Principle Civil Engineer	001	0.75	0.75	0.75
Property & Evidence Specialist I	001	2.00	2.00	2.00
Property & Evidence Specialist II	001	1.00	1.00	1.00
Property & Evidence Supervisor	001	1.00	1.00	1.00
Property Agent	001	0.50	0.50	0.50
Records Management Officer	001	1.00	1.00	1.00
Recreation Aide - P/T	001	7.99	7.99	7.99
Recreation Center Supervisor	001	2.75	2.75	2.75
Recreation Leader I - P/T	001	0.75	0.75	0.75
Recreation Leader II - P/T	001	1.00	1.00	1.00
Recreation Leader III - P/T	001	2.20	2.20	2.20
Recreation Specialist - P/T	001	1.86	1.86	1.86
Recreation Superintendent	001	1.00	1.00	1.00
Reserve Police Officer <sup>2</sup>	001	0.50	0.50	0.50
Senior Accountant	001	1.00	1.00	1.00
Senior Assistant City Attorney	001	1.00	1.00	1.00
Senior Building Inspector	001	1.00	1.00	1.00
Senior Civil Engineering Technician	001	0.80	0.80	0.80
Senior Construction Inspector	001	0.80	0.80	0.80
Senior Office Assistant	001	2.00	2.00	2.00
Senior Office Assistant	001	1.60	1.60	1.60
Senior Office Assistant	001	1.00	1.00	1.00
Senior Office Assistant	001	1.00	1.00	1.00
Senior Office Assistant	001	1.00	1.00	1.00
Senior Police Dispatcher	001	1.00	2.00	2.00

**CITY OF NATIONAL CITY**  
**SUMMARY OF FUNDED AUTHORIZED FULL TIME EMPLOYEE (FTE) - BY FUND**  
**FISCAL YEAR 2020**

	Fund	Number of Full-Time Employees		FY 20 Preliminary
		FY18 Adopted	FY 19 Adopted	
<b>Authorized Positions</b>				
<b>General Fund (001)</b>				
Accountant	001	2.00	2.00	2.00
Accounting Assistant	001	6.00	6.00	6.00
Stock Clerk / Storekeeper	001	0.48	0.48	0.48
STOP Grant Office Coordinator	001	1.00	1.00	1.00
Street Sweeper Operator	001	1.00	0.00	0.00
Student Worker - P/T	001	0.50	0.00	0.00
Training Coordinator	001	1.00	1.00	1.00
<b>General Fund Total:</b>		<b>263.84</b>	<b>264.04</b>	<b>264.04</b>
<b>Library Fund (104)</b>				
Academic Enrichment Coordinator	104	0.32	0.32	0.32
Administrative Secretary	104	1.00	1.00	1.00
City Librarian	104	1.00	1.00	1.00
Librarian	104	5.30	5.30	5.30
Library Assistant - P/T	104	3.92	3.92	3.92
Library Technician	104	4.50	4.50	4.50
Office Aide - P/T	104	3.63	3.63	3.63
Senior Librarian	104	1.00	1.00	1.00
Senior Library Technician	104	0.00	0.00	0.00
<b>Library Fund Total:</b>		<b>20.67</b>	<b>20.67</b>	<b>20.67</b>
<b>Parks Maintenance Fund (105)</b>				
Lead Tree Trimmer	105	1.00	1.00	1.00
Park Caretaker	105	4.00	4.00	4.00
Park Superintendent	105	1.00	1.00	1.00
Park Supervisor	105	1.00	1.00	1.00
Parks Equipment Operator	105	1.00	1.00	1.00
Seasonal Park Aide - P/T	105	1.00	1.00	1.00
Senior Park Caretaker	105	4.00	4.00	4.00
Tree Trimmer	105	1.00	1.00	1.00
<b>Parks Maintenance Fund Total:</b>		<b>14.00</b>	<b>14.00</b>	<b>14.00</b>
<b>Gas Taxes Fund (109)</b>				
Assistant Civil Engineer	109	0.00	0.00	0.00
Director of Public Works / City Engineer	109	0.00	0.00	0.00
Equipment Operator	109	2.00	2.00	2.00
Maintenance Worker	109	2.50	2.50	2.50
Senior Equipment Operator	109	1.00	1.00	1.00
Senior Traffic Painter	109	1.00	1.00	1.00
Street & Wastewater Maintenance Superintendent	109	0.50	0.50	0.50
Street Sweeper Operator	109	0.00	1.00	1.00
Traffic Painter	109	1.00	1.00	1.00
Wastewater Crew Chief	109	0.25	0.25	0.25
<b>Gas Taxes Fund Total:</b>		<b>8.25</b>	<b>9.25</b>	<b>9.25</b>
<b>Sewer Service Fund (125)</b>				
Junior Engineer - Civil	125	0.20	0.00	0.00
Principle Civil Engineer	125	0.25	0.25	0.25
Assistant Civil Engineer	125	0.60	0.60	0.60
Associate Civil Engineer	125	0.00	0.20	0.20
Assistant Director of Engineering & Public Works	125	0.00	0.00	0.00
Civil Engineering Technician	125	0.40	0.20	0.20
Director of Public Works / City Engineer	125	0.25	0.25	0.25
Equipment Operator	125	1.00	1.00	1.00
Executive Secretary	125	0.20	0.20	0.20
Maintenance Worker	125	3.50	3.50	3.50
Management Analyst II	125	0.20	0.20	0.20

**CITY OF NATIONAL CITY**  
**SUMMARY OF FUNDED AUTHORIZED FULL TIME EMPLOYEE (FTE) - BY FUND**  
**FISCAL YEAR 2020**

	Fund	Number of Full-Time Employees		FY 20 Preliminary
		FY18 Adopted	FY 19 Adopted	
<b>Authorized Positions</b>				
<b>General Fund (001)</b>				
Accountant	001	2.00	2.00	2.00
Accounting Assistant	001	6.00	6.00	6.00
Senior Civil Engineering Technician	125	0.20	0.20	0.20
Senior Construction Inspector	125	0.20	0.20	0.20
Senior Equipment Operator	125	0.00	0.00	1.00
Senior Office Assistant	125	0.40	0.40	0.40
Street & Wastewater Maintenance Superintendent	125	0.50	0.50	0.50
Wastewater Crew Chief	125	0.75	0.75	0.75
<b>Sewer Service Fund Total:</b>		<b>8.65</b>	<b>8.45</b>	<b>9.45</b>
<b>Nutrition Fund (166)</b>				
Dishwasher	166	0.50	0.50	0.50
Executive Chef	166	1.00	1.00	1.00
Food Service Worker	166	2.50	2.50	2.50
Home Delivered Meals Coordinator	166	1.00	1.00	1.00
Home Delivered Meals Driver	166	1.50	1.50	1.50
Kitchen Aide	166	0.50	0.50	0.50
Nutrition Program Manager	166	1.00	1.00	1.00
Senior Office Assistant	166	1.00	1.00	1.00
Sous Chef	166	1.00	1.00	1.00
<b>Nutrition Fund Total:</b>		<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
<b>Trash Rate Stabilization Fund (172)</b>				
Street Sweeper Operator	172	1.00	1.00	1.00
<b>Trash Rate Stabilization Fund Total:</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Police Department Grants Fund (290)</b>				
Police Officer	290	1.56	1.56	1.56
<b>Police Department Grants Fund Total:</b>		<b>1.56</b>	<b>1.56</b>	<b>1.56</b>
<b>Community Development Block Grant Fund (301)</b>				
Academic Enrichment Coordinator	301	0.68	0.68	0.68
Community Development Specialist II	301	1.00	1.00	1.00
Housing Inspector II	301	1.00	1.00	1.00
Lead Housing Inspector	301	0.00	0.00	0.00
Recreation Aide	301	0.48	0.48	0.48
Recreation Specialist	301	0.95	0.95	0.95
Senior Library Technician	301	0.00	0.00	0.00
<b>Community Development Block Grant Fund Total:</b>		<b>4.11</b>	<b>4.11</b>	<b>4.11</b>
<b>Library Grants Fund (320)</b>				
Library Assistant - P/T	320	0.50	0.50	0.50
<b>Library Grants Fund Total:</b>		<b>0.50</b>	<b>0.50</b>	<b>0.50</b>
<b>Housing Choice Voucher Fund (502)</b>				
Director of Housing & Economic Development	502	0.10	0.10	0.10
Housing Assistant	502	1.80	0.90	0.90
Housing Programs Manager	502	1.00	1.00	1.00
Housing Specialist	502	3.00	4.00	4.00
Senior Housing Specialist	502	1.00	1.00	1.00
Senior Office Assistant	502	0.80	0.80	0.80
<b>Housing Choice Voucher Fund Total:</b>		<b>7.70</b>	<b>7.80</b>	<b>7.80</b>
<b>HOME Fund (505)</b>				
Housing Inspector II	505	0.00	0.00	0.00
<b>HOME Fund (505)</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**CITY OF NATIONAL CITY**  
**SUMMARY OF FUNDED AUTHORIZED FULL TIME EMPLOYEE (FTE) - BY FUND**  
**FISCAL YEAR 2020**

	Fund	Number of Full-Time Employees		FY 20 Preliminary
		FY18 Adopted	FY 19 Adopted	
<b>Authorized Positions</b>				
<b>General Fund (001)</b>				
Accountant	001	2.00	2.00	2.00
Accounting Assistant	001	6.00	6.00	6.00
<b>Low &amp; Moderate Income Housing Asset Fund (532)</b>				
Community Development Manager	532	1.00	1.00	1.00
Director of Housing & Economic Development	532	0.40	0.40	0.40
Housing Assistant	532	0.20	0.10	0.10
Housing Inspector II	532	0.00	0.00	0.00
Property Agent	532	0.50	0.50	0.50
Senior Office Assistant	532	0.20	0.20	0.20
<b>Low &amp; Moderate Income Housing Asset Fund Total:</b>		<b>2.30</b>	<b>2.20</b>	<b>2.20</b>
<b>Facilities Maintenance Fund (626)</b>				
Building Trades Specialist	626	1.00	1.00	1.00
Custodian	626	6.50	6.50	6.50
Electrician	626	1.00	1.00	1.00
Facilities Maintenance Supervisor	626	1.00	1.00	1.00
Plumber	626	1.00	1.00	1.00
Supervising Custodian	626	1.00	1.00	1.00
<b>Facilities Maintenance Fund Total:</b>		<b>11.50</b>	<b>11.50</b>	<b>11.50</b>
<b>Liability Insurance Fund (627)</b>				
Office Assistant	627	0.00	0.00	0.00
Senior Office Assistant	627	1.00	1.00	1.00
<b>Liability Insurance Fund Total:</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Information Systems Maintenance Fund (629)</b>				
Information Technology Manager	629	0.00	1.00	1.00
Information Technology Technician	629	0.00	2.00	2.00
Information Technology Analyst	629	0.00	1.00	1.00
Management Information Systems Manager	629	1.00	0.00	0.00
Management Information Systems Technician I	629	2.00	0.00	0.00
Management Information Systems Technician II	629	1.00	0.00	0.00
<b>Information Systems Maintenance Fund Total:</b>		<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>Motor Vehicle Service Fund (643)</b>				
Equipment Maintenance Supervisor	643	1.00	1.00	1.00
Equipment Mechanic	643	3.00	3.00	3.00
Lead Equipment Mechanic	643	1.00	1.00	1.00
<b>Motor Vehicle Service Fund Total:</b>		<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Authorized Positions Total:</b>		<b>364.08</b>	<b>365.08</b>	<b>366.08</b>

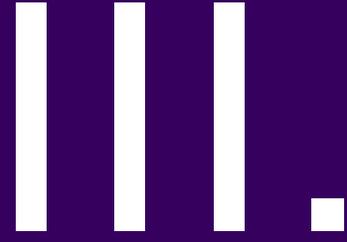
<sup>1</sup> Fund Name located in Section V. of Appendix

<sup>2</sup> This position is filled by multiple employees on an as needed bases.

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**Section**



# Operating Budget

**Preliminary Budget  
Fiscal Year 2020**



Preliminary Budget  
Fiscal Year 2020

# Mayor & City Council







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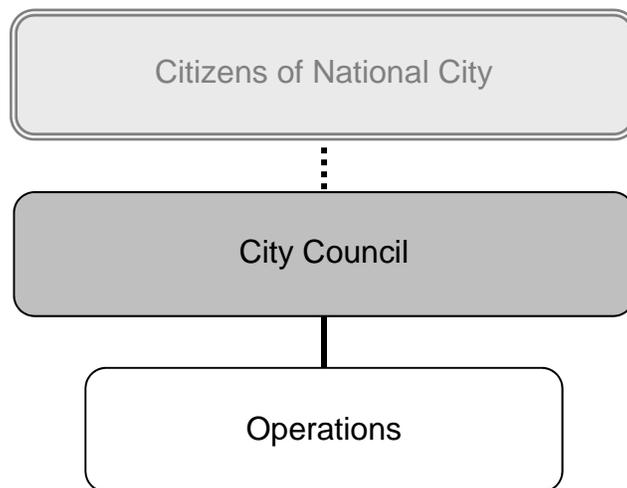
## DEPARTMENT DESCRIPTION

The City of National City's five-member City Council is the legislative and policy-making body of the City. The Mayor and Councilmembers are elected at-large for staggered four-year terms. The Mayor is the presiding officer of the Council. The City Council works closely with the City Manager to ensure policies are effectively implemented. Goals and objectives are accomplished through adoption of ordinances or city law, adoption of policy resolutions, approval of contracts and agreements, adoption of the City budget, and review of the City's General Plan.

## GOALS & OBJECTIVES

1. Serve the best interests of all National City residents and ensure the City is a desirable place to live, work, do business, and visit by implementing the objectives set forth in the City Council's adopted Strategic Plan.
2. Engage, inform, and empower the community by improving communications and building programs that leverage the efforts of residents and businesses.
3. Attract diverse revenue generating projects, leverage financial incentives, and maximize funding sources such as grants.
4. Build the image of the City by distinguishing important community assets and marketing them to the region.

## DEPARTMENT ORGANIZATIONAL CHART





**STAFFING SUMMARY**

<b>CITY COUNCIL</b>	<b>Fund <sup>1</sup></b>	<b>FY 17 Adopted</b>	<b>FY 18 Adopted</b>	<b>FY 19 Adopted</b>	<b>FY 20 Preliminary</b>
Mayor	001	1.00	1.00	1.00	1.00
Councilmember	001	4.00	4.00	4.00	4.00
Executive Assistant III	001	1.00	1.00	1.00	1.00
<b>CITY COUNCIL TOTAL</b>		<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

<sup>1</sup> Fund name located in Section V of Appendix.



**EXPENDITURE DETAIL**

<b>Account No.</b>	<b>Account Title</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2020 Preliminary</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>			<b>Activity No.</b>
General Fund	City Council	Operations			001-401-000
<b>Personnel</b>					
100	Part-Time Salaries	-	(539)	-	-
101	Full-Time Salaries	168,257	179,962	179,568	155,324
102	Overtime	5,045	4,595	3,000	3,000
110	Allowances & Stipends	36,657	38,013	30,000	26,598
120	Differential Pay	1,300	1,303	1,300	
140	Workers' Compensation	7,486	7,689	7,379	5,937
150	Health Insurance	68,654	67,917	74,193	52,196
160	Retirement Plan Charges	39,552	39,974	47,168	71,518
161	Medicare	3,317	3,340	3,044	2,768
199	Personnel Compensation	3,789	1,309	3,500	3,500
<b>Personnel Total</b>		<b>334,057</b>	<b>343,563</b>	<b>349,152</b>	<b>320,841</b>
<b>Maintenance &amp; Operations</b>					
212	Governmental Purposes	1,693	-	5,100	5,100
212	Govt Purpose-Mayor Sotelo- Solis	1,977	2,571	1,836	1,050
212	Governmental Purposes - State	12,301	12,801	18,000	8,000
212	Governmental Purposes - Cano	999	839	1,050	1,050
212	Governmental Purposes - Morrison	100	100	1,050	1,050
212	Governmental Purposes - Rios	547	370	1,050	1,050
212	Governmental Purposes - Quintero	659	600	1,050	1,050
226	Training Travel & Subsistence	-	-	3,060	3,060
226	Training - Sotelo-Solis	299	250	2,000	2,000
226	Training - Cano	-	-	2,000	2,000
226	Training - Morrison	600	-	2,000	2,000
226	Training - Rios	-	-	2,000	2,000
226	Training - Quintero	1,100	153	2,000	2,000
307	Duplicating Supplies	-	118	140	140
399	Materials & Supplies	2,625	1,260	2,840	2,840
<b>Maintenance &amp; Operations Total</b>		<b>22,900</b>	<b>19,062</b>	<b>45,176</b>	<b>34,390</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
740	Building Services Charges	52,577	55,997	56,817	51,024
755	Info. Systems Maint. Charge	71,989	78,253	48,685	47,998
790	Insurance Charges	14,643	9,289	4,911	5,144
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>139,209</b>	<b>143,539</b>	<b>110,413</b>	<b>104,166</b>
<b>000 Operations Total</b>		<b>496,166</b>	<b>506,164</b>	<b>504,741</b>	<b>459,397</b>
<b>General Fund Total</b>		<b>496,166</b>	<b>506,164</b>	<b>504,741</b>	<b>459,397</b>
<b>Grand Total</b>		<b>496,166</b>	<b>506,164</b>	<b>504,741</b>	<b>459,397</b>

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Preliminary Budget  
Fiscal Year 2020

# City Clerk





**DEPARTMENT DESCRIPTION**

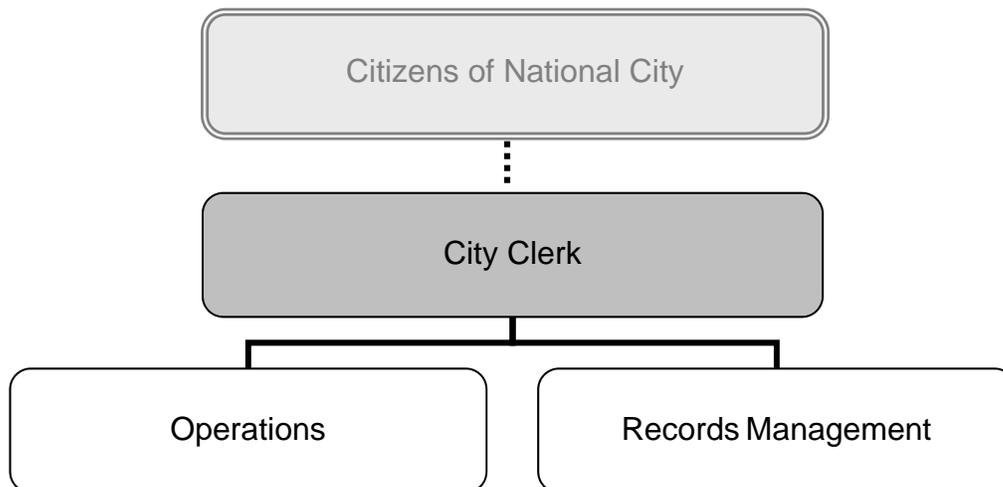
The City Clerk is an elected official responsible for carrying out the statutory duties prescribed by the California Government Code. In addition, the City Clerk serves as the City's Records Manager.

The City Clerk / Records Manager, as the Custodian of City Records, maintains, manages and stores vital City records and documents including Ordinances, Resolutions, Contracts, Deeds and Bonds; prepares City Council Minutes; oversees the Records Retention and Document imaging Programs; responds to information and Public Records requests; administers City Elections; is the Filing Officer for Campaign Disclosure and Economic Interest Statements; prepares, publishes, posts and mails legal notices; holds the City Seal; certifies City documents; administers all Oaths; maintains the Municipal Code; processes all incoming mail; administers interpretation / translation services and manages the Boards & Commissions application and appointment process.

**GOALS & OBJECTIVES**

- Develop a more efficient Public Records Act request process.
- Expand database of records and documents available on-line for public view.
- Inform and train staff on the availability and use of our digital records database.
- Expand the document imaging and Records Management System to other departments.
- Apply available technology to improve efficiency and service to the staff and public.

**DEPARTMENT ORGANIZATIONAL CHART**





**STAFFING SUMMARY**

CITY CLERK	Fund <sup>1</sup>	FY 17 Adopted	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>Operations</b>					
City Clerk <sup>2</sup>	001	1.00	1.00	1.00	1.00
Executive Secretary	001	1.00	1.00	1.00	1.00
<b>Operations Total</b>		<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>Records Management</b>					
Records Management Officer <sup>2</sup>	001	1.00	1.00	1.00	1.00
<b>Records Management Total</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>CITY CLERK TOTAL</b>		<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

<sup>1</sup> Fund name located in Section V of Appendix.

<sup>2</sup> The elected City Clerk serves concurrently as the Records Management Officer.

**EXPENDITURE DETAIL**

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	City Clerk	Operations		001-402-000	
<b>Personnel</b>					
101	Full-Time Salaries	42,922	42,161	50,396	55,994
102	Overtime	-	-	500	500
120	Differential Pay	2,580	-	-	-
140	Workers' Compensation	443	413	494	549
150	Health Insurance	10,551	9,907	10,988	10,818
160	Retirement Plan Charges	11,366	12,358	13,930	27,785
161	Medicare	599	568	689	780
199	Personnel Compensation	(798)	-	2,000	2,000
<b>Personnel Total</b>		<b>67,663</b>	<b>65,407</b>	<b>78,997</b>	<b>98,426</b>
<b>Maintenance &amp; Operations</b>					
212	Governmental Purposes	289	173	300	200
213	Professional Services	7,437	7,987	7,500	7,500
222	Memberships & Subscriptions	317	801	125	125
226	Training, Travel & Subsistence	-	-	500	500
230	Printing & Binding	-	-	90	90
260	Advertising	21,260	9,486	20,100	9,000
281	R & M - Office Equipment	-	-	-	350
299	Contract Services	-	-	-	-
307	Duplicating Supplies	2,509	1,690	1,200	1,200
399	Materials & Supplies	-	7	60	60
<b>Maintenance &amp; Operations Total</b>		<b>31,812</b>	<b>20,144</b>	<b>29,875</b>	<b>19,025</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
740	Building Services Charges	26,289	27,999	18,939	17,008
755	Info. Systems Maint. Charge	25,184	26,456	23,316	22,987



**EXPENDITURE DETAIL**

<b>Account No.</b>	<b>Account Title</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2020 Preliminary</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	City Clerk	Operations		001-402-000	
790	Insurance Charges	7,321	4,645	2,214	2,291
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>58,794</b>	<b>59,100</b>	<b>44,469</b>	<b>42,286</b>
<b>000 Operations Total</b>		<b>158,269</b>	<b>144,651</b>	<b>153,341</b>	<b>159,737</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	City Clerk	Records Management		001-402-020	
<b>Personnel</b>					
101	Full-Time Salaries	103,289	103,556	103,317	103,324
110	Allowances & Stipends	3,600	3,609	3,600	3,450
140	Workers' Compensation	1,105	1,105	1,101	1,096
150	Health Insurance	14,604	14,641	14,605	14,296
151	Ltd Insurance	675	677	675	647
160	Retirement Plan Charges	26,174	24,899	29,253	52,390
161	Medicare	1,715	1,736	1,629	1,621
199	Personnel Compensation	5,556	7,004	7,000	7,000
<b>Personnel Total</b>		<b>156,718</b>	<b>157,227</b>	<b>161,180</b>	<b>183,824</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	City Clerk	Records Management		001-402-020	
<b>Maintenance &amp; Operations</b>					
212	Governmental Purposes	3,613	2,821	4,000	3,500
213	Professional Services	-	-	-	-
268	Rentals & Leases	2,190	2,259	2,180	2,180
281	R & M - Office Equipment	279	-	80	-
399	Materials & Supplies	1,532	1,747	1,000	1,000
<b>Maintenance &amp; Operations Total</b>		<b>7,614</b>	<b>6,827</b>	<b>7,260</b>	<b>6,680</b>
<b>020 Records Management Total</b>		<b>164,332</b>	<b>164,054</b>	<b>168,440</b>	<b>190,504</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	City Clerk	Elections		001-402-021	
<b>Maintenance &amp; Operations</b>					
212	Governmental Purposes	29,777	95,423	50,000	-
<b>Maintenance &amp; Operations Total</b>		<b>29,777</b>	<b>95,423</b>	<b>50,000</b>	<b>-</b>
<b>021 Elections Total</b>		<b>29,777</b>	<b>95,423</b>	<b>50,000</b>	<b>-</b>
<b>001 General Fund Total</b>		<b>352,378</b>	<b>404,128</b>	<b>371,781</b>	<b>350,241</b>
<b>Grand Total</b>		<b>352,378</b>	<b>404,128</b>	<b>371,781</b>	<b>350,241</b>

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Preliminary Budget  
Fiscal Year 2020

# City Treasurer







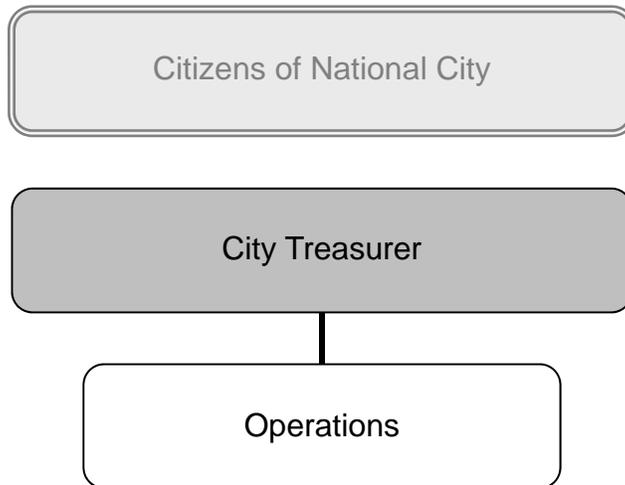
**DEPARTMENT DESCRIPTION**

The City Treasurer is an elected official who acts as the custodian of all public funds belonging to or under the control of the City. The City Treasurer’s duties are mandated by state law and city policies. These duties include the receipt and safekeeping of all money coming into the Treasury, to comply with all laws governing depositing and securing those funds coming into the public trust, to pay out funds on checks/warrants signed only by those legally authorized persons, and to submit monthly written Treasurer’s reports accounting for the receipts, disbursements, and balances in the City Treasury to the City Council and other interested parties.

**GOALS & OBJECTIVES**

To serve the citizens of National City with honesty and transparency.

**DEPARTMENT ORGANIZATIONAL CHART**



**STAFFING SUMMARY**

	Fund <sup>1</sup>	FY 17 Adopted	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>CITY TREASURER</b>					
City Treasurer	001	1.00	1.00	1.00	1.00
<b>CITY TREASURER TOTAL</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

<sup>1</sup> Fund name located in Section V of Appendix.



**EXPENDITURE DETAIL**

<u>Account No.</u>	<u>Account Title</u>	<b>2017</b> <u>Actual</u>	<b>2018</b> <u>Actual</u>	<b>2019</b> <u>Adopted</u>	<b>2020</b> <u>Preliminary</u>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	City Treasurer	Operations		001-410-000	
<b>Personnel</b>					
101	Full-Time Salaries	11,031	10,632	11,031	11,024
140	Workers' Compensation	204	196	113	121
150	Health Insurance	10,752	10,789	10,729	507
160	Retirement Plan Charges	2,795	2,611	3,123	5590
161	Medicare	301	290	167	179
<b>Personnel Total</b>		<b>25,083</b>	<b>24,518</b>	<b>25,163</b>	<b>17,421</b>
<b>Maintenance &amp; Operations</b>					
222	Memberships & Subscriptions	200	198	250	250
258	Travel & Subsistence	-	-	700	700
301	Office Supplies	80	-	40	10
<b>Maintenance &amp; Operations Total</b>		<b>280</b>	<b>198</b>	<b>990</b>	<b>960</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
740	Building Services Charges	8,764	9,333	9,469	8,504
755	Info. Systems Maint. Charge	7,954	8,337	7,430	7325
790	Insurance Charges	2,125	1,229	452	491
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>18,843</b>	<b>18,899</b>	<b>17,351</b>	<b>16,320</b>
<b>000 Operations Total</b>		<b>44,206</b>	<b>43,615</b>	<b>43,504</b>	<b>34,701</b>
<b>001 General Fund Total</b>		<b>44,206</b>	<b>43,615</b>	<b>43,504</b>	<b>34,701</b>
<b>Grand Total</b>		<b>44,206</b>	<b>43,615</b>	<b>43,504</b>	<b>34,701</b>

Preliminary Budget  
Fiscal Year 2020

# City Manager







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## DEPARTMENT DESCRIPTION

The City Manager provides the overall administration, leadership, and direction of all City services and activities, as well as ensures that City Council policies are implemented throughout the organization.

The City Manager oversees the work of all City departments and directs the financial and information technology, planning, budget preparation, long-term capital financing, public information, risk management, and other duties and responsibilities as may be assigned by the City Council.

The City Manager also has the responsibility to ensure that the needs and concerns of the community and the City organization are properly addressed to ensure the delivery of services to our community and maintain National City's quality of life.

Social media is administered by the City Manager's Office in an effort to increase communication and engagement with National City residents, the business community, and visitors.

The Neighborhood Council Program is administered by the City Manager's Office. These are City facilitated meetings conducted to share information about City business, upcoming events, development, budget, and issues.

The Community & Police Relations Commission (CPRC) is administered by the City Manager's Office. The CPRC serves as an independent, unbiased and impartial Commission that is readily available to the public.

The Information Technology Services Program (ITS) is responsible for maintaining, managing, repairing, and overseeing all of the City's information technology (IT) infrastructure (hardware and software). ITS is responsible for developing and implementing IT operational policies and standards, managing IT contracts, managing IT budget, providing support for City-wide technologies and applications, coordinating major City-wide IT activities, IT procurement, and managing the network and communication systems. ITS manages overall security of the City's computer systems, network, and applications.

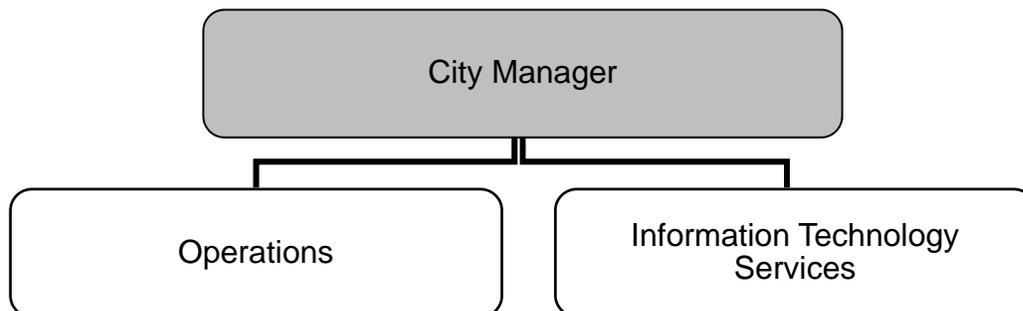
## GOALS & OBJECTIVES

1. Promote confidence and transparency in municipal government through open communication with the public.
2. Provide quality services with an efficient organization.
3. Provide a balanced budget.
4. Carry out the objectives set forth in the City Council's Strategic Plan to provide quality services, achieve fiscal sustainability, improve quality of life, enhance housing and community assets, and promote a healthy community.
5. Work within the County, State, and Federal legislative processes to promote laws of importance and interest to National City.



6. Provide technologies to expand public access to City services.
  - a. Improve access to Web Services.
7. Implement technologies to improve internal processes.
  - a. Police records management system implementation.
  - b. Data management (virtualization).
8. Train and develop IT staff:
  - a. IT staff technology classroom training.
  - b. IT staff cross-training.
9. Implement new technologies to secure IT infrastructure.
  - a. New generation firewall implementation.
  - b. New security service implementation.
10. Disaster Recovery and Resiliency.
  - a. Implement set of policies, tools and procedures to enable continuation of vital technology infrastructure.
  - b. New hardware implementation.
11. Upgrading audio/video system to ensure that public receive high definition broadcast experience.
  - a. Install new public monitors in the Council Chambers, large conference room, and second floor reception area.
  - b. Improving streaming services.
12. Implement the Veterans & Military Families Advisory Committee.
13. Implement the City Council supported City Manager's Office working group on Immigrant Rights and Services.

## DEPARTMENT ORGANIZATIONAL CHART





**STAFFING SUMMARY**

CITY MANAGER	Fund <sup>1</sup>	FY 17 Adopted	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>Operations</b>					
City Manager	001	1.00	1.00	1.00	1.00
Deputy City Manager	001	0.00	2.00	2.00	2.00
Assistant City Manager	001	1.00	0.00	0.00	0.00
Community Development Executive Director	001	1.00	0.00	0.00	0.00
Executive Assistant IV	001	1.00	1.00	1.00	1.00
Executive Secretary	001	1.00	0.00	0.00	0.00
Management Analyst II	001	1.00	1.00	1.00	1.00
Senior Office Assistant	001	2.00	2.00	2.00	2.00
<b>Operations Total</b>		<b>8.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b>Information Technology Services</b>					
Management Information Systems Manager <sup>2</sup>	629	1.00	1.00	0.00	0.00
Management Information Systems Tech I <sup>2</sup>	629	2.00	2.00	0.00	0.00
Management Information Systems Tech II <sup>2</sup>	629	1.00	1.00	0.00	0.00
Information Technology Manager <sup>2</sup>	629	0.00	0.00	1.00	1.00
Information Technology Technician <sup>2</sup>	629	0.00	0.00	2.00	2.00
Information Technology Analyst <sup>2</sup>	629	0.00	0.00	1.00	1.00
<b>Information Technology Services Total</b>		<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>CITY MANAGER TOTAL</b>		<b>12.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>

<sup>1</sup> Fund name located in Section V of Appendix.

<sup>2</sup> Position reported to the Administrative Services Department in FY17.

**EXPENDITURE DETAIL**

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	City Manager	Operations		001-403-000	
<b>Personnel</b>					
100	Part-Time Salaries	-	21,105	-	-
101	Full-Time Salaries	720,535	700,315	741,522	691,093
100	Part-Time Salaries	-	-	35,568	-
102	Overtime	-	-	500	500
105	Longevity	203	-	-	-
110	Allowances & Stipends	7,135	6,189	3,600	3,450
120	Differential Pay	1,632	2,716	1,300	1,300
140	Workers' Compensation	8,919	8,834	9,322	7,078
150	Health Insurance	78,978	81,039	89,365	89,671
151	Ltd Insurance	2,693	2,518	2,577	2,414
160	Retirement Plan Charges	183,009	169,910	210,571	322,472
161	Medicare	11,731	11,299	11,533	10,358
199	Personnel Compensation	33,342	86,206	30,000	30,000
<b>Personnel Total</b>		<b>1,048,177</b>	<b>1,090,131</b>	<b>1,135,858</b>	<b>1,158,336</b>



# CITY MANAGER

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Maintenance &amp; Operations</b>					
212	Governmental Purposes	41	109	100	100
213	Professional Services	-	-	2,000	2,000
222	Memberships & Subscriptions	1,425	4,380	5,000	4,500
226	Training, Travel & Subsistence	3,486	4,137	7,000	7,000
230	Printing & Binding	-	19	-	250
264	Promotional Activities	15	-	-	-
307	Duplicating Supplies	461	547	550	500
399	Materials & Supplies	1,580	1,112	2,000	2,000
<b>Maintenance &amp; Operations Total</b>		<b>7,008</b>	<b>10,304</b>	<b>16,650</b>	<b>16,350</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
740	Building Services Charges	70,106	74,663	66,286	59,528
755	Info. Systems Maint. Charge	40,204	44,575	39,202	38,650
790	Insurance Charges	19,524	12,386	6,306	6,578
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>129,834</b>	<b>131,624</b>	<b>111,794</b>	<b>104,756</b>
<b>000 Operations Total</b>		<b>1,185,019</b>	<b>1,232,059</b>	<b>1,264,302</b>	<b>1,279,442</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	City Manager	Neighborhood Council		001-403-414	
<b>Maintenance &amp; Operations</b>					
264	Promotional Activities	5,044	6,000	7,000	7,000
399	Materials & Supplies	179	2,379	500	500
<b>Maintenance &amp; Operations Total</b>		<b>5,223</b>	<b>8,379</b>	<b>7,500</b>	<b>7,500</b>
<b>414 Neighborhood Council Total</b>		<b>5,223</b>	<b>8,379</b>	<b>7,500</b>	<b>7,500</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	City Manager	Community & Police Relations Committee		001-403-415	
<b>Maintenance &amp; Operations</b>					
222	Memberships & Subscriptions	-	-	600	600
226	Training, Travel & Subsistence	3,038	3,802	3,500	3,500
399	Materials & Supplies	122	56	100	100
<b>Maintenance &amp; Operations Total</b>		<b>3,160</b>	<b>3,858</b>	<b>4,200</b>	<b>4,200</b>
<b>415 Community &amp; Police Relations Committee Total</b>		<b>3,160</b>	<b>3,858</b>	<b>4,200</b>	<b>4,200</b>
<b>001 General Fund Total</b>		<b>1,193,402</b>	<b>1,244,296</b>	<b>1,276,002</b>	<b>1,291,142</b>



**EXPENDITURE DETAIL**

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Information System Maint. Fund *	City Manager	Information Technology Services		629-403-082	
<b>Personnel</b>					
100	Part-Time Salaries	-	-	-	-
101	Full-Time Salaries	269,929	346,679	344,045	351,003
102	Overtime	-	11,163	3,000	10,000
120	Differential Pay Workers'	89	82	-	-
140	Compensation Health	2,652	3,366	3,372	3,440
150	Insurance	39,104	50,890	52,202	49,322
151	Ltd Insurance	675	677	675	647
160	Retirement Plan Charges	68,320	71,609	97,413	177,973
161	Medicare	3,887	4,826	4,676	4,735
199	Personnel Compensation	11,850	11,360	10,000	10,000
<b>Personnel Total</b>		<b>396,506</b>	<b>500,652</b>	<b>515,383</b>	<b>607,120</b>
<b>Maintenance &amp; Operations</b>					
212	Governmental Purposes	29,048	22,282	26,300	26,300
226	Training, Travel & Subsistence	7,211	12,386	22,000	21,760
248	Tel & Tel & Telegraph	293,947	321,413	320,000	371,575
268	Rentals &Leases	-	72,765	69,000	69,000
281	R & M - Office Equipment	653,019	618,741	732,115	807,985
299	Contract Services	267,777	245,960	322,695	279,145
306	Computer Supplies	27,115	19,942	25,000	-
<b>Maintenance &amp; Operations Total</b>		<b>1,278,117</b>	<b>1,313,489</b>	<b>1,517,110</b>	<b>1,575,765</b>
<b>Capital Outlay</b>					
502	Computer Equipment	175,081	224,602	257,900	75,000
<b>Capital Outlay Total</b>		<b>175,081</b>	<b>224,602</b>	<b>257,900</b>	<b>75,000</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
698	Indirect/Overhead Costs	215,553	281,424	-	-
790	Insurance Charges	-	6,193	3,274	3,429
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>215,553</b>	<b>287,617</b>	<b>3,274</b>	<b>3,429</b>
<b>082 Information Technology Services Total</b>		<b>2,065,257</b>	<b>2,326,360</b>	<b>2,293,667</b>	<b>2,261,314</b>
<b>629 Information Systems Maintenance Fund Total</b>		<b>2,065,257</b>	<b>2,326,360</b>	<b>2,293,667</b>	<b>2,261,314</b>
<b>Grand Total</b>		<b>3,258,659</b>	<b>3,570,656</b>	<b>3,569,669</b>	<b>3,552,456</b>

\*Included in Human Resources budget.

CALIFORNIA  
**NATIONAL CITY**  
1887  
INCORPORATED

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Preliminary Budget  
Fiscal Year 2020

# City Attorney







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## DEPARTMENT DESCRIPTION

The City Attorney's Office is the legal counsel for the City, the Community Development Commission – Housing Authority ("CDC-HA"), the Successor Agency to the Community Development Commission ("Successor Agency"), the Parking Authority, and Joint Powers Financing Authority. The Office serves as the legal advisor to the City Council, the City's Boards, Commissions, and Committees, the City Manager, City Departments, and other City offices.

The Office provides a full range of legal services to the City Council, City Manager, City departments, and City boards, commissions, and committees. These services include legal advice regarding proposed actions, as well as the defense of civil actions filed against the City and/or its employees acting in the scope of employment. The issues include the exercise of police powers, land use, environmental regulations, public works, contracts, personnel and labor, economic development, and a wide range of other subjects. The Office prepares and reviews City Council reports, legal opinions, ordinances, resolutions, contracts, agreements, leases, and other documents. The City Attorney and staff serve as City Prosecutor in the adjudication of violations of City ordinances, as well as enforcing the municipal code in civil actions.

