

FUND: GENERAL FUND 100
DEPARTMENT: CITY COUNCIL 01

DEPARTMENT EXPENDITURE SUMMARY	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	% Change From 2015-16 Budget
Salaries	\$ 43,383	\$ 40,999	\$ 45,600	\$ 40,079	\$ 45,600	0%
Benefits	75,517	71,832	68,953	70,840	71,127	3%
Materials & Operations	6,169	8,334	7,230	18,993	7,430	3%
Contractual	600,580	407,989	437,100	457,000	518,100	19%
Other Operating	47,545	61,353	83,578	84,764	93,578	12%
Capital Outlay	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 773,194	\$ 590,507	\$ 642,461	\$671,676	\$735,835	15%

DIVISION EXPENDITURE SUMMARY	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	% Change From 2015-16 Budget
100 City Council	\$ 407,878	\$ 370,326	\$ 392,461	\$421,676	\$485,835	24%
102 City Attorney	365,316	220,181	250,000	250,000	250,000	0%
TOTAL	\$ 773,194	\$ 590,507	\$ 642,461	\$671,676	\$735,835	15%

DEPARTMENT GOALS FOR 2016-17

- Continue to provide policy direction on City Council priorities identified at the February 11, 2014, City Council Goal Setting Workshop, which include:
 - Public Safety – Ensure adequate public safety resources are available for citizens, families, children, businesses, and visitors.
 - Financial Health - Assure Hesperia’s financial health by continuing to provide structurally balanced budgets for its operating funds.
 - Future Development – Actively manage growth to ensure cohesive development including industrial, commercial, residential, freeway, Main Street, and Rancho Corridors.
 - Future Vision – Agree on a ‘vision’ of what Hesperia should be in 5, 15, 25 years.
 - Organizational Health – Establish and maintain a healthy and efficient organization to provide City services.
 - Capital Improvement – Create capital improvement funding after Redevelopment Agency’s elimination.
- Provide direction on City Council created ad hoc committees including the Development Impact Fee Ad Hoc Committee, Tapestry Project Ad Hoc Committee, and the Urban Water Management Plan Committee.

SIGNIFICANT DEPARTMENT EXPENDITURE AND STAFFING CHANGES

- Funding in the amount of \$35,000 has been included to engage a consultant to explore the transition from at-large elections to by-district voting in response to California Voting Rights Act challenges received at the end of the 2015 calendar year.
- Funding in the amount of \$42,000 has been included in support of the Memorandum of Understanding with the Hesperia Chamber of Commerce for Hesperia 2034, a joint-agency community visioning project.

FUND: GENERAL FUND 100
DEPARTMENT: CITY COUNCIL 01
DIVISION: CITY COUNCIL 100

DIVISION EXPENDITURE SUMMARY	2013-14	2014-15	2015-16	2015-16	2016-17	% Change From 2015-16
	Actual	Actual	Budget	Revised	Budget	Budget
Salaries	\$ 43,383	\$ 40,999	\$ 45,600	\$ 40,079	\$ 45,600	0%
Benefits	75,517	71,832	68,953	70,840	71,127	3%
Materials & Operations	6,169	8,334	7,230	18,993	7,430	3%
Contractual	235,264	187,808	187,100	207,000	268,100	43%
Other Operating	47,545	61,353	83,578	84,764	93,578	12%
Capital Outlay	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 407,878	\$ 370,326	\$ 392,461	\$421,676	\$485,835	24%

DIVISION DESCRIPTION

The City Council is the legislative body of the organization and is comprised of five members elected at-large to four-year overlapping terms of office. The City Council also sits as the Board of Directors of the Hesperia Fire Protection District, Hesperia Water District, Hesperia Housing Authority, Successor Agency for the former Hesperia Redevelopment Agency, Hesperia Community Development Commission, and is responsible for the development and adoption of all City policy. The City Council appoints a City Manager charged with the implementation of adopted policy, as well as a City Attorney that reviews Council actions and policy for legal considerations. The City Council also appoints a variety of commissions and committees, including the Planning Commission.

SIGNIFICANT DIVISION EXPENDITURE AND STAFFING CHANGES

- Funding in the amount of \$35,000 has been included to engage a consultant to explore the transition from at-large elections to by-district voting in response to California Voting Rights Act challenges received at the end of the 2015 calendar year.
- Funding in the amount of \$42,000 has been included in support of the Memorandum of Understanding with the Hesperia Chamber of Commerce for Hesperia 2034, a joint-agency community visioning project.

2015-16 DIVISION ACCOMPLISHMENTS

- Through strong policy leadership, reaffirmed ongoing efforts to bolster the community and organization by strengthening infrastructure; providing vital services; maintaining the City's financial health; providing good working conditions for employees, and increasing citizen satisfaction.
- Continued to work with State and Federal delegates on behalf of Hesperia citizens to obtain funding on a variety of large projects.
- Continued to be available to meet with constituents in order to provide enhanced levels of service to Hesperia residents.
- Continued to seek alternative funding sources via Federal, State, and County grants.
- Successfully recruited new City Manager.
- Adopted a Crime Free Rental Housing Program designed to enhance the safety of neighborhoods throughout Hesperia.
- Extended a Development Impact Fee (DIF) reduction pilot program to encourage residential development in Hesperia; pilot program will be evaluated after the DIF Fee Study
- Commissioned an independent consultant to audit animal shelter and field operations of the Animal Control Division.

FUND: GENERAL FUND 100
DEPARTMENT: CITY COUNCIL 01
DIVISION: CITY COUNCIL 100

2015-16 DIVISION ACCOMPLISHMENTS (Continued)

- Held a special meeting to allow for public comment on the Tapestry Project.
- Worked with San Bernardino County Fire, the County of San Bernardino and the Local Agency Formation Commission to explore annexation of the Hesperia Fire Protection District to San Bernardino County Fire.
- Approved the Specific Plan, Environmental Impact Report, and Phase 1 tentative maps for the Tapestry Project.
- Continued to support the Citizen's Academy and Youth in Government Day to encourage involvement between citizens and local government.
- Held a public workshop to address community concerns and gather feedback regarding the sale of alcohol in Hesperia and the parameters of a proposed Deemed Approved Ordinance.

2016-17 DIVISION GOALS AND OBJECTIVES

- Continue to provide policy direction on City Council priorities identified at the February 11, 2014, City Council Goal Setting Workshop, which include:
 - Public Safety – Ensure adequate public safety resources are available for citizens, families, children, businesses, and visitors.
 - Financial Health - Assure Hesperia's financial health by continuing to provide structurally balanced budgets for its operating funds.
 - Future Development – Actively manage growth to ensure cohesive development including industrial, commercial, residential, freeway, Main Street, and Rancho Corridors.
 - Future Vision – Agree on a 'vision' of what Hesperia should be in 5, 15, 25 years.
 - Organizational Health – Establish and maintain a healthy and efficient organization to provide City services.
 - Capital Improvement – Create capital improvement funding after Redevelopment Agency's elimination.
- Provide direction on City Council created ad hoc committees including the Development Impact Fee Ad Hoc Committee, Tapestry Project Ad Hoc Committee, and the Urban Water Management Plan Committee.
- Continue to provide leadership and policy direction on a variety of issues and projects important to the citizens of the City of Hesperia.
- Demand transparency in government at all levels.
- Work with City staff, the Tapestry developer and financial consultants to develop a Financial Plan and Development Plan for the Tapestry Project.
- Continue to explore Special Funding District's (SFD) for Freeway Corridor Infrastructure and the A-04 Master Plan of Drainage.
- Continue to seek alternative funding sources via Federal, State, and County grants.
- Continue to work with San Bernardino County Fire, the County of San Bernardino, and the Local Agency Formation Commission (LAFCO) to explore annexation of the Hesperia Fire Protection District to San Bernardino County Fire.
- Continue to support the Citizen's Academy and Youth in Government Day to encourage involvement between citizens and local government.
- Coordinate with County of San Bernardino on Phase III of the Rancho Corridor Project, the widening of Rancho Road between Phase I and II; continue to seek funding for this vital project.
- Develop land-use agreement with San Bernardino County for locating commercial use along Phase III of the Rancho Corridor Project.

FUND: GENERAL FUND 100
DEPARTMENT: CITY COUNCIL 01
DIVISION: CITY COUNCIL 100

2016-17 DIVISION GOALS AND OBJECTIVES (Continued)

- Represent the City as a Board Member or Commissioner of the following:
 - League of California Cities Desert/Mountain Division.
 - Southern California Association of Governments (SCAG).
 - San Bernardino Associated Governments (SANBAG).
 - Mojave Desert Air Quality Management Desert (MDAQMD).
 - Victor Valley Wastewater Reclamation Authority (VWRA).
 - San Bernardino County Solid Waste Task Force.
 - Victor Valley Economic Development Authority (VVEDA).
 - Victor Valley Transit Authority (VFTA).

FUND: GENERAL FUND 100
DEPARTMENT: CITY COUNCIL 01
DIVISION: CITY ATTORNEY 102

DIVISION EXPENDITURE SUMMARY	2013-14	2014-15	2015-16	2015-16	2016-17	% Change From 2015-16
	Actual	Actual	Budget	Revised	Budget	Budget
Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0%
Benefits	0	0	0	0	0	0%
Materials	0	0	0	0	0	0%
Contractual	365,316	220,181	250,000	250,000	250,000	0%
Other Operating	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 365,316	\$ 220,181	\$ 250,000	\$250,000	\$250,000	0%

DIVISION DESCRIPTION

The City Attorney is appointed by the City Council and serves as legal counsel to the City, the Water and Fire Districts, the Hesperia Housing Authority, the Successor Agency for the former Hesperia Redevelopment Agency, and the Hesperia Community Development Commission, as well as various commissions and committees. The City Attorney advises elected and appointed officials and staff on legal issues affecting the City, represents the City in litigation and administrative matters, and provides necessary legal review, drafting and negotiation of ordinances, resolutions, agreements, and other documents.

SIGNIFICANT DIVISION EXPENDITURE AND STAFFING CHANGES

- City Attorney budget continues to be reduced from prior years to reflect current expenditures and the reduction of litigation expenses.

2015-16 DIVISION ACCOMPLISHMENTS

- Provided timely and appropriate legal advice on a variety of issues.
- Continued to minimize litigation and exposure to litigation.
- Assisted in negotiation, drafting, and implementation of agreements to further economic development, capital improvement, and affordable housing programs.
- Provided legal advice on development, regulatory and election issues including the Tapestry project, crime free rental housing, and the California Voting Rights Act.

2016-17 DIVISION GOALS AND OBJECTIVES

- Provide legal services and advice that will limit the City's exposure to claims for damages, and aggressively represent the City when engaged in litigation.
- Facilitate planning and land use projects and environmental review.
- Provide prompt drafting and review of agreements, ordinances, resolutions, and memoranda in support to the City Council, City Manager, Planning Commission, and City departments.
- Keep the City Council and City Manager informed on new legal developments affecting the City.
- Continue to control costs for legal services where possible.

THIS PAGE INTENTIONALLY LEFT BLANK

FUND: GENERAL FUND 100
DEPARTMENT: CITY MANAGER 07

DEPARTMENT EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 1,171,966	\$ 1,097,593	\$ 1,160,072	\$ 1,174,255	\$ 1,194,882	3%
Benefits	404,508	392,409	397,915	422,967	393,484	-1%
Materials & Operations	236,625	283,663	272,250	361,172	268,475	-1%
Contractual	422,993	597,469	430,927	485,117	476,202	11%
Other Operating	102,002	76,670	141,375	139,256	163,770	16%
Capital Outlay	97,667	382,673	100,000	50,063	132,500	33%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 2,435,761	\$ 2,830,477	\$ 2,502,539	\$ 2,632,830	\$ 2,629,313	5%

DIVISION EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
200 City Manager	\$ 1,189,833	\$ 1,112,310	\$ 1,129,749	\$ 1,182,453	\$ 1,156,478	2%
215 Information Technology	1,245,928	1,718,167	1,372,790	1,450,377	1,472,835	7%
TOTAL	\$ 2,435,761	\$ 2,830,477	\$ 2,502,539	\$ 2,632,830	\$ 2,629,313	5%

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>DEPARTMENT STAFFING</u>				
Total Full-Time Staff	13.60	13.60	13.60	13.25
Total Part-Time Staff	0.00	0.00	0.00	0.23
Total City Manager Staff	13.60	13.60	13.60	13.48

DEPARTMENT GOALS FOR 2016-17

- Continue to build local and regional partnerships by working with neighboring cities and agencies including the Hesperia Unified School District, Hesperia Recreation and Parks District, and the Hesperia Chamber of Commerce.
- Continue to work with the Hesperia Recreation and Parks District to develop and conduct activities at the City's Civic Plaza Park such as car shows, pet walks, and other special events at the Downtown Center.
- Continue to provide timely and useful information to residents via City website, social media outlets, Hesperia Horizon Newsletter, and through public outreach programs.
- Continue to work with the Tapestry Project Ad Hoc Committee, staff, and the project developer to create a project financing plan and a development agreement.
- Continue to work to secure financing of Recycled Water Distribution System.

FUND: GENERAL FUND 100
DEPARTMENT: CITY MANAGER 07

DEPARTMENT GOALS FOR 2016-17 (Continued)

- Continue to work with the Local Agency Formation Commission (LAFCO) and the County of San Bernardino on the proposed annexation of the Hesperia Fire Protection District to San Bernardino County Fire.

SIGNIFICANT DEPARTMENT EXPENDITURE AND STAFFING CHANGES

- Reclassify the Community Relations and Media Coordinator (Range 37) to the Assistant to the City Manager (Range 43) with a distribution of 0.75 FTE in the City Manager Department.
- Eliminate one vacant Senior Office Assistant position and add one Secretary to the City Manager and City Council position.
- Eliminate one vacant Emergency Services Coordinator position with a distribution of 0.50 FTE in City Manager and add one part-time Administrative Analyst position (0.46 FTE) with a distribution of 0.23 FTE in City Manager.
- Funding for the 2016 Municipal Election is added in the amount of \$34,000.
- Funds of \$132,500 has been included for the replacement of antiquated equipment and software in the City Council Chambers that control the City Council electronic voting, streaming of meetings, presentations, sound, and room lighting.

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Assistant City Clerk	1.00	1.00	1.00	1.00
Assistant to the City Manager	0.00	0.00	0.00	0.75
City Clerk	1.00	1.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00
Community Relations and Media Coordinator	0.60	0.60	0.60	0.00
Deputy City Manager	1.00	0.00	0.00	0.00
Emergency Services Coordinator	0.50	0.50	0.50	0.00
Environmental Programs Coordinator	0.50	0.50	0.50	0.50
Executive Secretary	0.00	1.00	1.00	1.00
Information Systems Manager	0.00	0.00	1.00	1.00
Information Systems Specialist	4.00	4.00	3.00	3.00
Information Systems Technician	1.00	1.00	1.00	1.00
Management Analyst	2.00	2.00	2.00	2.00
Secretary to the City Manager and City Council	0.00	0.00	0.00	1.00
Senior Office Assistant	1.00	1.00	1.00	0.00
Total Full-Time Staff	13.60	13.60	13.60	13.25
<u>Part-Time Staff</u>				
Administrative Analyst	0.00	0.00	0.00	0.23
Total Part-Time Staff	0.00	0.00	0.00	0.23
Total Full & Part-Time Staff	13.60	13.60	13.60	13.48

FUND: GENERAL FUND 100
DEPARTMENT: CITY MANAGER 07
DIVISION: CITY MANAGER 200

DIVISION EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 770,391	\$ 731,469	\$ 716,084	\$ 734,650	\$ 715,479	0%
Benefits	266,536	259,329	251,440	252,759	229,104	-9%
Materials & Operations	59,941	42,410	48,430	53,968	51,365	6%
Contractual	1,338	25,027	2,750	32,150	36,350	1222%
Other Operating	74,113	54,075	111,045	108,926	124,180	12%
Capital Outlay	17,514	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 1,189,833	\$ 1,112,310	\$ 1,129,749	\$ 1,182,453	\$ 1,156,478	2%

DIVISION DESCRIPTION

The City Manager serves as the Chief Executive Officer of the City and its subsidiary Fire and Water Districts, as well as Executive Director of the Hesperia Housing Authority, Successor Agency for the former Hesperia Redevelopment Agency, and Hesperia Community Development Commission. The City Manager ensures that City Council policies and directions are implemented, and provides executive level staff support to the City Council and staff through a variety of functions (Goal 5 – Organization Health), including public administration, intergovernmental relations, financial oversight of all City funds (Goal 2 – Financial Health), handling of unique challenges/special projects, policy analysis, and other items that are necessary to improve the functions of government. The City Manager is responsible for the efficient and effective operation of all City/District/Agency departments, programs and services including oversight of the City Clerk, Community Relations, and Information Technology Divisions.

City Clerk – The City Clerk’s Office administers democratic processes such as elections, access to City records, and all legislative actions ensuring transparency to the public, and acts as a compliance officer for Federal, State, and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act. The City Clerk’s Office manages the preparation of the legislative agenda, publication/posting of legal notices, as well as preparation of meeting minutes, and oversees the City Council’s Commission and Advisory Committee Program. The City Clerk is responsible for the preservation and protection of the public records and maintains the minutes, ordinances, and resolutions adopted by the legislative body, and ensures that other municipal records (contracts, recorded documents, claims, etc.) are readily accessible to the public. The City Clerk also oversees the Citywide Records Retention Program, and is responsible for maintaining archived record storage and destruction of records. As the election official, the City Clerk administers Federal, State, and local procedures and legal requirements to ensure a fair and impartial election, prepares the election handbook, and assists candidates in meeting their legal responsibilities before, during, and after an election (Fair Political Practices Commission and campaign filings).

Community Relations – The Community Relations function of the City Manager’s Office is responsible for a variety of programs that support the City’s goals of increasing public participation and awareness of City government and its programs and services. The Community Relations functions is comprised of four concentrations:

1. **Public Information:** Media relations; Webmaster; Horizon Newsletter; public outreach; social media; oversight of Volunteer Network, coordination of staff Leadership Academy, coordination of Citizen’s Academy, oversight of Safety First public awareness campaign, and advertising.
2. **Legislative Advocacy:** Grant application and management; legislative outreach at the Federal and State level; annual legislative priorities; Healthy Community Programs.
3. **Environmental Programs:** Compliance with Federal and State requirements related to solid waste; student programs, and outreach for litter abatement, graffiti prevention, water conservation, storm-water protection, and illegal dumping; Southern California Edison Partnership Energy Champion.

FUND: GENERAL FUND 100
DEPARTMENT: CITY MANAGER 07
DIVISION: CITY MANAGER 200

DIVISION DESCRIPTION (Continued)

- 4. Emergency Management: Coordinates Citizen Emergency Response Team (CERT) training for citizens; coordination of the City's Emergency Operation Center during an emergency; coordination of the City's Emergency Operation Plan, and training of staff. Other Community Relations responsibilities include response to citizen concerns, and special events and projects.

SIGNIFICANT DIVISION EXPENDITURE AND STAFFING CHANGES

- Reclassify the Community Relations and Media Coordinator (Range 37) to the Assistant to the City Manager (Range 43) with a distribution of 0.75 FTE in the City Manager Department.
- Eliminate one vacant Senior Office Assistant position and add one Secretary to the City Manager and City Council position.
- Eliminate one vacant Emergency Services Coordinator position with a distribution of 0.50 FTE in City Manager and add one part-time Administrative Analyst position (0.46 FTE) with a distribution of 0.23 FTE in City Manager.
- Funding for the 2016 Municipal Election is added in the amount of \$34,000.

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Assistant City Clerk	1.00	1.00	1.00	1.00
Assistant to the City Manager	0.00	0.00	0.00	0.75
City Clerk	1.00	1.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00
Community Relations and Media Coordinator	0.60	0.60	0.60	0.00
Deputy City Manager	0.75	0.00	0.00	0.00
Emergency Services Coordinator	0.50	0.50	0.50	0.00
Environmental Programs Coordinator	0.50	0.50	0.50	0.50
Executive Secretary	0.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00
Secretary to the City Manager and City Council	0.00	0.00	0.00	1.00
Senior Office Assistant	1.00	1.00	1.00	0.00
Total Full-Time Staff	7.35	7.60	7.60	7.25
<u>Part-Time Staff</u>				
Administrative Analyst	0.00	0.00	0.00	0.23
Total Part-Time Staff	0.00	0.00	0.00	0.23
Total Full & Part-Time Staff	7.35	7.60	7.60	7.48

2015-16 DIVISION ACCOMPLISHMENTS

- Continued to work with neighboring cities and numerous agencies such as the California League of Cities, Tri-Agency, San Bernardino Associated Governments, Southern California Association of Governments, Building Industry Association, Hesperia Chamber of Commerce, Hesperia Unified School District, Victor Valley Wastewater Reclamation Authority, Mojave Water Agency, and the Hesperia Recreation and Park District.
- Presented the annual Priority Project requests, working with State and Federal delegates on behalf of Hesperia citizens.

FUND:	GENERAL FUND	100
DEPARTMENT:	CITY MANAGER	07
DIVISION:	CITY MANAGER	200

2015-16 DIVISION ACCOMPLISHMENTS (Continued)

- Produced the annual State of the City Address, which featured the City Council members sharing updates on projects and programs in Hesperia.
- Coordinated the first Mayor's Challenge as part of Healthy Hesperia Program.
- Successfully launched the redesign of the City of Hesperia website, sustaining over one million views per month. City Facebook and Twitter accounts have over 7,000 followers.
- Held two Community Clean-up Events with 1,100 volunteers participating.
- Hosted the tenth annual Youth in Government Day event for 25 high school seniors with a job shadowing exercise, City facility tours, Questions and answers with the Mayor, and a mock City Council meeting, resulting in the funding of a Community Beautification Project.
- Continued to expand the City's Citizen Emergency Response Team training (CERT). CERT members met regularly to coordinate efforts toward a united emergency response. Since 2010, nearly 500 individuals have taken the Hesperia CERT training course.
- Conducted two electronic waste events, held in partnership with the Hesperia Chamber of Commerce.
- Continued promoting Volunteer Network to increase both the number of active agencies and volunteers.
- Continued participation in the Regional Energy Partnership with Southern California Edison, along with the cities of Adelanto, Barstow, Victorville, and the Town of Apple Valley.
- Hosted the fifth annual Volunteer Appreciation Dinner for the City's CERT members, Volunteer Network participants, and Committee Members. Attendees were recognized for their service to the community, and a Volunteer of the Year Award was presented.
- Participated on the committee to organize the regional Healthy High Desert Summit; staff was selected to serve as committee Chair.
- Continued to promote the City of Hesperia mobile app to provide residents with easily accessible information about City projects and programs, and to allow for mobile reporting of graffiti and water conservation concerns.
- Conducted two document destruction events for the community, collecting and recycling 2,500 pounds of paper.
- In compliance with the City's Records Management Program, held four City-document destruction events, shredding 1,260 boxes and recycling 25,200 pounds of paper.
- Implemented Automated Conflict of Interest 700 Form Processing software to increase compliancy and efficiency.
- Implemented a social media archive software program to comply with legal records retention requirements.
- Submitted application for CDBG Grant funding for the Energy Efficiency Rehabilitation Program.
- Submitted grant applications to CalRecycle for City/County Payment Program, Waste Tire Amnesty Event Grant, and Illegal Disposal Abatement Grant.
- Submitted the 2014 CalRecycle Annual Diversion Report, which identifies that Hesperia's total diversion rate as 69%.
- Worked with consultant to explore transitioning from at-large to by-district elections.
- Assisted in the first Victor Valley Bicycle Tour, a regional event focused on raising awareness of safe bicycling in City communities, and promoting cycling as a healthy lifestyle for both recreation and transportation.

2016-17 DIVISION GOALS AND OBJECTIVES

- Continue to pursue all sources of Federal and State funding for a variety of programs in concert with the City's legislative program.

FUND:	GENERAL FUND	100
DEPARTMENT:	CITY MANAGER	07
DIVISION:	CITY MANAGER	200

2016-17 DIVISION GOALS AND OBJECTIVES (Continued)

- Continue to work with neighboring cities and numerous agencies such as the California League of Cities, Tri-Agency, San Bernardino Associated Governments (SANBAG), Southern California Association of Governments (SCAG), Building Industry Association, Hesperia Chamber of Commerce, Hesperia Unified School District, Victor Valley Wastewater Reclamation Authority, Mojave Water Agency, and the Hesperia Recreation and Park District.
- Continue legislative advocacy efforts to monitor and review Federal and State legislation, write letters, and contact legislators to protect and advance the City's interests.
- Plan, develop, and implement a structurally balanced, fiscally conservative City Budget.
- Participate in the Hesperia 2034 Visioning exercise in coordination with the Hesperia Chamber of Commerce, Hesperia Unified School District and Hesperia Recreation and Park District.
- Manage an election for two (2) City Council seats in consolidation with the San Bernardino County Elections Office.
- Continue working with consultant to explore transitioning from at-large to by-district elections.
- Continue partnership with Hesperia Unified School District, Hesperia Police Department, and Hesperia Recreation and Park District for the Student Bicycle and Pedestrian Safety Awareness Campaign.
- Continue to expand the City's environmental programs relating to water conservation, storm water awareness, graffiti abatement, and maintain above 70% for a solid waste diversion rate via education and public outreach.
- Expand the Adopt-a-Street Program to increase participation rate and include regular email updates to participants.
- Continue to work with the Hesperia Recreation and Parks District to develop and conduct activities at the City's Civic Plaza Park such as car shows, pet walks, and other special events at the Downtown Center.
- Continue to increase transparency in government and communication with citizens via the City website and social media such as Facebook and Twitter.
- Support the Volunteer Network to increase the number of volunteers and volunteer opportunities.
- Further develop the City's emergency preparedness plans and procedures to be suitably prepared in case of a disaster, including design of the City's Emergency Operations Center (EOC).
- Continue the Citizen Emergency Response Team (CERT) Training to include quarterly courses for citizens and bi-annual updates for City staff members. Utilize CERT members to hold at least one free flu vaccine immunization clinic annually.
- Expand, enhance, and promote the Healthy Hesperia Program through participation in community workshops, events, and updated information on the City's website.
- Continue to manage and address citizen requests and complaints.
- Expand the City's use of automated Conflict of Interest Form 700 filing to include electronic paper-free filings.
- Expand the City's current Election Program to include voter outreach and an informational video on the City's website.
- Assist in the coordination of Don't Trash Our Desert, a public outreach campaign aimed at combatting illegal dumping.
- Continue to assist City departments in the maintenance of the on-going Records Management Program including training staff and overseeing the indexing, archiving, and/or destruction of eligible records in compliance with State and Federal law and the City's record retention schedule.
- Increase the availability of documents electronically, and maintain efficient management of records.
- Manage the transfer of the City's Record Center from Eagle Plaza to an existing City facility.

FUND: GENERAL FUND 100
DEPARTMENT: CITY MANAGER 07
DIVISION: CITY MANAGER 200

2016-17 DIVISION GOALS AND OBJECTIVES (Continued)

- To continue to expand and modify the Energy Efficiency Rehabilitation Program (EERP) to allow for more applicants and increase the level of service for existing program participants.

**PERFORMANCE AND
WORKLOAD INDICATORS**

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>City Manager</u>				
Number of community events	8	11	11	11
Number of Twitter followers	1,662	2,100	2,723	3,200
Number of Facebook Likes	2,577	4,900	7,739	8,500
Number of valid website hits	1,639,794	1,631,000	1,209,000	1,300,000
Number of grants submitted	7	6	7	8
Number of legislative letters	16	25	11	15
Number of environmental school programs presented	8	3	5	5
Number of recycling/clean-up events held	65	62	75	75
Number of streets adopted	44	38	42	45
Number of mentoring participants	0	2	2	2
Number of volunteers network users	N/A	N/A	*810	*975
Number of CERT trainings held	5	2	2	3
Number of Energy Efficiency Rehabilitation Program (EERP) Applicants	10	8	20	25
<u>City Clerk</u>				
Annual Number of Ordinances Processed	17	10	12	14
Annual Number of Resolutions Processed	124	99	96	100
Annual Contracts Approved and Processed	140	142	148	156
Annual Claims/Lawsuits Processed	109	72	76	80
Recorded Documents Processed	77	115	120	125
Public Hearing Notices/Postings	33	42	45	50
Records Requests/Pages Provided	240/10,600	490/6,700	480/6,000	500/6,500
Maps Processed	5	10	12	14
Records Requested from Storage	95	56	48	48
Bonds Processed	3	1	0	2
Archived Boxes in Records Storage	2,400	2,400	1,600	1,620
Library Community Room Bookings	384	460	440	460
Conflict of Interest Form 700 Processed	105	170	180	180
Mayoral Proclamations Processed	94	178	180	185
Records Retention Boxes Shredded	N/A	1,510	1,260	600

*Beginning in 2015, volunteer network users are tracked by total number of users rather than by number of new users.

FUND: GENERAL FUND 100
DEPARTMENT: CITY MANAGER 07
DIVISION: INFORMATION TECHNOLOGY 215

DIVISION EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 401,575	\$ 366,124	\$ 443,988	\$ 439,605	\$ 479,403	8%
Benefits	137,972	133,080	146,475	170,208	164,380	12%
Materials & Operations	176,684	241,253	223,820	307,204	217,110	-3%
Contractual	421,655	572,442	428,177	452,967	439,852	3%
Other Operating	27,889	22,595	30,330	30,330	39,590	31%
Capital Outlay	80,153	382,673	100,000	50,063	132,500	33%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 1,245,928	\$ 1,718,167	\$ 1,372,790	\$ 1,450,377	\$ 1,472,835	7%

DIVISION DESCRIPTION

The Information Technology (IT) Division is responsible for coordinating the technological needs of all City departments in order to advance the overall mission of the City. The IT Division is responsible for the design, development, administration, and maintenance of a wide variety of telecommunications and computer networks, operating systems, and related services, such as core systems management, equipment installation, coordination of services, and billing and budget requirements. The focus of this Division is to support programs that assist employees in providing the highest level of customer service, as well as allowing citizens easy access to City documents, the website, videos of City Council/Planning Commission Meetings, free wireless internet in the Civic Plaza, and emergency alerts when necessary.

The IT Division supports both computing, internet, and telecommunications for a Wide Area Network comprised of four distinct locations and five Local Area Networks. The computing environment consists of 184 desktops, 255 remote devices, 65 printers/copiers, 129 separate software applications, 6 operating systems, 83 servers, and 85 databases.

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Deputy City Manager	0.25	0.00	0.00	0.00
Information Systems Manager	0.00	0.00	1.00	1.00
Information Systems Specialist	4.00	4.00	3.00	3.00
Information Systems Technician	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00
Total Full-Time Staff	6.25	6.00	6.00	6.00

SIGNIFICANT DIVISION EXPENDITURE AND STAFFING CHANGES

- Funds of \$132,500 has been included for the replacement of antiquated equipment and software in the City Council Chambers that control the City Council electronic voting, streaming of meetings, presentations, sound, and room lighting.

FUND: GENERAL FUND 100
DEPARTMENT: CITY MANAGER 07
DIVISION: INFORMATION TECHNOLOGY 215

2015-16 DIVISION ACCOMPLISHMENTS

- Finalized inventory and barcoding of technology assets.
- Designed and implemented a standardized network node naming convention that has reduced troubleshooting times by allowing support staff to quickly identify the function and location of a node by its name.
- Converted the City's IP scheme to a 10.0.0.0 address scheme in order to follow a better defined IP roadmap.
- Upgraded 83 end-of-life workstations.
- Installed a video wall and voice/network/power drops for the Emergency Operations Center (EOC) area.
- Installed SOPHOS, a new multi-featured firewall. This solution combined web filtering, firewall protection, email filtering and antivirus protection into one solution for a lower annual cost and streamlined manageability.
- Replaced 4 conference room projectors.
- Replaced all desk phones Citywide.
- Implementation of a development/test environment for enterprise applications (to provide a development environment for administrative and end-user testing of program changes and modifications prior to production deployment).
- Implementation of an Animal Control dispatch and shelter management enterprise solution (Chameleon).
- Implementation of a Code Enforcement activities tracking and management solution within TRAKIT (CodeTrak).
- Implementation of LicenseTrak, a Business License activities management solution within TRAKIT.
- Upgraded Laserfiche to Laserfiche Avante to expand the use of this enterprise content management solution throughout the organization.

2016-17 DIVISION GOALS AND OBJECTIVES

- Provide the highest level of customer service to all City employees and citizens, reducing response times and improving employee access to cost-effective technology solutions.
- Finalize City intranet redesign.
- Implement a cost effective centralized monitoring standard for internal City technology devices and systems that supports dash boarding, alerting, logging, and reporting. This will allow IT to centrally monitor and receive notifications when systems operate outside recommended thresholds or fail.
- Finalize Active Directory server implementation in order to simplify assigning user permissions and troubleshooting login and permission issues.
- Develop a user accessible knowledge base to answer the most common questions asked via the IT helpdesk system.
- Update and normalize Account Management policy and procedures to accommodate system and application changes since original inception.
- Finalize converting city fire and security panels from analog to Ethernet dialers to reduce infrastructure costs.
- Upgrade email server from Microsoft Exchange 2010 to Microsoft Exchange 2016 or compatible email server. Microsoft Exchange 2010 mainstream support ended October 13, 2015.
- Finalize converting City Hall security cameras from analog to digital so they can be incorporated into the new security recording system.
- Upgrade proximity card server and alarm system server to an operating system that has a longer life cycle to ensure systems continue to receive security patches and updates.

FUND: GENERAL FUND 100
DEPARTMENT: CITY MANAGER 07
DIVISION: INFORMATION TECHNOLOGY 215

2016-17 DIVISION GOALS AND OBJECTIVES (Continued)

- Develop long range organization-wide policy/plan for Enterprise Content Management.
 - Laserfiche - Analyze and implement a process for scanning documents from the Toshiba multi-function printers into the City's file storage system; analyze and implement process for digitizing Animal Services paper documents to improve that department's ability to provide faster and better service, as well as free up space from paper documents; provide disaster preparedness and business continuity; analyze and implement process for digitizing Engineering Department plans; analyze and implement process for document retention policies and best practices to safeguard the City's documents.
- Analyze business processes, expand, and improve the use of enterprise systems with the following initiatives:
 - Cityworks - Explore using the Cityworks portal so that citizens can report incidents to Public Works employees by using the Cityworks workflows, analyze and implement Service Request to Work Order workflow to improve efficiencies, work on implementing dashboards that are relevant to Public Works supervisors to provide them with more information.
 - New World Systems - Implement dashboards to provide departments with information relevant to their areas of responsibility; work with Utility Billing Department on new water meter system; work with the GIS Department to gather and generate data from New World and the GIS System.
 - Chameleon – Analyze and implement process to attach external documents to Chameleon records as well as utilizing Laserfiche for document management, implement dashboards so that supervisory personnel will have information at their fingertips that are relevant to their areas of responsibility; develop GIS maps to provide department information on a spatial level to help personnel make decisions.

