



# CITY OF NEWPORT BEACH FINANCE COMMITTEE AGENDA - Final

100 Civic Center Drive - Newport Coast Conference Room, Bay 2E  
Thursday, December 10, 2015 - 4:00 PM

## **Finance Committee Members:**

**Keith Curry, Chair / Council Member**  
**Diane Dixon, Mayor Pro Tem**  
**Tony Petros, Council Member**  
**Patti Gorczyca, Committee Member**  
**William C. O'Neill, Committee Member**  
**Larry Tucker, Committee Member**  
**John Warner, Committee Member**

## **Staff Members:**

**Dave Kiff, City Manager**  
**Dan Matusiewicz, Finance Director / Treasurer**  
**Steve Montano, Deputy Director, Finance**  
**Marlene Burns, Administrative Specialist to the Finance Director**

The Finance Committee meeting is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Finance Committee agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Committee and items not on the agenda but are within the subject matter jurisdiction of the Finance Committee. The Chair may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

The City of Newport Beach's goal is to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact Dan Matusiewicz, Finance Director, at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 644-3123 or [dmatusiewicz@newportbeachca.gov](mailto:dmatusiewicz@newportbeachca.gov).

## **NOTICE REGARDING PRESENTATIONS REQUIRING USE OF CITY EQUIPMENT**

Any presentation requiring the use of the City of Newport Beach's equipment must be submitted to the Finance Department 24 hours prior to the scheduled meeting.

## **I. CALL MEETING TO ORDER**

## **I. CALL MEETING TO ORDER**

## **II. ROLL CALL**

## **III. PUBLIC COMMENTS**

*Public comments are invited on agenda and non-agenda items generally considered to be within the subject matter jurisdiction of the Finance Committee. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Finance Committee has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.*

## **IV. CONSENT CALENDAR**

### **A. MINUTES OF NOVEMBER 12, 2015**

#### **Recommended Action:**

Approve and file.

[DRAFT MINUTES 111215](#)

V. **CURRENT BUSINESS**

A. **UNDERGROUND UTILITY ASSESSMENT DEFERRAL PROGRAM**

**Summary:**

At its October 13, 2015, meeting the City Council considered an Underground Utility Assessment Deferral Program and referred consideration of potential program ideas to the Finance Committee for recommendation. The general plan would be designed to help resident property owners that may not have sufficient disposable income to pay the undergrounding assessment or utility connection costs. The purpose of this staff report is to analyze potential options for recommendation to the City Council and facilitate discussion.

**Recommended Action:**

Provide the City Council with options and recommendations for programs focused on providing financial relief to resident property owners that may not have sufficient disposable income to pay the undergrounding assessment or utility connection costs.

[STAFF REPORT](#)

[EXHIBIT 1](#)

[EXHIBIT 2](#)

B. **IMPLEMENTATION OF BUDGET PREPARATION FRAMEWORK - REVIEW OF OPERATING BUDGET, SESSION 3**

**Summary:**

During recent Finance Committee meetings, members discussed pursuing actions for bringing greater transparency and accountability during the annual budget development process. Staff believes that following a proposed budget preparation framework consisting of budget principles, and associated strategies and tactics can be a reliable vehicle for improving the City's budget process. In furtherance of Budget Framework Tactic T.10.1, the goal of this presentation will be to familiarize members of the Finance Committee with the elements of the Fiscal Year 2015-2016 Fire Department budget, provide opportunity for questions, and to gain clarity in the funding allocations for departmental programs.

**Recommended Action:**

In furtherance of Budget Framework Tactic T.10.1, review, ask questions, and provide comment relating to the Fire Department Fiscal Year 2015-2016 operating budget.

[STAFF REPORT](#)

[ATTACHMENT A](#)

[ATTACHMENT B](#)

**C. LIFE SAFETY SERVICES PROGRAM EVALUATION**

**Summary:**

Staff will discuss the results of a recent review of the City's Fire Department Life Safety Service as part of the on-going effort to review operations for effectiveness, efficiency and cost. This report provides the roles and responsibilities of the Division and summarizes the results of the study.

**Recommended Action:**

Receive and file.

[STAFF REPORT](#)

**D. CITY COUNCIL POLICY F-9 CITY VEHICLE/EQUIPMENT GUIDELINES**

**Summary:**

At the City Council Meeting of October 27, 2015, the City Council reviewed and approved changes to the City Council Policy F-9 - City Vehicle/Equipment Guidelines. These changes will extend the life of the City's fleet, eliminate several types of equipment the City no longer owns and add vehicles to the Equipment Maintenance Fund that were previously not included. The revision to Policy F-9 on October 27, 2015, resulted in an annual savings of approximately \$1,039,000 to the City's General and Enterprise Funds. The City Council requested that the Finance Committee review Policy F-9 to determine if additional savings are available. After a thorough review of the policy and the financial resources necessary to maintain the Equipment Replacement Fund, staff is not recommending any changes to the useful lives of the equipment.

**Recommended Action:**

Provide direction to staff on the proposed changes.

[STAFF REPORT](#)

[ATTACHMENT A](#)

**VI. ADJOURNMENT**

**CITY OF NEWPORT BEACH  
FINANCE COMMITTEE  
NOVEMBER 12, 2015 MEETING MINUTES**

**I. CALL MEETING TO ORDER**

The meeting was called to order at 3:00 p.m. in the Newport Coast Conference Room, Bay 2E, 100 Civic Center Drive, Newport Beach, California 92660.

**II. ROLL CALL**

PRESENT: Council Member Keith Curry (Chair), Mayor Pro Tem Diane Dixon, Council Member Tony Petros, Committee Member Patti Gorczyca, Committee Member William C. O'Neill, Committee Member Larry Tucker, Committee Member John Warner

STAFF PRESENT: City Manager Dave Kiff, Finance Director/Treasurer Dan Matusiewicz, Deputy Finance Director Steve Montano, Chief of Police Jay Johnson, Assistant City Manager Carol Jacobs, Budget Manager Susan Giangrande, IT Manager Rob Houston, Police Fiscal Services/Facilities Manager Lisa Newman, Officer David McGill, Police Support Services Administrator Jonathan Stafford, Police Assistant Chief Jon Lewis, and Administrative Specialist to the Finance Director Marlene Burns

MEMBERS OF THE PUBLIC: Laura Curran and Jim Mosher

**III. PUBLIC COMMENTS**

Jim Mosher suggested that future Finance Committee agendas should allow Committee Members to comment and make suggestions relative to future agendas. He suggested placing a link to the audio recording of the meeting on the City's website and thus solve potential Brown Act issues. He addressed the City's contract award process and the need for related documents to be accessible to the public.

**IV. CONSENT CALENDAR**

**A. MINUTES OF OCTOBER 15, 2015**  
**Recommended Action:**  
Approve and file.

Corrections to the minutes were noted as submitted.

Chair Curry opened public comments.

Seeing no one wishing to address the Committee, Chair Curry closed public comments.

Committee Member Warner moved, and Mayor Pro Tem Dixon seconded, to approve the October 15, 2015, Finance Committee Minutes, as corrected. The motion carried with 5 ayes and 2 abstentions (Committee Members Gorczyca and Tucker).

**V. CURRENT BUSINESS**

**A. IMPLEMENTATION OF BUDGET PREPARATION FRAMEWORK – REVIEW OF OPERATING BUDGET, SESSION 2**

**Summary:**

During recent Finance Committee meetings, members discussed pursuing actions for bringing greater transparency and accountability during the annual budget development process. Staff believes that following a proposed budget preparation framework consisting of budget principles, and associated strategies and tactics can be a reliable vehicle for improving the City's budget process. In furtherance of Budget Framework Tactic T.10.1, the goal of this presentation will be to familiarize members of the Finance Committee with the elements of the Fiscal Year 2015-2016 Police Department budget, provide opportunity for questions, and to gain clarity in the funding allocations for departmental programs.

**Recommended Action:**

In furtherance of Budget Framework Tactic T.10.1, review, ask questions, and provide comment relating to the Police Department Fiscal Year 2015-2016 operating budget.

Chair Curry introduced the item and deferred to Chief of Police Jay Johnson, for a PowerPoint presentation of the Police Department's budget.

Chief Johnson presented a brief background of his experience and qualifications, focusing on stewardship at a very early age. He addressed consideration of the budget, cuts, zero-based budgeting and staffing, outsourcing, and budget overview and execution.

Discussion followed regarding areas that could change, understanding overtime, and whether the definition of overtime for the Police Department is consistent with other bargaining units.

City Manager Dave Kiff noted that overtime is time and a-half but that there is a different way of calculating it as compared to doing shift work within the Fire Department.

Chief Johnson addressed service indicators, the Performance Plan, crime statistics, calls for service, the various Department Divisions, civilianized positions, creating career paths, and inclusion of IT and fleet within support services.

Discussion followed regarding the process for determining staffing, plans for civilian positions, whether benchmarking studies have been performed, comparisons with other agencies, participation by the school district in salaries of specific positions and duplicative services that could be done in-house.

Chief Johnson continued with the presentation addressing revenues, fee recovery, grants received, Risk Management, new audit policy, the Support Services budget including fleet maintenance, contracted services and leased vehicles versus owned vehicles.

Discussion followed regarding the vehicle replacement policy, benefits of consolidating fleet services with nearby agencies, consolidating vehicles as a revenue source, and whether there is room for increased efficiencies.

Chief Johnson noted that the Department has been making changes for improvements and is very efficient, at present.

City Manager Kiff added that thorough and aggressive evaluations have been made internally and externally.

Ensuing discussion pertained to the model for patrol and traffic and whether they are standard, tying salaries and benefits to service levels, differences in the Police and Fire Departments, staffing on the Peninsula, scheduling, and steps towards optimization.

Discussion continued regarding the effects of the OTS grant on the budget, individual incentive pays contained in the MOUs, qualifiers for incentives, education/retention and bilingual pay.

Chief Johnson addressed total salary savings each year, overtime, the importance of having a team of experienced officers on the Peninsula, training, and reported that school districts pay for half the salary of School Resource Officers.

A request was made for staff to provide a detailed fiscal and position schedule for the entire Police Department as well as summaries.

Chief Johnson addressed how civilianized and contracted personnel can or cannot be used for optimization.

Discussion followed regarding General Insurance, self-insuring, changes and investments in technology, potential City liabilities, the need for a Training Sergeant to coordinate proper training, and specialized vehicles/equipment. Additionally, discussion followed regarding positions eligible for overtime, holiday pay, tuition reimbursement, scholastic pay and related time-and-service requirements.

In response to Mayor Pro Tem Dixon's question regarding whether the Finance Committee will review the upcoming proposed budget, City Manager Kiff addressed the process and stated he reviews the Departmental changes and could present the proposed budget to the Committee.

Mayor Pro Tem Dixon requested percentages when comparing figures with prior years.

City Manager Kiff addressed challenges with Industrial Disability Retirement (IDR) cases noting that the State is very generous and that costs go into PERS rates. He provided various options that could help with that and reported that staff is working to find solutions.

Discussion followed regarding the process in private industries and desk versus patrol jobs.

Chair Curry opened public comments.

Jim Mosher asked regarding sworn versus non-sworn officers and the need for public employees to swear an oath to the Constitution. He opined that safety officers are over-compensated compared to the level of education and experience needed to enter the profession. He commented on the Police Chief being paid more than the City Manager. Additionally, he addressed changes in compensation noting that changes cannot be made without amending the contract but wondered how the compensation has been going up. He commented on the budget amount and stated he had to visit the website, Transparent California for information as to how much City employees are being paid. He addressed "fancy equipment" and felt that the cost of some equipment seems excessive.

Laura Curran commented on the Administrative Assistant position listed as the only administrative position when there are others in the Police Department. Chief Johnson explained that other administrative positions are listed as Community Services Officer (CSOs) and they support the other Divisions. He noted that the term "CSO" is broadly used within the Department, and added that the CSOs interface with the public.

**VI. ADJOURNMENT**

The Finance Committee adjourned at 4:41 p.m. to the next regular meeting of the Finance Committee on December 10, 2015, at 4:00 p.m.

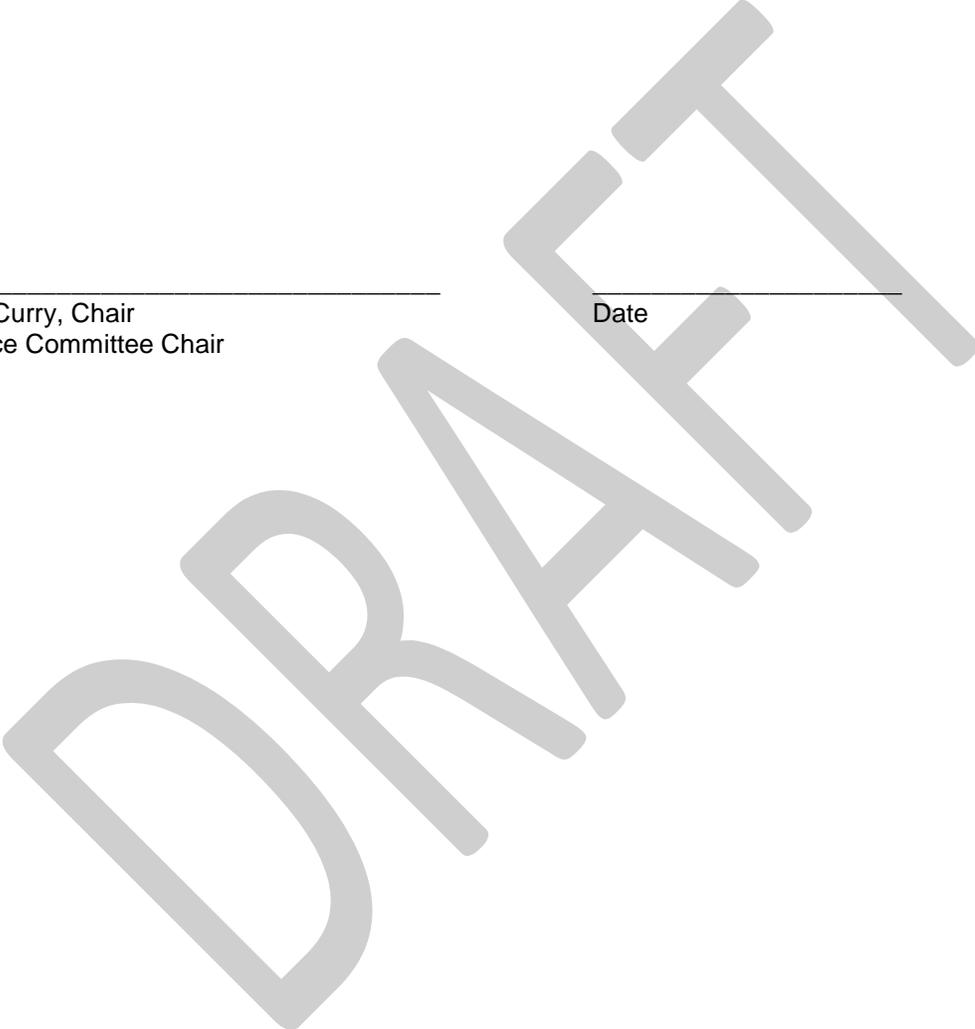
Filed with these minutes are copies of all materials distributed at the meeting.

The agenda for the Regular Meeting was posted on November 5, 2015, at 4:06 p.m., in the binder and on the City Hall Electronic Board located in the entrance of the Council Chambers at 100 Civic Center Drive.

Attest:

\_\_\_\_\_  
Keith Curry, Chair  
Finance Committee Chair

\_\_\_\_\_  
Date





## CITY OF NEWPORT BEACH FINANCE COMMITTEE STAFF REPORT

Agenda Item No. 5A  
December 10, 2015

**TO:** HONORABLE CHAIRMAN AND MEMBERS OF THE COMMITTEE

**FROM:** Finance Department  
Dan Matusiewicz, Finance Director  
949-644-3123, [danm@newportbeachca.gov](mailto:danm@newportbeachca.gov)

**SUBJECT:** **Underground Utility Assessment Deferral Program**

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### **SUMMARY:**

At its October 13, 2015, meeting the City Council considered an Underground Utility Assessment Deferral Program and referred consideration of potential program ideas to the Finance Committee for recommendation. The general plan would be designed to help resident property owners that may not have sufficient disposable income to pay the undergrounding assessment or utility connection costs. The purpose of this staff report is to analyze potential options for recommendation to the City Council and facilitate discussion.

### **RECOMMENDED ACTION:**

Provide the City Council with options and recommendations for programs focused on providing financial relief to resident property owners that may not have sufficient disposable income to pay the undergrounding assessment or utility connection costs.

### **FUNDING REQUIREMENTS:**

The fiscal impact of this item is dependent on the level of public participation in the proposed loan program and whether funding caps similar to the City's 1989 deferral program are put in place.

### **DISCUSSION:**

An assessment district is a public financing mechanism that is initiated by interested citizens (proponents) who request the City to form an assessment district in order to assess their property to pay for the construction of public infrastructure within a specified area. With underground utility assessment districts, all existing overhead utilities such as electric, cable television and telephone poles, and wires are removed and the wires are placed in underground conduit. In the public right-of-way, this involves trenching, laying conduit lines in the trenches, installing new utility vaults, backfilling, repaving the street and removing the overhead poles and wires. The assessment amount for the next several planned districts appears to average \$20,000 per parcel. Property owners are responsible for connecting the main service conduit in the public right-of-way to the property owner's home. This cost ranges between \$1,000 and \$4,000 and is not included in the assessment amount.

### Current Financing Mechanism

Upon successful formation of an assessment district, property owners may pay all or a portion of their assessment in cash from any source, or allow the assessments to go out to bond. Individuals who pay off the assessment prior to the issuance of bonds will not incur costs associated with the bond financing. If bonds are issued, the debt service is collected by the County Treasurer from district homeowners through the annual tax roll in semi-annual installments due no later than December 10 and April 10 of each year until the assessment is paid in full.

The cost of improvements is spread in proportion to the benefit of properties within the boundaries of the designated area. The annual amount due related to the assessment is likely to range between \$1,400 to \$1,600 per year depending on the precise amount of the assessment and the interest rate achieved by the district financing. Subsequent to financing, property owners may still pay off the assessment but will have incurred the cost of financing and may be subject to an early bond call premium usually between 0 to 3 percent of the outstanding principal.

Staff has received a number of public inquires about whether the City will consider a deferral program for resident property owners within an underground utility assessment district that may not have sufficient disposable income to pay the annual assessment.

### Past Programs

In 1989, the City Council adopted a program that postponed payment of assessments until such time as the property is transferred. The program required the City to make the interest and principal payments to the bondholders as they came due, subject to the homeowner showing of hardship, signing an agreement, and recording a lien on the property. The City charged 7 percent interest per annum on all money advanced. Various requirements included (i) household income could not exceed \$24,000 per year; (ii) property owners must have at least 20 percent equity in the assessed value of the property; (iii) property owners must live in the property; and (iv) property owners must provide a copy of their last Federal Income Tax form and a copy of the last property tax bill. To the best of staff's review, no property owner took advantage of this program. See Exhibit 1, Attachment A for the 1989 Staff Report: Postponement of Paying Assessments for Undergrounding Utilities in Corona Highlands (Assessment District No. 57).

In 2010, the City Council developed a Utility Connection Grant Program to be funded using Community Development Block Grant (CDBG) funds. The Utility Connection Grant Program covered a portion of the cost of utility hook-ups to income-qualified owner-occupants within an Assessment District. Program grants were limited to actual costs up to a maximum of \$5,000. This was limited only to the Connection Costs and not the Undergrounding Costs. See Exhibit 2 for the 2010 Staff Report: Utility Connection Grant Program Policy Amendment. Ten people filled out initial applications. Eight were deemed eligible. None fully completed the application process.

### Potential Options for a Deferred Assessment Program

#### **Option 1: City Loan/Deferral Program**

Some proponents have suggested the City offer a deferred assessment program whereby qualified applicants could defer all payment of their assessment until the property transfers to their heirs or a new owner. All principal and accumulated interest would become payable at this time. Under this option, interested property owners would submit an application to the City. Based on criteria approved by the City Council, staff would review the application and order any title reports and insurance the City deemed necessary. If the application was approved, the applicant and the City would enter into a promissory note agreement that would be evidenced by a deed of trust recorded against the property in addition to the

assessment lien. The City would pay the principal and interest assessment on behalf of the property owner as it became due. The principal amount of the assessment would be financed by the City in the same manner as the property owners that choose not to pay the assessment during the cash collection period.

The City would track the payments made on behalf of the approved applicant. Interest would accrue on the payments made by the City, at an agreed upon rate, and would become part of the promissory note balance. Upon transfer of the property or other qualifying events, the promissory note would become due and payable to the City.

To limit the exposure and the amount potentially tied-up in the program, we propose a cap on the total amount available to an amount no greater than 5 percent of the total assessment. For AD 117 which is approximately \$5 million, the cap would limit the total loan exposure to approximately \$250,000.

We recommend the interest rate be derived by the interest rate achieved by the district financing as a whole, to compensate the bondholders, plus a margin to compensate the City for accepting a 20 year, balloon-payment loan. Other proposed loan requirements and procedures are documented in Exhibit 1, Attachment C. A comparison of similar program requirements are document in Exhibit 1, Attachment B and the 1989 program requirements are documented in Exhibit 1, Attachment A.

## **Option 2: CDBG City Grant Program**

The Community Development Block Grant (CDBG) Fund is used to account for revenues and expenditures relating to the City's Community Development Block Grant program. These funds are received on a reimbursement basis from the Federal Department of Housing and Urban Development (HUD) and must be expended in accordance with the City's 5-year Consolidated Plan (Con Plan) and 1-year Action Plan (Action Plan). Funded programs must meet one of three national objectives outlined in CDBG regulations: 1) benefit low- and moderate-income people, 2) eliminate slums and blight, or 3) meet an urgent need (e.g., natural disaster relief). At least 70 percent of CDBG expenditures must benefit low- and moderate-income people. Pursuant to CDBG regulations, low- and moderate-income households are those with incomes that do not exceed eighty percent of the area median income (AMI) based on household size. For a point of reference, the eighty percent of AMI figure for a household of four is \$74,950.

The 2010 CDBG utility hookup grant program targeted households at fifty percent of AMI. For a household of four, the fifty percent limit is currently \$46,850. As noted, the 2010 program did not include undergrounding costs and was limited to a maximum \$5,000 grant. None of the applicants for the 2010 program completed the process and all CDBG funds were reprogrammed to other activities. One of the reasons for low interest in the program may have been the income limit that was established at fifty percent of AMI. The City could consider reestablishing the program with the income limit set at eighty percent of the AMI. This small change would increase the number of potential households that might qualify. Either way, verification of household income would be necessary to qualify. The cost for utility connections to the new underground system is likely to cost less than \$5,000 per parcel and staff would recommend setting this amount as a cap.

Funding for the program would need to be established through the upcoming 2016-2017 Action Plan starting July 1, 2016, since the City has fully allocated the current year's CDBG funds. Next year's grant could provide approximately \$30,000-50,000 depending upon Federal appropriations and other competing priorities. Another funding possibility is the proceeds from the sale of the Balboa Theater. The City used CDBG funds for acquisition of the Balboa Theater many years ago and the City is in the process of selling the property because the project has proven unsuccessful and the property is now considered surplus property. No final decision has been made, but the City is reviewing several offers at this time. Proceeds from the eventual sale of the theater must be returned the CDBG fund and then reallocated in accordance with the Con Plan that will need to be amended to identify how the City plans to

use proceeds from the sale. Allocating some funds to the utility hookup grant program is clearly a possibility.

The cost to amend the Con Plan would be nominal and could be accommodated within this year's budget. The amendment process can be completed within several months and must be done pursuant to the City's Citizen Participation Plan.