In general, the City Attorney's Office provides the services necessary to accomplish the programs of the City's policy makers in accordance with legal requirements.

### RISK MANAGEMENT – GENERAL LIABILITY

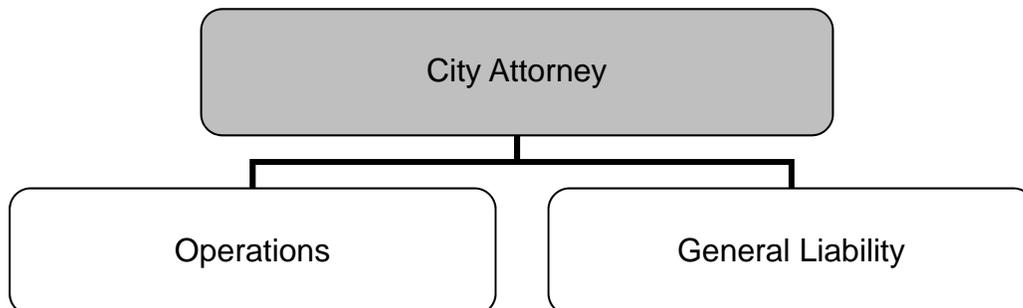
The City Attorney's Office administers the City's Liability program and purchases property, fidelity, and special event coverage. The Risk Manager adjusts all liability claims against the City, assists the City Attorney in the defense of litigated claims, handles the City's first party property and subrogation claims, and reviews contracts and permits for insurance compliance to meet City requirements. The Risk Manager serves as the City's representative to the Statewide (CSAC-EIA) insurance joint power authority, which provides training, risk sharing mechanisms, and group purchase insurance programs.

## GOALS & OBJECTIVES

1. Continue to provide updates and training to City Council, City staff, and City Boards and Commissions on significant developments in municipal law, including the Brown Act, the Public Records Act, Political Reform Act, and other applicable areas of the law.
2. Continue to provide timely and thorough drafting and review of legal documents, including City ordinances, resolutions, contracts, and other agreements.
3. Update construction contracts to conform to evolving legal developments and provide training to City staff on the updates.
4. Bring forward to City Council the drafted major amendments to Municipal Code Title 1.
5. Continue to provide successful and cost-effective defense of civil litigation cases.

6. Continue to assist with the wind-down of redevelopment and the execution of remaining enforceable obligations, e.g., Westside Infill Transit Oriented Development.
7. Work with Department Directors to align legal support services with departmental support needs.
8. Provide legal support for specific upcoming planning related matters: Downtown Specific Plan Update; Amortization; and Port Balanced Plan.
9. Update existing policy and provide training pertaining to recent developments under the Public Records Act in response to the California Supreme Court's San Jose decision.
10. Work with the Police and Planning Departments to prepare new ordinances regulating the establishment and operation of massage businesses in the City.
11. Work with Police, Fire, Neighborhood Services, and Building Department to address vacant and other nuisance properties.
12. Assist with the comprehensive review and updating of leases and of maintenance and operating agreements for the lessees and operators of City facilities.
13. Administer the City's program of self-insurance for liability claims and suits.
14. Consistent with City Council Policy 1001, interpret and advise the Risk Manager on the Government Claims Act, as well as provide legal analysis in crafting proactive risk management policies and procedures.
15. To serve as legal counsel at City Council, City boards, committee, and commission meetings.
16. Continue to represent the City Council and staff in administrative hearings, civil litigations, and legislative matters.

**DEPARTMENT ORGANIZATIONAL CHART**





**STAFFING SUMMARY**

CITY ATTORNEY	Fund <sup>1</sup>	FY 17 Adopted	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>Operations</b>					
City Attorney	001	1.00	1.00	1.00	1.00
Deputy City Attorney	001	1.00	1.00	1.00	1.00
Executive Assistant III	001	1.00	1.00	1.00	1.00
Senior Assistant City Attorney	001	1.00	1.00	1.00	1.00
<b>Operations Total</b>		<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>Risk Management</b>					
Office Assistant <sup>2</sup>	627	0.00	0.00	0.00	0.00
Senior Office Assistant <sup>2</sup>	627	0.00	1.00	1.00	1.00
<b>Risk Management Total</b>		<b>0.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>CITY ATTORNEY TOTAL</b>		<b>4.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

<sup>1</sup> Fund name located in Section V of Appendix.

<sup>2</sup> Position reported to the Human Resources Department in FY17.

**EXPENDITURE DETAIL**

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	City Attorney	Operations		001-405-000	
<b>Personnel</b>					
100	Part-Time Salaries	4,806	-	-	-
101	Full-Time Salaries	477,496	511,661	510,503	504,928
102	Overtime	331	-	500	500
110	Allowances & Stipends	3,600	3,609	3,600	3,450
120	Differential Pay	210	-	-	-
140	Workers' Compensation	4,959	5,199	5,188	7,414
150	Health Insurance	46,615	52,155	52,196	54,672
151	Ltd Insurance	1,643	2,132	2,126	2,038
160	Retirement Plan Charges	98,352	125,321	144,544	231,256
161	Medicare	7,288	7,712	7,492	7,574
199	Personnel Compensation	64,745	12,878	15,000	20,000
<b>Personnel Total</b>		<b>710,045</b>	<b>720,667</b>	<b>741,149</b>	<b>831,832</b>



**EXPENDITURE DETAIL**

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	City Attorney	Operations		001-405-000	
<b>Maintenance &amp; Operations</b>					
212	Governmental Purposes	1,368	1,569	2,350	2,200
213	Professional Services	27,875	32,290	80,000	80,000
222	Memberships & Subscriptions	2,711	3,612	4,100	4,100
226	Training, Travel & Subsistence	3,847	5,855	13,200	13,200
250	Postage	-	-	-	150
299	Contract Services	-	-	5,000	5,000
304	Books	20,349	22,455	22,400	22,400
399	Materials & Supplies	1,898	2,753	2,000	2,000
<b>Maintenance &amp; Operations Total</b>		<b>58,048</b>	<b>68,534</b>	<b>129,050</b>	<b>129,050</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
740	Building Services Charges	30,671	32,666	47,347	42,520
755	Info. Systems Maint. Charge	26,504	27,901	30,746	30,313
790	Insurance Charges	13,009	9,350	7,733	7,927
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>70,184</b>	<b>69,917</b>	<b>85,826</b>	<b>80,760</b>
<b>000 Operations Total</b>		<b>838,277</b>	<b>859,118</b>	<b>956,025</b>	<b>1,041,642</b>
<b>001 General Fund Total</b>		<b>838,277</b>	<b>859,118</b>	<b>956,025</b>	<b>1,041,642</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Liability					
Insurance Fund	City Attorney	Risk Management		627-405-081	
<b>Maintenance &amp; Operations</b>					
213	Professional Services	-	72,528	75,000	75,000
299	Contract Services	-	-	9,550	9,550
399	Materials & Supplies	-	723	600	600
410	Property Insurance	-	103,463	128,100	128,100
420	General Liability Insurance	-	224,078	300,700	300,700
421	Pollution Program Insurance	-	-	15,000	15,000
430	Fidelity Insurance	-	-	4,971	4,971
432	Liability Claim Cost	-	494,638	725,000	725,000
<b>Maintenance &amp; Operations Total</b>		<b>-</b>	<b>895,430</b>	<b>1,258,921</b>	<b>1,258,921</b>
<b>081 Risk Management Total</b>		<b>-</b>	<b>895,430</b>	<b>1,258,921</b>	<b>1,258,921</b>
<b>627 Liability Insurance Fund Total</b>		<b>-</b>	<b>895,430</b>	<b>1,258,921</b>	<b>1,258,921</b>
<b>Grand Total</b>		<b>838,277</b>	<b>1,754,548</b>	<b>2,214,946</b>	<b>2,300,563</b>

Preliminary Budget  
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# Community Services







## DEPARTMENT DESCRIPTION

The Community Services Division enriches the community and improves the resident's quality of life through an exceptional blend of recreation, health and wellness, arts, leisure, and cultural programs. The Community Services Department provides youth, adult, and senior programming at Kimball Senior Center, El Toyon Recreation Center, Manuel Portillo Casa De Salud Youth Center, Camacho Recreation Center and Las Palmas Pool. In addition, the Department manages partnerships with local community organizations in an effort to expand services and programs for residents.

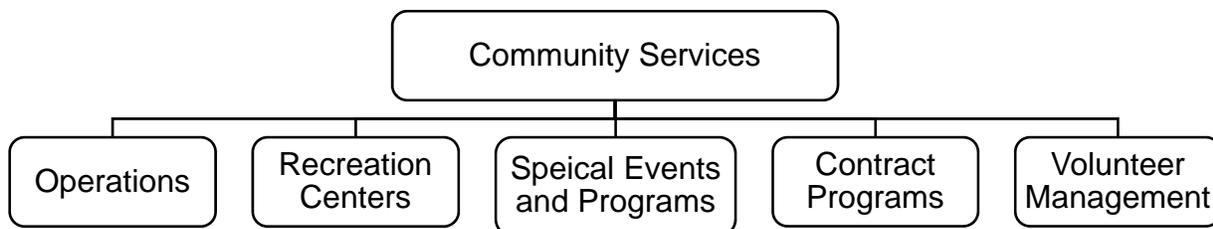
The Community Services Department oversees the Parks, Recreation, & Senior Advisory Board, which acts in matters of policy and administration of the City-owned parks and recreation programs, and the Public Art Committee, which advises the City Council on public art projects meant to increase the aesthetics of parks, public buildings, and new development.

## GOALS & OBJECTIVES

1. Organize and highlight family-oriented events such as Community Service Day, Aquatic Adventures by the Bay, the Miss National City Educational Pageant, Summer Movies in the Park, and A Kimball Holiday. Continue to partner with other City departments to assist with National Night Out and Tower of Terror.
2. Implement City-wide volunteer management software, improve volunteer programs and develop a City-wide formal volunteer recognition program.
3. Increase department visibility by improving marketing and branding strategies, as well as customer service.

Improve contract classes and camps by updating policies and procedures, increasing programs, improving marketing and implementing recreation management software.

## DEPARTMENT ORGANIZATIONAL CHART





# COMMUNITY SERVICES

## STAFFING SUMMARY

COMMUNITY SERVICES	Fund <sup>1</sup>	FY 17 Adopted	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>Operations</b>					
Recreation Superintendent	001	1.00	1.00	1.00	1.00
Recreation Aide – P/T	001	7.99	7.99	7.99	7.99
Recreation Center Supervisor	001	2.75	2.75	2.75	2.75
Recreation Leader I – P/T	001	0.75	0.75	0.75	0.75
Recreation Leader II – P/T	001	1.00	1.00	1.00	1.00
Recreation Leader III – P/T	001	2.20	2.20	2.20	2.20
Recreation Specialist – P/T	001	1.86	1.86	1.86	1.86
Recreation Aide	301	0.48	0.48	0.48	0.48
Recreation Specialist	301	0.95	0.95	0.95	0.95
<b>COMMUNITY SERVICES TOTAL</b>		<b>18.98</b>	<b>18.98</b>	<b>18.98</b>	<b>18.98</b>

<sup>1</sup> Fund name located in Section V of Appendix.

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Community Services	Community Services		001-441-058	
<b>Personnel</b>					
100	Part-Time Salaries	133,000	166,027	164,298	122,876
101	Full-Time Salaries	203,441	205,081	233,622	234,218
102	Overtime	-	8,009	3,000	9,000
120	Differential Pay	1,153	3,427	6,276	14,180
140	Workers' Compensation	12,337	14,169	13,292	12,161
150	Health Insurance	32,967	29,989	37,103	36,853
151	Ltd Insurance	646	650	648	621
160	Retirement Plan Charges	57,991	59,454	68,672	124,780
161	Medicare	4,994	5,432	5,434	5,389
199	Personnel Compensation	-	4,833	5,000	5,000
<b>Personnel Total</b>		<b>446,529</b>	<b>497,071</b>	<b>537,345</b>	<b>565,078</b>
<b>Maintenance &amp; Operations</b>					
222	Memberships & Subscriptions	1,090	1,574	2,790	2,720
226	Training, Travel & Subsistence	1,216	2,017	3,225	3,225
264	Promotional Activities	7,256	30,204	45,600	55,250
286	Rec. & Playground Equip.	1,968	450,445	-	
299	Contract Services	462,489	3,591	548,000	548,005
301	Office Supplies	-		4,500	4,500
305	Medical Supplies	662	699	1,000	800
307	Duplicating Supplies	840	847	850	700
311	Recreational Supplies	19,128	17,500	8,600	8,600



# COMMUNITY SERVICES

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Community Services	Community Services		001-441-058	
318	Wearing Apparel	794	1,041	1,500	1,500
399	Materials & Supplies	5,508	39	-	-
455	Lease Payment	2,000	2,000	2,000	2,000
<b>Maintenance &amp; Operations Total</b>		<b>502,951</b>	<b>509,957</b>	<b>618,065</b>	<b>627,300</b>
<b>Capital Outlay</b>					
512	Automotive Leases	6,193	6,058	6,058	6,058
<b>Capital Outlay Total</b>		<b>6,193</b>	<b>6,058</b>	<b>6,058</b>	<b>6,058</b>
<b>Refunds, Contributions, &amp; Special Payments</b>					
650	Sponsorships & Donations	-	-	-	1,750
<b>Refunds, Contributions, &amp; Special Payments Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>1,750</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
740	Building Services Charges	728,802	752,216	757,436	698,771
750	Vehicle Services Charges	23,289	23,166	18,107	19,387
755	Info. Systems Maint. Charge	84,367	93,483	71,222	70,217
790	Insurance Charges	52,014	35,300	23,511	24,247
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>888,472</b>	<b>904,165</b>	<b>870,276</b>	<b>812,622</b>
<b>058 Community Services Total</b>		<b>1,844,145</b>	<b>1,917,251</b>	<b>2,031,744</b>	<b>2,012,808</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Community Services	Tiny Tots		001-441-412	
<b>Personnel</b>					
100	Part-Time Salaries	13,937	-	-	-
140	Workers' Compensation	637	-	-	-
160	Retirement Plan Charges	187	16	-	-
161	Medicare	71	-	-	-
<b>Personnel Total</b>		<b>14,832</b>	<b>16</b>	<b>-</b>	<b>-</b>
<b>412 Tiny Tots Total</b>		<b>14,832</b>	<b>16</b>	<b>-</b>	<b>-</b>
<b>001 General Fund Total</b>		<b>1,858,977</b>	<b>1,917,267</b>	<b>2,031,744</b>	<b>2,012,808</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Reimbursable					
Grant Citywide	Community Services	Community Services		282-441-058	
<b>Maintenance &amp; Operations</b>					
264	Promotional Activities	-	10,397	-	-
<b>Maintenance &amp; Operations Total</b>		<b>-</b>	<b>10,397</b>	<b>-</b>	<b>-</b>
<b>340 Contract Services Total</b>		<b>-</b>	<b>10,397</b>	<b>-</b>	<b>-</b>



# COMMUNITY SERVICES

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>				<b>Activity No.</b>
Reimbursable					County of San Diego
Grant Citywide	Community Services				Community Grant 282-441-340
<b>Maintenance &amp; Operations</b>					
264	Promotional Activities	-	10,000	-	-
<b>Maintenance &amp; Operations Total</b>		-	<b>10,000</b>	-	-
<b>340 Contract Services Total</b>		-	<b>10,000</b>	-	-
<b>282 Reimbursable Grants Citywide Total</b>		-	<b>20,397</b>	-	-
<b>Fund</b>	<b>Department</b>				<b>Activity No.</b>
Police Dept					
Grants	Community Services				AB109-Outreach to High Risk Population 290-441-659
<b>Maintenance &amp; Operations</b>					
299	Contract Services	-	324	-	-
311	Recreational Supplies	-	22,205	-	-
<b>Maintenance &amp; Operations Total</b>		-	<b>22,529</b>	-	-
<b>659 AB109-Outreach to High Risk Population Total</b>		-	<b>22,529</b>	-	-
<b>290 Police Dept Grants Total</b>		-	<b>22,529</b>	-	-
<b>Fund</b>	<b>Department</b>				<b>Activity No.</b>
Community					
Development					
Block Grant Fund	Community Services				Tiny Tots 301-441-412
<b>Personnel</b>					
100	Part-Time Salaries	13,021	4,222	11,979	13,026
140	Workers' Compensation	557	187	531	577
160	Retirement Plan Charges	164	55	156	169
161	Medicare				94
<b>Personnel Total</b>		<b>13,742</b>	<b>4,464</b>	<b>12,666</b>	<b>13,866</b>
<b>Maintenance &amp; Operations</b>					
399	Materials & Supplies	14,592	11,493	11,695	-
<b>Maintenance &amp; Operations Total</b>		<b>14,592</b>	<b>11,493</b>	<b>11,695</b>	-
<b>Capital Outlay</b>					
503	Furniture & Furnishings	1,003	-	-	-
<b>Capital Outlay Total</b>		<b>1,003</b>	-	-	-
<b>412 Tiny Tots Total</b>		<b>29,337</b>	<b>15,957</b>	<b>24,361</b>	<b>13,866</b>



# COMMUNITY SERVICES

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Community Development Block Grant Fund	Community Services	Supreme Teen Program		301-441-419	
<b>Personnel</b>					
100	Part-Time Salaries	20,932	24,475	17,168	45,292
140	Workers' Compensation	759	924	667	1,905
160	Retirement Plan Charges	269	316	223	589
161	Medicare	304	353	249	657
<b>Personnel Total</b>		<b>22,264</b>	<b>26,068</b>	<b>18,307</b>	<b>48,443</b>
<b>Maintenance &amp; Operations</b>					
399	Materials & Supplies	3,100	4,933	7,487	12,000
<b>Maintenance &amp; Operations Total</b>		<b>3,100</b>	<b>4,933</b>	<b>7,487</b>	<b>12,000</b>
<b>419 Supreme Teen Program Total</b>		<b>25,364</b>	<b>31,001</b>	<b>25,794</b>	<b>60,443</b>
<b>301 Community Development Block Grant Fund Total</b>		<b>54,701</b>	<b>46,958</b>	<b>50,155</b>	<b>74,309</b>
<b>Grand Total</b>		<b>1,913,678</b>	<b>2,007,151</b>	<b>2,081,899</b>	<b>2,087,117</b>

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Preliminary Budget  
Fiscal Year 2020

# Engineering & Public Works







## DEPARTMENT DESCRIPTION

The Department of Engineering & Public Works oversees the following core activities on behalf of the City of National City: 1) planning, design, engineering, construction and management of capital projects; 2) maintenance of City-owned facilities, parks, streets and other physical infrastructure; and 3) environmental compliance.

### ENGINEERING DIVISION

#### Environmental Compliance:

- Coordinates with environmental regulatory agencies, residents, local businesses, and other City departments to implement and enforce programs and best management practices (BMPs) to protect the environment;
- Oversees compliance, inspections and reporting requirements related to storm water pollution prevention; air pollution controls; wastewater discharges; Fats, Oils and Grease (FOG) Program for local businesses; and hazardous materials (HAZMAT);
- Regulates and enforces Clean Water Act standards as prescribed by the National Pollutant Discharge Elimination System (NPDES) permit program, which controls water pollution by regulating point sources that discharge pollutants into water bodies. Examples include, 1) inspection and educational programs for local businesses, 2) preparation and enforcement of National City's Jurisdictional Urban Runoff Management Plan (JURMP) used to reduce the discharge of pollutants to water bodies (to the maximum extent practicable), and 3) preparation and enforcement of National City's Standard Urban Storm Water Mitigation Plan (SUSMP) designed to reduce pollutants and runoff flows from new development and redevelopment projects.

#### Capital Improvement Program (CIP):

- Manages National City's CIP, which represents a "sliding" five-year budgeting process for establishing the City's capital priorities and financing plan. The CIP addresses the repair, replacement and expansion of the City's physical infrastructure system including streets, sewers, storm drains, lighting, buildings, parks and site infrastructure for infill development projects;
- Oversees planning, design, engineering, construction and management for National City's capital projects, including implementation of National City's Pavement Management Program, Circulation Element to the General Plan, Bicycle Master Plan, and Americans with Disabilities Act (ADA) Transition Plan;
- Prepares grant applications to obtain funding for capital projects.

#### Traffic Safety:

- Manages traffic signal timing and operations;
- Provides data collection and analysis related to traffic safety and operations, including sight distance evaluations, speed surveys and counter measures, traffic control warrants, parking surveys and evaluation of traffic calming measures;



# ENGINEERING & PUBLIC WORKS

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- Prepares reports for the Traffic Safety Committee, a panel of five volunteers from the Community appointed by City Council, whose primary function is to review and make recommendations on matters related to driver, bicycle and pedestrian safety.

## Engineering Permits & Inspections:

- Reviews plans and permit applications, and provides inspections for grading, utilities, traffic control, construction of retaining walls, driveways, sidewalks, curb and gutter, pedestrian curb ramps and storm water BMPs;
- Reviews subdivision maps, requests for lot line adjustments, easements and deeds, and prepares encroachment permits and agreements for legal review.

## Records Management:

- Manages engineering records and files such as engineering permits, utility permits, engineering plans and as-builts, grading certifications, sewer maps, right of way maps and flood plain documents;
- Provides records and maps to the public upon request.

## PUBLIC WORKS DIVISION

### Streets:

- Responsible for maintenance and repair of street infrastructure, including patching potholes, minor sidewalk repairs, street light and traffic signal maintenance, traffic signage and striping (such as crosswalks, pavement legends and curb markings), street sweeping and traffic control;
- Manages refuse and recycling programs.

### Wastewater:

- Responsible for maintenance of sewer mains and laterals, including flushing, rotting, repairs, raising manholes and CCTV inspections; maintenance of pump stations, storm drains and catch basins; and responding to citizen concerns regarding sewer issues;
- Manages sewer service database by parcel number and administers process for collection of sewer service charges on the tax rolls.

### Equipment Maintenance:

- Provides inspections, preventative maintenance and repairs for National City's fleet, which consists of over 200 vehicles and heavy equipment used to support all City departments in delivering municipal services to residents, local businesses and visitors;
- Coordinates with other City departments to assess vehicle and equipment needs, and provides specifications, cost estimates and recommendations for repair, replacement and/or modernization.

### Facilities Maintenance:

- Responsible for the repair, maintenance and operation of City-owned facilities;



- Reviews applications for facility use permits and provides access, set-up and cleanup services upon request.

#### Parks:

- Responsible for maintenance of Community parks and roadway medians, tree trimming and landscape maintenance around City-owned facilities;
- Reviews applications for park air jump permits and field use permits for Community parks and athletic fields.

### **GOALS & OBJECTIVES**

1. Streamline process for private development plan checks, permits and inspections, while maximizing cost recovery through completion of comprehensive fee study.
2. Review procedures for management, inspections and reporting to ensure environmental compliance with Federal, State and Regional regulations related to storm water pollution prevention, air pollution controls, wastewater discharges, Fats, Oils and Grease (FOG) Program for local businesses, and hazardous materials (HAZMAT).
3. Provide opportunities for City crews to construct smaller capital projects related to sidewalk removal and replacement for compliance with the Americans with Disabilities Act (ADA), roadway signing and striping, parking lot slurry seals, etc.
4. Update sewer master plan, perform inspections and capacity analysis to identify priority projects.
5. Prepare storm drain master plan, perform inspections and capacity analysis to identify priority projects.
6. Update ADA Transition Plan.
7. Continue implementation of a grid-based system for tree trimming and landscaped maintenance services to provide residents a consistent schedule, with prioritization given to emergency work or calls for service related to safety.
8. Continue to provide “Quality of Life” services such as removing trash, posters, shopping carts and weeds, repairing potholes, and clearing debris from storm drains and channels.
9. Complete construction of the following CIP projects in fiscal year 2019:
  - 30th St Bicycle Corridor (“D” Ave to N. 2nd Ave);
  - Euclid Ave Bicycle Corridor (Cervantes Ave to E. 24th St);
  - Division St Traffic Calming (Euclid Ave to Harbison Ave);
  - Safe Routes to School Pedestrian and Bicycle Safety Enhancements;
  - Street Resurfacing (Palm Ave from Division St to 18th St);
  - Citywide Facilities Energy Savings Upgrades
  - Las Palmas Municipal Pool Electrical Upgrades;
  - Civic Center Roof Replacement;
  - Police Department Roof Replacement;
  - Traffic Signal Upgrades;
  - Public Safety Cameras;

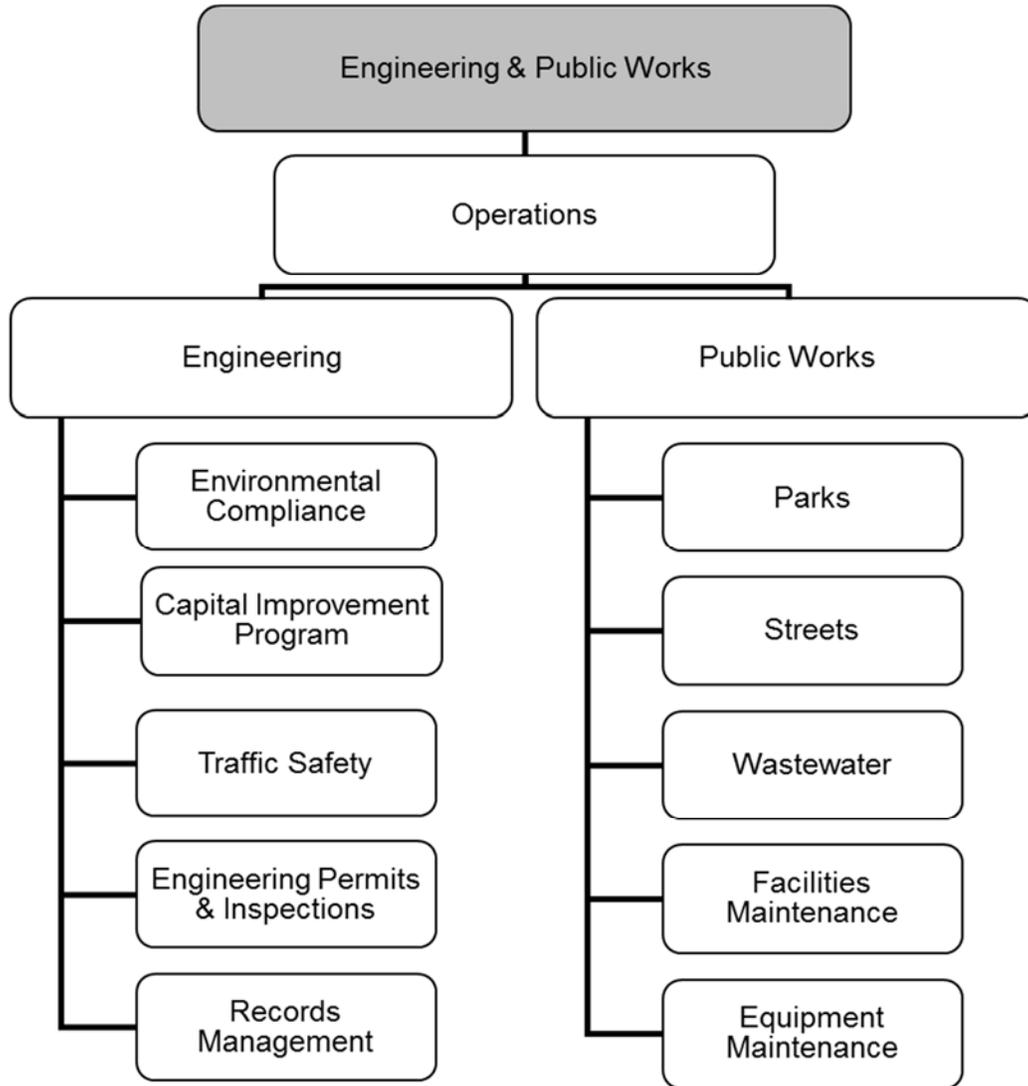


## ENGINEERING & PUBLIC WORKS

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- Fiber Optics Communications Infrastructure Expansion
  - El Toyon Park Playground Equipment Replacement
  - Paradise Creek Park Expansion (Phase I – Site Remediation);
  - Paradise Creek Biofiltration (Paradise Valley Rd)
  - Urban Forest Expansion and Improvements;
  - Sewer Replacement/Upsizing;
  - Drainage Improvements.
10. Continue implementation of Citywide Safe Routes to Education and Encouragement Sustainability Program, including partnerships with the school districts, local schools, parents, teachers, non-profit organizations, National City Police Department and volunteers.
  11. Enhance public outreach for capital projects through workshops, presentations, social media and management of the [nationalcityprojects.com](http://nationalcityprojects.com) website.
  12. Continue to aggressively apply for competitive grants to fund CIP projects with a goal of achieving a minimum of \$5 million in grant awards for fiscal year 2019.
  13. Review procedures for management of CIP projects to ensure compliance with Federal and State regulations for public contracting, labor laws and project expenditures.
  14. Provide professional training opportunities for all staff.

## DEPARTMENT ORGANIZATIONAL CHART





# ENGINEERING & PUBLIC WORKS

## STAFFING SUMMARY

ENGINEERING & PUBLIC WORKS	Fund <sup>1</sup>	FY 17 Adopted	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>Operations</b>					
Director of Public Works / City Engineer	001	0.75	0.75	0.75	0.75
Asst Director of Engineering & Public Works	001	0.75	0.00	0.00	0.00
Executive Secretary	001	0.80	0.80	0.80	0.80
Management Analyst II	001	0.80	0.80	0.80	0.80
Principle Civil Engineer	001	0.00	0.75	0.75	0.75
Senior Office Assistant	001	1.60	1.60	1.60	1.60
Director of Public Works / City Engineer	125	0.25	0.25	0.25	0.25
Asst Director of Engineering & Public Works	125	0.25	0.00	0.00	0.00
Executive Secretary	125	0.20	0.20	0.20	0.20
Management Analyst II	125	0.20	0.20	0.20	0.20
Senior Office Assistant	125	0.40	0.40	0.40	0.40
Principle Civil Engineer	125	0.00	0.25	0.25	0.25
<b>Operations Total</b>		<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
<b>Engineering</b>					
Assistant Civil Engineer	001	1.90	2.40	2.40	2.40
Associate Civil Engineer	001	0.00	0.00	0.80	0.80
Civil Engineering Technician	001	1.60	1.60	0.80	0.80
Junior Engineer - Civil	001	1.60	0.80	0.00	0.00
Senior Civil Engineering Technician	001	0.80	0.80	0.80	0.80
Senior Construction Inspector	001	0.80	0.80	0.80	0.80
Assistant Civil Engineer	109	0.50	0.00	0.00	0.00
Assistant Civil Engineer	125	0.60	0.60	0.60	0.60
Associate Civil Engineer	125	0.00	0.00	0.20	0.20
Civil Engineering Technician	125	0.40	0.40	0.20	0.20
Junior Engineer - Civil	125	0.40	0.20	0.00	0.00
Senior Civil Engineering Technician	125	0.20	0.20	0.20	0.20
Senior Construction Inspector	125	0.20	0.20	0.20	0.20
<b>Engineering Total</b>		<b>9.00</b>	<b>8.00</b>	<b>7.00</b>	<b>7.00</b>
<b>Public Works – Parks</b>					
Lead Tree Trimmer	105	1.00	1.00	1.00	1.00
Park Caretaker	105	4.00	4.00	4.00	4.00
Park Superintendent	105	1.00	1.00	1.00	1.00
Park Supervisor	105	1.00	1.00	1.00	1.00
Parks Equipment Operator	105	1.00	1.00	1.00	1.00
Seasonal Park Aide – P/T	105	1.00	1.00	1.00	1.00
Senior Park Caretaker	105	4.00	4.00	4.00	4.00
Tree Trimmer	105	1.00	1.00	1.00	1.00
<b>Public Works – Parks Total</b>		<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>

<sup>1</sup> Fund name located in Section V of Appendix.



# ENGINEERING & PUBLIC WORKS

## STAFFING SUMMARY

ENGINEERING & PUBLIC WORKS	Fund <sup>1</sup>	FY 17 Adopted	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>Public Works – Streets</b>					
Maintenance Worker	001	1.00	0.00	0.00	0.00
Street Sweeper Operator	001	1.00	1.00	0.00	0.00
Equipment Operator	109	2.00	2.00	2.00	2.00
Maintenance Worker	109	2.00	2.50	2.50	2.50
Senior Equipment Operator	109	1.00	1.00	1.00	1.00
Senior Traffic Painter	109	1.00	1.00	1.00	1.00
Street & Wastewater Maint. Superintendent	109	0.50	0.50	0.50	0.50
Street Sweeper Operator	109	0.00	0.00	1.00	1.00
Traffic Painter	109	1.00	1.00	1.00	1.00
Maintenance Worker	125	1.00	1.50	1.50	1.50
Street Sweeper Operator	172	1.00	1.00	1.00	1.00
<b>Public Works – Streets Total</b>		<b>11.50</b>	<b>11.50</b>	<b>11.50</b>	<b>11.50</b>
<b>Public Works – Wastewater</b>					
Wastewater Crew Chief	109	0.25	0.25	0.25	0.25
Equipment Operator	125	1.00	1.00	1.00	1.00
Maintenance Worker	125	2.00	2.00	2.00	2.00
Street & Wastewater Maint. Superintendent	125	0.50	0.50	0.50	0.50
Senior Equipment Operator	125	0.00	0.00	0.00	1.00
Wastewater Crew Chief	125	0.75	0.75	0.75	0.75
<b>Public Works – Wastewater Total</b>		<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>5.50</b>
<b>Public Works – Facilities Maintenance</b>					
Building Trades Specialists	626	1.00	1.00	1.00	1.00
Custodian	626	6.50	6.50	6.50	6.50
Electrician	626	1.00	1.00	1.00	1.00
Facilities Maintenance Supervisor	626	1.00	1.00	1.00	1.00
Plumber	626	1.00	1.00	1.00	1.00
Supervising Custodian	626	1.00	1.00	1.00	1.00
<b>Public Works – Facilities Maintenance Total</b>		<b>11.50</b>	<b>11.50</b>	<b>11.50</b>	<b>11.50</b>
<b>Public Works – Equipment Maintenance</b>					
Equipment Maintenance Supervisor	643	1.00	1.00	1.00	1.00
Equipment Mechanic	643	3.00	3.00	3.00	3.00
Lead Equipment Mechanic	643	1.00	1.00	1.00	1.00
<b>Public Works – Equipment Maintenance Total</b>		<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>ENGINEERING &amp; PUBLIC WORKS TOTAL</b>		<b>61.50</b>	<b>60.50</b>	<b>59.50</b>	<b>60.50</b>

<sup>1</sup> Fund name located in Section V of Appendix.