PERFORMANCE AND

WORKLOAD INDICATORS

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
City Sites Serviced	6	6	6	6
Databases Managed	83	80	85	83
Local Area Networks Managed	28	28	28	28
Operating Systems Managed	6	6	6	6
Software Applications Supported	126	128	129	130
Computer Devices Managed	436	440	444	445
▪ Physical Servers	22	23	23	22
▪ Virtual Servers	69	73	60	60
▪ Workstations	57	45	83	85
▪ Virtual Clients	166	200	225	225
▪ Laptops	69	69	45	55
▪ Electronic Tablets	54	55	59	60
Other Devices Managed				
▪ Routers and Switches Managed	33	30	30	30
▪ Printers, Plotters, and Copiers Supported	57	59	58	58
▪ Smart Phones	56	42	75	62

FUND: GENERAL FUND 100
DEPARTMENT: CITY MANAGER 07
DIVISION: INFORMATION TECHNOLOGY 215

PERFORMANCE AND

WORKLOAD INDICATORS

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Data Storage Devices	6	3	7	6
▪ Data Storage Capacity	29TB	50TB	50TB	90TB
▪ Tape Storage	33TB	33TB	33TB	33TB
Data Processing				
Data Backed Up Nightly (Gigabytes)	7,200	7,500	14,900	15,000
E-mails Processed (Outgoing)	177,868	200,000	195,269	200,000
E-mails Processed (Incoming)	2,190,273	2,800,000	1,536,570	2,000,000
▪ Valid Emails (Incoming)	808,273	780,000	712,935	750,000
▪ Spam Emails (Incoming)	1,382,000	2,000,000	823,635	1,000,000
Help Desk Statistics				
▪ Trouble Calls Processed	7,246	6,000	6,201	6,000
▪ Average Time Per Trouble Call	41 min	35 min	37 min	35 min
User Accounts Managed	1,291	1,292	1,292	1,290
▪ Network Accounts	266	268	215	215
▪ Telephone and Wireless accounts	540	541	560	560
▪ Wireless Network Clients	160	165	179	179
▪ Tyler New World .Net Accounts	134	135	134	175
▪ FIS/Sungard TRAKiT Accounts	86	86	86	120
▪ Azteca CityWorks Accounts	44	44	45	45
▪ ECS Imaging Laserfiche Accounts	43	43	50	50
▪ HLP Chameleon Accounts	n/a	n/a	14	14

THIS PAGE INTENTIONALLY LEFT BLANK

FUND: GENERAL FUND 100
DEPARTMENT: MANAGEMENT SERVICES 19

DEPARTMENT EXPENDITURE SUMMARY	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	% Change From 2015-16 Budget
Salaries	\$ 1,278,900	\$ 1,248,662	\$ 1,226,736	\$ 1,182,341	\$ 1,310,838	7%
Benefits	470,980	449,880	456,927	470,202	502,858	10%
Materials & Operations	171,002	149,145	156,818	161,437	150,345	-4%
Contractual	1,158,071	827,829	1,195,819	890,075	2,018,367	69%
Other Operating	68,279	63,002	51,511	50,928	52,167	1%
Capital Outlay	1,045,404	2,745,066	25,000	45,600	15,000	-40%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 4,192,636	\$ 5,483,584	\$ 3,112,811	\$ 2,800,583	\$ 4,049,575	30%

DIVISION EXPENDITURE SUMMARY	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	% Change From 2015-16 Budget
220 Finance	\$ 2,936,926	\$ 4,348,347	\$ 1,939,085	\$ 1,615,654	\$ 2,843,666	47%
225 Human Resources/ Risk Management	1,255,710	1,135,237	1,173,726	1,184,929	1,205,909	3%
TOTAL	\$ 4,192,636	\$ 5,483,584	\$ 3,112,811	\$ 2,800,583	\$ 4,049,575	30%

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
DEPARTMENT STAFFING				
Total Full-Time Staff	15.80	15.80	15.80	15.80
Total Part-Time Staff	0.46	0.00	0.46	0.46
Total Management Services Staff	16.26	15.80	16.26	16.26

DEPARTMENT GOALS FOR 2016-17

- Continue to manage the City's resources in a fiscally prudent manner, with a structurally balanced budget during this challenging economic environment.
- Develop a successor Memorandum of Understanding (MOU) with the Teamsters Local 1932 before December 31, 2016.
- Commence work on a Financing Plan for the Tapestry Specific Plan.
- Continue work on the study to update Development Impact Fees (DIF).
- Commence work on the preparation of an Indirect Cost Allocation Plan.
- Continue to provide financial information to the Local Agency Formation Commission (LAFCO) related to the Fire District annexation.
- Coordinate the preparation of a water/sewer/recycled water rate study and supply financial information for the analysis.

FUND: GENERAL FUND 100
DEPARTMENT: MANAGEMENT SERVICES 19

DEPARTMENT GOALS FOR 2016-17 (Continued)

- Continue the administration of Redevelopment Agency wind-down (in conjunction with the Economic Development Department), including administration of debt obligations, preparation of the Recognized Obligation Payment schedules, and responding to inquiries by the State and the County of San Bernardino.

SIGNIFICANT DEPARTMENT EXPENDITURE AND STAFFING CHANGES

- Funding in the amount of \$500,000 is included for the Rich Development Agreement related to the reimbursement of offsite improvements at the corner of Escondido and Main Street.
- Funding in the amount of \$626,295 is included for the Community Development Block Grant land reimbursement for the San Bernardino County and Police buildings.
- Funding in the amount of \$100,000 has been included for the Hesperia Recreation and Parks District Operating Agreement for the Hesperia Golf Course.
- Funding in the amount of \$30,000 is included for an Indirect Cost Allocation Plan Study.
- Funding in the amount of \$15,000 is included for the maintenance/repair of two booster pumps at the Hesperia Golf Course.
- Eliminate one Senior Financial Analyst (1.00 FTE) position and add one Budget/Finance Manager (1.00 FTE) position.
- Reclassify the Senior Human Resources Analyst (Range 40) to the Human Resources Manager (Range 43).

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Accountant	2.00	2.00	2.00	2.00
Accounting Technician	1.00	2.00	2.00	2.00
Assistant City Manager/Management Services	0.90	0.90	0.90	0.90
Budget/Finance Manager	0.00	0.00	0.00	1.00
Deputy Finance Director	0.90	0.90	0.90	0.90
Executive Secretary	1.00	1.00	1.00	1.00
Financial Analyst	2.00	2.00	2.00	2.00
Human Resources Manager	0.00	0.00	0.00	1.00
Human Resources Specialist	1.00	1.00	1.00	1.00
Personnel Technician	1.00	1.00	1.00	1.00
Senior Account Clerk	1.00	0.00	0.00	0.00
Senior Accountant	1.00	1.00	1.00	1.00
Senior Financial Analyst	2.00	2.00	2.00	1.00
Senior Human Resources Analyst	1.00	1.00	1.00	0.00
Senior Office Assistant	1.00	1.00	1.00	1.00
Total Full-Time Staff	15.80	15.80	15.80	15.80
<u>Part-Time Staff</u>				
Office Assistant	0.00	0.00	0.46	0.46
Senior Account Clerk	0.46	0.00	0.00	0.00
Total Part-Time Staff	0.46	0.00	0.46	0.46
Total Full & Part-Time Staff	16.26	15.80	16.26	16.26

FUND: GENERAL FUND 100
DEPARTMENT: MANAGEMENT SERVICES 19
DIVISION: FINANCE 220

DIVISION EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 965,838	\$ 939,702	\$ 918,826	\$ 885,309	\$ 974,902	6%
Benefits	322,308	319,467	312,186	317,666	337,800	8%
Materials & Operations	128,070	98,005	111,863	113,042	102,130	-9%
Contractual	418,625	194,158	528,279	212,075	1,371,467	160%
Other Operating	56,681	51,949	42,931	41,962	42,367	-1%
Capital Outlay	1,045,404	2,745,066	25,000	45,600	15,000	-40%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 2,936,926	\$ 4,348,347	\$ 1,939,085	\$ 1,615,654	\$ 2,843,666	47%

DIVISION DESCRIPTION

- Financial Management and Analysis – Adhering to the City Council goal of Financial Health (Goal 2), the Finance Division develops the City’s financial management policies and plans and coordinate the preparation of the Annual Budget and Capital Improvement Plan; monitor City revenue and expenditures with periodic reporting to the City Council; perform City debt management functions; provide financial and program analysis for various Citywide projects and initiatives, as well as employee negotiations.
- Revenue Management – Perform City’s treasury management functions to include preparing the City’s investment policy and managing City investments in accordance with the policy, and maintain a comprehensive revenue management information system.
- Accounting Services – Develop and maintain accounting policies and operate the City’s automated financial management and record keeping system, which consists of the general ledger, accounts payable, accounts receivable, payroll, and provide monthly reports; prepare the annual Comprehensive Annual Financial Report (CAFR) for review by the City’s auditors, and prepare various reports for the State and Federal government; maintain the City’s fixed assets inventory system, and provide other support service functions.
- Purchasing System – Perform the City’s central purchasing functions and administer the process.

<u>PROGRAM STAFFING</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Accountant	2.00	2.00	2.00	2.00
Accounting Technician	1.00	2.00	2.00	2.00
Assistant City Manager/Management Services	0.60	0.60	0.60	0.60
Budget/Finance Manager	0.00	0.00	0.00	1.00
Deputy Finance Director	0.90	0.90	0.90	0.90
Executive Secretary	0.65	0.65	0.65	0.65
Financial Analyst	2.00	2.00	2.00	2.00
Senior Account Clerk	1.00	0.00	0.00	0.00
Senior Accountant	1.00	1.00	1.00	1.00
Senior Financial Analyst	2.00	2.00	2.00	1.00
Senior Office Assistant	0.65	0.65	0.65	0.65
Total Full-Time Staff	11.80	11.80	11.80	11.80

FUND: GENERAL FUND 100
DEPARTMENT: MANAGEMENT SERVICES 19
DIVISION: FINANCE 220

<u>PROGRAM STAFFING (Continued)</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Part-Time Staff</u>				
Senior Account Clerk	0.46	0.00	0.00	0.00
Total Part-Time Staff	0.46	0.00	0.00	0.00
Total Full & Part-Time Staff	12.26	11.80	11.80	11.80

SIGNIFICANT DIVISION EXPENDITURE AND STAFFING CHANGES

- Funding in the amount of \$500,000 is included for the Rich Development Agreement related to the reimbursement of offsite improvements at the corner of Escondido and Main Street.
- Funding in the amount of \$626,295 is included for the Community Development Block Grant land reimbursement for the San Bernardino County and Police buildings.
- Funding in the amount of \$100,000 has been included for the Hesperia Recreation and Parks District Operating Agreement for the Hesperia Golf Course.
- Funding in the amount of \$30,000 is included for an Indirect Cost Allocation Plan Study.
- Funding in the amount of \$15,000 is included for the maintenance/repair of two booster pumps at the Hesperia Golf Course.
- Eliminate one Senior Financial Analyst (1.00 FTE) position and add one Budget/Finance Manager (1.00 FTE) position.

2015-16 DIVISION ACCOMPLISHMENTS

- Completed the City's Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2014-15. The City received notification from the Governmental Finance Officers' Association (GFOA) that the Fiscal Year 2013-14 CAFR earned the award for Excellence in Financial Reporting. This is the thirteenth consecutive year that the City has earned this recognition.
- Coordinated the Fiscal Year 2015-16 Budget process and received notification from the Governmental Finance Officers' Association (GFOA) that the Fiscal Year 2015-16 Budget document earned the Distinguished Budget Presentation Award. This is the third time that the City has earned this recognition; the first was for the Fiscal Year 2004-05 Budget document.
- Updated the City and Subsidiary District's Statement of Investment Policy for Fiscal Year 2015-16, and provided monthly Treasurer's Reports verifying the City's cash and investment position.
- Conducted the Fiscal Year 2015-16 First Quarter, Mid-Year, and Fourth Quarter Budget Reviews.
- Retired the 2004 Variable Rate Revenue Bonds (Street Bonds) eight years early with a savings of over \$9 million compared to the original 1993 Series A&B debt service schedules.
- Renewed the Letter of Credit (LOC) for the Water District 1998 A & B bonds.
- Continued administration of the Successor Agency to the former Redevelopment Agency (in conjunction with the Economic Development Department), including administration of debt obligations, preparation of the Recognized Obligation Payment Schedules, and responding to inquiries by the State and the County of San Bernardino.
- Began work on the study to update Development Impact Fees (DIF).
- Prepared financial information to the Local Agency Formation Commission (LAFCO) related to the Fire District annexation.
- Implemented Governmental Accounting Standards Board (GASB) Statement 68 – Accounting and Financial Reporting for Pensions.

FUND:	GENERAL FUND	100
DEPARTMENT:	MANAGEMENT SERVICES	19
DIVISION:	FINANCE	220

2015-16 DIVISION ACCOMPLISHMENTS (Continued)

- Provided Budget-to-Actual, outstanding invoice and payroll leave reports to departments to assist them in the management of their sections.
- Submitted State Controller's Reports for the City, Fire, and Water, as well as the City's Street Report and the State Compensation Report.
- Prepared annual continuing disclosures, financial compliance calculations, and budget and insurance certifications for City and subsidiary district/agency debt issues, as required by the respective bond indentures and applicable letter of credit instruments.
- Provided follow-up documentation in response to an audit conducted by the California State Auditor examining water rates in the local area, wherein it was documented that Hesperia Water District's rates are among the lowest in the area and are, in fact, substantially lower than the "rate-assisted" rates of water utilities examined in the Audit that offer a low income assistance program.
- Continued work on the close-out Assessment District 91-1.
- Continued early phase of special tax analysis (Community Facilities District) for Tapestry Project.
- Prepared financial documentation and responded to inquiries regarding the Water District State Revolving Fund (SRF) Loan for the recycled water pipeline project.
- Provided documentation in response to an audit conducted by the State Controller's Office examining Gas Tax expenditures (along with Traffic Congestion Relief and Proposition 1B) covering the period from July 1, 2005 through June 30, 2014 (9 years).
- Prepared and submitted quarterly Department of Housing and Urban Development (HUD) Federal Financial Report SF-425.

2016-17 DIVISION GOALS AND OBJECTIVES

- Continue to manage the City's resources in a fiscally prudent manner, with a structurally balanced budget during this challenging economic environment.
- Complete the CAFR for Fiscal Year 2015-16 and submit the CAFR to the Governmental Finance Officers' Association (GFOA) for evaluation and award consideration.
- Coordinate the Fiscal Year 2017-18 Budget Process and submit the Fiscal Year 2016-17 Budget to the Governmental Finance Officers' Association (GFOA) for evaluation and award consideration.
- Review and update the Statement of Investment Policy for the City and subsidiary districts and provide monthly Treasurer's Reports verifying the City's cash and investment position.
- Develop and present the Fiscal Year 2016-17 First Quarter, Mid-Year, and Fourth Quarter Budget Reviews for the City Council's consideration.
- Provide City management and the City Council with financial analytical support on various projects.
- Provide City departments with monthly financial reports in a timely manner.
- Prepare annual continuing disclosures, financial compliance calculations, and budget and insurance certifications for City and subsidiary district/agency debt issues, as required by the respective bond indentures and applicable letter of credit instruments.
- Submit State Controller's Reports for the City, Fire, and Water, as well as the City's Street Report and State Compensation Report.
- Continue work on the study to update Development Impact Fees (DIF).
- Coordinate the preparation of a water/sewer/recycled water rate study and supply financial information for the analysis.

FUND: GENERAL FUND 100
DEPARTMENT: MANAGEMENT SERVICES 19
DIVISION: FINANCE 220

2016-17 DIVISION GOALS AND OBJECTIVES (Continued)

- Continue to provide financial information to the Local Agency Formation Commission (LAFCO) related to the Fire District annexation.
- Continue the work to close-out Assessment District 91-1.
- Continue work on a Financing Plan for the Tapestry Specific Plan.
- Host a "How to Conduct Business with Hesperia" seminar, and distribute the corresponding guidebook to aid local businesses in their efforts to respond to City bids.
- Coordinate the preparation of an Indirect Cost Allocation Plan.
- Continue the administration of the Successor Agency to the former Redevelopment Agency (in conjunction with the Economic Development Department), including administration of debt obligations, preparation of the Recognized Obligation Payment Schedules, and responding to inquiries by the State and the County of San Bernardino.

<u>PERFORMANCE AND WORKLOAD INDICATORS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Invoices Processed	8,776	8,152	8,000	8,000
Accounts Payable Checks Issued	5,600	5,329	6,000	6,000
Number of Payroll Checks/Direct Deposits Processed	6,624	6,430	6,656	6,523
Average Annual Yield	0.25%	0.27%	0.41%	0.48%
Number of Monthly Financial Reports Issued	141	146	146	146
Number of Requests for Proposal/Qualification	17	19	25	23
Number of Informal Bids Produced	151	120	114	115
Number of Contracts Issued	82	81	90	85
Number of Amendments to Contracts	92	77	95	85
Number of Purchase Orders Issued	671	645	625	635
Number of Contracts Administered	596	579	580	580

FUND: GENERAL FUND 100
DEPARTMENT: MANAGEMENT SERVICES 19
DIVISION: HUMAN RESOURCES/RISK MANAGEMENT 225

DIVISION EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 313,062	\$ 308,960	\$ 307,910	\$ 297,032	\$ 335,936	9%
Benefits	148,672	130,413	144,741	152,536	165,058	14%
Materials & Operations	42,932	51,140	44,955	48,395	48,215	7%
Contractual	739,446	633,671	667,540	678,000	646,900	-3%
Other Operating	11,598	11,053	8,580	8,966	9,800	14%
Capital Outlay	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 1,255,710	\$ 1,135,237	\$ 1,173,726	\$ 1,184,929	\$ 1,205,909	3%

DIVISION DESCRIPTION

The Human Resources Division provides the City Council, City Manager, City executive staff, City employees, its subsidiary districts, and the general public with a fair employment recruitment and selection system, which is achieving the City Council goal of Organization Health (Goal 5); maintains centralized City personnel files and records, and administers and implements City personnel policies and procedures. Ensures that the City of Hesperia's hiring and employment policies and practices comply with Federal and State legislation, and assures that the City's approach and efforts to equal employment opportunity are in accordance with adopted law and City Council policy. The Division manages all employee benefit plans as well.

Facilitates and ensures that the City's actions on employer-employee relations are in accordance with Federal and State legislation on the collective bargaining process through negotiations and administration of Memorandums of Understanding (MOU), and related agreements with represented employee groups, to include the Teamsters Local 1932 (Formally San Bernardino Public Employees' Association); and the administration of salaries, benefits, and related policies for non-represented employee groups.

Risk Management strives to protect personnel and the physical assets of the City from injury and loss, respectively, by managing all City insurance policies, processing liability claims, lawsuits, coordinating and providing employee safety training programs, coordinating Occupational Safety and Health Administration (OSHA), and Americans with Disabilities Act Amendment Act (ADAAA) compliance, and workers' compensation claims management.

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Assistant City Manager/Management Services	0.30	0.30	0.30	0.30
Executive Secretary	0.35	0.35	0.35	0.35
Human Resources Manager	0.00	0.00	0.00	1.00
Human Resources Specialist	1.00	1.00	1.00	1.00
Personnel Technician	1.00	1.00	1.00	1.00
Senior Human Resources Analyst	1.00	1.00	1.00	0.00
Senior Office Assistant	0.35	0.35	0.35	0.35
Total Full-Time Staff	4.00	4.00	4.00	4.00
<u>Part-Time Staff</u>				
Office Assistant	0.00	0.00	0.46	0.46
Total Part-Time Staff	0.00	0.00	0.46	0.46
Total Full & Part-Time Staff	4.00	4.00	4.46	4.46

FUND:	GENERAL FUND	100
DEPARTMENT:	MANAGEMENT SERVICES	19
DIVISION:	HUMAN RESOURCES/RISK MANAGEMENT	225

SIGNIFICANT DIVISION EXPENDITURE AND STAFFING CHANGES

- Reclassify the Senior Human Resources Analyst (Range 40) to the Human Resources Manager (Range 43).

2015-16 DIVISION ACCOMPLISHMENTS

Human Resources

- Conducted Meet and Confer meetings with the Teamsters Local 1932 representatives in the areas of labor negotiations and employee relations matters, and negotiated a one-year successor Memorandum of Understanding (MOU).
- Coordinated annual open enrollment for benefit insurance coverages and successfully implemented all changes with the assistance of Payroll staff. Managed the administration of the City-sponsored, pre-tax IRS 125 Cafeteria Plan, 457(b) deferred compensation plans, and the 401(a) retirement plan.
- Coordinated and assigned City and County of San Bernardino Work Experience Program volunteers to various City departments.
- Assisted management staff of all City Departments and Divisions to resolve employee labor matters.
- Coordinated and assisted with the implementation of various employee-related programs.
- Coordinated with Finance/Payroll for compliance with the Affordable Care Act reporting provisions to employees and to the Internal Revenue Service.

Risk Management

- Administered the City's general liability insurance pool programs according to the Joint Powers Agreement (JPA). Coordinated and assisted with the administration of insurance coverage/policies for all City-owned property, fixed assets, and City-sponsored events. Conducted field inspections for damage assessment of general liability claims and lawsuits.
- Monitored, processed, and managed workers' compensation claims with third-party administrators.
- Assisted and responded to legal counsel inquiries regarding liability claims and lawsuit settlements, and prepared workers' compensation reporting and settlement authority.
- Coordinated, administered, and managed the City's employee training programs in compliance with City, State, and Federal mandates.
- Participated in Department of Transportation audit of records, received 'Satisfactory' compliance and updated City Policies and Procedures.

2016-17 DIVISION GOALS AND OBJECTIVES

Human Resources

- Conduct Meet and Confer meetings with the Teamsters Local 1932 to negotiate a successor Memorandum of Understanding (MOU).
- Process, update, and implement City-sponsored comprehensive benefit plans such as medical, dental, optical, life, disability, IRS 125 Cafeteria Plan, 457(b), 401(a), and optional insurance plans, and continue to review plans to determine which are cost-effective to the City.
- Coordinate City and County of San Bernardino Work Experience Program volunteers and assign to various City departments.
- Monitor, update, and implement revisions to policies, procedures, programs, and forms to ensure consistency and compliance with City Rules and Regulations and State and Federal laws.

FUND: GENERAL FUND 100
DEPARTMENT: MANAGEMENT SERVICES 19
DIVISION: HUMAN RESOURCES/RISK MANAGEMENT 225

2016-17 DIVISION GOALS AND OBJECTIVES (Continued)

Human Resources (Continued)

- Coordinate compliance with the Affordable Care Act reporting provisions and new medical insurance requirements with Finance/Payroll.
- Conduct and coordinate a review of the City's 457(b) and 410(a) plans to determine feasibility to change or add providers.
- Monitor, review, and implement formatting changes to the Personnel Evaluation Report and Performance Appraisal.
- Coordinate with Finance/Payroll to conduct a feasibility review of automated benefits and time and labor tracking systems.

Risk Management

- Continue to manage the administration of the City's general liability in accordance with the Joint Powers Authority (JPA) insurance pool programs. Coordinate and assist with the administration of insurance coverage/policies for all City-owned property and fixed assets.
- Continue to develop, promote, update, and manage employee safety awareness and training.
- Manage, process, and coordinate workers' compensation claims with third party administrator.
- Reactivate the Safety Committee and reevaluate the Safety Committee Program.
- Continue to monitor and implement the Employee Return to Work Program, and coordinate with the City's workers' compensation third party administrator and other legal representative to maintain compliance.
- Continue analyzing events and incidents that include damaged City property within the City to reduce potential liability.

**PERFORMANCE AND
WORKLOAD INDICATORS**

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Human Resources</u>				
Advertising/Marketing	22	40	20	20
Background Checks (includes rescinds and hires)	46	50	40	30
Benefit Worksheets Processed	672	620	500	900
Employee Evaluations Processed	100	103	100	120
Employee Promotions Processed	13	19	7	5
Employment Separations/Retirements Processed	22	20	30	10
Employment Applications Reviewed/Processed	1,045	1,272	700	700
Employment Interviews Coordinated and Monitored	56	50	60	30
Employment Testing and Assessments Proctored	4	4	5	3
New Employees (hires) Processed	25	23	40	25
Personnel Action Forms Processed	640	245	260	350
Records Retention Program Processed	10	0	10	10
Recruitments and Selection	23	33	15	10
Staff Professional Development Attended	20	13	20	20
Volunteers Processed	34	20	25	10

FUND:	GENERAL FUND	100
DEPARTMENT:	MANAGEMENT SERVICES	19
DIVISION:	HUMAN RESOURCES/RISK MANAGEMENT	225

**PERFORMANCE AND
WORKLOAD INDICATORS**

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Risk Management</u>				
Court Appearances	0	0	0	0
Damaged City Property Claims Recovery	36	25	25	25
Field Inspections	0	0	0	0
Insurance Certificates Received/Processed	1,067	1,228	1,500	1,300
Lawsuits Filed and Monitored	2	5	5	3
Lawsuits Settled	3	2	4	2
Liability Claims	19	29	40	25
Liability Claims Settled	1	2	5	0
Liability Investigations Handled	0	0	1	1
Liability Subrogation Notices Sent	66	25	20	20
Subpoenas Processed	14	26	13	10
Training and Drills Coordinated	22	11	20	20
Workers' Compensation Claims Processed/Monitored	26	31	30	20
Workers' Compensation Claims Settled	16	31	28	15

FUNDS: VARIOUS
DEPARTMENT: ECONOMIC DEVELOPMENT 25

FUND EXPENDITURE SUMMARY						% Change From 2015-16 Budget
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	
Salaries	\$ 578,140	\$ 592,316	\$ 561,155	\$ 594,438	\$ 408,309	-27%
Benefits	194,375	195,391	192,800	195,946	158,752	-18%
Materials & Operations	260,574	218,774	356,312	319,271	272,060	-24%
Contractual	508,567	293,661	1,508,250	1,029,163	5,156,454	242%
Other Operating	420,258	239,746	607,126	625,737	961,703	58%
Capital Outlay	22,123	72,362	370,300	16,600	698,800	89%
Debt Service	174,605	150,265	0	0	0	0%
TOTAL	\$ 2,158,642	\$ 1,762,515	\$ 3,595,943	\$ 2,781,155	\$ 7,656,078	113%

ECONOMIC DEVELOPMENT DEPARTMENT EXPENDITURE SUMMARY						% Change From 2015-16 Budget
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	
<u>Community Development</u>						
<u>Commission Funds</u>						
170 Community Development Commission	\$ 424,634	\$ 524,524	\$ 563,605	\$ 754,907	\$ 652,981	16%
<u>Hesperia Housing Authority Funds</u>						
370 Hesperia Housing Authority	\$ 480,619	\$ 361,852	\$ 639,564	\$ 276,760	\$ 4,478,820	600%
371 WEDA Housing Authority	0	0	180,000	0	150,000	-17%
Subtotal Hesperia Housing Authority	\$ 480,619	\$ 361,852	\$ 819,564	\$ 276,760	\$ 4,628,820	465%
<u>Community Development Block Grant</u>						
251 CDBG Administration	\$ 609,486	\$ 516,967	\$ 1,314,792	\$ 1,340,831	\$ 1,655,522	26%
252 CDBG HOME Grant	0	0	0	0	0	0%
253 CDBG Revolving Loans	228,923	115,913	311,185	238,690	5,000	-98%
257 CDBG Neighborhood Stabilization Program	414,980	243,259	586,797	169,967	713,755	22%
Sub-Total CDBG	\$ 1,253,389	\$ 876,139	\$ 2,212,774	\$ 1,749,488	\$ 2,374,277	7%
Total Economic Development	\$ 2,158,642	\$ 1,762,515	\$ 3,595,943	\$ 2,781,155	\$ 7,656,078	113%

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>DEPARTMENT STAFFING</u>				
Total Full-Time Staff	8.00	7.00	7.00	5.00
Total Economic Development Staff	8.00	7.00	7.00	5.00

DEPARTMENT GOALS FOR 2016-17

- Continue retail development efforts along the I-15 corridor and Rancho Road Interchange.
- Pursue a Master Plan concept for 'G' Avenue Industrial Rail Park.
- Prepare Strategic Plan for Hesperia Housing Authority (HHA).
- Develop and launch HomeBuyer Assistance Program (HAP).
- Prepare plan to meet expenditures deadlines for FY 16-17 and future Community Development Block Grant (CDBG) funding allocations.
- Secure contract(s) to begin selling former Redevelopment Agency real properties – housing and non-housing.
- Sell remaining vacant rehabilitated Neighborhood Stabilization Program (NSP) properties.
- Sell owned residential HHA property.

SIGNIFICANT DEPARTMENT EXPENDITURES AND STAFFING CHANGES

- Add one Economic Development Manager (1.00 FTE) position, At-Will classification, and eliminate the vacant Economic Development Director (1.00 FTE) position.
- One vacant Management Analyst (1.00 FTE) position and one vacant Administrative Analyst (1.00 FTE) position will be eliminated for a reduction of 2.00 FTE.
- To reflect the current assigned duties, one Senior Management Analyst position (1.00 FTE), one Management Analyst position (1.00 FTE), and one Administrative Analyst position (1.00 FTE) have been reallocated amongst CDBG, Community Development Commission (CDC), and HHA.

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Administrative Aide	1.00	0.00	0.00	0.00
Administrative Analyst	2.00	2.00	2.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00
Deputy Economic Development Director	1.00	0.00	0.00	0.00
Economic Development Director	0.00	1.00	1.00	0.00
Economic Development Manager	0.00	0.00	0.00	1.00
Management Analyst	2.00	2.00	2.00	1.00
Senior Management Analyst	1.00	1.00	1.00	1.00
Total Full-Time Staff	8.00	7.00	7.00	5.00

FUND: HESPERIA COMMUNITY DEVELOPMENT COMMISSION 170
DEPARTMENT: ECONOMIC DEVELOPMENT 25
DIVISION: PROJECTS 261

PROGRAM EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 81,685	\$ 182,407	\$ 78,941	\$ 97,214	\$216,916	175%
Benefits	26,806	65,811	26,997	28,243	88,445	228%
Materials & Operations	220,998	192,225	298,917	284,626	231,390	-23%
Contractual	43,237	39,612	103,600	285,713	76,150	-26%
Other Operating	50,918	44,469	47,650	51,011	24,080	-49%
Capital Outlay	0	0	7,500	8,100	16,000	113%
Debt Service	990	0	0	0	0	0%
TOTAL	\$ 424,634	\$ 524,524	\$ 563,605	\$754,907	\$ 652,981	16%

DIVISION DESCRIPTION

The Hesperia Community Development Commission (CDC) is primarily charged with advancing non-housing programs, projects, and initiatives of the former Hesperia Community Redevelopment Agency (HCRA) and Victor Valley Economic Development Authority (VVEDA), which were abolished with the passage of ABx1 26. Although redevelopment was dissolved statewide, the designated successor agencies are required to discharge and complete certain HCRA projects and programs and ensure retirement of Enforceable Obligations (debts of the former HCRA and VVEDA).

In cooperation with the City's Economic Development Department and the Successor Agency to the former HCRA, the CDC, as a successor to many of the former HCRA's economic development initiatives will administer the City's Recycling Market Development Zone (RMDZ). The program promotes growth of the recycling industry through discounted loans and technical assistance, along with local incentives administered by the City.

The CDC administers all marketing efforts for the City, which works towards accomplishing the City Council Goal of Future Development (Goal 3), and has taken the lead role in managing Opportunity High Desert (OHD), the regional marketing collaborative. Whether with the City or OHD, this Division is the lead point for all commercial real estate, retail, and/or industrial trade shows. Marketing and trade show efforts are geared towards business attraction intended to expand the City's job base, sales, and property taxes.

The HCDC, as the recipient of former HCRA assets, will manage, either directly or through third-party contracts, certain real property including the Hesperia Golf and Country Club and Competitive Edge Motocross Park, plus act as the City's real estate division for all departments with respect to property acquisition, disposition, and leasing.

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Administrative Aide	0.25	0.00	0.00	0.00
Administrative Secretary	0.30	0.30	0.30	0.80
Deputy Economic Development Director	0.30	0.00	0.00	0.00
Economic Development Director	0.00	0.30	0.30	0.00
Economic Development Manager	0.00	0.00	0.00	0.80
Management Analyst	0.30	0.30	0.30	1.00
Total Full-Time Staff	1.15	0.90	0.90	2.60

FUND: HESPERIA COMMUNITY DEVELOPMENT COMMISSION 170
DEPARTMENT: ECONOMIC DEVELOPMENT 25
DIVISION: PROJECTS 261

	2013-14	2014-15	2015-16	2015-16	2016-17	%Change From 2015-16
REVENUE DETAIL	Actual	Actual	Budget	Revised	Budget	Budget
Community Development Commission (170)						
Interest						
CDC-Interest Income 170 25 261 0000 5600	\$ 1,200	\$ 15,497	\$ 15,655	\$ 14,900	\$ 14,863	-5%
Total Interest Income	\$ 1,200	\$ 15,497	\$ 15,655	\$ 14,900	\$ 14,863	-5%
Other						
Rents & Leases 170 25 261 0000 5700	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	0%
Reimbursements/Other Agencies 170 25 261 0000 5800	81,879	47,961	112,500	112,500	116,625	4%
Proceeds from Land Sale 170 19 220 0000 5900	8,003	0	433,004	10,000	0	-100%
Misc. Revenue 170 25 261 0000 5950	39,750	20,817	0	40	0	n/a
Total CDC Other	\$ 189,632	\$ 128,778	\$ 605,504	\$ 182,540	\$ 176,625	-71%
Total Community Development Commission	\$ 190,832	\$ 144,275	\$ 621,159	\$ 197,440	\$ 191,488	-69%

SIGNIFICANT DIVISION EXPENDITURE AND STAFFING CHANGES

- Overall Community Development Commission (CDC) expenditures are in excess of revenues, resulting in the need for a General Fund transfer in the amount of \$410,493. While non-salary related CDC expenditures are proposed to decrease in FY 2016-17 by 24% compared to the FY 2015-16 Budget, FY 2016-17 combined Salaries & Benefits are projected to increase 188% based upon an update of Economic Development staff assignments.
- The Economic Development Manager, which is a new position, will have a distribution of 0.80 FTE to the CDC.
- The Administrative Secretary FTE distribution in the CDC will be increased from 0.30 FTE to 0.80 FTE to reflect current duties assigned.
- The FTE distribution for the Management Analyst is being increased from 0.30 FTE to 1.00 FTE to reflect assigned duties.

2015-16 DIVISION ACCOMPLISHMENTS

- Negotiated lease for 8,473 square feet in Eagle Plaza with Hesperia Unified School District.
- Negotiated work-out of delinquent Assessment District 91-1 assessments facilitating retail development projects.
- Extended Exclusive Negotiating Agreement (ENA) by and between the City and McArthur Bird, LLC for development of a medical campus along Amargosa Road south of the California Aqueduct. Assisted in feasibility study.

FUND:	HESPERIA COMMUNITY DEVELOPMENT COMMISSION	170
DEPARTMENT:	ECONOMIC DEVELOPMENT	25
DIVISION:	PROJECTS	261

2015-16 DIVISION ACCOMPLISHMENTS (Continued)

- Marketed Hesperia Marketplace, anchored by Walmart Supercenter, to Pacific Development who ultimately acquired the southeast corner (SEC) of Main Street and Escondido. The 24,000 square foot, 2.6 acre development is anchored by a 10,000 square foot Petco. Additional shop space (14,000 square feet) is occupied by Pieology Pizza, Habit Burger Grill, Great Clips, Yogurtland, and Metro PCS.
- Facilitated marketing efforts in conjunction with developer to purchase the balance of the property adjacent to Walmart at the southeast corner of Main and Escondido.
- Negotiated and secured Reimbursement Agreement with Rich Development for the construction of a 50,000 square foot shopping center anchored by Aldi.
- Negotiated and secured CDBG Section 108 Agreement for Arco AM/PM located at the northeast corner of Main and Cottonwood.
- Facilitated marketing efforts and entitlements for two hotel projects located adjacent to Marriott.
- Facilitated entitlement of gas and convenience stores at I-15 and Joshua.
- Facilitated locating commercial and gas/convenience commercial projects at the southeast corner of I-15 and Rancho Road.
- Facilitated real property transaction, entitlement, and development of Tractor Supply located at the southeast corner of Main and Cataba.
- Facilitated relocation of Valew Truck Bodies sales office to a new facility on the east side of I-15 north of Main Street.
- Facilitated the site location of Aermerge/RedPak to 'E' Avenue, as well as the subsequent purchase of additional vacant land to the north.
- Negotiated the sale of real property and facilitated entitlement of an Italian restaurant in the City's downtown area.
- Retail attraction efforts lead to 12 new businesses locating in Hesperia which constructed over 120,000 square feet of retail development that will generate approximately \$300,000 of annual sales tax and create 185 jobs in Hesperia.
- Held, attended, or exhibited at 11 trade and industry shows including International Conference of Shopping Centers, Association of Commercial Real Estate (ACRE), National Association of Industrial Office Properties (NAIOP), Team California, Enterprise Funding, and local shows such as High Desert Opportunity and the High Desert Economic Summit.
- Established and engaged in 34 active business attraction and development leads.
- Provided support and secured venue for Desert Rocks Film Festival.
- Organized and hosted 9 ribbon cuttings and grand openings:
- Managed cell tower leases for City and Hesperia Water District.

2016-17 DIVISION GOALS AND OBJECTIVES

- Continue economic development efforts for major projects (regional retail at Rancho and medical campus).
- Continue business attraction efforts to secure retail and restaurant(s) in the downtown area.
- Produce a marketing piece for industrial sites to be used for distribution at trade shows and requests for information.
- Conduct 100 Feet on the Street surveys.
- Pursue a conceptual plan for 'G' Avenue Industrial Rail Park.
- Secure contract(s) to begin selling former RDA real properties.
- Contemplate producing annual economic development report to council.

FUND: HESPERIA COMMUNITY DEVELOPMENT COMMISSION 170
DEPARTMENT: ECONOMIC DEVELOPMENT 25
DIVISION: PROJECTS 261

**PERFORMANCE AND
WORKLOAD INDICATORS**

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Properties & Security Interests Managed	85	85	82	84
Grants Applications Submitted	1	1	0	0
Grants Approved	1	1	0	0
EZ Hiring Credit Vouchers Processed*	459	502	0	0
EZ Hiring Credit Vouchers Approved (Calendar Year)*	416	432	0	0
Exclusive Negotiation Agreements Approved	N/A	1	1	1
Active Development Leads	48	45	34	45
Proposals Prepared and RFI Responses	60	18	69	80
Business Recruitments	10	11	10	12
Newsletter Issues	13	6	8	8
Event Sponsorships	8	8	6	7
Groundbreakings and Ribbon Cuttings	9	7	9	9
Ribbon Cuttings	8	5	5	0
Advertising Placements	30	30	46	40
Trade Shows/Exhibitions Attended or sponsored	17	15	11	12
Feet on the Street Business Surveys/Visits	16	100	0	100
Recycling Market Development Zone Commitments Satisfied	80%	80%	80%	N/A
Enterprise Zone MOU Commitments Satisfied (%)*	80%	N/A	N/A	N/A

*Enterprise Zone (EZ) Program eliminated by Governor in 2013 via AB 93.

