



CITY OF DIAMOND BAR

Department - Admin. & Support

- **Finance**
- **Human Resources**
- **Safety Program**
- **Information Systems**
- **Civic Center**
- **Public Information**
- **Economic Development**

CITY OF DIAMOND BAR
ESTIMATED EXPENDITURES SUMMARY

Administration and Support
FY 2016-17

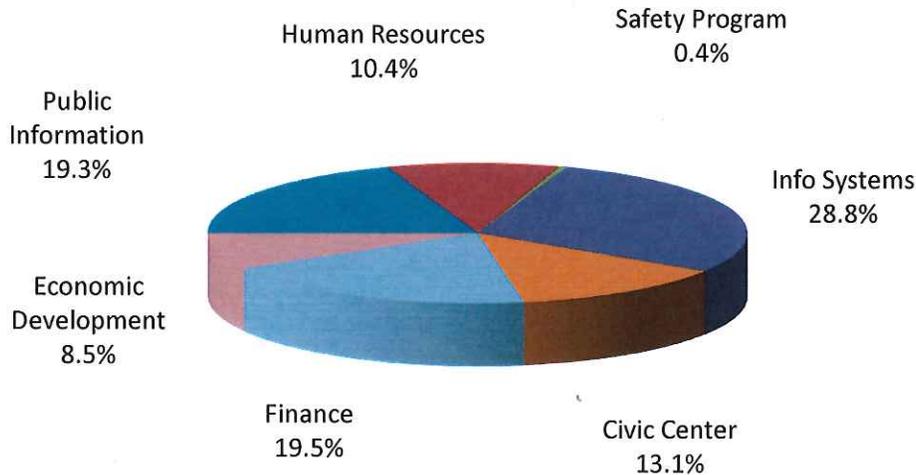
Organization #: 001-4050 through 001-4096

	FY 2014-15 Actual	FY 2015-16 Adjusted	FY 2015-16 Projected	FY 2016-17 Adopted
PERSONNEL SERVICES	\$1,769,688	\$1,757,355	\$1,775,712	\$1,897,554
SUPPLIES	110,044	133,300	127,170	110,600
OPERATING EXPENDITURES	982,199	1,180,621	1,152,905	1,088,673
PROFESSIONAL SERVICES	540,797	808,201	617,131	757,600
CONTRACT SERVICES	28,867	57,000	57,000	59,500
CAPITAL OUTLAY	130,983	185,998	154,498	39,700
DEPARTMENT TOTAL	\$3,562,578	4,122,475	\$3,884,416	\$3,953,627

DEPARTMENT INCLUDES:

Finance	\$772,577
Human Resources	409,502
Safety Program	17,450
Information Systems	1,138,036
Civic Center	519,239
Public Information	762,259
Economic Development	334,564

ADMINISTRATION AND SUPPORT



Total Department Expenditures - \$3,953,627

CITY OF DIAMOND BAR
ESTIMATED EXPENDITURES
FY 2016-17

DEPARTMENT:	Admin & Support
DIVISION:	Summary
ORGANIZATION #:	001-4050 to 4096

	FY 2014-15 Actual	FY 2015-16 Adjusted	FY 2015-16 Projected	FY 2016-17 Adopted	
PERSONNEL SERVICES					
40010	Salaries	1,285,414	1,271,941	1,311,100	1,372,897
40020	Over-Time Wages	11,159	10,000	9,000	11,400
40070	City Paid Benefits	15,652	16,652	15,362	16,663
40080	Retirement	213,743	222,466	198,500	254,801
40083	Worker's Comp. Exp.	16,861	17,358	18,320	18,273
40084	Short/Long Term Disability	6,616	7,567	6,960	7,726
40085	Medicare/Social Security	19,678	19,035	19,595	20,489
40086	Post Retirement Benefits	6,635	7,500	7,500	-
40090	Benefit Allotment	186,828	177,336	182,375	184,806
40093	Benefit Adm/Unemployment	7,102	7,500	7,000	10,500
	TOTAL PERSONNEL	1,769,688	1,757,355	1,775,712	1,897,554
SUPPLIES					
41200	Operating Supplies	80,186	79,050	78,050	66,650
41300	Small Tools & Equipment	13,711	19,930	16,800	18,250
41400	Promotional Supplies	16,147	34,320	32,320	25,700
	TOTAL SUPPLIES	110,044	133,300	127,170	110,600
OPERATING EXPENDITURES					
42100	Photocopying	13,569	13,000	15,000	16,000
42110	Printing	23,255	117,710	111,600	103,750
42112	Photography	270	2,075	1,500	7,300
42113	Engraving Svcs	664	2,000	1,000	-
42115	Advertising	44,760	53,100	59,500	52,500
42120	Postage	74,246	85,500	75,500	58,500
42124	Technology	6,000	6,000	6,000	6,000
42125	Telephone	39,312	54,800	49,400	59,400
42126	Utilities	181,483	184,230	182,000	192,440
42128	Banking Charges	14,046	12,500	12,500	15,000
42130	Rental/Lease of Equipment	140	1,500	2,500	4,500
42140	Rental/Lease of Real Prop	40,013	45,870	53,000	-
42200	Equipment Maintenance	11,769	5,000	1,000	5,000
42205	Computer Maintenance	265,263	275,300	275,300	294,300
42210	Maint. of Grounds/Bldgs	170,771	194,021	194,100	186,868
42310	Fuel	3,604	2,000	1,000	2,000
42315	Membership & Dues	45,390	49,635	48,635	13,545
42320	Publications	1,565	3,250	2,050	2,250
42325	Meetings	12,595	9,800	6,290	6,000
42330	Travel-Conferences/Research	6,356	19,650	15,150	17,650
42335	Travel-Mileage & Auto Allow	9,214	10,190	10,190	10,180
42340	Education & Training	7,420	16,990	13,490	20,490
42341	Employee Tuition Reimb	6,807	4,500	3,000	3,000
42345	Pre-Employment Screening	-	7,000	7,000	7,000
42346	Misc Employee Benefits	1,518	1,500	1,500	1,500
42347	Employee Recognition Pgm	1,997	3,500	3,000	3,500
42395	Misc Expenditures	172	-	1,700	-
	TOTAL OPERATING EXP.	982,199	1,180,621	1,152,905	1,088,673
PROFESSIONAL SERVICES					
44000	Professional Services	443,894	668,601	477,531	608,600
44010	Prof Svcs-Acctg & Auditing	44,477	79,500	79,500	77,500
44030	Prof Svcs-Data Processing	52,426	60,100	60,100	71,500
	TOTAL PROF SVCS	540,797	808,201	617,131	757,600