# ENGINEERING & PUBLIC WORKS

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Engineering & Public Works	Operations		001-416-029	
<b>Personnel</b>					
100	Part-Time Salaries	30,712	18,418	-	14,394
101	Full-Time Salaries	609,656	645,747	812,515	755,756
102	Overtime	12,607	3,984	9,000	9,000
110	Allowances & Stipends	2,700	2,707	2,700	2,588
120	Differential Pay	7,519	5,808	5,200	6,994
140	Workers' Compensation	23,399	23,395	29,388	28,842
150	Health Insurance	78,501	76,737	128,502	98,421
151	Ltd Insurance	1,557	1,339	3,945	1,078
160	Retirement Plan Charges	156,029	173,544	229,552	363,007
161	Medicare	9,472	9,746	11,976	16,915
199	Personnel Compensation	2,595	14,636	17,000	17,000
<b>Personnel Total</b>		<b>934,747</b>	<b>976,061</b>	<b>1,249,778</b>	<b>1,313,995</b>
<b>Maintenance &amp; Operations</b>					
213	Professional Services	74,416	43,980	60,000	60,000
222	Memberships & Subscriptions	1,132	300	1,200	1,200
226	Training, Travel & Subsistence	6,154	4,764	6,800	8,000
230	Printing & Binding	393	532	-	-
299	Contract Services	145,710	288,422	270,000	270,000
307	Duplicating Supplies	276	-	80	2,000
318	Wearing Apparel	244	274	370	350
399	Materials & Supplies	7,386	12,155	10,250	9,000
<b>Maintenance &amp; Operations Total</b>		<b>235,711</b>	<b>350,427</b>	<b>348,700</b>	<b>350,550</b>
<b>Capital Outlay</b>					
512	Automotive Leases	5,521	5,375	5,375	5,375
<b>Capital Outlay Total</b>		<b>5,521</b>	<b>5,375</b>	<b>5,375</b>	<b>5,375</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
740	Building Services Charges	87,631	93,329	113,633	102,049
750	Vehicle Services Charges	43,877	43,672	33,766	36,272
755	Info. Systems Maint. Charge	87,008	96,372	73,274	72,240
790	Insurance Charges	18,512	18,578	236,341	236,806
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>237,028</b>	<b>251,951</b>	<b>457,014</b>	<b>447,367</b>
<b>029 Engineering Total</b>		<b>1,413,007</b>	<b>1,583,814</b>	<b>2,060,867</b>	<b>2,117,287</b>



# ENGINEERING & PUBLIC WORKS

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Engineering & Public Works	Environmental Compliance Division		001-416-030	
<b>Maintenance &amp; Operations</b>					
299	Contract Services	619,580	430,179	450,000	450,000
399	Materials & Supplies	-	-	-	-
<b>Maintenance &amp; Operations Total</b>		<b>619,580</b>	<b>430,179</b>	<b>450,000</b>	<b>450,000</b>
<b>030 Environmental Compliance Division Total</b>		<b>619,580</b>	<b>430,179</b>	<b>450,000</b>	<b>450,000</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Engineering & Public Works	Public Works - Operations		001-416-052	
<b>Maintenance &amp; Operations</b>					
226	Training, Travel & Subsistence	-	-	-	-
<b>Maintenance &amp; Operations Total</b>		<b>37</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
740	Building Services Charges	363,751	387,402	407,380	365,848
750	Vehicle Services Charges	40,573	40,439	30,938	33,341
755	Info. Systems Maint. Charge	87,103	95,379	82,225	81,065
790	Insurance Charges	154,819	203,877	10,927	11,160
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>646,246</b>	<b>727,097</b>	<b>531,470</b>	<b>491,414</b>
<b>052 Public Works - Operations Total</b>		<b>646,283</b>	<b>727,097</b>	<b>531,470</b>	<b>491,414</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Engineering & Public Works	Streets		001-416-221	
<b>Maintenance &amp; Operations</b>					
235	Street Lights & Signals	419,955	505,332	450,000	470,000
<b>Maintenance &amp; Operations Total</b>		<b>419,955</b>	<b>505,332</b>	<b>450,000</b>	<b>470,000</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
751	Vehicle Lease Charge	24,946	78,286	155,550	134,669
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>24,946</b>	<b>78,286</b>	<b>155,550</b>	<b>134,669</b>
<b>221 Streets Total</b>		<b>444,901</b>	<b>583,618</b>	<b>605,550</b>	<b>604,669</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Engineering & Public Works	Facilities Maintenance		001-416-223	
<b>Allocated Costs &amp; Internal Service Charges</b>					
751	Vehicle Lease Charge	-	-	-	27,000
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>27,000</b>
<b>223 Facilities Maintenance Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>27,000</b>



# ENGINEERING & PUBLIC WORKS

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Engineering & Public Works	Parks		001-416-227	
<b>Allocated Costs &amp; Internal Service Charges</b>					
751	Vehicle Lease Charge	-	-	-	15,800
<b>Allocated Costs &amp; Internal Service Charges Total</b>		-	-	-	<b>15,800</b>
<b>227 ParksTotal</b>		-	-	-	<b>15,800</b>
<b>001 General Fund Total</b>		<b>3,123,771</b>	<b>3,324,708</b>	<b>3,647,887</b>	<b>3,706,170</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Parks					
Maintenance Fund	Engineering & Public Works	Parks		105-416-227	
<b>Personnel</b>					
100	Part-Time Salaries	9,075	9,738	11,315	12,792
101	Full-Time Salaries	619,973	564,458	632,042	671,134
102	Overtime	67,508	66,438	55,000	55,000
105	Longevity	404	94	-	-
120	Differential Pay	8,420	9,914	7,971	6,734
140	Workers' Compensation	48,707	46,199	49,220	48,298
150	Health Insurance	131,557	122,445	157,283	140,090
151	Ltd Insurance	609	524	552	555
160	Retirement Plan Charges	159,184	148,118	181,360	343,872
161	Medicare	8,497	8,627	9,103	9,760
199	Personnel Compensation	9,132	25,192	22,000	22,000
<b>Personnel Total</b>		<b>1,063,066</b>	<b>1,001,747</b>	<b>1,125,846</b>	<b>1,310,235</b>
<b>Maintenance &amp; Operations</b>					
211	Laundry & Cleaning Services	5,137	5,773	6,000	-
226	Training, Travel & Subsistence	1,470	448	2,000	1,500
236	Water	51,356	61,993	57,000	57,000
268	Rentals & Leases	-	-	500	500
274	Dumping Fees	-	-	100	-
299	Contract Services	99,607	97,476	108,000	105,000
318	Wearing Apparel	3,278	2,940	3,200	9,200
321	Planting Materials	8,287	9,184	8,900	8,900
331	Horticultural Items	3,864	3,221	4,000	4,000
337	Small Tools	1,954	2,121	2,300	2,300
348	Water Pipe Valves & Fittings	7,979	7,761	7,400	7,400
399	Materials & Supplies	15,939	13,453	15,000	15,000
<b>Maintenance &amp; Operations Total</b>		<b>198,871</b>	<b>204,370</b>	<b>214,400</b>	<b>210,800</b>



# ENGINEERING & PUBLIC WORKS

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Parks		Parks			
Maintenance Fund	Engineering & Public Works				105-416-227
<b>Capital Outlay</b>					
512	Automotive Leases	51,579	53,202	50,312	50,312
<b>Capital Outlay Total</b>		<b>51,579</b>	<b>53,202</b>	<b>50,312</b>	<b>50,312</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
750	Vehicle Services Charges	127,537	148,749	117,168	125,157
751	Vehicle Lease Charge	-	12,680	12,680	12,680
755	Info. Systems Maint. Charge	18,550	19,562	14,860	14,651
790	Insurance Charges	37,700	28,953	19,943	20,486
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>183,787</b>	<b>209,944</b>	<b>164,651</b>	<b>172,974</b>
<b>227 Parks Total</b>		<b>1,497,303</b>	<b>1,469,263</b>	<b>1,555,209</b>	<b>1,744,321</b>
<b>105 Parks Maintenance Fund Total</b>		<b>1,497,303</b>	<b>1,469,263</b>	<b>1,555,209</b>	<b>1,744,321</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Gas Taxes Fund	Engineering & Public Works	Streets		109-416-221	
<b>Personnel</b>					
101	Full-Time Salaries	357,506	401,436	488,220	505,275
102	Overtime	37,518	55,706	44,000	44,000
105	Longevity	1,234	1,030	990	1,001
120	Differential Pay	3,880	4,288	2,925	4,225
140	Workers' Compensation	29,855	34,875	43,812	40,576
150	Health Insurance	78,272	84,555	87,990	94,040
151	Ltd Insurance	283	289	14,003	278
160	Retirement Plan Charges	91,566	101,208	139,343	258,845
161	Medicare	5,061	6,214	6,791	7,213
199	Personnel Compensation	7,133	6,463	17,000	17,000
<b>Personnel Total</b>		<b>612,308</b>	<b>696,064</b>	<b>845,074</b>	<b>972,453</b>
<b>Maintenance &amp; Operations</b>					
211	Laundry & Cleaning Services	5,891	6,658	6,000	-
235	Street Lights & Signals	-	10,444	-	-
236	Water	1,673	-	2,000	2,000
240	Equipment Rental	181	-	5,500	1,000
285	R&M Traffic Control Devices	219,664	187,790	220,000	220,000
289	R&M Nonstructural Items	365	-	4,000	4,000
318	Wearing Apparel	4,179	4,589	4,900	10,900
337	Small Tools	3,840	2,799	3,500	3,500
340	Shop Supplies	645	922	800	800



# ENGINEERING & PUBLIC WORKS

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Gas Taxes Fund	Engineering & Public Works	Streets		109-416-221	
346	Traffic Control Supply	82,031	101,883	74,000	74,000
356	Rock & Sand	2,587	3,585	4,800	4,800
360	Sidewalk Curb & Gutter Mater.	3,670	3,426	5,000	5,000
362	Roadway Materials	13,912	12,853	15,000	15,000
399	Materials & Supplies	3,483	3,200	3,000	3,000
<b>Maintenance &amp; Operations Total</b>		<b>342,121</b>	<b>338,149</b>	<b>348,500</b>	<b>344,000</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
698	Indirect/Overhead Costs	150,735	107,934	136,131	141,108
740	Building Services Charges	17,908	19,071	20,054	18,010
750	Vehicle Services Charges	205,381	205,505	151,420	165,102
755	Info. Systems Maint. Charge	10,594	11,225	8,456	8,337
790	Insurance Charges	31,708	28,979	24,702	25,129
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>416,326</b>	<b>372,714</b>	<b>340,763</b>	<b>357,686</b>
<b>221 Streets Total</b>		<b>1,370,755</b>	<b>1,406,927</b>	<b>1,534,337</b>	<b>1,674,139</b>
<b>109 Gas Taxes Fund Total</b>		<b>1,370,755</b>	<b>1,406,927</b>	<b>1,534,337</b>	<b>1,674,139</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Sewer Service Fund	Engineering & Public Works	Engineering		125-416-029	
<b>Personnel</b>					
100	Part-Time Salaries	7,678	4,604	-	3,598
101	Full-Time Salaries	170,163	173,182	218,307	205,873
102	Overtime	3,152	996	2,500	2,500
110	Allowances & Stipends	900	902	900	863
120	Differential Pay	1,891	1,463	1,300	1,898
140	Workers' Compensation	6,704	6,451	8,185	8,014
150	Health Insurance	20,942	20,367	28,609	26,343
151	Ltd Insurance	480	394	1,077	356
160	Retirement Plan Charges	43,506	47,020	62,180	99,411
161	Medicare	2,648	2,633	3,267	4,500
199	Personnel Compensation	649	4,301	3,000	3,000
<b>Personnel Total</b>		<b>258,713</b>	<b>262,313</b>	<b>329,325</b>	<b>356,356</b>
<b>Maintenance &amp; Operations</b>					
299	Contract Services	61,062	64,377	75,000	75,000
<b>Maintenance &amp; Operations Total</b>		<b>61,062</b>	<b>64,377</b>	<b>75,000</b>	<b>75,000</b>
<b>029 Engineering Total</b>		<b>319,775</b>	<b>326,690</b>	<b>404,325</b>	<b>431,356</b>



# ENGINEERING & PUBLIC WORKS

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>			<b>Activity No.</b>
Sewer Service Fund	Engineering & Public Works	Streets			125-416-221
<b>Personnel</b>					
101		123,307	128,322	83,636	151,247
102	Overtime	17,975	22,597	17,500	17,500
105	Longevity	-	-	-	-
120	Differential Pay	726	861	650	2,503
140	Workers' Compensation	11,255	12,030	6,685	12,203
150	Health Insurance	25,454	26,534	18,629	33,270
160	Retirement Plan Charges	31,344	33,970	23,865	65,292
161	Medicare	1,986	2,124	1,156	2,182
199	Personnel Compensation	499	563	550	800
<b>Personnel Total</b>		<b>212,546</b>	<b>227,001</b>	<b>152,671</b>	<b>284,997</b>
<b>221 Streets Total</b>		<b>212,546</b>	<b>227,001</b>	<b>152,671</b>	<b>284,997</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>			<b>Activity No.</b>
Sewer Service Fund	Engineering & Public Works	Sewer Services			125-416-222
<b>Personnel</b>					
101	Full-Time Salaries	194,571	202,594	189,320	200,025
102	Overtime	24,155	25,643	25,000	25,000
105	Longevity	867	865	451	455
120	Differential Pay	2,508	2,510	2,925	2,925
140	Workers' Compensation	17,568	18,337	14,059	14,878
150	Health Insurance	50,013	51,047	50,095	48,756
151	Ltd Insurance	283	289	290	278
160	Retirement Plan Charges	50,049	49,641	54,560	103,134
161	Medicare	3,064	3,186	2,584	2,815
199	Personnel Compensation	5,924	4,514	6,500	6,500
<b>Personnel Total</b>		<b>349,002</b>	<b>358,626</b>	<b>345,784</b>	<b>404,766</b>
<b>Maintenance &amp; Operations</b>					
211	Laundry & Cleaning Services	1,624	1,443	1,800	-
213	Professional Services	90,120	63,697	120,000	100,000
226	Training, Travel & Subsistence	1,692	1,989	1,700	2,000
234	Electricity & Gas	2,239	1,926	2,400	6,000
236	Water	1,980	1,729	2,200	2,200
268	Rentals & Leases	-	-	800	500
272	Sewage Trans. & Treatment	5,814,806	4,993,991	6,200,000	6,200,000
291	R & M - Audio Visual Equip.	4,936	4,889	5,000	5,000
299	Contract Services	2,654	18,393	15,000	15,000
318	Wearing Apparel	2,033	2,126	2,000	3,800
329	Painting Supplies	-	-	-	-
337	Small Tools	6,485	829	1,400	1,200



# ENGINEERING & PUBLIC WORKS

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>			<b>Activity No.</b>
Sewer Service Fund	Engineering & Public Works	Sewer Services			125-416-222
340	Shop Supplies	-	-	-	-
346	Traffic Control Supply	790	-	800	800
352	Sewer Pipe & Materials	4,278	4,341	4,000	4,000
354	Chemical Products	3,622	2,199	2,400	2,200
355	Minor Equipment less than 5000				15,000
360	Sidewalk Curb & Gutter Mater.	-	-	-	-
399	Materials & Supplies	6,220	6,026	4,800	4,600
<b>Maintenance &amp; Operations Total</b>		<b>5,943,479</b>	<b>5,103,578</b>	<b>6,364,300</b>	<b>6,362,300</b>
<b>Capital Outlay</b>					
512	Automotive Leases	25,299	24,719	24,614	24,614
<b>Capital Outlay Total</b>		<b>25,299</b>	<b>24,719</b>	<b>24,614</b>	<b>24,614</b>
<b>Refunds, Contributions &amp; Special Payments</b>					
698	Indirect/Overhead Cost	255,019	244,417	228,776	238,550
<b>Refunds, Contributions &amp; Special Payments Total</b>		<b>255,019</b>	<b>244,417</b>	<b>228,776</b>	<b>238,550</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
700	Internal Service Charges And Reserves				
740	Building Services Charges	17,908	19,071	20,054	18,010
750	Vehicle Services Charges	71,944	71,952	53,219	57,958
755	Info. Systems Maint. Charge	15,910	16,674	12,808	12,627
790	Insurance Charges	126,297	172,497	195,129	195,457
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>232,059</b>	<b>280,194</b>	<b>281,210</b>	<b>284,052</b>
<b>222 Sewer Service Total</b>		<b>6,804,858</b>	<b>6,011,534</b>	<b>7,244,684</b>	<b>7,314,282</b>
<b>125 Sewer Service Fund Total</b>		<b>7,337,179</b>	<b>7,875,415</b>	<b>7,801,680</b>	<b>8,030,635</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>			<b>Activity No.</b>
Trash Rate Stabilization Fund	Engineering & Public Works	Refuse			172-416-225
<b>Personnel</b>					
101	Full-Time Salaries	50,471	51,612	53,485	56,732
102	Overtime	8,068	6,910	7,500	-
140	Workers' Compensation	4,642	4,641	4,700	4,499
150	Health Insurance	10,187	10,240	11,000	10,829
160	Retirement Plan Charges	12,791	12,541	15,144	28,765
161	Medicare	794	795	810	783
199	Personnel Compensation	-	-	1,000	1,000
<b>Personnel Total</b>		<b>86,953</b>	<b>86,739</b>	<b>93,639</b>	<b>102,608</b>



# ENGINEERING & PUBLIC WORKS

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Trash Rate					
Stabilization Fund	Engineering & Public Works	Refuse		172-416-225	
<b>Maintenance &amp; Operations</b>					
299	Contract Services	362	-	3,000	3,000
355	Minor Equipment- Less Than \$5,000.00	-	-	2,500	2,000
399	Materials & Supplies	-	4,776	5,000	5,000
399	Materials & Supplies	-	15,398	-	-
399	Materials & Supplies	-	15,859	-	-
<b>Maintenance &amp; Operations Total</b>		<b>362</b>	<b>36,033</b>	<b>10,500</b>	<b>10,000</b>
<b>Refunds, Contributions &amp; Special Payments</b>					
698	Indirect/Overhead Costs	23,929	24,031	12,959	14,250
<b>Refunds, Contributions &amp; Special Payments Total</b>		<b>23,929</b>	<b>24,031</b>	<b>12,959</b>	<b>14,250</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
700	Internal Service Charges And Reserves	-	-	-	-
751	Vehicle Lease Charge	-	57,000	-	-
790	Insurance Charges	2,123	1,228	451	490
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>26,052</b>	<b>82,259</b>	<b>13,410</b>	<b>14,740</b>
<b>225 Refuse Total</b>		<b>113,367</b>	<b>205,031</b>	<b>117,549</b>	<b>127,348</b>
<b>172 Trash Rate Stabilization Fund Total</b>		<b>113,367</b>	<b>205,031</b>	<b>117,549</b>	<b>127,348</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Facilities					
Maintenance Fund	Engineering & Public Works	Facilities Maintenance		626-416-223	
<b>Personnel</b>					
100	Part-Time Salaries	5,919	11,022	7,105	15,292
101	Full-Time Salaries	414,116	455,520	483,791	509,170
102	Overtime	90,540	107,026	90,000	100,000
120	Differential Pay	1,862	1,548	1,545	1,534
140	Workers' Compensation	40,158	43,824	40,553	43,180
150	Health Insurance	82,607	95,260	104,124	117,388
151	Ltd Insurance	514	605	579	555
160	Retirement Plan Charges	106,755	112,726	137,510	246,744
161	Medicare	7,182	7,711	7,099	7,646
199	Personnel Compensation	25,042	3,865	23,000	20,000
<b>Personnel Total</b>		<b>774,695</b>	<b>839,107</b>	<b>895,306</b>	<b>1,061,509</b>
<b>Maintenance &amp; Operations</b>					
211	Laundry & Cleaning Services	3,199	3,368	2,500	-
234	Electricity & Gas	858,681	828,587	790,000	664,884
236	Water	356,554	384,272	333,000	325,551



# ENGINEERING & PUBLIC WORKS

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>			<b>Activity No.</b>
Facilities					
Maintenance Fund	Engineering & Public Works	Facilities Maintenance			626-416-223
288	R&M Buildings & Structures	413,755	214,192	306,000	310,000
299	Contract Services	37,318	368,482	444,000	435,000
303	Janitorial Supplies	52,038	49,362	45,000	45,000
318	Wearing Apparel	1,097	1,159	1,200	3,700
323	Plumbing Materials	22,947	36,217	25,000	25,000
325	Electrical Materials	25,932	32,813	31,000	31,000
327	Building Materials	10,554	-	-	-
329	Painting Supplies	10,487	6,369	7,500	7,500
337	Small Tools	7,759	2,523	2,900	2,500
340	Shop Supplies	3,241	290	2,800	2,500
354	Chemical Products	43,121	31,388	45,000	45,000
399	Materials & Supplies	3,018	841	4,000	4,000
483	Loan Interest Payment	62,935	53,916	47,941	-
<b>Maintenance &amp; Operations Total</b>		<b>1,912,636</b>	<b>2,013,779</b>	<b>2,087,841</b>	<b>1,901,635</b>
<b>Capital Outlay</b>					
512	Automotive Leases	670	18,422	18,527	18,527
<b>Capital Outlay Total</b>		<b>670</b>	<b>18,422</b>	<b>18,527</b>	<b>18,527</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
698	Indirect/Overhead Costs	273,391	277,506	-	-
750	Vehicle Services Charges	54,304	53,940	42,630	45,492
751	Vehicle Lease Charge	7,497	7,497	7,497	7,497
790	Insurance Charges	-	13,505	5,087	5,533
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>335,192</b>	<b>352,448</b>	<b>55,214</b>	<b>58,522</b>
<b>223 Facilities Maintenance Total</b>		<b>3,023,193</b>	<b>3,223,756</b>	<b>3,056,888</b>	<b>3,040,193</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>			<b>Activity No.</b>
Facilities					
Maintenance Fund	Engineering & Public Works	GAAP Adjustment			626-416-999
<b>Allocated Costs &amp; Internal Service Charges</b>					
720	Depreciation Expense	150,749	-	-	-
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>150,749</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>999 GAAP Adjustment</b>		<b>150,749</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>626 Facilities Maintenance Fund Total</b>		<b>3,173,942</b>	<b>3,223,756</b>	<b>3,056,888</b>	<b>3,040,193</b>



# ENGINEERING & PUBLIC WORKS

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Motor Vehicle Service Fund	Engineering & Public Works	Equipment Maintenance		643-416-224	
<b>Personnel</b>					
101	Full-Time Salaries	246,835	221,569	289,692	309,667
102	Overtime	13,722	12,062	16,000	15,000
105	Longevity	400	142	-	-
120	Differential Pay	3,929	3,351	2,860	4,420
140	Workers' Compensation	20,731	19,440	23,200	25,106
150	Health Insurance	40,050	53,870	80,224	57,949
151	Ltd Insurance	578	581	579	555
160	Retirement Plan Charges	61,547	57,352	68,616	157,673
161	Medicare	2,361	2,101	3,005	3,261
199	Personnel Compensation	5,941	10,879	12,000	12,000
<b>Personnel Total</b>		<b>396,094</b>	<b>381,347</b>	<b>496,176</b>	<b>585,631</b>
<b>Maintenance &amp; Operations</b>					
211	Laundry & Cleaning Services	2,628	2,726	2,600	-
240	Equipment Rental	-	6,934	2,600	2,300
282	R&M Automotive Equipment	72,778	80,161	100,000	100,000
283	R & M - Fire Equipment	31,263	30,979	40,800	40,000
314	Gas, Oil & Lubricants	306,703	373,981	365,000	375,000
318	Wearing Apparel	579	1,140	750	3,350
334	Automotive Parts	126,657	103,860	97,200	97,200
335	Tires	30,454	39,754	35,000	35,000
337	Small Tools	-	87	1,500	-
340	Shop Supplies	2,455	195	1,700	1,000
355	Minor Equipment- Less Than \$5,000.00	4,829	-	2,500	3,500
399	Materials & Supplies	603	172	1,000	1,000
<b>Maintenance &amp; Operations Total</b>		<b>578,949</b>	<b>639,989</b>	<b>650,650</b>	<b>658,350</b>
<b>Capital Outlay</b>					
511	Automotive Equipment	-	-	-	-
<b>Capital Outlay Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
698	Indirect/Overhead Cost	360,689	387,684	-	-
790	Insurance Charges	-	6,139	2,257	2,451
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>360,689</b>	<b>393,823</b>	<b>2,257</b>	<b>2,451</b>
<b>224 Equipment Maintenance Total</b>		<b>1,335,732</b>	<b>1,415,159</b>	<b>1,149,083</b>	<b>1,246,432</b>



# ENGINEERING & PUBLIC WORKS

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Motor Vehicle Service Fund	Engineering & Public Works	GAAP Adjustment		643-416-999	
<b>Allocated Costs &amp; Internal Service Charges</b>					
720	Depreciation Expense	50,171	-	-	-
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>50,171</b>	-	-	-
<b>999 GAAP Adjustment Total</b>		<b>50,171</b>	-	-	-
<b>643 Motor Vehicle Service Fund Total</b>		<b>1,385,903</b>	<b>1,415,159</b>	<b>1,149,083</b>	<b>1,246,432</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Vehicle Replacement	Engineering & Public Works	Streets		644-416-221	
<b>Capital Outlay</b>					
511	Automotive Equipment	-	4,162	365,000	180,000
<b>Capital Outlay Total</b>		-	<b>4,162</b>	<b>365,000</b>	<b>180,000</b>
<b>221 Streets Total</b>		-	<b>4,162</b>	<b>365,000</b>	<b>180,000</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Vehicle Replacement	Engineering & Public Works	Facilities Maintenance		644-416-223	
<b>Capital Outlay</b>					
511	Automotive Equipment	-	-	200,000	25,000
<b>Capital Outlay Total</b>		-	-	<b>200,000</b>	<b>25,000</b>
<b>223 Facilities Maintenance Total</b>		-	-	<b>200,000</b>	<b>25,000</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Vehicle Replacement	Engineering & Public Works	Parks		644-416-227	
<b>Capital Outlay</b>					
511	Automotive Equipment	-	-	-	120,000
<b>Capital Outlay Total</b>		-	-	-	<b>120,000</b>
<b>227 Parks Total</b>		-	-	-	<b>120,000</b>



# ENGINEERING & PUBLIC WORKS

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Vehicle Replacement	Engineering & Public Works	GAAP Adjustments		644-416-999	
<b>Allocated Costs &amp; Internal Service Charges</b>					
720	Depreciation Expense	289,567	436,966	-	-
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>289,567</b>	<b>436,966</b>	-	-
<b>999 GAAP Adjustment</b>		<b>289,567</b>	<b>436,966</b>	-	-
<b>644 Vehicle Replacement Fund Total</b>		<b>289,567</b>	<b>441,128</b>	<b>565,000</b>	<b>325,000</b>
<b>Grand Total</b>		<b>18,291,787</b>	<b>19,361,387</b>	<b>19,427,633</b>	<b>19,894,238</b>

CALIFORNIA  
**NATIONAL CITY**  
1887  
INCORPORATED

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Preliminary Budget  
Fiscal Year 2020

# Finance







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## DEPARTMENT DESCRIPTION

The Finance Department is responsible for the management and supervision of the financial activities of the City of National City and for maintaining the City's financial records. The Department consists of three divisions: Accounting & Reporting, Budgeting, and Purchasing.

### ACCOUNTING & REPORTING

The Accounting & Reporting Division comprises two functional areas: Accounting & Reporting and Revenue Services.

The Accounting & Reporting area is responsible for the maintenance of the City's general ledger, including journal entry generation and posting, annual report preparation, bank account reconciliation, accounts payable; and payroll.

The Revenue Services area administers the collection of all City revenues, which include revenues received from the State of California, San Diego County, and federal, state, and county grants, as well as local revenues, such as transient occupancy taxes, business license taxes, residential rental license fees and taxes, and fees for pet licensing, garage sale permits, building permits, and parking citations.

The Finance Department is required to maintain certain financial records and to prepare annual financial reports in accordance with generally accepted accounting principles (GAAP), the Government Accounting Standards Board (GASB), and City policies.

### BUDGETING

The Budget Division prepares the City-wide budget, provides budget assistance to departments, monitors and reports on expenditures and revenue collections, and submits reports for federal and state grants.

### PURCHASING

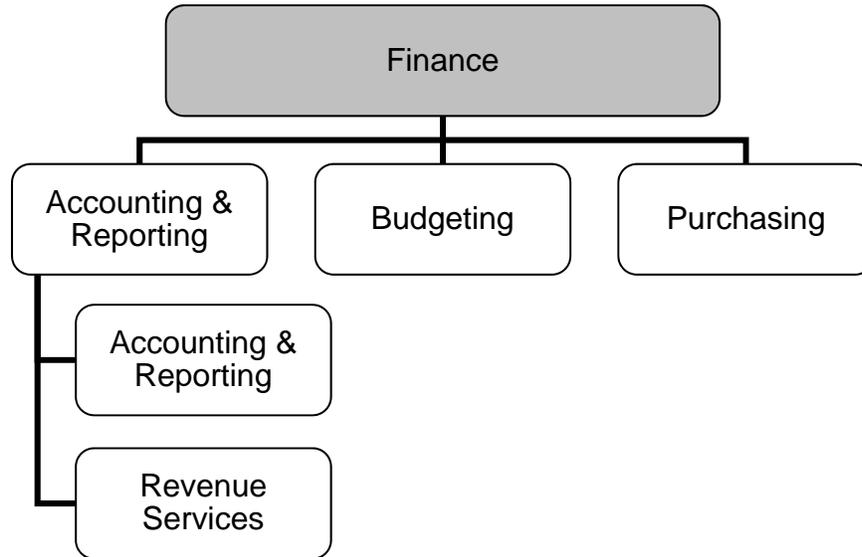
The Purchasing Division is responsible for the procurement of supplies, equipment, and certain services, delivery of warehouse items and orders received in the warehouse, and disposal of surplus City property and unclaimed personal property.

## GOALS & OBJECTIVES

1. Post revenues and expenditure transactions in a timely manner and maintain the general ledger in a manner which ensures accountability and provision of up-to-date and accurate financial information.
2. Provide quarterly financial reports, analyzing revenues and expenditures in comparison to budget.
3. Uphold high accounting standards to ensure continued "clean" audit opinions.
4. Issue the City's Comprehensive Annual Financial Report (CAFR) and Popular Annual Financial Report (PAFR) for the fiscal year ended June 30, 2019 by the end of December 2020.
5. Earn the Government Finance Officers Association's (GFOA's) Certificate of Achievement for Excellence in Financial Reporting and Award for Outstanding Achievement in Popular Annual Financial Reporting.

- Review and/or update financial policies and procedures, to ensure effectiveness and efficiency of operations.

**DEPARTMENT ORGANIZATIONAL CHART**



**STAFFING SUMMARY**

FINANCE	Fund <sup>1</sup>	FY 17 Adopted	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>Operations</b>					
Director of Finance	001	1.00	1.00	1.00	1.00
Financial Services Officer	001	1.00	1.00	1.00	1.00
<b>Accounting &amp; Reporting</b>					
Director of Finance (Temp.)	001	0.29	0.29	0.29	0.29
Accountant	001	2.00	2.00	2.00	2.00
Accounting Assistant	001	6.00	6.00	6.00	6.00
Payroll Technician	001	1.00	1.00	1.00	1.00
Senior Accountant	001	1.00	1.00	1.00	1.00
<b>Accounting &amp; Reporting Total</b>		<b>10.29</b>	<b>10.29</b>	<b>10.29</b>	<b>10.29</b>
<b>Budgeting</b>					
Administrative Technician	001	1.00	1.00	1.00	1.00
Management Analyst II	001	1.00	1.00	1.00	1.00
<b>Budgeting Total</b>		<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>Purchasing</b>					
Buyer	001	1.00	1.00	1.00	1.00
Stock Clerk / Storekeeper	001	0.48	0.48	0.00	0.00
<b>Purchasing Total</b>		<b>1.48</b>	<b>1.48</b>	<b>1.00</b>	<b>1.00</b>
<b>FINANCE TOTAL</b>		<b>15.77</b>	<b>15.77</b>	<b>15.29</b>	<b>15.29</b>

<sup>1</sup> Fund name located in Section V of Appendix.



**EXPENDITURE DETAIL**

<b>Account No.</b>	<b>Account Title</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2020 Preliminary</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>			<b>Activity No.</b>
General Fund	Finance	General Accounting Services			001-404-045
<b>Personnel</b>					
100	Part-Time Salaries	34,805	53,633	36,700	36,700
101	Full-Time Salaries	859,665	782,300	905,435	900,527
102	Overtime	3,268	6,906	6,500	8,000
110	Allowances & Stipends	3,600	3,609	3,600	3,450
120	Differential Pay	8,435	8,704	8,737	7,800
140	Workers' Compensation	9,308	8,731	9,593	9,298
150	Health Insurance	110,271	98,710	113,579	116,062
151	Ltd Insurance	2,433	2,172	2,354	2,274
160	Retirement Plan Charges	219,840	203,219	249,835	460,558
161	Medicare	14,035	13,118	13,971	13,529
199	Personnel Compensation	33,243	39,089	55,000	55,000
<b>Personnel Total</b>		<b>1,298,903</b>	<b>1,220,191</b>	<b>1,405,304</b>	<b>1,613,198</b>
<b>Maintenance &amp; Operations</b>					
201	Auditing Services	44,625	46,855	50,000	45,000
213	Professional Services	32,034	39,307	40,000	61,560
222	Memberships & Subscriptions	3,005	2,932	3,700	2,680
226	Training, Travel & Subsistence	1,532	1,073	4,000	4,000
230	Printing & Binding	6,930	7,251	8,240	6,540
250	Postage	207	20	150	150
281	R & M Office Equipment	-	-		130
299	Contract Services	5,016	44,061	3,250	3,250
399	Materials & Supplies	4,473	3,298	4,000	4,000
491	Recording Fees				125
<b>Maintenance &amp; Operations Total</b>		<b>97,822</b>	<b>144,797</b>	<b>113,340</b>	<b>127,435</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
740	Building Services Charges	126,889	135,140	127,838	165,829
755	Info. Systems Maint. Charge	113,546	123,941	94,785	93,448
790	Insurance Charges	34,386	20,484	7,855	8,378
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>274,821</b>	<b>279,565</b>	<b>230,478</b>	<b>267,655</b>
<b>045 General Accounting Services Total</b>		<b>1,671,546</b>	<b>1,644,553</b>	<b>1,749,122</b>	<b>2,008,288</b>



**EXPENDITURE DETAIL**

<b>Account No.</b>	<b>Account Title</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2020 Preliminary</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Finance	Purchasing		001-404-047	
<b>Personnel</b>					
100	Part-Time Salaries	-	-	-	-
101	Full-Time Salaries	49,554	50,688	52,527	55,744
102	Overtime	-	-	300	300
120	Differential Pay	1,554	1,478	1,300	1,300
140	Workers' Compensation	498	510	528	559
150	Health Insurance	9,933	6,996	6,631	6,760
160	Retirement Plan Charges	12,888	12,692	15,241	28,924
161	Medicare	710	761	769	824
199	Personnel Compensation	1,944	1,983	3,000	3,000
<b>Personnel Total</b>		<b>77,081</b>	<b>75,108</b>	<b>80,296</b>	<b>97,411</b>
<b>Maintenance &amp; Operations</b>					
222	Memberships & Subscriptions	130	130	135	135
226	Training, Travel & Subsistence	84	1,806	350	350
260	Advertising	661	277	500	500
268	Rentals & Leases	80,470	-	-	-
307	Duplicating Supplies	1,975	938	1,200	1,200
<b>Maintenance &amp; Operations Total</b>		<b>83,320</b>	<b>3,151</b>	<b>2,185</b>	<b>2,185</b>
<b>Capital Outlay</b>					
503	Furniture & Furnishings	61,761	16,964	34,627	31,289
<b>Capital Outlay Total</b>		<b>61,761</b>	<b>16,964</b>	<b>34,627</b>	<b>31,289</b>
<b>047 Purchasing Total</b>		<b>222,162</b>	<b>95,223</b>	<b>117,108</b>	<b>130,885</b>
<b>001 General Fund Total</b>		<b>1,893,708</b>	<b>1,739,776</b>	<b>1,866,230</b>	<b>2,139,173</b>
<b>Grand Total</b>		<b>1,893,708</b>	<b>1,739,776</b>	<b>1,866,230</b>	<b>2,139,173</b>

Preliminary Budget  
Fiscal Year 2020

# Fire





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## DEPARTMENT DESCRIPTION

### FIRE

The Fire Department is devoted to providing services that are dedicated to the protection of life and property from fire and other specific hazards. These services add to the security and economic well-being of the community by reducing the probability of fires or other threats, which might result in property loss and/or stop the operation of commercial and industrial occupancies.

The Department manages the community's risk by preventing destructive fires from starting through public education and code enforcement activities. For those fires that do occur, the Department provides early confinement and extinguishment while minimizing the risk of further property damage, injury, and death. In addition, the department provides immediate rescue and medical aid to those citizens who become victims of sudden illness and/or accidents. The Department, with the assistance of outside resources, mitigates the uncontrolled releases of hazardous materials.

The primary purpose of the Fire Prevention Division is to reduce the chances of destructive fires from starting through the enforcement of the Uniform Fire Code, and to investigate those fires that do occur. In addition to this primary purpose, this Division provides information on fire safety to citizens. This Division also acts as liaison between the City and the San Diego County Department of Health Services for the regulation of hazardous materials.

The Department also provides fire protection, emergency medical, and related services to the citizens of the Lower Sweetwater Fire Protection District (under a contract between the City and the District), and the Port of San Diego.

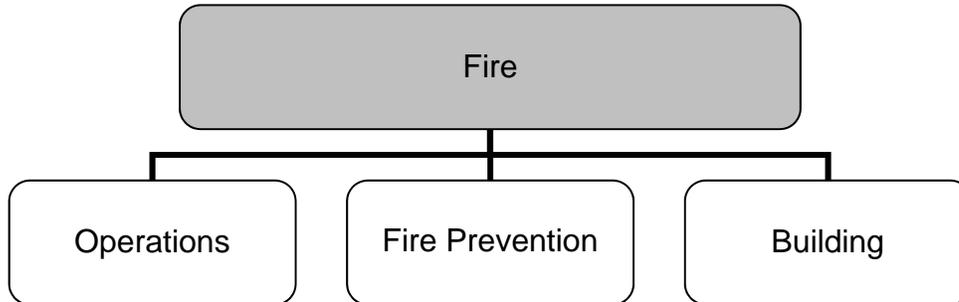
### BUILDING

The Building Division provides assistance to residents and the development community on building codes, reviews building plans, and conducts on-site inspections to ensure construction projects are safe and comply with the current adopted building codes. The Division maintains data on building permits issued throughout the City and coordinates final permits with the San Diego County Assessor's Office to ensure accurate land use valuation for tax purposes.

## GOALS & OBJECTIVES

1. Hire and train all personnel:
  - a. Promote based on active certified lists;
  - b. Hire/train new firefighter/paramedics to fill vacancies.
  - c. Hire another full-time Fire Inspector.
2. Evaluate current and future emergency service delivery:
  - a. Maintain squad delivery services.
3. Enhance Emergency Operations Center staff development through exercises:
  - a. Conduct quarterly trainings leading up to an annual full-scale exercise.
4. Develop and implement a public education program:
  - a. Hire a part-time Public Education Coordinator.

**DEPARTMENT ORGANIZATIONAL CHART**



**STAFFING SUMMARY**

FIRE	Fund <sup>1</sup>	FY 17 Adopted	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>Operations</b>					
Director of Emergency Services	001	1.00	1.00	1.00	1.00
Administrative Secretary	001	1.00	1.00	1.00	1.00
Fire Battalion Chief	001	3.00	3.00	3.00	3.00
Fire Captain	001	9.00	9.00	12.00	12.00
Fire Engineer	001	9.00	9.00	9.00	9.00
Firefighter	001	18.00	18.00	15.00	15.00
Management Analyst III	001	1.00	1.00	1.00	1.00
<b>Operations Total</b>		<b>42.00</b>	<b>42.00</b>	<b>42.00</b>	<b>42.00</b>
<b>Fire Prevention</b>					
Battalion Chief	001	1.00	1.00	1.00	1.00
Fire Inspector	001	2.00	2.00	2.00	2.00
Deputy Fire Marshall	001	1.00	1.00	1.00	1.00
Senior Office Assistant	001	1.00	1.00	1.00	1.00
<b>Fire Prevention Total</b>		<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Building</b>					
Building Official	001	1.00	1.00	1.00	1.00
Permit Technician	001	2.00	2.00	2.00	2.00
Plans Examiner	001	1.00	0.00	0.00	0.00
Senior Building Inspector	001	1.00	1.00	1.00	1.00
<b>Building Total</b>		<b>5.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>FIRE TOTAL</b>		<b>52.00</b>	<b>51.00</b>	<b>51.00</b>	<b>51.00</b>

<sup>1</sup> Fund name located in Section V of Appendix.