### **Option 3: Private Financing Options**

The City is not in the business of making loans and staff does not have industry expertise that may be readily available in the private sector. Under this option, the City would provide residents contacts and educational information that may assist individuals explore financing from local, private sector banks and industry professionals.

### **ENVIRONMENTAL REVIEW:**

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

### **NOTICING:**

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).

Prepared and Submitted by:

/s/ Dan Matusiewicz

/s/ James W. Campbell

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Dan Matusiewicz  
Finance Director

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James W. Campbell  
Principal Planner, Community Development

Exhibits:

Exhibit 1 – October 13, 2015 City Council Staff Report: Underground Utility Assessment Deferral Program

Exhibit 2 – October 26, 2015 City Council Staff Report: Utility Connection Grant Program Policy Amendment

# **EXHIBIT 1**

**October 13, 2015, City Council Staff Report: Underground Utility Assessment  
Deferral Program**



== CITY OF ==

# NEWPORT BEACH

## City Council Staff Report

October 13, 2015  
Agenda Item No. 18

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** Dan Matusiewicz, Finance Director - 949-644-3123,  
dmatusiewicz@newportbeachca.gov

**PREPARED BY:** Dan Matusiewicz, Finance Director

**PHONE:** 949-644-3123

**TITLE:** Underground Utility Assessment Deferral Program

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**ABSTRACT:**

Staff has received numerous inquiries from assessment district proponents and opponents regarding the City's willingness to sponsor and administer an Underground Utility Assessment Deferral Program. The program would be designed for resident property owners that may not have sufficient disposable income to pay the annual assessment. Such a program would allow property owners in impacted districts to apply for an assessment deferment whereby the City would pay for the costs of the assessment until the property transfers to their heirs, a new owner, or if the agreement is breached in some way. The purpose of this staff report is to determine the City Council's willingness to approve a new assessment deferral program and identify the eligibility requirements, process and proximate terms.

**RECOMMENDATIONS:**

- a) Provide staff direction as to whether Council supports a Deferred Assessment Loan Program; and
- b) If Council is in support of an Underground Utility Assessment Deferral Program, provide input on the staff's recommended criteria and process outlined in Staff Report Attachment C.

**FUNDING REQUIREMENTS:**

The fiscal impact of this item is dependent on the level of public participation in the proposed loan program and whether funding caps similar to the City's 1989 deferral program are put in place.

## **BACKGROUND:**

An assessment district is a public financing mechanism that is initiated by interested citizens (proponents) who request the City to form an assessment district in order to assess their property to pay for the construction of public infrastructure within a specified area. With underground utility assessment districts, all existing overhead utilities such as electric, cable television and telephone poles, and wires are removed and the wires are placed in underground conduit. In the public right-of-way, this involves trenching, laying conduit lines in the trenches, installing new utility vaults, backfilling, repaving the street and removing the overhead poles and wires. The assessment amount for the next several planned districts appears to average \$20,000 per parcel. Property owners are responsible for connecting the main service conduit in the public right-of-way to the property owner's home. This cost ranges between \$1,000 and \$4,000 and is not included in the assessment amount.

### Current Financing Mechanism

Upon successful formation of an assessment district, property owners may pay all or a portion of their assessment in cash from any source, or allow the assessments to go out to bond. Individuals who pay off the assessment prior to the issuance of bonds will not incur costs associated with the bond financing. If bonds are issued,

The debt service is collected by the County Treasurer from district homeowners through the annual tax roll in semi-annual installments due no later than December 10 and April 10 of each year until the assessment is paid in full.

The cost of improvements is spread in proportion to the benefit of properties within the boundaries of the designated area. The annual amount due related to the assessment is likely to range between \$1,400 to \$1,600 per year depending on the precise amount of the assessment and the interest rate achieved by the district financing. Subsequent to financing, property owners may still pay off the assessment but will have incurred the cost of financing and may be subject to an early bond call premium usually between 0 to 3 percent of the outstanding principal.

Staff has received a number of public inquires about whether the City will consider a deferral program for resident property owners within an underground utility assessment district that may not have sufficient disposable income to pay the annual assessment.

## **DISCUSSION:**

### Proposed Option for the City to Sponsor a Deferred Assessment Program

Some proponents have suggested the City offer a deferred assessment program whereby qualified applicants could defer all payment of their assessment until the

property transfers to their heirs or a new owner. All principal and accumulated interest would become payable at this time. Under this option, interested property owners would submit an application to the City. Based on criteria approved by the City Council, staff would review the application and order any title reports and insurance the City deemed necessary. If the application was approved, the applicant and the City would enter into a promissory note agreement that would be evidenced by a deed of trust recorded against the property in addition to the assessment lien. The City would pay the principal and interest assessment on behalf of the property owner as it became due. The principal amount of the assessment would be financed by the City in the same manner as the property owners that choose not to pay the assessment during the cash collection period.

The City would track the payments made on behalf of the approved applicant. Interest would accrue on the payments made by the City, at an agreed upon rate, and would become part of the promissory note balance. Upon transfer of the property or other qualifying events, the promissory note would become due and payable to the City. The property owner could pay off the promissory note at any time without prepayment penalty.

#### Other Deferred Property Tax or Assessment Programs

Deferred property tax and assessment programs are not prevalent in California but the City is aware of a few. In February 2009, the State Legislature suspended the State Controller's Office Property Tax Postponement Program designed to assist senior, blind, and disabled homeowners with their property taxes. However, this program is scheduled to be reinstated in September 1, 2016. Effective January 1, 2012, the Governor signed AB 1090 (Chapter 369, Statutes of 2011), which allows each county, if it wishes, to implement a property tax postponement program for properties located within the county. This program is not currently available in Orange County. Only the County Board of Supervisors has the authority to implement this program.

The City of Manhattan Beach currently offers an assessment district program and the cities of Solana Beach and Rancho Palos Verdes are considering such programs. The City of Newport Beach initiated a Deferred Assessment Program in 1989 in conjunction with Assessment District 57 (Corona Highlands), included as Attachment A and currently had a Utility Connection Grant Program through the City's Community Development Block Grant (CDBG) program in 2010. Attachment B compares some of the applicant criteria and program details between the aforementioned programs.

#### Risks

While many risks can be mitigated, Council should be aware that loan programs, however carefully established, cannot eliminate all forms of risk.

- Assessment liens are statutorily senior to mortgage deeds of trusts and other non-tax liens on the property and are on a parity with liens in favor of ad valorem taxes and assessments. The City's promissory note would be subject to and subordinate to any existing or future liens for ad valorem taxes or assessments and any existing mortgages or liens on the property. Accordingly, although the property value-to-lien ratios are generally very high in Newport Beach, equity may not be sufficient to cover the promissory note balance when any combination of senior liens, reverse mortgages, insufficient or uncovered property liability and hazard insurance erode the perceived home equity. In such event, in order to preserve its loan, the City may have to cure defaults on senior mortgages in the event of insufficient equity.
- Title disputes may create legal burdens if title is obscured in any way and not properly insured.
- It is always possible that properties may transfer to new owners without sufficient or obvious disclosure. It could be possible that the new owner will be required to satisfy the obligation of the previous owner.
- Property transfers may be difficult to detect if the property is placed in a trust or assumed by family members or other non-traditional transactions.

#### Other Considerations

- The City is not in the business of making loans and staff may not have industry expertise that may be readily available in the private sector.
- The cost of creating and administering a program that may have low enrollment may not be an efficient use of staff time.
- Loan programs do require additional staff time to administer. Applications need to be thoroughly reviewed, and proper title and appraisal documents may need to be secured. Property owners and real estate agents often need information quickly when refinancing or property sale transactions are in progress.
- The City does not currently maintain a loan database application to archive and administer applications which may require some investment in time and money.
- The loan deferral will increase the amount of debt on the property as the property owner will be reimbursing the City for interest on the assessments and paying interest on the City deferral loan.

#### Staff's Initial Criteria Recommendations

If the City Council chooses to approve a new assessment deferral program, staff can administer or outsource the administration of such a program. Pending continued review of the necessary program details staff has prepared a summary of initial application process criteria to obtain Council's guidance. Attachment C summarizes the

proposed program requirements and tasks associated with an assessment district deferral program. If conceptually approved, staff would return with additional or refined program details and the proposed contours of a promissory note agreement for Council consideration and approval.

**ENVIRONMENTAL REVIEW:**

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**NOTICING:**

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).

**ATTACHMENTS:**

Attachment A - 1989 Staff Report: Postponement of Paying Assessments for Undergrounding Utilities in Corona Highlands (Assessment District No. 57)

Attachment B - Eligibility Requirements of Assessment Deferral Programs

Attachment C - Proposed Program Requirements and Tasks Associated with an Assessment District Deferral Program

# **ATTACHMENT A**

**1989 Staff Report: Postponement of Paying Assessments for Undergrounding Utilities in Corona Highlands (Assessment District No. 57)**

July 10, 1989

CITY COUNCIL AGENDA  
ITEM NO. J-2

14001  
AD 57

TO: CITY COUNCIL  
FROM: Public Works Department  
SUBJECT: POSTPONEMENT OF PAYING ASSESSMENTS FOR UNDERGROUNDING UTILITIES IN  
CORONA HIGHLANDS (ASSESSMENT DISTRICT NO. 57)

RECOMMENDATIONS:

Adopt criteria listed below for determining eligibility of property owners for City help in postponing payment of assessments.

DISCUSSION:

After a public hearing held on June 26, 1989, the City Council adopted resolutions forming Assessment District 57, and approved a budget amendment from the General Fund in the amount of \$40,000 to assist property owners who have a hardship resulting from the formation of the assessment district by allowing them to postpone payments on their assessments until such time as the property is transferred. The staff was directed to develop criteria for determining who would be eligible for assistance from the City.

The standards for postponing payment of assessments are partially based on the Senior Citizens Property Tax Postponement Law, Section 20581 and following of the Revenue and Taxation Code of the State of California. The program is based on the assumption that the City will help a few hardship cases by paying their assessments, and the Corona Highlands Homeowners Association will help property owners reconnect individual service connections.

It is recommended that the City make the interest and principal payments to the bondholders as they come due, subject to a showing of hardship, the signing of an agreement and the recording of a lien on the property. The entire amount advanced, including interest, will become due and payable when the property is transferred. Interest will be charged by the City at the rate of 7% per annum on all money advance including interest and other expenditures made to satisfy the City that there are no other prior claims against the property. The City will agree not to demand payment until the property is transferred. The City's interest can be protected by requiring that the property owner have at least a 20% equity in the assessed value of the property.

CRITERIA

1. Each claimant applying for postponement of his assessment shall complete an application under penalty of perjury with the City on a form supplied by the City. The claim shall contain evidence acceptable to the City that formation of the assessment district has worked a hardship on the claimant.

EP will check the General  
Index

Subject: Postponement of Paying Assessments for Undergrounding Utilities in  
Corona Highlands (Assessment District No. 57)

July 10, 1989

Page 2

2. The claim form will include, in addition to the address of the property and the County Assessor's parcel number, a list of any other encumbrances against the property. The City will obtain Litigation Guarantees at an estimated cost of \$250 per parcel, which will disclose existing encumbrances on the property. The cost of the Litigation Guarantees will be added to the costs of the principal and interest payments advanced to the property owners.
3. Claimant must provide any other information deemed by the City necessary to establish eligibility.
4. The claim shall include a copy of claimant's last Federal Income Tax form and a copy of the last property tax bill.
5. Claimant must own and reside in the dwelling on the property for which the assessment is to be postponed.
6. No person with a household income exceeding the approximate amount of \$24,000 per year shall be deemed to be eligible unless circumstances warrant special consideration. In case the number of applicants exceeds the amount of funds available, priorities shall be given to claimants in the following order:
  - a. Lowest household incomes.
  - b. Highest minimum age of the property owners. If there is more than one owner, the age of the youngest will be the determinant.

Attached is a copy of a suggested application form.



Benjamin B. Nolan  
Public Works Director

KP:so

Attachment

CITY OF NEWPORT BEACH  
OFFICE OF THE CITY MANAGER

SPECIAL ASSESSMENT POSTPONEMENT CLAIM FORM

Assessment District No. 57  
(Undergrounding Utilities in Corona Highlands)

1989

- 
1. Name of claimant. \_\_\_\_\_
  2. Social Security No. \_\_\_\_\_
  3. Date of birth. \_\_\_\_\_
  4. Spouse's name. \_\_\_\_\_
  5. Spouse's Social Security No. \_\_\_\_\_
  6. Spouse's date of birth. \_\_\_\_\_
  7. Total household income (including Social Security). \_\_\_\_\_
  8. Address of property. \_\_\_\_\_  
\_\_\_\_\_
  9. County Assessor's Parcel No. of property. \_\_\_\_\_
  10. Existing encumbrances against the property. \_\_\_\_\_
  11. Is your residence based on a leasehold (possessory) interest? \_\_\_\_\_
  12. Is your residence based on a life estate or under a contract of sale? \_\_\_\_\_
  13. Is your property used for rental or business? \_\_\_\_\_
  14. Did you and all other recorded owners (spouses and direct-line relatives excepted) live in your home on June 26, 1989? \_\_\_\_\_
  15. To the best of your knowledge, the date you purchased your home. \_\_\_\_\_
  16. Additional comments that will assist the City in determining eligibility. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPECIAL ASSESSMENT POSTPONEMENT CLAIM FORM  
Assessment District No. 57  
(Undergrounding Utilities in Corona Highlands)  
Page 2

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Note: To qualify for postponement of the assessment, Line 7 must be \$24,000 or less unless special circumstances warrant exception to the rule.

SIGN THE COMPLETED FORM, AND ATTACH ALL REQUIRED DOCUMENTS. A copy of your most recent Federal income tax form and 1988 County property tax bill must be attached.

Under penalty of perjury, I declare that this claim, including any accompanying documents, is to the best of my knowledge true, correct and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number (    )

Action by the City: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **ATTACHMENT B**

**Eligibility Requirements of Assessment Deferral Programs**

**Eligibility Requirements of Assessment Deferment Programs**

	<b>Minimum Age</b>	<b>Disability Y/N</b>	<b>Other</b>	<b>Income Limit</b>	<b>Cash Investment Limit</b>	<b>Home Equity</b>
<b>Manhattan Beach</b>	Applicant or spouse must be at least 62 years old or meet the disability definition <sup>a</sup>	Blind or Disabled in accordance with standards used by the Internal Revenue Service for tax return purposes	Assessed property must be primary residence and owned by applicant or spouse or held in a revocable trust by applicant or spouse <sup>a</sup>	Tiered contribution of 0%-5% up to Defined Taxable Income of \$100,000, whereby eligibility phases out	Assets may not exceed \$1 million, excluding property in question and cash value of life insurance, but includes assets in a revocable trust	Assessment loan amount from the City plus residential debt senior to it, may not exceed 80% of the value of the property (appraisal and title report required)
<b>State of California</b>	Applicant must be 62 years of age or meet the disability requirement <sup>a</sup>	Blind or Disabled, based on the Social Security Administration definition (proof required every year)	Assessed property must be primary residence and owned <b>and occupied</b> by applicant <sup>a</sup>	Total Household income of \$35,500 or less, as defined by Revenue and Taxation Code 20503 and 20585 <sup>a</sup>	N/A	Has at least 40% equity in the property each year an application is submitted <sup>b</sup>
<b>Newport Beach - 1989 (Corona Highlands)</b>	See below <sup>c</sup>	See below <sup>c</sup>	Claimant must own and reside in the dwelling on the property for which the assessment is to be postponed	Total Household income of \$24,000 or less (including Social Security). \$45,000 adjusted for CPI.	See below <sup>c</sup>	Has at least 20% equity in the property each year an application is submitted <sup>b</sup>
<b>Newport Beach - CDBG Utility Connection<sup>d</sup></b>	N/A	N/A	All properties assisted must be single-family residential properties or owner-occupied duplexes located within the city limits of Newport Beach (includes manufactured homes)	Tiered limits range from 1-8 in household size and \$32,550 and \$61,350 in family income. Family income includes all income from all family members living in the household to be repaired	N/A	N/A

<sup>a</sup>All these requirements must apply in order to initially qualify. A registered domestic partner under the laws of the State of California will be considered a spouse.

<sup>b</sup>According to the State of CA, pursuant to Revenue and Taxation Code section 20583 (d) (1), 40% may now be the requirement on home equity - 20% may no longer be allowable as of 9/2016.

<sup>c</sup>The rest of the determining factors will be based on the funds available with priority given based on lowest household income and highest minimum age of the property owners (if more than one owner, the age of the youngest will be the determinant).

<sup>d</sup>Assistance is a maximum one-time grant of \$5,000 per household, not a loan as the others. Work appears to be arranged household by household with contracting/contractor requirements outlined by the City.

# **ATTACHMENT C**

**Proposed Program Requirements and Tasks Associated with an Assessment  
District Deferral Program**

**Attachment C: Proposed Program Requirements and Tasks Associated with an Assessment District Deferral Program**

	Requirements	One-Time or Ongoing	Responsible Party		Staff Recommendation	Notes
			City Staff	Applicant		
1	Establish a minimum age to participate in the loan program.	One-Time	Review	Submit IRS 1040 and supporting schedules.	Applicants who are at least 65 years old, are blind, or disabled in accordance with standards used by the IRS for tax purposes will be eligible to participate in the loan program.	
2	Primary place of residence		Review	Assert and submit evidence of primary residence.	Property must be the primary place of applicant's residence.	
3	Submit and review supporting documentation to verify income	One-Time	Review	Submit IRS 1040 and supporting schedules.	Household income shall not exceed Orange County median income applicable to household. The 2015 limit for a single person household is \$61,050, a 2 person household is \$69,750, a 3 person household is \$78,500 and a 4 person household is 87,200.	Household income is defined as "Total Income," plus "Tax-Exempt Interest" plus any non-taxable Social Security income received as defined on the IRS 1040 and supporting schedules.
4	Submit documents to support the market value of cash and investment holdings.		Review	Submit cash & investment statements from all sources of income.	The market value of all cash, investments, cash value of insurance policies, and interest(s) in LLP, LLC, S Corps, Trusts and Partnerships shall not exceed \$500,000.	
5	Assess loan to value ratio.	One-Time	Review	Submit supporting documentation.	Assessment plus secured debt may not exceed 60% of the value of the property	Supporting documentation shall include the statements evidencing the balance of 1st & 2nd mortgage and any other notes and liens recorded against the property.
6	Conduct home appraisal to establish value if necessary.	One-Time	Review	Submit appraisal.	Appraisal shall be required if total secured debt exceeds \$750,000 or if property is undeveloped or has been significantly impaired by a hazard (fire, flood, earthquake etc).	
7	Establish Ownership Rights	One-Time	Review	Submit Title Report	Conduct title search.	Fees paid by applicant.
8	Title Insurance	One-Time	Review	Submit supporting documentation.	Acquire litigation guarantee or other title policy.	Fees paid by applicant.
9	Submit Executed Promissory and Deed of Trust	One-Time	Execute & Record		Record Trust Deed against applicant's property.	
10	Remove assessment payment from annual tax levy	Ongoing	Exclude assessments from levy		City Should pay bondholder paying agent directly (pending further legal review).	
11	Make principal and interest payments to bondholders on property on an semi-annual basis.	Ongoing	Monitor		N/A	Payments made to Trustee/Paying Agent.
12	Monitor the sale or transfer of property on an ongoing basis.	Ongoing	Monitor		Monitor the sale or transfer of properties subject to the loan to ensure that ensure the loan is paid off and the assessment lien is removed.	
13	Providing pay-off quote upon request.	Ongoing	Respond		N/A	
14	Respond to real estate inquiries that may arise for properties with an assessment lien.	Ongoing	Respond		N/A	
15	Update promissory note balance as payments are made and record interest accrual.	Ongoing	Record		Apportion interest on the City payments at the same rate as the issued bonds (Net Interest Cost) plus 1%.	Promissory note is subordinate to 1st mortgage and all other senior secured debt.

**EXHIBIT 2**

**Utility Connection Grant Program Policy Amendment**

# CITY OF NEWPORT BEACH CITY COUNCIL STAFF REPORT

Agenda Item No. 14  
October 26, 2010

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** Planning Department  
Kathlyn Bowden, AICP, Economic Development Coordinator  
949-644-3230, [kbowden@newportbeachca.gov](mailto:kbowden@newportbeachca.gov)

**SUBJECT:** Utility Connection Grant Program Policy Amendment

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## **ISSUE**

Staff is requesting Council approval of a minor amendment to the Community Development Block Grant ("CDBG") funded Utility Connection Grant Program Policy ("Policy"). Housing and Urban Development ("HUD") funding became available after some eligible residents had already commenced work. The proposed amendment allows for reimbursement to eligible homeowners that can provide qualifying documentation.

## **RECOMMENDATION**

Review and approve the proposed amended Policy ("Attachment A") to allow for the participation of eligible households on a reimbursement basis subject to submission of qualifying documentation.

## **DISCUSSION**

The Utility Connection Grant Program ("Program") was authorized by Council on April 27, 2010, as part of the CDBG Action Plan to alleviate resident concerns about the impact of private connection costs for eligible households. The Policy to implement the program was adopted August 10, 2010. The Council approved Policy defines eligible households as owner-occupants of properties located in an undergrounding Assessment District with household incomes at or below 50% of Area Median Income. To ensure cost-reasonableness, eligible households must obtain and submit not less than three (3) contractor bids to the City for the work to be performed. Grant assistance is capped at a not to exceed \$5,000 and must be approved by the program Screening Committee consisting of the Economic Development Administrator, Economic Development Coordinator and the Program Consultant.

### *Policy Amendment*

As originally conceived the applicant would start the grant process prior to soliciting bids and hiring a contractor. Due to delays in the HUD approval of the grant program and the continued implementation and construction of Assessment District 103, potentially eligible households could not get grant approval prior to initiating construction. Staff has received inquiries from Assessment District 19 where residents have begun the process in advance of grant approval. Strict application of the current grant policy would suggest that potentially eligible households could not receive the grant. Staff believes it prudent to amend the Program Policy to allow for eligible applicants to participate in the program via reimbursement, provided that the procurement, contracting and owner-contractor payment process was carried out and documented in accordance with the CDBG requirements. The proposed amendment establishes a secondary procedure for reimbursement while retaining the original procedure for subsequent Districts.

### *Program Status*

As of the date of this report, the City has received six (6) applications, of which one (1) is eligible to participate, two (2) were denied because the households exceed the income limits, and three (3) applications are pending further review upon receipt of required supporting documentation from the applicants.

### *Environmental Review*

The program policy amendment accompanying this staff report is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

### *Public Notice*

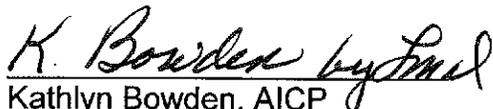
This agenda item shall be noticed according to the Brown Act (72 hours in advance of the public meeting at which the City Council considers the item).

*Funding Availability*

The City's 2010-2011 CDBG allocation is \$385,189. On April 27, 2010, the City Council approved \$65,922 in funds for the Utility Connection Grant Program as part of the 2010-2011 CDBG Action Plan. Funds for this program are included in City Budget Account No. 2730-8556. No additional funds are necessary to continue program implementation

Prepared by:

Submitted by:



Kathlyn Bowden, AICP  
Economic Development Coordinator



James W. Campbell  
Acting Planning Director

Attachment A: Amended Utility Connection Grant Program Policy

# **Attachment A**

Amended Utility Connection Grant Program Policy



## UTILITY CONNECTION GRANT PROGRAM POLICY

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~~August 10~~ October 26, 2010



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Keith D. Curry – Mayor

Michael F. Henn – Mayor Pro-Tem

Leslie Daigle – Council Member

Nancy Gardner – Council Member

Steven Rosansky – Council Member

Edward D. Selich – Council Member

Don Webb – Council Member

**I. PROGRAM DESCRIPTION**

The purpose of the Utility Connection Grant Program (UCP) is to assist low- and moderate-income owner-occupants of single-family detached, attached, condominium, manufactured, or mobile home properties and duplexes located within the Newport Beach city limits with the preservation of decent safe and sanitary housing. The UCP makes improvements considered necessary to eliminate blight, promotes the construction of healthy, sustainable and resource-efficient housing, and corrects building, health and safety code violations.