CITY OF DIAMOND BAR
ESTIMATED EXPENDITURES
FY 2016-17

DEPARTMENT:	Admin & Support
DIVISION:	Summary
ORGANIZATION #:	001-4050 to 4096

	FY 2014-15 Actual	FY 2015-16 Adjusted	FY 2015-16 Projected	FY 2016-17 Adopted
CONTRACT SERVICES				
45000 Contract Services	28,867	57,000	57,000	59,500
TOTAL CONTRACT SVCS.	28,867	57,000	57,000	59,500
CAPITAL OUTLAY				
46220 Furniture/Fixtures	40,045	10,000	5,000	1,000
46230 Computer Equip-Hardware	(3,821)	131,500	114,000	17,500
46235 Computer Equip-Software	-	14,000	5,000	20,000
46250 Misc Equipment	364	10,108	10,108	1,200
46410 Capital Improvements	94,395	20,390	20,390	-
	130,983	185,998	154,498	39,700
DEPARTMENT TOTAL	\$3,562,578	\$4,122,475	\$3,884,416	\$3,953,627

CITY OF DIAMOND BAR

**ACTIVITY COMMENTARY
2016-2017**

DIVISION TITLE: FINANCE

DIVISION NO. 4050

The Finance Division provides accounting control over assets, revenues, receivables and maintains budgetary control over all City funds. This department is responsible for the proper receipt, custody and disbursement of all City funds.

The Finance Division processes all financial transactions of the City. Specific activities include accounts payable, cash receipts, payroll, fixed assets, budget maintenance, audits, financial reporting, and the refinements and maintenance of the general accounting system.

The Finance Division is also responsible for the safety, liquidity and maximization of the yields of the City's financial resources.

PERSONNEL

FULL TIME POSITIONS

Finance Director	0.90
Sr. Accountant	0.95
Accountant	1.00
Accounting Tech	<u>1.20</u>
Total Positions	4.05

CITY OF DIAMOND BAR
ESTIMATED EXPENDITURES
FY 2016-17

DEPARTMENT:	Admin & Support
DIVISION:	Finance
ORGANIZATION #:	001-4050

	FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17	
	Actual	Adjusted	Projected	Adopted	
PERSONNEL SERVICES					
40010	Salaries	398,082	382,325	397,000	389,536
40020	Over-Time Wages	456	1,500	500	1,000
40070	City Paid Benefits	5,219	5,366	5,050	5,485
40080	Retirement	64,226	67,759	62,000	73,174
40083	Worker's Comp. Exp.	3,025	3,022	3,900	3,080
40084	Short/Long Term Disability	2,011	2,305	2,150	2,349
40085	Medicare	6,196	5,991	6,200	6,096
40090	Benefit Allotment	61,405	57,528	62,185	59,958
	TOTAL PERSONNEL	540,620	525,796	538,985	540,677
SUPPLIES					
41200	Operating Supplies	3,021	3,000	2,500	3,000
41300	Small Tools & Equipment	99	1,000	500	1,000
	TOTAL SUPPLIES	3,120	4,000	3,000	4,000
OPERATING EXPENDITURES					
42110	Printing	374	4,000	4,000	3,250
42124	Technology	1,200	1,200	1,200	1,200
42128	Banking Charges	-	-	-	15,000
42315	Membership & Dues	1,245	1,500	1,500	1,750
42320	Publications	-	500	300	500
42325	Meetings	60	300	250	500
42330	Travel-Conferences	1,574	5,500	3,000	5,500
42335	Travel-Mileage & Auto Allow	3,216	3,500	3,500	3,500
42340	Education & Training	3,080	3,000	2,000	5,000
	TOTAL OPERATING EXP.	10,749	19,500	15,750	36,200
PROFESSIONAL SERVICES					
44000	Professional Services	4,732	41,500	1,500	114,200
44010	Prof Svcs-Acctg & Auditing	44,477	79,500	79,500	77,500
	TOTAL PROF SVCS	49,209	121,000	81,000	191,700
	DIVISION TOTAL	603,698	670,296	638,735	772,577

**CITY OF DIAMOND BAR
FINANCE DIVISION (001-4050)
BUDGET DISCUSSION
FY 2016-17**

TOTAL BUDGET	\$772,577	
PERSONNEL SERVICES		
Personnel (40010-40093)	Amount Budgeted:	540,677
Full Time		
Finance Director	0.90 FTE	
Senior Accountant	0.95 FTE	
Accountant I	1.00 FTE	
Accounting Technician	1.20 FTE	
	4.05 FTE	
SUPPLIES		
Operating Supplies (41200)	Amount Budgeted:	3,000
Miscellaneous Office Supplies	3,000	
Small Tools and Equipment (41300)	Amount Budgeted:	1,000
Miscellaneous	1,000	
OPERATING EXPENDITURES		
Printing (42110)	Amount Budgeted:	3,250
Printing of CAFR	500	
Printing of Budget	1,750	
Printing of Checks & Forms	1,000	
Technology (42124)	Amount Budgeted:	1,200
Technology Allow - Fin Director	1,200	
Membership & Dues (42315)	Amount Budgeted:	1,750
GFOA	1,000	
CMTA	200	
SUGA	200	
CAPPO	200	
CSMFO	150	
Banking Charges (42128)	Amount Budgeted:	15,000
Banking Charges (moved from Gen Gov't)	15,000	
Publications (42320)	Amount Budgeted:	500
FLSA Publications, GFOA Publications, GASB Info	500	
Meetings (42325)	Amount Budgeted:	500
Misc - CSMFO, CMTA	500	
Travel-Conferences (42330)	Amount Budgeted:	5,500
GFOA - Location TBD	2,000	
CSMFO - (Sacramento x 1 person)	1,500	
CMTA - Location TBD	1,000	
CalPERS (Riverside x 2 people)	1,000	

CITY OF DIAMOND BAR
FINANCE DIVISION (001-4050)
BUDGET DISCUSSION
FY 2016-17

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Travel-Mileage & Auto Allow (42335)	Amount Budgeted:	3,500
Misc	500	
Auto Allowance - Finance Director	3,000	
Education & Training (42340)	Amount Budgeted:	5,000
CalPERS Training	500	
GFOA Webinars	500	
Diehl Evans Government Tax Class	1,000	
GASB Update	500	
CMTA Training	500	
Pentamation Training	2,000	
PROFESSIONAL SERVICES		
Professional Services (44000)	Amount Budgeted:	114,200
CAFR Info	1,000	
GFOA Award Program	700	
Property Tax Admin - LA County (moved from Gen Gov't)	65,000	
Courier Services - City Hall (moved from Gen Gov't)	7,500	
Citywide Fee Study	40,000	
Prof Svcs-Acctg & Auditing (44010)	Amount Budgeted:	77,500
Audit Contract	35,000	
Property Tax Services (HdL)	12,500	
Sales Tax Services (HdL)	25,000	
Deferred Compensation Fiduciary Consultant	5,000	