**EXPENDITURE DETAIL**

<b>Account No.</b>	<b>Account Title</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2020 Preliminary</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Fire	Building		001-412-028	
<b>Personnel</b>					
101	Full-Time Salaries	262,831	269,483	272,547	285,662
102	Overtime	2,531	404	3,500	800
120	Differential Pay	4,831	4,781	4,814	4,602
140	Workers' Compensation	9,332	9,481	9,492	9,870
150	Health Insurance	31,044	36,846	38,158	37,982
151	Ltd Insurance	675	677	675	647
160	Retirement Plan Charges	67,778	66,149	78,474	147,175
161	Medicare	4,102	4,144	4,164	4,368
199	Personnel Compensation	-	1,862	7,000	7,000
<b>Personnel Total</b>		<b>383,124</b>	<b>393,827</b>	<b>418,824</b>	<b>498,106</b>
<b>Maintenance &amp; Operations</b>					
213	Professional Services	-	454,756	600,000	600,000
222	Memberships & Subscriptions	1,021	576	930	930
226	Training, Travel & Subsistence	1,035	305	2,750	2,750
230	Printing & Binding	443	6,281	7,000	7,000
304	Books	2,264	-	500	500
399	Materials & Supplies	841	1,456	1,500	1,500
<b>Maintenance &amp; Operations Total</b>		<b>5,604</b>	<b>463,374</b>	<b>612,680</b>	<b>612,680</b>
<b>Capital Outlay</b>					
512	Automotive Leases	6,170	6,262	6,262	6,262
<b>Capital Outlay Total</b>		<b>6,170</b>	<b>6,262</b>	<b>6,262</b>	<b>6,262</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
740	Building Services Charges	35,052	37,332	37,878	34,016
750	Vehicle Services Charges	2,094	2,031	2,031	2,031
755	Info. Systems Maint. Charge	50,767	56,131	42,281	41,685
790	Insurance Charges	13,690	7,741	3,851	4,006
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>101,603</b>	<b>103,235</b>	<b>86,041</b>	<b>81,738</b>
<b>028 Building Total</b>		<b>496,501</b>	<b>966,698</b>	<b>1,123,807</b>	<b>1,198,786</b>

<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Fire	Operations		001-412-125	
<b>Personnel</b>					
101	Full-Time Salaries	3,774,804	3,845,034	4,056,166	4,284,663
102	Overtime	1,011,298	1,710,797	1,400,000	1,900,000
105	Longevity	405	405	360	364



**EXPENDITURE DETAIL**

<u>Account No.</u>	<u>Account Title</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Adopted</u>	<u>2020 Preliminary</u>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>			<b>Activity No.</b>
General Fund	Fire	Operations			001-412-125
110	Allowances & Stipends	35,700	32,995	36,000	34,000
120	Differential Pay	194,068	197,281	198,500	198,834
140	Workers' Compensation	410,558	473,548	481,998	534,222
150	Health Insurance	399,057	413,259	475,301	416,672
151	Ltd Insurance	17,983	17,227	17,435	15,602
160	Retirement Plan Charges	1,858,464	1,853,730	2,030,708	2,318,185
161	Medicare	73,586	84,464	86,414	65,003
199	Personnel Compensation	61,323	42,591	75,000	75,000
<b>Personnel Total</b>		<b>7,837,246</b>	<b>8,671,331</b>	<b>8,857,882</b>	<b>9,842,545</b>
<b>Maintenance &amp; Operations</b>					
205	Medical Services	56,494	51,236	68,021	68,000
213	Professional Services	52,541	36,783	70,000	70,000
222	Memberships & Subscriptions	1,535	1,871	2,725	2,725
226	Training, Travel & Subsistence	24,924	12,729	20,200	20,200
230	Printing & Binding	650	222	850	850
258	Travel & Subsistence	-	-	-	-
268	Rentals & Leases	2,303	20,726	-	-
283	R & M - Fire Equipment	6,887	6,971	8,900	8,900
287	R & M - Communications Equipt.	32,623	4,255	6,300	2,800
299	Contract Services	289,152	293,889	320,552	454,465
301	Office Supplies	2,714	3,157	3,540	3,000
303	Janitorial Supplies	3,076	8,631	7,825	7,500
304	Books	921	-	1,150	1,150
305	Medical Supplies	1,091	4,366	1,800	1,800
307	Duplicating Supplies	643	-	-	500
318	Wearing Apparel	34,555	42,844	107,250	89,850
319	Uniform Accessories	262	-	500	500
342	Communication Materials	973	280	33,875	2,500
355	Minor Equipment- Less Than \$5,000	42,494	18,188	68,600	60,000
399	Materials & Supplies	29,315	36,970	20,000	20,000
400	Fixed Charges & Debt Services	-	-	-	-
470	Bond Principal Redemption	25,572	26,286	26,286	27,773
480	Bond Interest Redemption	8,101	7,387	7,387	5,900
<b>Maintenance &amp; Operations Total</b>		<b>616,826</b>	<b>576,791</b>	<b>775,761</b>	<b>848,413</b>
<b>Capital Outlay</b>					
521	Fire Fighting Accessories	91,450	-	-	-
<b>Capital Outlay Total</b>		<b>91,450</b>	<b>-</b>	<b>-</b>	<b>-</b>



**EXPENDITURE DETAIL**

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Fire	Operations		001-412-125	
<b>Allocated Costs &amp; Internal Service Charges</b>					
740	Building Services Charges	308,626	328,695	333,763	248,712
750	Vehicle Services Charges	294,446	296,427	206,299	229,099
751	Vehicle Lease Charge	162,879	188,762	281,262	281,262
755	Info. Systems Maint. Charge	172,299	188,078	143,717	141,690
790	Insurance Charges	115,448	79,106	43,620	45,094
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>1,053,698</b>	<b>1,081,068</b>	<b>1,008,661</b>	<b>945,857</b>
<b>125 Operations Total</b>		<b>9,599,220</b>	<b>10,329,190</b>	<b>10,642,304</b>	<b>11,636,815</b>
<b>001 General Fund Total</b>		<b>10,095,721</b>	<b>11,295,888</b>	<b>11,766,111</b>	<b>12,835,601</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Plan Check Revolving Fund	Fire	Building		120-412-028	
<b>Maintenance &amp; Operations</b>					
213	Professional Services	559,420	-	-	-
<b>Maintenance &amp; Operations Total</b>		<b>559,420</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
698	Indirect/Overhead Costs	24,621	-	-	-
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>24,621</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>028 Building Total</b>		<b>584,041</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>120 Plan Checking Revolving Fund Total</b>		<b>584,041</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
EMT-D Revolving Fund	Fire	Operations		130-412-125	
<b>Personnel</b>					
102	Overtime	5,882	5,141	20,000	20,000
120	Differential Pay	258,958	273,303	282,350	271,550
<b>Personnel Total</b>		<b>264,840</b>	<b>278,444</b>	<b>302,350</b>	<b>291,550</b>
<b>Maintenance &amp; Operations</b>					
226	Training, Travel & Subsistence	2,219	4,281	4,500	4,500
355	Minor Equipment- Less Than \$5,000	3,412	4,554	5,000	5,000
<b>Maintenance &amp; Operations Total</b>		<b>5,631</b>	<b>8,835</b>	<b>9,500</b>	<b>9,500</b>



**EXPENDITURE DETAIL**

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
EMT-D Revolving Fund	Fire	Operations		130-412-125	
<b>Allocated Costs &amp; Internal Service Charges</b>					
698	Indirect/Overhead Costs	-	-	17,854	19,982
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>-</b>	<b>-</b>	<b>17,854</b>	<b>19,982</b>
<b>125 Operations Total</b>		<b>270,471</b>	<b>287,279</b>	<b>329,704</b>	<b>321,032</b>
<b>130 EMT-D Revolving Fund Total</b>		<b>270,471</b>	<b>287,279</b>	<b>329,704</b>	<b>321,032</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Reimbursable Grants City-Wide Fund	Fire	CRI - Mass Prophylaxis Program		282-412-912	
<b>Maintenance &amp; Operations</b>					
355	Minor Equipment- Less Than \$5,000	3,649	787	-	-
<b>Maintenance &amp; Operations Total</b>		<b>3,649</b>	<b>787</b>	<b>-</b>	<b>-</b>
<b>912 CRI - Mass Prophylaxis Program Total</b>		<b>3,649</b>	<b>787</b>	<b>-</b>	<b>-</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Reimbursable Grants City-Wide Fund	Fire	FY09 Assistance To Firefighters Grant		282-412-937	
<b>Maintenance &amp; Operations</b>					
226	Training, Travel & Subsistence	-	1,119	-	-
<b>Maintenance &amp; Operations Total</b>		<b>-</b>	<b>1,119</b>	<b>-</b>	<b>-</b>
<b>Capital Outlay</b>					
502	Computer Equipment	9,857	-	-	-
<b>Capital Outlay Total</b>		<b>9,857</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>937 FY09 Assistance To Firefighters Grant Total</b>		<b>9,857</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Reimbursable Grants City-Wide Fund	Fire	NC Public Safety Foundation		282-412-945	
<b>Maintenance &amp; Operations</b>					
355	Minor Equipment- Less Than \$5,000	21,027	2,467	-	-
<b>Maintenance &amp; Operations Total</b>		<b>21,027</b>	<b>2,467</b>	<b>-</b>	<b>-</b>
<b>945 NC Public Safety Foundation Total</b>		<b>21,027</b>	<b>2,467</b>	<b>-</b>	<b>-</b>



**EXPENDITURE DETAIL**

<b>Account No.</b>	<b>Account Title</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2020 Preliminary</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Reimbursable					
Grants City-Wide		FY 16 State Homeland			
Fund	Fire	Security Grant		282-412-947	
<b>Maintenance &amp; Operations</b>					
355	Minor Equipment- Less Than \$5,000	-	25,270	-	-
<b>Maintenance &amp; Operations Total</b>		-	<b>25,270</b>	-	-
<b>947 FY 17 Urban Area Security Initiative Total</b>		-	<b>25,270</b>	-	-
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Reimbursable					
Grants City-Wide		FY 17 Urban Area Security Initiative			
Fund	Fire			282-412-947	
<b>Maintenance &amp; Operations</b>					
355	Minor Equipment- Less Than \$5,000	-	1,119	-	-
<b>Maintenance &amp; Operations Total</b>		-	<b>1,119</b>	-	-
<b>Capital Outlay</b>					
502	Computer Equipment	-	10,000	-	-
<b>Capital Outlay Total</b>		-	<b>10,000</b>	-	-
<b>947 FY17 Urban Area Security Initiative Total</b>		-	<b>11,119</b>	-	-
<b>282 Reimbursable Grants City-Wide Fund Total</b>		<b>34,533</b>	<b>39,643</b>	-	-
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Community					
Development					
Block Grant Fund					
Total	Fire	Operations		301-412-125	
<b>Maintenance &amp; Operations</b>					
470	Bond Principal Redemption	365,000	390,000	420,000	455,000
480	Bond Interest Redemption	71,887	68,559	63,953	56,883
<b>Maintenance &amp; Operations Total</b>		<b>436,887</b>	<b>458,559</b>	<b>483,953</b>	<b>511,883</b>
<b>125 Operations Total</b>		<b>436,887</b>	<b>458,559</b>	<b>483,953</b>	<b>511,883</b>
<b>301 Community Development Block Grant Fund Total</b>		<b>436,887</b>	<b>458,559</b>	<b>483,953</b>	<b>511,883</b>



**EXPENDITURE DETAIL**

<b>Account No.</b>	<b>Account Title</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2020 Preliminary</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Vehicle Replacement	Fire	Operations		644-412-125	
<b>Capital Outlay</b>					
511	Automotive Equipment	95,430	-	-	-
519	Fire Fighting Apparatus	(62,324)	-	750,000	-
<b>Capital Outlay Total</b>		<b>33,106</b>	<b>-</b>	<b>750,000</b>	<b>-</b>
<b>125 Operations Total</b>		<b>33,106</b>	<b>-</b>	<b>750,000</b>	<b>-</b>
<b>644 Vehicle Replacement Fund Total</b>		<b>33,106</b>	<b>-</b>	<b>750,000</b>	<b>-</b>
<b>Grand Total</b>		<b>11,454,759</b>	<b>12,081,369</b>	<b>13,329,768</b>	<b>13,668,516</b>

Preliminary Budget  
Fiscal Year 2020

# Housing & Economic Development







# HOUSING & ECONOMIC DEVELOPMENT

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## DEPARTMENT DESCRIPTION

### HOUSING AND ECONOMIC DEVELOPMENT

The Department of Housing and Economic Development mission is to provide leadership in the preservation and development of affordable housing and revitalization of National City's neighborhoods by:

1. Expanding the supply of safe, quality, affordable housing;
2. Improving neighborhood infrastructure;
3. Encouraging economic development by stimulating investment and job creation;
4. Providing the social and supportive services necessary for viable neighborhoods and healthy families, and
5. Aggressively pursuing grants that work to positively impact the quality of life for local businesses and residents.

### GRANTS

The Department administers the Federal Housing Choice Voucher Program, HOME Investment Partnerships Program, and the Community Development Block Grant Program. Other federal, state, and local funds are also leveraged to further develop and preserve affordable housing and provide services to low and moderate income residents, neighborhoods, and targeted redevelopment areas of the City.

### ASSET MANAGEMENT

The Department is responsible for the tracking and management of all City-owned real estate assets including acquisition, disposition, leasing, and capital needs assessments.

### NUTRITION CENTER

The goal of the George H. Waters Senior Nutrition Center Program ("Nutrition Center") is to provide good nutrition, reduce isolation, and provide sound education and information to meet the needs of our older adults, as well as providing the availability of appropriate exercise classes to enable the target population to maintain good health.

The Nutrition Center provides National City's elderly population with information about the benefits of good nutrition and exercise as a way to avoid lengthy illnesses and nursing home confinement. This is primary to all nutrition center activities including the homebound senior population served. Our most important priority is to prevent problems before they occur through proper nutrition, awareness, and education.

The Nutrition Center is an anchor institution and center of energy in the National City community, where a wide segment of the population has outlived their social circles and for whom isolation is a critical issue. The social aspect of the congregate dining room is essential to the mental and physical well-being of older adults. In addition, the Nutrition Center's home delivery drivers are trained to check on the welfare of our homebound and frail participants, ensuring their needs are met. The home delivery drivers are often the only contact they have with during the day. The senior population served also may have become exhausted by the idea of meal preparation and cannot physically prepare meals themselves, but whom need at least one, warm, well-balanced meal a day.



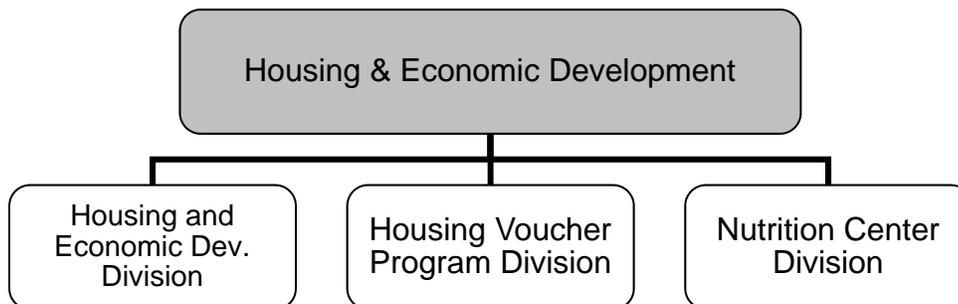
# HOUSING & ECONOMIC DEVELOPMENT

The Nutrition Center is funded in part by the City of National City, program donations and a grant through the federal Older American Act Title III. This federal grant is administered by both State and County and is regulated by the California Department of Agriculture (CDA). Over the past year, the Nutrition Center has served over 40,000 congregate meals and made over 17,000 meal deliveries to seniors.

## GOALS & OBJECTIVES

1. Assist WI-TOD developer to complete construction of 92 affordable housing units (Phase II) prior to the deadline imposed by Tax Credit Allocation Committee.
2. Enter into a Development and Disposition Agreement and close on the financing package for the rehabilitation of Morgan and Kimball Senior Towers including the Nutrition Center.
3. Sustain top 20 average state ranking and timeliness requirements for the HOME Investment Partnership Program.
4. Maintain the Housing Choice Voucher Program's "High Performance" HUD rating.
5. Meet HUD's requirement that prior to 60 days to the end of the program year (April 30), there is no more than 1.5 times of our annual CDBG grant remaining in the line-of-credit.
6. Continue to implement the Long-term Property Management Plan for the Successor Agency to the Community Development Commission of the City of National City and the develop a comprehensive Property Management Plan for the City of National City.
7. Track grant applications on behalf of City Departments and assist departments in procuring and applying for grant funding.
8. Serve 40,000 congregate meals and 17,500 home meal deliveries at the George H. Waters Nutrition Center.
9. Continue to implement the Economic Development Strategic Plan with the goal of collaborating and communicating with local and regional partners, support business, and promote vibrant neighborhoods and employment.

## DEPARTMENT ORGANIZATIONAL CHART





# HOUSING & ECONOMIC DEVELOPMENT

## STAFFING SUMMARY

HOUSING & ECONOMIC DEVELOPMENT	Fund <sup>1</sup>	FY 17 Adopted	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>Housing &amp; Economic Development</b>					
Director of Housing & Economic Development	001	0.50	0.50	0.50	0.50
Lead Housing Inspector	001	0.50	0.00	0.00	0.00
Property Agent	001	0.50	0.50	0.50	0.50
Community Development Specialist II	301	1.00	1.00	1.00	1.00
Housing Inspector II	301	0.00	1.00	1.00	1.00
Lead Housing Inspector	301	0.50	0.00	0.00	0.00
Director of Housing & Economic Development	502	0.10	0.10	0.10	0.10
Housing Inspector II	505	0.50	0.00	0.00	0.00
Community Development Manager	532	1.00	1.00	1.00	1.00
Director of Housing & Economic Development	532	0.40	0.40	0.40	0.40
Housing Inspector II	532	0.50	0.00	0.00	0.00
Housing Assistant	532	0.20	0.20	0.10	0.10
Property Agent	532	0.50	0.50	0.50	0.50
Senior Office Assistant	532	0.20	0.20	0.20	0.20
<b>Housing &amp; Economic Development Total</b>		<b>6.40</b>	<b>5.40</b>	<b>5.30</b>	<b>5.30</b>
<b>Housing Choice Voucher Program</b>					
Housing Assistant	502	1.80	1.80	0.90	0.90
Housing Programs Manager	502	1.00	1.00	1.00	1.00
Housing Specialist	502	4.00	3.00	4.00	4.00
Senior Housing Specialist	502	1.00	1.00	1.00	1.00
Senior Office Assistant	502	0.80	0.80	0.80	0.80
<b>Housing Choice Voucher Program Total</b>		<b>8.60</b>	<b>7.60</b>	<b>7.70</b>	<b>7.70</b>
<b>Economic Development</b>					
Community Development Specialist II	001	1.00	1.00	1.00	1.00
<b>Economic Development Total</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

<sup>1</sup> Fund name located in Section V of Appendix.



# HOUSING & ECONOMIC DEVELOPMENT

## STAFFING SUMMARY

HOUSING & ECONOMIC DEVELOPMENT	Fund <sup>1</sup>	FY 17 Adopted	FY 18 Adopted	FY 19 Adopted	FY 19 Adopted
<b>Nutrition</b>					
Nutrition Program Manager	166	1.00	1.00	1.00	1.00
Dishwasher	166	0.50	0.50	0.50	0.50
Executive Chef	166	1.00	1.00	1.00	1.00
Food Services Worker	166	2.50	2.50	2.50	2.50
Home Delivered Meals Coordinator	166	1.00	1.00	1.00	1.00
Home Delivered Meals Driver	166	1.50	1.50	1.50	1.50
Kitchen Aide	166	0.50	0.50	0.50	0.50
Senior Office Assistant	166	1.00	1.00	1.00	1.00
Sous Chef	166	1.00	1.00	1.00	1.00
<b>Nutrition Total</b>		<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
<b>HOUSING &amp; ECONOMIC DEVELOPMENT TOTAL</b>		<b>26.00</b>	<b>24.00</b>	<b>24.00</b>	<b>24.00</b>

<sup>1</sup> Fund name located in Section V of Appendix.



# HOUSING & ECONOMIC DEVELOPMENT

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>			<b>Activity No.</b>
General Fund	Housing & Economic Development	Housing			001-419-462
<b>Personnel</b>					
101	Full-Time Salaries	65,259	65,452	65,301	65,299
110	Allowances & Stipends	1,800	1,805	1,800	1,725
120	Differential Pay	1,402	2,211	4,571	1,313
140	Workers' Compensation	709	719	739	707
150	Health Insurance	7,328	7,347	7,329	7,174
151	Ltd Insurance	338	339	338	324
160	Retirement Plan Charges	16,878	16,151	19,784	33,775
161	Medicare	1,075	1,063	1,094	1,046
199	Personnel Compensation	1,507	-	3,000	-
<b>Personnel Total</b>		<b>96,296</b>	<b>95,087</b>	<b>103,956</b>	<b>111,363</b>
<b>Maintenance &amp; Operations</b>					
299	Contract Services	12,171	47,829	-	-
307	Duplicating Supplies	-	307	410	400
445	Legal Settlements	-	119	3,000	3,000
<b>Maintenance &amp; Operations Total</b>		<b>12,171</b>	<b>48,255</b>	<b>3,410</b>	<b>3,400</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
740	Building Services Charges	4,381	31,342	38,161	36,739
750	Vehicle Services Charges	-	13,499	10,326	11,128
755	Info. Systems Maint. Charge	3,584	34,426	41,377	40,793
790	Insurance Charges	1,220	7,526	2,928	3,197
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>9,185</b>	<b>86,793</b>	<b>92,792</b>	<b>91,857</b>
<b>462 Housing Total</b>		<b>117,652</b>	<b>230,135</b>	<b>200,158</b>	<b>206,620</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>			<b>Activity No.</b>
General Fund	Housing & Economic Development	Housing Inspection Program			001-419-467
<b>Personnel</b>					
101	Full-Time Salaries	1,315	-	-	-
120	Differential Pay	33	-	-	-
140	Workers' Compensation	60	-	-	-
150	Health Insurance	151	-	-	-
160	Retirement Plan Charges	347	-	-	-
161	Medicare	19	-	-	-
199	Personnel Compensation	-	-	1,000	-
<b>Personnel Total</b>		<b>1,925</b>	<b>-</b>	<b>1,000</b>	<b>-</b>
<b>467 Housing Inspection Program Total</b>		<b>1,925</b>	<b>-</b>	<b>1,000</b>	<b>-</b>



# HOUSING & ECONOMIC DEVELOPMENT

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Housing & Economic Development	Asset Management		001-419-475	
<b>Personnel</b>					
101	Full-Time Salaries	32,474	34,876	36,759	39,000
140	Workers' Compensation	1,439	1,545	1,628	1,728
150	Health Insurance	7,120	7,282	7,684	7,448
160	Retirement Plan Charges	8,227	8,354	10,408	19,775
161	Medicare	428	462	492	531
199	Personnel Compensation	-	-	1,000	-
<b>Personnel Total</b>		<b>49,688</b>	<b>52,519</b>	<b>57,971</b>	<b>68,482</b>
<b>Maintenance &amp; Operations</b>					
213	Professional Services	750	-	29,000	20,000
213-3700	Professional Svc's - SA Sale of Property	15,345	10,488	35,000	35,000
226	Training, Travel & Subsistence	190	3,697	1,500	1,500
299	Contract Services	5,000	5,700	7,000	7,000
399	Materials & Supplies	164	388	200	200
<b>Maintenance &amp; Operations Total</b>		<b>21,449</b>	<b>20,273</b>	<b>72,700</b>	<b>63,700</b>
<b>475 Asset Management Total</b>		<b>71,137</b>	<b>72,792</b>	<b>130,671</b>	<b>132,182</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Housing & Economic Development	Economic Development		001-419-476	
<b>Personnel</b>					
101	Full-Time Salaries	51,025	63,191	65,933	149,864
120	Differential Pay	-	-	-	1,300
140	Workers' Compensation	500	619	646	1,488
150	Health Insurance	5,363	8,522	10,988	10,865
160	Retirement Plan Charges	12,894	15,160	18,668	76,646
161	Medicare	733	889	914	2,170
<b>Personnel Total</b>		<b>70,515</b>	<b>88,381</b>	<b>97,149</b>	<b>242,333</b>
<b>Maintenance &amp; Operations</b>					
226	Training, Travel & Subsistence	-	615	1,000	1,000
299	Contract Services	-	10,000	8,500	8,500
399	Materials & Supplies	7,700	1,924	2,000	1,000
<b>Maintenance &amp; Operations Total</b>		<b>7,700</b>	<b>12,539</b>	<b>11,500</b>	<b>10,500</b>
<b>Refunds, Contributions, &amp; Special Payments</b>					
650	Agency Contributions	-	15,000	90,000	90,000
<b>Refunds, Contributions, &amp; Special Payments Total</b>		<b>-</b>	<b>15,000</b>	<b>90,000</b>	<b>90,000</b>
<b>476 Economic Development Total</b>		<b>78,215</b>	<b>115,920</b>	<b>198,649</b>	<b>342,833</b>
<b>001 General Fund Total</b>		<b>268,929</b>	<b>418,847</b>	<b>530,478</b>	<b>681,635</b>



# HOUSING & ECONOMIC DEVELOPMENT

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>			<b>Activity No.</b>
Nutrition Fund	Housing & Economic Development	Nutrition Center			166-419-429
<b>Personnel</b>					
100	Part-Time Salaries	37,476	46,658	35,862	23,088
101	Full-Time Salaries	292,860	308,147	268,285	274,352
102	Overtime	1,417	3,481	1,000	2,000
120	Differential Pay	3,886	4,050	3,575	2,600
140	Workers' Compensation	10,783	11,903	8,915	9,085
150	Health Insurance	49,951	54,119	56,210	54,833
151	Ltd Insurance	610	612	611	585
160	Retirement Plan Charges	75,555	74,356	77,246	119,097
161	Medicare	4,892	5,091	3,996	4,017
199	Personnel Compensation	9,804	8,035	10,000	10,000
<b>Personnel Total</b>		<b>487,234</b>	<b>516,452</b>	<b>465,700</b>	<b>499,657</b>
<b>Maintenance &amp; Operations</b>					
211	Laundry & Cleaning Services	-	-	2,800	2,800
234	Electricity & Gas	29,226	25,888	32,280	30,000
236	Water	1,283	1,438	2,000	2,000
270	Permits & Licenses	250	279	300	300
292	R&M Kitchen Equipment	598	598	2,000	2,200
299	Contract Services	-	-	-	10,000
301	Office Supplies	939	2,362	1,500	1,500
307	Duplicating Supplies	-	-	45	-
312	Consumable Supplies	25,601	35,286	34,000	34,000
313	Food Supplies	212,288	216,795	225,000	225,000
318	Wearing Apparel	2,467	-	-	-
<b>Maintenance &amp; Operations Total</b>		<b>272,652</b>	<b>282,646</b>	<b>299,925</b>	<b>307,800</b>
<b>Capital Outlay</b>					
510	NCNP Equipment	15,135	-	-	-
<b>Capital Outlay Total</b>		<b>15,135</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
750	Vehicle Services Charges	19,190	19,076	14,710	15,814
790	Insurance Charges	-	12,278	4,515	4,902
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>19,190</b>	<b>31,354</b>	<b>19,225</b>	<b>20,716</b>
<b>429 Nutrition Center Total</b>		<b>794,211</b>	<b>830,452</b>	<b>784,850</b>	<b>828,173</b>
<b>166 Nutrition Fund Total</b>		<b>794,211</b>	<b>830,452</b>	<b>784,850</b>	<b>828,173</b>



# HOUSING & ECONOMIC DEVELOPMENT

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>			<b>Activity No.</b>
Community Development					
Block Grant Fund	Housing & Economic Development	Housing			301-419-462
<b>Personnel</b>					
101	Full-Time Salaries	66,286	71,190	71,454	77,480
120	Differential Pay	-	960	-	-
140	Workers' Compensation	650	707	648	759
150	Health Insurance	6,188	6,305	6,631	6,760
160	Retirement Plan Charges	16,796	16,567	21,243	39,286
161	Medicare	971	1,016	958	1,098
199	Personnel Compensation	2,566	-	1,500	1,500
<b>Personnel Total</b>		<b>93,457</b>	<b>96,745</b>	<b>102,434</b>	<b>126,883</b>
<b>Maintenance &amp; Operations</b>					
201	Auditing Services	-		2,000	2,000
226	Training, Travel & Subsistence	209	2,495	1,250	1,250
250	Postage	52	101	200	200
260	Advertising	2,009	1,674	4,000	4,000
299	Contract Services	-	-	16,800	16,800
301	Office Supplies	255	177	500	500
399	Materials & Supplies	1,503	-	-	1,324
<b>Maintenance &amp; Operations Total</b>		<b>4,028</b>	<b>4,447</b>	<b>24,750</b>	<b>26,074</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
740	Building Services Charges	9,642	-	-	-
750	Vehicle Services Charges	-	-	-	-
755	Info. Systems Maint. Charge	7,738	-	-	-
790	Insurance Charges	2,685	-	-	-
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>20,065</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>462 Housing Total</b>		<b>117,550</b>	<b>101,192</b>	<b>127,184</b>	<b>152,957</b>

<b>Fund</b>	<b>Department</b>	<b>Activity</b>			<b>Activity No.</b>
Community Development					
Block Grant Fund	Housing & Economic Development	Housing Inspection Program			301-419-467
<b>Personnel</b>					
101	Full-Time Salaries	58,899	63,065	67,142	71,214
120	Differential Pay	1,396	1,432	1,300	1,300
140	Workers' Compensation	2,666	2,852	3,032	3,213
150	Health Insurance	5,415	6,177	6,631	6,760
151	Ltd Insurance	-	-	-	-
160	Retirement Plan Charges	15,242	21,914	19,379	36,768



# HOUSING & ECONOMIC DEVELOPMENT

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>			<b>Activity No.</b>
Community Development					
Block Grant Fund	Housing & Economic Development	Housing Inspection Program			301-419-467
161	Medicare	861	922	983	1,050
199	Personnel Compensation	-	-	-	-
<b>Personnel Total</b>		<b>84,479</b>	<b>96,362</b>	<b>98,467</b>	<b>120,305</b>
<b>Maintenance &amp; Operations</b>					
226	Training, Travel & Subsistence	1,653	1,126	2,000	2,000
270	Permits & Licenses	215	-	250	250
301	Office Supplies	60	324	500	500
399	Materials & Supplies	14,339	1,302	1,498	13,415
<b>Maintenance &amp; Operations Total</b>		<b>16,267</b>	<b>2,752</b>	<b>4,248</b>	<b>16,165</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
740	Building Services Charges	1,097	-	-	-
755	Info. Systems Maint. Charge	1,015	-	-	-
790	Insurance Charges	306	-	-	-
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>2,418</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>467 Housing Inspection Program Total</b>		<b>103,164</b>	<b>99,114</b>	<b>102,715</b>	<b>136,470</b>
<b>301 Community Development Block Grant Fund Total</b>		<b>220,714</b>	<b>200,306</b>	<b>229,899</b>	<b>289,427</b>

<b>Fund</b>	<b>Department</b>	<b>Activity</b>			<b>Activity No.</b>
Housing Choice Voucher Fund	Housing & Economic Development	Housing			502-419-462
<b>Personnel</b>					
101	Full-Time Salaries	514,143	487,333	477,840	510,222
102	Overtime	-	-	500	-
105	Longevity	827	800	720	364
110	Allowances & Stipends	360	361	360	345
120	Differential Pay	13,732	12,907	10,686	12,015
140	Workers' Compensation	5,197	4,886	4,982	5,155
150	Health Insurance	94,295	86,180	93,754	97,567
151	Ltd Insurance	743	744	729	65
160	Retirement Plan Charges	133,635	120,829	143,202	206,891
161	Medicare	7,307	6,843	6,936	7,365
199	Personnel Compensation	12,789	12,635	20,000	20,000
<b>Personnel Total</b>		<b>783,028</b>	<b>733,518</b>	<b>759,709</b>	<b>859,989</b>



# HOUSING & ECONOMIC DEVELOPMENT

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>			<b>Activity No.</b>
Housing Choice Voucher Fund	Housing & Economic Development	Housing			502-419-462
<b>Maintenance &amp; Operations</b>					
201	Auditing Services	3,675	3,859	4,000	4,000
213	Professional Services	-	-	-	-
222	Memberships & Subscriptions	3,412	3,163	3,600	3,800
226	Training, Travel & Subsistence	2,748	2,639	4,000	7,000
248	Tel & Tel & Telegraph	-	-	-	-
250	Postage	8,921	7,865	8,500	8,000
260	Advertising	463	286	400	400
299	Contract Services	15,852	13,705	15,000	20,300
399	Materials & Supplies	5,001	3,445	5,000	8,000
<b>Maintenance &amp; Operations Total</b>		<b>40,072</b>	<b>34,962</b>	<b>40,500</b>	<b>51,500</b>
<b>Capital Outlay</b>					
512	Automotive Leases	6,170	6,262	6,262	6,262
<b>Capital Outlay Total</b>		<b>6,170</b>	<b>6,262</b>	<b>6,262</b>	<b>6,262</b>
<b>Refunds, Contributions, &amp; Special Payments</b>					
602	Housing Assistance Payments	9,832,210	10,317,731	10,000,000	11,674,764
603	Other General Expenses	3,679	7,060	5,000	5,000
606	HAP Portability-In	216,303	318,401	360,000	250,000
698	Indirect/Overhead Costs	109,291	103,103	162,021	177,816
<b>Refunds, Contributions, &amp; Special Payments Total</b>		<b>10,161,483</b>	<b>10,746,295</b>	<b>10,527,021</b>	<b>12,107,580</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
740	Building Services Charges	26,860	28,606	30,082	27,015
750	Vehicle Services Charges	2,094	2,031	2,031	2,031
755	Info. Systems Maint. Charge	70,701	76,478	68,922	67,951
790	Insurance Charges	20,125	12,236	5,562	5,856
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>119,780</b>	<b>119,351</b>	<b>106,597</b>	<b>102,853</b>
<b>462 Housing Total</b>		<b>11,110,533</b>	<b>11,640,388</b>	<b>11,440,089</b>	<b>13,128,184</b>
<b>502 Housing Choice Voucher Fund Total</b>		<b>11,110,533</b>	<b>11,640,388</b>	<b>11,440,089</b>	<b>13,128,184</b>

Fund	Department	Activity			Activity No.
HOME Fund	Housing & Economic Development	Housing			505-419-462
<b>Maintenance &amp; Operations</b>					
213	Professional Services	2,585	-	20,000	20,000
222	Memberships & Subscriptions	611	550	700	700



# HOUSING & ECONOMIC DEVELOPMENT

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
HOME Fund	Housing & Economic Development	Housing		505-419-462	
226	Training, Travel & Subsistence	-	-	-	-
250	Postage	82	90	100	100
260	Advertising	-	-	-	-
299	Contract Services	-	11,688	25,000	28,639
399	Materials & Supplies	145	-	500	500
<b>Maintenance &amp; Operations Total</b>		<b>3,423</b>	<b>12,328</b>	<b>46,300</b>	<b>49,939</b>
<b>Refunds, Contributions, &amp; Special Payments</b>					
650	Agency Contributions	-	-	240,000	-
650	First Time Homebuyer Program	4,935	254,065	-	397,279
<b>Refunds, Contributions, &amp; Special Payments Total</b>		<b>4,935</b>	<b>254,065</b>	<b>240,000</b>	<b>397,279</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
740	Building Services Charges	322	-	-	-
750	Vehicle Services Charges	13,580	-	-	-
755	Info. Systems Maint. Charge	326	-	-	-
790	Insurance Charges	90	-	-	-
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>14,318</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>462 Housing Total</b>		<b>22,676</b>	<b>266,393</b>	<b>286,300</b>	<b>447,218</b>
<b>505 HOME Fund Total</b>		<b>22,676</b>	<b>266,393</b>	<b>286,300</b>	<b>447,218</b>

Fund	Department	Activity		Activity No.	
Low & Moderate Income Housing Asset Fund	Housing & Economic Development	Housing		532-419-462	
<b>Personnel</b>					
101	Full-Time Salaries	168,253	169,094	169,075	151,507
110	Allowances & Stipends	1,440	1,444	1,440	1,380
120	Differential Pay	6,523	7,529	5,541	3,026
140	Workers' Compensation	1,895	1,915	2,007	1,695
150	Health Insurance	25,195	25,359	25,731	20,028
151	Ltd Insurance	945	948	945	906
160	Retirement Plan Charges	44,259	41,952	52,661	78,355
161	Medicare	2,940	2,803	2,940	2,508
199	Personnel Compensation	11,134	-	-	11,000
<b>Personnel Total</b>		<b>262,584</b>	<b>251,044</b>	<b>260,340</b>	<b>270,405</b>
<b>Maintenance &amp; Operations</b>					
209	Legal Services	-	8,000	25,000	25,000
213	Professional Services	-	24,648	50,000	25,000
<b>Maintenance &amp; Operations Total</b>		<b>-</b>	<b>32,648</b>	<b>75,000</b>	<b>50,000</b>



# HOUSING & ECONOMIC DEVELOPMENT

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Low & Moderate Income Housing Asset Fund	Housing & Economic Development	Housing		532-419-462	
<b>Allocated Costs &amp; Internal Service Charges</b>					
740	Building Services Charges	23,556	10,656	12,974	9,184
750	Vehicle Services Charges	-	-	-	-
755	Info. Systems Maint. Charge	19,590	1,812	2,178	2,147
790	Insurance Charges	6,681	332	254	278
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>49,827</b>	<b>12,800</b>	<b>15,406</b>	<b>11,609</b>
<b>462 Housing Total</b>		<b>312,411</b>	<b>296,492</b>	<b>350,746</b>	<b>332,014</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Low & Moderate Income Housing Asset Fund	Housing & Economic Development	Asset Management		532-419-475	
<b>Personnel</b>					
101	Full-Time Salaries	32,474	34,875	36,758	39,000
140	Workers' Compensation	1,439	1,545	1,628	1,728
150	Health Insurance	7,119	7,282	7,684	7,449
160	Retirement Plan Charges	8,228	8,354	10,408	19,775
161	Medicare	428	463	492	531
199	Personnel Compensation	-	-	1,000	-
<b>Personnel Total</b>		<b>49,688</b>	<b>52,519</b>	<b>57,970</b>	<b>68,483</b>
<b>475 Asset Management Total</b>		<b>49,688</b>	<b>52,519</b>	<b>57,970</b>	<b>68,483</b>
<b>532 Low &amp; Moderate Income Housing Asset Fund Total</b>		<b>362,099</b>	<b>349,011</b>	<b>408,716</b>	<b>400,497</b>
<b>Grand Total</b>		<b>12,779,162</b>	<b>13,705,397</b>	<b>13,680,332</b>	<b>15,775,134</b>

Preliminary Budget  
Fiscal Year 2020

# Human Resources







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## DEPARTMENT DESCRIPTION

### HUMAN RESOURCES

Serving all City departments with a staff of approximately 400 full and part-time employees, the Human Resources Department has overall responsibility for the recruitment and examination of all job applicants, administration of the City's classification and compensation system, negotiation and contract administration, and administration of the equal opportunity program. In addition, the Department manages employee benefit programs and investigates possible disciplinary actions. While working closely with the Civil Service Commission, the Human Resources Department provides technical assistance to other departments regarding staffing, discipline, organizational structure, and the interpretation of Civil Service Rules and State and Federal personnel laws and regulations.

Working in partnership with our client departments, Human Resources strives to create a supportive working environment that will foster excellence in the workplace. To the residents and visitors of National City we pledge to provide: commitment, courtesy, collaboration, communication, and customer service.

### RISK MANAGEMENT– WORKERS' COMPENSATION

The Risk Management Division administers the City's self-insured Workers' Compensation program including the oversight of employee injury claims management, and the City's Light Duty and Return to Work programs. The Risk Manager assists City departments with health and safety issues, including ergonomic evaluations, Occupational Safety and Health Administration (OSHA) required trainings and reporting, exposure and testing for communicable diseases, and safe driving; first aid; CPR; and AED training.

## GOALS & OBJECTIVES

1. Conduct an organizational assessment and work closely with the City Manager and department directors in identifying critical staffing needs and in creating a long range workforce plan that encourages and supports operational efficiencies.
2. Continue to update existing and develop needed policy documents.
3. Develop and execute an occupational health and safety training program to reduce the likelihood of accidents and injuries.
4. Continue to provide assistance and response to departmental needs in a timely manner with quality employee replacements and sound personnel advice on discipline, grievances, complaints and the law.
5. Conduct job studies and surveys, staying abreast of current industry standards and trends.
6. Strengthen organizational development through such methods as the development of targeted employee and supervisor training; succession planning; career planning; and enhanced performance evaluation system.



# HUMAN RESOURCES

## DEPARTMENT ORGANIZATIONAL CHART



## STAFFING SUMMARY

HUMAN RESOURCES	Fund <sup>1</sup>	FY 17 Adopted	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>Operations</b>					
Director of Administrative Services	001	1.00	0.00	0.00	0.00
Administrative Secretary	001	1.00	1.00	1.00	1.00
Executive Assistant II	001	1.00	1.00	1.00	0.00
Management Analyst II	001	1.00	1.00	1.00	2.00
<b>Operations Total</b>		<b>4.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>Risk Management</b>					
Office Assistant <sup>2</sup>	627	0.00	0.00	0.00	0.00
Senior Office Assistant <sup>2</sup>	627	1.00	0.00	0.00	0.00
<b>Risk Management Total</b>		<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>HUMAN RESOURCES TOTAL</b>		<b>5.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

<sup>1</sup> Fund name located in Section V of Appendix.

<sup>2</sup> Position started reporting to the City Attorney Department in FY18.



# HUMAN RESOURCES

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Human Resources	Human Resources		001-407-083	
<b>Personnel</b>					
001	Part-Time Salaries	-	-	-	14,378
101	Full-Time Salaries	175,538	173,500	177,631	314,656
102	Overtime	42	-	500	500
110	Allowances & Stipends	180	-	-	3,450
120	Differential Pay	3,258	3,612	6,020	3,796
140	Workers' Compensation	1,769	1,746	1,806	3,296
150	Health Insurance	36,883	36,693	38,080	41,070
151	Ltd Insurance	544	507	506	1,542
160	Retirement Plan Charges	45,229	42,569	51,742	167,636
161	Medicare	2,660	2,525	2,533	4,719
199	Personnel Compensation	11,729	5,194	7,500	7,500
<b>Personnel Total</b>		<b>277,832</b>	<b>266,346</b>	<b>286,318</b>	<b>562,543</b>
<b>Maintenance &amp; Operations</b>					
205	Medical Services	18,043	16,448	14,000	14,000
207	Technical Personnel Services	212	115	220	220
212	Governmental Purposes	7,166	7,980	8,100	8,100
213	Professional Services	12,697	18,417	11,000	11,000
217	Investigative Services	3,402	2,769	3,750	3,000
222	Memberships & Subscriptions	1,704	602	1,050	1,050
226	Training, Travel & Subsistence	2,996	3,236	3,855	3,855
230	Printing & Binding	309	113	300	300
260	Advertising	-	500	750	500
264	Promotional Activities	23,594	13,412	15,000	13,500
281	R & M - Office Equipment	-	-	200	200
307	Duplicating Supplies	575	735	600	600
399	Materials & Supplies	1,483	1,194	1,310	1,310
<b>Maintenance &amp; Operations Total</b>		<b>72,181</b>	<b>65,521</b>	<b>60,135</b>	<b>57,635</b>
740	Building Services Charges	96,696	102,983	108,294	97,254
755	Info. Systems Maint. Charge	37,531	42,016	42,528	41,928
790	Insurance Charges	12,269	8,306	4,740	4,934
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>146,496</b>	<b>153,305</b>	<b>155,562</b>	<b>144,116</b>
<b>083 Human Resources Total</b>		<b>496,509</b>	<b>485,172</b>	<b>502,015</b>	<b>764,294</b>
<b>001 General Fund Total</b>		<b>496,509</b>	<b>485,172</b>	<b>502,015</b>	<b>764,294</b>



# HUMAN RESOURCES

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Liability					
Insurance Fund	Human Resources	Risk Management <sup>1,2</sup>		627-407-081	
<b>Personnel</b>					
101	Full-Time Salaries	38,145	38,928	40,364	42,822
120	Differential Pay	1,300	1,303	1,300	1,300
140	Workers' Compensation	387	394	408	435
150	Health Insurance	6,187	6,305	6,631	6,760
160	Retirement Plan Charges	10,012	9,779	11,797	22,372
161	Medicare	587	599	600	643
199	Personnel Compensation	1,494	1,524	2,500	2,500
<b>Personnel Total</b>		<b>58,113</b>	<b>58,832</b>	<b>63,600</b>	<b>76,832</b>
<b>Maintenance &amp; Operations</b>					
213	Professional Services	112,190	34,125	39,000	35,000
226	Training, Travel & Subsistence	145	1,154	1,500	3,900
399	Materials & Supplies	890	168	450	400
410	Property Insurance	96,875	-	-	-
420	Excess Liability Insurance	211,964	-	-	-
430	Fidelity Insurance	-	-	-	-
432	Liability Claim Cost	1,024,662	(545,000)	-	-
433	WC Claim Costs	2,052,820	1,863,157	1,300,000	1,772,456
440	Excess WC Insurance	159,329	203,532	224,800	279,000
<b>Maintenance &amp; Operations Total</b>		<b>3,658,874</b>	<b>1,557,136</b>	<b>1,565,750</b>	<b>2,090,756</b>
<b>Capital Outlay</b>					
503	Furniture & Furnishings	-	-	5,000	-
<b>Capital Outlay Total</b>		<b>-</b>	<b>-</b>	<b>5,000</b>	<b>-</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
698	Indirect/Overhead Costs	161,001	138,222	-	-
710	Provision For Contingency	-	-	-	-
710	Provision For Contingency	-	-	-	-
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>161,001</b>	<b>138,222</b>	<b>-</b>	<b>-</b>
<b>081 Risk Management Total</b>		<b>3,877,989</b>	<b>1,754,190</b>	<b>1,634,350</b>	<b>2,167,588</b>
<b>627 Liability Insurance Fund Total</b>		<b>3,877,989</b>	<b>1,754,190</b>	<b>1,634,350</b>	<b>2,167,588</b>
<b>Grand Total</b>		<b>4,374,498</b>	<b>2,239,362</b>	<b>2,136,365</b>	<b>2,931,882</b>

<sup>1</sup> Worker's Compensation moved to City Attorney budget as of July 1,2017

<sup>2</sup> General Liability expenditures.