Program funds may be used to complete utility connection projects only, inclusive of costs for the construction contractor performing the utility connection work, City permits and inspection fees, hazardous materials testing fees and any document recordation fees that may be applicable.

**II. SOURCE OF FUNDS**

UCP projects will be funded from the City's annual allocation of Community Development Block Grant (CDBG) funds. The City of Newport Beach receives these funds from the U.S. Department of Housing and Urban Development (HUD) because it is a CDBG Entitlement City. Funds for the UCP may be approved by the City Council each fiscal year as part of the City's Annual HUD Action Plan process.

**III. PROGRAM GRANTS**

Program grants are limited to actual costs up to a maximum of \$5,000 and must be approved by the City's Screening Committee consisting of the Economic Development Administrator, Economic Development Coordinator and the Program Consultant. Homeowners are eligible for one (1) UCP grant in any ten (10) year period. Should utility connection costs exceed \$5,000; the homeowner will need to show proof of additional funding to complete construction costs in excess of the grant.

Program grants may be made to the income-qualified owner-occupant(s) of residential dwellings located within the city limits of the City of Newport Beach. "Owner-occupant" is defined as holding title to the dwelling as their principal and sole residence. Subsequent to the recordation of the Notice of Completion, the homeowner has no financial obligation to the City in connection with this program.

**IV. ELIGIBILITY CRITERIA**

**A. Eligible Applicants**

Eligible applicants are income-eligible owner-occupants of single-family detached, attached, condominium, manufactured, or mobile home properties and duplexes located within the Newport Beach city limits. Program grants may only be made to owner-occupants with clear title to the property in need of utility connection. As a prerequisite to eligibility, an applicant must be willing to correct all current code violations visible from public right-of-way.

City Council Members, Commissioners and any employee, official or agent of the City who exercises any policy or program decision-making function in connection

with the Program are ineligible for assistance under the Program. This policy extends for a period of two (2) years beyond an individual's disassociation with the City of Newport Beach in such a capacity.

B. Eligible Household Income

Owner-occupant household income may not exceed 50% of the Orange County Area Median Income adjusted for household size as promulgated by the U.S. Department of Housing and Urban Development.

The determination of annual household income shall be made in accordance with the "Annual Income" determination methodology as defined at 24 CFR Part 5. No other method of income determination shall be used.

C. Eligible Improvements

Program grants may be expended solely for private utility connection / hook-ups and necessary repairs related directly to the utility connection itself.

D. Eligible Costs

Program grant proceeds may also be used for any Program fees, such as but not limited to permits and other project-related soft costs that are necessary to implement the project.

V. IMPLEMENTATION

A. Administration

The Newport Beach Planning Department - Economic Development Division Staff ("Staff") shall administer the Program. As used herein, the term "Staff" may include either employees or consultants of the Department under the direction of the City Manager or his/her designee. The administration of the Program including, without limitation, application evaluation procedures, utility connection assessments, cost estimation, bid solicitation, contractor selection, construction management, inspection, disbursement of Program funds and processing of the Notice of Completion will be managed in accordance with this Policy.

The City Manager or his/her designee shall be responsible to ensure that UCP Implementation Guidelines are maintained and updated periodically to ensure compliance with all U.S. Department of Housing and Urban Development policies and regulations. The Implementation Guidelines shall conform to this approved Policy.

B. Application

For the 2010-2011 and the 2011-2012 CDBG Fiscal Years, income-qualified owner-occupant households in the City's Utility Assessment Districts shall have first priority for grant funds, subject to availability. Applications for participation in the Program shall be distributed by the City of Newport Beach Planning Department – Economic Development Division to households requesting them.

Grant funding priority shall be based on a first-come, first-served basis determined by receipt of completed application. Applications will be reviewed for completeness upon submission. Applicant will then either be informed of materials necessary to complete the application or be given a file number for their completed application.

The program application must be completed in its entirety and submitted together with the following documentation:

1. Application Form;
2. Copy of applicant(s) valid government-issued photo identification;
3. Verification of Personal Income, which must include, but is not limited to the Applicant's most recent signed Federal Income Tax Return, three (3) most recent pay stubs, three (3) most recent bank statements, and statements or other acceptable documentation of all other income sources and asset accounts;
4. Proof of ownership of the eligible property such as a copy of the Deed of Trust, Grant Deed or State Mobile Home Registration;
5. Proof of occupancy at the residence by providing a copy of a current utility bill and a copy of a bill that is 6-12 months old (however not a water or trash bill);
6. A prioritized and itemized list of the construction work requested to be done;
7. Acknowledgement form for Receipt of lead based paint brochure;
8. Copy of latest property tax bill; and
9. Copy of homeowner's current insurance policy to include liability and flood insurance, as applicable.

Staff shall review the completed application for income eligibility and owner-occupant status. Applicant shall then be informed of whether they are eligible or ineligible to participate in the Program. Ineligible applicants shall receive a letter stating the reasons for their ineligibility and a copy of the letter will be put in their file. Staff shall place the eligible property owner's name on a list of eligible projects in the order of application receipt and approval. Therefore, those applicants who submit all requested documents with the Application in the shortest time frame will have the highest priority for assistance under the Program.

Actual grant funding is subject to CDBG funding availability. Staff's eligibility determination is not a commitment of funds. Funds shall only be committed upon the approval of the Screening Committee and full execution of the Grant Acceptance Agreement.

C. Pre-qualification, Evaluation and Screening Committee Review

1. Pre-qualification – Each application filed will be dated and processed in the order received. Staff will review applications for completeness and verify property eligibility. Incomplete applications will be returned to the applicant. Staff shall notify all ineligible applicants of their status by letter.
2. Screening Committee Review – The Screening Committee shall consist of the Economic Development Administrator, Economic Development

Coordinator and the Program Consultant. The Screening Committee will consider complete application packages for approval. In order to proceed, all Screening Committee members must approve all Program grants.

D. Bidding and Contractor Selection Procedures for Contracts Paid on Behalf of Applicant

The applicant shall solicit bids (in accordance with the Implementation Guidelines) from contractors for completion of the utility connection work. Owners shall solicit bids from C-10, A, or general B-Licensed contractors for Work Descriptions involving more than one specialty. Bid solicitations can be made of licensed specialty contractors if the Work Description involves a single specialty (i.e. roofing, electrical, plumbing, etc.). Once the owner has received three (3) or more bids from qualified contractors, the owner shall submit three (3) or more bids to the City for review. The bid evaluation shall result in the contract award to the lowest responsible, responsive bidder. Prior to contract award, Staff will confirm contractor eligibility by:

1. Checking the contractor's license status with the Contractors State License Board ([www.cslb.ca.gov](http://www.cslb.ca.gov));
2. Checking the contractor's Federal debarment status with the Excluded Parties Listing System ([www.epls.gov](http://www.epls.gov));
3. Obtaining a copy of the contractor's current City of Newport Beach Business License; and
4. Obtaining additionally insured General Liability (\$1 million general aggregate coverage) and Workers Compensation (statutory coverage) insurance certificates.

E. Pre-Construction Meeting, Contractor Agreement, Notice to Proceed and Construction Phase for Contracts Paid on Behalf of Applicant

Staff will convene a pre-construction meeting with the owner and selected contractor to review the Contractor Agreement, Work Description and Bid Proposal Form, and to answer site-specific questions.

Three (3) calendar days following the execution of the Contractor Agreement, Staff will issue the Notice to Proceed. Subsequent to obtaining the required permits, the contractor will carry out the required work. Generally, work shall commence no later than seven (7) days from the date the last Agreement is executed by the affected property owners and work must be completed no more than 30-60 days after the start date (or as agreed upon by the owner and contractor).

Property owners and Staff shall authorize the release of program funds in accordance with the Improvement Agreement between the property owner(s) and the City as well as the Contract Agreement between the property owner(s) and the construction contractor as further detailed in the Implementation Guidelines.

F. Bidding and Contractor Selection Procedures for Reimbursement to Applicant

In the event that a UCP grant is approved by the Screening Committee subsequent to the date when an applicant shall have reasonably contracted and completed any or all phases of their private conversion to underground utilities, it shall be permissible for Staff to reimburse an eligible applicant to the program for the eligible costs incurred. Under this scenario, the procurement, contracting and performance of work has already been carried out by the owner-occupant and their selected contractor prior to UCP involvement. In cases where reimbursement is appropriate, applicant approval by the Screening Committee shall be determined subsequent to the receipt and review of copies of the following documents from the applicant:

- Three (3) bids from C-10, A, or B-licensed contractors for the same scope of work;
- A contract with the lowest responsive, responsible bidder (Please note that reimbursement will not be possible in circumstances where the applicant entered into a contract with a bidder other than the lowest responsible bidder.);
- The contractor's City of Newport Beach business license; and
- The City of Newport Beach electrical permit.

Prior to reimbursement, Staff will confirm contractor eligibility by:

1. Checking the contractor's license status with the Contractors State License Board ([www.cslb.ca.gov](http://www.cslb.ca.gov)); and
2. Checking the contractor's Federal debarment status with the Excluded Parties Listing System ([www.epls.gov](http://www.epls.gov)).

G. Project Closeout

Individual utility connection projects will be financially closed subsequent to Staff approval of the work performed, receipt of a written warranty from the contractor indicating coverage of workmanship and materials for the work performed up to one (1) year from the completion date as indicated on the signed-off City of Newport Beach electrical permit, -and the property owner's execution of a Notice of Completion. To prevent persons or businesses associated with the project from filing a lien against the property after the City has released all project funds, the City shall withhold ten percent (10%) of the construction contract from the prime contractor until such liens may not longer be filed, which, in accordance with California Civil Code Section 3116 is 30 calendar days following the recordation of the Notice of Completion with the County Recorder's Office. To allow for the receipt of mailed notification of any recorded liens, the City shall withhold the ten percent (10%) retention until 35 calendar days following the recordation of the Notice of Completion.

For grants made on a reimbursement basis, utility connection projects will be financially closed (reimbursed to the applicant) upon receipt of the following documents:

- Contractor's invoice for payment;
- Unconditional Waiver and Release of Lien signed by contractor;
- Signed-off City of Newport Beach electrical permit;

- Before & after photos of the work performed, including the electrical box and the area(s) of your property that were trenched in order to facilitate the underground conversion;
- Written warranty from the contractor indicating coverage of workmanship and materials for the work performed up to one (1) year from the completion date as indicated on the signed-off City of Newport Beach electrical permit;
- A copy of the notice of completion; and
- Cancelled check(s) (front and back) for all payments to the contractor adding up to the contract price.

H. Approval of Program Legal Documents

All Program legal documents shall be approved as to form by the City's legal counsel prior to their use.

I. Authority to Administer

The preparation and use of all required Program Implementation Guidelines, manuals, forms, documents and agreements shall be administered by the Planning Department – Economic Development Division under the direction of the City Manager, or his/her designee, in accordance with this Policy. The City Manager, or his/her designee, has the authority to waive eligibility requirements and grant limits at his/her discretion to address critical home improvement needs.



## CITY OF NEWPORT BEACH FINANCE COMMITTEE STAFF REPORT

Agenda Item No. 5B  
December 10, 2015

**TO:** HONORABLE CHAIRMAN AND MEMBERS OF THE COMMITTEE

**FROM:** Finance Department  
Dan Matusiewicz, Finance Director  
949-644-3123, [danm@newportbeachca.gov](mailto:danm@newportbeachca.gov)

**SUBJECT:** **Implementation of Budget Preparation Framework – Review of Operating Budget, Session 3**

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### **SUMMARY:**

During recent Finance Committee meetings, members discussed pursuing actions for bringing greater transparency and accountability during the annual budget development process. Staff believes that following a proposed budget preparation framework consisting of budget principles, and associated strategies and tactics can be a reliable vehicle for improving the City's budget process. In furtherance of Budget Framework Tactic T.10.1, the goal of this presentation will be to familiarize members of the Finance Committee with the elements of the Fiscal Year 2015-2016 Fire Department budget, provide opportunity for questions, and to gain clarity in the funding allocations for departmental programs.

### **RECOMMENDED ACTION:**

In furtherance of Budget Framework Tactic T.10.1, review, ask questions, and provide comment relating to the Fire Department Fiscal Year 2015-2016 operating budget.

### **DISCUSSION:**

The Finance Committee expressed an interest in having greater involvement in the review of the proposed budget prior to its adoption by the City Council. During the September 16, 2015, Finance Committee meeting, members discussed and agreed to pursue a Budget Preparation Framework for bringing greater transparency and accountability during the annual budget development process.

The Budget Preparation Framework consists of goals, strategies and associated tactics to facilitate the establishment of priorities, guiding program activities, and allocating resources. Goals or "budget principles" represent statements that identify the broad goals that provide overall direction for the City and serve as a basis for decision making. Strategic objectives are major accomplishments that the City seeks to achieve over a specified period of time to achieve its long term goals. Tactics identify what should be done, that is, outline the specific tasks that must be accomplished to achieve the strategic objectives.

Certain members of the Finance Committee expressed a desire to be more involved in the early stages of the budget process, well in advance of the budget adoption by the City Council in May. Budget development is typically well underway by February, the month that the Committee convened its first

meeting in 2015. Soliciting Committee input earlier will provide the Finance Committee with a better opportunity to be involved and better understand the proposed budget.

The goal of this presentation will be to familiarize members of the Finance Committee with the elements of the Fiscal Year 2015-2016 Fire Department departmental budget, provide opportunity for questions, and to gain clarity in the funding allocations for departmental programs.

This agenda item is in furtherance of Budget Framework Tactic T.10.1 and staff will schedule similar Finance Committee presentations covering the operating budgets of other departments over the next few months.

**Budget Framework Tactic T.10.1:**

*Staff would take the Finance Committee (FC) through a series of three to four “deep dives” into specific budget divisions or programs, with explanations about the Budget Detail and salaries, benefits, contract service accounts, and more. Set aside enough time to do this without anyone feeling rushed.*

- *Have each member of the FC identify 2-3 areas of interest – or questions they want answered before they have a final discussion about the budget – and complete these to general satisfaction prior to having the Council’s spring 2016 budget sessions for FY 16-17.*

This action will provide members with the context and understanding of the City’s programs in advance of the Fiscal Year 2016-2017 budget process and reinforce an environment of continual process improvement.

Prepared and Submitted by:

/s/ Dan Matusiewicz

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Dan Matusiewicz  
Finance Director

Attachments:

- A. Fire Department Fiscal Year 2015-2016 Operating Budget Performance Plan
- B. Fire Department Fiscal Year 2015-2016 Operating Budget Detail

# **ATTACHMENT A**

**Fire Department FY 2015-2016 Operating Budget Performance Plan**

## MISSION STATEMENT

Protect life, property and the environment with innovative professionalism, and organizational effectiveness using highly trained professionals committed to unparalleled service excellence.

## VISION

The Newport Beach Fire Department will be engaged in the community, and recognized for exemplary lifesaving services, fire protection, prevention and preparedness by investing in our employees and the people we serve.

## BASIC OPERATING PRINCIPLES

Safety, Service, Professionalism

## CORE VALUES

Integrity, Teamwork, Caring, Respect, Innovation



## DEPARTMENT OVERVIEW

Newport Beach has a full service fire department providing our residents and visitors with exemplary customer service twenty-four hours a day. The terrain and geologic features create a challenging and diversified environment influenced by residential, commercial, mercantile, retail, and manufacturing businesses, as well as a wildland and ocean interface. In order to serve our customers, the department has eight strategically located fire stations; three lifeguard offices on the beach; and thirty-eight lifeguard towers.

The fire department is divided into five divisions, Administration, Fire Operations, Life Safety Services, Emergency Medical Services, and Marine Operations. Our full service department delivers advanced life support provided by paramedic/firefighters, basic life support provided by EMT/firefighters and EMT/lifeguards, fire and building inspections, construction plan review, special event permits, fuel modification/brush clearance, fire suppression, urban search and rescue, ocean rescue, under water search and rescue, community emergency response teams, and most of all public education on our beaches and in our schools.

The fire department continues on the path to change by exploring innovation, efficiencies, effectiveness and new optimum, service delivery models. In fiscal year 2014-2015, significant achievements in the move towards a more EMS focused delivery model were completed. Those achievements were centered on the creation of the Emergency Medical Services (EMS) Division with specialized staff and a restructured budget that accurately reflects ambulance transport and Advanced Life Support expenditures. With nearly 80% of our calls for service being for medical assistance, the new EMS Division will continue to ensure that the Fire Department provides the fastest and highest quality of life-saving interventions possible. In fiscal year 2015-2016, we will maintain our efforts to innovate and evolve our service delivery through the implementation of a pilot study on the new model of community-based health care known as “Community

Paramedicine.” The fire department, along with other healthcare partners, will participate in the pilot study where paramedics with advanced training function outside of their customary roles to facilitate the most appropriate access to medical care. This innovative model of community-based healthcare has sparked recent interest because of its benefits of improving access to quality care while reducing costs.

In fiscal year 2015-16, the fire department will maintain full-time staff to meet strategic planning needs, mitigate risks, balance responsibilities with operational priorities and protect capital assets. Staff members will take leadership roles in the development of a Community Risk Reduction Program; planning for replacement facilities; development of new succession planning and training programs; and enhancement of department policies and procedures. In addition, we will continue to carefully manage the utilization of professional contract service agreements in EMS to train our personnel and update new protocols in line with continually evolving federal, state, and local regulatory guidelines and in Life Safety Services for building plan checks.

## KEY DEPARTMENT PROGRAMS

- Administration
- Emergency Medical Services
- Fire Operations
- Life Safety Services
- Marine Operations

	2012-13	2013-14	2014-15	2015-16
Service Indicators	Actual	Actual	Estimated	Projected
Fire Responses	342	356	360	360
Medical Responses	7,716	7,751	8,000	8,250
Fire Alarm Responses	810	766	800	800
Other Emergency Responses	1,297	1,343	1,385	1,425
Fire Medics Memberships	5,296	5,239	5,000	5,000
Water Rescues	3,811	4,860	5,000	5,150
Lifeguard Medical Aids	8,045	6,318	6,500	6,700
Boats in Distress/Warnings	103	157	160	165
Beach Attendance	9,703,500	9,197,770	9,475,000	9,750,000
Preventive Marine Safety Actions	149,501	223,950	230,500	237,500
Annual Fire Inspection Activities	4,338	3,352	4,000	4,500
New Construction Plan Review Activities	586	813	840	870
New Construction Inspection Activities	716	1,729	1,780	1,830
Special Events	242	259	267	275

## TOTAL FIRE DEPARTMENT COSTS

	2012-13 Actual	2013-14 Actual	2014-15 Estimated	2015-16 Adopted
Salaries and Benefits	\$ 30,044,007	\$ 31,328,629	\$ 36,102,730	\$ 35,458,974
Maintenance and Operations	\$ 5,930,580	\$ 6,148,692	\$ 7,163,708	\$ 7,588,045
Capital Equipment	\$ 260,105	\$ 124,891	\$ 413,677	\$ 199,266
Total	<u>\$ 36,234,692</u>	<u>\$ 37,602,212</u>	<u>\$ 43,680,115</u>	<u>\$ 43,246,285</u>

## GOALS

1. Assure success of self-funded programs (Junior Lifeguards, Fire Medics, START). Several Fire sponsored programs create a large benefit to the community, as well as assist in preparing the next generation to be safety conscious. Strategic management will maintain the excellence of each program while assuring these programs are cost effective, thereby minimizing general fund subsidization.

<u>Performance Measures</u>				
<b>Junior Lifeguards</b>	<b><u>FY13 Actual</u></b>	<b><u>FY14 Actual</u></b>	<b><u>FY15 Estimated</u></b>	<b><u>FY16 Projected</u></b>
<i># Participants</i>	1,309	1,409	1,343	1,350
<i>\$ Revenue</i>	\$1,001,308	\$1,081,732	\$1,055,000	\$1,060,000
<i>\$ Expenses (Labor, M&amp;O)</i>	\$1,033,561	\$1,009,978	\$1,078,850	\$1,078,850
<i>% Cost Recovery</i>	97%	107%	98%	98%
<b>START Triage Program</b>	<b><u>FY13 Actual</u></b>	<b><u>FY14 Actual</u></b>	<b><u>FY15 Estimated</u></b>	<b><u>FY16 Projected</u></b>
<i># Orders Placed</i>	89	42	45	45
<i>\$ Revenue</i>	\$10,929	\$4,838	\$5,000	\$5,000
<i>\$ Expenses (M&amp;O)</i>	\$7,723	\$3,106	\$3,000	\$3,000
<i>% Cost Recovery</i>	142%	156%	166%	166%
<b>Fire Medics</b>	<b><u>FY13 Actual</u></b>	<b><u>FY14 Actual</u></b>	<b><u>FY15 Estimated</u></b>	<b><u>FY16 Projected</u></b>
<i># Participants</i>	5,321	5,239	5,000	5,000
<i>\$ Revenue</i>	\$255,416	\$246,382	\$240,000	\$240,000

2. Increase reimbursable training hours with College affiliation programs. A joint partnership program with Santa Ana College provides a revenue stream from training hours completed by field personnel. The program is supervised to assure fulfillment of specified core curriculum. Revenue from the program funds a department Career Development program dedicated to succession planning, increased workforce value, promotional opportunities and staff motivation incentive. The amount of revenue reimbursed is based on training hours, as well as the number of participants.

<u>Performance Measures</u>	<u>FY13 Actual</u>	<u>FY14 Actual</u>	<u>FY15 Estimate</u>	<u>FY16 Projected</u>
<b># Training hours completed</b>	321	323	320	320
<b>\$ Revenue reimbursed</b>	\$122,685	\$92,596	\$100,000	\$100,000

3. Increase the number of community outreach and educational programs. Continuous educational prevention and preparedness programs extended to adults and youths are a priceless investment in maintaining the value of our community. This interactive partnership expands the reach of our fire staff in maintaining a safe environment for the enjoyment of our residents and visitors. Not only is the community better informed on preventative measures, but also well-equipped at any age level to deal with diverse types of emergencies.

<u>Performance Measures</u>	<u>FY13 Actual</u>	<u>FY14 Actual</u>	<u>FY15 Estimate</u>	<u>FY16 Projected</u>
<b># CERT Program Graduates</b>	154	127	120	120
<b># Educational Presentations</b>	172	212	200	200

## PROGRAMS

### ADMINISTRATION

#### CORE FUNCTIONS

- Leadership, direction, motivation, enforcement and supervision
- Succession planning
- Payroll processing
- Personnel facilitation
- Budget development, implementation and management
- Interdepartmental collaboration
- Procurement
- Support services
- Policy development and guidance

- Council proposals
- Intergovernmental relations
- Community engagement

## **WORK PLAN:**

Fire Administration is the core of the department providing leadership and administrative support to all divisions in order to achieve the organizational missions and standards set by Fire Chief Scott Poster. Assisting with oversight of the Chief's schedule and Department needs is the Administrative Assistant to the Fire Chief. All fiscal and administrative functions of the Department are performed by the Administrative Manager. The Fire Facilities Coordinator manages the maintenance, repair, and replacement of Fire Department facilities and specialized equipment. Two part-time Support Service Aides provide logistical support to all eleven facilities.