FUND: HESPERIA HOUSING AUTHORITY 370
DEPARTMENT: ECONOMIC DEVELOPMENT 25
DIVISION: RDA-LOW/MODERATE INCOME 263

PROGRAM EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 96,312	\$ 193,392	\$ 90,707	\$106,928	\$ 132,051	46%
Benefits	31,295	65,592	30,662	31,455	48,554	58%
Materials & Operations	3,880	2,406	13,695	4,977	16,890	23%
Contractual	314,501	91,617	446,450	116,850	4,224,075	846%
Other Operating	12,251	8,845	47,250	9,550	30,250	-36%
Capital Outlay	35	0	10,800	7,000	27,000	150%
Debt Service	22,345	0	0	0	0	0%
TOTAL	\$ 480,619	\$ 361,852	\$ 639,564	\$276,760	\$4,478,820	600%

DIVISION DESCRIPTION

The Economic Development Department, through the HHA, develops, manages, and promotes programs and projects that preserve and improve the supply of affordable housing in the City of Hesperia for low and moderate income persons. Staff coordinates several affordable housing programs, including the Housing Rehabilitation Loan Program with Integrated Sewer Connection Program, (Sewer Connection Program), First-Time Homebuyer Down Payment Assistance Program (DAP), the Emergency/Disaster Housing Rehabilitation Loan Program, and the Seller Mortgage Carry-Back Program plus numerous rental housing new construction projects. The (DAP) offers to eligible first-time home buyer families, zero percent interest loans of up to \$125,000, or 45% of the purchase price for use towards down payment and closing costs. The Sewer Connection Program provides for deferred payments for loans of up to \$40,000 for lower income owner-occupied households for repair to basic home systems (water/wastewater, plumbing, electrical, HVAC, and roof), and up to \$50,000 to borrowers improving their properties located within the City's Township Revitalization Program area and connecting to the Water District's sewer via the Sewer Connection Program.

The HHA, as the designated Successor Housing Agency to the HCRA, will continue those applicable affordable housing programs subject to the availability of funding. The HHA is not, at this time, designated a Public Housing Authority by HUD, rather will focus its efforts on the development, preservation, and maintenance of quality affordable housing stock within the City by leveraging its limited capital resources. The HHA intends to partner with experienced affordable housing developers to develop and/or rehabilitate existing housing units to satisfy unmet housing production requirements of the HCRA and address its Regional Housing Needs Assessment obligations. The HHA will support the utilization of Low Income Housing Tax Credits, Home Investment Partnership Programs (HOME), and bond financing to fund these initiatives. In addition, linkages with San Bernardino County provide Hesperia residents with access to a Mortgage Assistance Program, and the Housing Authority of San Bernardino County serves as the designed HUD Public Housing Authority.

The Hesperia Housing Authority administers and implements the State Housing and Community Development Department (HCD) HOME Program and all related activities. The mission of the HOME Program is to expand the supply of affordable housing for very low and low-income families through a variety of eligible strategies including new construction, rehabilitation, and down payment assistance. The purpose of the HOME Program is to encourage home ownership or rehabilitation assistance to residents earning less than 80% of the area median income.

The City received six HOME Grants starting in 1999 through 2005 and was able to utilize the funds for Downpayment Assistance Program (DAP) and Housing Rehabilitation Loan Program (HRLP), as well as provide subsidy layering for three new construction affordable projects; Village at Hesperia I (senior), Sunrise Terrace I and Sunrise Terrace II.

FUND: HESPERIA HOUSING AUTHORITY 370
DEPARTMENT: ECONOMIC DEVELOPMENT 25
DIVISION: RDA-LOW/MODERATE INCOME 263

All grant funding for the City's HOME programs has been utilized. The City will continue to collect program income from the DAP and HRLP loan repayments and from the residual receipts payments from the new construction affordable projects. The City may contemplate future HOME grants for programs (DAP and HRLP), and projects (construction) should an eligible proposal be submitted, particularly with the loss of redevelopment funding for affordable housing. The program income must be utilized for HOME-eligible projects and programs.

The HOME Program is consistent with the City's Five-Year CDBG Consolidated Plan's Goals of affordable housing opportunities, the City's housing element, and the Council's goal of improving the existing housing stock through home ownership and rehabilitation.

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Administrative Aide	0.30	0.00	0.00	0.00
Administrative Analyst	0.15	0.15	0.15	0.68
Administrative Secretary	0.15	0.15	0.15	0.20
Deputy Economic Development Director	0.30	0.00	0.00	0.00
Economic Development Director	0.00	0.30	0.30	0.00
Economic Development Manager	0.00	0.00	0.00	0.12
Senior Management Analyst	0.35	0.35	0.35	0.68
Total Full-Time Staff	1.25	0.95	0.95	1.68

<u>REVENUE DETAIL</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2015-16</u>	<u>2016-17</u>	<u>%Change</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Revised</u>	<u>Budget</u>	<u>From</u>
						<u>2015-16</u>
						<u>Budget</u>
Hesperia Housing Authority (HHA)						
Funds (370, 371)						
370 Hesperia Housing Authority						
Interest						
Housing Authority - Interest 370 19 220 0000 5600	\$ 61,786	\$ 57,180	\$ 47,434	\$ 59,000	\$ 62,000	31%
Total Interest	\$ 61,786	\$ 57,180	\$ 47,434	\$ 59,000	\$ 62,000	31%
Other						
Loan Repayments 370 25 263 0000 4746	\$ 83,109	\$ 83,944	\$ 84,788	\$ 84,929	\$ 85,639	1%
Rents & Leases 370 25 263 0000 5700	22,338	29,900	18,000	12,000	12,000	-33%
Proceeds from Land Sales 370 25 263 0000 5900	128,140	0	1,129,848	727,663	17,000	-98%
Miscellaneous 370 25 263 0000 5950	1,775	10,000	1,500	7,000	1,500	0%
Other Revenue	0	0	0	487	0	
Total Other	\$ 235,362	\$ 123,844	\$ 1,234,136	\$ 832,079	\$ 116,139	-91%
Total Hesperia Housing	\$ 297,148	\$ 181,024	\$ 1,281,570	\$ 891,079	\$ 178,139	-86%

FUND: HESPERIA HOUSING AUTHORITY 370
DEPARTMENT: ECONOMIC DEVELOPMENT 25
DIVISION: RDA-LOW/MODERATE INCOME 263

REVENUE DETAIL	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	%Change From 2015-16 Budget
371 WEDA Housing Authority						
Taxes						
WEDA Housing Authority - Tax Increment 371 25 261 0000 4068	\$ 155,489	\$ 0	\$ 0	\$ 0	\$ 0	n/a
Total Taxes	\$ 155,489	\$ 0	\$ 0	\$ 0	\$ 0	n/a
Interest						
WEDA Housing Authority - Interest 371 19 220 0000 5600	\$ 4,081	\$ 4,189	\$ 4,248	\$ 6,173	\$ 8,172	92%
Rents & Leases 371 19 220 0000 5700	0	0	100,423	0	0	-100%
Total Interest	\$ 4,081	\$ 4,189	\$ 104,671	\$ 6,173	\$ 8,172	-92%
Total WEDA Housing	\$ 159,570	\$ 4,189	\$ 104,671	\$ 6,173	\$ 8,172	-92%
Total HHA Funds	\$ 456,718	\$ 185,213	\$ 1,386,241	\$ 897,252	\$ 186,311	-87%

SIGNIFICANT DIVISION EXPENDITURE AND STAFFING CHANGES

- \$3.8 million has been included for the Eagle 55 Senior Housing Agreement.
- Eliminate the Economic Development Director position with a distribution of 0.30 FTE and add one Economic Development Manager with a distribution of 0.12 FTE.
- The FTE distribution for the Administrative Secretary is being increased from 0.15 FTE to 0.20 FTE to reflect assigned duties.
- The FTE distribution for the Senior Management Analyst is being increased from 0.35 FTE to 0.68 FTE to reflect assigned duties.
- To reflect current assigned duties, the distribution of one Administrative Analyst position will now include 0.68 FTE in the Hesperia Housing Authority. In addition, one Administrative Analyst position is being eliminated, which had a distribution of 0.15 FTE, as reflected in the FY 2015-16 Budget.

2015-16 DIVISION ACCOMPLISHMENTS

- Managed all HHA residential properties.
- Complied with AB 987 requirements, which requires disclosure of affordable units counted.
- Completed annual on-site monitoring of affordable HOME units and HHA units.
- Completed biannual review and monitoring of HOME and HHA unit reports through U.S. Communities Housing Compliance Services software.
- Prepared HHA Annual Report and Audit.
- Continued efforts to identify and provide support to affordable housing developments.
- Implemented affordable housing monitoring guidelines for affordable units restricted by HOME regulations.
- Completed minor repairs to HHA leased residential properties.

FUND:	HESPERIA HOUSING AUTHORITY	370
DEPARTMENT:	ECONOMIC DEVELOPMENT	25
DIVISION:	RDA-LOW/MODERATE INCOME	263

2015-16 DIVISION ACCOMPLISHMENTS (Continued)

- Sold a 10.69 acre parcel.
- Reviewed proposals from family and senior housing developers.
- Assisted in completion of the Housing Element and Annual Report.
- Managed Seller Mortgage CarryBack Program for the HHA, which was originally funded through NSP to assist low income households in purchasing NSP properties.
- Negotiated and funded a 96-unit affordable senior apartment complex project.
- Entered into a Loan Agreement with a developer for the development of a 96-unit affordable senior apartment complex.
- Monitored affordable housing legislation and funding sources.
- Monitored and reviewed potentially new housing programs through grants and incentives.
- Managed all housing programs and projects.
- Provided loan management and loan servicing for all housing related loans.
- Utilized new software to assist with affordable housing underwriting.
- Monitored HOME rents and made quality control inspections of HOME-assisted units to ensure that the units met HUD and housing standards and that owners and participants met mutual obligations under the programs.
- Completed and submitted Annual HOME Monitoring Reports to the State of California, Department of Housing and Community Development (HCD).
- Prepared and submitted required Semi-Annual Labor Standards Enforcement Report and HOME Annual Performance Report to HUD and HCD.
- Received and reported on Program Income from loan pay-offs.

2016-17 DIVISION GOALS AND OBJECTIVES

- Identify candidate properties wherein HHA could purchase long-term affordability covenants.
- Continue to work with developers in the development of affordable housing.
- Establish revised Downpayment Assistance Program (DAP) Guidelines to provide affordable homeownership opportunities.
- Prepare HHA Annual Report and Audit required by SB 341.
- Monitor affordable housing legislation and funding sources.
- Seek new opportunities to fund housing programs through grants and incentives.
- Manage all housing programs and projects.
- Provide loan management and loan servicing for all housing related loans.
- Utilize new software to assist with affordable housing underwriting.
- Ensure compliance with SB 341 and AB 471 relating to housing successor agencies specifically as they relate to spending of former LMIHF.
- Review bi-annual and monitor HOME and HHA unit reports through U.S. Communities Housing Compliance Services software.
- Complete annual onsite monitoring and desk review of HOME and HHA units and files.

FUND:	HESPERIA HOUSING AUTHORITY	370
DEPARTMENT:	ECONOMIC DEVELOPMENT	25
DIVISION:	RDA-LOW/MODERATE INCOME	263

2016-17 DIVISION GOALS AND OBJECTIVES (Continued)

- Develop Strategic Plan for HHA, which includes funding mechanisms for long-term viability.
- Comply with AB 987 requirements, which requires disclosure of affordable units counted.
- Collaborate with non-profits to bring needed services to residents.
- Assist in revisions and completion of the Housing Element.
- Obtain a broker to list and sell HHA-owned properties in accordance with the Property Management Plan.
- Manage HHA owned leased properties.
- Award a public bid for a new roof for a HHA owned property.
- Provide oversight and manage the Community Development Block Grant Program.
- Contract for maintenance services including landscaping and emergency repairs for HHA and NSP owned properties.
- Create and administer system for Asset Management of housing loans.
- Monitor HOME rents and quality control inspections of HOME-assisted units (income must be verified annually) to ensure that the units meet HUD and housing standards and that owners and participants meet mutual obligations under this programs.
- Complete and submit Annual HOME Monitoring Reports for HCD.
- Prepare and submit required Semi-Annual Labor Standards Enforcement Report and HOME Annual Performance Report to HUD and HCD.
- Strategically manage receipt of HOME Program Income and Recapture Funds to maximize program performance and operational efficiency.
- Apply for HOME funds to facilitate a new affordable project.

**PERFORMANCE AND
WORKLOAD INDICATORS**

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Cumulative Units Constructed	247	247	247	247
DAP Loans Submitted	0	0	0	3
DAP Loans Approved	0	0	0	2
Deed Restricted Units Funded	0	0	0	96
HOME Grant Application	1	0	0	1
HOME Program Funds Remaining	0%*	0%	0%	0%
HOME Asset Portfolio	\$14 Mil	\$14 Mil	\$14 Mil	\$14 Mil
Housing Developer Proposal Reviews	1	0	3	2
HRLP and Sewer Loans Submitted	3	3	0	2
HRLP Loans and Sewer Approved	0	0	0	1
HHA Affordable Units Monitored	625	625	625	625
Projects Monitored	3	3	3	3
Real Property Purchase Contracts Negotiated	0	1	1	3
Real Property Sold	0	0	1	3

FUND: VVEDA-LOW/MOD HOUSING 371
DEPARTMENT: ECONOMIC DEVELOPMENT 25
DIVISION: RDA-LOW/MODERATE INCOME 263

DEPARTMENT EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0%
Benefits	0	0	0	0	0	0%
Materials & Operations	0	0	0	0	0	0%
Contractual	0	0	180,000	0	150,000	-17%
Other Operating	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 0	\$ 0	\$ 180,000	\$ 0	\$ 150,000	-17%

DIVISION DESCRIPTION

Fund 371 is the successor to the former Fund 388, which was closed-out with the dissolution of the Victor Valley Economic Development Authority (VVEDA) pursuant to ABx1 26. This Division shall assume the affordable housing functions and assets of the former VVEDA that fell under the auspices of the City of Hesperia. This successor role was approved by Resolution No. 2011-027 on April 5, 2011, wherein the City assumed all affordable VVEDA housing functions and assets, and resolved to transfer those functions and assets to the Hesperia Housing Authority (HHA). For economies of scale and due to the inability to collect future tax increment the former VVEDA, affordable housing functions will be performed by HHA staff (Fund 370). Resources from this Fund 371 will be allocated to accomplish the required obligations of the Successor Housing Agency (City of Hesperia and HHA).

SIGNIFICANT DIVISION EXPENDITURE AND STAFFING CHANGES

- FY 2016-17 expenditures related to the maintenance of property (\$20,000) have been reduced, as the related property purchase (Intergenerational Center) was not completed.

2015-16 DIVISION ACCOMPLISHMENTS

- Continued efforts to identify and provide financial support to affordable housing developments within the former VVEDA Project Area.

2016-17 DIVISION GOALS AND OBJECTIVES

- Support and fund the HHA's Downpayment Assistance Program (DAP) and Housing Rehabilitation Loan Program.
- Continue efforts to identify and provide support to affordable housing developments.
- Ensure compliance with SB 341 and AB 471 relating to housing successor agencies specifically as they relate to spending of former LMIHF.
- Support and participate in programs, projects, and initiatives of the HHA including the provision of funding.
- Endeavor to satisfy Inclusionary Housing Obligations of dissolved VVEDA allocated to the City of Hesperia.
- Collect repayment of loans due the VVEDA LMIHF from VVEDA Successor Agency.

FUND: CDBG 251, HOME GRANT 252, CDBG REVOLVING LOAN 253, and NSP 257
DEPARTMENT: ECONOMIC DEVELOPMENT 25
DIVISION: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 270

DIVISION EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 400,143	\$ 216,517	\$ 391,507	\$ 390,296	\$ 59,342	-85%
Benefits	136,274	63,988	135,141	136,248	21,753	-84%
Materials & Operations	35,696	24,143	43,700	29,668	23,780	-46%
Contractual	150,829	162,432	778,200	626,600	706,229	-9%
Other Operating	357,089	186,432	512,226	565,176	907,373	77%
Capital Outlay	22,088	72,362	352,000	1,500	655,800	86%
Debt Service	151,270	150,265	0	0	0	0%
TOTAL	\$ 1,253,389	\$ 876,139	\$ 2,212,774	\$ 1,749,488	\$ 2,374,277	7%

DIVISION EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Community Development Block Grant						
251 CDBG Administration	\$ 609,486	\$ 516,967	\$ 1,314,792	\$ 1,340,831	\$ 1,655,522	26%
253 CDBG Revolving Loans	228,923	115,913	311,185	238,690	5,000	-98%
257 CDBG Neighborhood Stabilization	414,980	243,259	586,797	169,967	713,755	22%
Total CDBG	\$ 1,253,389	\$ 876,139	\$ 2,212,774	\$ 1,749,488	\$ 2,374,277	7%

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Administrative Aide	0.45	0.00	0.00	0.00
Administrative Analyst	1.85	1.85	1.85	0.32
Administrative Secretary	0.55	0.55	0.55	0.00
Deputy Economic Development Director	0.40	0.00	0.00	0.00
Economic Development Director	0.00	0.40	0.40	0.00
Economic Development Manager	0.00	0.00	0.00	0.08
Management Analyst	1.70	1.70	1.70	0.00
Senior Management Analyst	0.65	0.65	0.65	0.32
Total Full-Time Staff	5.60	5.15	5.15	0.72

FUND: CDBG 251, HOME GRANT 252, CDBG REVOLVING LOAN 253, and NSP 257
DEPARTMENT: ECONOMIC DEVELOPMENT 25
DIVISION: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 270

REVENUE DETAIL	2013-14	2014-15	2015-16	2015-16	2016-17	% Change
	Actual	Actual	Budget	Revised	Budget	From 2015-16 Budget
Community Development Block Grant (CDBG) Funds (251, 252, 253, 257)						
251 CDBG Fund						
CDBG Administration Reimbursement 251 25 270 2700 4730	\$ 609,485	\$ 516,967	\$ 1,135,361	\$ 1,316,775	\$ 1,655,522	46%
CDBG Loan Repayment 251 25 270 2700 4746	0	0	0	30,854	0	n/a
CDBG Program Income 251 25 270 2700 5903	0	0	1,100,000	0	0	-100%
Total CDBG Fund 251	\$ 609,485	\$ 516,967	\$ 2,235,361	\$ 1,347,629	\$ 1,655,522	-26%
252 HOME Grant Fund						
Interest						
CDBG HOME Grant Program Interest Income 252 19 220 0000 5600	\$ 14,892	\$ 20,502	\$ 14,000	\$ 18,594	\$ 19,244	37%
Total Interest Income	\$ 14,892	\$ 20,502	\$ 14,000	\$ 18,594	\$ 19,244	37%
Grants						
CDBG HOME Grant 2000 252 25 264 2700 4750	\$ 10	\$ 0	\$ 0	\$ 0	\$ 0	n/a
DOIM Income from Home Activities 252 25 264 2700 4758	0	17,317	1,700	2,100	2,100	24%
Total Grants	\$ 10	\$ 17,317	\$ 1,700	\$ 2,100	\$ 2,100	24%
Total HOME Fund 252	\$ 14,902	\$ 37,819	\$ 15,700	\$ 20,694	\$ 21,344	36%
253 CDBG-Revolving Loan Fund						
CDBG Revolving Loan Program						
Interest Income 253 19 220 0000 5600	\$ 1,997	\$ 1,483	\$ 1,562	\$ 1,752	\$ 2,177	39%
Total CDBG-Revolving Loan Fund 253	\$ 1,997	\$ 1,483	\$ 1,562	\$ 1,752	\$ 2,177	39%
257 CDBG-Neighborhood Stabilization Program (NSP) Fund						
NSP Interest Income 257 19 220 0000 5600	\$ 1,689	\$ 3,001	\$ 2,966	\$ 4,607	\$ 5,902	99%
NSP - Proceeds from Sales 257 270 2700 0000 5901	799,104	0	1,079,953	396,518	83,000	-92%
NSP - Rents/Lease 257 270 2700 0000 5870	2,187	7,690	10,172	11,304	11,304	11%
Program Income from NSP Activities 257 25 270 2700 5903	106,386	0	121,126	356,866	0	-100%
Gain on Sale of Asset 257 25 270 2700 5915	0	10,599	0	0	0	n/a
NSP Miscellaneous	430	40	200	0	0	-100%
Total CDBG-Neighborhood Stabilization Fund 257	\$ 909,796	\$ 21,330	\$ 1,214,417	\$ 769,295	\$ 100,206	-92%
Total CDBG Funds (251, 252, 253, 257)	\$ 1,536,180	\$ 577,599	\$ 3,467,040	\$ 2,139,370	\$ 1,779,249	-49%

FUND: CDBG 251
DEPARTMENT: ECONOMIC DEVELOPMENT 25
DIVISION: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 270
PROGRAM: CDBG ADMINISTRATION/ECONOMIC DEVELOPMENT AND HOUSING

DIVISION EXPENDITURE SUMMARY	2013-14	2014-15	2015-16	2015-16	2016-17	% Change From 2015-16
	Actual	Actual	Budget	Revised	Budget	Budget
Salaries	\$ 149,669	\$ 40,273	\$ 219,674	\$ 226,580	\$ 59,342	-73%
Benefits	52,738	5,497	77,467	79,217	21,753	-72%
Materials & Operations	13,540	16,651	12,925	19,958	8,525	-34%
Contractual	61,112	127,690	522,500	464,900	668,529	28%
Other Operating	181,157	176,591	482,226	550,176	897,373	86%
Capital Outlay	0	0	0	0	0	0%
Debt Service	151,270	150,265	0	0	0	0%
TOTAL	\$ 609,486	\$ 516,967	\$ 1,314,792	\$ 1,340,831	\$ 1,655,522	26%

DIVISION DESCRIPTION

The Economic Development Department administers the City's Community Development Block Grant (CDBG) Program and related activities. These activities are directed at enticing public and private sector investment within targeted geographic areas of the City. The Department is tasked with implementing existing programs and developing innovative, new initiatives to promote economic and housing development and rehabilitation projects, with an emphasis on activities that create jobs, build or enhance infrastructure, provide affordable housing, primarily benefiting low-to-moderate income persons residing within the City, expanding the tax base, and promoting economic diversity. In Program Year (PY) 2014-15, the City received a CDBG entitlement in the amount of \$895,488 and in PY 2015-16 the CDBG Entitlement was \$958,178. In PY 2016-17 it is anticipated to be \$984,021. Annually, the City adopts an action plan allocating funds to the following: (i) administration and planning (20%); (ii) Public Services activities and programs (15%); (iii) Section 108 debt service (varies); and (iv) other eligible CDBG uses (remainder) that are guided by the City's CDBG Consolidated Plan (Con Plan). The Department annually evaluates its CDBG Program in the context of the required Five-Year Consolidated Plan and reprograms funds, if necessary, to projects, programs, or activities to meet its goals and objectives and meet CDBG timeliness requirements. Substantial amendments to the Con Plan are also pursued when appropriate and in compliance with the City's Citizen Participation Plan. FY 2016-17 represents the second year of the City's 2015-19 Con Plan.

The City's annual CDBG development activities are designed to foster private and public sector investment with Redevelopment Project and CDBG target areas. Federal regulations mandate that programs funded by CDBG meet one or all of the national objectives: (1) elimination of slums or blight; (2) benefit low-to-moderate income individuals; or (3) address other community needs having a particular urgency. Economic Development activities have garnered increased support by HUD, particularly because of the Federal government's welfare reform mandates. Beginning in Fiscal Year 2010-11, the City has allocated greater funds to economic opportunity initiatives and locally-based Microenterprises. This Division also implements housing services and discharges programs including the Housing Rehabilitation Loan Program (HRLP). PY 2016-17 will be the first year of the Housing Assistance Program (HAP which is intended to help first-time home buyers).

For consistency in presenting the CDBG information, all activities of the City's Annual Action Plan are discussed herein and likewise, the accomplishments, staffing, goals and objectives.

FUND: CDBG 251
DEPARTMENT: ECONOMIC DEVELOPMENT 25
DIVISION: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 270
PROGRAM: CDBG ADMINISTRATION/ECONOMIC DEVELOPMENT AND HOUSING

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Administrative Aide	0.45	0.00	0.00	0.00
Administrative Analyst	1.30	1.30	1.30	0.32
Administrative Secretary	0.35	0.35	0.35	0.00
Deputy Economic Development Director	0.25	0.00	0.00	0.00
Economic Development Director	0.00	0.25	0.25	0.00
Economic Development Manager	0.00	0.00	0.00	0.08
Management Analyst	1.15	1.15	1.15	0.00
Senior Management Analyst	0.00	0.00	0.00	0.32
Total Full-Time Staff	3.50	3.05	3.05	0.72

SIGNIFICANT DIVISION EXPENDITURE AND STAFFING CHANGES

- Eliminate the Economic Development Director (0.25 FTE) position and add one Economic Development Manager (0.08 FTE) position.
- One Senior Management Analyst (0.32 FTE) position is added to assist with the administration of the CDBG program.
- Eliminate one Administrative Analyst position 0.55 FTE and reallocate one Administrative Analyst position from 1.30 FTE to 0.32 FTE.
- The other positions previously included in the CDBG program have been transferred to the CDC or HHA.
- Funding for new and continuing American's with Disabilities Act (ADA) Improvements (\$726,114), as well as the completion of the Fir and Rodeo Street improvements project (\$50,000) are included in the FY 2016-17 Budget.

2015-16 DIVISION ACCOMPLISHMENTS

- Completed one Revolving Loan Fund loan to Arco AM/PM on the corner of Main and Cottonwood which created five new low/mod jobs and will help generate sales tax and property tax for the City.
- Successfully funded the CDBG Housing Rehabilitation Loan Program (HRLP), Emergency Repair Program, and Energy Efficiency Program.
- Developed and submitted PY 2014-15 Consolidated Annual Performance and Evaluation Report (CAPER).
- Prepared and submitted required financial and performance reports to HUD, including the Section 3 Report.
- Conducted on-site monitoring and desk monitoring of public service provider programs and contracts to ensure compliance with CDBG and cross-cutting requirements.

2016-17 DIVISION GOALS AND OBJECTIVES

- Create and administer the Homebuyer Assistance Program (HAP) designed to assist first-time home buyers.
- Streamline administration of the sub-recipient grants.
- Refine and intensify the City's strategy to expand economic opportunities and create/retain jobs through CDBG-funded special economic development and microenterprise assistance activities.

FUND: CDBG 251
DEPARTMENT: ECONOMIC DEVELOPMENT 25
DIVISION: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 270
PROGRAM: CDBG ADMINISTRATION/ECONOMIC DEVELOPMENT AND HOUSING

2016-17 DIVISION GOALS AND OBJECTIVES (Continued)

- Provide TA workshops to new and existing public service providers to ensure understanding and compliance with CDBG regulations.
- Conduct underwriting for CDBG HRLP in-house utilizing City staff.
- Create and administer system for Asset Management of housing loans.
- Continue funding and support of CDBG Housing Rehabilitation Loan Program (HRLP), Emergency Repair Program, and Energy Efficiency Program.
- Develop and submit PY 2014-15 Consolidated Annual Performance and Evaluation Report (CAPER).
- Prepare and submit required financial and performance reports to HUD, including the Section 3 Report.
- Conduct on-site monitoring and desk monitoring of public service provider programs and contracts to ensure compliance with CDBG and cross-cutting requirements.
- City will contemplate the use of General Funds for Public Service (non-profit entities) and off-setting CDBG funds for other qualifying capital improvement projects. This will eliminate most of the CDBG required administrative work effort and documentation for Public Service providers thereby making it much easier to apply for and receive reimbursements. The off-setting CDBG funds utilized for capital improvement projects will trigger the same administrative work efforts already required for capital projects.

PERFORMANCE AND

WORKLOAD INDICATORS

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
HAP Loans Submitted	0	0	0	10
HAP Loans Approved	0	0	0	7
HRLP Loans Funded	0	4	7	10
HRLP Loans Submitted	4	12	8	15
Minor Rehabilitation Program Funded	0	1	25	25
Emergency Rehabilitation Loan Program Funded	0	5	10	0
Energy Efficiency Rehabilitation Program Funded	9	3	10	15
Annual IDIS Draw-downs	8	5	7	7
Public Service Agencies Funded	13	10	11	11
Economic Development Loans Funded	n/a	n/a	0	3
Timeliness Test	Pass	Pass	Fail	Pass

FUND: CDBG REVOLVING LOAN 253
DEPARTMENT: ECONOMIC DEVELOPMENT 25
DIVISION: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 270
PROGRAM: CDBG REVOLVING LOANS

DIVISION EXPENDITURE SUMMARY						% Change
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	From 2015-16 Budget
Salaries	\$ 146,034	\$ 70,089	\$ 68,099	\$ 60,481	\$ 0	-100%
Benefits	49,254	23,929	23,836	23,059	0	-100%
Materials & Operations	0	78	4,250	150	0	-100%
Contractual	29,885	21,817	210,000	155,000	5,000	-98%
Other Operating	3,750	0	5,000	0	0	-100%
Capital Outlay	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 228,923	\$ 115,913	\$ 311,185	\$238,690	\$ 5,000	-98%

DIVISION DESCRIPTION

The City was awarded a Department of Housing and Urban Development (HUD) \$3,000,000 Section 108 Loan in Fiscal Year 1996-97. Some of the proceeds were expended on infrastructure projects, with the remainder targeted to fire sprinkler retrofit projects. The Fire Sprinkler Retrofit Program had a pre-determined sunset clause enabling the creation of the Economic Development Revolving Loan Fund (EDRLF). The EDRLF was designed to provide the City with resources to facilitate economic development through business lending activities or the provision of other inducements. The EDRLF serves as an important economic development tool for both business expansion and attraction efforts.

Funds are invested in appropriate projects on a case-by-case basis and approved by City Council. Budget amendments and funding for all related contract expenses will be requested from City Council when the agreement is taken for approval. Fund balance availability for revolving loans is \$402,000 as of March 2016.

<u>DIVISION STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Administrative Analyst	0.35	0.35	0.35	0.00
Management Analyst	0.55	0.55	0.55	0.00
Total Full-Time Staff	0.90	0.90	0.90	0.00

SIGNIFICANT DIVISION EXPENDITURE AND STAFFING CHANGES

- The FY 2015-16 Budget included two Management Analyst positions being partially funded from CDBG Revolving Loan program for a total distribution of 0.55 FTE. One Management Analyst position is eliminated and one is transferred to the CDC.
- One Administrative Analyst (0.35 FTE) position is eliminated.

2015-16 DIVISION ACCOMPLISHMENTS

- Completed one Revolving Loan Fund loan to Arco AM/PM on the corner of Main and Cottonwood which created five new low/mod jobs and will help generate sales tax and property tax for the city.

FUND: CDBG REVOLVING LOAN 253
 DEPARTMENT: ECONOMIC DEVELOPMENT 25
 DIVISION: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 270
 PROGRAM: CDBG REVOLVING LOANS

2016-17 DIVISION GOALS AND OBJECTIVES

None.

PERFORMANCE AND WORKLOAD INDICATORS	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Percentage of Section 108 Loan Encumbered	75%	65%	87%	87%
Inducement Offers Made	0	2	4	0
Job Creation	0	20	5	0

FUND: CDBG NEIGHBORHOOD STABILIZATION PROGRAM 257
 DEPARTMENT: ECONOMIC DEVELOPMENT 25
 DIVISION: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 270
 PROGRAM: CDBG NEIGHBORHOOD STABILIZATION PROGRAM

DIVISION EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 104,440	\$ 106,155	\$ 103,734	\$103,235	\$ 0	-100%
Benefits	34,282	34,562	33,838	33,972	0	-100%
Materials & Operations	22,156	7,414	26,525	9,560	15,255	-42%
Contractual	59,832	12,925	45,700	6,700	32,700	-28%
Other Operating	172,182	9,841	25,000	15,000	10,000	-60%
Capital Outlay	22,088	72,362	352,000	1,500	655,800	86%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 414,980	\$ 243,259	\$ 586,797	\$169,967	\$ 713,755	22%

DIVISION DESCRIPTION

In 2008, Congress passed the Housing and Economic Recovery Act which created the Neighborhood Stabilization Program (NSP). The NSP Program allocated \$3.92 Billion to communities and states across the nation to address the growing foreclosure problem and stabilize neighborhoods. Hesperia was allocated \$4.59M in NSP grant funds to address increasing foreclosures. Allocations of the NSP funds were based on (1) the number and percentage of home foreclosures, (2) the number and percentage of homes financed by a subprime mortgage, and (3) the number and percentage of homes in default or delinquency. The NSP provides emergency assistance for the redevelopment of abandoned and foreclosed residential properties. Eligible activities include financing mechanisms for purchase of foreclosed homes, purchase and rehabilitation of foreclosed or abandoned homes, land banks for foreclosed homes, demolition of blighted structures, and redevelopment of demolished or vacant property.

The City completed an NSP Draft Substantial Amendment to its Fiscal Year 2008-09 Consolidated Annual Action Plan. The NSP Substantial Amendment was approved by HUD on January 15, 2009. The City received an executed contract from HUD on March 5, 2009, and was required to obligate all of the grant funds by September 10, 2010. The City was successful in meeting its NSP obligation threshold in advance of the termination date.

Originally, the City had committed \$2,883,967 in NSP funds for acquisition/rehabilitation resale, \$1,147,680 for acquisition/rehabilitation rental, \$100,000 for financing mechanisms, and \$459,072 for administration, for a total of \$4,590,719. On September 15, 2009, the City Council approved Amendment 1 to the NSP Substantial Amendment which allowed the City to include land banking as an activity. Land banking will allow the City to acquire foreclosed, vacant property that can be utilized for housing developments. Amendment 1 also reallocated funds that had been set aside for Financing Mechanisms to the Land Bank activity. After the approval of Amendment 1, the NSP funds were allocated as follows: Acquisition/Rehabilitation and Resale \$1,428,967; Acquisition/Rehabilitation and Rental \$1,147,680; Financing Mechanisms \$0.00; Redevelop Demolished or Vacant Properties \$0.00; Establish Land Banks \$1,555,000 and Administration \$459,072.

On July 19, 2011, the City Council amended the original NSP Substantial Amendment and Amendment No. 1 as follows: 1) transfer \$1.503M program income from Activity No. 5 (Establish Land Bank), shifting \$652,623.00 to Activity No. 1 (Acquisition/Rehabilitation and Resale), \$700,000 to Activity No. 2 (Acquisition/Rehabilitation and Rental), and providing for 10% percent of program income earned to be used for general administration and planning activities as defined in 24 CFR 570.205 and 206. On May 15, 2012, the City Council approved Amendment No. 3 allowing the City to sell homes that had originally been designated for lease.

All NSP funds are to be used to benefit individuals and families whose incomes do not exceed 120% of area median income, and 25% of the NSP funds must be used for housing that is affordable to individuals and families whose incomes do not exceed 50% of area median income. Homes must be purchased at a one (1) percent discount, per NSP requirements. The NSP effort will provide affordable housing opportunities and arrest blighting conditions caused by home vacancy. This effort is intended to transform neighborhoods in the City.

FUND: CDBG NEIGHBORHOOD STABILIZATION PROGRAM 257
 DEPARTMENT: ECONOMIC DEVELOPMENT 25
 DIVISION: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 270
 PROGRAM: CDBG NEIGHBORHOOD STABILIZATION PROGRAM

The City has acquired 23 single family residences and one land bank property. In FY 2014-15, the City completed the rehabilitation phase. The City began selling or leasing the properties in FY 2012-13 once the first round of rehabilitation of the properties was completed. Program income generated from the sale or lease of Neighborhood Stabilization Project (NSP) properties will be re-invested in other approved activities/programs.

<u>DIVISION STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Administrative Analyst	0.20	0.20	0.20	0.00
Administrative Secretary	0.20	0.20	0.20	0.00
Deputy Economic Development Director	0.15	0.00	0.00	0.00
Economic Development Director	0.00	0.15	0.15	0.00
Senior Management Analyst	0.65	0.65	0.65	0.00
Total Full-Time Staff	1.20	1.20	1.20	0.00

SIGNIFICANT DIVISION EXPENDITURE AND STAFFING CHANGES

- The staffing for the NSP program will be provided by staff in the CDBG program and HHA.
- Funds in the amount of \$572,000 are included in the FY 2016-17 Budget for the purchase/rehabilitation of properties through the Seller Mortgage Carryback Program, assisting low-income homebuyers.