CITY OF DIAMOND BAR

**ACTIVITY COMMENTARY
2016-2017**

DIVISION TITLE: HUMAN RESOURCES & RISK MANAGEMENT

DIVISION NO. 4060

The Human Resources and Risk Management Division provides for the management of personnel services and risk management. Primary functions include the development, modification and management of all employee recruitment, classifications, compensation, education/training, employee relations, employee safety, worker's compensation and general liability claims. Some of these functions are further enhanced and/or developed through the City's Employee Relations Committee (ERC) which serves as an advisory board to the City Manager on administrative matters that impact the workforce. It is the mission of the ERC to promote a healthy work environment for the employees of the City of Diamond Bar by creating and supporting a calendar of educational, social, and community building events to better connect employees within the civic community and the wider community, to nurture positive relations between all employees, and to stimulate continuous growth in the sense of well-being of the City of Diamond Bar work force.

PERSONNEL

FULL TIME PERSONNEL

Human Resources & Risk Manager	1.00
Human Resources Technician	<u>1.00</u>
Total Positions	2.00

CITY OF DIAMOND BAR

DEPARTMENT:	Admin & Support
DIVISION:	Human Resources & Risk Management
ORGANIZATION #:	001-4060

ESTIMATED EXPENDITURES FY 2016-17

	FY 2014-15 Actual	FY 2015-16 Adjusted	FY 2015-16 Projected	FY 2016-17 Adopted	
PERSONNEL SERVICES					
40010	Salaries	157,515	178,265	177,000	261,472
40070	City Paid Benefits	1,979	2,696	2,000	2,671
40080	Retirement	28,934	31,935	28,000	49,578
40083	Worker's Comp. Exp.	1,189	1,424	1,500	2,087
40084	Short/Long Term Disability	978	1,086	1,070	1,139
40085	Medicare	2,442	2,765	2,765	3,966
40090	Benefit Allotment	27,460	28,440	28,440	29,640
40093	Benefits Administration	7,102	7,500	7,000	10,500
	TOTAL PERSONNEL	227,599	254,111	247,775	361,052
SUPPLIES					
41200	Operating Supplies	611	1,000	1,000	1,000
41400	Promotional Supplies	501	1,500	1,500	1,500
	TOTAL SUPPLIES	1,112	2,500	2,500	2,500
OPERATING EXPENDITURES					
42110	Printing		2,500	1,600	1,000
42115	Advertising	2,124	3,000	3,000	3,000
42124	Technology	1,200	1,200	1,200	1,200
42125	Telephone	2,350	-	-	-
42315	Membership & Dues	3,973	5,400	4,900	5,660
42320	Publications	-	900	300	900
42325	Meetings	1,497	3,500	1,500	3,500
42330	Travel-Conferences	1,354	2,500	500	2,500
42335	Travel-Mileage/Auto Allow	1,558	1,690	1,690	1,690
42340	Education & Training	1,569	8,500	6,000	10,000
42341	Employee Tuition Reimb	6,807	4,500	3,000	3,000
42345	Pre-Employment Screening	-	7,000	7,000	7,000
42346	Misc Employee Benefits	1,518	1,500	1,500	1,500
42347	Employee Recognition Prgm.	1,997	3,000	2,500	3,000
	TOTAL OPERATING EXP.	25,947	45,190	34,690	43,950
PROFESSIONAL SERVICES					
44000	Professional Services	4,474	2,000	1,500	2,000
	TOTAL PROF SVCS	4,474	2,000	1,500	2,000
	DIVISION TOTAL	259,132	303,801	286,465	409,502

**CITY OF DIAMOND BAR
HUMAN RESOURCES DIVISION (001-4060)
BUDGET DISCUSSION
FY 2016-17**

TOTAL BUDGET **\$409,502**

PERSONNEL SERVICES

Personnel (40010-40095)	Amount Budgeted:	361,052
Full Time		
Human Resources Manager	1.00 FTE	
Human Resources Technician	1.00 FTE	
	2.00 FTE	
Salary & Benefits - Full Time		247,115
Exceptional Performance Pay - Citywide Program		90,000
Benefits Administration (40093) (Moved from General Gov't)		10,500

SUPPLIES

Operating Supplies (41200)	Amount Budgeted:	1,000
Miscellaneous office supplies	1,000	

Promotional Items (41400)	Amount Budgeted:	1,500
Employee Recognition Program - certificates, plaques, watches, service pins, pen sets, etc	1,500	

OPERATING EXPENDITURES

Printing (42110)	Amount Budgeted:	1,000
Printing	1,000	

Advertising (42115)	Amount Budgeted:	3,000
Employment Advertising	3,000	

Technology (42124)	Amount Budgeted:	1,200
Technology Allowance - HR Mgr	1,200	

Membership & Dues (42315)	Amount Budgeted:	5,660
LCW - ERC (Consortium Membership)	3,720	
SCPMA	200	
PELRAC/NPERLA	350	
SHRM	370	
SCPLRC (Agency membership)	200	
IPMA-HR	780	

Publications (42320)	Amount Budgeted:	900
JJ Keller & Associates (Labor Law Posters)	900	

Meetings (42325)	Amount Budgeted:	3,500
Quarterly Employee Training Meetings	2,500	
Interview Panels	1,000	

Travel-Conferences (42330)	Amount Budgeted:	2,500
CALPELRA (Monterey, CA)	2,500	
LCW (TBD)		
CalPERS (Riverside, CA)		
SHRM (TBD)		
CJPIA (Indian Wells, CA)		

**CITY OF DIAMOND BAR
HUMAN RESOURCES DIVISION (001-4060)
BUDGET DISCUSSION
FY 2016-17**

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Travel-Mileage/Auto Allowance (42335)	Amount Budgeted:	1,690
Auto Allowance - HR Manager (\$120/mo)	1,440	
Mileage Reimbursement-HR Technician	250	
Education & Training (42340)	Amount Budgeted:	10,000
Mandatory Harassment Training, General Training, Customer Service/Front Counter Training, FLSA Training, Workplace Violence, CITYWIDE TRAINING	10,000	
Employee Tuition Reimbursement (42341)	Amount Budgeted:	3,000
Citywide Account (\$1,500/Employee) Estimated Participation: 2 Employees	3,000	
Pre-employment Screening (42345)	Amount Budgeted:	7,000
Live Scan (Fingerprinting)		
Fingerprinting for Contract Class Instructors	2,000	
Pre-Employment Physicals	5,000	
Regular Staff		
Part Time Staff		
Misc Employee Benefits (42346)	Amount Budgeted:	1,500
Section 125 Benefits - Admin Charges	1,500	
Employee Recognition Program (42347)	Amount Budgeted:	3,000
Employee Appreciation Event/Recognition Program	3,000	
PROFESSIONAL SERVICES		
Professional Services (44000)	Amount Budgeted:	2,000
Bilingual Pay Testing Svcs	250	
Background Investigations	250	
Temp Clerical Svcs - various departments	1,500	