## *WORK PLAN CONCENTRATION AREAS:*

- Continue efforts to streamline the budget and create fiscal efficiencies. Focus on the integration of current fiscal practices into the new ERP system.
- Implement strategic planning to chart a course for future innovation, efficiencies and effectiveness throughout the emergency response delivery system. Oversee a new EMS service delivery model to sustain exemplary emergency services.
- Continue to improve operational efficiencies and promote utilization of best practices through policy and procedural revisions and new direction.
- Foster workforce excellence through improved methods of communication and clarity.
- Celebrate and recognize employees who deliver outstanding customer service.
- Develop a Fire Department Speakers Network made of up firefighters, lifeguards, and other topical experts who are dedicated to assisting the department in speaking to community-based organizations, schools and other targeted groups.
- Continue to protect capital assets including facilities and specialized equipment through structured maintenance and repair programs.

## ADMINISTRATION PROGRAM COSTS

	2012-13 Actual	2013-14 Actual	2014-15 Estimated	2015-16 Adopted
Salaries and Benefits	\$ 651,636	\$ 691,630	\$ 854,491	\$ 864,806
Maintenance and Operations	\$ 218,329	\$ 293,757	\$ 231,468	\$ 186,590
Capital Equipment	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 869,965</b>	<b>\$ 985,386</b>	<b>\$ 1,085,959</b>	<b>\$ 1,051,396</b>

## ADMINISTRATION BUDGETED STAFFING

Positions	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b><u>SAFETY</u></b>				
<b><u>Full-Time</u></b>				
Fire Chief	1.0	1.0	1.0	1.0
<b>Total Full-Time</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b><u>MISC</u></b>				
<b><u>Full-Time</u></b>				
Administrative Analyst	1.0	1.0	-	-
Administrative Manager	-	-	1.0	1.0
Administrative Assistant to the Fire Chief	1.0	1.0	1.0	1.0
Fire Facilities Coordinator	-	-	1.0	1.0
<b>Total Full-Time</b>	<b>2.0</b>	<b>2.0</b>	<b>3.0</b>	<b>3.0</b>
<b><u>Part-Time</u></b>				
Support Services Aide P/T	1.0	1.0	1.0	1.0
<b>Total Part-Time</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>Total Budgeted Staffing</b>	<b>4.0</b>	<b>4.0</b>	<b>5.0</b>	<b>5.0</b>

## FIRE OPERATIONS

### CORE FUNCTIONS:

- Fire suppression
- Emergency Medical Services
- Urban Search and Rescue
- Fire investigation
- Hazardous materials response
- Training and certification
- Fire Explorer Program
- Media/Public Information
- Public Education and Community Training

## WORK PLAN

Fire Operations is committed to safeguarding the general welfare and economy of the City of Newport Beach. The safety and well-being of residents, visitors, property and community is our highest priority. Response time is provided by 8 strategically located fire stations, 119 full-time suppression staff, and a fleet of 8 fire engines, 2 fire trucks, and 1 Urban Search and Rescue unit (USAR). Calls for service cover a broad range which is generally classified into five categories – fire suppression, technical rescue, emergency medical aid, hazardous materials and public assistance.

### WORK PLAN CONCENTRATION AREAS

- Implement Automatic Vehicle Location (AVL) dispatching for emergency response to decrease response times and to ensure that the closest unit based on exact geographic location is dispatched.
- Continue to collect response time data to improve response times based on empirical findings.
- Accept delivery of two new fire engines. On schedule vehicle replacements minimize operational mechanical deficiencies resulting in improved service delivery.
- Continue to review and update operating policies and procedures to meet the changing needs of the community.
- Upgrade response capability to communicable diseases to ensure protection of the community and our staff.
- Work collaboratively with Public Works Department staff to plan for CIP projects for the replacement of two fire stations.
- Continue to focus on staff training. This year's training, developed and organized by the Training Battalion Chief with the assistance of the staff Training Captain, will include: professional development for company officers, leadership training to develop leaders in all levels, ethics and risk management training for all personnel, and incident management and command training.
- Conduct a marine rescue operations drill with grant funding provided by Urban Area Security Initiative (UASI).
- Work collaboratively with Human Resources Department staff to develop promotional training and testing.



## FIRE OPERATIONS PROGRAM COSTS

	2012-13*	2013-14	2014-15	2015-16
	Actual	Actual	Estimated	Adopted
Salaries and Benefits	\$ 22,163,707	\$ 22,975,685	\$ 23,824,570	\$ 22,715,041
Maintenance and Operations	\$ 3,316,538	\$ 3,334,575	\$ 3,855,642	\$ 4,086,940
Capital Equipment	\$ 159,489	\$ 65,162	\$ 265,455	\$ 144,077
<b>Total</b>	<b>\$ 25,639,734</b>	<b>\$ 26,375,422</b>	<b>\$ 27,945,667</b>	<b>\$ 26,946,058</b>

\* Division 2351 for Fire Training is being absorbed into Fire Operations beginning FY 2012-13.

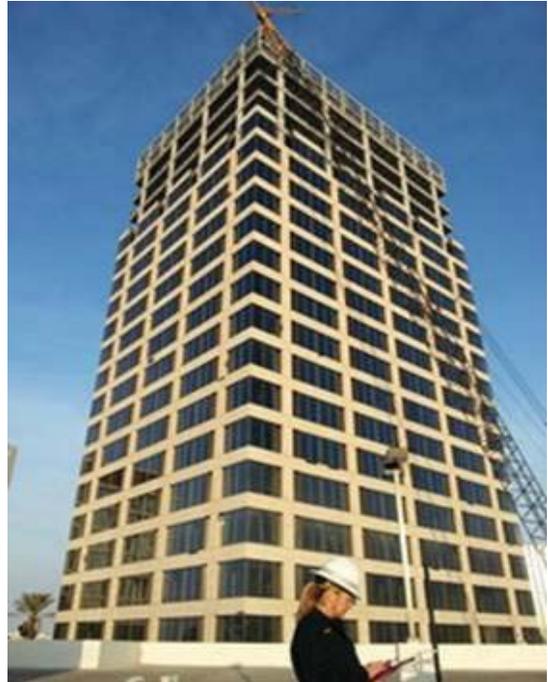
## FIRE OPERATIONS BUDGETED STAFFING

Positions	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b><u>SAFETY</u></b>				
<b><u>Full-Time</u></b>				
Fire Assistant Chief	1.0	1.0	1.0	1.0
Fire Battalion Chief	1.0	1.0	1.0	1.0
Fire Captain	25.5	25.5	25.5	25.5
Fire Division Chief	-	2.0	2.0	2.0
Fire Engineer	30.0	30.0	30.0	30.0
Fire Line Battalion Chief	3.0	1.0	1.0	1.0
Fire Paramedic	6.0	6.0	12.0	12.0
Firefighter	30.0	30.0	24.0	24.0
<b>Total Full-Time</b>	<b>96.5</b>	<b>96.5</b>	<b>96.5</b>	<b>96.5</b>
<b><u>MISC</u></b>				
<b><u>Full-Time</u></b>				
Department Assistant	1.0	1.0	1.0	1.0
<b>Total Full-Time</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>Total Budgeted Staffing</b>	<b>97.5</b>	<b>97.5</b>	<b>97.5</b>	<b>97.5</b>

# LIFE SAFETY SERVICES

## CORE FUNCTIONS

- Fire code enforcement
- Fire code development
- Issuance of fire code permits
- Fire and Life Safety review for new construction and tenant improvement projects
- Fire and Life Safety building inspections
- Fire and Life Safety special event inspections
- Wildland vegetation fuel management
- Very High Fire Hazard Severity Zone enforcement
- Hazardous materials disclosure program
- Community education programs
- Community preparedness



## WORK PLAN

The Life Safety Services Division provides cost effective fire prevention, life safety, and emergency preparedness services through education, enforcement and awareness. This is the Department's smallest division with a staff of seven dedicated to providing proactive, effective, and efficient services. Staff is responsible for delivering a wide range of life safety technical services and promoting community disaster preparedness by working cooperatively with businesses, community partners, and individuals. Staff is committed to providing the highest level of service and expertise in partnership with our community.

### WORK PLAN CONCENTRATION AREAS:

- Ensure Records Management System (RMS) support for its core functions.
- Maintain a risk based fire inspection program designed to minimize risk and loss in compliance with state of California mandated and required inspections.
- Confirm fire and life safety plan review turnaround times are in step with the Community Development Department timelines to ensure a seamless and efficient customer experience.
- Build upon its nationally recognized community outreach, CERT, and preparedness programs by continuing to implement innovative methods, curriculum, and tools.

## LIFE SAFETY PROGRAM COSTS

	2012-13*	2013-14	2014-15	2015-16**
	Actual	Actual	Estimated	Adopted
Salaries and Benefits	\$ 1,282,729	\$ 1,369,887	\$ 1,482,165	\$ 1,362,793
Maintenance and Operations	\$ 629,232	\$ 683,998	\$ 740,357	\$ 652,791
Capital Equipment	\$ 29,726	\$ 22,511	\$ 27,976	\$ 20,976
<b>Total</b>	<b>\$ 1,941,687</b>	<b>\$ 2,076,396</b>	<b>\$ 2,250,498</b>	<b>\$ 2,036,560</b>

\* Divisions 2354, 2355 & 2356 became Division 2335 beginning FY 2012-13.

## LIFE SAFETY BUDGETED STAFFING

Positions	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b><u>SAFETY</u></b>				
<b><u>Full-Time</u></b>				
Fire Assistant Chief	1.0	1.0	1.0	1.0
<b>Total Full-Time</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b><u>MISC</u></b>				
<b><u>Full-Time</u></b>				
Community Preparedness Coordinator	1.0	-	-	-
Confidential Administrative Assistant	1.0	-	-	-
Department Assistant	-	1.0	1.0	1.0
Emergency Services Coordinator	1.0	1.0	1.0	-
Fire Prevention Plans Examiner Non-Sworn	2.0	-	-	-
Fire Prevention Specialist Non-Sworn	2.0	-	-	-
Life Safety Specialist II	-	4.0	4.0	4.0
Life Safety Specialist III	-	1.0	1.0	1.0
<b>Total Full-Time</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>6.0</b>
<b>Total Budgeted Staffing</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>7.0</b>

## EMERGENCY MEDICAL SERVICES

### CORE FUNCTIONS

- Response to calls for emergency medical service
- Medical transport
- Emergency preparedness
- Training and certification
- Regulatory monitoring

## WORK PLAN

Emergency Medical Services provides the fastest and highest quality of basic and advanced life support services to the residents and visitors of our community 24 hours per day. Services are provided by 25 full-time, well trained and certified staff, and a fleet of 3 fire paramedic transport units and 2 surge ambulances.

### WORK PLAN CONCENTRATION AREAS:

- Participation in the Orange County Community Paramedicine pilot study, designed to study the feasibility and safety of assessing and transporting 9-1-1 patients with lower acuity conditions to urgent care clinics instead of to the hospital emergency departments. Provide advanced training for up to 9 Paramedics for participation.
- Revitalize the Fire Medics Subscription Program and START triage training materials through updated brochures and expanded distribution.
- Enhance training programs utilizing contract nurse educators with oversight by a physician medical director to ensure the highest level of medical expertise of our EMT's and Paramedics.
- Continue on a path to an optimum service delivery model that provides the fastest and highest quality of life saving interventions possible.



## EMERGENCY MEDICAL SERVICES PROGRAM COSTS

	2012-13 Actual	2013-14 Actual	2014-15 Estimated	2015-16 Adopted
Salaries and Benefits	\$ 1,969,474	\$ 2,082,853	\$ 5,438,799	\$ 5,859,202
Maintenance and Operations	\$ 679,124	\$ 835,941	\$ 1,094,246	\$ 1,328,687
Capital Equipment	\$ 41,981	\$ 12,286	\$ 57,783	\$ -
Total	<u>\$ 2,690,579</u>	<u>\$ 2,931,080</u>	<u>\$ 6,590,828</u>	<u>\$ 7,187,889</u>

\*EMS Personnel costs previously expensed to Fire Ops division. Budgeted in EMS division beginning in FY 15.

## EMERGENCY MEDICAL SERVICES BUDGETED STAFFING

Positions	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
<b><u>SAFETY</u></b>				
<b><u>Full-Time</u></b>				
Fire Captain	4.5	4.5	5.5	5.5
Fire Paramedic	18.0	18.0	18.0	18.0
<b>Total Full-Time</b>	<b>22.5</b>	<b>22.5</b>	<b>23.5</b>	<b>23.5</b>
<b><u>MISC</u></b>				
<b><u>Full-Time</u></b>				
Department Assistant	1.0	1.0	1.0	0.0
EMS Division Chief	1.0	1.0	1.0	1.0
Senior Fiscal Clerk	-	-	-	1.0
<b>Total Full-Time</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>
<b>Total Budgeted Staffing</b>	<b>24.5</b>	<b>24.5</b>	<b>25.5</b>	<b>25.5</b>

## MARINE OPERATIONS

### CORE FUNCTIONS

- Ocean, open water and beach safety
- Preventing and responding to ocean rescues
- Enforce City Municipal Codes and State Navigational Codes
- Providing emergency medical assistance to beach visitors
- Training and certification
- Junior Lifeguard program
- Underwater rescue dive team
- Rescue boat operations
- Urban Search and Rescue - swift water response
- Community education
- CPR instruction for schools
- Citywide Training and Emergency preparedness
- Grant management

### WORK PLAN

Marine Operations provides year-round, high quality water rescue, emergency response, prevention, and beach safety services. A staff of fourteen full-time, professionally trained and certified Marine Safety personnel, along with 200 seasonal part-time lifeguards, maintain ocean water safety for over 10 million beach and bay visitors annually.

**WORK PLAN CONCENTRATION AREAS:**

- Maintain an exceptional Junior Lifeguard program to educate and prepare our community youth on ocean safety.
- Provide CPR, First Aid and Ocean Safety instruction to the community schools, CERT program, and group associations.
- Evaluate service models for cost efficiencies while maintaining dedicated ocean safety measures.
- Continue to participate in grant funding opportunities to support the Fire Department and community efforts to mitigate community risks, and improve service levels.
- Prepare City employees as disaster service workers and incident management team members in the event of a City, or regional emergency.
- Enhance training programs to better serve the community in public safety and customer service.

**MARINE OPERATIONS PROGRAM COSTS**

	2012-13*	2013-14	2014-15	2015-16**
	Actual	Actual	Estimated	Adopted
Salaries and Benefits	\$ 3,976,460	\$ 4,208,575	\$ 4,502,706	\$ 4,657,132
Maintenance and Operations	\$ 1,087,356	\$ 1,000,421	\$ 1,270,245	\$ 1,333,037
Capital Equipment	\$ 28,909	\$ 24,931	\$ 34,213	\$ 34,213
<b>Total</b>	<b>\$ 5,092,725</b>	<b>\$ 5,233,927</b>	<b>\$ 5,807,164</b>	<b>\$ 6,024,382</b>

\* Division 2352 for Lifeguard Training was absorbed into this division beginning FY 2012-13.

\*\*Emergency Preparedness (Division 2335) reported here beginning FY 16.



## MARINE OPERATIONS BUDGETED STAFFING

<b>Positions</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>	<b>FY 2015-16</b>
<b><u>SAFETY</u></b>				
<b><u>Full-Time</u></b>				
Lifeguard Battalion Chief	2.0	2.0	2.0	2.0
Lifeguard Captain	5.0	5.0	6.0	9.0
Lifeguard Captain Boat	1.0	1.0	-	-
Lifeguard Officer	3.0	4.0	4.0	-
Lifeguard Operations Assistant Chief	1.0	1.0	1.0	1.0
<b>Total Full-Time</b>	<b>12.0</b>	<b>13.0</b>	<b>13.0</b>	<b>12.0</b>
<b><u>Part-Time</u></b>				
Part-time Lifeguard Officer	0.4	-	-	2.16
<b>Total Part-Time</b>	<b>0.4</b>	<b>-</b>	<b>-</b>	<b>2.16</b>
<b><u>MISC</u></b>				
<b><u>Full-Time</u></b>				
Department Assistant	1.0	1.0	1.0	1.0
Emergency Services Coordinator	-	-	-	1.0
<b>Total Full-Time</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>2.0</b>
<b><u>Part-Time</u></b>				
Lifeguard Cadet	0.64	0.64	0.87	0.87
Lifeguard I	16.31	16.31	17.16	17.66
Lifeguard II	14.65	14.65	15.14	15.29
Lifeguard III	2.33	2.33	2.42	2.97
Lifeguard Trainee	1.20	1.20	1.32	1.38
<b>Total Part-Time</b>	<b>35.13</b>	<b>35.13</b>	<b>36.91</b>	<b>38.17</b>
<b>Total Budgeted Staffing</b>	<b>48.53</b>	<b>49.13</b>	<b>50.91</b>	<b>54.33</b>

# **ATTACHMENT B**

**Fire Department FY 2015-2016 Operating Budget Detail**

Report :  
 Year:  
 Division

DIVISION POSITION WORKSHEET  
 JUL To JUN 2016  
 010-2310 - FIRE-ADMIN

Position	Type of Employee	FTE	Base Wages	Specialty Pays	Retirement Contrib (City) <sup>[1]</sup>	Other Benefits	Total Salaries and Benefits
ADMIN ASST TO FIRE CHIEF	Full Time	1.00	77,875	0	2,896	24,058	104,829
ADMINISTRATIVE MANAGER	Full Time	1.00	96,216	960	3,578	24,966	125,720
FIRE CHIEF	Full Time	1.00	228,072	960	39,719	31,493	300,244
FIRE FACILITIES COORDINATOR	Full Time	1.00	69,885	960	3,683	20,362	94,890
SUPPORT SERVICES AIDE P/T W/PARS	Part Time	1.00	44,512	0	1,669	645	46,827
		<b>5.00</b>	<b>516,560</b>	<b>2,881</b>	<b>51,545</b>	<b>101,596</b>	<b>672,582</b>

[1] Retirement Contribution (City) for each position does not include the amortized cost of the unfunded pension liability.

**010-2310 FIRE-ADMIN  
T50000 Total Expenses**

DESCRIPTION	2014 ADOPTED	2015 ADOPTED	2015 AMENDED	2016 ADOPTED
7000 SALARIES - MISC	156,501	241,475	241,475	243,976
7010 SALARIES - SAFETY	204,984	223,912	223,912	228,072
7020 SALARIES - PART TIME	43,243	0	0	0
7030 SALARIES - SEASONAL	0	43,867	43,867	44,512
<b>Total Regular Salaries</b>	<b>404,728</b>	<b>509,254</b>	<b>509,254</b>	<b>516,560</b>
7042 OVERTIME, PLANNED	4,960	4,960	4,960	4,960
<b>Total Overtime Salaries</b>	<b>4,960</b>	<b>4,960</b>	<b>4,960</b>	<b>4,960</b>
7114 CELL PHNE STIPND EXP	1,920	1,920	1,920	2,881
<b>Total Other Salaries</b>	<b>1,920</b>	<b>1,920</b>	<b>1,920</b>	<b>2,881</b>
<b>Total Salaries</b>	<b>411,608</b>	<b>516,135</b>	<b>516,135</b>	<b>524,401</b>
7210 HLTH/DNTAL/VISON FT	54,576	75,048	75,048	76,995
7223 ANNUAL OPEB COST	17,089	18,460	18,460	20,169
7232 PAYMENT > ARC	0	0	55,037	0
<b>Total Health &amp; Retiree Ins</b>	<b>71,665</b>	<b>93,508</b>	<b>148,545</b>	<b>97,163</b>
7290 LIFE INSURANCE	315	420	420	420
7295 EMP ASSIST PRGM	69	95	95	97
7370 WORKERS' COMP, MISC	14,064	14,064	14,064	12,088
7371 WORKERS' COMP, SFTY	12,283	12,283	12,283	10,557
7373 COMPSNTD ABSNCES	12,652	16,289	16,289	16,522
7425 MEDICARE FRINGES	5,906	4,209	7,456	7,562
<b>Total Other Benefits</b>	<b>45,289</b>	<b>50,606</b>	<b>50,606</b>	<b>47,246</b>
7439 PERS MBR CNTRBN MISC	2,590	17,395	17,395	19,581
7440 PERS ER CNTRBN MISC	31,123	19,428	19,428	19,843
7441 PERS ER CNTRBN SFTY	91,592	39,400	39,400	39,719
7442 PERS MBR CNTRBN SFTY	17	20,307	20,307	20,526
7444 EE RET CNTRBN SFTY	0	(20,307)	(20,307)	(20,526)
7445 EE RET CNTRBN MISC	0	(26,470)	(26,470)	(29,267)
7446 PERS UNFND LIAB MISC	0	26,752	26,752	46,856
7447 PERS UNFND LIAB SFTY	0	61,056	61,056	97,594
7460 RETRMNT PT/TEMP	0	1,645	1,645	1,669
<b>Total Retirements</b>	<b>125,322</b>	<b>139,205</b>	<b>139,205</b>	<b>195,995</b>
<b>Total Benefits</b>	<b>242,275</b>	<b>283,319</b>	<b>338,356</b>	<b>340,405</b>
<b>Total Salaries and Benefits</b>	<b>653,883</b>	<b>799,454</b>	<b>854,491</b>	<b>864,806</b>
8020 AUTOMOTIVE SERVICE	10,864	10,864	10,864	12,279
8022 EQUIP MAINT ISF	11,924	17,814	17,814	16,899
8024 VEHICLE REPLACE ISF	16,241	20,141	20,141	20,876
8030 MAINT&REPAR - EQUIP	630	630	630	630
8033 PRNTR MAINT/SUPLIES	7,000	6,000	7,810	6,000
8050 PSTGE,FREIGHT,EXPRS	10,160	10,160	10,160	9,000
8060 PUBLICATIONS & DUES	2,150	2,150	2,150	2,150
8080 SERVICES-PROF & TECH	19,873	12,373	12,373	19,873
8088 SERVICES - CONTRACT	0	0	1,723	0
8089 SVCS-CTY PRT CNTRCT	12,715	12,715	12,715	5,215
8100 TRAVEL & MEETINGS	6,040	6,040	6,040	6,040
8105 TRAINING	3,980	3,980	3,980	3,980
8111 TELECOMM-DATALINES	5,000	5,000	5,000	5,000
8112 UTILITIES - TELEPHONE	1,048	1,048	1,048	1,048
8140 SUPPLIES- OFFICE NOC	20,515	21,515	23,595	21,515
8148 SUPP-CHKS/INV/FRMS	1,750	1,750	1,750	1,750
8200 SPECIAL DEPT SUPPLIES	1,500	1,500	1,500	1,500
8204 UNIFORM EXPENSE	2,550	2,550	2,550	2,550
8318 IT ISF OPRATNG CHRGE	56,705	68,988	68,988	24,848
8319 IT ISF STRATGIC CHRGE	2,601	2,653	2,653	5,632
8340 GENERAL INSURANCE	17,983	17,983	17,983	19,805
<b>Total Operating Expenses</b>	<b>211,228</b>	<b>225,854</b>	<b>231,468</b>	<b>186,590</b>
<b>Total Division Expenses</b>	<b>865,112</b>	<b>1,025,308</b>	<b>1,085,959</b>	<b>1,051,396</b>
<b>Total Expenses</b>	<b>865,112</b>	<b>1,025,308</b>	<b>1,085,959</b>	<b>1,051,396</b>