2015-16 DIVISION ACCOMPLISHMENTS

- Submitted timely quarterly reports on the Disaster Recovery Grant Reporting (DRGR) System.
- Continued management of contracts for landscape maintenance, pest control, security services, and emergency repair services.
- Performed real estate brokerage services for NSP properties in lieu of third-party contractor at direction of City Council.
- Listed and sold one (1) rehabilitated NSP homes.
- Managed two (2) leased NSP rehabilitated home.
- Received and reported on Program Income for future NSP activities.

2016-17 DIVISION GOALS AND OBJECTIVES

- Market and sell the remaining eight (8) rehabilitated properties.
- Submit timely quarterly reports on the DRGR Reporting System.
- Complete additional draws on the DRGR System as necessary.
- Contract with broker to market remaining NSP properties for sale.
- Dispose of NSP properties consistent with program regulations including affordability and maintenance covenants.
- Receive and report on Program Income derived from the sale and lease of NSP properties.
- Create and administer system for Asset Management of housing loans.

FUND: CDBG NEIGHBORHOOD STABILIZATION PROGRAM 257
DEPARTMENT: ECONOMIC DEVELOPMENT 25
DIVISION: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 270
PROGRAM: CDBG NEIGHBORHOOD STABILIZATION PROGRAM

2016-17 DIVISION GOALS AND OBJECTIVES (Continued)

- Allocate all Program Income to NSP activities to be utilized for NSP eligible projects including administration and funding the Seller Mortgage Carryback Loan Program which will allow households of 50% Area Median Income to purchase the NSP properties.
- Commence close-out procedures for NSP once national objectives are met; once all properties purchased have been either rented or sold per their original activity designation in the Substantial Amendment the City can commence close-out procedures.
- Utilize Seller Mortgage Carry-Back Program to assist households at 50% AMI purchase an NSP property.

PERFORMANCE AND

WORKLOAD INDICATORS

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Real Property Escrows Opened	5	7	1	8
Real Property Escrows Closed	6	5	1	8
Real Property Rehabilitation	7	0	0	1
Real Property Sale	6	5	1	8
Real Property Lease	2	1	0	0

FUND: GENERAL FUND 100
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: COMMUNITY DEVELOPMENT 300

DIVISION EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 1,159,457	\$ 1,102,849	\$ 1,143,409	\$ 1,050,596	\$ 1,171,568	2%
Benefits	392,440	395,219	394,554	385,517	429,919	9%
Materials & Operations	26,017	24,074	26,010	25,750	37,025	42%
Contractual	55,386	132,155	64,578	95,479	52,365	-19%
Other Operating	23,996	21,921	31,255	25,106	33,529	7%
Capital Outlay	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 1,657,296	\$ 1,676,218	\$ 1,659,806	\$ 1,582,448	\$ 1,724,406	4%

DIVISION EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Planning	\$ 854,100	\$ 826,597	\$ 815,730	\$ 791,242	\$ 860,291	5%
Building & Safety	803,196	849,621	844,076	791,206	864,115	2%
TOTAL	\$ 1,657,296	\$ 1,676,218	\$ 1,659,806	\$ 1,582,448	\$ 1,724,406	4%

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>DEPARTMENT STAFFING</u>				
Total Full-Time Staff	15.03	13.84	13.84	14.00
Total Part-Time Staff	0.92	0.92	1.84	1.38
Total D.S. Community Development Staff	15.95	14.76	15.68	15.38

DIVISION GOALS FOR 2016-17

- Commence work on the Development Agreement and a Financing Plan for the Tapestry Specific Plan, following completion of litigation.
- Complete Deemed Approved Ordinance for Single-Serve Alcohol sales.
- Review General Plan policies and development regulations, and present updates to City Council and Planning Commission when necessary.
- Complete review of minimum floor areas for multi-family residential projects.
- Implement the Storm Water MS-4 Permitting Program into TrakiT, including all module configuration, custom forms, and reports.
- Complete plan review on four out-pads at Gateway I, including: Famous Footwear, In-Shape Fitness Center, and two multi-tenant suites.
- Launch ETrakiT, the online portal of TrakiT, to allow contractors to manage inspections online.

FUND: GENERAL FUND 100
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: COMMUNITY DEVELOPMENT 300

DIVISION GOALS FOR 2016-17 (Continued)

- As part of the Local Agency Management Plan (LAMP), staff will continue to work jointly with consultant Charles Abbott Associates (CAA), Lahontan and Mojave Water Agency activity to ensure that the LAMP, which will establish tier-based standards for allowing the continued use of new and replacement onsite water treatment systems, is in place by the required deadline of May 2016. This plan identified levels of nitrate loading and percolability of soils within the region.
- Continue to incorporate the findings of the "On-Site and Facilities" portion of the Self-Evaluation Survey into the City's Americans with Disabilities Act (ADA) Transition Plan. Collaborate with Engineering and Public Works to determine the overall level of compliance with ADA's requirement to remove all barriers to access, whether physical, programmatic, or through policy for all City programs and services.

SIGNIFICANT DIVISION EXPENDITURE AND STAFFING CHANGES

- Funding of \$13,340 is included as carry-over to convert an existing map room located near the front counter area into a plan room to store commercial and residential plans. This room will also provide additional customer pick-up bins and provide additional storage for approved commercial plans. This project went to bid and was awarded in Fiscal Year 2015-16 and completion will occur in Fiscal Year 2016-17.
- Eliminate the vacant Building and Safety Supervisor with a distribution of 0.25 FTE in Planning and 0.75 FTE in Building & Safety. During the FY 2015-16 First Quarter Budget Review, the Building and Safety Manager position was reclassified to a Building and Safety Supervisor. Subsequently, the incumbent retired from the position.
- Reclassify the Community Development Coordinator (Range 34) to the Community Development Supervisor (Range 38) and the position will have a distribution of 0.50 FTE in Planning and 0.50 FTE Building & Safety.
- Reclassify the Building Inspection Supervisor (Range 40) to the Building and Safety Manager (Range 43).
- Eliminate one part-time Building Inspector position (0.46 FTE) and add one full-time Building Inspector position (1.00 FTE).
- To more accurately reflect the current workload, the distribution of the Director of Development Services is increased from 0.14 FTE to 0.20 FTE.
- The Administrative Secretary distribution is being increased from 0.10 FTE to 0.20 FTE.

<u>DIVISION STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Administrative Analyst	0.00	0.85	0.85	0.85
Administrative Secretary	0.00	0.10	0.10	0.20
Assistant Planner	1.00	1.00	0.00	0.00
Associate Planner	0.00	0.00	1.00	1.00
Building and Safety Manager*	0.00	0.00	0.00	1.00
Building and Safety Supervisor*	1.00	1.00	1.00	0.00
Building Inspector	1.00	1.00	1.00	2.00
Building Inspection Supervisor	1.00	1.00	1.00	0.00
Community Development Coordinator	1.00	1.00	1.00	0.00
Community Development Supervisor	0.00	0.00	0.00	1.00
Community Development Technician	0.75	0.75	0.75	0.75
Director of Development Services	0.14	0.14	0.14	0.20

FUND: GENERAL FUND 100
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: COMMUNITY DEVELOPMENT 300

<u>DIVISION STAFFING (Continued)</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff (Continued)</u>				
Executive Secretary	0.14	0.00	0.00	0.00
Plans Examiner	2.00	2.00	2.00	2.00
Principal Planner	1.00	1.00	1.00	1.00
Senior Community Development Technician	2.00	1.00	1.00	1.00
Senior Office Assistant	1.00	0.00	0.00	0.00
Senior Office Specialist	1.00	1.00	1.00	1.00
Senior Planner	2.00	2.00	2.00	2.00
Total Full-Time Staff	15.03	13.84	13.84	14.00
<u>Part-Time Staff</u>				
Building Inspector	0.00	0.00	0.92	0.46
Receptionist	0.92	0.92	0.92	0.92
Total Part-Time Staff	0.92	0.92	1.84	1.38
Total Full and Part-Time Staff	15.95	14.76	15.68	15.38

*Note - The position Building & Safety Supervisor was previously shown as the Building & Safety Manager in FY 2013-14, FY 2014-15, and FY 2015-16 Budget documents. The position was reclassified as the Building and Safety Supervisor during the FY 2015-16 First Quarter Budget review. In the FY 2016-17 Budget, the position is being eliminated, as it is vacant due to a retirement.

FUND: GENERAL FUND 100
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: COMMUNITY DEVELOPMENT 300
PROGRAM: PLANNING 3000

PROGRAM EXPENDITURE SUMMARY						% Change From 2015-16 Budget
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	
Salaries	\$ 612,750	\$ 579,109	\$ 581,347	\$544,778	\$596,255	3%
Benefits	208,345	211,594	202,820	198,069	224,161	11%
Materials & Operations	4,335	7,183	5,730	5,211	9,135	59%
Contractual	14,019	12,960	11,378	27,928	12,000	5%
Other Operating	14,651	15,751	14,455	15,256	18,740	30%
Capital Outlay	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 854,100	\$ 826,597	\$ 815,730	\$791,242	\$860,291	5%

PROGRAM DESCRIPTION

Planning provides public information, project review, and approvals or recommendations for development proposals to ensure that new development conforms with Hesperia's environment as described in the General Plan (City Council Goal 3 – Future Development), specific plans, and Development Code. This Division assures conformance with the California Environmental Quality Act (CEQA), the Subdivision Map Act, the National Environmental Policy Act, and the Endangered Species Act. The Program also supports the Development Review Committee, the Planning Commission, and the City Council in all planning matters. Planning prepares applications for the annexation of sphere areas, as well as environmental documents for private developments and public developments such as Economic Development and Public Works projects. Planning also recommends changes to the City's Land Use Plan to keep pace with the increase in population, commercial and industrial growth, and the changing regulatory environment to assure Hesperia's future growth and success.

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Administrative Analyst	0.00	0.35	0.35	0.35
Administrative Secretary	0.00	0.05	0.05	0.10
Assistant Planner	1.00	1.00	0.00	0.00
Associate Planner	0.00	0.00	1.00	1.00
Building and Safety Manager	0.00	0.00	0.00	0.00
Building and Safety Supervisor*	0.25	0.25	0.25	0.00
Community Development Coordinator	0.50	0.50	0.50	0.00
Community Development Supervisor	0.00	0.00	0.00	0.50
Community Development Technician	0.75	0.75	0.75	0.75
Director of Development Services	0.10	0.10	0.10	0.10
Principal Planner	1.00	1.00	1.00	1.00
Senior Community Development Technician	1.00	0.50	0.50	0.50
Senior Office Assistant	0.60	0.00	0.00	0.00

FUND: GENERAL FUND 100
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: COMMUNITY DEVELOPMENT 300
PROGRAM: PLANNING 3000

<u>PROGRAM STAFFING (Continued)</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff (Continued)</u>				
Senior Office Specialist	1.00	1.00	1.00	1.00
Senior Planner	2.00	2.00	2.00	2.00
Total Full-Time Staff	8.30	7.50	7.50	7.30

*Note - The position Building & Safety Supervisor was previously shown as the Building & Safety Manager in FY 2013-14, FY 2014-15, and FY 2015-16 Budget documents. The position was reclassified as the Building and Safety Supervisor during the FY 2015-16 First Quarter Budget review. In the FY 2016-17 Budget, the position is being eliminated, as it is vacant due to a retirement.

SIGNIFICANT PROGRAM EXPENDITURE AND STAFFING CHANGES

- Eliminate the vacant Building and Safety Supervisor with a distribution of 0.25 FTE in Planning. During the FY 2015-16 First Quarter Budget Review, the Building and Safety Manager position was reclassified to a Building and Safety Supervisor. Subsequently, the incumbent retired from the position.
- Reclassify the Community Development Coordinator (Range 34) to the Community Development Supervisor (Range 38) and the position will have a distribution of 0.50 FTE in Planning.
- The FTE distribution for the Administrative Secretary is being increased from 0.05 FTE to 0.10 FTE to reflect assigned duties.

2015-16 PROGRAM ACCOMPLISHMENTS

- The Tapestry Specific Plan, as well as the Tentative Maps for Phase 1 (2,104 units), were approved by the City Council, and the Final Environmental Impact Report (FEIR) was certified on February 2, 2016.
- Love's Travel Center Project, including an EIR, was approved and litigation settled in February 2016.
- Completed an ordinance to modify the separation requirements between wireless communication facilities.

2016-17 PROGRAM GOALS AND OBJECTIVES

- Complete the environmental review and approval process for the Tapestry Specific Plan to include an EIR certification, development agreement, and subdivisions in the first phase. The conclusions of the City Council Ad Hoc Committee need to be incorporated as part of the Planning Commission's review of the project, prior to their recommendation to the City Council.
- Commence work on the Development Agreement and a Financing Plan for the Tapestry Specific Plan, following completion of litigation.
- Complete Deemed Approved Ordinance for Single-Serve Alcohol sales.
- Review General Plan policies and Development regulations, and present updates to City Council and Planning Commission when necessary.
- Complete review of minimum floor areas for multi-family residential projects.

FUND:	GENERAL FUND	100
DEPARTMENT:	DEVELOPMENT SERVICES	29
DIVISION:	COMMUNITY DEVELOPMENT	300
PROGRAM:	PLANNING	3000

PERFORMANCE AND WORKLOAD INDICATORS	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Conditional Use Permits/Revisions	24	17	12	15
Development Code Amendments	5	0	5	5
Parcel Maps	4	5	11	8
Tentative Tracts	0	3	5	4
Site Plan Reviews/Revised Site Plan Reviews	18	19	9	14
Submit New DRC Items	94	93	77	85
Public Hearings	45	49	47	48
Home Occupation Permits	177	179	150	165
Business Licenses (new and renewal)	3,369	3,632	3,617	3,625
Plan Review	783	520	266	393
Subtotal of New Non DRC Items	4,329	4,331	4,033	4,182
Grand Total of New Items	4,423	4,424	4,110	4,267

FUND: GENERAL FUND 100
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: COMMUNITY DEVELOPMENT 300
PROGRAM: BUILDING & SAFETY 3020

PROGRAM EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 546,707	\$ 523,740	\$ 562,062	\$505,818	\$575,313	2%
Benefits	184,095	183,625	191,734	187,448	205,758	7%
Materials & Operations	21,682	16,891	20,280	20,539	27,890	38%
Contractual	41,367	119,195	53,200	67,551	40,365	-24%
Other Operating	9,345	6,170	16,800	9,850	14,789	-12%
Capital Outlay	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 803,196	\$ 849,621	\$ 844,076	\$791,206	\$864,115	2%

PROGRAM DESCRIPTION

Building and Safety is responsible for permitting, plan checking, building inspection, and land grading for compliance with adopted building codes and Federal and State Laws, which assists with achieving the City Council goal on Future Development. Technicians at the public counter process permits and provide public information for a wide variety of development related issues. The program provides consultation for disabled access issues that businesses in the community may have, and also administers the Police Multiple Response Fee Program, which includes billing and fee collection. Annual inspections are also performed for the eleven mobile home parks that lie within the City's boundaries.

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Administrative Analyst	0.00	0.50	0.50	0.50
Administrative Secretary	0.00	0.05	0.05	0.10
Building and Safety Manager	0.00	0.00	0.00	1.00
Building and Safety Supervisor*	0.75	0.75	0.75	0.00
Building Inspector	1.00	1.00	1.00	2.00
Building Inspection Supervisor	1.00	1.00	1.00	0.00
Community Development Coordinator	0.50	0.50	0.50	0.00
Community Development Supervisor	0.00	0.00	0.00	0.50
Director of Development Services	0.04	0.04	0.04	0.10
Executive Secretary	0.04	0.00	0.00	0.00
Plans Examiner	2.00	2.00	2.00	2.00
Senior Community Development Technician	1.00	0.50	0.50	0.50
Senior Office Assistant	0.40	0.00	0.00	0.00
Total Full-Time Staff	6.73	6.34	6.34	6.70

FUND:	GENERAL FUND	100
DEPARTMENT:	DEVELOPMENT SERVICES	29
DIVISION:	COMMUNITY DEVELOPMENT	300
PROGRAM:	BUILDING & SAFETY	3020

<u>PROGRAM STAFFING (Continued)</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Part-Time Staff</u>				
Building Inspector	0.00	0.00	0.92	0.46
Receptionist	0.92	0.92	0.92	0.92
Total Part-Time Staff	0.92	0.92	1.84	1.38
Total Full & Part-Time Staff	7.65	7.26	8.18	8.08

*Note - The position Building & Safety Supervisor was previously shown as the Building & Safety Manager in FY 2013-14, FY 2014-15, and FY 2015-16 Budget documents. The position was reclassified as the Building and Safety Supervisor during the FY 2015-16 First Quarter Budget review. In the FY 2016-17 Budget, the position is being eliminated, as it is vacant due to a retirement.

SIGNIFICANT PROGRAM EXPENDITURE AND STAFFING CHANGE

- Funding of \$13,340 is included as carry-over to convert an existing map room located near the front counter area into a plan room to store commercial and residential plans. This room will also provide additional customer pick-up bins and provide additional storage for approved commercial plans. This project went to bid and was awarded in Fiscal Year 2015-16 and completion will occur in Fiscal Year 2016-17.
- Eliminate the vacant Building and Safety Supervisor with a distribution of 0.75 FTE in Building & Safety. During the FY 2015-16 First Quarter Budget Review, the Building and Safety Manager position was reclassified to a Building and Safety Supervisor. Subsequently, the incumbent retired from the position.
- Reclassify the Community Development Coordinator (Range 34) to the Community Development Supervisor (Range 38) and the position will have a distribution of 0.50 FTE in Building & Safety.
- Reclassify the Building Inspection Supervisor (Range 40) to the Building and Safety Manager (Range 43).
- Eliminate one part-time Building Inspector position (0.46 FTE) and add one full-time Building Inspector position (1.00 FTE).
- The Administrative Secretary FTE distribution will be increased from 0.05 FTE to 0.10 FTE to reflect current duties assigned.
- To more accurately reflect current workload, the distribution of the Director of Development Services is increased from 0.05 FTE to 0.10 FTE.

2015-16 PROGRAM ACCOMPLISHMENTS

- The conversion of the Business License Program from New World Systems to TrakiT to complete the suite of development modules in the land management system was completed and went live on September 1, 2015.
- The implementation of the Code Trak module within the TrakiT system was completed and went live on September 1, 2015.
- The conversion and implementation of the Police Multiple Disturbance Program and the Mobile Home Park Permit to Operate Program into TrakiT was completed and went live on September 1, 2015.
- Continued assessment of and augmentation to the initial findings of the "On-Site and Facilities" portion of the Self-Evaluation Survey into the City's Americans with Disabilities Act (ADA) Transition Plan. Collaborated with Engineering and Public Works to determine the overall level of compliance with ADA's requirement to remove all barriers to access, whether physical, programmatic, or through policy for all City programs and services.

FUND: GENERAL FUND 100
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: COMMUNITY DEVELOPMENT 300
PROGRAM: BUILDING & SAFETY 3020

2015-16 PROGRAM ACCOMPLISHMENTS (Continued)

- Completed the inspection process on projects such as Petco and the multi-tenant building located in the Wal-Mart center.
- Issue Certificates of Occupancy to Tractor Supply, Petco, Speed Wash, and several tenants at the multi-tenant building located in the Wal-Mart center.

2016-17 PROGRAM GOALS AND OBJECTIVES

- Implement the Storm Water MS-4 Permitting Program into TrakiT, including all module configuration, custom forms, and reports.
- Launch ETrakiT, the online portal of TrakiT, to allow contractors to manage inspections online.
- As part of the Local Agency Management Plan (LAMP), staff will continue to work jointly with consultant, Lahontan and Mojave Water Agency activity to ensure that the LAMP, which will establish tier-based standards for allowing the continued use of new and replacement onsite water treatment systems, is in place by the required deadline of May 2016. This plan identified levels of nitrate loading and percability of soils within the region.
- Continue to incorporate the findings of the "On-Site and Facilities" portion of the Self-Evaluation Survey into the City's Americans with Disabilities Act (ADA) Transition Plan. Also, collaborate with Engineering and Public Works to determine the overall level of compliance with ADA's requirement to remove all barriers to access, whether physical, programmatic, or through policy for all City programs and services.
- Complete plan review on four out-pads at Gateway I, including: Famous Footwear, In-Shape Fitness Center, and two multi-tenant suites.

<u>PERFORMANCE AND WORKLOAD INDICATORS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Permits Issued	3,221	2,876	3,587	3,945
New Residential Permits	63	84	100	125
Plans Reviewed	2,612	2,349	2,730	2,866
Inspections	7,071	9,150	9,150	9,350
Inspections Per Day Per Inspector	19.6	16.0	16.26	17
Fats, Oil, Grease (FOG) Program – Inspections Performed	249	190	206	250

THIS PAGE INTENTIONALLY LEFT BLANK

FUND: GENERAL FUND 100
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: CODE COMPLIANCE 305

DIVISION EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 1,241,629	\$ 1,248,898	\$ 1,213,109	\$ 1,127,475	\$ 1,373,997	13%
Benefits	495,116	496,050	529,341	496,821	583,305	10%
Materials & Operations	184,512	172,012	218,561	200,939	209,912	-4%
Contractual	288,899	284,904	333,958	332,682	297,796	-11%
Other Operating	43,558	46,512	48,529	51,342	56,919	17%
Capital Outlay	8,743	0	67,500	68,472	180,000	167%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 2,262,457	\$ 2,248,376	\$ 2,410,998	\$ 2,277,731	\$ 2,701,929	12%

DIVISION EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Code Enforcement	\$ 912,199	\$ 891,279	\$ 952,627	\$ 918,584	\$ 987,819	4%
Animal Control	1,350,258	1,357,097	1,458,371	1,359,147	1,714,110	18%
TOTAL	\$ 2,262,457	\$ 2,248,376	\$ 2,410,998	\$ 2,277,731	\$ 2,701,929	12%

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
DEPARTMENT STAFFING				
Total Full-Time Staff	23.32	23.46	23.46	23.90
Total Part-Time Staff	0.46	0.46	0.46	1.38
Total D.S. Code Compliance Staff	23.78	23.92	23.92	25.28

DIVISION GOALS FOR 2016-17

- Implement improvements recommended by the January 2016 audit, which includes the following:
 - Begin facility improvements and design a more efficient re-modeled facility
 - Improve operational efficiency through staff restructuring
 - Seek additional animal rescue partnerships to increase the live release rate of animals
- Continue to utilize the work release clean-up crew, Restoring the Environment for a Cleaner Hesperia (REACH) Program, thirty-six hours per week to remove weeds, illegally dumped tires, illegally dumped trash, and debris throughout the City of Hesperia, as well as assist in four Tire Amnesty Days.
- Continue the established Volunteer Program to include the County WEX volunteers to assist with shelter operations. Increase volunteer base to include volunteers available for events and shelter operations.
- Update Animal Control Ordinances relating to the hearing process and review Title 1 and Title 6 for inconsistencies regarding animal control ordinances.

FUND:	GENERAL FUND	100
DEPARTMENT:	DEVELOPMENT SERVICES	29
DIVISION:	CODE COMPLIANCE	305

SIGNIFICANT DIVISION EXPENDITURE AND STAFFING CHANGES

- During the Mid-Year Budget Review, one Animal Control Services Manager position was added (1.00 FTE), and is continued in the FY 2016-17 Budget.
- Eliminate one Animal Control Supervisor position (1.00 FTE).
- Eliminate one vacant Shelter Supervisor position (1.00 FTE).
- Retitle the Animal Control Technicians (Range 7) to Animal Care Technicians (Range 8).
- Add one new Animal Care Technician (1.00 FTE).
- Add two part-time Animal Care Technician position (0.92 FTE).
- The Director of Development Services FTE distribution will be increased from 0.16 FTE to 0.45 FTE to reflect current duties.
- To accurately reflect current workload, the distribution of the Administrative Secretary is increased from 0.30 FTE to 0.45 FTE.
- The FY 2016-17 Budget includes \$80,000 to replace two Animal Control service trucks, which have become very costly to maintain due to the high mileage of the vehicles. The City will replace the current diesel trucks with gasoline powered as the maintenance costs tend to be less with such motors. Saving additional funds, the specialized truck bed and boxes will be reused on the new vehicles, which is included in the \$80,000 vehicle replacement request.
- Funding in the amount of \$100,000 has been included to start making improvements at the Animal Control facility.

<u>DIVISION STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Administrative Secretary	0.00	0.30	0.30	0.45
Animal Care Technician	0.00	0.00	0.00	5.00
Animal Control Officer	3.00	3.00	3.00	3.00
Animal Control Supervisor	1.00	1.00	1.00	0.00
Animal Control Technician	4.00	4.00	4.00	0.00
Animal Services Manager	0.00	0.00	0.00	1.00
Code Enforcement Officer	4.00	4.00	4.00	4.00
Code Enforcement Supervisor	1.00	1.00	1.00	1.00
Director of Development Services	0.16	0.16	0.16	0.45
Executive Secretary	0.16	0.00	0.00	0.00
Office Assistant	4.00	4.00	4.00	4.00
Senior Animal Control Officer	1.00	1.00	1.00	1.00
Senior Code Enforcement Officer	2.00	2.00	2.00	2.00
Senior Office Assistant	2.00	2.00	2.00	2.00
Shelter Supervisor	1.00	1.00	1.00	0.00
Total Full-Time Staff	23.32	23.46	23.46	23.90
<u>Part-Time Staff</u>				
Animal Care Technician	0.00	0.00	0.00	1.38
Animal Control Technician	0.46	0.46	0.46	0.00
Total Part-Time Staff	0.46	0.46	0.46	1.38
Total Full & Part-Time Staff	23.78	23.92	23.92	25.28

FUND: GENERAL FUND 100
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: CODE COMPLIANCE 305
PROGRAM: CODE ENFORCEMENT 3010

PROGRAM EXPENDITURE SUMMARY						% Change
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	From 2015-16 Budget
Salaries	\$ 544,139	\$ 538,068	\$ 532,463	\$ 514,438	\$ 587,622	10%
Benefits	202,121	190,859	203,354	206,040	234,273	15%
Materials & Operations	54,698	52,169	63,284	56,539	59,110	-7%
Contractual	103,016	96,216	103,662	88,500	88,500	-15%
Other Operating	8,225	13,967	14,864	18,067	18,314	23%
Capital Outlay	0	0	35,000	35,000	0	-100%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 912,199	\$ 891,279	\$ 952,627	\$ 918,584	\$ 987,819	4%

PROGRAM DESCRIPTION

Code Enforcement provides enforcement of City health, safety, aesthetics, housing, development, and dangerous building codes, and testifies in support of civil, administrative and criminal court cases. Code Enforcement operates seven days per week, with officers working various hours on special projects and a clean-up crew working Monday through Thursdays. Code Enforcement strives to achieve the City Council goal of Public Safety (Goal 1).

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Administrative Secretary	0.00	0.15	0.15	0.20
Code Enforcement Officer	4.00	4.00	4.00	4.00
Code Enforcement Supervisor	1.00	1.00	1.00	1.00
Director of Development Services	0.10	0.10	0.10	0.20
Executive Secretary	0.10	0.00	0.00	0.00
Office Assistant	1.00	1.00	1.00	1.00
Senior Code Enforcement Officer	2.00	2.00	2.00	2.00
Senior Office Assistant	1.00	1.00	1.00	1.00
Total Full-Time Staff	9.20	9.25	9.25	9.40

SIGNIFICANT PROGRAM EXPENDITURE AND STAFFING CHANGES

- To accurately reflect current workload, the distribution of the Director of Development Services is increased from 0.10 FTE to 0.20 FTE.
- The FTE distribution for the Administrative Secretary is being increased from 0.15 FTE to 0.20 FTE to reflect assigned duties.

2015-16 PROGRAM ACCOMPLISHMENTS

- Continued to utilize the work release clean-up crew, Restoring the Environment for a Cleaner Hesperia (REACH) Program, thirty-six hours per week to remove weeds, illegally dumped tires, and trash and debris throughout the City of Hesperia.

FUND: GENERAL FUND 100
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: CODE COMPLIANCE 305
PROGRAM: CODE ENFORCEMENT 3010

2015-16 PROGRAM ACCOMPLISHMENTS (Continued)

- Officers worked outside of regular business hours for special enforcement, such as commercial vehicle parking, illegal dumping, street vendors and hawkers, and unpermitted yard sales.
- Conducted multi-city Code Enforcement Task Force sweeps dealing with issues of business licenses and residential violations.
- REACH crews took approximately 348 loads to Advanced Disposal for a total of approximately 206.94 tons, collected 1,673 tires, 613 mattresses, 341 couches, 437 bags of trash, 310 shopping carts, 49 televisions, and 50 board ups.
- Conducted enforcement against marijuana grow facilities effectively causing the closure of multiple marijuana dispensaries.
- Conducted four Tire Amnesty Days collecting 2,575 tires.
- Successfully conducted training and implementation of the CRW Code TRAKiT module for Code Enforcement personnel.

2016-17 PROGRAM GOALS AND OBJECTIVES

- Continue to utilize the work release clean-up crew, Restoring the Environment for a Cleaner Hesperia (REACH) Program, thirty-six hours per week to remove weeds, illegally dumped tires, illegally dumped trash, and debris throughout the City of Hesperia, as well as assist in four Tire Amnesty Days.
- Continue to use weekend Code Enforcement hours to proactively focus on reducing illegal street vendors, illegal signage, unpermitted yard/garage sales, and various other violations in addition to regular complaints on a seven-day service schedule.
- Continue to conduct special enforcement programs, concentrating on illegal dumping and commercial vehicle enforcement outside of regular business hours.
- Continue to conduct multi-city Code Enforcement Task Force sweeps addressing various municipal code violations.
- Conduct Citywide proactive sign ordinance violation enforcement.

PERFORMANCE AND

WORKLOAD INDICATORS

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
New Enforcement Cases	2,407	2,631	2,596	2,600
Inspections (New and Recheck)	6,047	6,705	6,790	7,000
Notices Issued	1,226	1,394	1,707	1,800
Citations	1,023	943	1,120	1,200
Warrants	124	92	44	44
Court Hearings	26	52	3	10
Administrative Citations	293	480	267	300
Contracted Abatements	24	16	18	25
City Abatements	94	141	74	100

FUND: GENERAL FUND 100
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: CODE COMPLIANCE 305
PROGRAM: ANIMAL CONTROL 5000

PROGRAM EXPENDITURE SUMMARY	% Change From					
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 697,490	\$ 710,830	\$ 680,646	\$ 613,037	\$ 786,375	16%
Benefits	292,995	305,191	325,987	290,781	349,032	7%
Materials & Operations	129,814	119,843	155,277	144,400	150,802	-3%
Contractual	185,883	188,688	230,296	244,182	209,296	-9%
Other Operating	35,333	32,545	33,665	33,275	38,605	15%
Capital Outlay	8,743	0	32,500	33,472	180,000	454%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 1,350,258	\$ 1,357,097	\$ 1,458,371	\$ 1,359,147	\$ 1,714,110	18%

PROGRAM DESCRIPTION

Animal Control provides a number of public safety functions including rabies control, dog licensing, stray and dangerous animal abatement, hearings for public nuisance, quarantine, and hearings for dangerous and/or vicious animals. These functions are paramount in achieving the City Council's first goal of Public Safety. Animal Control also provides care, shelter, and treatment for unwanted and abused animals. Animal Control maintains a large population of adoptable animals, and the on-site veterinarian provides weekly vaccination and spay/neuter clinics for High Desert residents.

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Administrative Secretary	0.00	0.15	0.15	0.25
Animal Care Technician	0.00	0.00	0.00	5.00
Animal Control Officer	3.00	3.00	3.00	3.00
Animal Control Supervisor	1.00	1.00	1.00	0.00
Animal Control Technician	4.00	4.00	4.00	0.00
Animal Services Manager	0.00	0.00	0.00	1.00
Director of Development Services	0.06	0.06	0.06	0.25
Executive Secretary	0.06	0.00	0.00	0.00
Office Assistant	3.00	3.00	3.00	3.00
Senior Animal Control Officer	1.00	1.00	1.00	1.00
Senior Office Assistant	1.00	1.00	1.00	1.00
Shelter Supervisor	1.00	1.00	1.00	0.00
Total Full-Time Staff	14.12	14.21	14.21	14.50
<u>Part-Time Staff</u>				
Animal Care Technician	0.00	0.00	0.00	1.38
Animal Control Technician	0.46	0.46	0.46	0.00
Total Part-Time Staff	0.00	0.00	0.00	1.38
Total Full & Part-Time Staff	14.12	14.21	14.21	15.88

FUND:	GENERAL FUND	100
DEPARTMENT:	DEVELOPMENT SERVICES	29
DIVISION:	CODE COMPLIANCE	305
PROGRAM:	ANIMAL CONTROL	5000

SIGNIFICANT PROGRAM EXPENDITURE AND STAFFING CHANGES

- During the Mid-Year Budget Review, one Animal Control Services Manager position was added (1.00 FTE), and is continued in the FY 2016-17 Budget.
- Eliminate one Animal Control Supervisor position (1.00 FTE).
- Eliminate one vacant Shelter Supervisor position (1.00 FTE).
- Retitle the Animal Control Technicians (Range 7) to Animal Care Technicians (Range 8).
- Add one new Animal Care Technician (1.00 FTE).
- Add two part-time Animal Care Technician position (0.92 FTE).
- The Director of Development Services FTE distribution in Animal Control will be increased from 0.06 FTE to 0.25 FTE to reflect current duties.
- To accurately reflect current workload, the distribution of the Administrative Secretary is increased from 0.15 FTE to 0.25 FTE.
- The FY 2016-17 Budget includes \$80,000 to replace two Animal Control service trucks, which have become very costly to maintain due to the high mileage of the vehicles. The City will replace the current diesel trucks with gasoline powered as the maintenance costs tend to be less with such motors. Saving additional funds, the specialized truck bed and boxes will be reused on the new vehicles, which is included in the \$80,000 vehicle replacement request.
- Funding in the amount of \$100,000 has been included to start making improvements at the Animal Control facility.

2015-16 PROGRAM ACCOMPLISHMENTS

- Continued "Buy One, Get One Free" (BOGO) Program to increase adoptions and decrease euthanasia.
- Staff continued to successfully operate a cat adoption program through PetSmart Adoption Charities in Apple Valley and Victorville PetSmart. Monies paid to the City through the participation in the PetSmart Charities are put back into the Shelter's Adoption Program. There were 234 cat adoptions from July 2014 through June 2015. There were 98 cat adoptions from July 2015 through December 2015.
- Maintained a Hesperia Animal Shelter Facebook Page.
- Hesperia Animal Control, in cooperation with other High Desert Animal Control Departments, worked together in preparing animal disaster preparedness procedures.
- Participated in the Animal Cruelty Taskforce and Rural Crimes Taskforce.
- Continued the established Volunteer Program to include the County WEX volunteers to assist with shelter operations. Increase volunteer base to include volunteers available for events and shelter operations.
- Continued to train staff on new shelter software program to include impounding of animals and dispatching calls.
- Increased visibility of animal services through media, events, City of Hesperia webpage, PetHarbor.com webpage and Facebook page.
- Reviewed and updated citation and Notice of Violation forms to indicate new ordinances and procedures.
- Continued to provide proactive enforcement on a five-day service, and emergency services on weekends, focusing on animal licensing and public safety.
- Developed relationships with animal rescue groups to increase live release rates of animals.
- Developed reports through the Chameleon Program to facilitate responses to the public for records requests on animal disposition, bite reports, and citations.

FUND:	GENERAL FUND	100
DEPARTMENT:	DEVELOPMENT SERVICES	29
DIVISION:	CODE COMPLIANCE	305
PROGRAM:	ANIMAL CONTROL	5000

2016-17 PROGRAM GOALS AND OBJECTIVES

- Continue the established Volunteer Program to include the County WEX volunteers to assist with shelter operations. Increase volunteer base to include volunteers available for events and shelter operations.
- Identify sources and apply for a targeted spay/neuter grant.
- Update Animal Control Ordinances relating to the hearing process and review Title 1 and Title 6 for inconsistencies regarding animal control ordinances.
- Continue to increase visibility of animal services through media, events, webpage, and Facebook page.
- Continue to provide proactive enforcement on a five-day service, and emergency services on weekends, focusing on animal licensing and public safety.
- Review and revise department policies and procedures as necessary.
- Evaluate feasibility of partnering with a 501(c)3 to help with community outreach.
- Re-establish a community outreach education program through the City of Hesperia events, school programs, shelter tours, and community programs.
- Update adoption forms to be used in the Chameleon software program.