CITY OF DIAMOND BAR

**ACTIVITY COMMENTARY
2016-2017**

DIVISION TITLE: SAFETY PROGRAM

DIVISION NO. 4065

The Human Resources Division provides for the centralized management of all personnel services. Primary functions include the development, modification and management of employee recruitment and selection, benefit programs, classifications, compensation, education/training, employee relations, worker's compensation program and employee safety. In order to promote employee safety and reduce the number of workplace injuries or illness, a Safety Committee was established as part of the Injury Illness Prevention Program (IIPP). The Human Resources Manager is the designated Safety Officer to oversee and implement the IIPP and the designated departmental Safety Committee members are responsible for conducting worksite inspections, employee training and recommending policy as well as solutions to correct safety deficiencies in the workplace.

PERSONNEL

Total Positions: 0

CITY OF DIAMOND BAR
ESTIMATED EXPENDITURES
FY 2016-17

DEPARTMENT:	Admin & Support
DIVISION:	HR - Safety Prog
ORGANIZATION #:	001-4065

	FY 2014-15 Actual	FY 2015-16 Adjusted	FY 2015-16 Projected	FY 2016-17 Adopted
SUPPLIES				
41200 Operating Supplies	550	500	500	500
41300 Small Tools & Equip	6,163	10,450	9,000	10,450
TOTAL SUPPLIES	6,713	10,950	9,500	10,950
OPERATING EXPENDITURES				
42315 Membership & Dues	-	500	-	500
42320 Publications	-	500	-	500
42325 Meetings	-	1,000	500	1,000
42340 Education & Training	-	2,500	2,500	2,500
42347 Employee Recognition Prgm.	-	500	500	500
TOTAL OPERATING EXP.	-	5,000	3,500	5,000
PROFESSIONAL SERVICES				
44000 Professional Services	-	1,500	1,500	1,500
TOTAL PROF SVCS	-	1,500	1,500	1,500
DIVISION TOTAL	6,713	17,450	14,500	17,450

**CITY OF DIAMOND BAR
SAFETY PROGRAM (001-4065)
BUDGET DISCUSSION
FY 2016-17**

TOTAL BUDGET		\$17,450
SUPPLIES		
Operating Supplies (41200)	Amount Budgeted:	500
Miscellaneous office supplies		500
Small Tools & Equipment (41300)	Amount Budgeted:	10,450
Small Tools & Equipment		8,000
Safety Boots (7 pairs - CS, PW)		2,450
OPERATING EXPENDITURES		
Membership & Dues (42315)	Amount Budgeted:	500
		500
Publications (42320)	Amount Budgeted:	500
		500
Meetings (42325)	Amount Budgeted:	1,000
		1,000
Education & Training (42340)	Amount Budgeted:	2,500
		2,500
Employee Recognition Program (42347)	Amount Budgeted:	500
Safety Awareness Week		500
PROFESSIONAL SERVICES		
Professional Services (44000)	Amount Budgeted:	1,500
Ergonomics Study		1,500

CITY OF DIAMOND BAR

**ACTIVITY COMMENTARY
2016-2017**

DIVISION TITLE: INFORMATION SYSTEMS

DIVISION NO. 4070

The Information Systems division provides ongoing technical and software support to all the departments of the City.

The Division is also responsible for the enhancement and managing the City's information technology activities including the evaluation, procurement, and maintenance of computer/network systems and software.

This fiscal year, the division will continue to provide Geographical Information Systems (GIS) Solutions and Support to the City's staff and the residents including the web using E-Government technologies.

PERSONNEL

FULL TIME PERSONNEL

Info Systems Director	0.85
Network/Systems Admin	0.95
IS Support Tech	<u>0.90</u>
Total Positions	2.70

CITY OF DIAMOND BAR

ESTIMATED EXPENDITURES FY 2016-17

DEPARTMENT:	Admin & Support
DIVISION:	Info Systems
ORGANIZATION #:	001-4070

	FY 2014-15 Actual	FY 2015-16 Adjusted	FY 2015-16 Projected	FY 2016-17 Adopted
PERSONNEL SERVICES				
40010	Salaries	331,043	331,910	348,000
40020	Over-Time Wages	349	1,000	1,000
40070	City Paid Benefits	3,188	3,652	3,652
40080	Retirement	54,443	57,056	50,000
40083	Worker's Comp. Exp.	4,616	4,684	5,000
40084	Short/Long Term Disability	1,608	1,941	1,700
40085	Medicare	4,693	4,613	4,670
40090	Benefit Allotment	38,520	38,556	38,350
	TOTAL PERSONNEL	438,460	443,412	452,372
SUPPLIES				
41200	Operating Supplies	20,446	22,250	22,250
41300	Small Tools & Equipment	2,928	3,300	3,300
	TOTAL SUPPLIES	23,374	25,550	25,550
OPERATING EXPENDITURES				
42100	Phtocopying	-	-	16,000
42124	Technology	2,400	2,400	2,400
42125	Telephone	156	2,400	2,400
42200		-	-	5,000
42205	Computer Maintenance	265,263	275,300	275,300
42315	Membership & Dues	1,077	1,900	1,900
42320	Publications	45	200	100
42325	Meetings	20	1,000	40
42330	Travel-Conferences	1,226	4,200	4,200
42335	Travel-Mileage & Auto Allow	3,000	3,200	3,200
42340	Education & Training	2,347	2,600	2,600
	TOTAL OPERATING EXP.	275,534	293,200	292,140
PROFESSIONAL SERVICES				
44000	Professional Services	118,169	136,800	136,800
44030	Prof Svcs-Data Processing	52,426	60,100	60,100
	TOTAL PROF SVCS	170,595	196,900	196,900
CONTRACT SERVICES				
45000	Contract Services	13,568	27,000	27,000
	TOTAL CONTRACT SVCS.	13,568	27,000	27,000
CAPITAL OUTLAY				
46230	Computer Equip-Hardware	(3,821)	131,500	114,000
46235	Computer Equip-Software		14,000	5,000
		(3,821)	145,500	119,000
	DIVISION TOTAL	917,710	1,131,562	1,112,962
				1,138,036