Preliminary Budget  
Fiscal Year 2020

# Library





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## DEPARTMENT DESCRIPTION

Recognizing the cultural, linguistic, and economic diversity of our community, the National City Public Library serves the informational, educational, social, and recreational needs of all the residents of the community. We support lifelong learning, personal enrichment, and empowerment and ensure that the community has free access to a variety of materials, current technology, and a positive environment that honors and celebrates the traditions of National City.

The Library is a beautifully designed, state-of-the-art facility built in 2005. The 55,000 square-foot facility houses over 200,000 book volumes, 25,000 audio-visual materials, 122 periodical subscriptions, and 35 electronic databases supporting educational, vocational and informational activities. The Library is also home to 100 public-access computers, a 16-seat computer lab, three study rooms, a Local History Room, and a bookstore operated by the Friends of the Library.

With all the free resources at the disposal of its users and stimulating programs for people from all walks of life, the Library has turned into a destination of choice for the vibrant and culturally diverse community that is National City. It is a transformative place where people can “E” to their leisure: Expand their knowledge, Explore their potential, Enhance their workforce skills, Express their talents, Engage in community services, Experience quiet reflective time, Expect Exciting programs for the whole family. Last but not least, the “E” that defines the 21<sup>st</sup> century library, E-collections or eResources, which include eBooks, eMagazines, eAudiobooks, and a wide range of electronic databases, accessible anytime, anywhere.

## GOALS & OBJECTIVES

To fully capitalize on its assets and opportunities now and in the future, the Library had developed a Five-Year Strategic Plan 2014-19 that acts as a guide for the Library to build an organization that is better equipped to meet the changing needs of the community.

A copy of the Library Five-Year Strategic Plan, 2014 – 2019 is available at:

<http://www.nationalcityca.gov/Modules/ShowDocument.aspx?documentid=12373>

### ❖ Fiscal Year 2018 In Review

FY2017-18 reflected the hard work and dedication of library staff and volunteers, the support of the Friends of the Library and the leadership of the Board of Trustees and City Council. The Library continued to affirm its commitment to library users through expansion of services and partnership with key organizations to offer programs responsive to the needs of the community.

Highlights of the year:

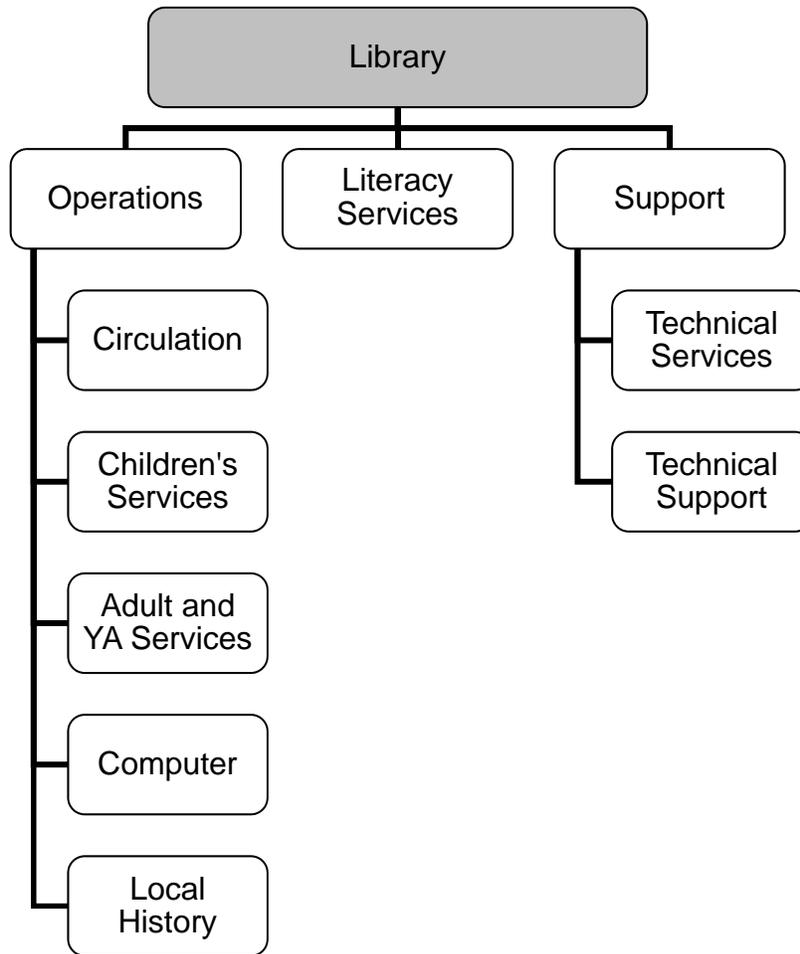
- Established the Library as a multi-purpose destination and a hub for learning, sharing, and participating.
  - Access to trained information professionals at all times.
  - Wide variety of programs and services from lifelong learning, general public interest and knowledge to entertainment purposes for people of all walks of life to cultivate multi-generation engagement.
  - Access 24/7 to Wi-Fi.

- Pushed the envelope in the approach for partnership and outreach to best leverage library and partner resources.
  - Partnership with the Jewish Family Service of San Diego to offer immigrants free citizenship classes and tutoring in preparation for the citizenship test and interview.
  - Partnership with Computers 2 San Diego Kids (C2SDK) to provide free refurbished computers and low-cost Internet to graduates of our computer literacy classes through its Technology Assistance Program.
- Remodeled instructional programming with the goal to enrich and empower learners
  - Computer literacy courses and software skills to help learners develop skills that make them marketable.
  - Drop-in tech help - no sign up, no appointment.
  - Literacy and English as a Second Language (ESL) programs to strengthen learners' language and communications skills and improve their quality of life.
  - Offsite training and classes on library resources/databases (at Sweetwater High School.)
- Reshaped library services by introducing new emerging tech trends
  - Acquisition of 3D printing technology through a state grant to provide the community access to new technology fostering creativity and innovation.
  - Digital library offering a wide selection of electronic books and magazines allowing 24/7 browsing, downloading, and checking out from the comfort of home.
  - Digitization of the photo and yearbook collections in the history room to preserve as well as provide access from anywhere at any time to legacy of the past.

### ❖ **Insight into Fiscal Year 2019**

With so much technology coming at us so fast, it can be difficult to keep up. While printed books still play an important role in our lives, digital technologies offer additional pathways to content access that defies geography and time clock. Where traditional libraries are often characterized as places for quiet study, public libraries have morphed into buzzing activity centers. While serving the community, the Library is in a unique position to observe the changes over the years in its community. National City Library will strive to be a critical link to the community, a vibrant community space for work, lifelong learning, and gathering, with collections and services increasingly becoming independent of the brick and mortar to connect millennials and remote users.

**DEPARTMENT ORGANIZATIONAL CHART**





**STAFFING SUMMARY**

LIBRARY	Fund <sup>1</sup>	FY 17 Adopted	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>Operations</b>					
City Librarian	104	1.00	1.00	1.00	1.00
Academic Enrichment Coordinator	104	0.32	0.32	0.32	0.32
Administrative Secretary	104	1.00	1.00	1.00	1.00
Librarian	104	1.00	1.00	1.00	1.00
Librarian – P/T	104	4.30	4.30	4.30	4.30
Library Assistant – P/T	104	3.92	3.92	3.92	3.92
Library Technician	104	4.00	4.00	4.00	4.00
Library Technician – P/T	104	0.50	0.50	0.50	0.50
Office Aide – P/T	104	3.63	3.63	3.63	3.63
Senior Librarian	104	1.00	1.00	1.00	1.00
Academic Enrichment Coordinator	301	0.68	0.68	0.68	0.68
Library Assistant – P/T	320	0.50	0.50	0.50	0.50
<b>LIBRARY TOTAL</b>		<b>21.85</b>	<b>21.85</b>	<b>21.85</b>	<b>21.85</b>

<sup>1</sup> Fund name located in Section V of Appendix.

**EXPENDITURE DETAIL**

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Library Fund	Library	Library		104-431-056	
<b>Personnel</b>					
100	Part-Time Salaries	263,020	292,474	300,000	233,766
101	Full-Time Salaries	467,683	412,270	462,510	531,884
105	Longevity	1,286	493	360	364
110	Allowances & Stipends	3,600	3,609	3,600	3,450
120	Differential Pay	6,191	3,225	5,200	2,600
140	Workers' Compensation	7,535	6,902	7,335	7,640
150	Health Insurance	66,122	55,369	78,374	95,271
151	Ltd Insurance	675	677	675	647
160	Retirement Plan Charges	124,919	112,636	135,455	235,890
161	Medicare	10,102	10,052	10,691	11,192
199	Personnel Compensation	8,861	16,394	18,000	18,000
<b>Personnel Total</b>		<b>959,994</b>	<b>914,101</b>	<b>1,022,200</b>	<b>1,140,704</b>
<b>Maintenance &amp; Operations</b>					
222	Memberships & Subscriptions	525	400	600	600
226	Training, Travel & Subsistence	-	832	1,200	1,000
230	Printing & Binding	-	-	300	300
250	Postage	1,078	1,400	1,400	1,400
299	Contract Services	51,279	52,964	56,000	63,000



**EXPENDITURE DETAIL**

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Library Fund	Library	Library		104-431-056	
302	Periodicals & Newspapers	6,000	5,425	6,000	6,000
304	Books	44,119	48,026	45,000	45,000
307	Duplicating Supplies	1,140	1,429	1,300	1,300
399	Materials & Supplies	7,115	3,986	6,000	6,000
<b>Maintenance &amp; Operations Total</b>		<b>111,255</b>	<b>114,462</b>	<b>117,800</b>	<b>124,600</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
740	Building Services Charges	501,389	533,988	561,524	504,278
750	Vehicle Services Charges	21,610	21,619	15,715	17,209
755	Info. Systems Maint. Charge	183,417	201,201	154,967	152,782
790	Insurance Charges	80,164	59,271	43,413	44,260
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>786,580</b>	<b>816,079</b>	<b>775,619</b>	<b>718,529</b>
<b>056 Library Total</b>		<b>1,857,829</b>	<b>1,844,642</b>	<b>1,915,619</b>	<b>1,983,833</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Library Fund	Library	Library School District Contract Serv.		104-431-171	
<b>Maintenance &amp; Operations</b>					
299	Contract Services	8,000	8,000	8,000	-
399	Materials & Supplies	-	-	-	-
<b>Maintenance &amp; Operations Total</b>		<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>-</b>
<b>171 Library School District Contract Total</b>		<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>-</b>
<b>104 Library Fund Total</b>		<b>1,865,829</b>	<b>1,852,642</b>	<b>1,923,619</b>	<b>1,983,833</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Library Capital Outlay Fund	Library	Library		108-431-056	
<b>Maintenance &amp; Operations</b>					
299	Contract Services	22,783	17,863	28,000	20,000
302	Periodicals & Newspapers	16,899	17,065	18,000	18,000
304	Books	9,993	9,997	10,000	10,000
399	Materials & Supplies	5,283	2,885	2,900	2,900
<b>Maintenance &amp; Operations Total</b>		<b>54,958</b>	<b>47,810</b>	<b>58,900</b>	<b>50,900</b>
<b>Capital Outlay</b>					
502	Computer Equipment	-	415	5,750	5,000
506	Audio-Visual Equipment	-	-	15,800	15,800
507	Library Equipment	-	-	1,000	1,000
<b>Capital Outlay Total</b>		<b>-</b>	<b>415</b>	<b>22,550</b>	<b>21,800</b>



**EXPENDITURE DETAIL**

<u>Account No.</u>	<u>Account Title</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Adopted</u>	<u>2020 Preliminary</u>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Library Capital Outlay Fund	Library	Library		108-431-056	
<b>Allocated Costs &amp; Internal Service Charges</b>					
698	Indirect/Overhead Costs	22,774	39,611	-	-
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>22,774</b>	<b>39,611</b>	<b>-</b>	<b>-</b>
<b>056 Library Total</b>		<b>77,732</b>	<b>87,836</b>	<b>81,450</b>	<b>72,700</b>
<b>108 Library Capital Outlay Fund Total</b>		<b>77,732</b>	<b>87,836</b>	<b>81,450</b>	<b>72,700</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Library Bonds Debt Service Fund	Library	Library		259-431-056	
<b>Maintenance &amp; Operations</b>					
299	Contract Services	1,165	1,165	-	
470	Bond Principal Redemption	255,000	265,000	275,000	280,000
480	Bond Interest Redemption	122,262	115,755	109,013	102,075
<b>Maintenance &amp; Operations Total</b>		<b>378,427</b>	<b>381,920</b>	<b>384,013</b>	<b>382,075</b>
<b>056 Library Total</b>		<b>378,427</b>	<b>381,920</b>	<b>384,013</b>	<b>382,075</b>
<b>259 Library Bonds Debt Service Fund Total</b>		<b>378,427</b>	<b>381,920</b>	<b>384,013</b>	<b>382,075</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
National City Public Library Donation Fund	Library	Library		277-431-056	
<b>Maintenance &amp; Operations</b>					
213	Professional Services	-	-	1,500	1,500
304	Books	658	784	1,400	1,400
320	Operational/Instructional Supplies	220	-	-	-
399	Materials & Supplies	-	-	1,000	1,000
<b>Maintenance &amp; Operations Total</b>		<b>878</b>	<b>784</b>	<b>3,900</b>	<b>3,900</b>
<b>056 Library Total</b>		<b>878</b>	<b>784</b>	<b>3,900</b>	<b>3,900</b>
<b>277 National City Public Library Donations Fund Total</b>		<b>878</b>	<b>784</b>	<b>3,900</b>	<b>3,900</b>



**EXPENDITURE DETAIL**

<b>Account No.</b>	<b>Account Title</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2020 Preliminary</b>
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<b>Fund</b>	<b>Department</b>	<b>Activity</b>	<b>Activity No.</b>
Community Development Block Grant Fund	Library	Library Project Read	301-431-128

**Personnel**

100	Part-Time Salaries	-	-	-	-
101	Full-Time Salaries	31,755	31,055	58,990	86,578
110	Allowance & Stipends	-	-	-	-
120	Differential Pay	-	-	-	-
140	Workers' Compensation	313	530	591	850
150	Health Insurance	4,175	2,048	1,609	17,466
151	Ltd Insurance	-	-	-	-
160	Retirement Plan Charges	7,200	9,583	16,702	21,539
161	Medicare	453	784	873	1,258
199	Personnel Compensation	474	-	-	-
<b>Personnel Total</b>		<b>44,370</b>	<b>44,000</b>	<b>78,765</b>	<b>127,691</b>

<b>128 Library Project Read Total</b>		<b>44,370</b>	<b>44,000</b>	<b>78,765</b>	<b>127,691</b>
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<b>301 Community Development Block Grant Fund Total</b>		<b>44,370</b>	<b>44,000</b>	<b>78,765</b>	<b>127,691</b>
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<b>Fund</b>	<b>Department</b>	<b>Activity</b>	<b>Activity No.</b>
Library Grants Fund	Library	Literacy Service YR8 - FY2010/2011	320-431-336

**Maintenance & Operations**

320	Operational/Instructional Supplies	(14)	-	-	-
399	Materials & Supplies	(42)	-	-	-
<b>Maintenance &amp; Operations Total</b>		<b>(56)</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>336 Literacy Services YR 8 - FY 2010/2011 Total</b>		<b>(56)</b>	<b>-</b>	<b>-</b>	<b>-</b>
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<b>Fund</b>	<b>Department</b>	<b>Activity</b>	<b>Activity No.</b>
Library Grants Fund	Library	Library Grants	320-431-339

**Personnel**

100	Part-Time Salaries	7,974	6,694	7,919	14,768
140	Workers' Compensation	75	69	78	145
160	Retirement Plan Charges	100	110	103	192
161	Medicare	111	103	115	214
<b>Personnel Total</b>		<b>8,260</b>	<b>6,976</b>	<b>8,215</b>	<b>15,319</b>

**EXPENDITURE DETAIL**



# LIBRARY

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>			<b>Activity No.</b>
Library Grants Fund	Library	Library Grants			320-431-339
<b>Maintenance &amp; Operations</b>					
213	Professional Services	990	-	-	1,500
222	Memberships & Subscriptions	4,729	5,130	-	14,500
250	Postage	1,176	-	-	1,176
258	Travel & Subsistence	464	185	-	200
299	Contract Services	13,615	23,284	-	-
304	Books	5,231	2,000	-	2,000
320	Operational/Instructional Supplies	1,137	668	-	-
399	Materials & Supplies	8,761	7,367	-	10,000
<b>Maintenance &amp; Operations Total</b>		<b>36,103</b>	<b>38,634</b>	<b>-</b>	<b>29,376</b>
<b>339 Literacy Services Grant Total</b>		<b>44,363</b>	<b>45,610</b>	<b>8,215</b>	<b>44,695</b>
<b>320 Library Grants Fund Total</b>		<b>44,307</b>	<b>45,610</b>	<b>8,215</b>	<b>44,695</b>
<b>Grand Total</b>		<b>2,411,543</b>	<b>2,412,792</b>	<b>2,479,962</b>	<b>2,614,894</b>

Preliminary Budget  
Fiscal Year 2020

# Neighborhood Services







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## DEPARTMENT DESCRIPTION

The Neighborhood Services Department houses the Code Enforcement Unit, Graffiti Abatement Unit, Parking Regulations Unit, and Homeless Outreach and is the department in which to apply for Special Events and Temporary Use Permits.

Code Enforcement tackles quality of life issues, such as property appearance, land use, and zoning, and enforces the City's Municipal Code relating to these areas. The Code Conformance Officers also work with the Housing Inspector which deals with housing quality issues related to violations of the Health & Safety Code.

The Graffiti Abatement Unit removes graffiti on our public rights-of-way and private property.

The Parking Regulations Unit is responsible for the enforcement of local ordinances and California Vehicle Code regulations related to the parking of vehicles. Our Parking Unit also responds to service calls related to abandoned vehicles and works special traffic enforcement details.

The Department addresses local homelessness issues as a part of Homeless Outreach and is currently working with the Alpha Project. The Code Enforcement Unit, along with other City departments, including Housing, Grants, and Asset Management; Public Works; and Police, work to address issues related to homelessness. This unit is responsible for conducting encampment cleanups, service outreach/referrals, and collaboration with other service organizations to decrease homelessness in National City.

The Neighborhood Services Department also processes Temporary Use Permits ("TUP") used for special activities, events, or structures that are beneficial to the public for limited periods of time with coordination of temporary compliance with building, fire, zoning, and other local codes.

## GOALS & OBJECTIVES

1. Customer Service:
  - a. Efforts to increase community responsiveness, engagement & public outreach.
2. Improve Quality of Life:
  - a. Implementing Neighborhood Actions Plans, Together We Can Campaign and continue amortization efforts by working with residents/community.
3. Enhancing Neighborhood Service Programs:
  - a. Work coverage has expanded with two part-time code conformance officers and proactive enforcement efforts;
  - b. Neighborhood Preservation clean-ups and Homeless Outreach Program with the Alpha Project.
4. Advancing Field Technology:
  - a. Computer software technology for field reporting and tracking of complaints;
  - b. Online and future capabilities with smartphone reporting for code officers.
  - c. Enhanced parking enforcement technology using LPR-Autochalk Systems and smartphone handhelds for field officers.
5. Collaboration on City Ordinance and Policy:
  - a. Constant review and development of policy with ordinance changes reflective of state and local codes.



# NEIGHBORHOOD SERVICES

## DEPARTMENT ORGANIZATIONAL CHART



## STAFFING SUMMARY

NEIGHBORHOOD SERVICES	Fund <sup>1</sup>	FY 17 Adopted	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>Operations</b>					
Director of Neighborhood Services	001	1.00	1.00	1.00	1.00
Administrative Secretary	001	1.00	1.00	1.00	1.00
<b>Code Enforcement</b>					
Code Conformance Officer I	001	1.00	1.00	1.00	1.00
Code Conformance Officer II	001	2.00	2.00	2.00	2.00
<b>Code Enforcement Total</b>		<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Graffiti Abatement</b>					
Graffiti Removal Assistant	001	1.00	1.00	1.00	1.00
Graffiti Removal Technician	001	1.00	1.00	1.00	1.00
<b>Graffiti Abatement Total</b>		<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>Parking Enforcement</b>					
Parking Regulations Officer	001	3.00	3.00	3.00	3.00
<b>Parking Enforcement Total</b>		<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>Special Events / TUP Administration</b>					
Senior Office Assistant	001	1.00	1.00	1.00	1.00
<b>Special Events / TUP Administration Total</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>NEIGHBORHOOD SERVICES TOTAL</b>		<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>

<sup>1</sup> Fund name located in Section V of Appendix.



# NEIGHBORHOOD SERVICES

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>			<b>Activity No.</b>
General Fund	Neighborhood Services	Neighborhood Services			001-420-057
<b>Personnel</b>					
100	Part-Time Salaries	37,221	47,169	25,761	27,971
101	Full-Time Salaries	513,573	524,918	544,470	461,016
102	Overtime	19,902	7,080	7,000	7,000
110	Allowances & Stipends	5,309	5,373	5,160	3,970
120	Differential Pay	12,185	12,395	13,591	24,440
140	Workers' Compensation	37,486	38,787	36,089	33,893
150	Health Insurance	89,889	102,295	108,115	107,974
151	Ltd Insurance	675	677	675	647
160	Retirement Plan Charges	133,263	130,143	157,234	232,110
161	Medicare	7,844	8,063	7,813	6,878
199	Personnel Compensation	5,098	5,299	11,000	11,000
<b>Personnel Total</b>		<b>862,445</b>	<b>882,199</b>	<b>916,908</b>	<b>916,899</b>
<b>Maintenance &amp; Operations</b>					
211	Laundry & Cleaning Services	1,365	2,000	1,300	-
212	Governmental Purposes	347	268	350	350
222	Memberships & Subscriptions	294	420	554	554
226	Training, Travel & Subsistence	6,012	4,214	6,500	6,500
299	Contract Services	115,934	105,637	121,000	121,000
301	Office Supplies	-	-	1,500	1,500
318	Wearing Apparel	1,147	965	800	2,100
329	Painting Supplies	16,958	14,952	14,000	14,000
399	Materials & Supplies	2,465	1,160	2,000	2,000
<b>Maintenance &amp; Operations Total</b>		<b>144,523</b>	<b>129,616</b>	<b>148,004</b>	<b>148,004</b>
<b>Capital Outlay</b>					
511	Automotive Equipment	8,066	-	-	-
512	Automotive Leases	23,855	30,493	28,417	28,417
<b>Capital Outlay Total</b>		<b>31,921</b>	<b>30,493</b>	<b>28,417</b>	<b>28,417</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
740	Building Services Charges	17,525	18,666	28,408	25,512
750	Vehicle Services Charges	50,704	33,778	27,199	28,864
751	Vehicle Lease Charge	-	8,260	8,260	8,260
755	Info. Systems Maint. Charge	87,038	96,040	73,522	72,484
790	Insurance Charges	23,988	14,146	4,974	5,284
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>179,255</b>	<b>170,890</b>	<b>142,363</b>	<b>140,404</b>
<b>057 Neighborhood Services Total</b>		<b>1,218,145</b>	<b>1,213,198</b>	<b>1,235,692</b>	<b>1,233,724</b>



# NEIGHBORHOOD SERVICES

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Neighborhood Services	Parking Enforcement		001-420-137	
<b>Personnel</b>					
101	Full-Time Salaries	29,085	37,048	42,107	139,727
102	Overtime	-	703	1,200	1,200
110	Allowances & Stipends	448	-	520	1,040
120	Differential Pay	1,120	1,093	1,300	1,300
140	Workers' Compensation	1,466	1,721	1,923	6,320
150	Health Insurance	8,651	5,996	6,631	26,307
160	Retirement Plan Charges	7,815	10,389	12,290	55,615
161	Medicare	437	556	625	2,069
199	Personnel Compensation	2,796	-	1,000	1,000
<b>Personnel Total</b>		<b>51,818</b>	<b>57,506</b>	<b>67,596</b>	<b>234,578</b>
<b>Maintenance &amp; Operations</b>					
226	Training, Travel & Subsistence	831	1,808	1,600	1,600
299	Contract Services	30,522	32,873	70,000	10,000
301	Office Supplies	745	1,422	1,500	1,500
318	Wearing Apparel	2,310	2,176	2,200	2,200
355	Minor Equipment- Less Than \$5,000	-	-	2,000	2,000
<b>Maintenance &amp; Operations Total</b>		<b>34,408</b>	<b>38,279</b>	<b>77,300</b>	<b>17,300</b>
<b>137 Parking Enforcement Total</b>		<b>86,226</b>	<b>95,785</b>	<b>144,896</b>	<b>251,878</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Neighborhood Services	Neighborhood Preservation		001-420-473	
<b>Maintenance &amp; Operations</b>					
355	Minor Equipment- Less Than \$5,000	1,209	1,764	1,000	1,500
399	Materials & Supplies	38,165	34,301	36,000	36,000
<b>Maintenance &amp; Operations Total</b>		<b>39,373</b>	<b>36,065</b>	<b>37,000</b>	<b>37,500</b>
<b>473 Neighborhood Preservation Total</b>		<b>39,373</b>	<b>36,065</b>	<b>37,000</b>	<b>37,500</b>
<b>001 General Fund Total</b>		<b>1,343,744</b>	<b>1,345,048</b>	<b>1,417,588</b>	<b>1,523,102</b>



# NEIGHBORHOOD SERVICES

## EXPENDITURE DETAIL

<u>Account No.</u>	<u>Account Title</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Adopted</u>	<u>2020 Preliminary</u>
<b><u>Fund</u></b>	<b><u>Department</u></b>	<b><u>Activity</u></b>		<b><u>Activity No.</u></b>	
Veh. Replacement Fund	Neighborhood Services	Neighborhood Services		644-420-057	
<b>Capital Outlay</b>					
511	Automotive Equipment	-	59,000	-	-
<b>Capital Outlay Total</b>		-	<b>59,000</b>	-	-
<b>057 Neighborhood Services Total</b>		-	<b>59,000</b>	-	-
<b>644 Vehicle Replacement Fund Total</b>		-	<b>59,000</b>	-	-
<b>Grand Total</b>		<b>1,343,744</b>	<b>1,404,048</b>	<b>1,417,588</b>	<b>1,523,102</b>

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Preliminary Budget  
Fiscal Year 2020

# Planning







## DEPARTMENT DESCRIPTION

The Planning Department consists of two sections: Advance Planning and Current Planning.

The Advance Planning Section conducts the long-range planning functions and related activities of the City, which includes reviewing, analyzing, evaluating, and developing policies on land use, growth and development, zoning and other land use/development regulations, the environment and natural resources, infrastructure and capital improvements, economic development, strategic planning, sustainability, and other related policies. The section recommends revisions, amendments, and new policies as necessary to the Planning Commission and/or City Council. Environmental evaluation is conducted in accordance with statutory requirements.

The Current Planning Section conducts development service functions, which includes reviewing, analyzing, evaluating, and acting or recommending action on land use and development proposals and permit applications. Activities include environmental and natural resource impact analysis, infrastructure improvement needs, and application of best management practices for projects. The staff collaborates with the other development service departments in the processing of development projects. Staff members from Advance and Current Planning support and staff both the Planning Commission and City Council.

## GOALS & OBJECTIVES

1. Continue to implement online GIS mapping and explore additional technological opportunities including data and permit management.
2. Continue to pursue amortization of nonconforming businesses per Council policy.
3. Update Westside Specific Plan.
4. Implement the Balanced Plan within the Marina/Tidelands Planning Area, and update the Local Coastal Plan.
5. Amend the Municipal Code to be consistent with changing local and state housing policies.
6. Implement Climate Action Plan, Energy Roadmap, and other sustainability policies.

## STAFFING SUMMARY

PLANNING	Fund <sup>1</sup>	FY 17 Adopted	FY 18 Adopted	FY 19 Adopted	FY 20 Preliminary
<b>Operations</b>					
Assistant Planner	001	1.00	1.00	1.00	1.00
Executive Secretary	001	0.00	1.00	1.00	1.00
Planning Technician	001	1.00	1.00	1.00	1.00
Principal Planner	001	2.00	2.00	2.00	2.00
<b>PLANNING TOTAL</b>		<b>4.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

<sup>1</sup> Fund name located in Section V of Appendix.



**EXPENDITURE DETAIL**

<b>Account No.</b>	<b>Account Title</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2020 Preliminary</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>			<b>Activity No.</b>
General Fund	Planning	Planning			001-443-055
<b>Personnel</b>					
100	Part-Time Salaries	7,900	9,516	8,399	20,696
101	Full-Time Salaries	304,545	293,198	345,874	349,568
102	Overtime	-	-	500	500
120	Differential Pay	116	1,460	3,781	10,362
140	Workers' Compensation	3,236	3,185	3,575	3,891
150	Health Insurance	41,269	46,851	64,140	63,485
151	Ltd Insurance	1,240	1,246	1,243	1,191
160	Retirement Plan Charges	77,167	77,345	96,563	159,424
161	Medicare	4,649	4,547	5,099	5,567
199	Personnel Compensation	-	7,076	7,500	7,500
<b>Personnel Total</b>		<b>440,122</b>	<b>444,424</b>	<b>536,674</b>	<b>622,184</b>
<b>Maintenance &amp; Operations</b>					
212	Governmental Purposes	3,051	2,645	2,500	2,500
213	Professional Services	47,708	65,395	75,000	65,000
222	Memberships & Subscriptions	299	1,050	2,315	2,716
226	Training, Travel & Subsistence	4,222	8,309	4,200	9,270
250	Postage	20	-	380	380
260	Advertising	5,494	6,966	8,000	6,000
399	Materials & Supplies	2,023	967	1,740	1,800
<b>Maintenance &amp; Operations Total</b>		<b>62,817</b>	<b>85,332</b>	<b>94,135</b>	<b>87,666</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
740	Building Services Charges	26,289	27,999	37,878	34,016
755	Info. Systems Maint. Charge	25,184	26,456	21,264	21,964
790	Insurance Charges	9,286	6,193	3,274	3,429
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>60,759</b>	<b>60,648</b>	<b>62,416</b>	<b>59,409</b>
<b>055 Planning Total</b>		<b>563,697</b>	<b>590,404</b>	<b>693,225</b>	<b>769,259</b>
<b>001 General Fund Total</b>		<b>563,697</b>	<b>590,404</b>	<b>693,225</b>	<b>769,259</b>



**EXPENDITURE DETAIL**

<b>Account No.</b>	<b>Account Title</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2020 Preliminary</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Mile of Cars					
Landscape Maint.	Planning	Maintenance & Operations			195-443-055
<b>Maintenance &amp; Operations</b>					
299	Contract Services	136,429	136,075	136,000	155,355
<b>Maintenance &amp; Operations Total</b>		<b>136,429</b>	<b>136,075</b>	<b>136,000</b>	<b>155,355</b>
<b>195 Mile of Cars LMD Total</b>		<b>136,429</b>	<b>136,075</b>	<b>136,000</b>	<b>155,355</b>
<b>195 Mile of Cars LMD Fund Total</b>		<b>136,429</b>	<b>136,075</b>	<b>136,000</b>	<b>155,355</b>
<b>Grand Total</b>		<b>700,127</b>	<b>726,479</b>	<b>829,225</b>	<b>924,614</b>

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Preliminary Budget  
Fiscal Year 2020

# Police







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## DEPARTMENT DESCRIPTION

The Department employs 86 police officers and 40 professional staff members serving approximately 60,000 residents in a nine square mile area. Three major freeways transverse the City which also provide proximity to the International Border, the largest indoor Regional shopping mall in the South County, the Mile of Cars, the Bay Marina/Port and the US Navy Base. Day-time population is estimated at 100,000; the City has a small town feeling with big town challenges.

The Mission of the National City Police Department is to protect the people we serve, enhance public safety, reduce the incidents of crimes as well as the fear of crime, while working with a diverse community to improve their quality of life with duty, honor and integrity, while at all times holding ourselves to the highest service standards for the citizens and members of the National City community. We accomplish this mission by working in partnership with our community and being committed to providing the highest level of service and public safety. We pursue this commitment with an unwavering resolve while respecting the rights and dignity of those we serve.

Department wide goals are accomplished through the development of Organizational Goals and Objectives, implementation of annual staffing recommendations, continued evaluation of the Department's organizational structure and improvement of services offered (field operations/support services); continuation of involvement in enhancement of the community-based policing philosophy through the expansion of community outreach; further streamlining of the function of detectives and broadening their role in the community; continued improvements to the Department's records function; and, heightened internal and external communications.

### PATROL DIVISION: NEIGHBORHOOD POLICING TEAM I AND TEAM II

The Patrol Division is the largest division in the Police Department, providing the community with first responders 24 hours per day, 7 days per week. To accomplish this, the Patrol Division employs the most supervisors, officers, and professional staff in the Police Department.

#### **Mobile Field Force (MFF)**

Officers are trained in dealing with civil unrest tactics and rapid tactical response and available for mutual aid requests for situations of civil disobedience. The Department continues to provide specialized training to all its officers.

#### **Active Shooter Response Deployment**

All police officers are trained in the proper response to active shooter situations in a school, workplace or public gatherings.

#### **Traffic Unit**

Traffic enforcement continues to be a Department priority. The overall goal of the Traffic Unit is to provide safe and congestion free streets for all motorists, bicyclists, and pedestrians.

As part of the grants provided by the Office of Traffic Safety, the Traffic Unit conducts various operations throughout the year to include: DUI Checkpoints, DUI roving patrols, Primary Collision Factor and distracted driving enforcement. Additionally, the Traffic Unit conducts enforcement to ensure adherence to traffic laws related to pedestrian and motorcycle safety.



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### **Canine Unit (K-9)**

The Canine Unit has officers working with police service dogs (K-9). The K-9 officers are assigned to the Patrol Division. K-9 Officers conduct building and area searches, track suspects and items, and provide officer assistance during felony calls. During critical incidents, K-9 units provide essential support functions minimizing the risk and danger to officers and community members. The K-9 Unit routinely has primary role in cases involving felony vehicle and pedestrian stops, search warrants, and fleeing suspects. The K-9 Unit also provides a support function during tactical operations.

### **Special Weapons and Tactics (SWAT) and Crisis Negotiations Team (CNT)**

Selected officers from the Patrol and Investigations Divisions perform collateral duties of patrolling the streets and responding as members of the SWAT and CNT Teams. Team members train on a monthly basis in order to maintain their operational readiness to support Patrol and Investigations Divisions operations. The SWAT Team and the CNT Team has primary responsibility during high risk search warrants, barricaded suspect incidents, hostage situations, and will deploy during an active shooter incident.

### **Animal Control Unit**

The Police Department's Animal Control Unit consist of two full time civilian officers enforcing state and local animal welfare laws; they enforce laws to limit human exposure from domestic and wild animals that may carry rabies, i.e. leash and confinement laws, and animal bite quarantines. Animal Control performs public protection from aggressive or poisonous animals, locates and transports stray and/or unwanted animals, and works with the public to resolve animal issues such a nuisance pets.

The Animal Control Unit is also mandated to oversee and enforce California State Laws regarding Sentry dogs, assistance dogs, vicious dogs, biting dogs, guide dogs, and inspections of pet store, circus, and Petting Zoo animals. This includes Fish and Wildlife, Government, Health& Safety, and Penal Codes. They also enforce Humane Laws and function as Humane Officers within the scope of their authority.

Animal Regulations Officers (ARO) conduct animal education seminars, coordinate public dog rabies vaccination and licensing clinics, and are the liaison between the City and contract veterinarians and the animal shelter.

### **Neighborhood Council Meetings**

Officers attend and participate in all Neighborhood Council meetings and also volunteer to assist as needed to resolve community concerns. The on-duty lieutenant and/or sergeant, as well as the beat officers attend these community meetings.

### **COMMUNITY SERVICES UNIT**

The Community Services Unit coordinates the efforts of School Resource Officers (SRO). The officers are assigned to the ten primary schools, two secondary schools, and one high school. The Community Services Unit has incorporated new programs, such as, Adopt-A-School, Stranger Awareness for Emergencies (SAFE), and Sports Training Academics and Recreation/ Police Athletics (STAR/PALS) in order to reach out to our children and young people. This creates and enhances relationships and understanding between police officers and our kids. By having



officers work closely with the schools and having officers more visibly present and interacting with the children and young people we can further develop the positive relationship between the police and kids.

The Community Services Unit also facilitates other valuable juvenile and community services, such as Community Assessment Team, Department Diversion Program, Psychological Emergency Response Team (PERT), Domestic Violence Response Team, District Attorney's Victim Assistance Program, Safe Routes to School, and the Neighborhood Watch Program. Through the Department's Ride-Along program, the Community Services Unit provides the opportunity for citizens and law enforcement candidates to get a first-hand look at the response and services officers provide to our community. The Community Services Unit continues to evaluate projects and programs that will be beneficial to the community.

### **Business Liaison Program**

The City of National City and the National City Police Department recognize the positive impact the business community has on our City and as a result created a Business Liaison Program. The focus of this program is to enhance the partnership with City government and the Business Community, to resolve conflict and quality of life issues affecting the business community in National City. The duties of officers assigned to the Business Liaison Program are collateral to their regular duties.

Officers assigned to the Business Liaison Program are an additional resource to help businesses address issues of a chronic nature, such as illegal dumping, graffiti, loitering, prostitution, homelessness, building, and street issues, as well as making recommendations for security enhancements in and around businesses.

The officers in the Business Liaison Program work hand-in-hand with community businesses and business groups such as the National City Chamber of Commerce, Mile of Cars Association, Westfield Plaza Bonita Shopping Center, Highland Avenue Business Association, and others.

### **Youth Advisory Group**

Students from Sweetwater High School participate as members of the Chief's Youth Advisory Group. This group meets quarterly to discuss youth, community, and law related topics that concern the youth. Members of the Advisory Group also participate in community events such as the Filipino-American parade, and the Explorer program.

### **Explorer Post**

The National City Police Department Explorer Post started in the mid 1960's. The Post is a component of the Explorer Scouts and part of the Scouts of America and Learning for Life. The students participating in the Explorer Post must be a minimum of 14 years of age, be in the ninth grade and are required to maintain a 2.0 GPA or better. They must also pass a background investigation and an oral interview.

The Explorers attend weekly meetings and receive training to help patrol officers during different events in the City. These teens perform a variety of police related tasks, such as crowd control, traffic direction, and assist at community events.

A requirement to be an Explorer is to attend either a Beta Academy or live-in academy during the first year of membership. In these academies, the Explorers learn defensive tactics, handcuffing techniques, traffic stops, physical training, firearms, arrest & control and criminal law. The



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Explorers also host one fundraiser to help offset costs of the San Diego Competition, and other events such as the end of year trip to Knott's Berry Farm and Padre Games. The Explorers are also encouraged to become involved in many Post social events such as field trips, camping trips and Explorer Scouting sponsored events throughout San Diego County.

### **Senior Volunteer Program (SVP)**

The SVP is made up of civilian volunteers who patrol the streets, providing extra eyes and ears for the Police Department. In addition to patrolling their community, SVP members augment police personnel by working community events. In order to become an SVP member, candidates must pass a background check, have medical clearance, possess a valid driver's license, be at least 50 years of age, and live within the County of San Diego.

### **Teddy Bear Drive**

As part of a regional law enforcement tradition, the National City Police Department has collected over 39,000 teddy bears to benefit Children's Hospital. In 2007, as the lead agency organizing the event, the National City Police Department collected the most teddy bears, since the drive began 16 years earlier. The Police Department continues to participate in this annual event which delivers teddy bears to Children's Hospital during the holiday season.

## **INVESTIGATIONS DIVISION**

Investigations Division detectives' follow-up on major cases and conduct in-depth crime scene investigations. Detectives respond to homicides and serious violent crime incidents, conduct complex and proactive investigations, and continue working investigative leads using emerging technology as part of "Homicide Cold Case" reviews.