PERFORMANCE AND

WORKLOAD INDICATORS

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Officer call response	14,071	7,113	7,700	8,300
Citations & Notice of Violations	561	605	620	*1,800
Hearings	19	19	35	35
Owner Turn-in-Alive	1,232	1,301	1,400	1,400
Owner Turn-in-Deceased	44	108	100	100
Strays Recovered-Alive	4,557	4,547	4,600	4,800
Strays Recovered-Deceased	629	470	450	450
Seized/Abandoned/Agency Assist	80	112	190	175
Return to Owners	644	558	675	725
Animals Adopted/Rescued	2,131	1,921	2,300	2,400
Animals Euthanized	3,258	3,153	2,130	1,650
Transfer to another Agency	14	17	8	10
Animal Licenses Issued	10,304	10,000	10,500	10,500
Number of Animals Processed (Intake)	6,462	6,284	6,500	6,500

*FY 2016-17 Notice of Violations was added to Citations indicators

THIS PAGE INTENTIONALLY LEFT BLANK

FUNDS: GENERAL FUND 100 AND STREETS MAINTENANCE FUND 263
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: PUBLIC WORKS 310

DIVISION EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 1,990,857	\$ 1,894,344	\$ 1,924,269	\$ 1,793,667	\$ 1,927,193	0%
Benefits	770,836	746,631	783,784	761,394	787,143	0%
Materials & Operations	901,055	874,033	951,237	873,391	967,717	2%
Contractual	638,373	906,282	1,490,864	1,163,943	1,407,234	-6%
Other Operating	310,277	394,215	338,977	484,531	461,238	36%
Capital Outlay	47,458	155,856	196,000	71,840	609,342	211%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 4,658,856	\$ 4,971,361	\$ 5,685,131	\$ 5,148,766	\$ 6,159,867	8%

DIVISION EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Street Maintenance (263)						
3150 Street Maintenance	3,139,317	3,297,772	3,325,310	3,213,188	3,683,396	11%
Total Fund Street Maintenance (Fund 263)	\$ 3,139,317	\$ 3,297,772	\$ 3,325,310	\$ 3,213,188	\$ 3,683,396	11%
General Fund (100)						
3100 Engineering	\$ 584,162	\$ 683,162	\$ 621,948	\$ 558,619	\$ 678,535	9%
3110 Building Maintenance	935,377	921,471	1,072,373	989,967	1,262,436	18%
CIP	0	68,956	665,500	386,992	535,500	-20%
Total General Fund (100)	\$ 1,519,539	\$ 1,673,589	\$ 2,359,821	\$ 1,935,578	\$ 2,476,471	5%
Total Public Works	\$ 4,658,856	\$ 4,971,361	\$ 5,685,131	\$ 5,148,766	\$ 6,159,867	8%

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>DEPARTMENT STAFFING</u>				
Total Full-Time Staff	33.90	33.20	33.90	31.85
Total Part-Time Staff	0.46	0.46	0.46	3.45
Total D.S. Public Works Staff	34.36	33.66	34.36	35.30

DIVISION GOALS FOR 2016-17

- Continue to operate a Graffiti Removal Program to keep the City graffiti free.
- Continue to maintain storm drain facilities, retention basins, and associated dry wells consistent with State and Federal law.

FUNDS:	GENERAL FUND 100 AND STREETS MAINTENANCE FUND	263
DEPARTMENT:	DEVELOPMENT SERVICES	29
DIVISION:	PUBLIC WORKS	310

DIVISION GOALS FOR 2016-17 (Continued)

- Continue to maintain existing roads to provide a safe, reliable road system by:
 - Completing pavement repairs (potholes, shoulder grading, trenches, etc.).
 - Repairing/replacing all damaged or missing regulatory signs, and maintaining legible legends striping and curb markings.
 - Sweeping major roadways on a regular basis.
 - Keep all traffic signals operating as efficiently as possible.

SIGNIFICANT DIVISION EXPENDITURE AND STAFFING CHANGES

Streets Maintenance

- Funding in the amount of \$392,000 has been included for the purchase of a new vactor (\$214,000 half the cost), crack seal machine (\$86,000) and skip loader (\$92,000).
- Eliminate the City Engineer position (0.25 FTE) and add \$50,000 for contractual engineering services.
- Eliminate one vacant Public Works Director (0.50 FTE) position.
- Reclassify the Public Works Supervisor (1.00 FTE) to a Public Works Manager (Range 43) with a distribution of 0.80 FTE in Streets Maintenance.
- Eliminate one vacant Senior Office Assistant (0.30 FTE) position.
- Eliminate one vacant Senior Office Assistant position with a distribution of 0.50 FTE in Streets Maintenance and add one part-time Office Assistant position with a distribution of 0.23 FTE in Streets Maintenance.
- Add six (6) part-time Maintenance Worker positions, each with a distribution of 0.46 FTE, for a total addition of 2.76 FTE have been added to have an enhanced crack seal street maintenance effort to help preserve City streets.
- The Director of Development Services FTE distribution will be decreased to 0.10 FTE from 0.30 FTE.
- The FTE distribution for the Administrative Secretary is being decreased from 0.15 FTE to 0.10 FTE and causes the total FTE allocation to decrease from 0.65 FTE to 0.60 FTE, which is due to having two split funded Administrative Secretary positions coded to this program.
- To more accurately reflect current workload, the distribution of the Management Analyst will now include 0.20 FTE.

Engineering

- Eliminate the City Engineer position (0.25 FTE) and add \$50,000 for contractual engineering services.
- Eliminate one vacant Senior Office Assistant position with a distribution of 0.35 FTE in Public Works Engineering.
- To accurately reflect current workload, the distribution of the Director of Development Services will now include 0.10 FTE.
- The FTE distribution for the Administrative Secretary is being decreased from 0.15 FTE to 0.10 FTE to reflect assigned duties.
- The FTE distribution for the Management Analyst of 0.30 FTE is being added and increases the total FTE allocation from 0.50 FTE to 0.80 FTE, which is due to two split funded Management Analyst positions coded to this program.

FUNDS:	GENERAL FUND 100 AND STREETS MAINTENANCE FUND	263
DEPARTMENT:	DEVELOPMENT SERVICES	29
DIVISION:	PUBLIC WORKS	310

SIGNIFICANT DIVISION EXPENDITURE AND STAFFING CHANGES (Continued)

Building Maintenance

- Funding in the amount of \$107,800 has been included for various facility maintenance projects which includes electrical maintenance/repairs at the Civic Park, exterior painting of steel structures at City Hall, maintenance/repair work at the County Library, the fabrication and installation of handrails at Cinema West 12 parking lot, and miscellaneous maintenance.

<u>DIVISION STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Administrative Analyst	0.50	0.50	0.50	0.50
Administrative Secretary	0.50	0.80	0.80	0.70
Assistant Engineer	0.35	0.35	0.35	0.35
City Engineer	0.50	0.50	0.50	0.00
Community Development Technician	0.25	0.25	0.25	0.25
Construction Inspection Supervisor	0.35	0.35	0.35	0.35
Construction Inspector	1.45	1.15	1.15	1.15
Custodian	1.00	1.00	1.00	1.00
Director of Development Services	0.30	0.30	0.30	0.20
Engineering Technician	0.40	0.40	0.40	0.40
Equipment Operator	4.30	4.30	4.30	4.30
Executive Secretary	0.30	0.00	0.00	0.00
Facilities Supervisor	0.50	0.50	0.50	0.50
Geographical Information Systems Manager	0.30	0.30	0.30	0.30
Geographical Information Systems Technician	0.30	0.30	0.30	0.30
Maintenance Crew Supervisor	2.30	2.30	2.30	2.30
Maintenance Worker	9.10	9.10	9.40	9.40
Management Analyst	0.00	0.00	0.50	1.00
Office Assistant	1.00	1.00	1.00	1.00
Project Construction Manager	0.75	0.75	0.75	0.75
Public Works Director	0.50	0.50	0.50	0.00
Public Works Manager	0.00	0.00	0.00	0.80
Public Works Supervisor-Streets	1.00	1.00	1.00	0.00
Senior Custodian	0.50	0.50	0.50	0.50
Senior Engineering Technician	0.40	0.00	0.00	0.00
Senior Maintenance Worker	5.90	5.90	5.80	5.80
Senior Office Assistant	1.15	1.15	1.15	0.00
Total Full-Time Staff	33.90	33.20	33.90	31.85
<u>Part-Time Staff</u>				
Custodian	0.46	0.46	0.46	0.46
Maintenance Worker	0.00	0.00	0.00	2.76
Office Assistant	0.00	0.00	0.00	0.23
Total Part-Time Staff	0.46	0.46	0.46	3.45
Total Full & Part-Time Staff	34.36	33.66	34.36	35.30

FUND: STREETS MAINTENANCE FUND 263
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: PUBLIC WORKS 310
PROGRAM: STREET MAINTENANCE 3150

PROGRAM EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 1,558,587	\$ 1,499,984	\$ 1,490,854	\$ 1,397,662	\$ 1,484,054	0%
Benefits	609,557	592,300	610,289	593,674	608,555	0%
Materials & Operations	394,406	407,731	462,680	388,118	470,740	2%
Contractual	348,710	385,210	467,240	438,347	489,300	5%
Other Operating	180,599	256,691	223,247	323,547	238,747	7%
Capital Outlay	47,458	155,856	71,000	71,840	392,000	452%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 3,139,317	\$ 3,297,772	\$ 3,325,310	\$ 3,213,188	\$ 3,683,396	11%

PROGRAM DESCRIPTION

The Street Maintenance Division is responsible for operations and maintenance of the street and right-of-way network within the City. These responsibilities include, but are not limited to, street and shoulder repair, crack sealing, asphalt repair of water trenches, sign maintenance, traffic signal maintenance, striping, street sweeping, weed abatement, graffiti removal, flood control, box culverts, debris removal, ice control, and support of Code Compliance issues and City-sponsored functions. This Division is responsible for ensuring safe traffic flow within the City through the proper use and maintenance of signs and markings, traffic signals, and related traffic control devices, practices, and techniques. This program is also responsible for the maintenance of all storm water inlets and outlets and to ensure that they remain unobstructed for the free flow of storm water runoff.

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Administrative Analyst	0.25	0.25	0.25	0.25
Administrative Secretary	0.50	0.65	0.65	0.60
Assistant Engineer	0.20	0.20	0.20	0.20
City Engineer	0.25	0.25	0.25	0.00
Construction Inspection Supervisor	0.25	0.25	0.25	0.25
Construction Inspector	0.30	0.30	0.30	0.30
Director of Development Services	0.30	0.30	0.30	0.10
Engineering Technician	0.20	0.20	0.20	0.20
Equipment Operator	4.30	4.30	4.30	4.30
Executive Secretary	0.30	0.00	0.00	0.00
Geographical Information Systems Manager	0.15	0.15	0.15	0.15
Geographical Information Systems Technician	0.15	0.15	0.15	0.15
Maintenance Crew Supervisor	2.30	2.30	2.30	2.30
Maintenance Worker	9.10	9.10	9.40	9.40
Management Analyst	0.00	0.00	0.00	0.20
Office Assistant	0.80	0.80	0.80	0.80

FUND: STREETS MAINTENANCE FUND 263
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: PUBLIC WORKS 310
PROGRAM: STREET MAINTENANCE 3150

<u>PROGRAM STAFFING (Continued)</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff (Continued)</u>				
Public Works Director	0.50	0.50	0.50	0.00
Public Works Manager	0.00	0.00	0.00	0.80
Public Works Supervisor-Streets	1.00	1.00	1.00	0.00
Senior Engineering Technician	0.20	0.00	0.00	0.00
Senior Maintenance Worker	5.90	5.90	5.80	5.80
Senior Office Assistant	0.80	0.80	0.80	0.00
Total Full-Time Staff	27.75	27.40	27.60	25.80
<u>Part-Time Staff</u>				
Maintenance Worker	0.00	0.00	0.00	2.76
Office Assistant	0.00	0.00	0.00	0.23
Total Part-Time Staff	0.00	0.00	0.00	2.99
Total Full & Part-Time Staff	27.75	27.40	27.60	28.79

SIGNIFICANT PROGRAM EXPENDITURE AND STAFFING CHANGES

- Funding in the amount of \$392,000 has been included for the purchase of a new vactor (\$214,000 half the cost), crack seal machine (\$86,000) and skip loader (\$92,000).
- Eliminate the City Engineer position (0.25 FTE) and add \$50,000 for contractual engineering services.
- Eliminate one vacant Public Works Director (0.50 FTE) position.
- Reclassify the Public Works Supervisor (1.00 FTE) to a Public Works Manager (Range 43) with a distribution of 0.80 FTE in Streets Maintenance.
- Eliminate one vacant Senior Office Assistant (0.30 FTE) position.
- Eliminate one vacant Senior Office Assistant position with a distribution of 0.50 FTE in Streets Maintenance and add one part-time Office Assistant position with a distribution of 0.23 FTE in Streets Maintenance.
- Add six (6) part-time Maintenance Worker positions, each with a distribution of 0.46 FTE, for a total addition of 2.76 FTE have been added to have an enhanced crack seal street maintenance effort to help preserve City streets.
- The Director of Development Services FTE distribution will be decreased to 0.10 FTE from 0.30 FTE.
- The FTE distribution for the Administrative Secretary is being decreased from 0.15 FTE to 0.10 FTE and causes the total FTE allocation to decrease from 0.65 FTE to 0.60 FTE, which is due to having two split funded Administrative Secretary positions coded to this program.
- To more accurately reflect current workload, the distribution of the Management Analyst will now include 0.20 FTE.

2015-16 PROGRAM ACCOMPLISHMENTS

- Maintained 3,780 street signs, and replaced 420 street signs due to vandalism, theft, and traffic collisions.
- Completed multi-year project of replacing old county street name signs with new State and Federal approved signs a year ahead of schedule (3 years in lieu of 4 years).
- Painted 1,500 legends and crosswalks throughout the City.
- Removed graffiti from 3,000 public and private locations within the City.

FUND:	STREETS MAINTENANCE FUND	263
DEPARTMENT:	DEVELOPMENT SERVICES	29
DIVISION:	PUBLIC WORKS	310
PROGRAM:	STREET MAINTENANCE	3150

2015-16 PROGRAM ACCOMPLISHMENTS (Continued)

- Administered service contracts that provide street sweeping to all housing tracts and the following arterials: Main Street, Bear Valley, "I" Avenue, "E" Avenue, Hesperia Road, Seventh Avenue, Rancho Road, and Rancho Road/I-15 overpass area. Quarterly sweeping of bike lanes.
- Provided annual striping services by restriping over 900,000 linear feet of streets and bike lanes to maintain safe guidance for all motorists.
- Provided services for weed abatement to provide a clean appearance to the right-of-way, expanding service to include the Rancho Road/I-15 interchange and Rancho Road underpass.
- Provided improved traffic signal maintenance for 27 intersections by continuing to develop an in-house maintenance program to reduce costs and maintain consistent operation of the entire system. Contract services costs have been reduced from \$133,000 in Fiscal Year (FY) 2007-08 to an anticipated \$15,500 in FY 2015-16 (Republic/Siemens contract).
- Provided weekly bus shelter maintenance ensuring clean shelters for City customers.
- Used 1,200 tons of asphalt to pave 120,000 square feet of roads, trench repairs, and 11,000 linear feet of berm.
- Used 150 tons of cold mix to repair 20,000 potholes.
- Completed 20,000 square feet of trench repair for Water Division.
- Hauled 20,000 yards of material in the process of debris removal, shoulder backfill, and dirt road rebuilding.
- Graded 65 miles of dirt roads.
- Crack-sealed 200,000 linear feet of cracks on 15 miles of road.
- Cleaned and maintained 15 seepage pits located in storm water retention basins.
- Hydro-cleaned and flushed 185 storm drains.

2016-17 PROGRAM GOALS AND OBJECTIVES

- Maintain existing roads to provide a safe, reliable road system:
 - Complete pavement repairs as needed to provide a safe driving surface, including pothole repair, overlays, shoulder paving, crack-sealing, trench repair for Water Division, and other maintenance related to asphalt pavement management. Minimize shoulder erosion and debris from storm by paving berms and shoulders at problem areas.
 - Provide services for weed abatement and tree trimming in City right-of-ways to maintain safe movement of pedestrian and vehicle traffic.
 - Grade dirt roads for an improved ride every 12 to 18 weeks, or as needed.
 - Minimize flood damage on public right-of-ways by removing flood debris from right-of-way, maintain detention ponds owned by the City, and maintain box culverts, including inlet and outlet areas and open concrete channels. Repair shoulders damaged by storms.
 - Street sweeping shall be performed on a weekly and monthly basis so that streets will be free of debris and trash.
 - Keep storm drains free and unobstructed, and proactively clean and flush the storm drain systems.
 - To increase crack sealing by 100,000 linear feet and 10 miles with the addition of six (6) part-time employees for 4 months a year.
- Maintain storm water crossings on roadways by installing concrete "cut off walls" and rip rap.

FUND: STREETS MAINTENANCE FUND 263
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: PUBLIC WORKS 310
PROGRAM: STREET MAINTENANCE 3150

2016-17 PROGRAM GOALS AND OBJECTIVES (Continued)

- Legends, striping, and curb markings shall be maintained:
 - Continue to maintain legend, striping, and curb markings throughout the City.
 - Stripe City streets on an annual basis (approximately 900,000 lineal feet).
- Provide safe and efficient traffic movement throughout the City:
 - Monitor Traffic Control System and ensure an adequate preventative program is in place and maintained by current employees in place of contract services.
 - Provide adequate training to ensure that personnel properly maintain traffic signal controllers to minimize downtime, as well as contractor call-outs.
 - Inspect traffic control signs identified in the Manual on Uniform Traffic Control Devices every 18 months for reflectivity by utilizing a retroreflectometer.
 - Replace downed stop signs within one hour of notification. Replace all other regulatory signs within one working day. Replace/repair information signs within five working days.
 - Keep the City graffiti free. Respond within twenty-four hours of reporting to eliminate graffiti, and continue to develop strategies to fight graffiti collectively with law enforcement and the community.
 - Work with the Police Department to document and provide information for the potential prosecution of suspects apprehended for painting graffiti.

PERFORMANCE AND

WORKLOAD INDICATORS

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Pavement Repaired (Square Feet)	158,819	121,463	120,000	150,000
Pavement Repaired/Water Patches (Sq. Ft.)	29,767	47,164	20,000	30,000
Berms Constructed (Feet)	6,957	9,550	11,000	9,500
Hot Mix (Tons)	1,639	1,900	1,200	1,500
Potholes Repaired	19,086	21,945	20,000	20,000
Cold Mix (Tons)	183	189	150	180
Dirt Roads Graded (Miles)	61	81	65	65
Shoulders Graded (Miles)	22	31	35	30
Debris Removed (Loads)	1,397	1,295	1,500	1,200
Fill Dirt (Loads)	616	723	600	600
Legends Painted	1,116	2,665	1,500	2,500
Signs Maintained	6,602	4,783	4,200	4,800
Graffiti Sites Addressed	4,031	3,400	3,000	3,000
Striping (Feet)	693,500	904,202	900,000	900,000
Street Sweeping (Curb Miles)	1,063	3,650	3,750	3,750

FUND: STREETS MAINTENANCE FUND 263
 DEPARTMENT: DEVELOPMENT SERVICES 29
 DIVISION: PUBLIC WORKS 310
 PROGRAM: STREET MAINTENANCE 3150

PERFORMANCE AND

<u>WORKLOAD INDICATORS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Storm Drains Cleaned (Counts)	1,063	94	185	150
Crack-Seal (Feet)	159,203	181,768	200,000	300,000
Roads Crack-Sealed (Miles)	8	13	15	25
Slurry Seal (Miles)	9.3	14.5	4.7	7.61

Hesperia has 628 miles of roads, with 558 paved and 70 unpaved.

FUND: GENERAL FUND 100
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: PUBLIC WORKS 310
PROGRAM: ENGINEERING 3100

PROGRAM EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 310,983	\$ 284,868	\$ 313,445	\$285,692	\$316,653	1%
Benefits	107,089	98,945	112,559	105,932	111,054	-1%
Materials & Operations	21,912	12,777	16,675	18,046	22,698	36%
Contractual	120,637	270,791	151,190	130,370	200,250	32%
Other Operating	23,541	15,781	28,079	18,579	27,880	-1%
Capital Outlay	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 584,162	\$ 683,162	\$ 621,948	\$558,619	\$678,535	9%

PROGRAM DESCRIPTION

The Engineering Division is responsible for the planning, design, and construction of the infrastructure of the City to address the needs of the community today, as well as twenty years into the future and beyond (City Council goal 6 – Capital Improvement). The Division also reviews all development proposals to ensure that they conform to City codes and standards, and provides technical input to street, traffic, transit, and wastewater member agencies. The Division also oversees many aspects of the City's Capital Improvement Program, most notably the Annual Paving Program and street, wastewater, potable water, and storm drain related construction projects. The Engineering Division has taken over the traffic engineering responsibilities and works closely with the Public Works Department to respond to these issues. The Program will also be responsible for assisting the Development Services Director with compliance related to the City's Municipal Storm Water MS4 permit in connection with the Federal Clean Water Act.

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Administrative Analyst	0.25	0.25	0.25	0.25
Administrative Secretary	0.00	0.15	0.15	0.10
Assistant Engineer	0.15	0.15	0.15	0.15
City Engineer	0.25	0.25	0.25	0.00
Community Development Technician	0.25	0.25	0.25	0.25
Construction Inspection Supervisor	0.10	0.10	0.10	0.10
Construction Inspector	1.15	0.85	0.85	0.85
Director of Development Services	0.00	0.00	0.00	0.10
Engineering Technician	0.20	0.20	0.20	0.20
Geographical Information Systems Manager	0.15	0.15	0.15	0.15
Geographical Information Systems Technician	0.15	0.15	0.15	0.15
Management Analyst	0.00	0.00	0.50	0.80
Office Assistant	0.20	0.20	0.20	0.20
Project Construction Manager	0.75	0.75	0.75	0.75
Senior Engineering Technician	0.20	0.00	0.00	0.00
Senior Office Assistant	0.35	0.35	0.35	0.00
Total Full-Time Staff	4.15	3.80	4.30	4.05

FUND:	GENERAL FUND	100
DEPARTMENT:	DEVELOPMENT SERVICES	29
DIVISION:	PUBLIC WORKS	310
PROGRAM:	ENGINEERING	3100

SIGNIFICANT PROGRAM EXPENDITURE AND STAFFING CHANGES

- Eliminate the City Engineer position (0.25 FTE) and add \$50,000 for contractual engineering services.
- Eliminate one vacant Senior Office Assistant position with a distribution of 0.35 FTE in Public Works Engineering.
- To more accurately reflect current workload, the distribution of the Director of Development Services will now include 0.10 FTE.
- The FTE distribution for the Administrative Secretary is being decreased from 0.15 FTE to 0.10 FTE to reflect assigned duties.
- The FTE distribution for the Management Analyst of 0.30 FTE is being added and increases the total FTE allocation from 0.50 FTE to 0.80 FTE, which is due to two split funded Management Analyst positions coded to this program.

2015-16 PROGRAM ACCOMPLISHMENTS

- Updated the City's Capital Improvement Program by adjusting the priorities of projects, based upon the anticipated funding levels that were available.
- Completed the City's FY 2014-15 Annual Street Improvement Program. This project was advertised in June, 2015, with the work being completed in March, 2016. This work included rehabilitation of Main Street from Oakwood Avenue to Balsam Avenue, traffic signal upgrades at the intersection of Main Street and I Avenue, full depth reclamation of Walnut, Pacific and E Avenues, 14.5 miles of slurry maintenance, and traffic signal detection upgrades at the intersection of the Main Street and Cottonwood Avenue.
- The Geographical Information Systems (GIS) staff completed the reconciliation of New World customer account data to improve the interface with the GIS system. GIS staff worked with Building and Safety staff on the CRW Code and Business License implementation. The GIS manager continues to work closely with Engineering and the City's outside consultants on the Hydraulic Models (Water, Sewer, and Recycled Water) to ensure the GIS data and models are consistent and accurate.
- Continued the implementation of the City's Flood Hazard Protection Ordinance through the acquisition of drainage easements where required, and reviewed all development that is potentially impacted by storm water run-off. Recent Federal Legislation has changed the rating of flood policies, and as a result many home owners have seen their rates increase exponentially. Due to training and his recent certification as a Floodplain Manager, the City Engineer was able to assist several property owners with property in FEMA flood zones, saving thousands of dollars on their policies.
- Development Services staff continued to file its Annual Report for compliance with the City's MS4 Stormwater Permit based upon the requirements of its second year under the new General Permit. Staff worked with the Mojave River Watershed Group and the Regional Water Quality Control Board (Lahontan) to develop its implementation plan to meet the requirements of the new General Permit. Consistent with this goal, the City filled the storm water management analyst position.

City staff continues to maintain credentials as required under the General Construction Stormwater Permit. The two categories that City staff maintains certifications in are Qualified Stormwater Pollution Prevention Plan (SWPPP) Developer (QSD), and Qualified SWPPP Practitioner (QSP). The City currently has three staff members with QSP certifications and now has two with QSD certification. These certifications require annual training and bi-annual renewal fees to remain current, which staff has met. It is expected that the State will make continuing education a requirement for these renewals soon.

- Utilizing Community Development Block Grant (CDBG) funds, the City advertised and awarded a construction contract to Match Corporation to pave two existing dirt roads (Fir and Rodeo Streets). The project marked the first time that CDBG funds were utilized to pave dirt roads. The project was completed in May, 2016.

FUND:	GENERAL FUND	100
DEPARTMENT:	DEVELOPMENT SERVICES	29
DIVISION:	PUBLIC WORKS	310
PROGRAM:	ENGINEERING	3100

2015-16 PROGRAM ACCOMPLISHMENTS (Continued)

- City Staff worked with its environmental consultant to obtain the environmental clearance for the mitigation repairs of the H-01 drain line at Third Avenue. This FEMA funded project will extend the double ten-foot diameter storm drain from Fourth Avenue to a culvert at Third Avenue. City staff is working with the City's advocate to determine the level of permitting which will be required by the Army Corps of Engineers and the State Water Quality Control Board. Depending on the conditions and mitigations required as part of the permits, this project may or may not be economically viable.
- Staff continued to work with SANBAG to complete the required Measure I reporting, as well as addressed any issues or questions that arose during the Measure I audit. The new Measure I transportation bill, which was passed by the voters in 2010, has done away with differentiating between arterial and local roadway expenditures, but the frequency and number of reports required has increased. Staff now completes four different reports for Measure I compliance, one of which is due each quarter.
- Engineering staff prepared a site plan to expand the existing Park and Ride located at Joshua Street and Highway 395 using survey generated by a consultant and obtained a land use entitlement through the City's Development Review Committee (DRC). Tom Dodson and Associates was hired to prepare the Preliminary Environmental Assessment, which was submitted to Caltrans for review in March, 2012. Since that time, Caltrans has asked for additional environmental documents and revisions which are being addressed by the consultant. The last round of comments were insignificant, so City staff is expecting to have environmental clearance completed before the end of the fiscal year. Engineering staff completed the entire set of civil engineering plans, including grading, street, lighting, and landscape plans in-house, and the project will be ready to bid once yhe City receives environmental clearance.
- Continued to provide timely and professional plan checking and inspection services to the development community utilizing existing City staff on commercial and smaller residential tracts. Engineering staff has contracted with Hall and Foreman Engineers (now known as David Evans and Associates) to provide engineering plan review services for larger residential developments, and now offers expedited plan check services for Parcel Maps through the County of San Bernardino Surveyor's Office.
- A Categorical Exclusion (CE) environmental clearance was obtained for the Willow Street Paseo project which enabled staff to move into the design phase for the project upon approval by the California Transportation Commission (CTC). This project will construct a pedestrian/bicycle paseo along both sides of Willow Street from Third to Eighth Avenues, connecting with the Eighth Avenue Paseo. Staff circulated a request for proposals (RFP) and awarded the design of the project to Valued Engineering, based on their experience with similar projects. This project, which is being funded through a Federal Safe Routes to School Grant, is expected to begin construction in FY 2016-17.
- In order to conform to the American with Disabilities Act (ADA), the City is required to inventory all its roadway pedestrian paths of travel (sidewalks) to ensure that they meet the latest standards for accessible paths of travel. Although all the improvements do not have to be constructed immediately, a plan describing the necessary improvements and a schedule for their construction needs to be completed. This plan is called a Transition Plan, and the majority of the field inspection work was completed this fiscal year. Significant changes being adopted by Federal Agencies will cause the State to adopt new standards for construction in street rights of way, thus forcing the City to adopt new standards, especially at intersections. This will cause a delay in the completion of the Plan. Some improvements outside of intersections will be completed utilizing Community Development Block Grant (CDBG) funds over the next fiscal year.
- City staff was successful in obtaining two grants through the State's Active Transportation Program (ATP). The first is to extend the Willow Avenue Paseo west past Eleventh Avenue into the Hesperia Junior High School. The second grant received was for the extension of the Bear Valley Road Bicycle Bypass. This Class II bicycle facility will continue the alignment of the facility along Sequoia Street and connect with the Outer Bear Valley Road.

FUND:	GENERAL FUND	100
DEPARTMENT:	DEVELOPMENT SERVICES	29
DIVISION:	PUBLIC WORKS	310
PROGRAM:	ENGINEERING	3100

2015-16 PROGRAM ACCOMPLISHMENTS (Continued)

- Staff continued to work closely with the Victor Valley Transit Agency (VVTA) during the third year implementation of VVTA's most current Comprehensive Operational Analysis. This short and long range planning tool assists VVTA in providing the most efficient transit services practicable, while balancing the economic solvency of its member agencies. The first two years' changes to Hesperia's routes were minor, but one of the third year recommendations is to incorporate a new route to serve the Oak Hills community, along with San Joaquin Valley College on Mariposa Road. This new route would necessitate the relocation of the City's transfer point to City Hall, so staff is working with VVTA to determine the viability of this route.
- City staff was successful in obtaining an Air Quality Grant through the Mojave Desert Air Quality Management District (MDAQMD) for traffic signal coordination along Main Street from I Avenue to Eleventh Avenue. The project will utilize the latest in real time adaptive signal controllers that "sees" traffic in the intersections and adjusts signal phasing and timing based on "real-time" traffic conditions. The City has purchased the equipment and is processing the contract with the installation firm. The intersection at Main Street and E Avenue will be upgraded to provide a protected left turn phase for the north and south bound movements as part of the project.

2016-17 PROGRAM GOALS AND OBJECTIVES

- The FY 2015-16 Annual Street Improvement Program will be completed utilizing Measure I transportation funds to maintain roadways throughout the City. The City will once again perform a crack seal and slurry seal project to maintain many of the roadways that it has rehabilitated over the last fifteen years. Main Street, from La Junta Avenue to Oakwood Avenue, will have a full-depth rehabilitation as will sections of Fourth Avenue and Talisman Street. Traffic Signal upgrades will be performed as part of the traffic signal coordination project along Main Street. The project is expected to be advertised for bid in March and begin construction in May.
- The FY 2016-17 Annual Street Improvement Program will once again concentrate on the maintenance of roadways throughout the City. The City will perform a crack seal and slurry seal project to maintain many of the roadways that it has rehabilitated over the last ten years. As in previous years, full-depth rehabilitation of a section of Main Street will be the highest priority, as well as traffic signal upgrades.
- Continue to implement the City's Flood Hazard Protection Ordinance through the acquisition of drainage easements where required, review all development that is potentially impacted by storm water run-off, and maintain required certifications while staying abreast of the ever-changing FEMA regulations.
- Staff will determine the viability and expected costs associated with the construction of mitigation improvements at the outlet of the H-01 storm drain facility between Fourth and Third Avenues. City staff is trying to obtain a response from Caltrans staff related to the availability of the FEMA funds and will then make a presentation to the City Council for their determination on how to proceed with the project.
- The Geographical Information Systems (GIS) staff is currently working on Cityworks 2014 and ArcGIS 10.3.1 upgrades. The upgrades are scheduled to be completed by June, 2016. GIS staff is working closely with IT and Public Works employees during the Cityworks/GIS updating process and will provide technical support to provide a seamless installation of new software.
- As the City's representative to the Technical Advisory Committee at the Victor Valley Transit Agency (VVTA), the City Engineer will work closely with VVTA during the implementation of the year four recommendations from the Comprehensive Operational Analysis. Included in the recommendations is a carry-over from year three, a new route which will service the freeway corridor, including the San Joaquin Valley College on Mariposa Road. This new Route 24 will provide a direct linkage between the County Route in Phelan, and the City of Hesperia. It is imperative to recommend to the VVTA Board a logical plan for incorporating new services (such as Route 24) that address any unmet transit needs for Hesperia residents, while ensuring a small percentage of Local Transportation Funds (LTF) come back to the City for its roadway maintenance.

FUND:	GENERAL FUND	100
DEPARTMENT:	DEVELOPMENT SERVICES	29
DIVISION:	PUBLIC WORKS	310
PROGRAM:	ENGINEERING	3100

2016-17 PROGRAM GOALS AND OBJECTIVES (Continued)

- Continue to support the various departments and divisions throughout the City through the production of maps, exhibits, and applications through Geoviewer and Cityworks to make the most productive use of the City's GIS Map while meeting the demands of all City staff. Chief among this task is the support for Grants, such as Active Transportation Program and future Article 3 Grants.
- Continue to provide timely and professional plan checking and inspection services to the development community utilizing existing City staff when possible. Due to expected increase in development activity, the City is offering contract plan checking services for parcel maps through the County's Surveyor Office and may utilize contract services for additional plan checking and inspection services if the vacant engineering staff positions are not filled.
- Work with the Mojave River Watershed Group and Development Services staff to implement the year four requirements of the City's MS4 Stormwater Permit. The new permit also has requirements that will require revising City development codes and adding new provisions to meet the permit. The City's new Stormwater Manager will be responsible for this work as well as developing a set of standards and specifications, which can be provided to developers working within the City. The City also received a grant from CASQA to have an engineering firm assist the City with revising its landscape ordinances to include Low Impact Development (LID) standards. This will enable the City to meet the LID component of the permit, which went into place in July, 2015.
- Ensure that the City complies with the State's General Stormwater Construction permit by participating in the required training necessary for its staff members to keep their certifications as Qualified SWPPP Developer (QSD) and Practitioner (QSP) current. At the same time, staff will ensure that all new development meet the requirements under the permit and upload the project on the State's internet based tracking system, called the Stormwater Multi Application Reporting and Tracking System (SMARTS).
- Design of Phase I of the Willow Street Paseo project along both sides of Willow Street from Third to Eighth Avenues will be completed early in this fiscal year, enabling staff to proceed to construction on the project. The City can now be reimbursed for all phases of the project, including the engineering design services, through a Federal Safe Routes to School Grant. Construction is expected to be completed this fiscal year.
- Continue to work toward the completion of the expansion of the Park and Ride facility on Joshua Street at Highway 395. Engineering staff will complete the construction bid package, file a SWPPP for the project with the State, and continue to assist Tom Dodson and Associates with obtaining environmental clearance through Caltrans. Once all these tasks are complete, the project can be bid for construction. State and local air quality grants are being utilized to fund the project, and it is anticipated that the project will be constructed in FY 2016-17.
- Engineering staff will continue to work on a system to prioritize roadways for rehabilitation and maintenance. This system will utilize new templates that operate within the latest version of the Cityworks program and will be completely integrated with the City's GIS Map. The templates will have ratings for all roadways throughout the City based on visual inspections of the streets. Many of these inspections have already been completed by City Construction Inspectors and staff will work on developing the templates.
- Engineering staff will begin work on the two projects which were awarded grant funds in FY 2015-16, Phase II of the Willow Street Paseo (Eighth Avenue to Cypress Avenue), and the Bear Valley Road Bicycle Bypass (BVRBB) along Sequoia Avenue east of Hesperia Road. The first task for both these projects is to complete a Project Study Report (PSR) and submit to Caltrans for review. Once the PSR is approved, the City can proceed to environmental review. The City will contract with a consultant to provide the environmental services.

FUND: GENERAL FUND 100
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: PUBLIC WORKS 310
PROGRAM: BUILDING MAINTENANCE 3110

PROGRAM EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 121,287	\$ 109,492	\$ 119,970	\$ 110,313	\$ 126,486	5%
Benefits	54,190	55,386	60,936	61,788	67,534	11%
Materials & Operations	484,737	453,525	471,882	467,227	474,279	1%
Contractual	169,026	181,325	206,934	208,234	182,184	-12%
Other Operating	106,137	121,743	87,651	142,405	194,611	122%
Capital Outlay	0	0	125,000	0	217,342	74%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 935,377	\$ 921,471	\$ 1,072,373	\$ 989,967	\$ 1,262,436	18%

PROGRAM DESCRIPTION

The Building Maintenance Division shall support all City departments and facilities through a Predictive/Preventive Maintenance Program that reduces facility depreciation and equipment/structural failures. The objective of this Program is to reduce the amount of unknown trouble calls that inconvenience customers and escalate maintenance costs.

A Predictive/Preventive Maintenance Program supported by computerized maintenance management software will allow the Building Maintenance Division to better serve customers through planning and scheduling of maintenance activities. Predictive/Preventive Maintenance will provide customers with advanced notification of maintenance that will be conducted in their work areas, while reducing the effects of catastrophic mechanical and structural failures leading to prolonged customer inconvenience and interruption of daily operations.

This Program is responsible for supporting Facility operations and landscape management at City Hall and County Library (9700 and 9650 Seventh Avenue), Animal Control (11011 East Santa Fe Avenue), Police Department (15840 Smoke Tree), Fire Department facilities 301, 302, 304, 305, the City of Hesperia Park and Ride Facility (Joshua at Highway 395), Eighth Street Paseo, and the Township Landscape Management.