**CITY OF DIAMOND BAR
INFORMATION SYSTEMS (4070)
BUDGET DISCUSSION
FY 2016-17**

TOTAL BUDGET	1,138,036	
PERSONNEL SERVICES		
Personnel (40010-40093)	Amount Budgeted:	453,036
Full Time:		
Info Systems Director	0.85 FTE	
Network/Systems Administrator	0.95 FTE	
IS Support Technician	0.90 FTE	
	2.70 FTE	
SUPPLIES		
Supplies (41200)	Amount Budgeted:	20,500
Office Supplies	1,000	
Toner for Printers	17,500	
Ultrium Tapes & Cleaning Tapes	500	
Mixed Transfer Media	500	
Misc Software	1,000	
Small Tools & Equipment (41300)	Amount Budgeted:	3,300
Departmental Cable/Network Tools	300	
Spare Computer Parts	1,000	
Health or Safety Ergonomic Devices	1,000	
Misc Furniture (Cabinets, shelves, etc.)	0	
Misc Equipment	1,000	
OPERATING EXPENDITURES		
Photocopying (42100)	Amount Budgeted:	16,000
Ricoh Copy Charges (moved from General Gov't)	16,000	
Technology (42124)	Amount Budgeted:	2,400
Technology Allowance (2)	2,400	
Telephone (42125)	Amount Budgeted:	57,400
City Phones Charges (moved from General Gov't)	55,000	
Wireless cards (Remote Access & Support) (2)	2,400	
Equipment Maintenance (42200)	Amount Budgeted:	5,000
Blueprint Machine Maintenance (moved from General Gov't)	2,000	
Office Equipment Maintenance (moved from General Gov't)	3,000	
Computer Maintenance (42205)	Amount Budgeted:	294,300
Software Maintenance:		
Departmental Applications		
Municipal Software (CityView-Dev. Svcs w/Portal)	28,000	
Finance - Pentamation - PLUS and GRS	36,000	
Sympro Treasury Mgmt Software	4,200	
Document Imaging - Laserfiche (CM)	9,500	
Recreation -Vermont Systems RecTrac	6,000	
NeoGOV (HR Applicant Tracking)	2,500	
GovIS (Contract Management Software)	4,000	
Pagemaker, Illustrator, Photoshop, etc.	1,500	
Micro-paver, Mr. Sid, Time Tracker (PW)	1,000	
Industry Weapon (PIO Video Displays)	4,000	
VISCO (Visual Info Sys - Library Sign)	500	
City Clerk- FastTrack (ggone software)	100	
DB Intelligent Transportation System (DBITS)		
Transcore (Traffic Signal Software - PW)	20,000	

**CITY OF DIAMOND BAR
INFORMATION SYSTEMS (4070)
BUDGET DISCUSSION
FY 2016-17**

Page 2

Transit Pass Sytems (Online Sales)

GovIS - TPS Annual Maintenance & Support	5,000
eEye Digital Security - Secure IIS Maint.	400
Verisign - SSL Certificate	2,000
HP - Server maintenance & support (1 server)	1,100

E-Government

Verisign SSL certs (renewal 3 sites x2 domains)	6,000
eEye (Secure IIS) (3 Sites)	1,200
Domain Name Registration (WWW domains - 4)	200
Domain Name Registration (.Gov Domain)	200
Domain Names (DBC - New)	200
Parcel Data (Community Development)	5,000
WebTrends (DMZ Tracking SW)	900
123Stat Web Traffic Monitoring	200
DataQuick (Parcel Data)	3,000
GIS Maintenance (ESRI - 40% in Fund 113)	7,600

Telephone

Message on Hold Recordings (Phone - In House w/JR now)	0
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Network/Utilities

Microsoft Annual Enterprise Software Agreement	21,500
TrackIT (Knowledge Base & Maint)	3,000
TrackIT (Deploy)	700
eEye (IRIS - Web Server Security)	300
Anixis (UAF - Account Management)	200
GFI Languard (Cleverbridge)	1,500
Faronics Deep Freeze (Willow Room Images)	300
Server and Desktop Imaging software	1,400
Symantec BackupExec (Backup SW)	7,200
Nessus (Tenable Network Security)	1,200
Orion Solarwinds Engineer (1yr Maint.)	1,700
Orion Solarwinds Log & Event Mgr	1,600
Altima (NetZoom - Visio Stencils)	700
BetondTrust Anti-Virus (e-mail)	3,400
Barracuda - (Anti-Spam SW)	2,500
Symantec Recovery Server (25 Servers)	4,800
CANVAS (Immunity Solutions - Scanner)	3,500
Retina - Annual Maint. (Vulnerability Mgmt)	2,700
Hyena AD Manager (AD Tool)	400
Trsutwave - Web Mgmt & Reporting (SW)	2,800
Trustwave - WF 300 Marshall (Internet Control)	2,500

Hardware Maintenance:

Cisco Network Equipment (No 118 fund)	45,000
F5 - VPN (Vendor and IST Staff use)	2,500
FATPipe - Load Balancers	6,000
Barracuda (Message Acheiver HW Maint.)	2,500
Hewlett Packard Tape Libraries (Qty. 2)	7,500
Fluke Annual Maint (Network Tool)	1,300
Trustwave R3000 - HW (2) (Software above)	2,000
Eaton UPS	3,000
HP Server Extended Support (Servers)	3,300
Blueprint Machine Maintenance	2,000
Office Equipment Maintenance	3,000
Raritan KVM/IP Console	2,000

**CITY OF DIAMOND BAR
INFORMATION SYSTEMS (4070)
BUDGET DISCUSSION
FY 2016-17**

Page 3

Membership and Dues (42315)	Amount Budgeted:	1,900
MISAC (Dir, Network Engr.)	500	
MISAC (Best Practices Department Review)	200	
ISC2 & Information Systems Security Assoc (ISSA)	300	
IEEE	300	
ASIS (Information Security)	200	
ISACA	200	
PMI (Management)	200	

Publications (42320)	Amount Budgeted:	200
Windows IT Security Newsletter	200	

Meetings (42325)	Amount Budgeted:	1,000
City Staff Training (4 to 6 Events Per Year)	400	
GIS - Monthly Meetings	300	
MISAC - Monthly Meeting	300	

Travel-Conferences (42330)	Amount Budgeted:	4,200
MISAC Annual Conference (1 - TBD, CA)	1,000	
Security Conference (1 - Las Vegas, NV)	1,600	
GTC West (1 - TBD, CA)	600	
ESRI - Users conference (1 - San Diego, CA)	1,000	