### **Gang Enforcement Team (GET)**

Members of the Gang Enforcement Team (GET) focus on gang crime and coordinate with detectives regarding gang related investigations. GET officers work in uniform and patrol our streets nightly. GET officers continue to work with the San Diego District Attorney's Office on the National City Gang Injunctions, a very labor-intensive task. GET officers' conduct gang awareness presentations at neighborhood council meetings and other venues as requested. GET officers conduct proactive enforcement to prevent gang crime. They investigate complex gang cases, using their familiarity with individual gang members and experience with the gang culture to identify some of the most violent offenders. GET officers work to intervene and prevent "at risk" youth from joining gangs through a campaign of education, intervention, and awareness.

### **Property and Evidence Unit**

The Property & Evidence Unit is staffed by civilian personnel. The Unit's primary duty is to receive and safeguard impounded evidence and seized property from officers and maintain the integrity of the chain of custody. The Unit also processes evidence collected during National City Police Department investigations to include fingerprints, DNA, video, photographs and evidence work requests from the District Attorney's Office.

### **Crime Analysis Unit**

The Crime Analysis Unit is the clearing house for Law Enforcement intelligence information and crime data for the Police Department. The civilian Crime Analyst reviews all crime related reports



and performs data mining and analysis to produce statistical reports on crime trends and crime series to assist the Police Department in solving crime. The Analyst tracks crime patterns and forecasts as to when and where future criminal activity is likely to occur, which often leads to the apprehension of offenders. The crime data and statistical reports from the Crime Analyst allow police administrators to use department resources in a more efficient manner. Crime information is also provided to officers and other agencies through the use of the Automated Regional Justice Information System (ARJIS).

Production of Annual Report, Monthly Reports, Monthly Crime Reports, and Crime Trend reports are major duties of the Crime Analyst, as is tracking the Registered Sex Offender Program.

## SUPPORT UNITS

### **Records Division**

The Records Division process all crime/incident reports, arrests, accidents and prepare reports for the District Attorney's Office, Probation and Parole. Each report is reviewed for completeness and accuracy. Unit personnel respond to requests for reports from the public, media, other law enforcement agencies, and insurance companies. Records personnel also process background check requests as authorized by law as well as all court subpoenas for officers, and requested copies of criminal records.

Records Division staff performs the necessary data entry for crime reports, field interviews, citations and traffic collisions for crime reporting by the Crime Analysis Unit, the Department of Justice, the FBI, and SANDAG. The unit has primary responsibility for incoming/outgoing mail and the sorting of vehicle inspections logs generated by the Patrol Division.

In addition to performing critical records functions, their position makes providing excellent customer service to the public in the lobby or over the telephone a required priority. Unit members provide fingerprinting services and update databases as required by law for registering sex, arson, and narcotic offenders. The Unit also has primary responsibility in sealing criminal records when ordered by the court and purge records as described in the city's records retention policy. The Records Division provides the following websites to allow the community access to accident reports via the internet in order to enhance our service to the community: <http://www.nationalcitypd.com/traffic-collision-report/> and <https://policereports.lexisnexis.com/>

### **Megan's Law**

The Megan's Law Website can be accessed at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov) the public can view lists that include sex offender's name, address, picture, aliases, tattoos, offenses, etc. A map of where sex offenders live is also available; this information can also be accessed at the following websites: [www.arjis.net](http://www.arjis.net) or the State of California Megan's Law [www.caag.state.ca.us](http://www.caag.state.ca.us)

### **Communications Center**

The Department is a member of the County's Regional Communication System (RCS). As part of the regional network, the Communications Center is able to contact other agencies directly, dispatch all point bulletins (APB) countywide or regionally, work mutual-aid incidents, and communicate with other city departments. The Regional Communications System also enables



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individual officers to communicate directly with other agencies directly during emergencies via their hand held and vehicle police radios.

Communications Center personnel monitor public safety cameras. Additionally, security cameras located throughout the police facility are monitored from the Communications Center. The Department and City are working to increase community safety by adding and upgrading public safety cameras throughout the city.

### **Training Unit**

The Training Unit monitors continuing education for all employees to remain up-to-date on the latest trends and requirements in law enforcement. The Training Unit also assigns and coordinates POST Training and in-county and out of county training as appropriate.

Included is in-house training such as; Canine, SWAT, qualification shoots, active shooter, vehicle pursuit, Legal Updates, etc. The training unit also coordinates other Federal, State and agency mandated training. .

### **SPECIAL UNITS**

#### **Homeland Security Unit**

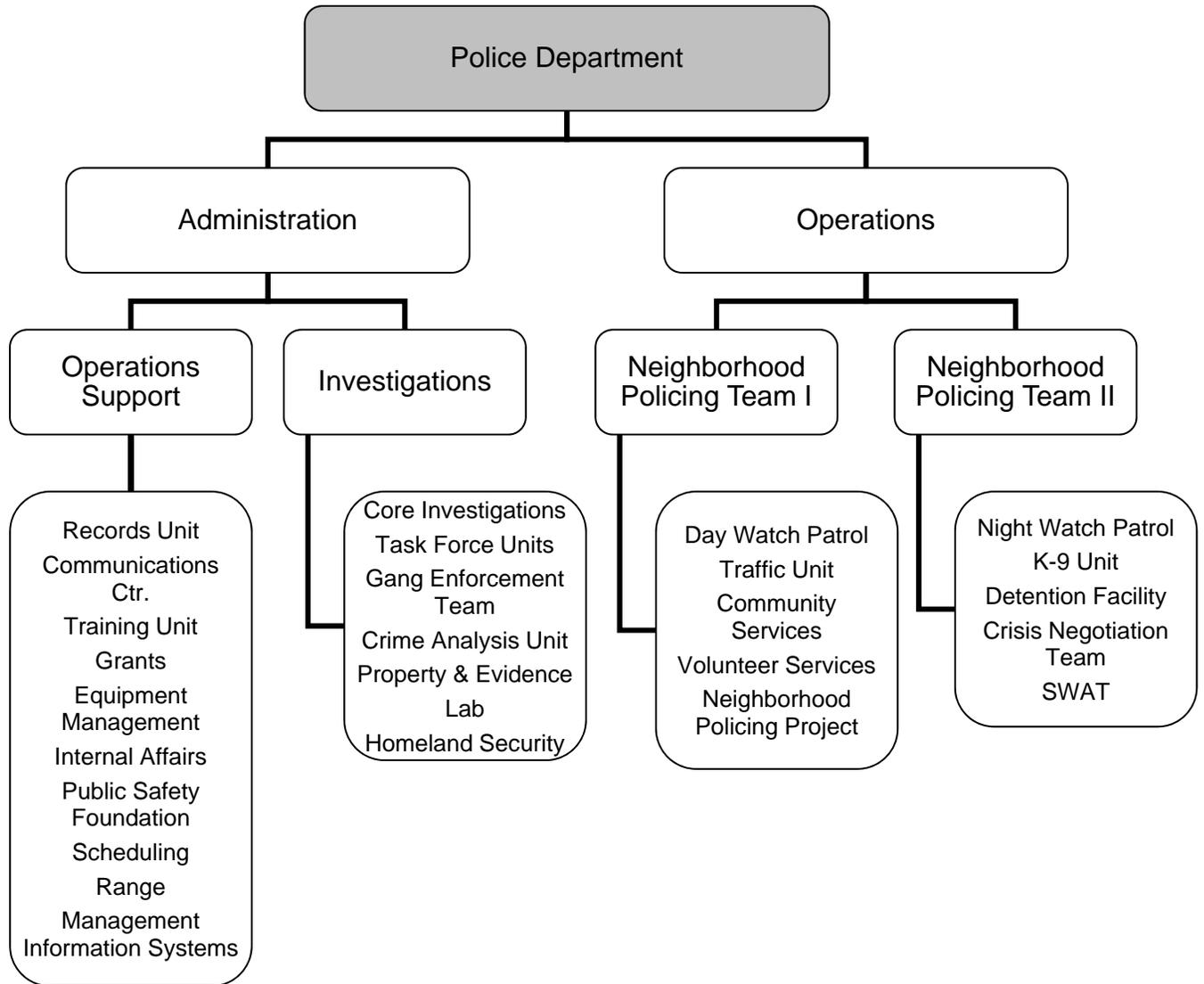
The Homeland Security Unit began work in January of 2005; Department representatives attend the regularly scheduled FBI's Joint Terrorism Task Force meetings and regional disaster / critical incidents table top exercises. Department representatives practice and incorporate the Incident Command System (ICS), evacuation plans, critical incident management, and Homeland Security drills and exercises.

The Unit facilitates and supervises the department's Terrorism Liaison Officers (TLO). The TLO Program uses one officer from each squad or unit to brief fellow officers on intelligence information sent by the Homeland Security Unit. These TLOs are field resources for Homeland Security matters and serve as a conduit to send information from the field back to the Homeland Security Unit for proper inter-agency notification.

### **GOALS & OBJECTIVES**

1. Have a 95% compliance of sex registrants.
2. Increase PERT, Homeless Outreach, Quality of Life Issues Enforcement and, Human Trafficking operations.
3. Monitor and reduce crimes committed by persons released under AB109.
4. Increase traffic safety.

DEPARTMENT ORGANIZATIONAL STRUCTURE





**STAFFING SUMMARY**

<b>POLICE</b>	<b>Fund <sup>1</sup></b>	<b>FY 17 Adopted</b>	<b>FY 18 Adopted</b>	<b>FY 19 Adopted</b>	<b>FY 20 Preliminary</b>
Police Chief	001	1.00	1.00	1.00	1.00
Administrative Secretary	001	1.00	1.00	1.00	1.00
Assistant Chief of Police	001	0.00	0.00	1.00	1.00
Animal Control Officer	001	1.00	1.00	1.00	1.00
Animal Regulations Officer	001	1.00	1.00	1.00	1.00
Community Service Officer	001	1.00	1.00	2.00	2.00
Crime Analyst	001	1.00	1.00	1.00	1.00
Crime Scene Specialist	001	0.00	0.00	0.00	1.00
Executive Assistant II	001	1.00	1.00	1.00	1.00
Management Information Systems Tech II <sup>2</sup>	001	1.00	1.00	0.00	0.00
Information Technology Analyst <sup>2</sup>	001	0.00	0.00	1.50	1.50
Police Captain	001	2.00	2.00	1.00	1.00
Police Corporal	001	21.00	21.00	21.00	21.00
Police Dispatcher Supervisor	001	1.00	1.00	1.00	0.00
Police Dispatcher	001	11.98	11.98	10.98	10.98
Police Investigator	001	3.50	3.50	3.50	3.50
Police Investigative Aide	001	0.00	0.00	1.00	0.00
Police Lieutenant	001	5.00	5.00	5.00	5.00
Police Officer	001	42.44	42.44	42.44	42.44
Police Operations Assistant	001	1.00	1.00	1.00	1.00
Police Records Clerk	001	6.50	6.50	6.50	6.50
Police Records Supervisor	001	1.00	1.00	1.00	1.00
Police Sergeant	001	13.00	13.00	13.00	13.00
Police Support Services Manager	001	0.00	0.00	0.00	1.00
Property & Evidence Spec I	001	2.00	2.00	2.00	2.00
Property & Evidence Spec II	001	1.00	1.00	1.00	1.00
Property & Evidence Supervisor	001	1.00	1.00	1.00	1.00
Reserve Police Officer	001	0.50	0.50	0.50	0.50
Senior Office Assistant	001	1.00	1.00	1.00	1.00
Senior Police Dispatcher	001	1.00	1.00	2.00	2.00
STOP Grant Office Coordinator	001	1.00	1.00	1.00	1.00
Student Worker – P/T	001	0.00	0.00	0.00	0.00
Training Coordinator	001	1.00	1.00	1.00	1.00
Police Officer	290	1.56	1.56	1.56	1.56
<b>POLICE TOTAL</b>		<b>126.48</b>	<b>126.48</b>	<b>128.98</b>	<b>128.98</b>

<sup>1</sup> Fund name located in Section V of Appendix.



**EXPENDITURE DETAIL**

<b>Account No.</b>	<b>Account Title</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2020 Preliminary</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>			<b>Activity No.</b>
General Fund	Police	Operations			001-411-000
<b>Personnel</b>					
100	Part-Time Salaries	215,375	210,658	132,746	149,419
101	Full-Time Salaries	9,653,115	10,151,867	10,966,805	11,674,768
102	Overtime	951,945	1,009,619	850,000	926,200
105	Longevity	22,874	22,622	22,042	21,158
107	Educational Incentive Pay	357,409	407,154	390,656	440,813
110	Allowances & Stipends	96,270	90,685	50,200	1,560
120	Differential Pay	343,357	366,445	376,888	387,377
140	Workers' Compensation	957,412	1,008,895	1,004,621	1,052,058
150	Health Insurance	1,110,169	1,125,467	1,299,048	1,315,707
151	Ltd Insurance	27,840	27,417	26,602	23,799
160	Retirement Plan Charges	4,301,568	4,460,115	5,200,511	5,576,077
161	Medicare	166,487	175,311	176,815	177,942
199	Personnel Compensation	326,629	450,685	400,000	500,000
<b>Personnel Total</b>		<b>18,530,450</b>	<b>19,506,940</b>	<b>20,896,934</b>	<b>22,246,878</b>
<b>Maintenance &amp; Operations</b>					
205	Medical Services	33,313	31,971	45,000	45,000
217	Investigative Services	24,248	43,871	30,000	30,000
222	Memberships & Subscriptions	19,672	9,569	24,000	24,000
226	Training, Travel & Subsistence	133,604	112,417	162,000	155,000
230	Printing & Binding	10,737	14,794	12,500	12,500
250	Postage	85	308	500	500
259	K-9 Care And Supplies	38,419	48,638	44,820	43,600
261	Emergency Animal Treatment	460,354	421,521	632,039	498,246
269	Facility Lease	496,825	493,879	-	-
281	R & M - Communications Equipt.		-		1,500
287	R & M - Communications Equipt.	108,894	30,560	44,000	4,000
299	Contract Services	201,333	230,324	235,000	320,500
304	Books	1,900	2,002	1,700	1,700
305	Medical Supplies	571	3,354	1,000	1,000
307	Duplicating Supplies	2,829	2,974	3,200	3,200
316	Ammunition	97,716	78,577	100,000	61,500
318	Wearing Apparel	15,232	9,299	14,000	14,000
318	Wearing Apparel-Vests	66,487	23,641	22,500	22,500
319	Uniform Accessories	8,422	7,357	11,000	10,000
353	Patrol/Crime Lab/Prop.Supplies	49,812	47,977	42,350	40,850
355	Minor Equipment- Less Than \$5,000	9,914	14,491	7,000	6,000
399	Materials & Supplies	65,947	79,888	56,000	39,500
470	Principal Payment-Rcs	86,353	88,763	88,763	93,785
480	Interest Payment - Rcs	27,354	24,945	24,945	19,922
<b>Maintenance &amp; Operations Total</b>		<b>1,960,021</b>	<b>1,821,120</b>	<b>1,602,317</b>	<b>1,448,803</b>



**EXPENDITURE DETAIL**

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Police	Operations		001-411-000	
<b>Capital Outlay</b>					
512	Computer Equipment	-	-	-	388,000
512	Automotive Leases	32,386	31,782	32,769	22,426
515	Communications Equipment	-	-	-	40,000
518	Public Safety Equipment	45,380	4,921	-	55,000
<b>Capital Outlay Total</b>		<b>77,766</b>	<b>36,703</b>	<b>32,769</b>	<b>505,426</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
740	Building Services Charges	473,631	504,435	530,445	476,367
750	Vehicle Services Charges	559,620	557,906	423,561	457,546
751	Vehicle Lease Charge	303,511	436,591	552,291	546,858
755	Info. Systems Maint. Charge	1,416,211	1,549,936	1,195,900	1,179,032
790	Insurance Charges	589,246	608,028	576,872	581,683
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>3,342,219</b>	<b>3,656,896</b>	<b>3,279,069</b>	<b>3,241,486</b>
<b>000 Operations Total</b>		<b>23,910,456</b>	<b>25,021,659</b>	<b>25,811,089</b>	<b>27,442,593</b>

<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Police	National School District Contract		001-411-107	
<b>Personnel</b>					
101	Full-Time Salaries	39,495	40,563	41,945	35,623
102	Overtime	3,915	885	-	-
107	Educational Incentive Pay	421	2,034	1,818	-
110	Allowances & Stipends	405	216	-	-
120	Differential Pay	974	2,245	2,573	669
140	Workers' Compensation	4,401	4,489	4,521	3,531
150	Health Insurance	6,297	6,320	6,937	3,355
151	Ltd Insurance	151	149	133	58
160	Retirement Plan Charges	18,228	18,760	22,453	7,337
161	Medicare	637	651	643	527
199	Personnel Compensation	1,025	1,013	-	-
<b>Personnel Total</b>		<b>75,949</b>	<b>77,325</b>	<b>81,023</b>	<b>51,100</b>
<b>107 National School District Contract Total</b>		<b>75,949</b>	<b>77,325</b>	<b>81,023</b>	<b>51,100</b>

<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Police	Sweetwater Union HS Contract		001-411-108	
<b>Personnel</b>					
101	Full-Time Salaries	50,904	52,253	54,062	45,925
102	Overtime	5,001	1,145	-	-
107	Educational Incentive Pay	527	2,676	2,386	-
110	Allowances & Stipends	522	270	-	-
120	Differential Pay	1,218	2,875	3,281	892
140	Workers' Compensation	5,663	5,788	5,828	4,555



**EXPENDITURE DETAIL**

<b>Account No.</b>	<b>Account Title</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2020 Preliminary</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Police	Sweetwater Union HS Contract		001-411-108	
150	Health Insurance	8,120	8,145	8,942	4,198
151	Ltd Insurance	194	192	170	72
160	Retirement Plan Charges	23,472	24,170	28,944	9,465
161	Medicare	820	840	828	680
199	Personnel Compensation	1,366	1,350	-	-
<b>Personnel Total</b>		<b>97,807</b>	<b>99,704</b>	<b>104,441</b>	<b>65,787</b>
<b>108 Sweetwater Union HS Contract Total</b>		<b>97,807</b>	<b>99,704</b>	<b>104,441</b>	<b>65,787</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Police	POST		001-411-112	
<b>Maintenance &amp; Operations</b>					
226	Training, Travel & Subsistence	30,130	15,944	50,000	35,000
<b>Maintenance &amp; Operations Total</b>		<b>30,130</b>	<b>15,944</b>	<b>50,000</b>	<b>35,000</b>
<b>112 POST Total</b>		<b>30,130</b>	<b>15,944</b>	<b>50,000</b>	<b>35,000</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Police	Graffiti Program		001-411-131	
<b>Maintenance &amp; Operations</b>					
226	Training, Travel & Subsistence	516	-	-	-
<b>Maintenance &amp; Operations Total</b>		<b>516</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>131 Graffiti Program Total</b>		<b>516</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Police	Tuition Reimbursement		001-411-136	
<b>Maintenance &amp; Operations</b>					
226	Training, Travel & Subsistence	10,666	16,422	30,000	30,000
<b>Maintenance &amp; Operations Total</b>		<b>10,666</b>	<b>16,422</b>	<b>30,000</b>	<b>30,000</b>
<b>136 Tuition Reimbursement Total</b>		<b>10,666</b>	<b>16,422</b>	<b>30,000</b>	<b>30,000</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Police	Senior Volunteer Program		001-411-138	
<b>Maintenance &amp; Operations</b>					
318	Wearing Apparel	-	-	530	530
<b>Maintenance &amp; Operations Total</b>		<b>-</b>	<b>-</b>	<b>530</b>	<b>530</b>
<b>138 Senior Volunteer Program Total</b>		<b>-</b>	<b>-</b>	<b>530</b>	<b>530</b>



**EXPENDITURE DETAIL**

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Fund	Police	Property Evidence Seizure		001-411-198	
<b>Maintenance &amp; Operations</b>					
399	Materials & Supplies	-	-	9,550	9,550
<b>Maintenance &amp; Operations Total</b>		-	-	<b>9,550</b>	<b>9,550</b>
<b>198 Property Evidence Seizure Total</b>					
		-	-	<b>9,550</b>	<b>9,550</b>
<b>001 General Fund Total</b>		<b>24,125,524</b>	<b>25,231,054</b>	<b>26,086,633</b>	<b>27,634,560</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Information Systems Maintenance	Police	Operations		629-411-000	
<b>Capital Outlay</b>					
511	Computer Equipment	-	-	-	15,000
<b>Capital Outlay Total</b>		-	-	-	<b>15,000</b>
<b>000 Operations Total</b>					
		-	-	-	<b>15,000</b>
<b>629 Information Systems Maintenance Total</b>					
		-	-	-	<b>15,000</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Vehicle Replacement Fund	Police	Operations		644-411-000	
<b>Capital Outlay</b>					
511	Automotive Equipment	49,413	3,815	555,000	710,000
<b>Capital Outlay Total</b>		<b>49,413</b>	<b>3,815</b>	<b>555,000</b>	<b>710,000</b>
<b>000 Operations Total</b>					
		<b>49,413</b>	<b>3,815</b>	<b>555,000</b>	<b>710,000</b>
<b>644 Vehicle Replacement Fund Total</b>					
		<b>49,413</b>	<b>3,815</b>	<b>555,000</b>	<b>710,000</b>
<b>Grand Total</b>		<b>24,174,937</b>	<b>25,234,869</b>	<b>26,641,633</b>	<b>28,359,560</b>

\*Funds with no FY20 appropriations are not listed. Totals are partials for FY17-FY19 grand total.

Preliminary Budget  
Fiscal Year 2020

# Non- Departmental







# NON-DEPARTMENTAL

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## DEPARTMENT DESCRIPTION

This budget contains expenditures that affect all departments or the City as a whole. Examples of city expenditures include memberships, legislative representation, educational reimbursement program, printing, and postage. This fund also provides contributions to various organizations as recommended by the City Manager and City Council.



# NON-DEPARTMENTAL

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>			<b>Activity No.</b>
General Fund	Non-Departmental	Operations			001-409-000
<b>Maintenance &amp; Operations</b>					
212	Governmental Purposes	705,115	6,775	5,000	5,000
213	Professional Services	69,707	41,215	125,000	185,500
222	Memberships & Subscriptions	53,115	52,366	61,110	82,085
226	Training, Travel & Subsistence	25,850	17,592	20,000	20,000
230	Printing & Binding	2,849	-	3,000	3,000
250	Postage	26,708	20,617	23,000	23,000
258	Travel & Subsistence	-	-	-	-
264	Promotional Activities	-	-	-	12,200
299	Contract Services	76,481	93,931	60,800	178,522
452	Unemployment Insurance	25,394	13,167	80,000	70,000
470	Bond Principle Redemption	-	193,105	-	134,455
480	Bond Interest Redemption	-	170,180	-	180,402
<b>Maintenance &amp; Operations Total</b>		<b>985,219</b>	<b>608,948</b>	<b>377,910</b>	<b>894,164</b>
<b>Refunds, Contributions, &amp; Special Payments</b>					
650	American Society of Composers (ASCAP)	680	694	-	-
650	Boards & Commissions	1,202	4,523	5,500	-
650	Call 211 San Diego	11,716	11,716	12,000	-
650	Chamber of Commerce	50,000	50,000	-	-
650	E-Newsletter	3,000	1,200	5,000	-
650	Fee Study	13,320	29,588	-	-
650	Graffiti Tracker Services	2,463	2,584	3,000	-
650	Independence Day Fireworks	6,850	7,200	7,000	-
650	Mile of Cars LMD - General Benefit	15,143	2,322	13,541	-
650	Miss National City	1,422	-	-	-
650	Property Mgmt for S/A Properties	122,026	22,679	65,000	-
650	Sandag	10,116	10,104	10,269	-
650	Trauma Intervention Services	8,000	8,000	8,975	-
650	Wellness Program	4,848	4,393	5,000	-
650	Westside Amort of Non-Conforming Uses	34,841	4,955	50,000	-
<b>Refunds, Contributions, &amp; Special Payments Total</b>		<b>285,627</b>	<b>159,958</b>	<b>185,285</b>	<b>-</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
710	Provision for Contingency	6,320	13,561	55,000	125,000
755	Info. Systems Maint. Charge	-	-	100,000	100,000
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>6,320</b>	<b>13,561</b>	<b>155,000</b>	<b>225,000</b>
<b>000 Operations Total</b>		<b>1,277,166</b>	<b>782,467</b>	<b>718,195</b>	<b>1,119,164</b>



# NON-DEPARTMENTAL

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>			<b>Activity No.</b>
General Fund	Non-Departmental	Capital Improvement Program			001-409-500
<b>Capital Improvement</b>					
598	Aquatic Center	34,500	-	-	-
598	Casa de Salud 97-98	100	6,000	-	-
598	Civic Center Chiller Project	49,703	-	-	-
598	Civic Center Electrical	-	17,750	-	-
598	Civic Center Improvements	21,466	2,750	-	-
598	Drainage Improvements Paradise Creek	168,762	7,873	-	-
598	Energy Savings Project	-	3,234,163	-	-
598	El Toyon Park Improvements	122,701	235,037	-	-
598	Facilities Upgrades - Tier 1 Projects	-	5,403	400,000	1,000,000
598	Fire Station #31 Improvements	118,417	-	-	-
598	Fire Station 33 Squad Pilot	32,358	235,637	-	-
598	G. Waters Nutrition HVAC, Roof, Refrig	1,488	-	-	-
598	Historic Property Preservation	76,399	31,178	-	-
598	Kimball Park Improvements	482,394	-	-	-
598	Kimball Park, ARTS Center Roof	111,811	48,918	-	-
598	Kimball Park, Electrical Upgrades	-	-	-	-
598	Kimball Skate Park	-	-	-	-
598	Kimball Tower Rehab	819	-	-	-
598	Las Palmas Camacho Gym Doors	705	-	-	-
598	Las Palmas Camacho Gym Roof Replacer	-	-	-	-
598	Las Palmas Park Improvements	717,025	186,290	-	-
598	Misc Storm Drain Improvements	156,211	102,296	200,000	500,000
598	MLK Building Upgrades	2,891	20,009	-	-
598	Paradise Creek Park Site Remediation	-	-	3,600,000	-
598	Park Restrooms	-	-	-	-
598	PD Property & Evidence Room Refurbish	192,542	-	-	-
598	Playhouse Demolition	134,701	-	-	-
598	Police Dept Building Improvements	218,955	53,595	-	-
598	Public Works Facility Reloc Project	93,290	9,592	-	-
598	Resurface Streets	425,957	1,073,660	-	-
598	Safe Routes to School Grant FY08/09	6,809	-	-	-
598	Safe Routes to Schools	-	-	-	-
598	Storm Water Grant Program	228,582	-	-	-
598	Street Light Refurbishment	-	-	-	-
598	Traffic Monitoring/System Improvements	484,251	670,379	800,000	800,000
598	WI-TOD Improvements	104,510	1,305,611	-	-
	<b>Capital Improvement Total</b>	<b>3,987,347</b>	<b>7,246,141</b>	<b>5,000,000</b>	<b>2,300,000</b>
<b>Allocated Costs &amp; Internal Service Charges</b>					
751	Vehicle Lease Charge	-	-	-	18,547
	<b>Allocated Costs &amp; Internal Service Charges Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,547</b>
<b>500 Capital Improvement Program Total</b>		<b>3,987,347</b>	<b>7,246,141</b>	<b>5,000,000</b>	<b>2,318,547</b>
<b>001 General Fund Total</b>		<b>5,264,513</b>	<b>8,028,608</b>	<b>5,718,195</b>	<b>3,437,711</b>



# NON-DEPARTMENTAL

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
General Capital Outlay Fund	Non-Departmental	Capital Improvement Program		103-409-500	
<b>Capital Improvement</b>					
598	Plaza Boulevard Widening	844,294	127,996	-	-
<b>Capital Improvement Total</b>		<b>844,294</b>	<b>127,996</b>	-	-
<b>500 Capital Improvement Program Total</b>		<b>844,294</b>	<b>127,996</b>	-	-
<b>103 General Capital Outlay Fund Total</b>		<b>844,294</b>	<b>127,996</b>	-	-
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Library Capital Outlay Fund	Non-Departmental	Capital Improvement Program		108-409-500	
<b>Capital Improvement</b>					
598	"A" Ave Green St & Pedestrian Pathway	-	-	-	-
598	Library Public Safety Cameras	1,025	-	-	-
598	Library Upgrades	12,863	6,145	-	-
598	MIS - Audio/Visual Upgrades	-	-	-	-
598	New Library Rehab	-	-	-	-
<b>Capital Improvement Total</b>		<b>13,888</b>	<b>6,145</b>	-	-
<b>500 Capital Improvement Program Total</b>		<b>13,888</b>	<b>6,145</b>	-	-
<b>108 Library Capital Outlay Fund Total</b>		<b>13,888</b>	<b>6,145</b>	-	-
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Gas Taxes Fund	Non-Departmental	Capital Improvement Program		109-409-500	
<b>Capital Improvement</b>					
598	Community Corridors	-	-	-	-
598	Resurface Various Streets	-	-	1,016,456	1,030,455
598	Traffic Signal Timing/Interconnect	-	-	-	-
598	Traffic Monitoring/System Improvements	-	56,890	-	-
<b>Capital Improvement Total</b>		-	<b>56,890</b>	<b>1,016,456</b>	<b>1,030,455</b>
<b>500 Capital Improvement Program Total</b>		-	<b>56,890</b>	<b>1,016,456</b>	<b>1,030,455</b>
<b>109 Gas Taxes Fund Total</b>		-	<b>56,890</b>	<b>1,016,456</b>	<b>1,030,455</b>



# NON-DEPARTMENTAL

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Park & Recreation					
Capital Outlay Fund	Non-Departmental	Capital Improvement Program		115-409-500	
<b>Capital Improvement</b>					
598	El Toyon Park Improvements	125,020	-	-	-
598	Kimball Skate Park	-	-	-	-
598	Kimball Park Improvements	-	-	-	-
<b>Capital Improvement Total</b>		<b>125,020</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>500 Capital Improvement Program Total</b>		<b>125,020</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>115 Park &amp; Recreation Capital Outlay Fund Total</b>		<b>125,020</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Sewer Service Fund	Non-Departmental	Capital Improvement Program		125-409-500	
<b>Capital Improvement</b>					
598	WITOD Improvements	-	907,001	-	-
598	Sewer System Maintenance	384,132	51,971	-	-
598	Sewer Upsizing	1,455,413	1,585,113	-	2,000,000
<b>Capital Improvement Total</b>		<b>1,839,545</b>	<b>2,544,085</b>	<b>-</b>	<b>2,000,000</b>
<b>500 Capital Improvement Program Total</b>		<b>1,839,545</b>	<b>2,544,085</b>	<b>-</b>	<b>2,000,000</b>
<b>125 Sewer Service Fund Total</b>		<b>1,839,545</b>	<b>2,544,085</b>	<b>-</b>	<b>2,000,000</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Asset Forfeiture					
Fund	Non-Departmental	Capital Improvement Program		131-409-500	
<b>Capital Improvement</b>					
598	Police Dept Parking	-	200,000	-	-
<b>Capital Improvement Total</b>		<b>-</b>	<b>200,000</b>	<b>-</b>	<b>-</b>
<b>500 Capital Improvement Program Total</b>		<b>-</b>	<b>200,000</b>	<b>-</b>	<b>-</b>
<b>131 Asset Forfeiture Fund Total</b>		<b>-</b>	<b>200,000</b>	<b>-</b>	<b>-</b>



# NON-DEPARTMENTAL

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Post-Employment Benefits Fund	Non-Departmental	Operations		212-409-000	
<b>Personnel</b>					
199	Personnel Compensation	166,220	191,470	197,580	260,340
<b>Personnel Total</b>		<b>166,220</b>	<b>191,470</b>	<b>197,580</b>	<b>260,340</b>
<b>000 Operations Total</b>		<b>166,220</b>	<b>191,470</b>	<b>197,580</b>	<b>260,340</b>
<b>212 Post-Employment Benefits Fund Total</b>		<b>166,220</b>	<b>191,470</b>	<b>197,580</b>	<b>260,340</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Engineering Department Grants Fund	Non-Departmental	Capital Improvement Program		296-409-500	
<b>Capital Improvement</b>					
598	AHSC Affordable Housing	-	930,271	-	-
598	HRPP-Housing Related	-	553,450	-	-
598	Bicycle Parking Enhancement	43,016	-	-	-
598	SRTS - Pedestrian Enhancements	1,023	3,545	-	-
598	NC-Intra-Connect Plan Program	-	49,111	-	-
598	A Ave Green St & Pedestrian Pathway	-	-	-	-
598	Downtown-Westside Comm Connections	552,040	-	-	-
598	Wayfinding Signage Program	219,217	769,166	-	-
598	Storm Water Grant Program	591,609	-	-	-
598	Paradise Creek Educational Park	637,596	9,288	-	-
598	Paradise Creek Water Conserv Garden	9,941	-	-	-
598	Highland Ave Community Corridor	-	-	-	-
598	Division Street Road Diet Project	763,000	849	-	-
598	Euclid Bicycle and Ped Enhancements	324,381	-	-	-
598	30th St. Ped and Bike Enhancements	19,898	106,391	-	-
598	18th St Bicycle & Pedestrian Enhancemts	2,615	979,083	-	-
598	Urban Forest Mgmt Plng Grant Phase I	89,600	10,745	-	-
598	Westside Mobility	153,015	1,815,723	-	-
598	Downtown Specific Plan Update	220,072	6,631	-	-
598	EI Toyon-Las Palmas Bicycle Corridor	7,341	13,275	-	-
598	18th Street Bicycle Enhancement Proj	156,472	68,333	-	-
598	Midblock Ped Crossing Enhancements- Nc28	113,859	511,142	-	-
598	Midblock Ped Crossing Enhancements	-	464,175	-	-
598	Paradise Valley Crk Water	-	280,664	-	-
<b>Capital Improvement Total</b>		<b>3,904,695</b>	<b>6,571,842</b>	-	-
<b>500 Capital Improvement Program Total</b>		<b>3,904,695</b>	<b>6,571,842</b>	-	-
<b>296 Engineering Department Grants Fund Total</b>		<b>3,904,695</b>	<b>6,571,842</b>	-	-



# NON-DEPARTMENTAL

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Community Development Block Grant Fund	Non-Departmental	Operations		301-409-000	
<b>Refunds, Contributions, &amp; Special Payments</b>					
650	Fair Housing Services	35,500	41,000	35,000	35,000
650	South Bay Com Svs - NC PD Support Svs	19,349	20,000	20,000	20,000
<b>Refunds, Contributions, &amp; Special Payments Total</b>		<b>54,849</b>	<b>61,000</b>	<b>55,000</b>	<b>55,000</b>
<b>000 Operations Total</b>		<b>54,849</b>	<b>61,000</b>	<b>55,000</b>	<b>55,000</b>
<b>301 Community Development Block Grant Fund Total</b>		<b>54,849</b>	<b>61,000</b>	<b>55,000</b>	<b>55,000</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Proposition A Fund	Non-Departmental	Capital Improvement Program		307-409-500	
<b>Capital Improvement</b>					
598	Highland Ave Community Corridor	-	-	-	-
598	Plaza Blvd. Widening	166,811	6,245	-	-
598	Resurface Streets	172,192	400,000	100,000	400,000
598	Safe Routes to School	994,749	412,716	166,000	212,000
598	Upgrading Traffic Signal	34,445	-	800,000	600,000
<b>Capital Improvement Total</b>		<b>1,368,197</b>	<b>818,961</b>	<b>1,066,000</b>	<b>1,212,000</b>
<b>500 Capital Improvement Program Total</b>		<b>1,368,197</b>	<b>818,961</b>	<b>1,066,000</b>	<b>1,212,000</b>
<b>307 Proposition A Fund Total</b>		<b>1,368,197</b>	<b>818,961</b>	<b>1,066,000</b>	<b>1,212,000</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Development Impact Fees Fund	Non-Departmental	Operations		325-409-000	
<b>Allocated Costs &amp; Internal Service Charges</b>					
698	Indirect/Overhead Costs	4,879	34,289	-	-
<b>Allocated Costs &amp; Internal Service Charges Total</b>		<b>4,879</b>	<b>34,289</b>	<b>-</b>	<b>-</b>
<b>000 Operations Total</b>		<b>4,879</b>	<b>34,289</b>	<b>-</b>	<b>-</b>



# NON-DEPARTMENTAL

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Development					
Impact Fees Fund	Non-Departmental	Capital Improvement Program		325-409-500	
<b>Capital Improvement</b>					
598	Police Dept Building Improvements	-	-	-	-
598	PD Property & Evidence Room Refurbish	-	-	-	-
598	Fire Apparatus/Apparatus Shelter	6,208	-	-	-
598	Library Upgrades	-	260,000	-	-
598	El Toyon Park Improvements	177,088	-	-	-
598	Kimball Park Improvements	50,000	-	-	-
598	Plaza Blvd. Widening	277,681	115,000	-	-
<b>Capital Improvement Total</b>		<b>510,977</b>	<b>375,000</b>	-	-
<b>500 Capital Improvement Program Total</b>		<b>510,977</b>	<b>375,000</b>	-	-
<b>325 Development Impact Fees Fund Total</b>		<b>515,856</b>	<b>409,289</b>	-	-
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
HOME Fund	Non-Departmental	Housing		505-409-462	
<b>Capital Outlay</b>					
500	Wi-Tod Acquisition Program	-	-	-	-
<b>Capital Outlay Total</b>		-	-	-	-
<b>Refunds, Contributions, &amp; Special Payments</b>					
650	South Bay Comm Serv - TBRA	190,168	96,407	225,000	82,055
<b>Refunds, Contributions, &amp; Special Payments Total</b>		<b>190,168</b>	<b>96,407</b>	<b>225,000</b>	<b>82,055</b>
<b>462 Housing Total</b>		<b>190,168</b>	<b>96,407</b>	<b>225,000</b>	<b>82,055</b>
<b>505 HOME Fund Total</b>		<b>190,168</b>	<b>96,407</b>	<b>225,000</b>	<b>82,055</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Facilities					
Maintenance Fund	Non-Departmental	Operations		626-409-000	
<b>Maintenance &amp; Operations</b>					
470	Bond Principal Redemption	-	-	123,018	-
480	Bond Interest Redemption	-	-	183,889	-
<b>Maintenance &amp; Operations Total</b>		-	-	<b>306,907</b>	-
<b>000 Operations Total</b>		-	-	<b>306,907</b>	-
<b>626 Facilities Maintenance Fund Total</b>		-	-	<b>306,907</b>	-



# NON-DEPARTMENTAL

## EXPENDITURE DETAIL

Account No.	Account Title	2017 Actual	2018 Actual	2019 Adopted	2020 Preliminary
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Information System Maintenance Fund	Non-Departmental	Capital Improvement Program		629-409-500	
<b>Capital Improvement</b>					
598	Unified Messaging System	-	-	-	-
598	Civic Center Computer Room Fire Supply	-	-	-	-
598	Police Dept Computer Room Fire Supply	-	-	-	-
598	Public Safety Cameras - Kimball	-	-	-	-
598	Public Safety Cameras - Las Palmas	42,515	9,261	-	-
598	Comms Infrastructure Expansion	-	80,465	100,000	100,000
598	Public Safety Cameras	115,310	16,083	-	-
598	Public Safety Cameras - El Toyon	100,000	-	-	-
<b>Capital Improvement Total</b>		<b>257,825</b>	<b>105,809</b>	<b>100,000</b>	<b>100,000</b>
<b>500 Capital Improvement Program Total</b>		<b>257,825</b>	<b>105,809</b>	<b>100,000</b>	<b>100,000</b>
<b>629 Information Systems Maintenance Fund Total</b>		<b>257,825</b>	<b>105,809</b>	<b>100,000</b>	<b>100,000</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Telecommunication s Revolving Fund	Non-Departmental	Capital Improvement Program		631-409-500	
<b>Capital Improvement</b>					
598	Unified Messaging System	59,774	-	-	-
<b>Capital Improvement Total</b>		<b>59,774</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>500 Capital Improvement Program Total</b>		<b>59,774</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>631 Telecommunications Revolving Fund Total</b>		<b>59,774</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund</b>	<b>Department</b>	<b>Activity</b>		<b>Activity No.</b>	
Vehicle Replacement Fund	Non-Departmental	Capital Improvement Program		644-409-500	
<b>Capital Outlay</b>					
511	Automotive Equipment	-	-	82,000	105,000
<b>Capital Outlay Total</b>		<b>-</b>	<b>-</b>	<b>82,000</b>	<b>105,000</b>
<b>500 Capital Improvement Program Total</b>		<b>-</b>	<b>-</b>	<b>82,000</b>	<b>105,000</b>
<b>644 Vehicle Replacement Fund Total</b>		<b>-</b>	<b>-</b>	<b>82,000</b>	<b>105,000</b>
<b>Grand Total</b>		<b>14,604,844</b>	<b>19,218,502</b>	<b>8,767,138</b>	<b>8,282,561</b>

\*Funds with no FY20 appropriations are not listed. Totals are partials for FY17-FY19 grand total.