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Custodian	1.00	1.00	1.00	1.00
Facilities Supervisor	0.50	0.50	0.50	0.50
Senior Custodian	0.50	0.50	0.50	0.50
Total Full-Time Staff	2.00	2.00	2.00	2.00
<u>Part-Time Staff</u>				
Custodian - Part-Time	0.46	0.46	0.46	0.46
Total Part-Time Staff	0.46	0.46	0.46	0.46
Total Full & Part-Time Staff	2.46	2.46	2.46	2.46

FUND:	GENERAL FUND	100
DEPARTMENT:	DEVELOPMENT SERVICES	29
DIVISION:	PUBLIC WORKS	310
PROGRAM:	BUILDING MAINTENANCE	3110

SIGNIFICANT PROGRAM EXPENDITURE AND STAFFING CHANGES (Continued)

- Funding in the amount of \$107,800 has been included for various facility maintenance projects which includes electrical maintenance/repairs at the Civic Park, exterior painting of steel structures at City Hall, maintenance/repair work at the County Library, the fabrication and installation of handrails at Cinema West 12 parking lot, and miscellaneous maintenance.

2015-16 PROGRAM ACCOMPLISHMENTS

- Provided guidance to all subcontractors under the direction of Building Maintenance.
- Provided a safe, clean work environment for all employees at City Hall, the County Library, Animal Control, Police Department, and the Park and Ride.
- Reduced the number of unforeseen trouble calls through the use of preventive/predictive maintenance.
- Provided quality climate control to City Hall, County Library, Animal Control, and Police Department.
- Improved custodial cleaning schedule to eliminate disruption of daily operations at facilities.
- Continued to increase the use of green cleaning products for custodial activities.
- Reduced irrigation water used at each facility.
- Provided secure environment at City Hall and County Library through contracted security company.
- Provided landscape management at City Hall, County Library, Police Department, Eighth Street Paseo, Township Project, Park and Ride, and Animal Control facility.

2016-17 PROGRAM GOALS AND OBJECTIVES

- Provide guidance to all subcontractors under the direction of Building Maintenance.
- Provide a safe, clean work environment for all employees at City Hall, County Library, Animal Control, Police Department, and the Park and Ride.
- Reduce the number of unforeseen trouble calls through the use of preventive/predictive maintenance.
- Provide quality climate control to City Hall, County Library, Animal Control, and Police Department.
- Improve custodial cleaning schedule to eliminate disruption of daily operations at facilities.
- Continue to increase the use of green cleaning products for custodial activities.
- Reduce irrigation water usage.
- Provide secure environment at City Hall and County Library through contracted security company.

PERFORMANCE AND

<u>WORKLOAD INDICATORS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Backlog Work Orders	60	29	71	82
Customer Service Request Orders	211	302	269	250
Contracts Administered	11	14	16	17
Sub Contract Invoices Processed	279	170	114	200
Carpets Deep Cleaned (Square Feet)	21,000	620	9,000	14,000
Painting (Square Feet)	90	300	50	300
Hard Surface Cleaning (Square Feet)	28,882	9,000	10,000	10,000

THIS PAGE INTENTIONALLY LEFT BLANK

FUND: WATER OPERATING 700 AND WATER CAPITAL 701
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: WATER 400

DIVISION EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 3,864,176	\$ 3,865,805	\$ 3,881,380	\$ 3,701,060	\$ 3,773,153	-3%
Benefits	1,481,457	1,520,150	1,465,413	1,300,205	1,478,390	1%
Materials & Operations	6,592,981	5,808,244	5,908,367	5,614,477	6,111,049	3%
Contractual	1,568,310	835,102	1,052,764	1,016,975	11,610,915	1003%
Other Operating	2,099,200	1,946,163	2,079,395	2,090,717	2,089,741	0%
Capital Outlay	168,800	176,596	159,500	236,435	300,000	88%
Debt Service	3,060,627	2,947,767	1,812,810	1,774,000	1,763,470	-3%
TOTAL	\$ 18,835,551	\$ 17,099,827	\$ 16,359,629	\$ 15,733,869	\$ 27,126,718	66%

DIVISION EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Water Operating (700)						
4010 Source of Supply	\$ 2,981,865	\$ 2,215,359	\$ 2,219,471	\$ 2,221,294	\$ 2,272,273	2%
4020 Production	3,322,580	3,398,119	3,043,268	3,034,493	3,125,607	3%
4030 Distribution	1,083,095	1,115,346	1,185,131	1,130,265	1,287,290	9%
4035 Pipeline Maintenance	1,237,911	1,107,892	1,045,044	908,469	1,219,466	17%
4040 Engineering	745,728	758,694	971,151	814,025	970,628	0%
4050 Customer Service	1,130,205	971,164	1,526,122	1,471,276	1,610,685	6%
4060 Utility Billing	1,017,465	1,013,482	1,001,544	990,332	1,019,650	2%
4070 Administration	6,371,667	6,190,891	5,006,529	4,820,607	4,659,603	-7%
4080 Property Management	294,576	289,926	361,369	273,108	385,727	7%
Total Water Operating	\$ 18,185,092	\$ 17,060,873	\$ 16,359,629	\$ 15,663,869	\$ 16,550,929	1%
Water CIP (701)	\$ 650,459	\$ 38,954	\$ 0	\$ 70,000	\$ 10,575,789	100%
Total Water Operating & Capital Projects	\$ 18,835,551	\$ 17,099,827	\$ 16,359,629	\$ 15,733,869	\$ 27,126,718	66%

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
DEPARTMENT STAFFING				
Total Full-Time Staff	67.85	66.60	67.20	64.00
Total Part-Time Staff	1.38	1.38	1.38	1.84
Total D.S. Water Staff	69.23	67.98	68.58	65.84

FUND:	WATER OPERATING 700 AND WATER CAPITAL	701
DEPARTMENT:	DEVELOPMENT SERVICES	29
DIVISION:	WATER	400

DIVISION GOALS FOR 2016-17

- Continue to meet with the public and perform water audits at problem run-off areas for both residential and commercial properties.
- Continue to provide our customers, contractors, and developers with the highest quality service in regard to the City's water distribution system.
- In March 2016, the SWRCB approved a climate adjustment based on the evapotranspiration zone of the District's service area resulting in a 4% reduction to the District's conservation standard from 32% to 28% going forward. The District will continue with drought reduction efforts consistent with State requirements.
- Continue with the implementation of the new Advanced Metering Infrastructure (AMI) with the installation of 3,785 AMI endpoints.

SIGNIFICANT DIVISION EXPENDITURE AND STAFFING CHANGES

Source of Supply

- Reclassify the Community Relations and Media Coordinator (Range 37, 0.40 FTE) to the Assistant to the City Manager and reallocate 0.25 FTE to the Water Source of Supply program.
- During FY 2016-17, the Water District will lease 4,042 AF from the City of Hesperia at a cost of \$478 per AF for a total lease cost of \$1,932,076. These leased rights will substantially offset the projected overproduction of water totaling 4,456 AF that is due for Water Year (WY) 2015-16 activities.

Distribution

- Funding in the amount of \$60,000 has been included for the purchase of one vacuum excavator.

Pipeline Maintenance

- Funding in the amount of \$130,000 has been included for the purchase of one new backhoe.

Engineering

- Eliminate one vacant Senior Office Assistant (0.35 FTE) position.
- Funding in the amount of \$100,000 has been included for contractual engineering services.
- With the FTE redistribution of the Administrative Secretary position, there is no FTE allocation to this program.

Customer Service

- Funding in the amount of \$621,573 is included to continue with the implementation of the Advanced Meter Infrastructure (AMI) Program. FY 2016-17 is the second year of a seven year program to install automated meter reading equipment on customer accounts, at 3,785 endpoints per year. The program involves two cost components: 1) the equipment (endpoint) cost of \$550,831 for FY 2016-17 and 2) an ongoing monthly software component for each active endpoint for a FY 2016-17 Budget of \$70,742. This represents an increase of \$30,318 over the prior year, due to the addition of active endpoints.

Administration

- Eliminate one vacant Public Works Director 0.50 FTE position.
- Reclassify the Public Works Supervisor to the Public Works Manager (Range 43) position with a distribution of 0.20 FTE.
- Change the Public Works Supervisor salary range from Range 38 to a Range 40.
- Eliminate one vacant Senior Office Assistant position (0.50 FTE) and add one part-time Office Assistant (0.23 FTE) position.

FUND: WATER OPERATING 700 AND WATER CAPITAL 701
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: WATER 400

SIGNIFICANT DIVISION EXPENDITURE AND STAFFING CHANGES (Continued)

Administration (Continued)

- Eliminate the City Engineer (0.50 FTE) position, and add \$100,000 for contractual engineering services to the Water Engineering program.
- Eliminate one vacant Emergency Services Coordinator (0.50 FTE) position and add one part-time Administrative Analyst (0.23 FTE) position.
- Reclassify the Community Relations and Media Coordinator to the Assistant to the City Manager and allocate 0.25 FTE to Water Administration.
- To more accurately reflect the current workload, the distribution of the Director of Development Services is decreased from 0.40 FTE to 0.15 FTE.
- The FTE distribution for the Administrative Secretary is being decreased from 0.20 FTE to 0.15 FTE and this change increases the total FTE allocation to a decrease from 0.70 FTE to 0.65 FTE, which is due to having two split funded Administrative Secretary positions coded to this program.
- The Management Analyst FTE distribution is being decreased from 1.00 FTE to 0.50 FTE to reflect assigned duties and workload priorities.

REVENUE DETAIL	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	%Change From 2015-16 Budget
Water Operating Fund (700)						
Taxes						
Secured Property Taxes 700 29 400 4070 4000	\$ 263,813	\$ 271,408	\$ 297,588	\$ 280,743	\$ 297,588	0%
WEDA Pass Through 700 29 400 4070 4095	6,552	8,088	6,996	9,291	9,848	41%
Other Taxes	50,358	7,914	7,572	31,014	8,234	9%
Total Taxes	\$ 320,723	\$ 287,410	\$ 312,156	\$ 321,048	\$ 315,670	1%
Interest						
Interest Income 700 29 400 4070 5605	\$ 6,668	\$ 5,898	\$ 4,776	\$ 8,910	\$ 8,910	87%
Total Interest	\$ 6,668	\$ 5,898	\$ 4,776	\$ 8,910	\$ 8,910	87%
Intergovernmental						
City Rent Charge 700 29 400 4070 5880	\$ 52,537	\$ 52,537	\$ 52,537	\$ 52,537	\$ 52,537	0%
Total Intergovernmental	\$ 52,537	\$ 52,537	\$ 52,537	\$ 52,537	\$ 52,537	0%

FUND: WATER OPERATING 700 AND WATER CAPITAL 701
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: WATER 400

	2013-14	2014-15	2015-16	2015-16	2016-17	%Change From 2015-16
REVENUE DETAIL	Actual	Actual	Budget	Revised	Budget	Budget
Water Operating Fund (700)						
(Continued)						
Charges for Services						
Water Sales/Residential 700 29 400 4060 5100	\$ 7,936,001	\$ 7,282,238	\$ 6,772,600	\$ 5,977,700	\$ 6,276,585	-7%
Water Sales/Business 700 29 400 4060 5101	432,435	428,124	386,900	402,432	404,505	5%
Water Sales/Public Building 700 29 400 4060 5102	495,161	471,394	444,600	447,758	440,750	-1%
Water Sales/Irrigation 700 29 400 4060 5103	251,083	229,077	217,500	183,588	186,000	-14%
Water Sales/Construction 700 29 400 4060 5104	44,530	190,952	141,800	72,967	75,000	-47%
Water Sales/Industrial 700 29 400 4060 5105	3,888	7,180	2,500	13,584	14,000	460%
Water Availability Charge 700 29 400 4060 5110	6,542,963	6,620,441	6,700,000	6,657,352	6,723,926	0%
Sub-total	15,706,061	15,229,406	14,665,900	13,755,381	14,120,766	-4%
Water Meter Fees 700 29 400 4070 5140	32,464	44,520	51,200	137,000	175,250	242%
Reconnection Fees 700 29 400 4070 5130	244,343	186,332	145,000	191,500	188,500	30%
Water Inspection 700 29 400 4070 5180	3,652	7,037	4,500	2,500	2,500	-44%
New Account Setup 700 29 400 4060 5191	18,019	118,872	110,000	99,100	113,000	3%
Rent Eagle Plaza 700 29 400 4070 5875	159,672	103,973	105,300	218,209	218,478	107%
Other Charges for Services	86,697	114,003	116,361	123,887	109,450	-6%
Total Charges for Services	\$ 16,250,908	\$ 15,804,143	\$ 15,198,261	\$ 14,527,577	\$ 14,927,944	-2%
Grants						
MWA Toilet Grant 700 29 400 4010 4700	\$ 0	\$ 38,000	\$ 0	\$ 0	\$ 0	n/a
	\$ 0	\$ 38,000	\$ 0	\$ 0	\$ 0	n/a
Other Operating						
Other Operating	\$ 187,694	\$ 194,086	\$ 192,896	\$ 176,022	\$ 180,424	-6%
Total Other Operating	\$ 187,694	\$ 194,086	\$ 192,896	\$ 176,022	\$ 180,424	-6%
All Other						
All Other	\$ 123,443	\$ 35,979	\$ 25,300	\$ 18,000	\$ 18,000	-29%
Total All Other	\$ 123,443	\$ 35,979	\$ 25,300	\$ 18,000	\$ 18,000	-29%
Total Water Operating Fund	\$ 16,941,973	\$ 16,418,053	\$ 15,785,926	\$ 15,104,094	\$ 15,503,485	-2%

FUND: WATER OPERATING 700 AND WATER CAPITAL 701
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: WATER 400

REVENUE DETAIL	2013-14	2014-15	2015-16	2015-16	2016-17	%Change
	Actual	Actual	Budget	Revised	Budget	From 2015-16 Budget
Water Capital Fund (701)						
Charges for Services						
Capital Facility Charges 701 29 400 4070 5120	\$ 306,762	\$ 414,951	\$ 396,000	\$ 500,000	\$ 415,000	5%
Prop 84 Drought Relief Grant 701 29 800 8087 4851	0	0	0	0	1,500,000	n/a
Prop 1 State Water Board 701 29 800 8087 4852	0	0	0	0	4,727,337	n/a
Other Charges for Services	23,115	0	0	385	0	n/a
Total Water Capital Fund	\$ 329,877	\$ 414,951	\$ 396,000	\$ 500,385	\$ 6,642,337	1577%
Total Water Operating and Capital Fund Revenue	\$ 17,271,850	\$ 16,833,004	\$ 16,181,926	\$ 15,604,479	\$ 22,145,822	37%

DIVISION STAFFING

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Assistant to the City Manager	0.00	0.00	0.00	0.25
Administrative Secretary	0.50	0.80	0.80	0.65
Administrative Analyst	0.50	0.65	0.65	0.65
Assistant City Manager/Management Services	0.05	0.05	0.05	0.05
Assistant Engineer	0.65	0.65	0.65	0.65
City Engineer	0.50	0.50	0.50	0.00
Community Development Technician	2.00	2.00	2.00	2.00
Community Relations and Media Coordinator	0.40	0.40	0.40	0.00
Construction Inspection Supervisor	0.65	0.65	0.65	0.65
Construction Inspector	1.55	0.85	0.85	0.85
Custodian	2.00	2.00	2.00	2.00
Customer Service Representative	5.00	5.00	5.00	5.00
Customer Service Supervisor	1.00	1.00	1.00	1.00
Deputy Finance Director	0.10	0.10	0.10	0.10
Director of Development Services	0.40	0.40	0.40	0.15
Emergency Services Coordinator	0.50	0.50	0.50	0.00
Engineering Technician	0.60	0.60	0.60	0.60
Environmental Programs Coordinator	0.50	0.50	0.50	0.50
Equipment Operator	2.70	2.70	2.70	2.70
Executive Secretary	0.40	0.00	0.00	0.00
Facilities Supervisor	0.50	0.50	0.50	0.50

FUND: WATER OPERATING 700 AND WATER CAPITAL 701
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: WATER 400

<u>DIVISION STAFFING (Continued)</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff (Continued)</u>				
Geographical Information Systems Manager	0.70	0.70	0.70	0.70
Geographical Information Systems Technician	0.70	0.70	0.70	0.70
Maintenance Crew Supervisor	4.00	4.00	4.00	4.00
Maintenance Worker	13.00	13.00	13.00	13.00
Management Analyst	1.00	1.00	1.50	1.00
Meter Reader	4.00	4.00	4.00	4.00
Office Assistant	1.00	1.00	1.00	1.00
Project Construction Manager	0.25	0.25	0.25	0.25
Public Works Director	0.50	0.50	0.50	0.00
Public Works Manager	0.00	0.00	0.00	0.20
Public Works Supervisor/Water	1.00	1.00	1.00	1.00
Pump Maintenance Worker	0.95	0.95	0.00	0.00
Pump Operator	1.95	1.95	1.95	1.95
Senior Account Clerk	2.00	2.00	2.00	2.00
Senior Custodian	0.50	0.50	0.50	0.50
Senior Customer Service Representative	2.00	2.00	2.00	2.00
Senior Engineering Technician	0.60	0.00	0.00	0.00
Senior Maintenance Worker	6.40	6.40	6.50	6.50
Senior Office Assistant	0.85	0.85	0.85	0.00
Senior Pump Maintenance Worker	0.00	0.00	0.95	0.95
Senior Pump Operator	0.95	0.95	0.95	0.95
Senior Warehouse Technician	1.00	1.00	1.00	1.00
Utility Line Locator	1.00	1.00	1.00	1.00
Warehouse Technician	1.00	1.00	1.00	1.00
Water Conservation Specialist	1.00	1.00	1.00	1.00
Water Quality Technician	1.00	1.00	1.00	1.00
Total Full-Time Staff	67.85	66.60	67.20	64.00
<u>Part-Time Staff</u>				
Administrative Analyst	0.00	0.00	0.00	0.23
Custodian	0.46	0.46	0.46	0.46
Customer Service Representative	0.92	0.92	0.92	0.92
Office Assistant	0.00	0.00	0.00	0.23
Total Part-Time Staff	1.38	1.38	1.38	1.84
Total Full & Part-Time Staff	69.23	67.98	68.58	65.84

FUND: WATER OPERATING 700
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: WATER 400
PROGRAM: SOURCE OF SUPPLY 4010

PROGRAM EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 118,783	\$ 113,323	\$ 113,581	\$ 111,441	\$ 91,951	-19%
Benefits	40,455	37,481	37,391	34,874	31,144	-17%
Materials & Operations	2,821,396	2,062,182	2,066,149	1,967,211	2,138,628	4%
Contractual	0	0	0	0	0	0%
Other Operating	1,231	2,373	2,350	15,768	10,550	349%
Capital Outlay	0	0	0	92,000	0	0%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 2,981,865	\$ 2,215,359	\$ 2,219,471	\$ 2,221,294	\$ 2,272,273	2%

PROGRAM DESCRIPTION

Source of Supply is responsible for managing and reporting the annual production of water. Part of the management is complying with the adjudication of the Mojave Basin. The adjudication sought to rectify the overproduction of water that caused a reduction of water flow accessible to producers in the northern portion of the Mojave Basin (downstream towards the City of Barstow). After a series of legal findings, the adjudication of the Mojave Basin Area was made final by a court decision on January 1996.

While the District owns 13,707 acre-feet (AF) of base annual production (BAP), adjudication restricts productions to 8,224 AF or 60% of the BAP. This restricted amount is called the free production allowance (FPA). Water production exceeding the annual FPA must be either replenished from third party water rights owners through annual leases or purchased directly from the Mojave Basin Area Watermaster at a premium cost. In addition, the Program is also responsible for all public information and school education programs pertaining to water conservation and in assisting homeowners and businesses to eliminate water waste.

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Community Relations and Media Coordinator	0.40	0.40	0.40	0.00
Environmental Programs Coordinator	0.50	0.50	0.50	0.50
Water Conservation Specialist	1.00	1.00	1.00	1.00
Total Full-Time Staff	1.90	1.90	1.90	1.50

SIGNIFICANT PROGRAM EXPENDITURE AND STAFFING CHANGES

- With the reclassification of the Community Relations and Media Coordinator to the Assistant to the City Manager, there is no FTE allocation to this program.

FUND:	WATER OPERATING	700
DEPARTMENT:	DEVELOPMENT SERVICES	29
DIVISION:	WATER	400
PROGRAM:	SOURCE OF SUPPLY	4010

SIGNIFICANT PROGRAM EXPENDITURE AND STAFFING CHANGES (Continued)

- It is projected that the Water District will produce 12,680 acre feet (AF) of water during Water Year (WY) 2015-16, which spans the time frame of September 2015 through October 2016. The WY 2015-16 production will exceed the Water District's current annual production allowance of 8,224 AF of water by 4,456 AF. To alleviate the over production, the Water District must either secure leased rights from resellers or lease from the Mojave Water Basin Watermaster. The following table identifies the Water District projected makeup obligation plan.

Estimated Production for Water Year 2015-16	(12,680)	AF
Water District Annual Production Allowance	<u>8,224</u>	AF
Anticipated Over Production	(4,456)	AF
Prepurchased Water Offset		
FY 2015-16 Purchase from Helendale CSD	<u>250</u>	AF
Total Water to be Leased During FY 2016-17	(4,206)	AF
FY 2016-17 Make-up Lease Purchases		
City of Hesperia	4,042	AF
Third Party Lease	<u>164</u>	AF
Subtotal FY 2016-17 Lease Purchases	4,206	AF
Remaining Obligation	0	AF

The City of Hesperia is the Water Districts largest provider of leased water rights. The FY 2016-17 projected cost for WY 2015-16 water is \$1,932,076, with 4,042 AF at a cost of \$478 per AF. Should the District be required to lease from the Watermaster, the posted WY 2015-16 rate is \$531 per AF, which is a 9.7% increase from the prior water year rate of \$484 per AF.

2015-16 PROGRAM ACCOMPLISHMENTS

- The Water Division participated in several community events including Hesperia Days, High Desert Water Awareness Expo, Fall and Spring Water Expo, Tri-Community Science Fair, Read Across America, Krystal Elementary, Serendipity Days at Topaz Elementary School, the Alliance for Water Awareness (AWAC), and conservation booth at the Home Depot plant sale.
- 300 Water Conservation kits were assembled and distributed to Hesperia residents.
- Partnered with other water districts through the Alliance of Water Awareness and Conservation (AWAC) to provide water conservation workshops to area residents and contractors, such as a weather based irrigation controller class.
- Participated in Project Water Education Training (WET) for facilitators to provide future classroom water conservation programs at local schools.
- Continued to participate in the Cash for Grass Program, which offered customers a rebate cash incentive from the Mojave Water Agency (MWA) for removal of lawn and replaced it with water-efficient landscaping. Performed 88 Cash for Grass pre-inspections.
- Governor Edmund G. Brown Jr. issued Governor's Proclamation No. 1-17-2014 declaring a state of emergency for California in January 2014 due to severe drought conditions. Subsequently, the State Water Resources Control Board adopted Resolution 2015-0032 on May 5, 2015 placing water suppliers in a tiered conservation standard based on residential gallons per capita per day (GPCD) from July-September 2013. The District was designated a reduction standard of 32% to be achieved between June 2015 and February 2016.

FUND: WATER OPERATING 700
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: WATER 400
PROGRAM: SOURCE OF SUPPLY 4010

2015-16 PROGRAM ACCOMPLISHMENTS (Continued)

Month	Calendar Year 2013 Water Use *	Fiscal Year 2015-16 Water Use *	Conservation Goal %	Conservation % Achieved	Cumulative Conservation
June	1,760	1,392	32%	20.91%	20.91%
July	1,848	1,215	32%	34.25%	27.74%
August	1,780	1,421	32%	20.17%	25.25%
September	1,585	1,220	32%	23.03%	24.74%
October	1,211	1,036	32%	14.45%	23.22%
November	984	836	32%	15.04%	22.34%
December	693	728	32%	-5.05%	20.42%
January	746	707	32%	5.23%	19.35%
February	676	723	32%	-6.95%	17.78%
March	1,023	819	32%	19.94%	17.96%

**Water Use in Acre-Feet*

The State mandated to compare calendar year 2013 with the corresponding month in Fiscal Year 2015-16.

In addition to the District's standard water conservation program, drought reduction efforts included deployment of significant public outreach and education by printed advertising, radio advertising, and social media, initiating portions of Stage No. 2, Threatened Water Supply of the Water Conservation Emergency Plan, restricting the number of days outdoor irrigation or ornamental landscape and turf may occur, and educating identified non-compliant water users.

2016-17 PROGRAM GOALS AND OBJECTIVES

- Continue water awareness programs with Hesperia Unified School District and at community events.
- Continue to enforce the City's Landscape Ordinance Program and maintain a file of repeat water wasters.
- Continue to meet with the public and perform water audits at problem run-off areas for both residential and commercial properties.
- Continue to provide water conservation literature to customers to promote conservation.
- Continue to partner with other water districts to provide beginning and advanced conservation workshops and grey water workshops through the AWAC.
- If funding is available, continue to participate in the Cash for Grass Program, which offers rebate cash incentives from MWA to remove grass and replace it with water efficient landscaping.
- In March 2016, the SWRCB approved a climate adjustment based on the evapotranspiration zone of the District's service area resulting in a 4% reduction to the District's conservation standard from 32% to 28% going forward. The District will continue with drought reduction efforts until such time as Governor Brown lifts the state of emergency status.

FUND:	WATER OPERATING	700
DEPARTMENT:	DEVELOPMENT SERVICES	29
DIVISION:	WATER	400
PROGRAM:	SOURCE OF SUPPLY	4010

PERFORMANCE AND

WORKLOAD INDICATORS

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Water Lease Purchases (Acre-Feet)				
Make-up Water for Centro Basin	0	431	426	450
Make-up Water for Alto Basin	6,961	6,214	N/A	N/A
Permanent Water Purchase (Acre-Feet) (Alto)	200	500	19	0
Coloring Contest Participants	100	300	0	0
Community Event Participation	14	14	16	16
School Presentations Made	12	7	5	7
Commercial Water Audits Performed	3	4	6	6
Residential Water Audits Performed	30	25	35	40
Nuisance Water Complaints Addressed	175	69	40	50
Cash for Grass Inspections	100	168	88	0
MWA Final Cash for Grass Inspections	55	72	81	0
Conservation Kits Distributed	300	320	300	300

	<u>WY 2013-14</u> <u>(FY 2014-15)</u>	<u>WY 2014-15</u> <u>(FY 2015-16)</u>	<u>WY 2015-16</u> <u>(FY 2016-17)</u>	<u>WY 2016-17</u> <u>(FY 2017-18)</u>
<u>Make-up Water for Alto Basin</u>				
Base Annual Production (Acre-Feet)	<u>13,688</u>	<u>13,688</u>	<u>13,707</u>	<u>13,707</u>
Free Production Allowance (60% Ramped Down)	8,213	8,213	8,224	8,224
Production Amount (Pumped)	<u>14,427</u>	<u>12,945</u>	<u>12,680</u>	<u>13,314</u>
Make-up Water for Alto Basin	6,961	6,214	4,456	5,090
Mojave Basin Area Watermaster Lease Rate (Per acre foot)	\$448	\$484	\$531	\$558
Percent Increase	N/A	8.0%	9.7%	5.1%

FUND: WATER OPERATING 700
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: WATER 400
PROGRAM: PRODUCTION 4020

PROGRAM EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 449,231	\$ 450,280	\$ 452,367	\$ 443,234	\$ 462,532	2%
Benefits	156,889	172,407	170,281	170,388	185,565	9%
Materials & Operations	2,276,213	2,492,348	2,115,720	2,137,721	2,180,860	3%
Contractual	243,504	103,717	148,000	120,000	158,200	7%
Other Operating	27,943	39,963	39,900	46,150	43,450	9%
Capital Outlay	168,800	139,404	117,000	117,000	95,000	-19%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 3,322,580	\$ 3,398,119	\$ 3,043,268	\$ 3,034,493	\$ 3,125,607	3%

PROGRAM DESCRIPTION

This Program is responsible for providing safe drinking water for the people of Hesperia and to provide water service during periods of peak demand and fire flow. Water Production maintains all of the wells, motors, pumps, and boosters to ensure adequate water supplies. Water Production is also responsible for all water sampling to ensure system compliance with the State Water Resources Control Board (SWRCB) requirements. Water Production also oversees the cross-connection and backflow prevention programs. Water Production is also responsible for the operation and maintenance of the sewer pumping station on "I" Avenue.

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Maintenance Crew Supervisor	1.00	1.00	1.00	1.00
Maintenance Worker	2.00	2.00	2.00	2.00
Pump Maintenance Worker	0.95	0.95	0.00	0.00
Pump Operator	1.95	1.95	1.95	1.95
Senior Pump Maintenance Worker	0.00	0.00	0.95	0.95
Senior Pump Operator	0.95	0.95	0.95	0.95
Water Quality Technician	1.00	1.00	1.00	1.00
Total Full-Time Staff	7.85	7.85	7.85	7.85

SIGNIFICANT PROGRAM EXPENDITURE AND STAFFING CHANGES

- None.

2015-16 PROGRAM ACCOMPLISHMENTS

- Provided positive water pressure and safe drinking water throughout the year, including during power outages and disruptions.
- Maintained 24-hour communications with all Hesperia pumping facilities utilizing System Control and Data Acquisition (SCADA).

FUND: WATER OPERATING 700
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: WATER 400
PROGRAM: PRODUCTION 4020

2015-16 PROGRAM ACCOMPLISHMENTS (Continued)

- Maintained compliance with SWRCB regulation to the Cross-Connection Control Program. This program has monitored the testing of more than 1,296 backflow assemblies.
- Completed upgrade of four (4) programmable logic controllers (PLCs) within the City's SCADA Program.
- Maintained compliance in regards to the SWRCB Chromium 6 maximum contaminant level (MCL).
- Completed flow meter testing calibration at all City pumping facilities.
- SWRCB performed sanitary survey at all City pumping facilities; found overall system to be well maintained and in good working condition. Found minor deficiencies to be corrected.
- Replaced incandescent recessed light fixtures at all City pumping facilities with LED lighting.

2016-17 PROGRAM GOALS AND OBJECTIVES

- Comply with all SWRCB regulations.
- Complete upgrade of three (3) PLCs within the City's SCADA Program. This upgrade will be the completion of a 3-year project.
- Continue to replace light fixtures at City pumping facilities with LED lighting.
- Perform exterior painting to booster facility at Hesperia Golf Course.
- Follow up with repairs recommended by the SWRCB during previous years' sanitary survey.

PERFORMANCE AND

WORKLOAD INDICATORS

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Water Produced (Acre Feet)	14,427	12,945	N/A	N/A
Water Samples	2,244	1,469	1,600	1,600
Reservoirs	14	14	14	14
Wells	18	18	*17	17
Water Booster Station	6	6	6	6
Test Backflow Assemblies	1,232	1,270	1,302	1,320

*Well 26 placed into standby status

	<u>WY 2013-14</u> <u>(FY 2014-15)</u>	<u>WY 2014-15</u> <u>(FY 2015-16)</u>	<u>WY 2015-16</u> <u>(FY 2016-17)</u>	<u>WY 2016-17</u> <u>(FY 2017-18)</u>
<u>Production of Water</u>				
Potable Water Produced (Acre-Feet)	14,294	12,758	12,415	13,036
Non-Potable Water Produced (Hesperia Lakes)	<u>133</u>	<u>187</u>	<u>265</u>	<u>278</u>
Total Water Production	14,427	12,945	12,680	13,314

FUND: WATER OPERATING 700
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: WATER 400
PROGRAM: DISTRIBUTION 4030

PROGRAM EXPENDITURE SUMMARY						% Change
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	From 2015-16 Budget
Salaries	\$ 610,060	\$ 628,708	\$ 666,695	\$ 640,593	\$ 692,614	4%
Benefits	226,095	235,588	257,231	228,862	270,550	5%
Materials & Operations	195,239	185,829	206,816	195,065	204,396	-1%
Contractual	373	164	500	500	500	0%
Other Operating	51,328	65,057	53,889	65,245	59,230	10%
Capital Outlay	0	0	0	0	60,000	100%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 1,083,095	\$ 1,115,346	\$ 1,185,131	\$ 1,130,265	\$ 1,287,290	9%

PROGRAM DESCRIPTION

This Program is charged with the responsibility to ensure that the water supplies are distributed throughout the system at the lowest possible cost, while maintaining the health requirements set by the State Water Resources Control Board (SWRCB).

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Equipment Operator	0.70	0.70	0.70	0.70
Maintenance Crew Supervisor	1.00	1.00	1.00	1.00
Maintenance Worker	6.00	6.00	6.00	6.00
Senior Maintenance Worker	3.40	3.40	3.50	3.50
Utility Line Locator	1.00	1.00	1.00	1.00
Total Full-Time Staff	12.10	12.10	12.20	12.20

SIGNIFICANT PROGRAM EXPENDITURE AND STAFFING CHANGES

- Funding in the amount of \$60,000 has been included for the purchase of one vacuum excavator.

2015-16 PROGRAM ACCOMPLISHMENTS

- Installed 100 new service lines and meter sets throughout the City.
- Flushed all 300 blow offs in the distribution system in compliance with SWRCB.
- Repaired 295 water leaks including main lines, service lines, and meters.
- Serviced 440 air release valves located throughout the distribution system.
- Completed 4,200 line locating requests for Underground Service Alerts (USA/DigAlert).
- Completed 20 fire flow tests for new construction.
- Worked in conjunction with other City divisions to efficiently operate and maintain the water distribution system and deliver a high level of service to customers, contractors, and developers.

FUND:	WATER OPERATING	700
DEPARTMENT:	DEVELOPMENT SERVICES	29
DIVISION:	WATER	400
PROGRAM:	DISTRIBUTION	4030

2016-17 PROGRAM GOALS AND OBJECTIVES

- Continue efficient operation of the water distribution system.
- Flushing of water lines in compliance with State Water Resources Control Board (SWRCB) directives.
- Maintenance and exercise valves and hydrants throughout the distribution system pursuant to SWRCB guidelines.
- Promptly install new water service lines and meter sets for new construction and development.
- Relocate water service lines on Willow Street from Third Avenue to Fifth Avenue and abandon existing four-inch steel water main in preparation for “Willow Street Paseo Safe Route to School” project funded by the Federal Safe Routes to School Grant.
- Prompt repair of leaks upon notification.
- Continue to inventory and update distribution system assets for Cityworks and Geoviewer Asset Management Programs.
- Continue to provide our customers, contractors, and developers with the highest quality service in regard to the City’s water distribution system.

PERFORMANCE AND

WORKLOAD INDICATORS

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Water Main Line Repaired	75	76	75	70
Water Service Line Leaks Repaired	196	204	200	210
Water Meter Leaks Repaired	32	25	20	20
Valves Serviced	2,191	1,266	,000	1,500
Fire Hydrants Serviced (Total of 5,445 Citywide)	1,127	350	450	800
Water Lines Flushed/Blowoffs	501	173	300	300
New Meter Sets	56	63	100	120
Service Replacements	61	99	75	75
Utility Line Locates	4,187	4,054	4,200	4,200
Air release valves serviced	81	242	440	200
Fire Flow Tests	10	11	20	20

FUND: WATER OPERATING 700
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: WATER 400
PROGRAM: PIPELINE MAINTENANCE 4035

PROGRAM EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 378,772	\$ 374,867	\$ 379,147	\$ 351,168	\$ 390,487	3%
Benefits	133,236	137,364	147,579	132,757	152,923	4%
Materials & Operations	632,185	543,350	445,810	312,907	451,425	1%
Contractual	13,981	1,201	6,500	21,850	38,500	492%
Other Operating	79,737	51,110	66,008	89,787	56,131	-15%
Capital Outlay	0	0	0	0	130,000	100%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 1,237,911	\$ 1,107,892	\$ 1,045,044	\$ 908,469	\$ 1,219,466	17%

PROGRAM DESCRIPTION

This Program was established for the purpose of repairing, maintaining, and replacing water lines and related infrastructure within the water system throughout the City.

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Equipment Operator	2.00	2.00	2.00	2.00
Maintenance Crew Supervisor	1.00	1.00	1.00	1.00
Maintenance Worker	3.00	3.00	3.00	3.00
Senior Maintenance Worker	1.00	1.00	1.00	1.00
Total Full-Time Staff	7.00	7.00	7.00	7.00

SIGNIFICANT PROGRAM EXPENDITURE AND STAFFING CHANGES

- Funding in the amount of \$130,000 has been included for the purchase of one new backhoe.

2015-16 PROGRAM ACCOMPLISHMENTS

- Replaced 4.5 miles of pipe (23,884 feet of new 8-inch PVC-Polyvinyl Chloride) this year on CO #3405 in the west side of the City.
- Installed 71 new isolation valves.
- Installed 38 new fire hydrants.
- Installed 6 new air release valves.
- Changed over 195 water services.
- Completed Animal Control sewer line installation.