Travel - Mileage & Auto Allowance (42335)	Amount Budgeted:	3,200
Auto Allowance - IS Director	3,000	
Misc Mileage costs for IS Tech's	200	

Education and Training (42340)	Amount Budgeted:	2,600
On-Line Microsoft Training (Annual Subscription)	600	
Microsoft/Prometric Education/Exam Vouchers	1,250	
Cisco/PearsonVue Education/Exam Vouchers	750	

PROFESSIONAL SERVICES

Professional Services (44000)	Amount Budgeted:	137,000
Microsoft Support	2,500	
CityView Consulting & SQL DBA (Go-Live)	87,500	
GIS Consulting (Comdyn)	35,000	
Network Engineering & Security Consulting (ComDyn)	12,000	

Prof Svcs - Data Processing (44030)	Amount Budgeted:	71,500
TelePacific (7 MB Data Line - Source 1)	10,500	
Time Warner (100M Data line - Source 2)	15,500	
Time Warner (Remote Sites, Coax, etc.)	4,500	
Cartegraph Hosting (formerly Gov Partners)	10,500	
Web Off-Site Hosting (Vision Internet)	3,000	
Internet Streaming Svcs/Agenda Mgmt (Accela)	27,500	

CONTRACT SERVICES

Contract Services (45000)	Amount Budgeted:	27,000
Service Contract - Printers PM Service (City Wide)	10,000	
123Stat (Webtrac monitoring)	1,500	
McAfee Hacker Safe Security testing	2,000	
Off-Site Storage of Backup Tapes	10,000	
ESRI - Online GIS Data Services	1,000	
Phone System Support & Maint	2,500	

**CITY OF DIAMOND BAR
INFORMATION SYSTEMS (4070)
BUDGET DISCUSSION
FY 2016-17**

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CAPITAL OUTLAY

Computer Equip - Hardware (46230)		17,500
TPS HW Enhancements (Server)	15,000	
DBITS HW Enhancements	2,500	
<hr/>		
Computer Equip - Software (46235)		20,000
CV Web - System/SW Enhancements	15,000	
TPS - System/SW Enhancements	5,000	

CITY OF DIAMOND BAR
ACTIVITY COMMENTARY
2016-2017

DIVISION TITLE: GENERAL GOVERNMENT

DIVISION NO. 4090

The expenditures that were previously tracked in this division have been moved to a variety of other divisions within Administration.

PERSONNEL

Total Positions	0.00
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CITY OF DIAMOND BAR

ESTIMATED EXPENDITURES FY 2016-17

DEPARTMENT:	Admin & Support
DIVISION:	General Govt
ORGANIZATION #:	001-4090

	FY 2014-15 Actual	FY 2015-16 Adjusted	FY 2015-16 Projected	FY 2016-17 Adopted
PERSONNEL SERVICES				
40086 Post Retirement Benefits	6,635	7,500	7,500	-
40093 Benefits Adm/Unemployt				-
TOTAL PERSONNEL	6,635	7,500	7,500	-
SUPPLIES				
41200 Operating Supplies	21,159	16,000	16,000	-
41300 Small Tools & Equipment		500	-	-
41400 Promotional Supplies	330	3,000	1,000	-
TOTAL SUPPLIES	21,489	19,500	17,000	-
OPERATING EXPENDITURES				
42100 Photocopying	13,569	13,000	15,000	-
42110 Printing	12,389	11,000	11,000	-
42113 Engraving Svcs	664	2,000	1,000	-
42115 Advertising	163	-	12,500	-
42120 Postage	24,977	27,000	17,000	-
42125 Telephone	35,096	50,400	45,000	-
42128 Banking Charges	14,046	12,500	12,500	-
42130 Rental/Lease of Equipment	140	500	2,000	-
42140 Rental/Lease of Real Prop	40,013	45,870	53,000	-
42200 Equipment Maintenance	11,769	5,000	1,000	-
42210 Maint. of Grounds/Bldgs	256		100	-
42310 Fuel	3,604	-	-	-
42315 Membership & Dues	37,730	37,100	37,100	-
42320 Publications	1,520	1,000	1,200	-
42325 Meetings	10,569	4,000	4,000	-
42330 Travel - Conferences				-
42395 Misc Expenditures	172		1,700	-
TOTAL OPERATING EXP.	206,677	209,370	214,100	-
PROFESSIONAL SERVICES				
44000 Professional Services	92,378	105,800	110,000	-
44010 Prof Svcs-Acctg & Auditing				-
TOTAL PROF SVCS	92,378	105,800	110,000	-
CAPITAL OUTLAY				
46250 Misc Equipment				-
	-	-	-	-
DIVISION TOTAL	327,179	342,170	348,600	-

**CITY OF DIAMOND BAR
GENERAL GOVERNMENT (001-4090)
BUDGET DISCUSSION
FY 2016-17**

TOTAL BUDGET	\$0
PERSONNEL SERVICES	
Personnel (40010-40093)	Amount Budgeted: -
Health Benefit - Retiree Medical (\$125/Mo-5 Retirees)	Moved to HR
SUPPLIES	
Operating Supplies (41200)	Amount Budgeted: -
General Supply Room & Kitchen Supplies	Moved to CM -
Small Tools & Equipment (41300)	Amount Budgeted: -
Misc	-
Promotional Supplies (41400)	Amount Budgeted: -
City Pins	Moved to CM -
City Tiles	-
OPERATING EXPENDITURES	
Photocopying (42100)	Amount Budgeted: -
Xerox copy charges	Moved to IS -
Printing (42110)	Amount Budgeted: -
Blueprint Reproduction, certificate covers business cards, etc.	Moved to CM -
Engraving Svcs (42113)	Amount Budgeted: -
Engraving of tiles, plaques etc	Moved to CM -
Postage (42120)	Amount Budgeted: -
City-wide postage charges including Fed-Ex Various noticing.	Moved to CM -
Telephone (42125)	Amount Budgeted: -
City Hall Phones - Moved to Info Services	Moved to IS -
Banking Charges (42128)	Amount Budgeted: -
Bank Charges	Moved to Finance -
Rental/Lease of Equipment (42130)	Amount Budgeted: -
Water/Coffee Equipment	Moved to CM
Rental/Lease of Real Prop (42140)	Amount Budgeted: -
Storage Unit Rents	Moved to CM
AQMD Facilities Lease (\$2,262.81/mo. for 6 mos., \$2,319.38/mo for 6 mos.)	
Equipment Maintenance (42200)	Amount Budgeted: -
Blueprint Machine Maintenance	Moved to IS -
Office Equipment Maintenance	