Report :  
Year:  
Division

DIVISION POSITION WORKSHEET  
JUL To JUN 2016  
010-2320 - FIRE-OPS

Position	Type of Employee	FTE	Base Wages	Specialty Pays	Retirement Contrib (City) <sup>[1]</sup>	Other Benefits	Total Salaries and Benefits
ASSISTANT, DEPARTMENT	Full Time	1.00	62,026	0	2,307	23,273	87,606
FIRE ASSISTANT CHIEF	Full Time	1.00	190,112	19,179	36,580	32,188	278,059
FIRE BATT CHIEF 80 HRS	Full Time	1.00	157,019	22,079	31,322	26,623	237,044
FIRE CAPTAIN 112 HRS	Full Time	1.00	109,579	13,823	21,790	23,950	169,142
FIRE CAPTAIN 112 HRS	Full Time	0.50	54,789	6,012	10,738	11,932	83,471
FIRE CAPTAIN 112 HRS	Full Time	1.00	109,579	12,023	21,476	24,014	167,092
FIRE CAPTAIN 112 HRS	Full Time	1.00	109,579	17,502	22,430	24,194	173,705
FIRE CAPTAIN 112 HRS	Full Time	1.00	109,579	10,928	21,286	23,938	165,730
FIRE CAPTAIN 112 HRS	Full Time	1.00	109,579	12,728	21,599	24,294	168,199
FIRE CAPTAIN 112 HRS	Full Time	1.00	109,579	12,023	21,476	24,164	167,242
FIRE CAPTAIN 112 HRS	Full Time	0.50	53,085	5,825	10,409	11,831	81,149
FIRE CAPTAIN 112 HRS	Full Time	1.00	109,579	9,832	21,095	23,892	164,397
FIRE CAPTAIN 112 HRS	Full Time	1.00	109,579	10,958	21,291	24,568	166,395
FIRE CAPTAIN 112 HRS	Full Time	0.50	54,789	4,368	10,452	11,938	81,547
FIRE CAPTAIN 112 HRS	Full Time	0.50	54,789	7,671	11,027	11,211	84,698
FIRE CAPTAIN 112 HRS	Full Time	1.00	109,579	12,054	21,482	22,454	165,568
FIRE CAPTAIN 112 HRS	Full Time	0.50	54,789	5,944	10,643	12,014	83,390
FIRE CAPTAIN 112 HRS	Full Time	1.00	85,875	2,123	15,624	21,185	124,807
FIRE CAPTAIN 112 HRS	Full Time	1.00	109,579	19,339	22,750	22,480	174,148
FIRE CAPTAIN 112 HRS	Full Time	0.50	54,789	5,464	10,643	11,909	82,805
FIRE CAPTAIN 112 HRS	Full Time	1.00	109,579	16,407	22,240	24,442	172,667
FIRE CAPTAIN 112 HRS	Full Time	0.50	54,789	4,916	10,547	11,916	82,169
FIRE CAPTAIN 112 HRS	Full Time	0.50	54,789	5,464	10,643	12,101	82,997
FIRE CAPTAIN 112 HRS	Full Time	1.00	109,579	12,023	21,476	24,344	167,422
FIRE CAPTAIN 112 HRS	Full Time	1.00	109,579	19,302	22,744	23,920	175,545
FIRE CAPTAIN 112 HRS	Full Time	1.00	109,579	16,408	22,240	24,028	172,254
FIRE CAPTAIN 112 HRS	Full Time	1.00	109,579	10,958	21,291	22,438	164,266
FIRE CAPTAIN 112 HRS	Full Time	1.00	109,579	12,054	21,482	22,454	165,568
FIRE CAPTAIN 112 HRS	Full Time	1.00	109,579	18,502	22,605	22,516	173,201
FIRE CAPTAIN 112 HRS	Full Time	0.50	53,085	6,725	10,566	11,814	82,189
FIRE CAPTAIN 112 HRS	Full Time	1.00	109,579	9,284	20,999	22,414	162,276
FIRE CAPTAIN 112 HRS	Full Time	1.00	109,579	17,502	22,430	24,134	173,645
FIRE CAPTAIN + 7.5%	Full Time	1.00	164,848	17,887	31,956	26,647	241,337
FIRE DIVISION CHIEF 112	Full Time	1.00	164,295	28,803	33,760	25,368	252,225
FIRE DIVISION CHIEF 112	Full Time	1.00	164,295	28,803	33,760	25,368	252,225
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	5,574	17,523	22,894	139,321
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	8,400	18,016	23,644	143,389
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	8,374	18,011	23,074	142,788
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	12,041	18,650	23,247	147,267
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	8,374	18,011	23,074	142,788
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	8,374	18,011	23,104	142,818
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	12,107	18,661	22,981	147,079
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	3,707	17,198	21,577	135,812
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	10,241	18,336	23,251	145,157
FIRE ENGINEER 112 HRS	Full Time	1.00	73,120	1,808	13,348	20,549	108,825
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	9,307	18,173	22,757	143,568
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	5,574	17,523	23,464	139,891
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	5,107	17,442	22,936	138,816
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	11,174	18,499	23,447	146,449
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	11,200	18,503	21,618	144,650
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	12,041	18,650	23,157	147,177
FIRE ENGINEER 112 HRS	Full Time	1.00	88,874	7,974	17,165	22,429	136,443
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	9,307	18,173	23,447	144,258

Report :  
Year:  
Division

DIVISION POSITION WORKSHEET  
JUL To JUN 2016  
010-2320 - FIRE-OPS

Position	Type of Employee	FTE	Base Wages	Specialty Pays	Retirement Contrib (City) <sup>[1]</sup>	Other Benefits	Total Salaries and Benefits
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	10,241	18,336	23,041	144,947
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	10,241	18,336	23,071	144,977
FIRE ENGINEER 112 HRS	Full Time	1.00	88,874	9,752	17,475	22,665	138,766
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	7,441	17,848	23,011	141,630
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	2,308	16,955	22,906	135,498
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	7,441	17,848	23,311	141,930
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	9,307	18,173	23,177	143,988
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	6,508	17,686	23,207	140,730
FIRE ENGINEER 112 HRS	Full Time	1.00	84,652	7,595	16,364	26,795	135,407
FIRE ENGINEER 112 HRS	Full Time	1.00	84,652	9,289	16,659	26,146	136,745
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	9,307	18,173	22,937	143,748
FIRE ENGINEER 112 HRS	Full Time	1.00	93,330	12,041	18,650	23,547	147,567
FIRE LINE BATT CHF 112 HR	Full Time	1.00	146,037	23,518	29,660	24,385	223,599
FIRE PARAMEDIC 112 HRS	Full Time	1.00	96,497	10,588	18,948	23,111	149,145
FIRE PARAMEDIC 112 HRS	Full Time	1.00	87,506	3,476	16,144	22,425	129,551
FIRE PARAMEDIC 112 HRS	Full Time	1.00	86,865	9,531	17,087	22,383	135,866
FIRE PARAMEDIC 112 HRS	Full Time	1.00	87,185	5,207	16,389	26,249	135,031
FIRE PARAMEDIC 112 HRS	Full Time	1.00	95,607	7,622	18,277	23,276	144,782
FIRE PARAMEDIC 112 HRS	Full Time	1.00	79,826	4,768	15,031	20,923	120,548
FIRE PARAMEDIC 112 HRS	Full Time	1.00	79,672	1,970	14,517	20,875	117,035
FIRE PARAMEDIC 112 HRS	Full Time	1.00	90,024	8,077	17,384	21,437	136,923
FIRE PARAMEDIC 112 HRS	Full Time	1.00	87,506	5,226	16,449	26,473	135,653
FIRE PARAMEDIC 112 HRS	Full Time	1.00	92,401	9,225	17,998	22,721	142,344
FIRE PARAMEDIC 112 HRS	Full Time	1.00	90,024	8,978	17,541	21,450	137,993
FIRE PARAMEDIC 112 HRS	Full Time	1.00	88,502	2,188	16,093	22,396	129,179
FIREFIGHTER 112 HRS	Full Time	1.00	65,208	1,613	11,936	21,132	99,889
FIREFIGHTER 112 HRS	Full Time	1.00	65,208	1,613	11,936	21,132	99,889
FIREFIGHTER 112 HRS	Full Time	1.00	83,050	8,282	16,205	22,388	129,925
FIREFIGHTER 112 HRS	Full Time	1.00	83,050	9,113	16,350	22,640	131,153
FIREFIGHTER 112 HRS	Full Time	1.00	65,208	3,435	12,253	21,159	102,055
FIREFIGHTER 112 HRS	Full Time	1.00	65,083	0	11,634	20,125	96,841
FIREFIGHTER 112 HRS	Full Time	1.00	65,083	0	11,634	20,125	96,841
FIREFIGHTER 112 HRS	Full Time	1.00	65,083	1,609	11,914	20,148	98,754
FIREFIGHTER 112 HRS	Full Time	1.00	83,050	9,113	16,350	21,110	129,622
FIREFIGHTER 112 HRS	Full Time	1.00	83,050	7,697	16,103	22,409	129,260
FIREFIGHTER 112 HRS	Full Time	1.00	75,767	3,991	14,189	27,182	121,129
FIREFIGHTER 112 HRS	Full Time	1.00	72,165	5,753	13,869	25,345	117,132
FIREFIGHTER 112 HRS	Full Time	1.00	83,050	9,113	16,350	22,280	130,792
FIREFIGHTER 112 HRS	Full Time	1.00	82,136	8,191	16,030	22,252	128,609
FIREFIGHTER 112 HRS	Full Time	1.00	83,050	3,299	15,337	22,322	124,008
FIREFIGHTER 112 HRS	Full Time	1.00	65,208	1,613	11,936	21,132	99,889
FIREFIGHTER 112 HRS	Full Time	1.00	65,208	3,895	12,334	21,165	102,602
FIREFIGHTER 112 HRS	Full Time	1.00	65,208	1,613	11,936	21,132	99,889
FIREFIGHTER 112 HRS	Full Time	1.00	65,208	5,851	12,674	21,165	104,898
FIREFIGHTER 112 HRS	Full Time	1.00	65,208	1,613	11,936	21,132	99,889
FIREFIGHTER 112 HRS	Full Time	1.00	64,604	1,597	11,828	21,093	99,123
FIREFIGHTER 112 HRS	Full Time	1.00	83,050	6,621	15,916	22,484	128,071
FIREFIGHTER 112 HRS	Full Time	1.00	83,050	4,130	15,482	22,484	125,146
FIREFIGHTER 112 HRS	Full Time	1.00	65,208	1,613	11,936	21,132	99,889
		<b>97.50</b>	<b>9,262,414</b>	<b>908,806</b>	<b>1,808,874</b>	<b>2,300,534</b>	<b>14,280,629</b>

[1] Retirement Contribution (City) for each position does not include the amortized cost of the unfunded pension liability.

**010-2320 FIRE-OPS  
T50000 Total Expenses**

DESCRIPTION	2014 ADOPTED	2015 ADOPTED	2015 AMENDED	2016 ADOPTED
7000 SALARIES - MISC	59,222	61,110	61,110	62,026
7010 SALARIES - SAFETY	11,230,966	9,115,639	9,159,586	9,200,388
<b>Total Regular Salaries</b>	<b>11,290,188</b>	<b>9,176,749</b>	<b>9,220,696</b>	<b>9,262,414</b>
7042 OVERTIME, PLANNED	166,338	667,580	623,633	667,580
7043 OT, VACN RELIEF	1,550,227	1,550,227	1,550,227	1,550,227
7044 OT, UNCNRD	922,725	922,725	922,725	922,725
7046 FIRE FLSA OT	0	156,000	156,000	104,775
<b>Total Overtime Salaries</b>	<b>2,639,290</b>	<b>3,296,532</b>	<b>3,252,585</b>	<b>3,245,307</b>
7060 SPECIAL ASGNMNT PAY	43,841	43,404	43,404	43,404
7061 TILLER PAY	20,000	20,000	20,000	20,000
7063 CERTIFICATION PAY	224,421	179,348	179,348	190,391
7066 BILINGUAL PAY	10,800	11,700	11,700	13,500
7067 LONGEVITY PAY	60,665	49,526	49,526	47,882
7070 SCHOLASTIC ACHVMNT	426,940	330,307	330,307	361,795
7074 HOLIDAY PAY, SAFETY	279,174	224,032	224,032	225,593
7114 CELL PHNE STIPND EXP	3,840	4,801	4,801	6,241
<b>Total Other Salaries</b>	<b>1,069,680</b>	<b>863,118</b>	<b>863,118</b>	<b>908,806</b>
<b>Total Salaries</b>	<b>14,999,159</b>	<b>13,336,399</b>	<b>13,336,399</b>	<b>13,416,527</b>
7210 HLTH/DNTAL/VISON FT	1,933,140	1,637,258	1,637,258	1,642,030
7223 ANNUAL OPEB COST	533,723	576,565	576,565	399,605
7227 RHS \$2.50 CONTRIB	130,614	81,930	81,930	120,876
7232 PAYMENT > ARC	0	0	2,602,591	0
<b>Total Health &amp; Retiree Ins</b>	<b>2,597,477</b>	<b>2,295,753</b>	<b>4,898,344</b>	<b>2,162,511</b>
7290 LIFE INSURANCE	12,600	10,238	10,238	10,238
7295 EMP ASSIST PRGM	2,750	2,304	2,304	2,375
7371 WORKERS' COMP, SFTY	535,054	535,054	535,054	459,884
7373 COMPSNTD ABSNCES	395,157	321,186	321,186	324,184
7425 MEDICARE FRINGES	165,605	48,976	190,078	191,059
7462 PARS DC 401A	7,573	10,268	10,268	9,772
7480 PERSONNEL TRANSFER	(1,703,456)	0	0	0
<b>Total Other Benefits</b>	<b>(584,717)</b>	<b>1,069,129</b>	<b>1,069,129</b>	<b>997,513</b>
7439 PERS MBR CNTRBN MISC	574	4,767	4,767	4,950
7440 PERS ER CNTRBN MISC	296,200	4,889	4,889	5,017
7441 PERS ER CNTRBN SFTY	4,864,518	1,767,128	1,767,128	1,806,567
7442 PERS MBR CNTRBN SFTY	109,855	916,162	916,162	922,396
7444 EE RET CNTRBN SFTY	0	(916,162)	(916,162)	(922,396)
7445 EE RET CNTRBN MISC	0	(6,661)	(6,661)	(7,660)
7446 PERS UNFND LIAB MISC	0	6,732	6,732	11,846
7447 PERS UNFND LIAB SFTY	0	2,743,843	2,743,843	4,317,772
<b>Total Retirements</b>	<b>5,271,147</b>	<b>4,520,698</b>	<b>4,520,698</b>	<b>6,138,490</b>
<b>Total Benefits</b>	<b>7,283,907</b>	<b>7,885,580</b>	<b>10,488,171</b>	<b>9,298,514</b>
<b>Total Salaries and Benefits</b>	<b>22,283,066</b>	<b>21,221,979</b>	<b>23,824,570</b>	<b>22,715,041</b>
8011 FIRE EXPLORER PRGM	5,000	5,000	5,000	5,000
8020 AUTOMOTIVE SERVICE	90,604	90,604	90,604	90,604
8022 EQUIP MAINT ISF	294,501	326,967	326,967	308,300
8024 VEHICLE REPLACE ISF	1,118,565	1,122,765	1,122,765	1,099,745
8030 MAINT&REPAR - EQUIP	96,503	96,503	96,503	96,503
8040 MAINT&REPAIR - BLDG	85,800	85,800	88,131	85,800
8060 PUBLICATIONS & DUES	5,540	5,540	5,540	5,540
8070 RENTAL/PROP & EQUIP	230	230	230	230
8080 SERVICES-PROF & TECH	11,240	11,240	11,240	11,240
8087 SERVICES - PHYSICALS	65,458	65,458	65,458	65,458
8100 TRAVEL & MEETINGS	8,500	8,500	8,500	8,500
8104 TRAINING/EDUCATION	95,000	145,000	196,913	95,000
8105 TRAINING	29,344	39,344	61,827	39,344
8111 TELECOMM-DATALINES	16,000	16,000	16,000	16,000
8112 UTILITIES - TELEPHONE	24,050	27,550	27,550	27,550
8114 UTILITIES - NTRL GAS	17,558	17,558	17,558	17,558
8116 UTILITIES - ELECTRICITY	96,876	96,876	96,876	96,876
8118 UTILITIES - WATER	13,000	20,500	20,500	20,500
8130 SEWER USE FEE/PROPE	0	0	0	14,025

**010-2320 FIRE-OPS  
T50000 Total Expenses**

DESCRIPTION	2014 ADOPTED	2015 ADOPTED	2015 AMENDED	2016 ADOPTED
8148 SUPP-CHKS/INV/FRMS	2,000	2,000	2,000	2,000
8150 SUPPLIES- JANITORIAL	21,100	21,100	21,100	21,100
8160 MAINT & REPAIR NOC	16,320	16,320	16,320	16,320
8200 SPECIAL DEPT SUPPLIES	2,533	2,533	2,533	2,533
8204 UNIFORM EXPENSE	97,304	97,304	97,971	76,504
82041 UNFMS/PRTCTVE GEAR	139,095	139,095	186,452	139,095
8240 TOOLS, INSTRMNTS, ETC	10,000	10,000	10,000	10,000
8250 SPECIAL DEPT EXPENSE	40,918	40,918	40,918	40,918
8298 OTHER AGENCY FEES	598,564	598,564	598,564	667,020
8301 STATION OPERATIONS	28,599	28,599	47,843	28,599
8318 IT ISF OPRATNG CHRGE	191,854	236,345	236,345	546,656
8319 IT ISF STRATGIC CHRGE	56,191	57,314	57,314	123,914
8340 GENERAL INSURANCE	280,120	280,120	280,120	308,508
<b>Total Operating Expenses</b>	<b>3,558,366</b>	<b>3,711,647</b>	<b>3,855,642</b>	<b>4,086,940</b>
9020 FITNESS EQUIPMENT	12,000	12,000	15,012	12,000
9032 ASSIST FF GRNT-SCBA E	0	0	77,309	0
9300 EQUIPMENT, N.O.C.	132,077	132,077	173,134	132,077
<b>Total Capital Outlay</b>	<b>144,077</b>	<b>144,077</b>	<b>265,455</b>	<b>144,077</b>
<b>Total Division Expenses</b>	<b>25,985,509</b>	<b>25,077,703</b>	<b>27,945,667</b>	<b>26,946,058</b>
<b>Total Expenses</b>	<b>25,985,509</b>	<b>25,077,703</b>	<b>27,945,667</b>	<b>26,946,058</b>

**Report :** DIVISION POSITION WORKSHEET  
**Year:** JUL To JUN 2016  
**Division** 010-2330 - FIRE-LIFE SAFETY SERVICES

Position	Type of Employee	FTE	Base Wages	Specialty Pays	Retirement Contrib (City) <sup>[1]</sup>	Other Benefits	Total Salaries and Benefits
ASSISTANT, DEPARTMENT	Full Time	1.00	62,026	0	2,307	23,273	87,606
FIRE ASSISTANT CHIEF	Full Time	1.00	190,112	960	33,407	29,613	254,093
LIFE SAFETY SPECIALIST II	Full Time	1.00	97,864	11,187	5,658	23,335	138,044
LIFE SAFETY SPECIALIST II	Full Time	1.00	103,418	14,353	5,858	24,391	148,019
LIFE SAFETY SPECIALIST II	Full Time	1.00	97,864	960	5,129	21,747	125,701
LIFE SAFETY SPECIALIST II	Full Time	1.00	97,864	8,789	5,296	21,818	133,768
LIFE SAFETY SPECIALST III	Full Time	1.00	107,598	13,936	6,064	22,377	149,975
		<b>7.00</b>	<b>756,746</b>	<b>50,185</b>	<b>63,720</b>	<b>167,499</b>	<b>1,038,150</b>

[1] Retirement Contribution (City) for each position does not include the amortized cost of the unfunded pension liability.

**010-2330 FIRE-LIFE SAFETY SERVICES**  
**T50000 Total Expenses**

DESCRIPTION	2014	2015	2015	2016
	ADOPTED	ADOPTED	AMENDED	ADOPTED
7000 SALARIES - MISC	564,179	567,720	567,720	566,634
7010 SALARIES - SAFETY	184,538	187,304	187,304	190,112
<b>Total Regular Salaries</b>	<b>748,717</b>	<b>755,024</b>	<b>755,024</b>	<b>756,746</b>
7042 OVERTIME, PLANNED	46,342	46,342	46,342	46,342
7044 OT, UNCNTRLD	18,733	18,733	18,733	18,733
<b>Total Overtime Salaries</b>	<b>65,075</b>	<b>65,075</b>	<b>65,075</b>	<b>65,075</b>
7063 CERTIFICATION PAY	5,924	9,266	9,266	9,266
7067 LONGEVITY PAY	4,843	4,976	4,976	6,011
7070 SCHOLASTIC ACHVMNT	8,689	14,020	14,020	14,278
7072 HOLIDAY PAY, MISC	0	19,902	19,902	15,290
7074 HOLIDAY PAY, SAFETY	19,404	0	0	0
7114 CELL PHNE STIPND EXP	5,340	5,341	5,341	5,341
<b>Total Other Salaries</b>	<b>44,201</b>	<b>53,506</b>	<b>53,506</b>	<b>50,185</b>
<b>Total Salaries</b>	<b>857,993</b>	<b>873,605</b>	<b>873,605</b>	<b>872,006</b>
7210 HLTH/DNTAL/VISON FT	100,752	122,559	122,559	124,015
7223 ANNUAL OPEB COST	35,394	38,235	38,235	32,721
7227 RHS \$2.50 CONTRIB	3,330	3,540	3,540	3,660
7232 PAYMENT > ARC	0	0	46,107	0
<b>Total Health &amp; Retiree Ins</b>	<b>139,476</b>	<b>164,335</b>	<b>210,442</b>	<b>160,396</b>
7290 LIFE INSURANCE	735	735	735	735
7295 EMP ASSIST PRGM	160	165	165	171
7370 WORKERS' COMP, MISC	18,694	18,694	18,694	16,068
7371 WORKERS' COMP, SFTY	13,733	13,733	13,733	11,804
7373 COMPSNTD ABSNCES	22,848	26,426	26,426	26,486
7425 MEDICARE FRINGES	11,589	9,740	12,455	12,432
<b>Total Other Benefits</b>	<b>67,759</b>	<b>72,209</b>	<b>72,209</b>	<b>67,696</b>
7439 PERS MBR CNTRBN MISC	11,670	47,056	47,056	49,348
7440 PERS ER CNTRBN MISC	98,783	49,077	49,077	49,260
7441 PERS ER CNTRBN SFTY	82,526	33,007	33,007	33,407
7442 PERS MBR CNTRBN SFTY	17	17,012	17,012	17,265
7444 EE RET CNTRBN SFTY	0	(17,012)	(17,012)	(17,265)
7445 EE RET CNTRBN MISC	0	(66,868)	(66,868)	(68,297)
7446 PERS UNFND LIAB MISC	0	68,600	68,600	116,888
7447 PERS UNFND LIAB SFTY	0	51,150	51,150	82,086
<b>Total Retirements</b>	<b>192,996</b>	<b>182,023</b>	<b>182,023</b>	<b>262,695</b>
<b>Total Benefits</b>	<b>400,232</b>	<b>418,566</b>	<b>464,673</b>	<b>490,787</b>
<b>Total Salaries and Benefits</b>	<b>1,258,224</b>	<b>1,292,171</b>	<b>1,338,278</b>	<b>1,362,793</b>
8010 ADVRT&PUB RELATNS	10,500	10,500	10,500	10,500
8020 AUTOMOTIVE SERVICE	7,835	7,835	7,835	7,835
8022 EQUIP MAINT ISF	21,082	23,065	23,065	23,018
8024 VEHICLE REPLACE ISF	19,391	19,391	19,391	22,441
8030 MAINT&REPAR - EQUIP	3,000	3,000	3,000	3,000
8060 PUBLICATIONS & DUES	5,300	5,300	5,300	5,300
8080 SERVICES-PROF & TECH	165,614	72,798	76,611	52,798
80804 SRVCS-FUEL MDFCTN	225,810	225,810	225,810	225,810
8088 SERVICES - CONTRACT	0	141,440	152,740	141,440
808A SVCS-ELCTRC RRTNG	10,000	10,000	10,000	10,000
8100 TRAVEL & MEETINGS	4,400	4,400	4,400	4,400
8105 TRAINING	7,000	7,000	7,000	7,000
8108 TRAINING, CERT	6,136	6,136	6,136	6,136
8111 TELECOMM-DATALINES	915	2,319	2,319	2,319
8148 SUPP-CHKS/INV/FRMS	640	640	640	640
8200 SPECIAL DEPT SUPPLIES	21,442	16,443	16,443	16,443
82004 CERT PRGM SUPPLS	7,000	7,000	7,000	7,000
82005 JR FRFGTR CAMP SUPP	6,500	6,500	8,280	0
8204 UNIFORM EXPENSE	5,302	5,302	5,302	5,302
82041 UNFMS/PRTCTVE GEAR	0	0	0	500
8217 CERT ENDOWMENT	4,000	0	6,890	0
8250 SPECIAL DEPT EXPENSE	6,800	30,320	30,320	12,800
8318 IT ISF OPRATNG CHRGE	16,659	20,446	20,446	43,484
8319 IT ISF STRATGIC CHRGE	3,642	3,715	3,715	9,857

**010-2330 FIRE-LIFE SAFETY SERVICES  
T50000 Total Expenses**

DESCRIPTION	2014 ADOPTED	2015 ADOPTED	2015 AMENDED	2016 ADOPTED
8340 GENERAL INSURANCE	31,569	31,569	31,569	34,768
<b>Total Operating Expenses</b>	<b>590,537</b>	<b>660,928</b>	<b>684,712</b>	<b>652,791</b>
9300 EQUIPMENT, N.O.C.	20,976	27,976	27,976	20,976
<b>Total Capital Outlay</b>	<b>20,976</b>	<b>27,976</b>	<b>27,976</b>	<b>20,976</b>
<b>Total Division Expenses</b>	<b>1,869,738</b>	<b>1,981,076</b>	<b>2,050,966</b>	<b>2,036,560</b>
<b>Total Expenses</b>	<b>1,869,738</b>	<b>1,981,076</b>	<b>2,050,966</b>	<b>2,036,560</b>

**Report :** DIVISION POSITION WORKSHEET  
**Year:** JUL To JUN 2016  
**Division** 010-2335 - EMERGENCY PREPAREDNESS

<b>Position</b>	<b>Type of Employee</b>	<b>FTE</b>	<b>Base Wages</b>	<b>Specialty Pays</b>	<b>Retirement Contrib (City) <sup>[1]</sup></b>	<b>Other Benefits</b>	<b>Total Salaries and Benefits</b>
EMERGENCY SERVICES COORD	Full Time	1.00	97,240	960	3,616	26,396	128,213
		<b>1.00</b>	<b>97,240</b>	<b>960</b>	<b>3,616</b>	<b>26,417</b>	<b>128,233</b>

[1] Retirement Contribution (City) for each position does not include the amortized cost of the unfunded pension liability.