FUND: WATER OPERATING 700
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: WATER 400
PROGRAM: PIPELINE MAINTENANCE 4035

2016-17 PROGRAM GOALS AND OBJECTIVES

- Start new water line project CO #3406 in the northwest quadrant of the City.
- Replace five (5) miles of old, undersized steel water mains with new 8-inch PVC, including new isolation valves, fire hydrants, and service lines.

PERFORMANCE AND

WORKLOAD INDICATORS

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Replace old pipeline with new pipeline (in miles)	4.5	2.7	4.5	5
Hydrant Replacements/Flush points installed (each)	39	21	38	52
Water services changed over (each)	221	138	195	350
Water isolation valves replaced or installed (each)	201	177	71	103

FUND: WATER OPERATING 700
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: WATER 400
PROGRAM: ENGINEERING 4040

PROGRAM EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 499,543	\$ 490,018	\$ 512,635	\$474,065	\$ 511,923	0%
Benefits	177,015	176,395	189,306	149,853	191,167	1%
Materials & Operations	8,465	19,787	9,980	8,718	12,698	27%
Contractual	47,456	48,488	239,140	164,399	237,750	-1%
Other Operating	13,249	11,057	20,090	16,990	17,090	-15%
Capital Outlay	0	12,949	0	0	0	0%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 745,728	\$ 758,694	\$ 971,151	\$814,025	\$ 970,628	0%

PROGRAM DESCRIPTION

The Engineering Program is responsible for the planning, design, and construction of potable and recycled water, as well as sanitary sewer infrastructure, to address the needs of the community today, as well as twenty years into the future and beyond. The Engineering Program also reviews all development proposals to ensure that they conform to Water District codes and standards, and provides technical input as a member agency to the Victor Valley Wastewater Reclamation Authority (VWRA) and the Mojave Water Agency (MWA). The 2008 Water, Wastewater, and Recycled Water Master Plan Updates will be updated in FY 2015-16 and will remain the guiding plan for the City's Capital Improvement Plan. With the approval of the VWRA Subregional Wastewater Plant in 2017, the City will soon be involved in the sale and distribution of recycled water for irrigation purposes.

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Administrative Analyst	0.25	0.25	0.25	0.25
Administrative Secretary	0.00	0.10	0.10	0.00
Assistant Engineer	0.65	0.65	0.65	0.65
Community Development Technician	2.00	2.00	2.00	2.00
Construction Inspection Supervisor	0.65	0.65	0.65	0.65
Construction Inspector	1.55	0.85	0.85	0.85
Engineering Technician	0.60	0.60	0.60	0.60
Geographical Information Systems Manager	0.70	0.70	0.70	0.70
Geographical Information Systems Technician	0.70	0.70	0.70	0.70
Management Analyst	0.00	0.00	0.50	0.50
Office Assistant	0.50	0.50	0.50	0.50
Project Construction Manager	0.25	0.25	0.25	0.25
Senior Engineering Technician	0.60	0.00	0.00	0.00
Senior Office Assistant	0.35	0.35	0.35	0.00
Total Full-Time Staff	8.80	7.60	8.10	7.65

FUND:	WATER OPERATING	700
DEPARTMENT:	DEVELOPMENT SERVICES	29
DIVISION:	WATER	400
PROGRAM:	ENGINEERING	4040

SIGNIFICANT PROGRAM EXPENDITURE AND STAFFING CHANGES

- Eliminate one vacant Senior Office Assistant (0.35 FTE) position.
- Funding in the amount of \$100,000 has been included for contractual engineering services.
- With the FTE redistribution of the Administrative Secretary position, there is no FTE allocation to this program.

2015-16 PROGRAM ACCOMPLISHMENTS

- Designed the City's Waterline Replacement Project in-house with City staff. This project was originally bid out to have a consultant prepare the plans, however the cost of consulting was nearly three times that of the budgeted amount. The plans designed in this fiscal year will keep City's pipeline crew busy until the Fall/Winter of 2017.
- The Engineering Division continued to provide timely project review for new developer projects and continued to provide professional and prompt plan review services on commercial and industrial projects.
- Development Services staff continued to file its Annual Report for compliance with the City's MS4 Stormwater Permit based upon the requirements of its second year under the new General Permit. Staff worked with the Mojave River Watershed Group and the Regional Water Quality Control Board (Lahontan) to develop its implementation plan to meet the requirements of the new General Permit. Consistent with this goal, the City filled the storm water management analyst position.
- City staff continues to maintain credentials as required under the General Construction Stormwater Permit. The two categories that City staff maintains certifications in are Qualified Stormwater Pollution Prevention Plan (SWPPP) Developer (QSD) and Qualified SWPPP Practitioner (QSP). The City currently has three staff members with QSP certifications and two with QSD certification. These certifications require annual training and bi-annual renewal fees to remain current, which staff has met. It is expected that the State will make continuing education a requirement for these renewals soon.
- Engineering and Public Works staff continued to partner with the public outreach firm to help meet the public outreach goals for the City as part of its Municipal Stormwater Program. The public outreach firm that is under contract with the Mojave River Watershed Group, of which the City is a member. The firm visits schools, home improvement stores, and special events to educate the public on the effects that surface pollutants have on potable water sources in the Alto Basin. City staff has assisted the firm at special events such as Hesperia Days and the Home Show.
- Public Works staff continued to utilize the Cityworks Program to generate, track, and execute work orders within the City's GIS Map. Public Works staff continues to work closely with GIS staff to identify attributes of the GIS map (such as hydrants and water valves) that need to be updated to ensure that the map is as accurate as possible. In addition, the GIS map has been updated to include the number and locations of water meters as well as the proposed recycled water pipeline.
- The Engineering GIS staff continued to work with Public Works staff to ensure that the new GIS-based water, sewer and storm drain atlases have the most accurate information possible based on actual field conditions. Continued efforts to verify the location of the storm drain catch basins, mainlines, and culverts throughout the City were instrumental in adding these data points to the map.
- The Geoviewer Program continues to be the main portal for the balance of City staff outside Public Works to access and utilize the GIS map from their desktop computers. The latest version, Geoviewer 8.0, has additional features that make it more powerful, and the new aerial photograph that was flown in early spring 2015 has been uploaded into Geoviewer. In addition, the user may choose aerial photographs taken from 2001 through 2015 for comparisons.
- The Victor Valley Wastewater Reclamation Authority (VWVRA) is continuing on the construction of the City's subregional wastewater reclamation plant. The project broke ground on March 10, 2015, and is expected to be completed in March, 2017. It will take another 3 months to make the plant completely operational.

FUND:	WATER OPERATING	700
DEPARTMENT:	DEVELOPMENT SERVICES	29
DIVISION:	WATER	400
PROGRAM:	ENGINEERING	4040

2015-16 PROGRAM ACCOMPLISHMENTS (Continued)

- Engineering continued to coordinate with Infrastructure Engineering Corporation (IEC), who is the consultant that prepared the City's new water, recycled water, and sewer models utilizing Info software. These new models run within the City's existing GIS map and eliminates the need to maintain several system maps. The fully functional InfoWater (for both potable and non-potable water) and InfoSewer models are the basis for the City's Water, Sewer, and Recycled Water master plan updates which were completed this fiscal year.
- Working with the consultant, staff analyzed the options available to provide water and sanitary sewer services to the interchange area at Ranchero Road and Interstate 15. According to the analysis prepared by the consultant, it will cost approximately \$7 million to provide City water to this area and an additional \$4 to \$6 million to provide a sewer collection system there.
- Engineering staff developed the alignment and completed the pipeline plans for the Recycled Water Distribution System which will deliver recycled water for irrigation purposes to City facilities, including the Hesperia Golf Course and Civic Park, as part of the first phase of the project. The pipeline will connect at VVWRA's Recycled Water Plant and store irrigation water in a reservoir nearby the plant. Staff was able to secure a Proposition 84 Drought Relief State Grant for \$2 million and has been billing against the grant for project design and management. Finance staff continues to work with State staff to procure a low interest State Revolving Fund Loan for the balance of the required funding. The environmental document has been cleared and the project will begin construction in the Summer of 2016 once the funding is secured.
- Continued to support the various departments and divisions within the City through the production of maps, exhibits, standards, and other documents related to water, sanitary sewer, and storm drain facilities located throughout the City.

2016-17 PROGRAM GOALS AND OBJECTIVES

- Continue to provide timely project review for new developer projects, and continue to provide professional and prompt plan review services on commercial, industrial, and residential projects. Due to the large scale of the Tapestry Project and residential subdivisions, consulting services will be utilized to provide plan check review for these types of projects.
- Continue to perform timely and professional Public Works inspection services utilizing only City inspectors. City construction inspectors will continue their roles as Stormwater Construction Inspectors to ensure City compliance with its National Pollutant Discharge Elimination System requirements as Qualified SWPPP Practitioners (QSP) and ensure that there will be minimal impact from construction projects to the City's ground water supply during storm events.
- Continue to improve and update the features of the City's Geographical Information System (GIS) map by maintaining Geoviewer and adding new features requested by other City divisions. GIS staff will continue to work with Public Works staff to ensure that the water system map stays updated by adding the new pipelines being installed by the City pipeline crew, and adding features such as water meters and valves in their actual locations. GIS staff continues to update the paper atlases used by Public Works, and these books allow field crews to make annotations that can then be updated on the GIS map.
- Engineering staff will work closely with the consultant to install the new Water, Sewer, and Recycled Water models onto the City computer servers enabling City staff to run various conditions through the InfoWater and InfoSewer models. With the completion of the master plan updates (completed late in the FY 2015-16), the City now has three fully functioning utility models that will be constantly updated with the City's GIS map, and will be able to be manipulated with model runs.
- Continue to support other City departments and divisions by providing data and mapping services through the GIS system for water, sewer, and storm drain facilities.

FUND:	WATER OPERATING	700
DEPARTMENT:	DEVELOPMENT SERVICES	29
DIVISION:	WATER	400
PROGRAM:	ENGINEERING	4040

2016-17 PROGRAM GOALS AND OBJECTIVES (Continued)

- The construction of the City's subregional water reclamation plant by VVWRA should be completed late in this fiscal year. Staff will work with representatives from VVWRA to train City staff and staff from Recreation and Parks on the proper use of recycled water for irrigation of the golf course and the public areas around the Civic Plaza. It is anticipated recycled water will be used for irrigation early in FY 2017-18.
- Staff will continue to work as part of the Mojave River Watershed Group (MRWG) to meet the new requirements of the latest MS4 Municipal Stormwater Permit designed to protect the City's precious potable water sources. Stormwater monitoring and testing are two new requirements that are part of the new permit, and the MRWG will work closely with the Regional Water Quality Control Agency (Lahontan) to devise methodology that meets the requirements.
- Engineering will oversee and manage the construction project of the Recycled Water Distribution System. The project consists of 8 miles of purple pipeline, a 2.5 million gallon reservoir, and a booster pump to ensure that there is adequate pressure in the system to work with existing irrigation systems. The project will be completed in time to convey recycled water from VVWRA's recycled water plant to the Hesperia Golf Course.
- Engineering will manage a contract for a consultant to design the FY 2016-17 Waterline Replacement Project. This multi-year project consists of replacing approximately 8 miles of old 4" steel waterline in the southwest quadrant of the City. It is expected that the consultant will take a year to complete the survey and design of the project. The plans are expected to be ready for the pipeline crew in the Fall of 2017 and will keep the pipeline crew busy for two years following plan delivery.

FUND: WATER OPERATING 700
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: WATER 400
PROGRAM: CUSTOMER SERVICE 4050

PROGRAM EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 493,705	\$ 494,426	\$ 459,551	\$ 475,995	\$ 493,851	7%
Benefits	172,203	182,844	186,503	177,152	204,081	9%
Materials & Operations	418,507	245,892	805,643	745,877	864,953	7%
Contractual	13,355	14,176	17,920	17,920	17,920	0%
Other Operating	32,435	33,826	29,005	26,897	29,880	3%
Capital Outlay	0	0	27,500	27,435	0	-100%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 1,130,205	\$ 971,164	\$ 1,526,122	\$ 1,471,276	\$ 1,610,685	6%

PROGRAM DESCRIPTION

Obtains meter reads of domestic and commercial water meters, and reports the reads to the Utility Billing Program. Replaces water meters that do not meet the American Water Works Association's (AWWA) accuracy standards and for the meter rotation program. Completes necessary water meter, water meter assembly, and meter box maintenance. Addresses customer concerns regarding consumption, leaks, and water pressure. Maintains, remove/re-install current Automated Meter Reading units. Installs Advanced Meter Infrastructure (AMI) endpoints for the implementation of an (AMI) fixed metering network. Performs service requests, turn offs/ons, transfer reads, billing and delinquent rechecks, and delinquent lock offs.

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Maintenance Crew Supervisor	1.00	1.00	1.00	1.00
Maintenance Worker	2.00	2.00	2.00	2.00
Meter Reader	4.00	4.00	4.00	4.00
Senior Maintenance Worker	2.00	2.00	2.00	2.00
Total Full-Time Staff	9.00	9.00	9.00	9.00

SIGNIFICANT PROGRAM EXPENDITURE AND STAFFING CHANGES

- Funding in the amount of \$621,573 is included to continue with the implementation of the Advanced Meter Infrastructure (AMI) Program. FY 2016-17 is the second year of a seven year program to install automated meter reading equipment on customer accounts, at 3,785 endpoints per year. The program involves two cost components: 1) the equipment (endpoint) cost of \$550,831 for FY 2016-17 and 2) an ongoing monthly software component for each active endpoint for a FY 2016-17 Budget of \$70,742. This represents an increase of \$30,318 over the prior year, due to the addition of active endpoints.

FUND: WATER OPERATING 700
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: WATER 400
PROGRAM: CUSTOMER SERVICE 4050

2015-16 PROGRAM ACCOMPLISHMENTS

- Replaced a combination of 1,000 domestic, irrigation, and commercial water meters.
- Completed 18,000 various water meter-related maintenance repairs.
- Performed 18,500 field service requests.
- Obtained 158,350 meter reads for billing purposes.
- Installed 3,785 Automated Metering Infrastructure (AMI) endpoints.
- Maintained/re-installed 4,000 Automated Meter Reading (AMR) units.

2016-17 PROGRAM GOALS AND OBJECTIVES

- Provide accurate meter reading on a scheduled basis.
- Replace 1,000 water meters to improve accuracy of recorded water consumption.
- Provide customers with a properly functioning meter assembly.
- Address customer complaints/concerns in a timely and courteous manner.
- Continue with the implementation of the new Advanced Metering Infrastructure (AMI) with the installation of 3,785 AMI endpoints.
- Maintain/re-install or remove the old Automated Meter Reading (AMR) units to ensure meter reading remains on schedule.

PERFORMANCE AND

WORKLOAD INDICATORS

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Customer Service Requests	20,886	19,744	18,500	19,000
Meter Reads	157,408	157,886	158,350	140,000
Maintenance	9,388	17,745	18,000	19,000
Meters Rotated/Replaced	1,018	985	1,000	1,000
AMR maintained/re-installed	2,543	4,059	4,000	4,000
AMI endpoints installed	N/A	N/A	3,785	3,785
New Meter Sets (Tract Homes)	4	22	3	10

FUND: WATER OPERATING 700
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: WATER 400
PROGRAM: UTILITY BILLING 4060

PROGRAM EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 556,079	\$ 560,836	\$ 542,050	\$ 541,520	\$ 568,348	5%
Benefits	173,159	167,702	171,313	153,787	189,413	11%
Materials & Operations	142,197	143,241	140,054	139,850	143,254	2%
Contractual	141,722	135,272	143,472	150,520	113,875	-21%
Other Operating	4,308	6,431	4,655	4,655	4,760	2%
Capital Outlay	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 1,017,465	\$ 1,013,482	\$ 1,001,544	\$ 990,332	\$ 1,019,650	2%

PROGRAM DESCRIPTION

The Utility Billing Section provides customer service to over 26,400 customers of the Hesperia Water District, which provides water and sewer services. Customer service consists of establishing new services, moving customers in and out of existing accounts, shut-offs, inbound and outbound phone calls, email notifications, response to customer service requests, notification to customers of scheduled and emergency maintenance/shut downs, and posting all payments as the City's centralized cashier. Utility Billing also manages all aspects of billing, including scheduling meter reads, calculating bills, and processing delinquent accounts; and manages the on-line customer bill presentment/payment service. This section also processes all bad checks and credit card chargebacks.

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Customer Service Representative	5.00	5.00	5.00	5.00
Customer Service Supervisor	1.00	1.00	1.00	1.00
Deputy Finance Director	0.10	0.10	0.10	0.10
Senior Account Clerk	2.00	2.00	2.00	2.00
Senior Customer Service Representative	2.00	2.00	2.00	2.00
Total Full-Time Staff	10.10	10.10	10.10	10.10
<u>Part-Time Staff</u>				
Customer Service Representative	0.92	0.92	0.92	0.92
Total Part-Time Staff	0.92	0.92	0.92	0.92
Total Full & Part-Time Staff	11.02	11.02	11.02	11.02

SIGNIFICANT PROGRAM EXPENDITURE AND STAFFING CHANGES

- None.

2015-16 PROGRAM ACCOMPLISHMENTS

- Processed and mailed over 206,000 bills/notices and 10 inserts.
- Trained two new Customer Service Representatives (CSRs).

FUND: WATER OPERATING 700
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: WATER 400
PROGRAM: UTILITY BILLING 4060

2015-16 PROGRAM ACCOMPLISHMENTS (Continued)

- Managed the transition of over 5,000 Automated Meter Reading (AMR) changes.
- Developed new processes and procedures for new Automated Meter Infrastructure (AMI).
- Cross-trained CSRs in new payment processing/electronic deposits procedures.
- Assisted customers in complying with drought mandated restrictions.
- Trained staff on Beacon software.
- Implemented new cashiering processes for the new Business License module using TrakIt.
- Revised Utility Billing forms and improved clarity of water bills/notices.
- Compiled and reported monthly statistical data to comply with the new State mandates.
- Added on-line payment options to the City App and via mobile devices.

2016-17 PROGRAM GOALS AND OBJECTIVES

- Standardize all City invoices to utilize a generic double window envelope.
- Promote customer engagement in utilizing EyeOnWater application.
- Implement new procedures for billing AMI accounts.
- Restructure the billing calendar.
- Analyze outsourcing of water bills to a Print/Mail vendor.
- Implementation of an Auto-Dialer and associated processes.

PERFORMANCE AND

WORKLOAD INDICATORS

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Bills Processed	204,465	204,441	205,000	205,500
New Accounts Established (New Meters)	70	88	110	150
Accounts Transferred	4,467	4,372	4,400	4,525
Water Service Accounts	26,253	26,341	26,513	26,663
Sewer Service Accounts	5,415	5,455	5,490	5,540
E-Pay Account Enrollment	9,593	10,356	11,300	12,000
E-Pay Paperless Account Enrollment	2,649	2,926	3,150	3,275
On-line Customer Service Requests	570	690	610	650
Incoming Phone Calls	51,697	50,000	50,500	50,025
Past Due Notices Mailed	58,275	57,533	58,260	58,300
Door Hangers Distributed	2,454	2,199	2,200	2,150
Automated Delinquency Reminder Calls	21,954	22,485	21,995	22,100
Accounts Shut Off for Non-Payment	3,736	3,398	3,500	3,525
Automated Email Notifications (implemented in 2015)	N/A	N/A	15,745	16,500

FUND: WATER OPERATING 700
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: WATER 400
PROGRAM: ADMINISTRATION 4070

PROGRAM EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 605,436	\$ 604,994	\$ 598,970	\$ 513,718	\$ 395,424	-34%
Benefits	338,726	344,315	229,613	184,669	169,312	-26%
Materials & Operations	66,045	88,054	81,465	87,143	83,625	3%
Contractual	430,879	467,641	464,398	449,026	428,347	-8%
Other Operating	1,869,954	1,713,877	1,819,273	1,812,051	1,819,425	0%
Capital Outlay	0	24,243	0	0	0	0%
Debt Service	3,060,627	2,947,767	1,812,810	1,774,000	1,763,470	-3%
TOTAL	\$ 6,371,667	\$ 6,190,891	\$ 5,006,529	\$ 4,820,607	\$ 4,659,603	-7%

PROGRAM DESCRIPTION

This Program of the Water fund pays that portion of supervision for all water-related activities. This Program identifies costs attributable to administrative costs related to the Water District as required by the State of California's Office of the Controller. Other administrative costs are allocated within the specific funds as applicable.

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Assistant to the City Manager	0.00	0.00	0.00	0.25
Administrative Analyst	0.25	0.40	0.40	0.40
Administrative Secretary	0.50	0.70	0.70	0.65
Assistant City Manager/Management Services	0.05	0.05	0.05	0.05
City Engineer	0.50	0.50	0.50	0.00
Director of Development Services	0.40	0.40	0.40	0.15
Emergency Services Coordinator	0.50	0.50	0.50	0.00
Executive Secretary	0.40	0.00	0.00	0.00
Management Analyst	1.00	1.00	1.00	0.50
Office Assistant	0.50	0.50	0.50	0.50
Public Works Director	0.50	0.50	0.50	0.00
Public Works Manager	0.00	0.00	0.00	0.20
Public Works Supervisor/Water	1.00	1.00	1.00	1.00
Senior Office Assistant	0.50	0.50	0.50	0.00
Senior Warehouse Technician	1.00	1.00	1.00	1.00
Warehouse Technician	1.00	1.00	1.00	1.00
Total Full-Time Staff	8.10	8.05	8.05	5.45
<u>Part-Time Staff</u>				
Administrative Analyst	0.00	0.00	0.00	0.23
Office Assistant	0.00	0.00	0.00	0.23
Total Part-Time Staff	0.00	0.00	0.00	0.46
Total Full & Part-Time Staff	8.10	8.05	8.05	5.91

FUND:	WATER OPERATING	700
DEPARTMENT:	DEVELOPMENT SERVICES	29
DIVISION:	WATER	400
PROGRAM:	ADMINISTRATION	4070

SIGNIFICANT PROGRAM EXPENDITURE AND STAFFING CHANGES

- Eliminate one vacant Public Works Director 0.50 FTE position.
- Reclassify the Public Works Supervisor to the Public Works Manager (Range 43) position with a distribution of 0.20 FTE.
- Change the Public Works Supervisor salary range from Range 38 to a Range 40.
- Eliminate one vacant Senior Office Assistant position (0.50 FTE) and add one part-time Office Assistant (0.23 FTE) position.
- Eliminate the City Engineer (0.50 FTE) position, and add \$100,000 for contractual engineering services to the Water Engineering program.
- Eliminate one vacant Emergency Services Coordinator (0.50 FTE) position and add one part-time Administrative Analyst (0.23 FTE) position.
- Reclassify the Community Relations and Media Coordinator to the Assistant to the City Manager and allocate 0.25 FTE to Water Administration.
- To more accurately reflect the current workload, the distribution of the Director of Development Services is decreased from 0.40 FTE to 0.15 FTE.
- The FTE distribution for the Administrative Secretary is being decreased from 0.20 FTE to 0.15 FTE and this change increases the total FTE allocation to a decrease from 0.70 FTE to 0.65 FTE, which is due to having two split funded Administrative Secretary positions coded to this program.
- The Management Analyst FTE distribution is being decreased from 1.00 FTE to 0.50 FTE to reflect assigned duties, and workload priorities.

2015-16 PROGRAM ACCOMPLISHMENTS

- Continued to promote certification for Water Division staff through sponsorship of continuing education.
- Maintained a presence with Mojave Water Agency (MWA) as a leading producer in the Alto Sub-Basin.
- Represented the Hesperia Water District (HWD) for the Alto Sub-Basin Committee of the wastewater for the Mojave River Basin.
- Continued to maintain a leading presence with the MWA.
- Continued to work with MWA and San Bernardino County Flood Control District in joint projects, such as the Rancho Road Recharge Basin on the Antelope Valley Wash.
- Continued on the Alto Sub-Basin Committee for the Mojave River Basin Watermaster.
- With guidance from the Council created Ad-Hoc Committee, adopted the update to the 2015 Urban Water Management Plan.

2016-17 PROGRAM GOALS AND OBJECTIVES

- To promote certification for Water Division's staff through continuing education.
- To continue to promote and support Cityworks Asset Management Program.
- To continue to provide support to the staff of the Water Division.
- To continue to maintain a leading presence with the MWA.

FUND: WATER OPERATING 700
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: WATER 400
PROGRAM: PROPERTY MANAGEMENT 4080

PROGRAM EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 152,567	\$ 148,353	\$ 156,384	\$149,326	\$166,023	6%
Benefits	63,679	66,054	76,196	67,863	84,235	11%
Materials & Operations	32,734	27,561	36,730	19,985	31,210	-15%
Contractual	26,581	25,489	32,834	22,760	40,034	22%
Other Operating	19,015	22,469	44,225	13,174	49,225	11%
Capital Outlay	0	0	15,000	0	15,000	0%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 294,576	\$ 289,926	\$ 361,369	\$273,108	\$385,727	7%

PROGRAM DESCRIPTION

Property Management under Facility Maintenance supports all Water Division and district facilities to include leased property. The objective of this Program is to provide a clean, safe, well-maintained work environment for all employees and tenants located at 17282 Mojave Street, and 15776 Main Street. This will be accomplished through Preventive/Predictive Maintenance Program that will reduce facility depreciation and reduce unforeseen equipment/structural failures. A well-developed Preventive/Predictive Maintenance Program, supported by the Faciliworks computerized maintenance management system, will better serve customers with planned maintenance, while reducing the effects of catastrophic mechanical/structural failures leading to prolonged customer inconvenience and disruptions of daily operations.

<u>PROGRAM STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Custodian	2.00	2.00	2.00	2.00
Facilities Supervisor	0.50	0.50	0.50	0.50
Senior Custodian	0.50	0.50	0.50	0.50
Total Full-Time Staff	3.00	3.00	3.00	3.00
<u>Part-Time Staff</u>				
Custodian - Part-Time	0.46	0.46	0.46	0.46
Total Part-Time Staff	0.46	0.46	0.46	0.46
Total Full & Part-Time Staff	3.46	3.46	3.46	3.46

SIGNIFICANT PROGRAM EXPENDITURE AND STAFFING CHANGES

- None.

FUND: WATER OPERATING 700
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: WATER 400
PROGRAM: PROPERTY MANAGEMENT 4080

2015-16 PROGRAM ACCOMPLISHMENTS

- Maintained 9393 Santa Fe Avenue landscape through sub-contract activity.
- Provided maintenance, repair and surveillance at 9393 Santa Fe Avenue utilizing in-house staff.
- Provided a clean, safe work environment at all Water Division and District facilities.
- Continued to build the Facilitworks database to provide better work control tracking of facility maintenance.
- Improved cost estimating on all maintenance and repair issues to obtain the best value.

2016-17 PROGRAM GOALS AND OBJECTIVES

- Provide a clean, safe, well-maintained work environment for employees and tenants located at 17282 Mojave Street and 15776 Main Street.
- Provide property maintenance and repair at 15776 Main Street with in-house staff and sub-contracted activities.
- Provide guidance and management to all sub-contractors under the direction of Public Works Property Management.
- Provide landscape management based on current planting and irrigation.

PERFORMANCE AND

WORKLOAD INDICATORS

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Work Orders Processed	32	58	83	83
Service Contracts Administered	12	10	10	10
Soft Floor Deep Cleaning (square feet)	0	500	5,500	800
Hard Floor Deep Cleaning (square feet)	1,228	500	3,000	6,810

FUND: SEWER OPERATING 710 AND SEWER CAPITAL 711
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: SEWER 420

DIVISION EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 250,559	\$ 251,956	\$ 264,772	\$ 245,844	\$ 281,505	6%
Benefits	91,271	82,648	109,873	100,993	113,402	3%
Materials & Operations	2,105,513	2,121,282	2,516,960	2,517,054	2,601,815	3%
Contractual	39,002	43,785	52,300	52,300	252,300	382%
Other Operating	224,470	202,612	220,495	217,818	237,402	8%
Capital Outlay	132,500	188,136	20,000	16,744	214,000	970%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 2,843,315	\$ 2,890,419	\$ 3,184,400	\$ 3,150,753	\$ 3,700,424	16%

DIVISION EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2015-16 Budget	2015-16 Budget
Sewer Operations (710)	\$ 2,712,565	\$ 2,890,419	\$ 3,184,400	\$ 3,150,753	\$ 3,500,424	10%
Sewer Capital (711)	130,750	0	0	0	200,000	100%
Total Sewer	\$ 2,843,315	\$ 2,890,419	\$ 3,184,400	\$ 3,150,753	\$ 3,700,424	16%

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>DEPARTMENT STAFFING</u>				
Total Full-Time Staff	4.50	4.50	5.20	5.20
Total D.S. Sewer Staff	4.50	4.50	5.20	5.20

DIVISION GOALS FOR 2016-17

- Keep the wastewater collection system free and unobstructed.
- Proactively clean and flush the wastewater collection system.
- Proactively inspect and record the wastewater collection system using video equipment.
- Continue coordination with the Victor Valley Wastewater Reclamation Authority (VWVRA) on the construction for the sub-regional wastewater reclamation facility.

SIGNIFICANT DIVISION EXPENDITURE AND STAFFING CHANGES

- Half the funding in the amount of \$214,000 is included to purchase a new vacor, for a total cost of \$428,000.

FUND: SEWER OPERATING 710 AND SEWER CAPITAL 711
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: SEWER 420

REVENUE DETAIL	2013-14	2014-15	2015-16	2015-16	2016-17	%Change From 2015-16
	Actual	Actual	Budget	Revised	Budget	Budget
<u>Sewer Operating Fund (710)</u>						
Interest						
Interest Income 710 19 220 0000 5600	\$ 5,484	\$ 5,428	\$ 6,800	\$ 8,900	\$ 9,000	32%
Total Interest	\$ 5,484	\$ 5,428	\$ 6,800	\$ 8,900	\$ 9,000	32%
Charges for Services						
Sewer Billing 710 29 420 4200 5200	\$ 3,352,554	\$ 3,412,190	\$ 3,450,000	\$ 3,400,000	\$ 3,422,438	-1%
Zone J Sewer Billing 710 29 420 4200 5210	69,216	69,216	69,215	69,215	69,215	0%
Sewer Inspections 710 29 420 4200 5260	3,068	5,200	3,000	3,500	3,000	0%
Other Charges for Services	563	944	1,200	1,200	1,000	-17%
Total Charges for Service	\$ 3,425,401	\$ 3,487,550	\$ 3,523,415	\$ 3,473,915	\$ 3,495,653	-1%
Total Sewer Operating Fund	\$ 3,430,885	\$ 3,492,978	\$ 3,530,215	\$ 3,482,815	\$ 3,504,653	-1%
<u>Sewer Capital Fund (711)</u>						
Charges for Services						
Sewer Connections 711 29 420 4200 5220	\$ 87,592	\$ 120,128	\$ 200,000	\$ 100,000	\$ 80,000	-60%
Interest Income 711 19 220 0000 5600	2,563	2,417	2,008	4,800	5,100	154%
Miscellaneous Revenue 711 29 420 4200 5950	758	689	0	0	0	n/a
Total Sewer Capital Fund	\$ 90,913	\$ 123,234	\$ 202,008	\$ 104,800	\$ 85,100	-58%
Total Sewer Operating & Capital	\$ 3,521,798	\$ 3,616,212	\$ 3,732,223	\$ 3,587,615	\$ 3,589,753	-4%

FUND: SEWER OPERATING 710
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: SEWER 420
PROGRAM: SEWER OPERATIONS 4200

PROGRAM EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 250,559	\$ 251,956	\$ 264,772	\$ 245,844	\$ 281,505	6%
Benefits	91,271	82,648	109,873	100,993	113,402	3%
Materials & Operations	2,105,513	2,121,282	2,516,960	2,517,054	2,601,815	3%
Contractual	39,002	43,785	52,300	52,300	52,300	0%
Other Operating	224,470	202,612	220,495	217,818	237,402	8%
Capital Outlay	1,750	188,136	20,000	16,744	214,000	970%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 2,712,565	\$ 2,890,419	\$ 3,184,400	\$ 3,150,753	\$ 3,500,424	10%

PROGRAM DESCRIPTION

Sewer Operations is responsible for 130 miles of sewer and 2,220 manholes and the collecting and delivering of unobstructed flows of sewage to the regional treatment plant. The quality of the effluent must meet the requirements of the Victor Valley Wastewater Reclamation Authority (VWVRA), a Joint Powers Authority (JPA), comprised of Hesperia and other local agencies.

PROGRAM STAFFING

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Full-Time Staff</u>				
Assistant City Manager/Management Services	0.05	0.05	0.05	0.05
Maintenance Crew Supervisor	0.70	0.70	0.70	0.70
Maintenance Worker	2.90	2.90	3.60	3.60
Pump Maintenance Worker	0.05	0.05	0.00	0.00
Pump Operator	0.05	0.05	0.05	0.05
Senior Maintenance Worker	0.70	0.70	0.70	0.70
Senior Pump Maintenance Worker	0.00	0.00	0.05	0.05
Senior Pump Operator	0.05	0.05	0.05	0.05
Total Full-Time Staff	4.50	4.50	5.20	5.20

SIGNIFICANT PROGRAM EXPENDITURE AND STAFFING CHANGES

- Half the funding in the amount of \$214,000 is included to purchase a new vector, for a total cost of \$428,000.

2015-16 PROGRAM ACCOMPLISHMENTS

- Hydro-cleaned over 35% of the wastewater collection system.
- Completed first year of the three-year proactive maintenance program to have all the wastewater collection lines and manholes cleaned in the City.
- Cleaned and inspected over 41% of the wastewater manholes.

FUND: SEWER OPERATING 710
 DEPARTMENT: DEVELOPMENT SERVICES 29
 DIVISION: SEWER 420
 PROGRAM: SEWER OPERATIONS 4200

2015-16 PROGRAM ACCOMPLISHMENTS (Continued)

- Maintained operations of the District’s sewer pumping lift station with no overflows.
- The Wastewater/Storm Division videoed 8 miles of laterals of the wastewater collection system.

2016-17 PROGRAM GOALS AND OBJECTIVES

- Keep the wastewater collection system free and unobstructed.
- Continue the three-year proactive maintenance program to have all wastewater collection lines and manholes cleaned in the City.
- Continue the three-year proactive maintenance program to have all the wastewater collection lines in the City inspected and documented with closed circuit television recordings.
- Operate and maintain I Avenue sewage lift station.

**PERFORMANCE AND
WORKLOAD INDICATORS**

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Wastewater Lines Cleaned (miles)	38	63	46	46
Manholes Maintained (Total of 2,220 Citywide)	722	1,115	903	903
Wastewater Lines Videotaped (miles)	7	9	40	40
Sewer Lift Stations operated/maintained	1	1	1	1
Wastewater laterals videotaped (miles)	n/a	n/a	8	8

FUND: SEWER CAPITAL 711
DEPARTMENT: DEVELOPMENT SERVICES 29
DIVISION: STREETS CAPITAL 700

PROGRAM EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0%
Benefits	0	0	0	0	0	0%
Materials & Operations	0	0	0	0	0	0%
Contractual	0	0	0	0	200,000	100%
Other Operating	0	0	0	0	0	0%
Capital Outlay	130,750	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Total	\$ 130,750	\$ 0	\$ 0	\$ 0	\$ 200,000	100%

Note: See Section G, Capital Improvement Program (CIP), for details on Sewer CIP projects.

THIS PAGE INTENTIONALLY LEFT BLANK

FUND: GENERAL FUND 100
DEPARTMENT: POLICE 51

DEPARTMENT EXPENDITURE SUMMARY	% Change From					
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0%
Benefits	0	0	0	0	0	0%
Materials & Operations	53,282	65,099	74,379	60,973	65,489	-12%
Contractual	12,861,795	13,419,229	14,522,512	14,517,912	14,941,792	3%
Other Operating	79,847	57,680	65,460	65,160	74,999	15%
Capital Outlay	0	0	172,200	158,870	475,700	176%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 12,994,924	\$ 13,542,008	\$ 14,834,551	\$ 14,802,915	\$ 15,557,980	5%

DEPARTMENT DESCRIPTION

The Police Department of the City of Hesperia provides law enforcement and public safety services to the residents of the City and to all those who come within its jurisdiction, which achieves the City Council's first goal of Public Safety. The Department works in partnership with other governmental agencies and the community to promote individual responsibility, create safer neighborhoods, and to enhance quality of life.

The San Bernardino County Sheriff's Department provides law enforcement services to the City under a service contract since its incorporation in 1988. By virtue of this contract, the City of Hesperia provides its citizens with full-service law enforcement operations; including patrol, traffic, and detective services; a Gang Team; Problem-Oriented Policing and Community Policing services; and the support staff and administration to operate effectively.

Additionally, by virtue of the contract with the Sheriff's Department, the City benefits from resources such as aviation support, specialized investigative teams (homicides, narcotics, crimes against children), and other units including high tech crimes, emergency services, public affairs, Crime Impact Team, and Specialized Enforcement Division (S.W.A.T.).