**CITY OF DIAMOND BAR
GENERAL GOVERNMENT (001-4090)
BUDGET DISCUSSION
FY 2016-17**

Page 2

Membership & Dues (42315)	Amount Budgeted:	-
League of California Cities	Moved to CM	
League of California Cities - LA Division		
CCCA		
SGVCOG		
SCAG		
WCCA		
Misc		

Publications (42320)	Amount Budgeted:	-
Newspapers/Misc.	Moved to CM	-

Meetings (42325)	Amount Budgeted:	-
	Moved to CM	-

PROFESSIONAL SERVICES

Professional Services (44000)	Amount Budgeted:	-
Property Tax Admin - LA County	Moved to Finance	-
AV Svcs - City Council Meetings	Moved to CM	-
Courier Services - DB Center & City Hall	Moved to Finance	-

CAPITAL OUTLAY

Misc Equipment (46250)	Amount Budgeted:	-
Misc		-

CITY OF DIAMOND BAR

**ACTIVITY COMMENTARY
2016-2017**

DIVISION TITLE: CIVIC CENTER

DIVISION NO. 4093

The Civic Center Division has been set up to account for expenditures related to the operation of the City Hall building. This includes the budget for the utilities, maintenance and salaries related to both City Hall and the County Library.

PERSONNEL

FULL TIME PERSONNEL

Facilities Maint Supervisor	0.40
Senior Maint Worker	<u>0.40</u>
Total Positions	0.80

CITY OF DIAMOND BAR

ESTIMATED EXPENDITURES FY 2016-17

DEPARTMENT:	Admin & Support
DIVISION:	Civic Center
ORGANIZATION #:	001-4093

	FY 2014-15 Actual	FY 2015-16 Adjusted	FY 2015-16 Projected	FY 2016-17 Adopted	
PERSONNEL SERVICES					
40010	Salaries	88,859	59,542	61,250	61,920
40020	Over-Time Wages	5,919	2,000	2,000	2,500
40070	City Paid Benefits	1,570	1,007	1,000	997
40080	Retirement	15,336	10,579	9,500	11,378
40083	Worker's Comp. Exp.	2,681	1,770	2,000	1,796
40084	Short/Long Term Disability	489	360	360	365
40085	Medicare	1,493	956	960	969
40090	Benefit Allotment	18,501	11,376	12,000	11,856
	TOTAL PERSONNEL	134,848	87,590	89,070	91,781
SUPPLIES					
41200	Operating Supplies	30,715	30,650	30,650	35,650
41300	Small Tools & Equip	1,040	500	500	1,500
	TOTAL SUPPLIES	31,755	31,150	31,150	37,150
OPERATING EXPENDITURES					
42125	Telephone	1,710	2,000	2,000	2,000
42126	Utilities	181,483	184,230	182,000	192,440
42130	Rental/Lease of Equipment	-	1,000	500	4,500
42210	Maint. of Grounds/Bldgs	170,515	194,021	194,000	186,868
42310	Fuel		2,000	1,000	2,000
	TOTAL OPERATING EXP.	353,708	383,251	379,500	387,808
PROFESSIONAL SERVICES					
44000	Professional Services	6,517	15,658	15,650	1,500
	TOTAL PROF SVCS	6,517	15,658	15,650	1,500
CAPITAL OUTLAY					
46220	Furniture/Fixtures/Tele	40,045	10,000	5,000	1,000
46410	Capital Improvements	94,395	20,390	20,390	-
		134,440	30,390	25,390	1,000
	DIVISION TOTAL	661,268	548,039	540,760	519,239

**CITY OF DIAMOND BAR
CIVIC CENTER (001-4093)
BUDGET DISCUSSION
FY 2016-17**

TOTAL BUDGET	\$519,239	
PERSONNEL SERVICES		
Personnel (40010-40093)	Amount Budgeted:	89,281
Full Time:		
Facilities Maintenance Supervisor	0.40 FTE	
Senior Maintenance Worker	0.40 FTE	
	<u>0.80 FTE</u>	
Over-Time Wages	Amount Budgeted:	2,500
OPERATING EXPENDITURES		
Operating Supplies (41200)	Amount Budgeted:	35,650
Cleaning/Restroom Supplies	13,150	
Electrical/Lighting Supplies (Replace Additional Ballasts)	13,000	
Hardware Supplies	4,000	
Painting Supplies	1,000	
Glass Repair	1,000	
Replacement Flags -- every 3 months	3,500	
Small Tools & Equipment (41300)	Amount Budgeted:	1,500
Tools for City Hall Maintenance	1,500	
Telephone (42125)		2,000
Verizon	2,000	
Utilities (42126)	Amount Budgeted:	192,440
Electricity -- \$14,430/mo (5.0% increase per SCE)	173,160	
Water -- \$662/mo	7,940	
Gas -- \$945/mo	11,340	
Rental/Lease of Equipment (42130)		4,500
Rental Equipment	4,500	
Maint. Grounds/Bldgs (42210)	Amount Budgeted:	186,868
Building Maintenance Contract	78,000	
1st Floor 6 days/wk @ \$1800/mo	21,600	
2nd Floor 5 days/wk @ \$1600/mo	19,200	
Full Time Porter 6 days/wk @ \$3100/mo	37,200	
Gateway Corporate Center Association Dues (\$1,785/mo)	21,420	
Elevator Inspections/Repairs	10,000	
Landscape Maintenance Contract	13,936	
HVAC Maintenance and Repair	15,542	
Clima-Tech (Server Room HVAC Service)	5,000	
Trane (Building Automation System)	4,442	
Trane (HVAC Equipment Service)	5,600	
Stanley Louis (Boiler Service)	500	
Carpet Cleaning (Quarterly) -- 1st & 2nd Floor	20,000	
Electrical Services	1,000	
Indoor Plant Maintenance -- 1st & 2nd Floors	6,500	
Pest Control Services	2,300	
Roofing Maintenance/Service	3,000	
Generator Service -- City Hall	1,500	
Security/Panic Button Monitoring Service	1,500	
Parking Lot Lighting Monthly Maintenance	1,500	
Pressure Washing Service	500	
Doors, Locks, & Keys	500	