**010-2335 EMERGENCY PREPAREDNESS  
T50000 Total Expenses**

DESCRIPTION	2014 ADOPTED	2015 ADOPTED	2015 AMENDED	2016 ADOPTED
7000 SALARIES - MISC	94,390	95,805	95,805	97,240
<b>Total Regular Salaries</b>	<b>94,390</b>	<b>95,805</b>	<b>95,805</b>	<b>97,240</b>
7042 OVERTIME, PLANNED	1,405	1,405	1,405	1,405
<b>Total Overtime Salaries</b>	<b>1,405</b>	<b>1,405</b>	<b>1,405</b>	<b>1,405</b>
7114 CELL PHNE STIPND EXP	960	960	960	960
<b>Total Other Salaries</b>	<b>960</b>	<b>960</b>	<b>960</b>	<b>960</b>
<b>Total Salaries</b>	<b>96,755</b>	<b>98,170</b>	<b>98,170</b>	<b>99,605</b>
7210 HLTH/DNTAL/VISON FT	18,192	19,437	19,437	20,074
7223 ANNUAL OPEB COST	4,462	4,820	4,820	4,152
7227 RHS \$2.50 CONTRIB	1,170	1,320	1,320	1,380
<b>Total Health &amp; Retiree Ins</b>	<b>23,824</b>	<b>25,577</b>	<b>25,577</b>	<b>25,606</b>
7290 LIFE INSURANCE	105	105	105	105
7295 EMP ASSIST PRGM	23	24	24	24
7373 COMPSNTD ABSNCES	3,304	3,353	3,353	3,403
7425 MEDICARE FRINGES	1,382	1,410	1,410	1,430
<b>Total Other Benefits</b>	<b>4,814</b>	<b>4,891</b>	<b>4,891</b>	<b>4,963</b>
7439 PERS MBR CNTRBN MISC	916	7,473	7,473	7,761
7440 PERS ER CNTRBN MISC	14,631	7,664	7,664	7,865
7445 EE RET CNTRBN MISC	0	(10,443)	(10,443)	(12,009)
7446 PERS UNFND LIAB MISC	0	10,554	10,554	18,571
<b>Total Retirements</b>	<b>15,546</b>	<b>15,248</b>	<b>15,248</b>	<b>22,187</b>
<b>Total Benefits</b>	<b>44,184</b>	<b>45,717</b>	<b>45,717</b>	<b>52,756</b>
<b>Total Salaries and Benefits</b>	<b>140,939</b>	<b>143,887</b>	<b>143,887</b>	<b>152,361</b>
8010 ADVRT&PUB RELATNS	1,745	1,745	1,745	1,745
8020 AUTOMOTIVE SERVICE	255	255	255	0
8022 EQUIP MAINT ISF	3,553	3,887	3,887	0
8024 VEHICLE REPLACE ISF	4,433	4,433	4,433	0
8030 MAINT&REPAR - EQUIP	175	175	175	175
8060 PUBLICATIONS & DUES	1,000	1,000	1,000	1,000
8089 SVCS-CTY PRT CNTRCT	196	196	196	196
8100 TRAVEL & MEETINGS	0	2,000	2,000	2,000
8105 TRAINING	500	500	500	500
8107 TRAINING, CITY WIDE	7,714	5,514	5,514	5,514
8200 SPECIAL DEPT SUPPLIES	0	5,000	7,861	5,000
82008 EMPG GRANT EXPENSE	0	0	16,660	0
8204 UNIFORM EXPENSE	0	200	200	200
8318 IT ISF OPRATNG CHRGE	1,776	2,188	2,188	6,212
8319 IT ISF STRATGIC CHRGE	520	531	531	1,408
8340 GENERAL INSURANCE	8,500	8,500	8,500	9,361
<b>Total Operating Expenses</b>	<b>30,368</b>	<b>36,124</b>	<b>55,645</b>	<b>33,311</b>
<b>Total Division Expenses</b>	<b>171,307</b>	<b>180,011</b>	<b>199,532</b>	<b>185,672</b>
<b>Total Expenses</b>	<b>171,307</b>	<b>180,011</b>	<b>199,532</b>	<b>185,672</b>

Report : DIVISION POSITION WORKSHEET  
Year: JUL To JUN 2016  
Division 010-2340 - FIRE-EMS

Position	Type of Employee	FTE	Base Wages	Specialty Pays	Retirement Contrib (City)	Other Benefits	Total Salaries and Benefits
EMS DIVISION CHIEF	Full Time	1.00	131,147	960	4,877	28,645	165,630
FIRE CAPTAIN 112 HRS	Full Time	0.50	54,789	6,012	10,738	11,932	83,471
FIRE CAPTAIN 112 HRS	Full Time	0.50	53,085	5,825	10,409	11,831	81,149
FIRE CAPTAIN 112 HRS	Full Time	0.50	54,789	4,368	10,452	11,938	81,547
FIRE CAPTAIN 112 HRS	Full Time	0.50	54,789	7,671	11,027	11,211	84,698
FIRE CAPTAIN 112 HRS	Full Time	0.50	54,789	5,944	10,643	12,014	83,390
FIRE CAPTAIN 112 HRS	Full Time	0.50	54,789	5,464	10,643	11,909	82,805
FIRE CAPTAIN 112 HRS	Full Time	0.50	54,789	4,916	10,547	11,916	82,169
FIRE CAPTAIN 112 HRS	Full Time	0.50	54,789	5,464	10,643	12,101	82,997
FIRE CAPTAIN 112 HRS	Full Time	0.50	53,085	6,725	10,566	11,814	82,189
FIRE CAPTAIN + 7.5%	Full Time	1.00	164,848	18,088	32,158	26,784	241,878
FIRE PARAMEDIC 112 HRS	Full Time	1.00	101,687	10,142	19,774	23,539	155,142
FIRE PARAMEDIC 112 HRS	Full Time	1.00	101,687	10,141	19,774	23,509	155,111
FIRE PARAMEDIC 112 HRS	Full Time	1.00	101,687	7,090	19,243	23,479	151,499
FIRE PARAMEDIC 112 HRS	Full Time	1.00	101,687	11,158	19,951	23,494	156,290
FIRE PARAMEDIC 112 HRS	Full Time	1.00	101,687	10,141	19,774	23,269	154,871
FIRE PARAMEDIC 112 HRS	Full Time	1.00	101,687	10,621	19,858	23,440	155,607
FIRE PARAMEDIC 112 HRS	Full Time	1.00	101,687	4,040	18,712	23,375	147,813
FIRE PARAMEDIC 112 HRS	Full Time	1.00	101,687	10,141	19,774	23,449	155,051
FIRE PARAMEDIC 112 HRS	Full Time	1.00	101,687	11,158	19,951	23,524	156,320
FIRE PARAMEDIC 112 HRS	Full Time	1.00	101,687	12,958	20,265	23,400	158,310
FIRE PARAMEDIC 112 HRS	Full Time	1.00	101,687	10,141	19,774	23,809	155,411
FIRE PARAMEDIC 112 HRS	Full Time	1.00	101,687	11,158	19,951	23,614	156,410
FIRE PARAMEDIC 112 HRS	Full Time	1.00	101,687	11,158	19,951	23,374	156,170
FIRE PARAMEDIC 112 HRS	Full Time	1.00	101,687	12,958	20,265	23,730	158,640
FIRE PARAMEDIC 112 HRS	Full Time	1.00	101,687	10,141	19,774	23,449	155,051
FIRE PARAMEDIC 112 HRS	Full Time	1.00	101,687	6,073	19,066	23,524	150,351
FIRE PARAMEDIC 112 HRS	Full Time	1.00	101,687	6,911	19,212	23,267	151,077
FIRE PARAMEDIC 112 HRS	Full Time	1.00	101,687	11,666	20,040	24,132	157,525
FISCAL CLERK, SENIOR	Full Time	1.00	65,146	0	2,423	23,428	90,996
		<b>25.50</b>	<b>2,681,203</b>	<b>249,229</b>	<b>499,157</b>	<b>612,133</b>	<b>4,041,721</b>

[1] Retirement Contribution (City) for each position does not include the amortized cost of the unfunded pension liability.

**010-2340 FIRE-EMS**  
**T50000 Total Expenses**

DESCRIPTION	2014 ADOPTED	2015 ADOPTED	2015 AMENDED	2016 ADOPTED
7000 SALARIES - MISC	175,136	177,757	177,757	196,876
7010 SALARIES - SAFETY	0	2,436,737	2,436,737	2,484,910
<b>Total Regular Salaries</b>	<b>175,136</b>	<b>2,614,494</b>	<b>2,614,494</b>	<b>2,681,787</b>
7042 OVERTIME, PLANNED	119,519	171,644	171,644	171,644
7046 FIRE FLSA OT	0	0	0	51,225
<b>Total Overtime Salaries</b>	<b>119,519</b>	<b>171,644</b>	<b>171,644</b>	<b>222,869</b>
7060 SPECIAL ASGNMNT PAY	0	2,739	2,739	2,739
7063 CERTIFICATION PAY	0	54,328	54,328	58,472
7066 BILINGUAL PAY	0	4,500	4,500	4,500
7067 LONGEVITY PAY	0	3,717	3,717	3,717
7070 SCHOLASTIC ACHVMNT	0	104,317	104,317	114,921
7074 HOLIDAY PAY, SAFETY	0	63,403	63,403	63,438
7114 CELL PHNE STIPND EXP	960	960	960	1,440
<b>Total Other Salaries</b>	<b>960</b>	<b>233,964</b>	<b>233,964</b>	<b>249,229</b>
<b>Total Salaries</b>	<b>295,615</b>	<b>3,020,102</b>	<b>3,020,102</b>	<b>3,153,884</b>
7210 HLTH/DNTAL/VISON FT	36,384	432,194	432,194	434,328
7223 ANNUAL OPEB COST	8,279	8,944	8,944	113,307
7227 RHS \$2.50 CONTRIB	1,740	32,910	32,910	35,850
7232 PAYMENT > ARC	0	0	526,921	0
<b>Total Health &amp; Retiree Ins</b>	<b>46,403</b>	<b>474,047</b>	<b>1,000,968</b>	<b>583,485</b>
7290 LIFE INSURANCE	210	2,678	2,678	2,678
7295 EMP ASSIST PRGM	46	603	603	621
7370 WORKERS' COMP, MISC	45,091	45,091	45,091	38,756
7373 COMPSNTD ABSNCES	6,130	91,507	91,507	93,842
7425 MEDICARE FRINGES	2,564	5,066	42,950	44,814
7480 PERSONNEL TRANSFER	1,703,456	0	0	0
<b>Total Other Benefits</b>	<b>1,757,496</b>	<b>182,829</b>	<b>182,829</b>	<b>180,711</b>
7439 PERS MBR CNTRBN MISC	1,699	13,865	13,865	15,666
7440 PERS ER CNTRBN MISC	27,146	14,221	14,221	15,876
7441 PERS ER CNTRBN SFTY	0	473,245	473,245	491,856
7442 PERS MBR CNTRBN SFTY	0	243,913	243,913	249,579
7444 EE RET CNTRBN SFTY	0	(243,913)	(243,913)	(249,579)
7445 EE RET CNTRBN MISC	0	(19,375)	(19,375)	(24,242)
7446 PERS UNFND LIAB MISC	0	19,582	19,582	36,892
7447 PERS UNFND LIAB SFTY	0	733,364	733,364	1,405,074
<b>Total Retirements</b>	<b>28,845</b>	<b>1,234,901</b>	<b>1,234,901</b>	<b>1,941,122</b>
<b>Total Benefits</b>	<b>1,832,745</b>	<b>1,891,776</b>	<b>2,418,697</b>	<b>2,705,318</b>
<b>Total Salaries and Benefits</b>	<b>2,128,360</b>	<b>4,911,878</b>	<b>5,438,799</b>	<b>5,859,202</b>
8010 ADVRT&PUB RELATNS	14,000	14,000	14,000	14,000
8020 AUTOMOTIVE SERVICE	23,828	31,128	31,128	31,128
8022 EQUIP MAINT ISF	65,358	75,105	75,105	75,245
8023 NON-CAPITAL EQUIPMNT	0	118,000	90,000	90,000
8024 VEHICLE REPLACE ISF	212,612	216,212	216,212	217,738
8030 MAINT&REPAR - EQUIP	16,517	18,167	18,167	18,167
8050 PSTGE,FREIGHT,EXPRS	3,960	3,960	3,960	3,960
8060 PUBLICATIONS & DUES	5,000	9,545	9,545	9,545
8080 SERVICES-PROF & TECH	13,220	14,220	14,220	14,220
8088 SERVICES - CONTRACT	0	131,000	131,000	131,000
8089 SVCS-CTY PRT CNTRCT	229	229	229	229
8100 TRAVEL & MEETINGS	5,000	5,000	5,000	5,000
8105 TRAINING	9,882	16,989	16,989	9,882
8111 TELECOMM-DATALINES	5,000	5,000	5,000	17,756
8141 SUPP- COMP SFTWRE	15,745	15,745	15,745	15,745
8148 SUPP-CHKS/INV/FRMS	7,000	7,000	7,000	7,000
8200 SPECIAL DEPT SUPPLIES	182,622	181,179	181,179	188,679
82007 GRANT EXPENSES	0	0	16,600	0
8204 UNIFORM EXPENSE	250	250	250	21,050
8250 SPECIAL DEPT EXPENSE	21,700	29,200	29,200	21,700
8318 IT ISF OPRATNG CHRGE	1,776	2,188	2,188	180,148
8319 IT ISF STRATGIC CHRGE	520	531	531	40,835
8340 GENERAL INSURANCE	45,998	45,998	45,998	50,660

010-2340 FIRE-EMS  
T50000 Total Expenses

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DESCRIPTION	2014 ADOPTED	2015 ADOPTED	2015 AMENDED	2016 ADOPTED
8706 AMBULANCE FEES	165,000	165,000	165,000	165,000
<b>Total Operating Expenses</b>	<b>815,218</b>	<b>1,105,646</b>	<b>1,094,246</b>	<b>1,328,687</b>
9300 EQUIPMENT, N.O.C.	43,200	0	57,783	0
<b>Total Capital Outlay</b>	<b>43,200</b>	<b>0</b>	<b>57,783</b>	<b>0</b>
<b>Total Division Expenses</b>	<b>2,986,777</b>	<b>6,017,524</b>	<b>6,590,828</b>	<b>7,187,889</b>
<b>Total Expenses</b>	<b>2,986,777</b>	<b>6,017,524</b>	<b>6,590,828</b>	<b>7,187,889</b>

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**Report :** DIVISION POSITION WORKSHEET  
**Year:** JUL To JUN 2016  
**Division** 010-2353 - TRAINING-JR GRDS

Position	Type of Employee	FTE	Base Wages	Specialty Pays	Retirement Contrib (City) <sup>[1]</sup>	Other Benefits	Total Salaries and Benefits
ASSISTANT, DEPARTMENT	Full Time	0.25	15,506	0	577	6,261	22,344
LIFEGUARD CAPTAIN + 7.5%	Full Time	0.50	49,150	5,709	9,627	11,417	75,903
LIFEGUARD OFFICER	Full Time	0.50	34,954	1,613	6,441	11,315	54,324
LIFEGUARD CADET W/PARS	Part Time	0.87	20,741	0	778	301	21,819
LIFEGUARD I W/PARS	Part Time	3.31	129,778	0	4,867	1,882	136,527
LIFEGUARD II W/PARS	Part Time	3.94	170,214	0	6,383	2,468	179,065
LIFEGUARD III W/PARS	Part Time	1.03	49,575	0	1,859	719	52,153
		<b>10.40</b>	<b>469,920</b>	<b>7,322</b>	<b>30,531</b>	<b>34,983</b>	<b>542,756</b>

[1] Retirement Contribution (City) for each position does not include the amortized cost of the unfunded pension liability.

010-2353 TRAINING-JR GRDS  
T50000 Total Expenses

DESCRIPTION	2014	2015	2015	2016
	ADOPTED	ADOPTED	AMENDED	ADOPTED
7000 SALARIES - MISC	30,108	15,278	15,278	15,506
7010 SALARIES - SAFETY	115,918	84,105	84,105	84,978
7030 SALARIES - SEASONAL	326,673	351,222	351,222	369,474
<b>Total Regular Salaries</b>	<b>472,699</b>	<b>450,605</b>	<b>450,605</b>	<b>469,958</b>
7042 OVERTIME, PLANNED	42,765	42,765	42,765	32,765
7043 OT, VACN RELIEF	0	0	0	5,000
7044 OT, UNCNRD	0	0	0	5,000
<b>Total Overtime Salaries</b>	<b>42,765</b>	<b>42,765</b>	<b>42,765</b>	<b>42,765</b>
7067 LONGEVITY PAY	0	492	492	737
7070 SCHOLASTIC ACHVMNT	3,147	2,703	2,703	2,703
7074 HOLIDAY PAY, SAFETY	2,240	0	0	3,922
<b>Total Other Salaries</b>	<b>5,387</b>	<b>3,195</b>	<b>3,195</b>	<b>7,363</b>
<b>Total Salaries</b>	<b>520,851</b>	<b>496,564</b>	<b>496,564</b>	<b>520,086</b>
7210 HLTH/DNTAL/VISON FT	31,884	22,496	22,496	22,692
7223 ANNUAL OPEB COST	10,616	7,457	7,457	4,307
7227 RHS \$2.50 CONTRIB	1,890	1,057	1,057	1,103
<b>Total Health &amp; Retiree Ins</b>	<b>44,389</b>	<b>31,011</b>	<b>31,011</b>	<b>28,102</b>
7272 LMA-SNBLCK & SNGLAS	0	0	0	400
7290 LIFE INSURANCE	210	131	131	131
7295 EMP ASSIST PRGM	46	30	30	30
7371 WORKERS' COMP, SFTY	15,582	15,582	15,582	13,393
7373 COMPSNTD ABSNCES	5,111	3,478	3,478	3,517
7425 MEDICARE FRINGES	6,334	5,934	7,200	7,541
<b>Total Other Benefits</b>	<b>27,283</b>	<b>26,421</b>	<b>26,421</b>	<b>25,013</b>
7439 PERS MBR CNTRBN MISC	292	1,192	1,192	1,238
7440 PERS ER CNTRBN MISC	4,667	1,222	1,222	1,254
7441 PERS ER CNTRBN SFTY	50,052	15,391	15,391	16,227
7442 PERS MBR CNTRBN SFTY	0	7,932	7,932	8,386
7444 EE RET CNTRBN SFTY	0	(7,932)	(7,932)	(8,386)
7445 EE RET CNTRBN MISC	0	(1,665)	(1,665)	(1,915)
7446 PERS UNFND LIAB MISC	0	1,683	1,683	2,961
7447 PERS UNFND LIAB SFTY	0	23,850	23,850	32,436
7460 RETRMNT PT/TEMP	12,250	13,171	13,171	13,855
<b>Total Retirements</b>	<b>67,261</b>	<b>54,843</b>	<b>54,843</b>	<b>66,056</b>
<b>Total Benefits</b>	<b>138,933</b>	<b>112,275</b>	<b>112,275</b>	<b>119,171</b>
<b>Total Salaries and Benefits</b>	<b>659,784</b>	<b>608,840</b>	<b>608,840</b>	<b>639,257</b>
8020 AUTOMOTIVE SERVICE	4,500	4,500	4,500	4,500
8022 EQUIP MAINT ISF	4,105	4,491	4,491	8,966
8024 VEHICLE REPLACE ISF	6,500	6,500	6,500	10,987
8033 PRNTR MAINT/SUPLIES	1,250	1,250	1,250	1,250
8040 MAINT&REPAIR - BLDG	7,500	7,500	7,500	7,500
8060 PUBLICATIONS & DUES	13,500	15,000	15,000	15,000
8070 RENTAL/PROP & EQUIP	30,000	30,000	44,305	30,000
8080 SERVICES-PROF & TECH	30,000	30,000	30,000	30,000
8089 SVCS-CTY PRT CNTRCT	0	4,000	4,000	4,000
8100 TRAVEL & MEETINGS	10,000	8,500	8,500	8,500
8111 TELECOMM-DATALINES	1,000	1,000	1,000	1,000
8112 UTILITIES - TELEPHONE	4,100	4,100	4,100	4,100
8140 SUPPLIES- OFFICE NOC	7,995	7,995	7,995	7,995
8160 MAINT & REPAIR NOC	4,900	4,900	4,900	4,900
8200 SPECIAL DEPT SUPPLIES	205,309	205,309	221,109	205,309
8204 UNIFORM EXPENSE	4,100	4,100	4,100	4,100
8250 SPECIAL DEPT EXPENSE	34,000	34,000	40,075	34,000
8318 IT ISF OPRATNG CHRGE	0	0	0	6,212
8319 IT ISF STRATGIC CHRGE	0	0	0	1,408
8340 GENERAL INSURANCE	36,022	36,022	36,022	39,673
<b>Total Operating Expenses</b>	<b>404,780</b>	<b>409,167</b>	<b>445,347</b>	<b>429,400</b>
9300 EQUIPMENT, N.O.C.	24,663	24,663	24,663	24,663
<b>Total Capital Outlay</b>	<b>24,663</b>	<b>24,663</b>	<b>24,663</b>	<b>24,663</b>
<b>Total Division Expenses</b>	<b>1,089,227</b>	<b>1,042,669</b>	<b>1,078,849</b>	<b>1,093,320</b>
<b>Total Expenses</b>	<b>1,089,227</b>	<b>1,042,669</b>	<b>1,078,849</b>	<b>1,093,320</b>

Report : DIVISION POSITION WORKSHEET  
Year: JUL To JUN 2016  
Division 010-2360 - FIRE-LIFEGUARDS

Position	Type of Employee	FTE	Base Wages	Specialty Pays	Retirement Contrib (City)	Other Benefits	Total Salaries and Benefits
ASSISTANT, DEPARTMENT	Full Time	0.75	46,519	0	1,730	18,782	67,032
LG OPS ASSISTANT CHIEF	Full Time	1.00	141,606	13,644	27,016	29,376	211,642
LIFEGUARD CAPTAIN + 7.5%	Full Time	0.50	49,150	5,709	9,627	11,417	75,903
LIFEGUARD BATTALION CHIEF	Full Time	1.00	112,861	15,198	22,280	23,596	173,935
LIFEGUARD BATTALION CHIEF	Full Time	1.00	102,357	6,708	18,972	22,953	150,990
LIFEGUARD CAPTAIN	Full Time	1.00	91,520	8,342	17,537	22,454	139,854
LIFEGUARD CAPTAIN	Full Time	1.00	91,520	9,258	17,696	22,467	140,941
LIFEGUARD CAPTAIN	Full Time	1.00	71,656	7,248	13,887	22,775	115,566
LIFEGUARD CAPTAIN	Full Time	0.50	35,828	1,654	6,600	11,359	55,441
LIFEGUARD CAPTAIN	Full Time	1.00	91,520	4,224	16,820	22,395	134,958
LIFEGUARD CAPTAIN	Full Time	1.00	71,656	6,532	13,762	23,245	115,195
LIFEGUARD CAPTAIN	Full Time	1.00	91,520	9,258	17,696	24,328	142,801
LIFEGUARD CAPTAIN	Full Time	1.00	91,520	11,992	18,005	22,493	144,010
LIFEGUARD I W/PARS	Part Time	14.35	562,635	0	21,099	8,158	591,892
LIFEGUARD II W/PARS	Part Time	11.35	490,338	0	18,388	7,110	515,836
LIFEGUARD III W/PARS	Part Time	1.94	93,375	0	3,501	1,354	98,230
LIFEGUARD OFFICER	Part Time	0.72	21,910	0	3,880	8,891	34,681
LIFEGUARD OFFICER	Part Time	0.72	21,910	0	3,880	8,891	34,681
LIFEGUARD OFFICER	Part Time	0.72	21,910	0	3,880	8,891	34,681
LIFEGUARD TRAINEE	Part Time	1.38	25,834	0	969	375	27,177
		<b>42.93</b>	<b>2,327,144</b>	<b>105,765</b>	<b>257,226</b>	<b>323,336</b>	<b>3,013,472</b>

[1] Retirement Contribution (City) for each position does not include the amortized cost of the unfunded pension liability.