The City of Hesperia is the third largest contract city in San Bernardino County. On a per-deputy basis, the Hesperia Police Department makes more arrests and handles more calls for service than the majority of Sheriff's Stations in the County.

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
DEPARTMENT STAFFING				
Total Full-Time Staff	73.00	73.00	77.00	78.00
Total Police Staff	73.00	73.00	77.00	78.00

DEPARTMENT GOALS FOR 2016-17

- Continue the successful efforts of the Gang Team, which assists patrol on priority, in-progress calls, in addition to handling gang-related investigations, stepping up proactive and targeted gang-related issues. The six-deputy team supplements the patrol division's efforts to conduct proactive, targeted, and selected enforcement activities. The Gang Team will continue to coordinate with City of Hesperia Code Enforcement and Graffiti Abatement personnel to reduce incidents of property crimes and graffiti within the City. In FY 2016-17, the Gang Team will continue to coordinate and interact with the Sheriff's Departments new Regional High Desert Gang Team, as well as other law enforcement agencies to conduct SMASH enforcement operations that specifically target organized gangs in the High Desert.

FUND: GENERAL FUND 100
DEPARTMENT: POLICE 51

DEPARTMENT GOALS FOR 2016-17 (Continued)

- Continue to move forward with the Crime Free Rental Program in requiring owners of rental units within the City to register and participate in the Crime Free Rental Program. In addition, continue with the citation program and fine schedule to those rental owners who rent to tenants who continually violate the Crime Free Rental mandates. The Department will continue to provide training and informational meetings to the rental owners.
- The City continues to experience a trend in alcohol/drug related traffic collisions, many of which have resulted in fatalities. The Department's Traffic Division will aggressively continue traffic enforcement to assist in reducing traffic collisions.
- Continue on-going efforts in the recruitment of volunteers, and expand the volunteer unit's participation in community events such as the Hesperia Days Parade, the National Night Out, the Jolly Parade, and large events permitted by the City.
- Deploy stationary and trailer-mounted Automated License Plate Readers (ALPR's) and Speed Indicator at specific locations throughout the City to assist in developing investigative leads for criminal activity that occurs in the City of Hesperia. The ALPR's also double as electronic speed indicators to the public operating on the roadway. This will assist in maintaining the flow of traffic at the posted speed limit and hopefully reduce accidents associated with excessive speed.
- The Department is also completing research to install and utilize ALPR fixed cameras at various City intersections to include Main Street/Mariposa Road, Main Street/Key Pointe, Rancho Road/Mariposa Road and Rancho Road/Caliente Road. The purchase of this equipment will enable the Police Department to read vehicle license plates and check them against an installed database for rapid identity verification. The system is used to locate stolen vehicles and vehicles identified as being involved in criminal activities. The information is immediately available and law enforcement staff is alerted when a stolen or wanted vehicle is detected.

SIGNIFICANT DEPARTMENT EXPENDITURE AND STAFFING CHANGES

- The FY 2015-16 Budget for the police services contract was budgeted at \$14,027,940. It is anticipated that the contract would increase by 1.5% or \$217,280 to continue current level law enforcement services. Included in the budget is the addition of one Deputy Sheriff (1.00 FTE) position, which increases the police services contract by 3.0% or \$414,375 to a projected cost of \$14,442,315. It should be noted that the provided police service contract costs do not include salary increases from the ongoing labor negotiations between the County and safety personnel labor organizations.
- Now that the City's Crime Free Rental Program is in operation, one Deputy Sheriff (1.00 FTE) position is being added (see above) for the Crime Free Rental Program. The deputy will be responsible for contacting property owners and single-family homeowners in the Crime Free Rental Program. The deputy will monitor arrests and criminal reports that occur on rental properties, in addition to having a working relationship with property owners and property managers. This deputy will work closely with Code Enforcement, Animal Control, County Probation, and will assist with inspections when necessary.
- The City receives contract credits from vacant positions or while personnel are on long-term leave. These credits are used to offset any overtime charges. For the FY 2016-17 Budget, it is assumed that vacancy credits will exceed the overtime costs.
- If ALPR fixed cameras are purchased and installed, the total expenditures for equipment installation at all four locations is estimated at \$537,334. If fiber optics are not available at the intersections, total monthly costs are estimated at \$800. The Department currently has approximately \$71,000 in Asset Forfeiture monies that can be utilized to offset expenses of the equipment and installation, which leaves an obligation of \$466,500. The main non-monetary benefit of the system is the agency being able to detect stolen and wanted vehicles and assist with the prosecution of suspects in those related cases. The utilization of the cameras will equate to extra manpower by allowing deputies to focus on other areas of concern.

FUND: GENERAL FUND 100
DEPARTMENT: POLICE 51

<u>DEPARTMENT STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>Sworn Officers (Contract)</u>				
Captain	1.00	1.00	1.00	1.00
Lieutenant	1.00	1.00	1.00	1.00
Sergeant	7.00	7.00	7.00	7.00
Detective/Corporal	5.00	5.00	5.00	5.00
Sheriff Deputy	41.00	41.00	43.00	44.00
Total Sworn Full Time Staff	55.00	55.00	57.00	58.00
<u>Non-Sworn Staff (Contract)</u>				
Office Specialist	9.00	9.00	10.00	10.00
Secretary	1.00	1.00	2.00	2.00
Sheriff's Service Specialist	8.00	8.00	8.00	8.00
Total Non Sworn Full-Time Staff	18.00	18.00	20.00	20.00
Total Sworn & Non-Sworn Staff	73.00	73.00	77.00	78.00

2015-16 DEPARTMENT ACCOMPLISHMENTS

- Volunteer units, which consist of Citizens-On-Patrol, Explorers, Reserves, and Equestrian Unit, continued to exceed all other High Desert volunteer units in the total number of hours volunteered to the community. In 2015, Hesperia Police volunteers donated 32,560 hours to the City. For the fifth year in a row, the Citizens-On-Patrol Unit led the County in volunteer hours, donating 19,405 hours. Volunteers consistently supply the needed manpower to staff community events such as the Hesperia Days Parade, National Night Out, Movies at the Park, Tree Lighting Ceremony, Jolly Parade, The Pet Walk, and the City's annual Safety Fair, in addition to other events requiring command post, traffic control, or crime scene security.
- The Hesperia Police Activities League continues to be a widely successful program. As it stands, the program is at full capacity with youth participants and volunteers. The Hesperia Police Activities League Program has continued to build an excellent rapport and mutual understanding between the youth within the community and the Police Department. In order to reduce costs of the building, the Department has structured a rental agreement with Parks and Recreation.
- The Gang Team has successfully investigated numerous high-profile, gang-related incidents and continues to work with the District Attorney's Office to attach enhanced-sentencing requirements to suspects charged with gang-related crimes. This continued success of the Gang Team's efforts has helped thwart a criminal gang expansion and related violent crime that can be found in other communities within the High Desert. The Gang Team also began working closely with the Sheriff's Department's new Regional High Desert Gang Team to target high profile gang cases and follow through with the DA investigations.
- The City Ordinance for the Crime-Free Rental Program has gone into effect and continues to be a worthwhile program. Training has been conducted at the Hesperia Police Department in order to train local multi-unit property owners to increase awareness of the Crime Free Rental Program. Additional personnel have been appointed to oversee the program.
- The Traffic Division has the ability with added traffic enforcement deputies to target peak times for potential traffic-related issues. The Office of Traffic Safety grant is being utilized to target DUI offenders on the weekends and during the evening hours.

FUND: GENERAL FUND 100
DEPARTMENT: POLICE 51

2015-16 DEPARTMENT ACCOMPLISHMENTS (Continued)

- After an analysis of the increasing number of Child Protection Services/Adult Protection Services referrals, the Department continued to utilize a full-time deputy position to relieve the workload of patrol deputies. This position solely handles investigations related to juveniles and the elderly. This redistribution of work to a specialized investigator has given patrol personnel the ability to respond to high priority calls in a timely manner.

DEPARTMENT GOALS AND OBJECTIVES FOR 2016-17

- Increase efforts through enforcement in target problem areas in traffic control to continue the trend of reducing the number of fatal and major injury traffic collisions within the City of Hesperia. Proactive patrols and a visual presence will be more effective with the addition of assigned traffic units. This will help enhance the safety of those operating motor vehicles within the City.
- The Hesperia Gang Team will continue to conduct proactive, targeted, and selected enforcement activities. The Gang Team will continue to coordinate with City of Hesperia Code Enforcement, Graffiti Abatement, and the Sheriff's Regional Gang Team to reduce incidents of gang violence, property crimes, and graffiti within the City.
- Continue efforts to support and expand participation in the Hesperia Police Activities League through the efforts of patrol personnel and station volunteers. This program aids in reducing juvenile crime by providing youth programs that develop discipline, positive self-image, and mutual trust and respect between law enforcement and the youth of the community.
- The Off-Highway Vehicle (OHV) Enforcement Grant funds patrol operations on a regular basis, thereby reducing the number of nuisance and noise complaints related to OHV operation within the City. The goal of proper ownership, lawful operation, and safe riding practices of OHV's by the citizens of Hesperia, through education and proactive enforcement, will improve the overall safety and quality of life for residents.
- Establish a program to educate business owners on panhandling and establish a rapport with clients. Continue to address panhandlers and the effect on quality of life for the citizens.
- Establish training within the Department and with the cooperation of ABC contacts in order to begin the ABC Impact Inspection Program and to educate alcohol vendors of the single serve alcohol beverage deemed approved ordinance and take enforcement action when necessary.
- Implement the use of automated license plate readers at strategic points within the City to assist in establishing investigative leads for use in identifying and prosecuting those responsible for conducting criminal acts within the City. It is anticipated that an additional benefit will be a reduction of speed by motorist in the areas of deployment and a reduction in the number of accidents related to speed.
- Continue to enforce the Crime Free Rental Housing Program Ordinance and ensure property owners have registered their property and are in compliance with the City Ordinance.

FUND: GENERAL FUND 100
DEPARTMENT: POLICE 51

PERFORMANCE AND

WORKLOAD INDICATORS

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>*2016</u>
<u>Part I Offenses</u>				
Homicide	1	3	3	2
Rape	17	18	19	18
Robbery	84	56	83	74
Assaults	675	746	706	709
Burglary	874	821	574	756
Theft	1,060	1,107	1,277	1,148
Theft Motor Vehicle	<u>409</u>	<u>375</u>	<u>379</u>	<u>388</u>
Total Part I Offenses	3,120	3,126	3,041	3,095
<u>Part II Offenses</u>				
	5,965	5,341	4,180	5,162
<u>Arrests</u>				
Adult	2,963	2,861	2,662	2,829
Juvenile	<u>152</u>	<u>128</u>	<u>-112</u>	<u>131</u>
Total Arrests	3,115	2,988	2,774	2,960
<u>Total Calls for Service</u>				
▪ Reactive (Dispatched only)	41,106	41,650	66,931	49,896
▪ Proactive (On-views)	20,612	20,079	17,937	19,543
▪ Others (Info, cancelled, pre-empted)	23,797	24,687	25,463	24,649
<u>Reports</u>	9,905	9,469	9,668	9,681
<u>Traffic Collisions</u>				
Fatal	15	10	11	12
Injury	179	160	336	192
Non-Injury	<u>844</u>	<u>716</u>	<u>884</u>	<u>810</u>
Total Collisions	1,038	886	1,138	1,014
Citations	4,454	3,688	2,755	3,613
DUI Arrests	423	272	270	322
<u>Crime Free Rental Housing**</u>				
Registered Properties				
Single-Family	N/A	N/A	N/A	790
Multi-Family	N/A	N/A	N/A	216
Tenant Screenings	N/A	N/A	N/A	432
Inspections	N/A	N/A	N/A	370
Evictions	N/A	N/A	N/A	10
Reports	N/A	N/A	N/A	180

*Note: 2016 estimates are based on figures from the 2015 Annual Report and a three-year average.

**Note: Figures are based on 2015 and 2016 statistics. This is to establish a baseline for the program.

THIS PAGE INTENTIONALLY LEFT BLANK

FUND: HESPERIA FIRE DISTRICT 200
DEPARTMENT: FIRE DISTRICT 55

DEPARTMENT EXPENDITURE SUMMARY						% Change
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	From 2015-16 Budget
Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0%
Benefits	91,526	246,542	316,648	305,456	379,119	20%
Materials & Operations	6,664	3,095	8,146	3,046	7,513	-8%
Contractual	9,202,344	9,657,467	9,622,015	9,754,690	10,009,572	4%
Other Operating	1,001,641	1,072,837	37,312	12,812	37,312	0%
Capital Outlay	62,551	248,935	0	7,800	0	0%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 10,364,726	\$ 11,228,876	\$ 9,984,121	\$ 10,083,804	\$ 10,433,516	5%

DEPARTMENT EXPENDITURE SUMMARY						% Change
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	From 2015-16 Budget
520 Operations and Community Safety	\$ 8,897,812	\$ 9,449,751	\$ 9,419,396	\$ 9,545,062	\$ 9,808,986	4%
521 Administration	497,564	741,662	564,725	538,742	624,530	11%
528 SAFER Grant	969,350	1,037,463	0	0	0	0%
Total Fire District	\$ 10,364,726	\$ 11,228,876	\$ 9,984,121	\$ 10,083,804	\$ 10,433,516	5%

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
DEPARTMENT STAFFING				
Total Full-Time Staff (Contract)	66.73	67.10	58.25	58.33
Total Full-Time Staff (Non-Contract)	0.00	0.00	0.00	0.00
Total Fire District Staff	66.73	67.10	58.25	58.33

DEPARTMENT GOALS FOR 2016-17

- Continue partnership and communication with City staff and Council.
- Increase resource synergy through a regionalized response model.
- Provide an Inmate Crew available to the City for up to thirty (30) work-days.
- Continue working with the City for implementation of a Fleet Replacement Plan and Fire Station Improvement Plan.
- Complete deployment of IOS-based MDC tablets for all Hesperia Suppression and Ambulance apparatus.
- Complete upgrade of VHF "BK" Mobile Radio Systems to meet current and future service needs.
- Procure and deploy a new Medic Ambulance apparatus to shore up an aging fleet.

FUND: HESPERIA FIRE DISTRICT 200
DEPARTMENT: FIRE DISTRICT 55

SIGNIFICANT DEPARTMENT EXPENDITURE AND STAFFING CHANGES

- For the Hesperia Fire Protection District, the contract with the San Bernardino County Fire Department (County Fire) changed during FY 2015-16 from the adopted budget of \$9,419,396 to a Revised FY 2015-16 of \$9,545,062 reflecting a restructured salary schedule and monthly paramedic stipend. For FY 2016-17, the County Fire contract for the current level of service has increased from \$9,545,062 to \$9,808,986 for an increase of \$263,924, or 2.8%. This increase was due to operating expenses increase of \$282,619; an increase in the contract management fee of \$26,095; and a decrease in personnel costs of \$44,790.
- Purchase of one new medic ambulance in FY 2016-17 (Fund 502).
- During FY 2015-16 the Fire District purchased one new medic ambulance and one previously owned medic ladder truck (Fund 502).
- Continue deployment of 15 Ambulance Operator EMT Positions (15.00 FTE) and 15 Ambulance Operator PM Positions (15.00 FTE) to staff 5 Advanced Life Support Ambulances.
- Continue two Advance Support Fire Engines with one Captain, one Engineer, and one Firefighter/Paramedic and partially staff a third County Engine with one Engineer per 24 hour period.
- Due to contract reallocation, the Division Chief has been reclassified as the Assistant Chief position, as well as increasing the FTE allocation by 0.02 FTE for a total 0.45 FTE.
- In addition, the three Battalion Chief positions each increased from 0.43 FTE to 0.45 FTE for a contract total of 1.35 FTE.
- Funding of \$45,000 for a Plymovent for Station 304 and carry-over roof repairs at Station 302 (\$84,000) are to be carried over to City FY 2016-17 Budget and are funded in the Fire Capital Fund 502.
- CalPERS inactive pension plan will increase \$62,435 or 19.8% from \$315,166 to \$377,601 in FY 2016-17 Budget.

	2013-14	2014-15	2015-16	2015-16	2016-17	%Change From 2015-16
REVENUE DETAIL	Actual	Actual	Budget	Revised	Budget	Budget
200 Fire District Fund						
Taxes						
Secured Property Taxes 200 55 521 0000 4000	\$ 3,952,319	\$ 3,909,852	\$ 4,204,291	\$ 4,144,443	\$ 4,393,110	4%
CFD #94-1 200 55 521 0000 4030	565,812	567,094	563,191	569,706	592,190	5%
CFD #2005-1 200 55 521 0000 4031	326,850	214,143	218,426	218,426	222,795	2%
Redevelopment Agency Pass- Through 200 55 521 0000 4090	1,867,920	1,382,366	1,452,473	1,579,078	1,627,387	12%
Fire Capital Pass Through 502 19 220 0000 4090	560,709	625,061	662,327	762,018	807,739	22%
WEDA Pass-Through 200 55 521 0000 4095	97,851	120,797	133,626	140,044	148,447	11%
Total Taxes	\$ 7,371,461	\$ 6,819,313	\$ 7,234,334	\$ 7,413,715	\$ 7,791,668	8%

FUND: HESPERIA FIRE DISTRICT 200
DEPARTMENT: FIRE DISTRICT 55

REVENUE DETAIL	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	%Change From 2015-16 Budget
200 Fire District Fund (Continued)						
Interest						
Interest-Fire Operating 200 55 521 0000 5320	\$ 1,037	\$ 178	\$ 356	\$ 0	\$ 0	-100%
Interest-Fire Capital 502 19 220 0000 5600	10,813	12,281	12,046	18,707	20,609	71%
Total Interest	\$ 11,850	\$ 12,459	\$ 12,402	\$ 18,707	\$ 20,609	66%
Charges for Services						
Paramedic Ambulance Fees 200 55 525 0000 5300	\$ 2,289,233	\$ 2,615,055	\$ 2,500,000	\$ 2,400,000	\$ 2,500,000	0%
Ground Emergency Medical Transportation (GEMT) 200 55 525 0000 5303	0	173,222	285,375	101,530	450,733	58%
Non-Transport EMS Charge 200 55 525 0000 5315	180,920	177,290	169,597	198,000	198,000	17%
Ambulance Membership Service 200 55 525 0000 5305	13,575	12,675	9,200	12,000	10,000	9%
Fire Hazard Inspection 200 55 523 0000 5335	149,650	125,181	141,464	134,352	135,000	-5%
City/County HazMat Contract 200 55 527 0000 5368	152,686	152,686	152,686	152,686	152,686	0%
Other Charges for Services	88,815	98,769	85,688	128,222	110,399	29%
Total Charges for Services	\$ 2,874,879	\$ 3,354,878	\$ 3,344,010	\$ 3,126,790	\$ 3,556,818	6%
Grants						
Thermal Imaging Camera Grant 200 55 521 0000 4762	\$ 0	\$ 0	\$ 0	\$ 1,787	\$ 0	n/a
FEMA SAFER Grant 200 55 528 0000 4816	584,151	718,125	0	0	0	n/a
Total Grants	\$ 584,151	\$ 718,125	\$ 0	\$ 1,787	\$ 0	n/a
Other Operating						
Cell Tower Rent 200 19 220 0000 5885	\$ 55,329	\$ 48,456	\$ 40,924	\$ 40,924	\$ 42,970	5%
Insurance Reimbursements 200 19 220 0000 5803	0	0	30,000	15,295	0	-100%
Total Other Operating	\$ 55,329	\$ 48,456	\$ 70,924	\$ 56,219	\$ 42,970	-39%
All Other						
All Other	\$ 77,643	\$ 42,578	\$ 8,344	\$ 12,463	\$ 4,216	-49%
Total All Other	\$ 77,643	\$ 42,578	\$ 8,344	\$ 12,463	\$ 4,216	-49%
Total Fire District Fund	\$ 10,975,313	\$ 10,995,809	\$ 10,670,014	\$ 10,629,681	\$ 11,416,281	7%

FUND: HESPERIA FIRE DISTRICT 200
 DEPARTMENT: FIRE DISTRICT 55

<u>DEPARTMENT STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>County Full-Time Safety Staff (Contract)</u>				
Assistant Chief	0.00	0.00	0.00	0.45
Division Chief	0.43	0.39	0.43	0.00
Battalion Chief	1.30	1.18	1.29	1.35
Captain	9.00	9.00	6.00	6.00
Engineer	12.00	12.00	9.00	9.00
Firefighter/Paramedic	9.00	9.00	6.00	6.00
Ambulance Operator/EMT	0.00	0.00	15.00	15.00
Ambulance Operator/PM	0.00	0.00	15.00	15.00
Firefighter/Paramedic - Limited Term	15.00	15.00	0.00	0.00
Firefighter - Limited Term	15.00	15.00	0.00	0.00
Full-Time Safety	61.73	61.57	52.72	52.80
<u>County Full-Time Non-Safety Staff (Contract)</u>				
Account Representative	2.00	0.00	0.00	0.00
Collection Officer	0.00	2.00	2.00	2.00
Office Assistant III	0.00	0.50	0.50	0.50
Public Service Employee	1.00	1.00	1.00	1.00
Subtotal - Office Staff	3.00	3.50	3.50	3.50
Deputy Fire Marshall	0.00	0.03	0.03	0.03
Fire Prevention Supervisor	0.50	0.50	0.50	0.50
Fire Prevention Officer/Arson	0.50	0.50	0.50	0.50
Fire Prevention Specialist	0.50	0.50	0.50	0.50
Front Counter Technician (Account Clerk I)	0.50	0.50	0.50	0.50
Subtotal - Fire Prevention Staff	2.00	2.03	2.03	2.03
Total County Full-Time Non-Safety Staff	5.00	5.53	5.53	5.53
Total County Full-Time Safety and Non-Safety Staff (Contract)	66.73	67.10	58.25	58.33

FUND: HESPERIA FIRE DISTRICT 200
DEPARTMENT: FIRE DISTRICT 55
DIVISION: OPERATIONS AND COMMUNITY SAFETY 520

DIVISION EXPENDITURE SUMMARY						% Change From
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	2015-16 Budget
Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0%
Benefits	0	0	0	0	0	0%
Materials & Operations	0	0	0	0	0	0%
Contractual	8,897,812	9,449,751	9,419,396	9,545,062	9,808,986	4%
Other Operating	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 8,897,812	\$ 9,449,751	\$ 9,419,396	\$ 9,545,062	\$ 9,808,986	4%

DIVISION DESCRIPTION

The Operations and Community Safety Division of the Hesperia Fire Protection District consists of services delivered to the general public providing for the safety of the community (City Council goal – Public Safety). The San Bernardino County Fire Department provides the services to the District under a service contract that became effective June 1, 2004.

The Hesperia Fire Protection District provides its citizens with full-service fire operations including fire suppression, emergency medical paramedic level care and transportation, rescue and extraction of trapped persons, hazardous materials, and disaster mitigation. The Division also maintains ongoing activities such as in-service training and community service.

Community Safety consists of three units: Fire Protection Planning and Engineering, Fire Prevention, and Fire Investigations, whose purpose is to reduce the frequency, probability and severity of fires along with the resultant deaths, injuries, and property damage through occupancy inspections, education, and training the community to be fire safe.

<u>DIVISION STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>County Full-Time Safety Staff (Contract)</u>				
Ambulance Operator/EMT	0.00	0.00	15.00	15.00
Ambulance Operator/PM	0.00	0.00	15.00	15.00
Assistant Chief	0.00	0.00	0.00	0.45
Battalion Chief	1.30	1.18	1.29	1.35
Captain	9.00	9.00	6.00	6.00
Division Chief	0.43	0.39	0.43	0.00
Engineer	12.00	12.00	9.00	9.00
Firefighter/Paramedic	9.00	9.00	6.00	6.00
Firefighter - Limited Term	12.00	12.00	0.00	0.00
Total County Full-Time Safety Staff	43.73	43.57	52.72	52.80

FUND: HESPERIA FIRE DISTRICT 200
 DEPARTMENT: FIRE DISTRICT 55
 DIVISION: OPERATIONS AND COMMUNITY SAFETY 520

<u>DIVISION STAFFING (Continued)</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>County Full-Time Non-Safety Staff (Contract)</u>				
Account Representative	2.00	0.00	0.00	0.00
Collection Officer	0.00	2.00	2.00	2.00
Public Service Employee	1.00	1.00	1.00	1.00
Subtotal - Office Staff	3.00	3.00	3.00	3.00
Deputy Fire Marshall	0.00	0.03	0.03	0.03
Fire Prevention Officer/Arson	0.50	0.50	0.50	0.50
Fire Prevention Specialist	0.50	0.50	0.50	0.50
Fire Prevention Supervisor	0.50	0.50	0.50	0.50
Front Counter Technician (Account Clerk I)	0.50	0.50	0.50	0.50
Office Assistant III	0.00	0.50	0.50	0.50
Subtotal - Fire Prevention Staff	2.00	2.53	2.53	2.53
Total County Full-Time Non-Safety Staff	5.00	5.53	5.53	5.53
Total County Full-Time Safety and Non-Safety Staff (Contract)	48.73	49.10	58.25	58.33

SIGNIFICANT DIVISION EXPENDITURE AND STAFFING CHANGES

- For the Hesperia Fire Protection District, the contract with the San Bernardino County Fire Department (County Fire) changed during FY 2015-16 from the adopted budget of \$9,419,396 to a Revised FY 2015-16 of \$9,545,062 reflecting a restructured salary schedule and monthly paramedic stipend. For FY 2016-17, the County Fire contract for the current level of service has increased from \$9,545,062 to \$9,808,986 for an increase of \$263,924, or 2.8%. This increase was due to operating expenses increase of \$282,619; an increase in the contract management fee of \$26,095; and a decrease in personnel costs of \$44,790.
- Continue deployment of 15 Ambulance Operator EMT Positions (15.00 FTE) and 15 Ambulance Operator PM Positions (15.00 FTE) to staff 5 Advanced Life Support Ambulances.
- Continue two Advance Support Fire Engines with one Captain, one Engineer, and one Firefighter/Paramedic and partially staff a third County Engine with one Engineer per 24 hour period.
- Due to contract reallocation, the Division Chief has been reclassified as the Assistant Chief position, as well as increasing the FTE allocation by 0.02 FTE for a total 0.45 FTE.
- In addition, the three Battalion Chief positions each increased from 0.43 FTE to 0.45 FTE for a contract total of 1.35 FTE.

2015-16 DIVISION ACCOMPLISHMENTS

- Issued Level 3a (Rifle) ballistic protection to all suppression personnel for use on high risk "escalating threat" or incidents with a higher propensity for violence (i.e. assaults, shootings, stabbings or active shooter events).
- Deployed IOS platform mobile data computers to all Hesperia front line Engines and Ambulances.
- Provided tiered responses to medical emergencies, reducing unit responses overall and increasing the available unit hours of our all-risk suppression apparatus.
- Continued partnership and communication with City staff and Council.
- Increased resource synergy through a regionalized response model.

FUND: HESPERIA FIRE DISTRICT 200
 DEPARTMENT: FIRE DISTRICT 55
 DIVISION: OPERATIONS AND COMMUNITY SAFETY 520

2015-16 DIVISION ACCOMPLISHMENTS (Continued)

- Provided an Inmate Crew available to the City for up to thirty (30) work-days.
- Implemented Phase 2 of an Engine Company Inspection Program for non-permitted occupancies
- Procured and deployed a new Medic Ambulance apparatus to shore up an aging fleet.
- Continued to work with the City for implementation of a Fleet Replacement Plan and Fire Station Improvement Plan.
- Continued the utilization of non-safety Ambulance Operator positions on District ambulances.

2016-17 DIVISION GOALS AND OBJECTIVES

- Continue partnership and communication with City staff and Council.
- Increase resource synergy through a regionalized response model.
- Provide an Inmate Crew available to the City for up to thirty (30) work-days.
- Continue working with the City for implementation of a Fleet Replacement Plan and Fire Station Improvement Plan.
- Complete deployment of IOS-based MDC tablets for all Hesperia Suppression and Ambulance apparatus.
- Complete upgrade of VHF "BK" Mobile Radio Systems to meet current and future service needs.

**PERFORMANCE AND
WORKLOAD INDICATORS**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
<u>Fire Prevention</u>				
Classes and Talks	0	0	1	1
Juvenile Fire Setters Counseled	20	10	3	10
Inspections Outside Normal Hours	0	0	2	0
New Business Inspections	n/a	20	51	25
Model Rocket Launching Site Inspection	1	0	0	0
Day Care and Adult Care Facility Inspections	20	10	10	10
State Regulated Inspections-Apartments Under 100 Units	51	40	2	2
State Regulated Inspections-Apartments Over 100 Units	0	0	0	0
School Site Inspections	7	0	1	50
<u>Inspections</u>				
Assembly (Churches, Assembly Inspections)	89	80	83	83
Auto Wrecking Yards	7	5	10	10
Christmas Tree Lot Inspections/Permits	3	3	5	5
Dust-Producing Inspections/Permits	6	4	11	11
Haunted House Inspections/Permits	0	1	0	0
High-Piles Combustible Storage Inspections	12	12	22	22
Lumber Yard Inspections/Permits	0	0	3	3
Motor Vehicle Fuel Dispensing Station Inspections	13	15	23	23
Tents, Canopies/Temporary Membrane	1	1	4	4
Special Event	10	10	8	10

*Calendar year, not fiscal year

FUND: HESPERIA FIRE DISTRICT 200
DEPARTMENT: FIRE DISTRICT 55
DIVISION: OPERATIONS AND COMMUNITY SAFETY 520

**PERFORMANCE AND
WORKLOAD INDICATORS (Continued)**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
<u>Permits</u>				
Assembly (Churches, Assembly Inspections)	60	80	83	1
Auto Wrecking Yards	9	5	10	10
Christmas Tree Lot Inspections/Permits	3	3	5	5
Dust-Producing Inspections/Permits	11	4	11	11
Haunted House Inspections/Permits	0	1	0	0
High-Piles Combustible Storage Inspections	19	12	22	22
Lumber Yard Inspections/Permits	0	0	3	3
Motor Vehicle Fuel Dispensing Station Inspections	9	15	23	23
Tents, Canopies/Temporary Membrane	2	1	5	5
Special Event	15	10	9	10
Battery Systems	0	0	1	1
Compressed Gases	11	12	33	33
Dry Cleaning Plants	1	1	1	1
Flammable/Combustible Liquids	25	20	30	30
Hot Works Operations	68	60	123	123
Ovens, Baking, Drying	4	2	4	4
Pallet Yards	3	3	4	4
Repair Garages	103	90	104	104
Spraying/Dipping	22	20	23	23
Tire Storage	14	14	30	30
ESS Spray Booth/Hood & Duct Systems	70	60	76	76
Refrigeration Equipment	1	1	3	3
<u>Fire Plan Review</u>				
Modification of Sprinklers	18	15	10	15
Parcel Map	7	5	5	10
Plan Review Alarm System	33	30	20	20
Plan Review Spray Booth	0	2	3	5
Plan Review Sprinkler System	13	20	15	15
Site Plan Review	31	30	10	10
Structural Plans Review/Inspection	20	20	36	20
Tenant Improvement Plans Inspection	58	50	70	50
<u>Vegetation Management</u>				
Burn Permits	436	458	301	421
Public Service Station Tours/Public Education	<u>94</u>	<u>96</u>	<u>98</u>	<u>100</u>
Total	530	554	399	521
<u>Emergency Responses:</u>				
Advanced Life Support	7,287	9,964	10,956	8,500
Bomb Threats	0	0	0	0
Fires-Grass	59	80	88	50
Fires-Miscellaneous	79	79	87	60
Fires-Structure	92	259	285	175
Fires-Truck	0	0	0	0
Fires-Vehicle	<u>66</u>	<u>66</u>	<u>73</u>	<u>75</u>
Sub-total Fires	296	484	533	360

*Calendar year, not fiscal year

FUND: HESPERIA FIRE DISTRICT 200
 DEPARTMENT: FIRE DISTRICT 55
 DIVISION: OPERATIONS AND COMMUNITY SAFETY 520

**PERFORMANCE AND
 WORKLOAD INDICATORS (Continued)**

Emergency Responses (Continued):

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Hazardous Conditions	84	80	88	28
Hazardous Materials	16	8	9	16
Investigations	606	525	578	550
Mass Casualty Incidents	0	0	0	0
Mutual Aids – Hesperia units provided to other jurisdiction	n/a	100	113	111
Mutual Aids – Other jurisdiction units provided to Hesperia	n/a	1,400	1,491	1,660
Public Service	1,183	170	179	175
Rescues	15	12	13	15
Traffic Collisions	670	920	1,012	900
Traffic Extrications	n/a	81	89	75
Total	10,157	12,244	13,457	10,619

Household Collection Center

Number of Participants	2,489	2,517	3,397	3,920
Used Oil Collection (Pounds)	31,854	32,693	60,138	51,000
E-waste Only (Pounds)	53,364	55,149	62,325	73,000
Waste Materials Collected (Pounds-includes oil and E-wastes)	166,763	171,171	188,864	190,000

Hazardous Materials

Underground Tank Operation Inspections	47	49	49	32
Hazardous Materials Inspections	107	40	40	84
Certified Unified Program Agency Inspections	151	152	152	104

*Calendar year, not fiscal year

FUND: HESPERIA FIRE DISTRICT 200
DEPARTMENT: FIRE DISTRICT 55
DIVISION: ADMINISTRATION 521

DIVISION EXPENDITURE SUMMARY	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	% Change From 2015-16 Budget
Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0%
Benefits	91,526	246,542	316,648	305,456	379,119	20%
Materials & Operations	6,664	3,095	8,146	3,046	7,513	-8%
Contractual	304,532	207,716	202,619	209,628	200,586	-1%
Other Operating	32,291	35,374	37,312	12,812	37,312	0%
Capital Outlay	62,551	248,935	0	7,800	0	0%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 497,564	\$ 741,662	\$564,725	\$538,742	\$624,530	11%

DIVISION DESCRIPTION

Starting in the 2004-05 Budget, this program reflects Fire District initiatives and expenditures that are non-County contract expenditures.

SIGNIFICANT DIVISION EXPENDITURE AND STAFFING CHANGES

- CalPERS inactive pension plan will increase \$62,435 or 19.8% from \$315,166 to \$377,601 in FY 2016-17 Budget.
- Purchase of one new medic ambulance in FY 2016-17 (Fund 502).
- During FY 2015-16 the Fire District purchased one new medic ambulance and one previously owned medic ladder truck (Fund 502).
- Funding of \$45,000 for a Plymovent for Station 304 and carry-over roof repairs at Station 302 (\$84,000) are to be carried over to City FY 2016-17 Budget and are funded in the Fire Capital Fund 502.

2015-16 DIVISION ACCOMPLISHMENTS

- Managed the County of San Bernardino Fire services contract issues and expenditures.
- Monitored the Fire District Reserves.
- Managed the Fire District expenditures for non-contract costs and issues related to old workers' compensation claims and CalPERS.

2016-17 DIVISION GOALS AND OBJECTIVES

- Coordinate with LAFCO (Local Agency Formation Commission) and County of San Bernardino Fire to effectuate the transfer of all Hesperia Fire assets and operations to County of San Bernardino Fire.
- Manage the County of San Bernardino Fire services contract issues and expenditures.
- Manage the Hesperia Fire District administrative expenditures for non-contract costs and issues related to old workers' compensation claims and CalPERS.

FUND: HESPERIA FIRE DISTRICT 200
DEPARTMENT: FIRE DISTRICT 55
DIVISION: SAFER GRANT 528

DIVISION EXPENDITURE SUMMARY	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Revised	2016-17 Budget	% Change From 2015-16 Budget
Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0%
Benefits	0	0	0	0	0	0%
Materials	0	0	0	0	0	0%
Contractual	0	0	0	0	0	0%
Other Operating	969,350	1,037,463	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
TOTAL	\$ 969,350	\$ 1,037,463	\$ 0	\$ 0	\$ 0	0%

DIVISION DESCRIPTION

During FY 2012-13 the City of Hesperia secured financing from the SAFER (Staffing for Adequate Fire and Emergency Response) grant from the Federal Emergency Management Agency (FEMA) to add back positions reduced during FY 2011-12. The SAFER grant is funded 18 Limited-Term Firefighters (LT) for fiscal years 2013-14 and 2014-15. The grant ended on June 30, 2015.

<u>DEPARTMENT STAFFING</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<u>County Full-Time Safety Staff (Contract)</u>				
Firefighter/Paramedic - Limited Term	15.00	15.00	0.00	0.00
Firefighter - Limited Term	3.00	3.00	0.00	0.00
Total Full-Time Safety Staff	18.00	18.00	0.00	0.00

SIGNIFICANT DIVISION EXPENDITURE AND STAFFING CHANGES

- The County contract portion for the two-year SAFER grant ended on June 30, 2015 and the 18 positions funded by the SAFER grant were discontinued.

THIS PAGE INTENTIONALLY LEFT BLANK