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**NATIONAL CITY**  
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**Section**

**IV.**

**Capital  
Improvement  
Program**

**Preliminary Budget  
Fiscal Year 2020**



City of National City  
5-Year Capital Improvement Program (FY 2020 - FY 2024)  
FY 2020 Project Funding Recommendations

Project	Type	Description <sup>1</sup>	General Fund (001)	Facilities Maintenance Reserve (001)	Sewer Fund (125)	SB1 (RMRA) Gas Tax Fund (109)	TransNet Prop "A" Fund (307)	Library Capital Outlay Fund (108)	Fire DIF Fund (325)	Information Systems Maintenance Fund (629)	Total
Drainage Improvements (001-409-500-598-	Infrastructure	Replace corrugated metal storm drain pipes and provide other high priority drainage improvements Citywide	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Traffic Monitoring / Safety Enhancements (001-409-500-598-6573)	Infrastructure	Provide various infrastructure improvements to National City's transportation network to enhance safety and access for all users; provide transportation planning, traffic data collection, analysis and reporting, traffic safety evaluations, and ADA compliance; funding serves as local match for larger regional, State and/or Federal transportation grant projects and contributes to National City's maintenance of effort for receipt of local	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000
Facilities Upgrades - Tier 1 Projects (001-409-500-598-	Facilities	Tier 1 projects are defined as "Urgent" based on public health and safety	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 10,000	\$ 100,000	\$ -	\$ 1,110,000
Sewer Replacement / Upsizing (125-409-500-598-2024)	Infrastructure	Projects include repair and/or replacement of deteriorated sewer lines and/or upsizing to increase capacity and efficiency of the sewer collection system	\$ -	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
Safe Routes to School Pedestrian and Bicycle Safety Enhancements	Infrastructure	Projects include various infrastructure improvements Citywide to enhance access and safety for children walking and biking to school	\$ -	\$ -	\$ -	\$ -	\$ 212,000	\$ -	\$ -	\$ -	\$ 212,000
Street Resurfacing (109-409-500-598-6035) (307-409-500-598-6035)	Infrastructure	Projects include a combination of roadway rehabilitation, grinding and overlay, slurry seals and restriping of finished pavement; other improvements include removal and replacement of damaged or lifted sidewalks and	\$ -	\$ -	\$ -	\$ 1,030,455	\$ 400,000	\$ -	\$ -	\$ -	\$ 1,430,455
Traffic Signal Upgrades (307-409-500-598-6558)	Infrastructure	Projects include various upgrades and modifications to traffic signals and associated infrastructure / equipment Citywide, to enhance traffic safety and	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ -	\$ -	\$ 600,000
Communications Infrastructure Expansion (629-409-500-598-	Infrastructure	Expand fiber optics infrastructure to enhance communications; replace existing cameras that are no longer operational and/or require upgrades;	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
<b>Total</b>			<b>\$ 1,300,000</b>	<b>\$ 1,000,000</b>	<b>\$ 2,000,000</b>	<b>\$ 1,030,455</b>	<b>\$ 1,212,000</b>	<b>\$ 10,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 6,752,455</b>

<sup>1</sup> Refer to individual project summary sheets for details on project improvements, budgets and funding sources.

# FY2020 Fleet Recommendation

Department	Vehicle or Equipment	Cost	General Fund (G)	Sewer (S)	Purchase (P) or Lease (L)
Police	C.S.O. Truck	\$30,000	\$30,000		P
Police	Investigation Vehicle (3)	\$105,000	\$105,000		L
Police	Prisoner Transport Van	\$100,000	\$100,000		P
Police	C.N.T. Van	\$75,000	\$75,000		P
Police	Swat Vehicle F250	\$175,000	\$175,000		P
Parks	Aerial Boom Truck (Electric)	\$225,000	\$225,000		P
Parks	Brush Chipper	\$45,000	\$45,000		P
Streets	Ford F-550 Dump Body	\$80,000	\$40,000	\$40,000	P
Engineering/ PW	Plug-In Electric Vehicle (3)	\$105,000	\$70,000	\$35,000	L
Parks	Light Duty Stake Bed	\$45,000	\$45,000		L
Streets	Brush Hog	\$5,000	\$5,000		P
Facilities	Cargo Van	\$25,000	\$25,000		L
Streets	Skid Steer w/Attachments and Trailer	\$95,000	\$47,500	\$47,500	P
Parks	Mini Trencher w/Trailer	\$30,000	\$30,000		P
	Total	\$1,140,000	\$1,017,500	\$122,500	

**Section**

**V.**

# Appendix

**Preliminary Budget  
Fiscal Year 2020**



Preliminary Budget  
Fiscal Year 2020

# Accounting & Financial Policies







# ACCOUNTING POLICIES

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## **Purpose**

The purpose of this policy is to ensure that assets are safeguarded, that financial statements are in conformity with generally accepted accounting principles, and that finances are managed with responsible stewardship. All personnel are expected to uphold to this internal procedures. It is the intention of City of National City Department of Finance that this procedures serve as our commitment to proper, accurate financial management and reporting.

## **Payroll**

### **Payroll Processing**

The City of National City compensates employees on a bi-weekly basis in accordance with the current and approved Memorandums of Understanding for the recognized employee's unions, the Firefighters' Association (FFA), the Municipal Employees Association (CEA), and the Police Officers' Association (POA). Executive, management, and confidential employees are unrepresented and negotiate separate from any other recognized group.

The payroll process consists of the following: 1) data entry and computer processing, 2) distribution of checks or transmittal of direct deposits, 3) payroll liability processing and 4) filing both in house and with appropriate organizations/agencies.

### **Payroll Reporting**

1. The Payroll Clerk performs the following payroll reporting requirements:
  - A. payroll tax deposit;
  - B. CalPERS contribution report;
  - C. CASDU garnishment;
  - D. PARS contribution report;
  - E. ICMA contribution report.
2. Direct Deposit
  - A. Once the payroll process is complete, the direct deposit file is submitted to the financial institution with 48 hours in advance from payday.
3. Payroll Distribution
  - A. Insert each Payroll Check and Direct Deposit Voucher into a plain window envelope and seal. Sort by Department. Checks are maintained in the Finance vault.
  - B. On payday, an authorized person from each department will come to the Payroll Department and pick up the checks for that department.

## **Accounts Payable**

### **Create New Vendor Account**

New vendors are set up in the system by the Accounting Assistant Staff upon collection of supporting documentation. A vendor record can be initiated by the Accounting Assistant or City Departments by requesting a signed W-9 form.



# ACCOUNTING POLICIES

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## **Invoice Processing**

Request for Warrant Forms need to be filled out by the department requesting payment. The following information needs to be filled out by the department: Invoice #, Invoice Date, Description of goods/services being billed and paid for, PO# if applicable, Account #, and Amount. NOTE: Request for Payments must be signed by the Department Director or its designee.

## **Normal Accounts Payable Check Run**

The City of National City uses a hybrid accounts payable and centralize purchasing process. Each department has the authority to purchase or contract for services as long as the purchases or contracts conform to the adopted purchasing resolution and the funds have been appropriated. Invoices are entered into the system A/P module by the departments in batches, which are submitted to Finance according to predetermined due dates. Weekly check runs occur on Thursdays that City Hall is open. All items to be paid should be entered by end of day Thursday of prior week.

After the invoice batches are reviewed and posted, the Accountant will review the Open Invoice Report that includes all of the posted invoices to be paid, and then gives approval for the checks to be processed.

After the Warrant has been signed and printed, the A/P Accounting Assistant prepares the warrant register report along with the A200 Form for Director of Finance to review/sign and upload to Questys system to include in Council meeting agenda and package. For checks requested to be return to the department, the party picking up the check(s) should sign the Voucher/Check Register.

The Accounting Assistant matches checks to the backup, make sure appropriate signatures have been received, and that all backup is attached. The Accounting Assistant checks that the dollar amount of the check, vendor number and invoice number match the payment authorization, verifies address of vendor and mails check with any remittance slips. Note that packing slips, estimates, and statements are not considered adequate backup, but certainly can be added as additional supporting documentation. The documentation must be an invoice. The exception being memos from department heads authorizing payment. Any questionable backup should be brought to the attention of the department supervisor. After all checks have been matched up to the appropriate backup, they should be filed numerically by check number and by weekly register warrant number in the filing cabinets located outside the A/P Accounting Assistant's office.

## **Petty Cash Fund**

The petty cash fund shall be maintained by an Accounting Assistant designated by the Director of Finance. During the day, the cash is kept in a metal cash box located in a locked file cabinet. This cash box will be kept locked, except when an authorized petty cash reimbursement is being made to an employee. After business hours, the box is locked in the Finance vault.

The Accounting Assistant will be responsible for obtaining and maintaining from each department head a list of persons authorized to approve petty cash reimbursements, including a specimen signature for each person. The authorizing employee must be a member of management.



## **Purchasing**

### **Purchasing Requisition Entry**

The City of National City uses a centralized purchasing system. Under this system, each operating department is responsible for coordinating the purchase of goods and services needed for its operations. However, to ensure compliance with the City's purchasing manual, the City's Purchasing Ordinance designates that certain purchases must be approved by a Purchasing Officer designated by the City Manager.

Purchases may only be made by the following acceptable methods: 1) Purchase Order, 2) Request for Check, 3) Petty Cash, or 4) City Issued Credit Card. Funds must exist in the account to which the purchase is to be charged.

The document used to encumber funds is called a purchase order. When a purchase order is created, approved, and entered, it reserves a portion of the budget allocated to the particular line item in an amount equal to the purchase order. For example, if the office supply line item budget is \$1,000 and a purchase order is created for \$250, \$250 is considered encumbered and no longer available for appropriation. Encumbered funds may be contractually obligated at the time the purchase order is created (such as when there is a corresponding contract with a vendor to provide contractually specified goods or services) or they may relate to a "blanket" purchase authorization (when a specified volume of goods or services are purchased from a vendor throughout the fiscal year). In either case, once a purchase order is created the funds are no longer available for payment to any vendor (or for any other purpose) other than that specified on the purchase order. Once created a purchase order may later be increased, decreased, or cancelled.

When goods or services are rendered to the City, payment may then be authorized through four appropriate approval levels against a purchase order. When a payment is issued, the balance of the purchase order is reduced and the encumbrance becomes an expenditure.

### **Purchase Order Year-End Closeout**

Purchase orders are closed out shortly after June 30<sup>th</sup>, with the exception of requested purchase orders that still remain open on contracts. Purchase orders that will remain open are only those purchase orders related to an active Construction in Progress (CIP) in nature. All departments are requested to prepare a list of purchase orders to be carried into the following fiscal year and submit the list to Purchasing Division in Finance. Purchase orders requested to be carried forward by each department will be review by Finance to insure that a contract is in place and that the purchase order balance is accurate. Print a Purchase Order Accounting Report so that you have a comprehensive list of all purchase orders open as of June 30<sup>th</sup>. Go through the list to determine which purchase orders should be carried forward into the next fiscal year and which purchase orders should be closed out permanently.

### **Purchase Orders to be Closed Permanently**

In order to close out a purchase order in EDEN financial system, a change order must be entered to close out the purchase order balance.



## **Cash Receipts – Cash Register and Cashiering**

### **Opening Activity and Cash Drawer Setup**

Each cashier should have their own cash drawer that they are responsible for.

### **Losses, Shortages, and Overages**

A Shortage is an unintentional collection error, such as giving incorrect change or not collecting the correct amount. An Overage occurs when employee have collected too much money and cannot immediately return the excess to a specific customer. A loss occurs when the cash handler has obtained physical custody of money and then due to reasons like negligence, an act of God, or an unlawful action, cannot deposit the funds into the City Treasury. “Negligence” includes such actions as leaving City money unattended and not properly safeguarding that money from loss. Losses shall be reported to the supervisor immediately.

### **Balancing the Cash Drawer**

At the end of the day, the cashier needs to account for any loss, shortage, or overage in their cash drawer. This process is known as “balancing” the cash drawer. This balancing process involves:

1. Adding the currency, coin, funds that may have been removed from the cash drawer for safekeeping, and checks for a total dollar amount on-hand and then subtracting out the beginning balance.
2. Determining the dollar amount that has been collected per the cash register.
3. Comparing these two amounts. They should be the same.

The balancing process should take place out of public view in a location away from the collection area to protect the safety of the cash handler.

### **Locating Cash Differences**

Every reasonable attempt should be made to locate cash differences. If we have a cash shortage or overage, we follow these steps:

1. Recount all coin and currency to agree with the initial count.
2. Make sure that the proper amount was deducted as the beginning cash bank.

If the difference is more than \$5, we follow the below steps:

1. Recheck the amounts per the cash register. Do the amounts for checks and credit card transactions per the cash register agree to the actual count?
2. If a shortage exists we search the area where we were working.
3. Look in wastebaskets around the working area and where the cash drawer was balanced.

### **Entering Cash Receipts**

The Progressive cash receipt system utilizes the general payment processing to enter cash receipts at the Finance cashiers counter. Receipts are processed by several cashiers, each having their own separate cash box. At the end of the day, the cash boxes are balanced with



# ACCOUNTING POLICIES

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reports that have been generated by the Progressive cash receipt system. Each Cashier will balance their cash drawer at the end of day and immediately notify Supervisor in-charge of any unreconciled differences. If the cash drawers are in balance, the main Cashier / Accounting Assistant will prepare a comprehensive cash balance report for the Supervisor in-charge.

## **Processing Cash Deposits Received by Finance**

1. Collect cash/checks received the previous day from all cashiers. Verify all monies received.
2. Fill out deposit slips.
3. Prepare cash and checks for deposit to bank.
4. Inside a Cash Deposit Only bag, place all currency and coin. Fold with air out and seal bag. Place the white deposit ticket in the 'Deposit Ticket Only' slot and seal. Checks are put in a separate unencoded check bag.
5. Inside an unencoded check bag, place the batch of checks along with the white deposit ticket. Fold with air out and seal bag.
6. Place bags with the AT Systems receipt book in the Finance vault.

## **Treasury / Cash Management**

### **Investment Procedures**

As necessary, cash is transferred between bank accounts, to and from the state's Local Agency Investment Fund, or securities are purchased based on established criteria in accordance with City Council Policy #203 Investment of City Funds.

The City of National City's investment program will conform to federal, state, and other legal requirements, including California Government Code Sections 16429.1-16429.4, 53600 53609 and 53630-53686.

### **Transmitting Issued/Voiced Check Files to the Bank**

As a security measure to prevent fraud, electronic files (positive pay file) of check registers are sent to the City's bank whenever either an Accounts Payable or a Payroll run is done. By submitting check registers to the bank at the time the checks are issued, the bank can then ensure that the checks being cashed were, in fact, issued by the City.

### **Bank and Check Reconciliation**

On a monthly basis all cash accounts are reconciled between the General Ledger and the bank statements. Any differences are accounted for and necessary adjustments are made.

### **Returned Checks**

Returned checks are recorded by the Account Receivable Accounting Technician. Then, the Accounting Technician record the proper adjustment and issues an invoice as part of the collection effort process. The respective departments are then notified of the returned checks.



## **Department of Finance Vault/Safe**

Cash receipts collected at City Hall are processed at the Department of Finance cashier's counter. To ensure the safety of these monies until they are released to a courier for transport and deposit with the appropriate banking authority, cash and checks are locked in the Finance vault. The following details the process for safekeeping of both cash and checks.

## **General Cash Collection control Procedures**

The purpose of the procedures below is to provide guidance to City departments in how the receipts are to be processed and handled before being presented to the Department of Finance.

## **General Ledger**

### **Accounting Periods**

To allow for continuity and consistency the accounting cycle of the fiscal year is divided into separate accounting periods. The first month of the fiscal year, July, is identified as Period 01, August is Period 02 and so on. At the end of the fiscal year Period 12 is used for the regular June activity. Fiscal year-end adjustments are recorded in Period 13 and dated 06/30/XX. Fiscal year closing entries are recorded in Period 14 and dated 06/30/XX.

### **Adjusting Journal Entries**

Adjusting journal entries are used to directly record transactions to the City's general ledger, which are not otherwise posted through some other system. For example, if the State directly deposits the City's monthly sales tax remittance into the City's bank account, the general ledger has no way of knowing that this has occurred. In this case there is no check processed through the cash receipts system, and therefore no posting to the general ledger. The amount directly deposited must be recorded via an adjusting journal entry.

Adjusting journal entries may also be used to correct an item that was previously posted. The adjusting entry could be used to correct the amount, account used, or timing of a previously recorded transaction. As an example, if a check for gas tax revenues was received and erroneously posted to property tax revenues, an adjusting journal entry could be used to correct this situation.

### **Budget Adjustment Entries**

Budget adjustment entries are used to modify the existing budgetary amounts for both revenue ("Estimated Revenues") and expenditure ("Appropriations") accounts. The entry may be used to either increase or decrease the budgeted amount within a revenue or expenditure account.

## **Accounts Receivable**

There are several different categories that the City bills accounts receivables for. The majority of the invoices prepared are for false alarms, annual inspection fee, administrative citations for Building, Planning, Engineering, and Code Enforcement, sewer billing, housing choice voucher program repayments, property leases, and intergovernmental contracts.



# ACCOUNTING POLICIES

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The AR process includes 1) setting up customer information, 2) preparing an invoice and mailing it, 3) posting payments and 4) generating monthly statements for unpaid invoices.

## **Capital Improvement Projects**

Capital improvements are initiated at the direction of the departments and approved by the City Manager or City Council. A draft budget is submitted to Finance and then to the City Council for approval. Once approved the Department of Finance maintains budgets, off-cycle funding, and transfers between funding sources; reviews expenses and revenues; and monitors available unspent balances for all CIP projects on an on-going basis.

## **Business Licensing**

The business license tax is revenue to the general fund for the privilege of conducting business within the City of National City and receiving the benefits of various City services. The provisions of this chapter are principally revenue in nature but shall also have regulatory provisions for business compliance.

## **Budget**

The City adopts an Operating and Capital Improvement budget on an annual basis. The adopted budget appropriates funds and establishes legal expenditure limits for the upcoming fiscal year beginning July 1. To develop the Operating Budget, departments are asked to submit estimates for revenues they will generate for the upcoming fiscal year and appropriations requests based upon the best estimates of products and services available. Finance staff reviews the submitted revenue estimates and appropriation requests then meets with each department to review them. Once departmental reviews are complete, Finance meets with the City Manager to discuss revenues and appropriations and the preliminary status (surplus or deficit) of the budget. After all internal reviews are complete, a preliminary budget is prepared for review by the City Council. After City Council feedback and any requested revisions have been made, a final budget document is prepared for adoption prior to June 30. Adoption of the budget provides City administrators with the authority to incur liabilities to provide services. The approved budget is modified throughout the fiscal year as funding sources and needs of the City change.

## **Appropriations Limit Calculation**

Per California Constitution Article XIII B Section 1 indicates the total annual appropriations subject to limitation of the State and of each local government shall not exceed the appropriations limit of the entity of government for the prior year adjusted for the change in the cost of living and the change in population.

Each year, a local government must adjust its Appropriations Limit for two factors: 1) the change in the cost of living, and 2) the change in population.



# ACCOUNTING POLICIES

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## **Project Accounting**

Project Accounting is used to keep track of activities relating to the City's capital improvement projects. All accounting entries that are entered against a project expenditure string from all other modules are posted into Project Accounting.

## **Capital Assets and Reporting**

Capital Assets are defined as those assets acquired by the City to be used in the course of operations and providing services to the general public. The City uses a cost threshold of \$5,000 for the purpose of fixed asset and capital asset reporting.

## **Capital Assets List**

The City should prepare and maintain a current capital assets list for land, buildings, improvements other than buildings, and infrastructure costing \$10,000 or more, and for machinery and equipment with unit costs of \$5,000 or more and useful lives greater than 1 year. The City may maintain one comprehensive list for general capital assets and proprietary fund capital assets. However, it must identify the general capital assets and individual fund capital assets for financial reporting purposes. Additional precautions should be taken for high theft items, such as laptop computers, digital cameras, etc. which may fall below the capitalization thresholds. The City should maintain a separate list for assets costing less than \$5,000 that are considered to be at a relatively high risk of theft, waste, or abuse. These assets should be identified as City property but may need not be numerically tagged. Cities may adopt lower capitalization thresholds; however, such a policy should be documented and followed consistently.

# CITY COUNCIL POLICY

## CITY OF NATIONAL CITY

<b>TITLE: Maintenance of Reserve Funds</b>	<b>POLICY #201</b>
<b>ADOPTED: June 26, 1985</b>	<b>AMENDED: November 21, 2017</b>

### Purpose

The City will establish reserves to strengthen its ability to withstand unexpected financial emergencies such as those that may result from national disasters, revenue shortfalls, or unanticipated expenditures of a non-recurring nature and to accumulate funds for large-scale purchases.

### Policy

The City Manager is charged with the responsibility of accumulating and maintaining the City's reserves at the following target levels:

- **GENERAL FUND CONTINGENCY RESERVE:** an amount equal to between twenty-five percent (25%) and fifty percent (50%) of a single year's budgeted General Fund operating expenditures. "Operating expenditures" shall be defined as all expenditures, except those of a capital nature, plus operating subsidies provided to the Library Fund, Parks Fund, Nutrition Fund, and Personnel Compensation Fund.
  
- **GENERAL FUND FACILITIES MAINTENANCE RESERVE:** an amount equal to between ten percent (10%) and fifteen percent (15%) of the total acquisition cost of the City's building assets. "Building assets" shall be defined as all permanent or nonpermanent structures constructed or installed to provide a workplace for City employees or house City assets and/or operations.
  
- **GAS TAXES FUND CONTINGENCY RESERVE:** an amount equal to a minimum of five percent (5%) of the estimated annual revenue of the Gas Taxes Fund.
  
- **SEWER SERVICE FUND OPERATIONS / CASH FLOW RESERVE:** an amount equal to between twenty-five percent (25%) and fifty percent (50%) of a single year's budgeted Sewer Service Fund operating expenditures.
  
- **SEWER SERVICE FUND METRO CASH FLOW RESERVE:** an amount equal to the City's estimated portion of the projected cash needs for capital costs of the San Diego Metropolitan Sewerage System's wastewater treatment program.

**TITLE: Maintenance of Reserve Funds**

**POLICY #201**

**ADOPTED: June 26, 1985**

**AMENDED: November 21, 2017**

- **SEWER SERVICE FUND CAPITAL REPLACEMENT RESERVE:** an amount equal to between ten percent (10%) and fifteen percent (15%) of a single year's budgeted Sewer Service Fund operating expenditures.
- **SEWER SERVICE FUND CAPITAL EXPANSION RESERVE:** an amount equal to between ten percent (10%) and fifteen percent (15%) of a single year's budgeted Sewer Service Fund operating expenditures.
- **SEWER SERVICE FUND EMERGENCY / NATURAL DISASTER RESERVE:** an amount equal to a minimum of fifteen percent (15%) of a single year's budgeted Sewer Service Fund operating expenditures.
- **LIABILITY INSURANCE RESERVE:** an amount sufficient to ensure liability insurance claim assets of the Liability Insurance Fund equal to the eighty percent (80%) Confidence Level of Adequacy applicable to estimated liability insurance claims, as established biennially by the City's actuary.
- **WORKERS' COMPENSATION RESERVE:** an amount sufficient to ensure Workers' Compensation claim assets of the Liability Insurance Fund equal to the eighty percent (80%) Confidence Level of Adequacy applicable to estimated Workers' Compensation claims, as established biennially by the City's actuary.
- **DEBT SERVICE RESERVES:** in each fund from which debt service is paid, an amount equal to the total required by applicable indenture(s) and/or other agreement(s), but in no case less than one year's debt service requirement of all long-term City obligations, excluding inter-fund loans.
- **IRREVOCABLE SUPPLEMENTAL PENSION TRUST RESERVE:** an amount equal to the total net pension liability of the City's pension plans. The balance of this reserve shall not be subject to the "Replenishment of Reserves" requirement.
- **VEHICLE REPLACEMENT RESERVE:** an amount equal to between the accumulated depreciation and estimated replacement value of the motor vehicle assets of the Vehicle Replacement Fund. For the purposes of this policy, "motor vehicle" shall be defined as a self-propelled, wheeled vehicle with propulsion provided by an engine or motor which must be operated by one or more persons to perform the function(s) for which it is designed.

The actual amount of each reserve shall be determined each year by the City Manager as part of the budgeting process and shall be annually reported to the City Council as part of or in conjunction with the Comprehensive Annual Financial Report (CAFR); however, nothing in this policy shall prevent determining or reporting on the level of any reserves at other times during the year.

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The above requirements may be suspended only upon approval of Council.

### **Replenishment of Reserves**

If its balance falls below the minimum required level, the City shall strive to restore it to the minimum required balance by any feasible means, including, but not limited to, adopting a budgetary surplus; applying any cost savings, over-realized revenues, and/or surpluses realized within the applicable fund; or transferring a portion of the General Fund Contingency Reserve. Unless otherwise noted, the following guidelines will be used to restore a reserve fund:

- If a reserve is drawn down to 75-99% of its minimum required balance, it shall be restored to 100% over a 1 to 3 year period.
- If a reserve is drawn down to 50-74% of its minimum required balance, it shall be restored to 100% over a 3 to 5 year period.
- If a reserve is drawn down below 50% of its minimum required balance, it shall be restored to 100% over a 5 to 7 year period.

These guidelines may be suspended, in whole or part, if financial or economic circumstances prevent meeting any or all of the timelines.

Once established or increased, a reserve balance shall become committed fund balance, as defined by Governmental Accounting Standards Board Statement Number 54, within the applicable fund and, as such, shall require Council approval for all transfers and expenditures therefrom.

### **Related Policy References**

None

### **Prior Policy Amendments**

June 7, 2016  
October 7, 2014  
December 10, 2013  
March 12, 2002

# CITY COUNCIL POLICY

## CITY OF NATIONAL CITY

<b>TITLE: Investments</b>	<b>POLICY #203</b>
<b>ADOPTED: October 23, 1990</b>	<b>AMENDED: October 17, 2017</b>

### I. INTRODUCTION

The City of National City’s investment program will conform to federal, state, and other legal requirements, including California Government Code Sections 16429.1-16429.4, 53600-53609, and 53630-53686. The following investment policy addresses the methods, procedures, and practices which must be exercised to ensure effective and judicious fiscal and investment management of the City’s funds. It is the policy of the City to invest public funds in a manner that will provide a market rate of return, given its requirements for preserving principal and meeting the daily cash flow demands of the City. All investments will comply with this Investment Policy and governing laws.

This Investment Policy replaces any previous Investment Policy or Investment Procedures of the City.

### II. SCOPE

This Investment Policy applies to all the City’s financial assets and investment activities with the following exception(s):

Proceeds of debt issuance shall be invested in accordance with the City’s general investment philosophy as set forth in this policy; however, such proceeds are invested in accordance with permitted investment provisions of their specific bond indentures.

*Pooling of Funds:* Except for cash in certain restricted and special funds, the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

### III. GENERAL OBJECTIVES

The overriding objectives of the investment program are to preserve principal, provide sufficient liquidity, and manage investment risks.

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1. *Safety*: Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
2. *Liquidity*: The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
3. *Return*: The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints for safety and liquidity needs.

#### **IV. PRUDENCE, INDEMNIFICATION, AND ETHICS**

- A. *Prudent Investor Standard*: Management of the City’s investments is governed by the Prudent Investor Standard as set forth in California Government Code Section 53600.3:

“...all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the City, 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 City. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.”

- B. *Indemnification*: The Director of Finance or City Manager designee hereinafter designated as Financial Services Officer and other authorized persons responsible for managing City funds, acting in accordance with written procedures and the Investment Policy and exercising due diligence, will be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported within 30 days and appropriate action is taken to control adverse developments.
- C. *Ethics*: Officers and employees involved in the investment process will refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

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**V. DELEGATION OF AUTHORITY**

- A. Authority to manage the City’s investment program is derived from California Government Code Section 53600 *et seq.* The City Council is responsible for the City’s cash management, including the administration of this Investment Policy. Management responsibility for the cash management of City funds is hereby delegated to the Director of Finance and/or Financial Service Officer.

The Director of Finance and/or Financial Services Officer will be responsible for all transactions undertaken and will establish a system of procedures and controls to regulate the activities of subordinate employee.

- B. The City may engage the services of one or more external investment managers to assist in the management of the City’s investment portfolio in a manner consistent with the City’s objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisers Act of 1940.

**VI. AUTHORIZED FINANCIAL INSTITUTIONS, DEPOSITORIES, AND BROKER/DEALERS**

A list will be maintained of financial institutions and depositories authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by conducting a process of due diligence described in the investment procedures manual. These may include “primary” dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

- A. The City’s Director of Finance and/or Financial Services Officer will determine which financial institutions are authorized to provide investment services to the City. Institutions eligible to transact investment business with the City include:
  - 1. Primary government dealers as designated by the Federal Reserve Bank;
  - 2. Nationally or state-chartered banks;
  - 3. The Federal Reserve Bank; and
  - 4. Direct issuers of securities eligible for purchase.
- B. Selection of financial institutions and broker/dealers authorized to engage in transactions with the City will be at the sole discretion of the City.

- C. All financial institutions which desire to become qualified bidders for investment transactions (and which are not dealing only with the investment adviser) must supply the Director of Finance and/or Financial Services Officer with a statement certifying that the institution has reviewed California Government Code Section 53600 *et seq.* and the City's Investment Policy.
- D. Selection of broker/dealers used by an external investment adviser retained by the City will be at the sole discretion of the investment adviser.
- E. Public deposits will be made only in qualified public depositories as established by State law. Deposits will be insured by the Federal Deposit Insurance Corporation, or, to the extent the amount exceeds the insured maximum, will be collateralized in accordance with State law.

#### VII. DELIVERY, SAFEKEEPING AND CUSTODY, AND COMPETITIVE TRANSACTIONS

- A. *Delivery-versus-payment*: Settlement of all investment transactions will be completed using standard delivery-vs.-payment procedures.
- B. *Third-party safekeeping*: To protect against potential losses by collapse of individual securities dealers, and to enhance access to securities, interest payments and maturity proceeds, all securities owned by the City will be held in safekeeping by a third party bank custodian, acting as agent for the City under the terms of a custody agreement executed by the bank and the City.
- C. *Competitive transactions*: All investment transactions will be conducted on a competitive basis which can be executed through a bidding process involving at least three separate brokers/financial institutions or through the use of a nationally recognized trading platform.

#### VIII. AUTHORIZED AND SUITABLE INVESTMENTS

All investments will be made in accordance with California Government Code Section 53600 *et seq.* and as described within this Investment Policy. Permitted investments under this policy will include:

1. **Municipal Bonds.** These include bonds of the City, the State of California, any other state, and any local agency within the state of California. The bonds will be registered in the name of the City or held under a custodial agreement at a bank.

- a. Are rated in the category of “A” or better by at least two nationally recognized statistical rating organization; and
  - b. No more than 5% per issuer.
  - c. No more than 30% of the total portfolio may be invested in municipal bonds.
2. **US Treasury** and other government obligations for which the full faith and credit of the United States are pledged for the payment of principal and interest. There are no limits on the dollar amount or percentage that the City may invest in US Treasuries.
3. **Federal Agency or United States government-sponsored enterprise obligations, participations, or other instruments**, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There are no limits on the dollar amount or percentage that the City may invest in government-sponsored enterprises.
4. **Banker’s acceptances**, provided that:
- a. They are issued by institutions with short term debt obligations rated “A1” or higher, or the equivalent, by at least two nationally recognized statistical-rating organization (NRSRO); and have long-term debt obligations which are rated “A” or higher by at least two nationally recognized statistical rating organization;
  - b. The maturity does not exceed 180 days; and
  - c. No more than 40% of the total portfolio may be invested in banker’s acceptances and no more than 5% per issuer.
5. **Federally insured time deposits** (Non-negotiable certificates of deposit) in state or federally chartered banks, savings and loans, or credit unions, provided that:
- a. The amount per institution is limited to the maximum covered under federal insurance; and
  - b. The maturity of such deposits does not exceed 5 years.

**6. Certificate of Deposit Placement Service (CDARS)**

- a. No more than 30% of the total portfolio may be invested in a combination of certificates of deposit including CDARS.
- b. The maturity of CDARS deposits does not exceed 5 years.

**7. Negotiable certificates of deposit (NCDs), provided that:**

- a. They are issued by institutions which have long-term obligations which are rated “A” or higher by at least two nationally recognized statistical rating organizations; and/or have short term debt obligations rated “A1” or higher, or the equivalent, by at least two nationally recognized statistical rating organizations;
- b. The maturity does not exceed 5 years; and
- c. No more than 30% of the total portfolio may be invested in NCDs and no more than 5% per issuer.

**8. Commercial paper, provided that:**

- a. The maturity does not exceed 270 days from the date of purchase;
- b. The issuer is a corporation organized and operating in the United States with assets in excess of \$500 million;
- c. They are issued by institutions whose short term obligations are rated “A-1” or higher, or the equivalent, by at least two nationally recognized statistical rating organization; and whose long-term obligations are rated “A” or higher by at least two nationally recognized statistical rating organization; and
- d. No more than 25% of the portfolio is invested in commercial paper and no more than 5% per issuer.

**9. State of California Local Agency Investment Fund (LAIF), provided that:**

- a. The City may invest up to the maximum permitted amount in LAIF; and
- b. LAIF’s investments in instruments prohibited by or not specified in the City’s policy do not exclude it from the City’s list of allowable investments, provided that the fund’s reports allow the Director of Finance or Financial Services Officer to adequately judge the risk inherent in LAIF’s portfolio.

**10. Local government investment pools.**

- a. San Diego County Investment Pool

**11. Corporate medium term notes (MTNs), provided that:**

- a. Such notes have a maximum maturity of 5 years;
- b. Are issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States;
- c. Are rated “A” category or better by at least two nationally recognized statistical rating organization; and
- d. Holdings of medium-term notes may not exceed 30% of the portfolio and no more than 5% per issuer.

**12. Mortgage pass-through securities and asset-backed securities, provided that such securities:**

- a. Have a maximum stated final maturity of 5 years;
- b. Be issued by an issuer having an “A” or higher rating for the issuer’s debt as provided by at least two nationally recognized statistical rating organization;
- c. Be rated in a rating category of “AA” or its equivalent or better by at least two nationally recognized statistical rating organization.
- d. Purchase of securities authorized by this subdivision may not exceed 20% of the portfolio.

**13. Money market mutual funds that are registered with the Securities and Exchange Commission under the Investment Company Act of 1940:**

- a. Provided that such funds meet either of the following criteria:
  - 1. Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations; or;
  - 2. Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years’ experience investing in the securities and obligations authorized by California Government

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Code Section 53601 (a through j) and with assets under management in excess of \$500 million.

- b. Purchase of securities authorized by this subdivision may not exceed 20% of the portfolio.

**14. Supranationals**, provided that:

- a. Issues are US dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank.
- b. The securities are rated in a category of “AA” or higher by a NRSRO.
- c. No more than 30% of the total portfolio may be invested in these securities.
- d. No more than 10% of the portfolio may be invested in any single issuer.
- e. The maximum maturity does not exceed five (5) years.

**IX. PORTFOLIO RISK MANAGEMENT**

*A. The following are prohibited investment vehicles and practices:*

- 1. State law notwithstanding, any investments not specifically described herein are prohibited, including, but not limited to futures and options.
- 2. In accordance with California Government Code Section 53601.6, investment in inverse floaters, range notes, or mortgage derived interest-only strips is prohibited.
- 3. Investment in any security that could result in a zero interest accrual if held to maturity is prohibited.
- 4. Trading securities for the sole purpose of speculating on the future direction of interest rates is prohibited.
- 5. Purchasing or selling securities on margin is prohibited.
- 6. The use of reverse repurchase agreements, securities lending or any other form of borrowing or leverage is prohibited.

7. The purchase of foreign currency denominated securities is prohibited.

*B. Mitigating credit risk in the portfolio*

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. The City will mitigate credit risk by adopting the following strategies:

1. The diversification requirements included in Section IX are designed to mitigate credit risk in the portfolio;
2. No more than 5% of the total portfolio may be invested in securities of any single issuer, except as noted in Section VIII of this Investment Policy;
3. The City may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity, or yield of the portfolio in response to market conditions or the City's risk preferences; and
4. If securities owned by the City are downgraded by either Moody's or S&P to a level below the quality required by this Investment Policy, it will be the City's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.
  - a. If a security is downgraded, the Director of Finance and/or Financial Services Officer will use discretion in determining whether to sell or hold the security based on its current maturity, the economic outlook for the issuer, and other relevant factors.
  - b. If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported monthly to the City Council.

*C. Mitigating market risk in the portfolio*

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The City recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The City will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes. The City further recognizes that certain types of securities, including variable rate securities, securities with principal paydowns prior to maturity, and securities with embedded options, will affect the market risk profile of the

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portfolio differently in different interest rate environments. The City, therefore, adopts the following strategies to control and mitigate its exposure to market risk:

1. The City will maintain a minimum of three months of budgeted operating expenditures in short term investments to provide sufficient liquidity for expected disbursements;
2. The maximum percent of callable securities (does not include “make whole call” securities as defined in the Glossary) in the portfolio will be 20%;
3. The maximum stated final maturity of individual securities in the portfolio will be five years, except as otherwise stated in this policy; and
4. The duration of the portfolio will at all times be approximately equal to the duration (typically plus or minus 20%) of a Market Benchmark Index selected by the City based on the City’s investment objectives, constraints and risk tolerances. The City’s current Benchmark will be documented in the investment procedures manual.

**X. INVESTMENT OBJECTIVES (PERFORMANCE STANDARDS AND EVALUATION)**

- A. **Overall objective:** The investment portfolio will be designed with the overall objective of obtaining a total rate of return throughout economic cycles, commensurate with investment risk constraints and cash flow needs.
- B. **Specific objective:** The investment performance objective for the portfolio will be to earn a total rate of return over a market cycle which is approximately equal to the return on the Market Benchmark Index as described in the City’s investment procedures manual.

**XI. PROCEDURES AND INTERNAL CONTROLS**

- A. **Procedures:** The Director of Finance and/or Financial Services Officer will establish written investment policy procedures in a separate investment procedures manual to assist investment staff with day-to-day operations of the investment program consistent with this policy. Such procedures will include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director of Finance and/or Financial Services Officer.
- B. **Internal Controls:** The Director of Finance and/or Financial Services Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse. The internal control structure will be

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designed to provide reasonable assurance that these objectives are met. Internal controls will be described in the City’s investment procedures manual.

**XII. REPORTING**

**A. Monthly reports:** In accordance with California Government Code Section 53646, a local agency treasurer who has been delegated authority to invest or reinvest funds of the local agency by the legislative body must submit a monthly report to the legislative body accounting for transactions made during the reporting period.

**B. Quarterly reports:** Quarterly investment reports will be submitted by the Director of Finance and/or Financial Services Officer to the City Council, at an agenda meeting, consistent with the requirements contained in California Government Code Section 53646, including but not limited to the following information:

1. Type of investment
2. Name of issuer and/or financial institution
3. Date of purchase
4. Date of maturity
5. Current market value for all securities
6. Rate of interest
7. Purchase price of investment
8. Other data as required by the City

**C. Annual reports:** The Investment Policy will be reviewed and adopted at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity, and return, and its relevance to current law and financial and economic trends.

**Related Policy References**

- California Government Code Sections: 16429.1 – 16429.4, and 53600 – 53686
- Investment Company Act of 1940
- Investment Advisers Act of 1940
- Securities and Exchange Commission Rule #15C3-1
- Appendix I attached: “Authorized Personnel”
- Appendix II attached: “Glossary of Investment Terms”

<b>TITLE: Investments</b>	<b>POLICY #203</b>
<b>ADOPTED: October 23, 1990</b>	<b>AMENDED: October 17, 2017</b>

**Prior Policy Amendments**

December 6, 2016  
December 15, 2015  
December 16, 2014  
December 10, 2013  
January 10, 2012

## **Appendix I**

### **Authorized Personnel**

The following positions are authorized to transact investment business and wire funds for investment purposes on behalf of the City of National City:

City Manager  
Deputy City Manager  
Director of Finance  
Financial Services Officer

Preliminary Budget  
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# Glossary of Acronyms & Terms





## Appendix II

### GLOSSARY OF INVESTMENT TERMS

**Agencies.** Shorthand market terminology for any obligation issued by a *government-sponsored entity (GSE)*, or a *federally related institution*. Most obligations of GSEs are not guaranteed by the full faith and credit of the US government. Examples are:

**FDIC.** The Federal Deposit Insurance Corporation provides insurance backed by the full faith and credit of the US government to certain bank deposits and debt obligations.