**010-2360 FIRE-LIFEGUARDS  
T50000 Total Expenses**

DESCRIPTION	2014 ADOPTED	2015 ADOPTED	2015 AMENDED	2016 ADOPTED
7000 SALARIES - MISC	30,108	45,833	45,833	45,940
7010 SALARIES - SAFETY	1,059,466	1,116,658	1,116,658	1,108,443
7030 SALARIES - SEASONAL	1,004,748	1,067,001	1,067,001	1,172,181
<b>Total Regular Salaries</b>	<b>2,094,322</b>	<b>2,229,492</b>	<b>2,229,492</b>	<b>2,326,564</b>
7042 OVERTIME, PLANNED	35,881	35,881	35,881	35,881
7043 OT, VACN RELIEF	37,402	37,402	37,402	37,402
7044 OT, UNCNTRLD	24,435	24,435	24,435	24,435
<b>Total Overtime Salaries</b>	<b>97,717</b>	<b>97,718</b>	<b>97,718</b>	<b>97,718</b>
7065 EMT PAY	4,862	10,000	10,000	10,000
7066 BILINGUAL PAY	3,000	3,000	3,000	3,000
7067 LONGEVITY PAY	4,042	4,150	4,150	5,944
7070 SCHOLASTIC ACHVMNT	43,477	45,603	45,603	41,855
7074 HOLIDAY PAY, SAFETY	38,142	42,010	42,010	48,125
7082 STAND-BY PAY	29,000	29,000	29,000	29,000
7114 CELL PHNE STIPND EXP	2,880	2,881	2,881	3,841
<b>Total Other Salaries</b>	<b>125,403</b>	<b>136,643</b>	<b>136,643</b>	<b>141,765</b>
<b>Total Salaries</b>	<b>2,317,442</b>	<b>2,463,853</b>	<b>2,463,853</b>	<b>2,566,047</b>
7210 HLTH/DNTAL/VISON FT	183,804	228,022	228,022	235,253
7223 ANNUAL OPEB COST	55,220	55,642	55,642	50,380
7227 RHS \$2.50 CONTRIB	6,720	10,372	10,372	8,948
7232 PAYMENT > ARC	0	0	319,442	0
<b>Total Health &amp; Retiree Ins</b>	<b>245,744</b>	<b>294,036</b>	<b>613,478</b>	<b>294,580</b>
7270 ANBOL EQUIP ALLWNCE	24,780	32,400	32,400	34,900
7271 ANBOL-CANCER SCRNG	12,500	12,500	12,500	10,000
7272 LMA-SNBLCK & SNGLAS	6,800	6,800	6,800	5,302
7290 LIFE INSURANCE	1,260	1,339	1,339	1,234
7295 EMP ASSIST PRGM	275	301	301	318
7370 WORKERS' COMP, MISC	2,550	2,550	2,550	2,192
7371 WORKERS' COMP, SFTY	93,664	93,664	93,664	80,505
7373 COMPSNTD ABSNCES	38,135	40,687	40,687	40,424
7425 MEDICARE FRINGES	27,521	18,162	35,684	37,160
<b>Total Other Benefits</b>	<b>207,485</b>	<b>225,925</b>	<b>225,925</b>	<b>212,035</b>
7439 PERS MBR CNTRBN MISC	292	3,575	3,575	3,713
7440 PERS ER CNTRBN MISC	4,667	3,667	3,667	3,762
7441 PERS ER CNTRBN SFTY	469,526	212,770	212,770	211,539
7442 PERS MBR CNTRBN SFTY	0	109,663	109,663	109,322
7444 EE RET CNTRBN SFTY	0	(109,663)	(109,663)	(109,322)
7445 EE RET CNTRBN MISC	0	(4,996)	(4,996)	(5,745)
7446 PERS UNFND LIAB MISC	0	5,049	5,049	8,884
7447 PERS UNFND LIAB SFTY	0	330,531	330,531	526,742
7460 RETRMNT PT/TEMP	37,678	40,013	40,013	43,957
<b>Total Retirements</b>	<b>512,163</b>	<b>590,609</b>	<b>590,609</b>	<b>792,852</b>
<b>Total Benefits</b>	<b>965,391</b>	<b>1,110,571</b>	<b>1,430,013</b>	<b>1,299,467</b>
<b>Total Salaries and Benefits</b>	<b>3,282,833</b>	<b>3,574,423</b>	<b>3,893,865</b>	<b>3,865,514</b>
8012 PROGRAMMING	0	0	10,000	0
8020 AUTOMOTIVE SERVICE	70,440	70,440	70,440	70,440
8021 AUTO EXTERIOR MAINT	3,000	3,000	3,000	3,000
8022 EQUIP MAINT ISF	127,596	140,116	140,116	138,934
8024 VEHICLE REPLACE ISF	191,538	196,522	196,522	198,212
8030 MAINT&REPAR - EQUIP	11,062	11,062	11,062	24,614
8040 MAINT&REPAIR - BLDG	40,186	40,186	54,613	40,186
8049 LG TOWER MAINT/RPLCE	38,166	38,166	10,115	38,166
8060 PUBLICATIONS & DUES	1,940	1,940	1,940	1,940
8070 RENTAL/PROP & EQUIP	2,213	2,213	2,213	2,213
8081 SERVICES - JANITORIAL	8,821	8,821	8,821	8,821
8087 SERVICES - PHYSICALS	7,725	7,725	7,725	7,725
8100 TRAVEL & MEETINGS	7,140	7,140	7,140	7,140
8105 TRAINING	3,550	8,550	8,550	8,550
8111 TELECOMM-DATALINES	1,000	3,000	3,000	3,000
8112 UTILITIES - TELEPHONE	31,400	31,400	31,400	31,400
8114 UTILITIES - NTRL GAS	1,597	1,597	1,597	1,597

**010-2360 FIRE-LIFEGUARDS**  
**T50000 Total Expenses**

DESCRIPTION	2014	2015	2015	2016
	ADOPTED	ADOPTED	AMENDED	ADOPTED
8116 UTILITIES - ELECTRICITY	29,403	29,403	29,403	29,403
8118 UTILITIES - WATER	800	800	800	800
8150 SUPPLIES- JANITORIAL	2,000	2,000	2,000	2,000
8160 MAINT & REPAIR NOC	7,000	7,000	7,000	7,000
8200 SPECIAL DEPT SUPPLIES	11,939	11,939	11,939	11,939
8204 UNIFORM EXPENSE	31,000	31,000	31,357	31,000
8240 TOOLS, INSTRMNTS, ETC	1,000	1,000	1,000	1,000
8250 SPECIAL DEPT EXPENSE	17,500	17,500	17,500	17,500
8301 STATION OPERATIONS	7,360	7,360	7,360	7,360
8318 IT ISF OPRATNG CHRGE	29,320	36,006	36,006	74,544
8319 IT ISF STRATGIC CHRGE	6,764	6,899	6,899	16,897
8340 GENERAL INSURANCE	77,129	77,129	77,129	84,945
<b>Total Operating Expenses</b>	<b>768,588</b>	<b>799,915</b>	<b>796,648</b>	<b>870,326</b>
9020 FITNESS EQUIPMENT	3,000	3,000	3,000	3,000
9300 EQUIPMENT, N.O.C.	6,550	6,550	34,801	6,550
<b>Total Capital Outlay</b>	<b>9,550</b>	<b>9,550</b>	<b>37,801</b>	<b>9,550</b>
<b>Total Division Expenses</b>	<b>4,060,972</b>	<b>4,383,888</b>	<b>4,728,314</b>	<b>4,745,390</b>
<b>Total Expenses</b>	<b>4,060,972</b>	<b>4,383,888</b>	<b>4,728,314</b>	<b>4,745,390</b>

**D2300 FIRE DEPT**  
**T50000 Total Expenses**

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	<b>2014</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>
<b>DESCRIPTION</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>AMENDED</b>	<b>ADOPTED</b>
010-2310 FIRE-ADMIN	865,112	1,025,308	1,085,959	1,051,396
010-2320 FIRE-OPS	25,985,509	25,077,703	27,945,667	26,946,058
010-2330 FIRE-LIFE SAFETY SE	1,869,738	1,981,076	2,050,966	2,036,560
010-2335 EMERGENCY PREPA	171,307	180,011	199,532	185,672
010-2340 FIRE-EMS	2,986,777	6,017,524	6,590,828	7,187,889
010-2353 TRAINING-JR GRDS	1,089,227	1,042,669	1,078,849	1,093,320
010-2360 FIRE-LIFEGUARDS	4,060,972	4,383,888	4,728,314	4,745,390
<b>D2300 FIRE DEPT</b>	<b>37,028,642</b>	<b>39,708,179</b>	<b>43,680,115</b>	<b>43,246,286</b>

# NEWPORT BEACH FIRE DEPARTMENT



## FY16 ADOPTED BUDGET



SCOTT POSTER, FIRE CHIEF



# BUDGET OVERVIEW

FY16 ADOPTED BUDGET



NEWPORT BEACH FIRE DEPARTMENT



# BUDGET OVERVIEW

FY16 ADOPTED BUDGET

## OVERALL BUDGET

SALARIES & BENEFITS	\$31,934,875
OVERTIME	\$3,524,099
MAINTENANCE & OPERATIONS	\$3,577,074
RESTRICTED M&O	\$4,010,972
CAPITAL OUTLAY	\$199,266
TOTAL	\$43,246,286



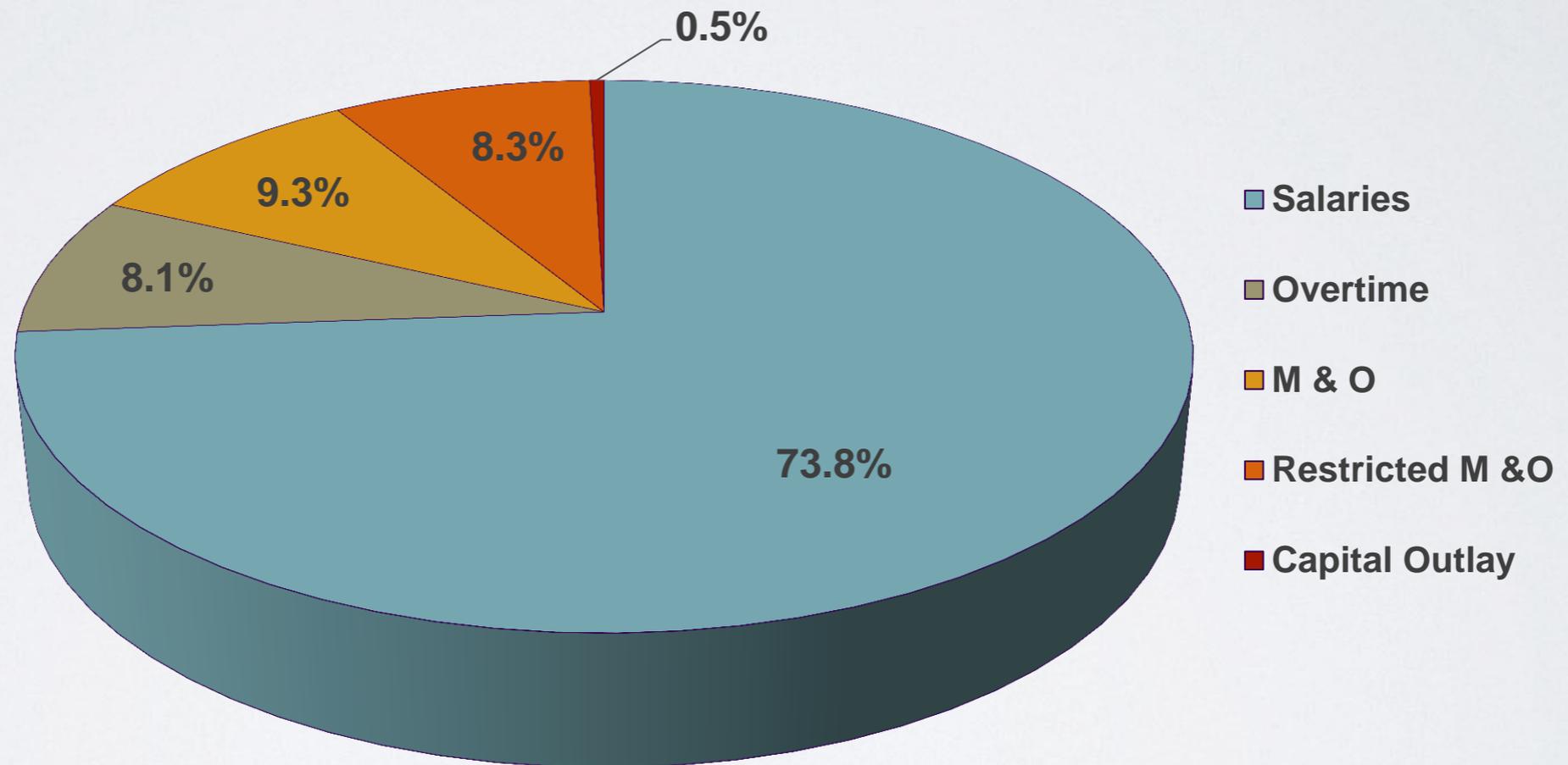
NEWPORT BEACH FIRE DEPARTMENT



# BUDGET OVERVIEW

FY16 ADOPTED BUDGET

## EXPENDITURE TYPE BY PROPORTION



NEWPORT BEACH FIRE DEPARTMENT



# BUDGET OVERVIEW

FY16 ADOPTED BUDGET

## PROJECTED SERVICE INDICATORS

FIRE RESPONSES	360
MEDICAL RESPONSES	8,250
FIRE ALARM RESPONSES	800
OTHER EMERGENCY RESPONSES	1,425
FIRE MEDICS MEMBERSHIPS	5,000
WATER RESCUES	5,150
LIFEGUARD MEDICAL AIDS	6,700
BOATS IN DISTRESS/WARNINGS	165
BEACH ATTENDANCE	9,750,000
PREVENTATIVE MARINE SAFETY ACTIONS	237,500
ANNUAL FIRE INSPECTION ACTIVITIES	4,500
NEW CONSTRUCTION PLAN REVIEWS	870
NEW CONSTRUCTION INSPECTIONS	1,830
SPECIAL EVENTS	275



NEWPORT BEACH FIRE DEPARTMENT



# BUDGET OVERVIEW

FY16 ADOPTED BUDGET

## BUDGETED PERSONNEL (FTE)

DIVISION	SWORN	CIVILIAN	PART-TIME / SEASONAL	TOTAL
Administration	1	3	1	5
Fire Operations	96.5	1	-	97.5
Life Safety Services	1	6	-	7
Emergency Preparedness	-	1	-	1
EMS	23.5	2	-	25.5
Junior Lifeguards	1	0.25	10.41	11.66
Marine Operations	13.16	0.75	27.76	41.67
<b>TOTAL FTE</b>	136.16	14	39.17	189.33



NEWPORT BEACH FIRE DEPARTMENT



# BUDGET OVERVIEW

## FY16 ADOPTED BUDGET

### REVENUE

PARAMEDIC SERVICE FEE	\$2,744,000
JR LIFEGUARD SERVICE FEES & REVENUE	\$1,055,000
PARAMEDIC SUBSCRIPTION FEE	\$240,000
PLAN CHECK	\$190,000
ANNUAL & SPECIAL PERMITS	\$140,000
CONSTRUCTION INSPECTION	\$110,000
SANTA ANA COLLEGE – TRAINING REIMBURSEMENT	\$95,000
REFUNDS & REBATES FROM GOVERNMENT	\$52,048
FALSE ALARM FINES	\$30,000
HAZARDOUS MATERIALS DISCLOSURE	\$26,750
FIRE PREV SVC REIM	\$7,000
CERT FEES	\$5,000
START VIDEO SALES	\$5,000
REVENUE, N.O.C.	\$4,000
FIRE SAFETY SERVICES MARINE OPS	\$2,500
WITNESS FEES SUBPOENA	\$1,500
SALE OF MAPS & PUBLICATIONS	\$1,100
<b>TOTAL</b>	<b>\$4,708,898</b>



NEWPORT BEACH FIRE DEPARTMENT



# BUDGET OVERVIEW

FY16 ADOPTED BUDGET



NEWPORT BEACH FIRE DEPARTMENT



# BUDGET OVERVIEW

## FY16 ADOPTED BUDGET DIVISIONS

### FIRE ADMINISTRATION

PERSONNEL	\$859,846
OVERTIME	\$4,960
MAINTENANCE & OPERATIONS	\$98,530
RESTRICTED M & O	\$88,060
<b>TOTAL</b>	<b>\$1,051,396</b>

#### CORE FUNCTIONS:

- Executive Leadership
- Succession Planning
- Community & Media Relations
- Payroll
- Budgeting
- Contract Management
- Procurement
- Support Services
- Facilities & Equipment Maintenance
- Personnel Administration
- Interdepartmental Collaboration
- Policy Development & Guidance
- Council Reports
- Intergovernmental Relations



NEWPORT BEACH FIRE DEPARTMENT



# BUDGET OVERVIEW

FY16 ADOPTED BUDGET

## DIVISIONS

### FIRE OPERATIONS

PERSONNEL	\$19,574,510
OVERTIME	\$3,140,532
MAINTENANCE & OPERATIONS	\$1,685,792
RESTRICTED M & O	\$2,401,148
CAPITAL EQUIPMENT	\$144,077
<b>TOTAL</b>	<b>\$26,946,058</b>

#### CORE FUNCTIONS:

- Fire Suppression
- Emergency Medical Services
- Urban Search and Rescue
- Fire Investigation
- Hazardous Materials Response
- Training and Certification
- Fire Explorer Program
- Media/Public Information
- Public Education and Community Training
- Strike Team Response
- Community Risk Reduction



NEWPORT BEACH FIRE DEPARTMENT



# BUDGET OVERVIEW

FY16 ADOPTED BUDGET

## DIVISIONS

### LIFE SAFETY SERVICES

PERSONNEL	\$1,297,718
OVERTIME	\$65,075
MAINTENANCE & OPERATIONS	\$293,413
RESTRICTED M & O	\$359,378
CAPITAL OUTLAY	\$20,976
<b>TOTAL</b>	<b>\$2,036,560</b>

#### CORE FUNCTIONS:

- Code Development & Enforcement
- Permits
- Plan Review
- Building Inspections (New & Existing)
- Community Education
- Special Event Inspections
- Community Preparedness (CERT)
- Hazardous Materials Disclosure
- Wildland Vegetation Fuel Management (Inspection/Enforcement)



NEWPORT BEACH FIRE DEPARTMENT



# BUDGET OVERVIEW

FY16 ADOPTED BUDGET

## DIVISIONS

### EMERGENCY PREPAREDNESS\*

PERSONNEL	\$150,956
OVERTIME	\$1,405
MAINTENANCE & OPERATIONS	\$16,330
RESTRICTED M & O	\$16,981
<b>TOTAL</b>	<b>\$185,672</b>

#### CORE FUNCTIONS:

- Emergency Operations Center
- Citywide Training
- Emergency Drills
- Grant Management
- Disaster Service Worker

\*Division moved to Police Department Budget - Effective 12/1/2015



NEWPORT BEACH FIRE DEPARTMENT



# BUDGET OVERVIEW

FY16 ADOPTED BUDGET

## DIVISIONS

### EMERGENCY MEDICAL SERVICES (EMS)

PERSONNEL	\$5,687,558
OVERTIME	\$171,644
MAINTENANCE & OPERATIONS	\$764,061
RESTRICTED M & O	\$564,626
<b>TOTAL</b>	<b>\$7,187,889</b>

#### CORE FUNCTIONS:

- Emergency Medical Response
- Medical Transport
- Policy Development
- State & Local Engagement
- Training and Certification (EMT/Paramedic)
- Regulatory Monitoring
- Reimbursement Programs
- Emergency Preparedness



NEWPORT BEACH FIRE DEPARTMENT



# BUDGET OVERVIEW

FY16 ADOPTED BUDGET

## DIVISIONS

### JUNIOR LIFEGUARDS

PERSONNEL	\$596,492
OVERTIME	\$42,765
MAINTENANCE & OPERATIONS	\$362,154
RESTRICTED M & O	\$67,246
CAPITAL OUTLAY	\$24,663
<b>TOTAL (COST NEUTRAL)</b>	<b>\$1,093,320</b>

#### CORE FUNCTIONS:

- Ocean Safety & Training
- First Aid Training
- Community Education
- Community Engagement



NEWPORT BEACH FIRE DEPARTMENT



# BUDGET OVERVIEW

FY16 ADOPTED BUDGET

## DIVISIONS

### MARINE OPERATIONS

PERSONNEL	\$3,767,796
OVERTIME	\$97,718
MAINTENANCE & OPERATIONS	\$356,794
RESTRICTED M & O	\$513,532
CAPITAL OUTLAY	\$9,550
<b>TOTAL</b>	<b>\$4,745,390</b>

#### CORE FUNCTIONS:

- Ocean & Beach Safety
- Ocean & Underwater Rescue
- Rescue Boat Operation
- Emergency Medical Assistance
- Training and Certification
- Community Education
- Community Relations
- Municipal Code Enforcement
- School CPR Instruction
- Urban Search and Rescue



NEWPORT BEACH FIRE DEPARTMENT



# BUDGET EXECUTION



NEWPORT BEACH FIRE DEPARTMENT



# BUDGET EXECUTION

## POSITION ELIMINATION & CIVILIANIZATION

### POSITIONS ELIMINATED (SINCE 2011) – 8 FTE

- Deputy Fire Marshal
- Fire Information Systems Coordinator
- Community Education Coordinator (Public Information Officer)
- Marine Operations – Reduced permanent staff from 17 to 14.
- Senior Fiscal Clerk
- Office Assistant

### POSITIONS CIVILIANIZED

- Facilities Coordinator: Converted a sworn Captain position to a civilian Fire Facilities Coordinator.

**Total Annual Salary and Benefit Savings - \$1,154,000**



NEWPORT BEACH FIRE DEPARTMENT



# BUDGET EXECUTION

## CONTRACTED SERVICES - \$1.15 million

- 911 Dispatch Services
- Medical Billing
- Plan Review Services
- Hazmat Response
- Facility Maintenance & Repairs
- Equipment Maintenance & Testing
- Fire RMS Maintenance
- Wildland Urban Interface Inspection Services
- Electronic Collection of Hazardous Materials Disclosure
- Personnel Education & Training
- Custodial Services
- Video Production

Lifeguard Outsourcing: An RFP process to evaluate the outsourcing of lifeguarding services in Corona del Mar was completed in FY14. After a thorough review, it was determined that city staff were able to provide better and more cost effective services than the other proposers.



NEWPORT BEACH FIRE DEPARTMENT



# BUDGET EXECUTION

## OPTIMIZATION

- Renewed initiatives to protect capital assets including facilities and specialized equipment through structured maintenance and repair programs.
- Partnered with Huntington Beach Fire Department on EMS supply ordering to obtain volume pricing.
- Partnered with Costa Mesa Fire Department to provide fire suppression training.
- Currently partnering with Costa Mesa Fire Department on a competitive bidding process for medical direction services.
- Evaluated and reorganizing of Fire Administration workflow for efficiency and cross training.
- Created the Emergency Medical Services (EMS) Division with specialized staff and a restructured budget that accurately reflects ambulance transport and Advanced Life Support expenditures for cost recovery initiatives.
- Implemented Surge Ambulance Program which provides (2) additional transport units and a revenue stream using existing resources (cost neutral).



NEWPORT BEACH FIRE DEPARTMENT



# BUDGET EXECUTION

## OPTIMIZATION (cont.)

- Partnered with County of Orange in conversion to Electronic Patient Care Reports (ePCR's) saving approximately \$250,000. New electronic ePCR's reduce time for staff for report completion and ensure prompt and efficient billing.
- Currently partnering with regional healthcare providers in a pilot study focused on community-based health care known as "Community Paramedicine" to improve access to quality care while reducing costs.
- Currently implementing a new electronic report verification program that will increase report completion, accuracy, and free up supervisors for other duties.
- Implemented Automatic Vehicle Location (AVL) dispatching for emergency response to decrease response times and to ensure that the closest unit based on exact geographic location is dispatched.
- Implemented a risk based fire prevention inspection program allowing the department to focus on structures that pose the greatest fire risk.
- Implemented a new CAD/RMS system in Marine Operations to modernize operations and enable data-driven staffing.



NEWPORT BEACH FIRE DEPARTMENT



# BUDGET OVERVIEW

## OPTIMIZATION (cont.)

- In FY16, Evaluated Marine Operations staffing and enhanced management oversight by upgrading 3 full-time Lifeguard Officer positions to Lifeguard Captain eliminating (1) full-time Lifeguard Officer position and adding 3 part-time (.75 FTE) Lifeguard Officers.
- Long-term staffing efficiencies in Marine Operations:
  - ✓ Initiated rotation of full-time employees from non-peak to peak days.
  - ✓ Reduced overtime training costs by 75% by completing necessary training on duty.
  - ✓ Reduced full time “A” level overtime costs by over 130 hours.
  - ✓ Reduced some move up costs for evening shifts by utilizing LG Battalion Chiefs.
  - ✓ Re-assigned night standby to include all full-time employees, reducing salary costs for lower compensated employees & staffing as necessary for non-peak days.
  - ✓ Eliminated tower relief guards and utilized them in the patrol units.
  - ✓ Reduced total amount of seasonal employees, which creates fewer training costs – Under 200 in 2013 for the first time in possibly over a decade.
  - ✓ Re-organized the Junior Lifeguard Program to run more efficiently and become self-sustainable.
  - ✓ Increased participation and revenue to highest recorded levels.



# BUDGET OVERVIEW

## REVENUE GENERATION

- Implemented new EMS fee structure projected to increase revenue by \$500,000 annually.
- Initiated participation in the Medi-Cal Ground Emergency Medical Transportation Services (GEMT) supplemental reimbursement program averaging an additional \$30,000 in revenue annually.
- Actively seeking new sources of revenue including California's Medi-Cal Managed Care Rate Range Intergovernmental Transfer (IGT) program with a potential return of \$150,000 annually.



NEWPORT BEACH FIRE DEPARTMENT



# BUDGET OVERVIEW

FY16 ADOPTED BUDGET



# QUESTIONS?



NEWPORT BEACH FIRE DEPARTMENT





# CITY OF NEWPORT BEACH FINANCE COMMITTEE STAFF REPORT

Agenda Item No. 5C  
December 10, 2015

**TO:** HONORABLE CHAIRMAN AND MEMBERS OF THE COMMITTEE

**FROM:** City Manager's Office  
Carol Jacobs, Assistant City Manager  
949-644-3002, [cjacobs@newportbeachca.gov](mailto:cjacobs@newportbeachca.gov)

**SUBJECT:** Life Safety Services Program Evaluation

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## **SUMMARY:**

Staff will discuss the results of a recent review of the City's Fire Department Life Safety Service as part of the on-going effort to review operations for effectiveness, efficiency and cost. This report provides the roles and responsibilities of the Division and summarizes the results of the study.

## **RECOMMENDED ACTION:**

Receive and file.

## **DISCUSSION:**

The Life Safety Services Division is located in the Fire Department and provides a number of services to the community. The Division is responsible for:

- Fire Code Enforcement
- Issuance of Fire Code Permits
- Fire Building Inspections
- Special Event Inspections
- Community Education Programs
- Fire Code Development
- New Construction and Tenant Improvements
- Wildland Vegetation Fuel Management
- Very High Hazard Severity Zone Enforcement
- Community Preparedness

The staff of Life Safety Services consists of the following classifications that perform the duties listed above:

<u>Position</u>	<u>Number of Employees</u>
Fire Assistant Chief ("Fire Marshal")	1.00
Department Assistant	1.00
Life Safety Specialist II	4.00
Life Safety Specialist III	1.00
Contract Planner	<u>0.75</u>
Total	7.75

Life Safety Program Costs have been budgeted as shown below:

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Budget</u>
Salaries & Benefits	\$1,282,729	\$1,369,887	\$1,482,165	\$1,362,793
Maintenance & Operations	629,232	683,998	740,357	652,791
Capital Equipment	<u>29,726</u>	<u>22,511</u>	<u>27,976</u>	<u>20,976</u>
Total	\$1,941,687	\$2,076,396	\$2,250,498	\$2,036,560

During FY 14-15, the Division processed the following:

Life Safety Services Numbers		
I.	New Construction and Tenant Improvement Activity	
	a. Plan Review	838
	b. Project & Pre-Development Review	138
	c. Field Inspections	1,531
II.	Annual Fire and Life Safety Inspections	
	a. Occupancies assigned	301
	b. Inspection actions	1,703
III.	Hazardous Material Business Emergency Plans	
	a. Occupancies assigned	187
IV.	Hazard Reduction	
	a. Biennial Hazard Reduction Inspections	
	Even years	102
	Odd years	170
V.	Fuel Modification Zones	
	a. Biannual Inspections	48
	b. Homeowner's Associations	24
	c. Acres of fuel modification	324.7
VI.	Weed Abatement	
	a. Annual Inspections	113

#### Analysis:

As part of the City's on-going efforts to review operations for efficiency and effectiveness, the City Manager's Office engaged Management Partners to review the Life Safety Services Division. The purpose of the analysis was twofold: 1) to determine if relocating fire plan review and plan check from Fire Department to the Community Development Department (CDD) would result in better customer service; and 2) if there is a more cost effective model to use in staffing the Division. A total of fourteen (14) interviews were conducted with members of Life Safety Services staff, Fire Management, Community Development staff, City Management, Police Department staff and a private architect who has worked in the community for over 40 years.

The results of the interviews resulted in some common themes:

- ***The interpretation of what constitutes good customer service is different between the Community Development and Fire Departments.*** The City of Newport Beach has established clear expectations regarding customer service in all arenas, including development processing. Over the past few years, processes have improved in the Community Development Department to achieve ambitious turnaround standards. The Fire Department and Community Development Department each interpret the City's commitment to customer service differently, with Community Development engaging in more flexibility and latitude with customers while Life Safety Services takes a more conservative approach. Both departments should be consistent in how they approach the City's customer service objectives.

- **Communication between the Community Development and the Fire Departments is insufficient as it pertains to the development process.** While all interviewees indicated they respect and like each other, there are no regular methods of ensuring that the development process operates as one, fully integrated process. There are no regular joint meetings of staff from both departments. Such meetings would be useful in discussing specific projects, processes that need improvement, turnaround problems, or other issues. Through regular meetings, employees can discuss issues that may otherwise go unaddressed.
- **There is insufficient time allocated by the fire marshal to problem solving and process improvement pertaining to the development process.** The fire marshal's function is a significant role within the development process and yet only 7% of his time is spent on problem solving related to fire plan check. Given the importance of customer service to the City, this allocation of time is low and should be increased.
- **There are advantages and disadvantages to moving development-related processes now in the Fire Department to the Community Development Department. If the change were to be made, an implementation plan would be essential so that intended results would be achieved.** The advantages include: 1) the City having a unified voice in its dealings with customers; and 2) improvements in efficiency and timeliness of plan reviews and inspections. The disadvantages include: 1) the unlikelihood of cost savings and the potential for increased costs; 2) the potential loss of focus on fire service requirements; 3) the need for new and ongoing training; and 4) a decline in employee morale in Life Safety Services. Further analysis is necessary before the City can make an informed decision.
- **The workload for fire plan review and plan check may be too great for the existing staff to meet turnaround expectations.** It may be that having only one full-time employee assigned to this function along with a 75% time contractor is not sufficient to meet expectations. Workload should be examined further to determine whether there should be augmentation, such as through adding a position, increasing outside contractor hours, assigning part of a plan check engineer from Community Development, or a combination of those options. If workload is more than can be reasonably managed by the existing personnel, reassignment of the function to another department will not solve the timeliness problem.

Based on the study the following operational options could be considered.

- Reclassify the Assistant Fire Chief/Fire Marshal position to a non-sworn Assistant Fire Marshal position at a saving of approximately \$129,069 at top step. Designate the Fire Chief as the Fire Marshal. Other Assistant Chief duties would be reallocated to the Fire Chief, Assistant Fire Chief, training Battalion Chief and Administrative staff.
  - As an alternative, the Building Official may be able to assume the Assistant Fire Marshal's duties, provided that this complies with all laws relating to the placement of a Fire Marshal's role in an organization. If this change were made, likely savings are estimated at \$321,243.
- Assign Fire plan check personnel to the Deputy Community Development Director/Building Official for day to day operations and assigning the Fire Chief as the Fire Marshal for issues requiring statutory Fire Marshal approval.
- Require all plan checkers in the permit center to utilize the same computer programs for consistency and tracking purposes. The report identifies instances when Fire is not advised regarding plan checks as Fire and CDD utilize different programs. This will also allow for tracking of plan checks and customer turnaround times reducing miscommunication.
- Move the contract plan checker and any Assistant Fire Marshal to the first floor. This assists in a more fully functional one-stop shop. This would also increase amount of time spent in plan check review, problem solving and management.

- Add additional contract staff for Fire plan review as needed with the expected turn-around times as defined by the City.
- Require weekly development review meetings between all plan checkers in Community Development management, and Fire management. The purpose of the meeting is to discuss all projects currently working and identify issues to be resolved. This one stop approach provides one voice and could later be expanded to Public Works and Utilities staff for a more unified approach.
- Meet with both staffs and clearly define customer service expectations versus time necessary to complete the work.
- Follow up monthly with Department Directors for input and quality control.
- Move CERT program to Fire Administration for higher visibility and direct access to Fire Administration. CERT program to be supervised by training Battalion Chief.
- Move Emergency Preparedness to the Police Department. This will allow for more direct and consistent supervision of the position. Reassign the staff member's previous Junior Lifeguard duties to other clerical staff or seasonal employee.

Implementing these recommendations will provide for greater customer service, better coordination between Community Development and Fire, and save the City over \$100,000 annually.

Prepared and Submitted by:

/s/ Carol Jacobs

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Carol Jacobs  
Assistant City Manager



**CITY OF NEWPORT BEACH  
FINANCE COMMITTEE  
STAFF REPORT**

Agenda Item No. 5D  
December 10, 2015

**TO:** HONORABLE CHAIRMAN AND MEMBERS OF THE COMMITTEE

**FROM:** City Manager's Office  
Carol Jacobs, Assistant City Manager  
949-644-3002, [cjacobs@newportbeachca.gov](mailto:cjacobs@newportbeachca.gov)

**SUBJECT:** **City Council Policy F-9 City Vehicle/Equipment Guidelines**

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**SUMMARY:**

An amendment to City Council Policy F-9 (*City Vehicle/Equipment Guidelines*) is proposed, which would clarify the policy and its purpose.

**RECOMMENDED ACTION:**

Approve recommended changes to the City Council Policy F-9 and forward to City Council for approval.

**FUNDING REQUIREMENTS:**

None.

**DISCUSSION:**

At the City Council Meeting of October 27, 2015, the City Council reviewed and approved changes to the City Council Policy F-9 City Vehicle/Equipment Guidelines. These changes will extend the life of the City's fleet, eliminate several types of equipment the City no longer owns and add vehicles to the Equipment Maintenance Fund that were previously not included. The revision to Policy F-9 on October 27, 2015, resulted in an annual savings of approximately \$1,039,000 to the City's General and Enterprise Funds. The City Council requested that the Finance Committee review Policy F-9 to determine if additional savings are available. After a thorough review of the policy and the financial resources necessary to maintain the Equipment Replacement Fund, staff is not recommending any changes to the useful lives of the equipment.

City Council Policy F-9 (Attachment A) establishes definitive standards for the replacement of City vehicles and equipment. This policy ensures that the full service life of each vehicle or piece of equipment is utilized to its fullest potential. Additionally, it provides a timeline for funding the replacement of these items and implements uniform guidelines for all departments. This policy was initially established on December 14, 1992, and has been revised four times since its inception (1994, 1995, 2001, and 2015).

The proposed revisions to Policy F-9 are to clarify the language regarding its intent and purpose. The most significant purpose of the policy is to systematically plan for and fund the replacement of vehicles and equipment owned by the City. This process allows the City to put "aside" funds every year so that when the vehicle reaches the end of its useful life, funds are available to replace the vehicle.

**Equipment Maintenance Fund**

The City has an Equipment Maintenance Internal Service Fund that is utilized to collect "rents" from the departments in order to pay for annual maintenance as well as future equipment replacement of City

vehicles and large pieces of equipment. Each year the Municipal Operations Department and Finance Department work with other City Departments to determine operational needs

The Equipment Maintenance Fund supports 7.5 full-time employees who are responsible for maintaining approximately 336 vehicles and other pieces of equipment managed by the Municipal Operations Department.

The following table identifies the age of the equipment in the Equipment Replacement Fund.

<u>Age</u>	<u>Pieces of Equipment</u>
Over 25 years*	15
Over 20 years	24
Over 15 years	43
Over 10 years	203
Under 10 years	51

*\*the oldest piece of equipment is a 1963 Wheel Trailer*

The average piece of equipment in the Equipment Replacement Fund is 33 months over its useful life as defined in the F-9 Policy. This is a result of the careful analysis of each piece of equipment and the needs of the department.

Additional language is included in the draft Policy which memorializes action annually taken by Equipment Maintenance Division staff. Prior to preparation of the annual budget, Division staff examines vehicles and equipment that exceed their recommended service life, and decide on retention or replacement based upon usage, maintenance costs, and the general condition of the equipment.

In addition, each year the Finance Director reviews the financial health of the Equipment Maintenance Fund. If it is determined the fund has a surplus, the Finance Director working in conjunction with the Municipal Operations Director may reallocate funds. Over the last three fiscal years, the City has transferred almost \$14,000,000 from the Equipment Replacement Fund to other funds including the Facilities Financial Planning Reserve, IT Strategic Fund, Fire Equipment Fund, 800 MHz Fund, Compensated Absences, Workers' Comp and General Liability Reserve Funds.

Police Department – Equipment Replacement Fund

The Police Department has two fleet mechanics separate from the Municipal Operations Department and a budget of \$1,970,313 funded through the General Fund. There are two components to the fund: 1) the Equipment Maintenance Premium and 2) the Equipment Replacement Premium. City Council Policy F-9 refers to the Equipment Replacement Premium and would not affect the Maintenance Premium.

The Police fleet consists of 118 pieces of equipment:

<u>Age</u>	<u>Pieces of Equipment</u>
Over 25 years*	3
Over 20 years	1
Over 15 years	2
Over 10 years	9
Under 10 years	103

The Police Department's fleet replacement thresholds for patrol vehicles, motorcycles and detective/plain vehicles are based on several factors. The two most important factors affecting vehicle service life are 1) In-Service Time and 2) Wear and Tear.

Police Department Vehicle In-Service Time:

A conservative calculation using minimum daily staffing numbers compared to patrol black-and-white vehicles available shows they are in active use for 11.1 hours per 24-hour day. That equates to a

“Vehicle Utilization Rate” of 46.0 percent. The Vehicle Utilization Rate is defined as the percentage of a 24-hour day that a vehicle is in active use. A comparison between the service life of a police patrol vehicle and a privately owned family vehicle can be made by calculating a Vehicle Utilization Rate for both types of vehicle.

Example: If a family vehicle is in active use for two hours per day, its Vehicle Utilization Rate would be 8.3 percent (2 hours of a 24-hour day). For every one year a family vehicle is in service, a patrol vehicle is in service for 5.5 years. Expressed as total service life, four years of patrol utilization is equal to 22 years of family vehicle utilization.

#### Wear and Tear:

Mileage is not the most important measure for determining service life for public safety vehicles. Overall wear and tear and in-service time are the most important factors to be considered. For Police Department vehicles, wear and tear is composed of mainly two elements: 1) operating conditions and 2) installed equipment.

Police vehicles are subject to extreme operating conditions far beyond those affecting the average family car. Pursuit driving/braking and routine high speed driving/braking, both characterized by repeated sudden acceleration and deceleration, and carrying heavy payloads are examples of common patrol vehicle operating conditions. Another very significant factor affecting service life is the long periods of engine idling that are required to support the added electronics and emergency lighting.

Most police vehicles have added electronic equipment that cause a significant drain on the vehicle's electrical system and require the vehicle to idle when officers are not handling a call for service. It is also critical to have the vehicle air conditioning running nearly continuously to keep the systems within operating temperature range. This continuous “run-time” significantly increases the wear and tear on the engine, electrical system and related components.

#### **ENVIRONMENTAL REVIEW:**

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act (“CEQA”) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

#### **NOTICING:**

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).

Prepared and Submitted by:

/s/ Carol Jacobs

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Carol Jacobs  
Assistant City Manager

Attachment:

- A. Redline of City Council Policy F-9 – City Vehicle/Equipment Guidelines

# **ATTACHMENT A**

**Redline of City Council Policy F-9 City Vehicle Equipment Guidelines**

## CITY VEHICLE/EQUIPMENT REPLACEMENT GUIDELINES

### PURPOSE:

To establish a policy to provide a funding mechanism to ensure that the full service life of each City vehicle or item of equipment is utilized to its fullest potential, provide for a funding timelines and implement uniform guidelines among all departments.

### POLICY:

The Municipal Operations Department shall inspect the equipment annually after the vehicle/equipment has reached its useful life, —to determine the appropriateness of replacing each piece of equipment in conjunction with the assigned Department. All non-emergency vehicles shall be replaced based on, but not limited to, the following factors: expected service life, lifecycle maintenance costs, fuel efficiency, purchase price (cost), environmental rating, etc. The City will actively seek opportunities to use cleaner burning fuels and higher efficiency vehicles when possible.

Should the expected life of the equipment be less than expected, the Municipal Operations Department in conjunction with the Finance Department and the assigned Department will make a recommendation to the City Manager or his designee on the disposition and replacement of equipment.

It shall be the policy of the City that the funding and replacement of all motor vehicles shall be normally based on the expected service life and condition of the vehicle described on the following schedule:

<b>Vehicle/Equipment</b>	<b>Schedule for Replacement</b>
Police Patrol/Traffic Vehicles	75,000 miles or 4 years
Police Motorcycles	75,000 miles or 5 years
Police Detective/Plain Vehicles	80,000 miles or 8 years
Beach Vehicles/ATVs	4 years
Sedans/Station Wagons/SUVs	120,000 miles or 12 years
Pickup Trucks (1/4 to 3/4 Ton)	100,000 miles or 10 years
Vans	100,000 miles or 10 years
Ambulances (commercial chassis)	100,000 miles or 8 years
Ambulances - Reserve	4 years
Heavy Trucks (1 Ton and larger)	120,000 miles or 10 years
Beach Cleaners	8 years
Street Sweepers	10 years
Small Boats/Personal Watercraft	10 years
Large Emergency Boats	25 years
Heavy Equipment	10 years or 5,000 hours
Trailers	10 years
Vactors/Sewer Rodders	10 years
Welders, Saws, Pumps	13 years
Transfer Equipment (Radios/Beacons)	10 years

Fire Engines - Frontline	13 years
Fire Trucks - Frontline	15 years
Fire Engine - Reserve	5-7 years
Fire Truck - Reserve	10-15 years

Fire engines, trucks and ambulances are placed within stations as frontline vehicles when they are purchased. They will remain in a frontline status until the expected useful life is over. At that time, the engines and trucks will be placed in reserve status for an additional period of time as described above.

~~The Municipal Operations Department shall inspect the equipment annually to determine the appropriateness of replacing each piece of equipment in conjunction with the assigned Department. All non-emergency vehicles shall be replaced based on, but not limited to, the following factors: expected service life, lifecycle maintenance costs, fuel efficiency, purchase price (cost), environmental rating, etc. The City will actively seek opportunities to use cleaner burning fuels and higher efficiency vehicles when possible.~~

~~Should the expected life of the equipment be less than expected, the Municipal Operations Department in conjunction with the Finance Department and the assigned Department will make a recommendation to the City Manager or his designee on the disposition and replacement of equipment.~~

**Adopted - December 14, 1992**

**Amended - January 24, 1994**

**Amended - March 27, 1995**

**Amended - May 8, 2001**

**Amended - October 27, 2015**

**Formerly F-26**