**FFCB.** The Federal Farm Credit Bank System provides credit and liquidity in the agricultural industry. FFCB issues discount notes and bonds.

**FHLB.** The Federal Home Loan Bank provides credit and liquidity in the housing market. FHLB issues discount notes and bonds.

**FHLMC.** Like FHLB, the Federal Home Loan Mortgage Corporation provides credit and liquidity in the housing market. FHLMC, also called “FreddieMac” issues discount notes, bonds and mortgage pass-through securities.

**FNMA.** Like FHLB and FreddieMac, the Federal National Mortgage Association was established to provide credit and liquidity in the housing market. FNMA, also known as “FannieMae,” issues discount notes, bonds and mortgage pass-through securities.

**GNMA.** The Government National Mortgage Association, known as “GinnieMae,” issues mortgage pass-through securities, which are guaranteed by the full faith and credit of the US Government.

**PEFCO.** The Private Export Funding Corporation assists exporters. Obligations of PEFCO are not guaranteed by the full faith and credit of the US government.

**TVA.** The Tennessee Valley Authority provides flood control and power and promotes development in portions of the Tennessee, Ohio and Mississippi River valleys. TVA currently issues discount notes and bonds.

**Asked.** The price at which a seller offers to sell a security.

**Average life.** In mortgage-related investments, including CMOs, the average time to expected receipt of principal payments, weighted by the amount of principal expected.

**Banker’s acceptance.** A money market instrument created to facilitate international trade transactions. It is highly liquid and safe because the risk of the trade transaction is transferred to the bank which “accepts” the obligation to pay the investor.

**Benchmark.** A comparison security or portfolio. A performance benchmark is a partial market index, which reflects the mix of securities allowed under a specific investment policy.

**Bid.** The price at which a buyer offers to buy a security.

**Broker.** A broker brings buyers and sellers together for a transaction for which the broker receives a commission. A broker does not sell securities from his own position.

**Callable.** A callable security gives the issuer the option to call it from the investor prior to its maturity. The main cause of a call is a decline in interest rates. If interest rates decline since an issuer issues securities, it will likely call its current securities and reissue them at a lower rate of interest. Callable securities have reinvestment risk as the investor may receive its principal back when interest rates are lower than when the investment was initially made.

**Certificate of Deposit (CD).** A time deposit with a specific maturity evidenced by a certificate. Large denomination CDs may be marketable.

**Collateral.** Securities or cash pledged by a borrower to secure repayment of a loan or repurchase agreement. Also, securities pledged by a financial institution to secure deposits of public monies.

**Collateralized Mortgage Obligations (CMO).** Classes of bonds that redistribute the cash flows of mortgage securities (and whole loans) to create securities that have different levels of prepayment risk, as compared to the underlying mortgage securities.

**Commercial paper.** The short-term unsecured debt of corporations.

**Cost yield.** The annual income from an investment divided by the purchase cost. Because it does not give effect to premiums and discounts which may have been included in the purchase cost, it is an incomplete measure of return.

**Coupon.** The rate of return at which interest is paid on a bond.

**Credit risk.** The risk that principal and/or interest on an investment will not be paid in a timely manner due to changes in the condition of the issuer.

**Current yield.** The annual income from an investment divided by the current market value. Since the mathematical calculation relies on the current market value rather than the investor's cost, current yield is unrelated to the actual return the investor will earn if the security is held to maturity.

**Dealer.** A dealer acts as a principal in security transactions, selling securities from and buying securities for his own position.

**Debenture.** A bond secured only by the general credit of the issuer.

**Delivery vs. payment (DVP).** A securities industry procedure whereby payment for a security must be made at the time the security is delivered to the purchaser's agent.

**Derivative.** Any security that has principal and/or interest payments which are subject to uncertainty (but not for reasons of default or credit risk) as to timing and/or amount, or any security which represents a component of another security which has been separated from other components ("Stripped" coupons and principal). A derivative is also defined as a financial instrument the value of which is totally or partially derived from the value of another instrument, interest rate or index.

**Discount.** The difference between the par value of a bond and the cost of the bond, when the cost is below par. Some short-term securities, such as T-bills and banker's acceptances, are known as **discount securities**. They sell at a discount from par, and return the par value to the investor at maturity without additional interest. Other securities, which have fixed coupons trade at a discount when the coupon rate is lower than the current market rate for securities of that maturity and/or quality.

**Diversification.** Dividing investment funds among a variety of investments to avoid excessive exposure to any one source of risk.

**Duration.** The weighted average time to maturity of a bond where the weights are the present values of the future cash flows. Duration measures the price sensitivity of a bond to changes in interest rates. (See modified duration).

**Federal funds rate.** The rate of interest charged by banks for short-term loans to other banks. The Federal Reserve Bank through open-market operations establishes it.

**Federal Open Market Committee:** A committee of the Federal Reserve Board that establishes monetary policy and executes it through temporary and permanent changes to the supply of bank reserves.

**Haircut:** The margin or difference between the actual market value of a security and the value assessed by the lending side of a transaction (i.e. a repo).

**Leverage.** Borrowing funds in order to invest in securities that have the potential to pay earnings at a rate higher than the cost of borrowing.

**Liquidity:** The speed and ease with which an asset can be converted to cash.

**Local Agency Investment Fund (LAIF).** A voluntary investment fund managed by the California State Treasurer's Office open to government entities and certain non-profit organizations in California.

**Local Government Investment Pool.** Investment pools including the Local Agency Investment Fund (LAIF), county pools, joint powers authorities (JPAs). These funds are not subject to the same SEC rules applicable to money market mutual funds.

**Make Whole Call.** A type of call provision on a bond that allows the issuer to pay off the remaining debt early. Unlike a call option, with a make whole call provision, the issuer makes a lump sum payment that equals the net present value (NPV) of future coupon payments that will not be paid because of the call. With this type of call, an investor is compensated, or "made whole."

**Margin:** The difference between the market value of a security and the loan a broker makes using that security as collateral.

**Market risk.** The risk that the value of securities will fluctuate with changes in overall market conditions or interest rates.

**Market value.** The price at which a security can be traded.

**Marking to market.** The process of posting current market values for securities in a portfolio.

**Maturity.** The final date upon which the principal of a security becomes due and payable.

**Medium term notes.** Unsecured, investment-grade senior debt securities of major corporations which are sold in relatively small amounts either on a continuous or an intermittent basis. MTNs are highly flexible debt instruments that can be structured to respond to market opportunities or to investor preferences.

**Modified duration.** The percent change in price for a 100 basis point change in yields. Modified duration is the best single measure of a portfolio's or security's exposure to market risk.

**Money market.** The market in which short term debt instruments (T-bills, discount notes, commercial paper and banker's acceptances) are issued and traded.

**Mortgage pass-through securities.** A securitized participation in the interest and principal cashflows from a specified pool of mortgages. Principal and interest payments made on the mortgages are passed through to the holder of the security.

**Municipal Securities.** Securities issued by state and local agencies to finance capital and operating expenses.

**Mutual fund.** An entity which pools the funds of investors and invests those funds in a set of securities which is specifically defined in the fund's prospectus. Mutual funds can be invested in various types of domestic and/or international stocks, bonds, and money market instruments, as set forth in the individual fund's prospectus. For most large, institutional investors, the costs associated with investing in mutual funds are higher than the investor can obtain through an individually managed portfolio.

**Nationally Recognized Statistical Rating Organization (NRSRO).** A credit rating agency the United States Securities and Exchange Commission uses for regulatory purposes. Credit rating agencies provide assessments of an investment's risk. The issuers of investments, especially debt securities, pay credit rating agencies to provide them with ratings. The three most prominent NRSROs are Fitch, S&P, and Moody's.

**Premium.** The difference between the par value of a bond and the cost of the bond, when the cost is above par.

**Prepayment speed.** A measure of how quickly principal is repaid to investors in mortgage securities.

**Prepayment window.** The time period over which principal repayments will be received on mortgage securities at a specified prepayment speed.

**Primary dealer.** A financial institution (1) that is a trading counterparty with the Federal Reserve in its execution of market operations to carry out US monetary policy, and (2) that participates for statistical reporting purposes in compiling data on activity in the US Government securities market.

**Prudent person (man) rule.** A standard of responsibility which applies to fiduciaries. In California, the rule is stated as “Investments shall be managed with the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person, acting in a like capacity and familiar with such matters, would use in the conduct of an enterprise of like character and with like aims to accomplish similar purposes.”

**Realized yield.** The change in value of the portfolio due to interest received and interest earned and realized gains and losses. It does not give effect to changes in market value on securities, which have not been sold from the portfolio.

**Regional dealer.** A financial intermediary that buys and sells securities for the benefit of its customers without maintaining substantial inventories of securities, and that is not a primary dealer.

**Repurchase agreement (RP, Repo).** Short term purchases of securities with a simultaneous agreement to sell the securities back at a higher price. From the seller’s point of view, the same transaction is a **reverse repurchase agreement**.

**Safekeeping.** A service to bank customers whereby securities are held by the bank in the customer’s name.

**Short Term.** Less than one (1) year’s time.

**Structured note.** A complex, fixed income instrument, which pays interest, based on a formula tied to other interest rates, commodities or indices. Examples include inverse floating rate notes which have coupons that increase when other interest rates are falling, and which fall when other interest rates are rising, and “dual index floaters,” which pay interest based on the relationship between two other interest rates - for example, the yield on the ten-year Treasury note minus the Libor rate. Issuers of such notes lock in a reduced cost of borrowing by purchasing interest rate swap agreements.

**Supranational.** A Supranational is a multi-national organization whereby member states transcend national boundaries or interests to share in the decision making to promote economic development in the member countries.

**Total rate of return.** A measure of a portfolio’s performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending value; it includes interest earnings, realized and unrealized gains, and losses in the portfolio.

**US Treasury obligations.** Securities issued by the US Treasury and backed by the full faith and credit of the United States. Treasuries are considered to have no credit risk, and are the benchmark for interest rates on all other securities in the US and overseas. The Treasury issues both discounted securities and fixed coupon notes and bonds.

**Treasury bills.** All securities issued with initial maturities of one year or less are issued as discounted instruments, and are called Treasury bills. The Treasury currently issues three- and

six-month T-bills at regular weekly auctions. It also issues “cash management” bills as needed to smooth out cash flows.

**Treasury notes.** All securities issued with initial maturities of two to ten years are called Treasury notes, and pay interest semi-annually.

**Treasury bonds.** All securities issued with initial maturities greater than ten years are called Treasury bonds. Like Treasury notes, they pay interest semi-annually.

**Value. Principal plus accrued interest.**

**Volatility.** The rate at which security prices change with changes in general economic conditions or the general level of interest rates.

**Yield to Maturity.** The annualized internal rate of return on an investment which equates the expected cash flows from the investment to its cost.

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# Schedule of Funds







# SCHEDULE OF FUNDS

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Fund accounting is an accounting system emphasizing accountability rather than profitability, used by non-profit organizations and governments. In this system, a fund is a self-balancing set of accounts, segregated for specific purposes in accordance with laws and regulations or special restrictions and limitations.

Government agencies use three broad categories of funds: governmental, proprietary, and fiduciary. These categories are divided into classifications as follows:

## **GOVERNMENTAL FUNDS**

### **GENERAL FUND**

An agency's primary operating fund. It is used to account for and report all financial resources of the agency's general governmental activities, except those required to be accounted for in another fund. It accounts for taxes and other general revenues not restricted for a specific purpose to support most agency services.

### **SPECIAL REVENUE FUNDS**

Funds used to account for and report the proceeds of specific revenue sources restricted or committed to expenditure for specified purposes other than debt service or capital projects.

### **CAPITAL PROJECTS FUNDS**

Funds used to account for and report financial resources restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

### **DEBT SERVICE FUNDS**

Funds used to account for and report financial resources restricted, committed, or assigned to expenditure for principal and interest.

### **PERMANENT FUNDS**

Funds used to account for and report resources restricted to the extent that only earnings, and not principal, may be used for purposes which support the reporting government's programs that benefit of the government or its citizenry.

## **PROPRIETARY FUNDS**

### **INTERNAL SERVICE FUNDS**

Funds used to account for and report operations serving other funds or departments within a government on a cost-reimbursement basis.



# SCHEDULE OF FUNDS

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## **ENTERPRISE FUNDS**

Funds used to account for and report services provided to the public on a user charge basis, similar to the operation of a commercial.

## **FIDUCIARY FUNDS**

Funds used to account for assets held in trust by the government for the benefit of individuals or other entities.



# SCHEDULE OF FUNDS

Within the above classifications, funds are defined as follows:

## GOVERNMENTAL FUNDS

### 001 General Fund

As noted above, the City's primary operating fund, accounting for all financial resources of the general governmental activities, except those that are required to be accounted for in another fund. It accounts for taxes and other general revenues not restricted for a specific purpose to support most city services.

## SPECIAL REVENUE FUNDS

### 103 General Capital Outlay Fund

This fund is used to account for funds set aside from the proceeds of sale and rental from surplus real property for the City's five-year improvement program.

### 104 Library Fund

This fund is used to account for the operations of the National City Library.

### 105 Parks Maintenance Fund

This fund is used to account for operating and maintaining the City's parks.

### 108 Library Capital Outlay Fund

This fund is used to account for revenues from real property transfer taxes set aside to finance capital outlay and capital improvement expenditures of the National City Library.

### 109 Gas Taxes Fund

This fund is used to account for the City's share of state gas tax revenue restricted for street improvement and maintenance.

### 115 Park & Recreation Capital Outlay Fund

This fund is used to account for revenues from dwelling fees set aside for park- and/or recreation-related capital improvement expenditures.

### 131 Asset Forfeiture Fund

This fund account for funds received from the federal and state governments for the equitable transfer of forfeited property and cash in which the City's law enforcement participates in the law enforcement efforts leading to the seizure and forfeiture of the property.

### 166 Nutrition Fund

This fund accounts for the operational activities of the nutrition center.

### 208 Supplemental Law Enforcement Services Fund (SLESF)

This fund accounts for the Citizen's Option for Public Safety (COPS) program revenues and expenditure activities in connection with front-line law enforcement services.



# SCHEDULE OF FUNDS

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**301 Community Development Block Grant (CDBG) Fund**

This fund is used to account for federal funds received from the United States Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program.

**502 Housing Choice Voucher Fund**

This fund accounts for the activities of the Housing Choice Voucher Program, which provides rental assistance to low income families by subsidizing a portion of the rent directly to landlords on behalf of low income households.

**505 HOME Fund**

This fund accounts for federal funds received from the HUD HOME program.

**523 Brownfield Grant Fund**

This fund is to account for the Revolving Loan Fund program to assist the community with funding for cleanup planning and remediation activities.

**OTHER SPECIAL REVENUE FUNDS****120 Plan Checking Revolving Fund**

This fund is used to account for revenues and expenditure activities in connection with Building Division project reviews.

**130 EMT-D Revolving Fund**

This fund is used to account for revenues and expenditure activities to support the City's EMT-D program and firefighter first response training.

**172 Trash Rate Stabilization Fund**

This fund is used to provide rate stabilization and to account for activities in connection with refuse related purposes, including AB 939 expenses, litter control, City assistance at Citywide cleanup, special studies, staff support, and other related functions.

**212 Personnel Compensation Fund**

This fund is used to account for retiree health benefits activities.

**246 WINGS Grant Fund**

This fund is used to account for revenues and expenditures related to the after school education and safety program operated by the National City Library.

**277 National City Public Library Donations Fund**

This fund is used to account for small donations from individuals and organizations to support library services.

**282 Reimbursable Grants City-wide Fund**

This fund is used to account for grant revenues and expenditures for various Fire Department programs and activities.

**290 Police Department Grants Fund**



## SCHEDULE OF FUNDS

This fund is used to account for grant revenues and expenditures for various Police Department programs and activities.

**296 Engineering Department Grants Fund**

This fund is used to account for grant revenues and expenditures for various Engineering Department projects.

**308 Highway Bridge Rehabilitation Grant Fund**

This fund is used to account for federal grant revenues for the objective of removing or retrofitting several bridges located in National City due to seismic concerns.

**320 Library Grants Fund**

This fund is used to account for grant revenues and expenditures for various Library Department programs and activities.

**321 Smart Growth Incentive Program Fund**

This fund is used to account for grant monies received from the SANDAG TransNet Smart Growth Incentive Program (SGIP) for transportation-related infrastructure improvements and planning efforts that support smart growth development in Smart Growth Opportunity Areas, as defined by SANDAG.

**323 Safe Routes to School Fund**

This fund is used to account for grant monies received from the State of California through Caltrans as part of the California Department of Health Services Safe Routes to School Program for transportation projects that increase the safety of pedestrians and bicyclists.

**325 Development Impact Fees Fund**

This fund accounts for fees imposed on new development used to finance public facilities improvements related to parks, police, fire, and library services.

**343 State-Local Partnership Fund**

This fund is used to account for the revenues and expenditures of funds provided by the state under the State-Local Transportation Partnership program.

**731 Construction & Demolition Debris Fund**

This fund accounts for collection of waste diversion security deposits and revenues for the objective to divert debris from residential and commercial construction projects to a recycling facility.

### CAPITAL PROJECTS FUNDS

**307 Proposition A Fund**

This fund is used to account for the City's allocation for the 2% transactions & use tax imposed by Proposition A (San Diego Transportation Improvement Program) passed by the voters of San Diego County.



# SCHEDULE OF FUNDS

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## DEBT SERVICE FUNDS

### **201 National City Joint Powers Financing Authority (NCJPFA) Debt Service Fund**

This fund is used to account for funds maintained by the trustee bank solely for the purpose of paying, when due and payable, the principal and interest obligations of the lease revenue refunding bonds.

### **259 Library Bonds Debt Service Fund**

This fund is used to account for Library debt service obligations.

## PERMANENT FUNDS

The City of National City maintains no permanent funds.

## ENTERPRISE FUNDS

### **125 Sewer Service Fund**

This fund is used to account for the collection of sewer connection fees and monthly sewer charges for the construction and maintenance of the City's sewer systems.

## INTERNAL SERVICE FUNDS

### **626 Facilities Maintenance Fund**

This fund is used to account for the cost of maintaining all City-owned buildings in a clean, safe, workable, and pleasant condition.

### **627 Liability Insurance Fund**

This fund is used to account for the costs of maintaining the City's Worker's Compensation and liability insurance programs.

### **629 Information Systems Maintenance Fund**

This fund is used to account for the costs to replace City office equipment and information technology software and hardware.

### **630 Office Equipment Depreciation Fund**

This fund is used to account for the costs to replace City office equipment.

### **631 Telecommunications Revolving Fund**

This fund is used to account for the costs of maintaining the City's telecommunication systems.

### **643 Motor Vehicle Service Fund**



## SCHEDULE OF FUNDS

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This fund is used to account for the City's costs of preventative maintenance and repairs for its fleet, including police, fire, general administrative, park, sewer, and public works equipment.

**644 Vehicle Replacement Fund**

This fund is used to account for the costs to replace City equipment, including fleet vehicles.

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# Schedule of Object Accounts







# SCHEDULE OF ACCOUNTS

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Expenditures are organized into seven broad categories, defined as follows:

**100 PERSONNEL SERVICES**

Salaries, wages, benefits and all other forms of compensation paid to City employees and elected officials.

**200 SPECIAL SERVICES**

Professional services, contract services, memberships, training, travel and subsistence, subscriptions, postage, sewage treatment, refuse collection charges, personnel examination costs, etc.

**300 MATERIALS & SUPPLIES**

Office and computer supplies, books, furniture and equipment that costs less than \$5,000, fuel, ammunition, uniforms and accessories, and other expendable materials and supplies.

**400 FIXED CHARGES & DEBT SERVICES**

Rents, insurance of all types, workers compensation claim costs, debt service principal and interest, and taxes.

**500 ADDITIONS TO FIXED ASSETS**

Vehicles, equipment, land, structures, streets, sidewalks, facilities, and other purchases that exceed \$5,000.

**600 REFUNDS, CONTRIBUTIONS, & SPECIAL PAYMENTS (EXCLUDING 698)**

Refunds, donations, judgments and losses, transfers and distributions between funds.

**700 ALLOCATED COSTS & INTERNAL SERVICE CHARGES (INCLUDES 698)**

Charges for goods or services provided by one department to other departments of the City on a cost-reimbursement basis and charges for recovery of indirect/overhead costs incurred by the General Fund for departments with common or joint objectives with General Fund departments.



# SCHEDULE OF ACCOUNTS

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Within the above classifications, expenditures are classified by type as follows:

## **100 – PERSONNEL SERVICES**

### **100 Part-Time Salaries**

Compensation paid to part-time City employees in the form of wages.

### **101 Full-Time Salaries**

Compensation paid to full-time City employees and elective officials in the form of salaries and wages.

### **102 Overtime**

Compensation paid in excess of normal salaries and wages for time worked over and above the regular workweek.

### **105 Longevity**

Compensation paid for continued meritorious service over an extended period of time.

### **107 Educational Incentive Pay**

Compensation paid for individual educational achievement subsequent to permanent appointment.

### **109 Vacation Relief**

Funds used to compensate temporary workers during the absence of regular permanent employees who are on extended periods of vacation leave or who find it necessary to be absent from work for long periods of time due to conditions beyond their control.

### **110 Allowances & Stipends**

Compensation paid to City employees for lease, purchase, or maintenance of automobiles, uniforms, and equipment, or other prescribed or necessary equipment.

### **120 Differential Pay**

Additional compensation paid to employees for special assignments or possession of special skills; investigative pay, police liaison officer, K-9 pay, motorcycle pay, bi-lingual pay, out-of-class pay, fire prevention pay, shorthand pay, etc.

### **140 Workers' Compensation**

Transfers to the City's Self-Insured Trust Fund for imputed premium costs.

### **150 Employees' Group Insurance**

City's share of employee group insurance premiums.

### **151 LTD Insurance**

City's share of long-term disability insurance premiums.

### **160 Retirement Plan Charges**

City's share of retirement costs based on rates prescribed by the California Public Employees' Retirement System ("CalPERS"). Does not include administrative charges for operation of the fund.

### **199 Personnel Compensation**

All other compensation for personnel services not properly assigned to one of the foregoing designations.



# SCHEDULE OF ACCOUNTS

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## 200 – SPECIAL SERVICES

### 201 **Accounting & Auditing Services**

Compensation paid a public accountant engaged by the City Council and for other professional auditing and accounting work performed by other than a City employee.

### 203 **Engineering & Architectural Services**

Compensation paid private firms engaged to perform engineering, architectural, and similar services for the City.

### 205 **Medical Services**

Compensation paid doctors and medical technicians for physical examinations, special tests, laboratory work, etc.

### 207 **Technical Personnel Services**

Charges made by the State Personnel Board or other professional agency in connection with examinations prepared, given, marked, or graded by that Board, and for personnel advice given by an outside consultant.

### 209 **Legal Services**

Compensation paid lawyers, other than the City Attorney, for legal advice, appearance before courts on behalf of the City; litigation expenses; etc.

### 211 **Laundry & Cleaning Services**

Cleaning and laundry services by commercial agencies.

### 212 **Governmental Purposes**

Expenses incurred for general governmental purposes, generally of an unforeseen or emergency nature, in the managerial and legislative areas of concern.

### 213 **Expert and Consultant Services**

Compensation paid to outside professional services of a specific nature, i.e., economic surveys, planning studies, etc.

### 215 **Custodial Services**

Payments to outside firms performing these tasks on a contractual basis.

### 217 **Investigative Services**

Fees, charges, or other means of compensation paid for work of an investigative nature.

### 222 **Subscriptions & Memberships**

For “trade journals” and for membership dues of officers and key employees in the various municipal and professional organizations formed to promote interchange of ideas between such individuals. Also used for the City’s membership in the same type of organization.

### 226 **Training**

Compensation paid for in-service training programs and for outside institutes, seminars, etc.

### 230 **Printing and Binding**

Producing printed reports, flyers, brochures, bulletins, forms, etc.; binding or rebinding of books, pamphlets, or other records. Includes printed forms, stationery, etc.



# SCHEDULE OF ACCOUNTS

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- 234 Electricity & Gas**  
Payment for electrical service, power, and light only. Installation costs should be in the 500 series as applicable.
- 235 Street Lights & Signals**  
Payment for electrical energy used in street lights and traffic signals and amortization of construction and installation costs of utility-owned street lighting.
- 236 Water**  
Payment for water service only. Installation costs should be in the 500 series as applicable.
- 240 Equipment Rental**  
Payment for the short-term use of trenchers, cranes, gravel spreaders, paving machines, concrete mixers, air compressors, sanders, etc., when obtained from sources outside of City government.
- 242 Fire Hydrant Charges**  
Payment for use of water hydrants by City departments in the same manner as commercial firms.
- 244 Photography & Blueprinting**  
Photostatic and blueprinting services.
- 248 Telephone, Telegraph, & Teletype**  
All telephone charges for services, installations, long-distance calls, facsimile transmissions; cost of sending telegrams, cost of Teletype operations; includes City's share of the County-wide police Teletype service.
- 250 Postage**  
Postage services, stamps, metered postage, postal cards, stamped envelopes, registered mail, special delivery, and parcel post.
- 254 Automobile Allowances**  
Money paid employees for use of their own cars, either on a time basis or mileage basis established in each instance.
- 256 Extradition Expense**  
Money expended in the extradition of prisoners or suspected criminals and reimbursed by the State.
- 258 Travel & Subsistence**  
Expense reimbursement made to City employees for attending authorized functions in connection with official City business. Includes reimbursements for meals, lodging, conferences, registrations, airfares, private car use, and dinner meetings. Includes prisoner meals and transportation.
- 260 Advertising**  
Money paid to publishers for advertising placed in periodicals; includes legal advertising.
- 261 Emergency Animal Treatment**  
Charges for contractual services to provide animal shelter and control services for the impounding, adoption, redemption, and care and disposition of dogs, cats, and other small animals.



# SCHEDULE OF ACCOUNTS

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- 264 Promotional Activities**  
For decorating streets at holiday or other special occasions, for publicity tending to attract industry or desirable business to the City – usually the subject of a contract with the local Chamber of Commerce.
- 268 Rentals & Leases**  
Long-term rentals or leases of equipment or real property for the purpose of conducting City business.
- 272 Sewage Transportation & Treatment**  
Contract charges payable to City of San Diego.
- 274 Dumping Fees**  
Charges required for dumping debris and other materials at regional dumpsites.
- 276 Trash Collection & Disposal**  
Removal of refuse, waste, or other debris performed by a commercial agency.
- 281 R&M-Office Equipment**  
Repairs of typewriters, adding machines, duplicating machines, data processing equipment, etc., when the repairs are performed by a commercial agency. Includes cost of maintenance service contracts.
- 282 R&M – Automotive Equipment**  
Repair of trucks, passenger cars, street sweepers, and other automotive equipment performed by commercial agencies. Includes towing charges of automotive equipment.
- 283 R&M – Fire-fighting Apparatus**  
Work done by outside firms on fire-fighting equipment including: fire trucks, rescue trucks, components thereof; trailer-type fire engines, fire extinguishers, etc., when not part of buildings.
- 284 R&M – Street Lights**  
Work by outside firms on the maintenance of City-owned street lighting standards and fixtures.
- 285 R&M – Traffic Control Devices**  
Work by outside firms on the maintenance of City-owned traffic signal standards and fixtures.
- 286 R&M – Recreation & Playground Equipment**  
Cost of repairs by outside firms to recreational equipment and playground equipment such as slides, balls, swings, and other items not structures nor part of structures.
- 287 R&M – Communications Equipment**  
Repairs of radio, Teletype, and other electronic communication equipment, when the repairs are performed by a commercial agency.
- 288 R&M – Buildings & Structures**  
Contractual repairs and materials used concurrently by the same contractor for repair and maintenance of buildings and structures; their fixed accessories and complete construction, i.e., painting, patching, etc.



# SCHEDULE OF ACCOUNTS

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- 289 R&M – Non-Structural Items**  
Fences, gates thereof, parking areas.
- 290 R&M – Grounds**  
Contractual maintenance of areas around buildings, park areas, vacant lots owned by the City.
- 291 R&M – Audio-Visual Equipment**  
Repairs of motion-picture and still projectors, phonographs, recorders and tape decks, microfilming devices and reader/printers, and similar devices, including bulb replacement, changing of styli, etc.
- 299 Contract Services**  
All other contact services not properly assigned to one of the foregoing designations.
- 300 – MATERIALS & SUPPLIES**
- 301 Office Supplies**  
Supplies which are consumed or used in the regular course of office activities.
- 302 Periodicals & Newspapers**  
For the purchase and subscription of magazines and newspapers, other than trade journals and publications in connection with the membership in an organization or an association, i.e., subscription to magazines, newspapers, and other periodical publications for the Public Library.
- 303 Janitorial Supplies**  
Those items used for cleaning buildings but not limited to: rags, mops, brooms, soaps, cleaners for walls, windows, tile, floors, etc.
- 304 Books**  
Bound publications, fiction or non-fiction, technical manuals, reference books, and including circulars, pamphlets, phonograph records, etc.
- 305 Medical Supplies**  
Drugs, medicines, first aid supplies, laboratory glassware, papers, and supplies, etc.
- 306 Computer Supplies**  
Computer supplies, including hardware, software, and electrical components.
- 307 Duplicating Supplies**  
Paper, ink, and other supplies used in printers and photocopy machines.
- 309 Photographic Supplies**  
For the purchase of films, filmstrips, slides, and similar video media material. Also for consumable items used in taking pictures, processing the same, enlarging by photographic means; chemicals, paper, etc.
- 311 Recreation Supplies**  
Balls, bats, gloves, tumbling mats, nets, games, phonograph records, handicraft materials, etc.



# SCHEDULE OF ACCOUNTS

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- 314 Gas, Oil, & Lubricants**  
Gasoline, lubricating oils, greases, compounds, etc., used in or to service City-owned equipment.
- 316 Ammunition**  
Pistol and rifle ammunition, mace, tear gas, fuses, targets, gas shells, grenades, and supplies used in reloading and cleaning cartridge for power-activated tools.
- 318 Wearing Apparel**  
Uniforms, special work clothing required for the protection and safety of employees, boots, insignia worn on the garments, identification badges, caps, etc.
- 321 Planting Materials**  
Small items for planting, excluding trees; includes fertilizers, peat moss, insecticides, and sprays.
- 323 Plumbing Materials**  
Household-type plumbing items, pipe, faucets, sinks, lavatories, showers, garden hose, etc.
- 325 Electrical Materials**  
Electrical wire, insulators, conduit, switches, fuses, lamps, dry cell batteries, including fixtures.
- 327 Building Materials**  
All building materials, including lumber and hardware, roofing items, plaster, doors, windows, brick, etc.
- 329 Paint Materials**  
Paint and consumable components, thinners, lacquers, enamels, paint brushes, paint rollers.
- 331 Horticultural Items**  
All forms of trees, plants and bushes used in City parks, street rights-of-way, and around public buildings.
- 334 Automotive Parts**  
Parts purchased for the repair and maintenance of City-owned automotive equipment by City personnel.
- 335 Tires**  
Tires for the City's fleet, including labor and environmental fee.
- 337 Small Tools**  
Drafting supplies, hand tools and blades, bits and cutters used in power-operated equipment.
- 340 Shop Supplies**  
Stock, brass, steel, rod, bar or slab, oxygen, acetylene, welding rod, flux, etc, soaps and detergents, when required for other than cleaning buildings.
- 342 Communication Materials**  
Items purchased for the City's fire alarm system, radios, monitors, etc., including wire messengers, batteries, and related parts for communication equipment.



# SCHEDULE OF ACCOUNTS

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- 346 Traffic Control Supplies**  
Temporary traffic control signs; barricade material and miscellaneous warning signs, paints and other supplies used in the painting on public streets.
- 348 Water Pipe, Valves, & Fittings**  
All such items excepting domestic plumbing materials. Includes irrigation hose for public parks.
- 352 Sewer Pipe & Materials**  
Sewer pipe, joint materials therefore, sewer manhole covers.
- 354 Chemical Products**  
Swimming pool chemicals, sewer supplies, etc.
- 355 Minor Equipment – Less than \$5,000**  
Equipment with a cost not exceeding \$5,000 not properly assigned to one of the foregoing equipment designations.
- 356 Rock & Sand**  
Aggregate, subgrade, fill materials, etc.
- 360 Sidewalk, Curb, & Gutter Materials**  
Cement and premixed concrete, including additives.
- 362 Roadway Materials**  
Asphalt, black top, asphalt mixed with stone and plant mix, road oil slurry seal.
- 399 Materials & Supplies**  
Those items which have not been placed in one of the foregoing classifications.
- 400 – FIXED CHARGES & DEBT SERVICES**
- 410 Property Insurance**  
Fire insurance premiums.
- 420 Public Liability Insurance**  
Premiums paid for liability insurance, including automotive insurance and false arrest insurance.
- 430 Fidelity Insurance**  
Honesty policies, performance bonds, notary bonds, weighmaster bonds, etc.
- 432 Liability Claim Cost**  
Payments for loss or damages for which the City is held responsible and which are not covered by insurance; awards made by City Council to individuals.
- 433 WC Claim Cost**  
Payments for loss or damages arising from job-related Workers' Compensation claims for which the City is held responsible
- 440 Excess WC Insurance**  
Premium payments for Workers' Compensation coverage in excess of the City's self-insured limits.



# SCHEDULE OF ACCOUNTS

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- 452 Unemployment Insurance**  
Payments for the City's share of regular unemployment insurance reimbursable benefit charges.
- 470 Bond Principal Redemption**  
Expenditures to retire the principal portion maturing on bonds or other evidence of debt.
- 480 Bond Interest Redemption**  
Expense incurred for periodic interest charges and related service charges on bonds or other evidence of debt.
- 488 Loan to Other Funds**  
Loan to other Funds.
- 499 Fixed Charges**  
When not assignable to any other number in this series.
- 500 – ADDITIONS TO FIXED ASSETS**
- 501 Mechanical Office Equipment**  
Office machines, typewriters, adding machines, calculators, check writers, and such other machines as are required to facilitate office procedures.
- 502 Computer Equipment**  
Data processing and office automation equipment; computers, printers, scanners, faxes, data processing terminals, modems, etc.
- 503 Furniture & Furnishings**  
New and replacement equipment for office use, i.e., desks, chairs, tables, stands, filing and storage cabinets, credenzas, pictures, carpets, drapes, clocks and like items.
- 505 Training Equipment**  
Items required to assist in training activities of a significant expense.
- 506 Audio-Visual Equipment**  
Equipment designed to aid in learning or teaching by making use of both hearing and sight; slide projectors, movie and video tape equipment, sound projectors, etc.
- 507 Library Equipment**  
Library shelving, card catalogs, mobile book carts, book processing and mending equipment, etc.
- 508 Photographic & Recording Equipment**  
Tape recorders, cameras, photo developing equipment, etc.
- 509 Mobile Tools**  
Equipment mounted on wheels for ease of movement. Wood chippers, rotary tiller, lawn mowers, trimmers, etc., would come under this heading.



# SCHEDULE OF ACCOUNTS

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- 511 Automotive Equipment**  
Expenditures for the acquisition of passenger cars, pick-up trucks, vans, street sweepers, dump trucks, etc. These expenditures include the initial cost, transportation charges, sales and use taxes, and installation costs.
- 512 Automotive Leases**  
Contractual services for vehicle leases
- 513 Automotive Accessories**  
Equipment designed and secured to supplement, improve, or expand the use of automotive equipment.
- 514 Custodial Equipment**  
Floor polishers, carts, mechanical cleaning devices, vacuum sweepers, etc.
- 515 Communication Equipment**  
Base stations, antennas, monitors, radios, Teletype, radio, telephone, and other electronic communication equipment.
- 517 Engineering Equipment**  
All items of equipment secured for office engineering activities and for field survey and inspection work.
- 518 Public Safety Equipment**  
Rifles, handguns, bulletproof armor and shields, machine-guns, etc.
- 519 Fire Fighting Apparatus**  
Fire trucks, rescue vehicles, salvage trucks, special vehicles, or other items that are procured for the primary purpose of extinguishing fires, including vehicles for movement of firefighting personnel and their equipment.
- 521 Fire Fighting Accessories**  
Equipment designed and secured to supplement, improve, or expand the use of firefighting apparatus; fire extinguishers.
- 523 Athletic & Recreational Equipment**  
All items of equipment purchased for competitive athletic events, recreation centers, special programs, and adult activities.
- 527 Playground Equipment**  
Equipment designed for the use of small children in a mini-park, tiny tot play area, public park, etc.
- 551 Traffic Control Devices**  
Signs for directional or speed control of vehicles, street name signs, parking limitation signs; includes traffic signal lights and equipment.
- 554 Street Lights & Electroliers**  
Street lights, their standards, arms, lamps, starters, ballasts, and other parts, used for street and walk illumination, and for improved lighting at intersections.
- 559 Sewer Mains & Appurtenances**  
Sewer mains, manholes, covers, and structures.



# SCHEDULE OF ACCOUNTS

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- 563 Drainage Structures**  
Ditches, culverts, and underground pipes for movement of storm waters.
- 565 Land Acquisition**  
The acquisition of land for any governmental purpose.
- 567 Streets & Alleys**  
Areas of land procured and improvements thereon for the movement of people on foot or in vehicles, drainage, utility use; includes all portions dedicated to public use.
- 569 Buildings**  
A structure of three or more walls and a roof, capable of housing personnel, equipment, or machinery.
- 570 Building & Plant Equipment**  
Heating and cooling equipment, security devices, safety items, replacement items.
- 571 Major Structures**  
A special category for reservoirs, bridges, swimming pools, etc.
- 572 Non-Structural Improvements**  
Fences, their gates and parts, walls not supporting roofs.
- 598 Capital Improvement Program**  
Major public facility and infrastructure improvements that cost in excess of \$100,000 and have an expected life of 10 or more years.
- 599 Fixed Assets**  
Those items not properly classified in a foregoing classification.
  
- 600 – REFUNDS, CONTRIBUTIONS, & SPECIAL PAYMENTS**
  
- 610 Deposits Refunded**  
Cash bond deposits no longer required and returned to the depositor.
- 620 Return of Fees**  
Return of fees, licenses, and other charges received by the City to the person or agency making the original payment.
- 640 Inventory Purchases**  
Central stores purchases held as inventory stock for further distribution to City departments.
- 650 Agency Contributions**  
Contributions to other governmental agencies and non-profit organizations engaged in activities supplementary to those of the City.
- 651 Capacity Charge**  
Payments for the San Diego Metropolitan Sewerage System capacity charge.
- 660 Special Payments**  
Used only on special orders of the City Manager and the City Treasurer.



# SCHEDULE OF ACCOUNTS

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**698 Indirect/Overhead Costs**

Costs charged to departments with common or joint objectives with General Fund departments for recovery of indirect/overhead costs incurred by the General Fund for the activities associated with those objectives.

**700 – INTERNAL SERVICES CHARGES AND RESERVES**

**710 Provision for Contingency**

Funds set aside by Budget action for allocation at a later date.

**720 Equipment Depreciation Reserve**

Depreciation expense on equipment to be applied to purchase of new equipment at a later date.

**740 Building Services Charges**

Charges to other departments for services provided by the Public Works Department for building and facilities maintenance.

**750 Vehicle Services Charges**

Charges to other departments for services provided by the Public Works Department for maintenance of City-owned vehicles.

**751 Vehicle Lease Charges**

Charges to other departments for use of City-owned vehicles purchased through the Vehicle Replacement Fund.

**755 Information Services Charges**

Charges to other departments for services provided by the Management Information Systems Division.

**790 Insurance Charges**

Charges to other departments for services provided by the Risk Management Department.

Preliminary Budget  
Fiscal Year 2020

# Fund Matrix







# FUND TYPE MATRIX

Fund Type by Department Matrix

Department	General Fund (Major)	Special Revenue	Debt Service	Capital Projects	Internal Service
City Attorney	✓				✓
City Clerk	✓				
City Council	✓				
City Manager	✓				✓
City Treasurer	✓				
Community Services	✓	✓			
Engineering & Public Works	✓	✓	✓		✓
Finance	✓				
Fire	✓	✓	✓		
Housing & Economic Development	✓	✓			
Human Resources	✓				✓
Library		✓	✓		
Neighborhood Services	✓				
Non-Departmental	✓	✓		✓	
Planning	✓				
Police	✓	✓	✓		