CITY OF DIAMOND BAR
CIVIC CENTER (001-4093)
BUDGET DISCUSSION
FY 2016-17
Page 2

Maint. Grounds/Bldgs (42210) (con't)			
Sign Repairs		745	
Backflow Inspections/Repairs		500	
Window Washing		3,100	
Automatic Sliding Doors -- Maint.		1,100	
Emergency Generator Security Monitoring		225	
Plumbing Services		1,000	
Repair & Paint Holes in Exterior Walls		2,000	
Power Clean 1st Floor Restroom Tile (Girls)		1,000	
Fuel (42310)	Amount Budgeted:		2,000
Fuel for City Hall Emergency Generator		2,000	
PROFESSIONAL SERVICES			
Professional Services (44000)	Amount Budgeted:		1,500
Annual Server Room Fire/Test		1,500	
CAPITAL OUTLAY			
Furniture/Fixtures (46220)	Amount Budgeted:		1,000
Various FF&E		1,000	
Capital Improvements (46410)	Amount Budgeted:		-
Moved to Fund 540 - Building Facility & Maint Fund		-	

CITY OF DIAMOND BAR

**ACTIVITY COMMENTARY
2016-2017**

DIVISION TITLE: PUBLIC INFORMATION SERVICES DIVISION NO. 4095

The Public Information Division provides an ongoing program of public information, which is designed to inform and educate community residents and business owners about the City's activities, programs, and policies. A variety of methods and materials are utilized to disseminate information including the City's monthly Community Newsletter, which provides current news and information; the City's web site; the local government access cable channel; local advertising; media releases and advisories; special publications; and community events.

The Public Information Division is also responsible for the general marketing and promotion of the City at the local, regional and national levels, and provides assistance in support of economic development activities. The Division is also engaged in the facilitation of programs that recognize the efforts of individuals and organizations that contribute to the enhancement and general well being of the community

PERSONNEL

FULL TIME PERSONNEL

Public Info Manager	0.90
Public Info Coordinator	0.70
Media Specialist	<u>0.90</u>
Total Positions	2.50

CITY OF DIAMOND BAR

ESTIMATED EXPENDITURES

FY 2016-17

DEPARTMENT:	Admin & Support
DIVISION:	Public Information
ORGANIZATION #:	001-4095

	FY 2014-15 Actual	FY 2015-16 Adjusted	FY 2015-16 Projected	FY 2016-17 Adopted	
PERSONNEL SERVICES					
40010	Salaries	224,361	239,773	245,400	243,292
40020	Overtime Wages	4,183	5,500	5,500	6,900
40070	City Paid Benefits	3,039	3,308	3,100	3,276
40080	Retirement	37,492	41,551	37,000	44,690
40083	Worker's Comp. Exp.	4,313	4,943	5,120	5,018
40084	Short/Long Term Disability	1,217	1,413	1,330	1,434
40085	Medicare	3,607	3,608	3,800	3,658
40090	Benefit Allotment	34,320	35,676	35,700	37,176
	TOTAL PERSONNEL	312,532	335,772	336,950	345,444
SUPPLIES					
41200	Operating Supplies	3,684	5,150	5,150	4,500
41300	Small Tools & Equipment	3,481	4,680	3,500	3,500
41400	Promotional Supplies	15,316	29,820	29,820	24,200
	TOTAL SUPPLIES	22,481	39,650	38,470	32,200
OPERATING EXPENDITURES					
42110	Printing	10,492	100,210	95,000	99,500
42112	Photography	270	2,075	1,500	7,300
42115	Advertising	42,473	50,100	44,000	49,500
42120	Postage	49,269	58,500	58,500	58,500
42124	Technology	1,200	1,200	1,200	1,200
42315	Membership & Dues	1,315	1,735	1,735	1,735
42320	Publications	-	150	150	150
42325	Meetings	449	-	-	-
42330	Travel-Conferences	2,202	7,450	7,450	5,450
42335	Travel-Mileage & Auto Allow	1,440	1,800	1,800	1,790
42340	Education & Training	424	390	390	390
	TOTAL OPERATING EXP.	109,534	223,610	211,725	225,515
PROFESSIONAL SERVICES					
44000	Professional Services	142,802	110,581	110,581	137,400
		142,802	110,581	110,581	137,400
CONTRACT SERVICES					
45000	Contract Services	3,299	18,000	18,000	20,500
	TOTAL CONTRACT SVCS.	3,299	18,000	18,000	20,500
CAPITAL OUTLAY					
46250	Misc Equipment	364	10,108	10,108	1,200
	TOTAL CAPITAL OUTLAY	364	10,108	10,108	1,200
	DIVISION TOTAL	591,012	737,721	725,834	762,259

**CITY OF DIAMOND BAR
PUBLIC INFORMATION DIVISION (001-4095)
BUDGET DISCUSSION
FY 2016-17**

TOTAL BUDGET **\$762,259**

PERSONNEL SERVICES

Personnel (40010-40093)	Amount Budgeted:	345,444
Public Information Manager	0.90 FTE	
Public Information Coordinator	0.70 FTE	
Media Specialist	0.90 FTE	
Total	2.50 FTE	

SUPPLIES

Supplies (41200)	Amount Budgeted:	4,500
Misc Div Supplies		4,500

Small Tools & Equipment	Amount Budgeted:	3,500
Misc A/V equipment replacement		2,500
Display items		1,000

Promotional Supplies (41400)	Amount Budgeted:	24,200
City Events		8,000
Misc Community Events		3,500
Employee Shirts & Jackets		6,200
City Branded Items		4,000
DBC Branded Items		2,500

OPERATING EXPENDITURES

Printing (42110)	Amount Budgeted:	99,500
Newsletter & Recreation Guide (12)		64,000
Additional City-Wide Misc. Mailings (3)		12,000
Speciality Production (banners and display boards)		4,000
Annual City Calendar/Services Guide		12,000
Miscellaneous Printing		7,500

Photography Services (42112)	Amount Budgeted:	7,300
Photographer & Videographer Services		4,300
Subscription Services -graphics/photos/music		3,000

Advertising (42115)	Amount Budgeted:	49,500
Local Print Publications		13,000
Diamond Bar Center - online & print		30,000
Miscellaneous Advertisements		6,500

Postage (42120)	Amount Budgeted:	58,500
City Newsletter & Recreation Guide Bulk Mail (12)		44,000
Business Reply Mail Account		2,000
Annual Permit Fees (BRM, Bulk, Standard, & First Class)		1,500
Miscellaneous Mass Mailing - Bulk Permit		11,000

Technology (42124)	Amount Budgeted:	1,200
Technology Allowance - PI Manager		1,200

CITY OF DIAMOND BAR
PUBLIC INFORMATION DIVISION (001-4095)
BUDGET DISCUSSION
FY 2016-17

Page 2

Membership and Dues (42315)	Amount Budgeted:		1,735
CAPIO Membership (3)		700	
3CMA Agency Membership (3)		830	
CA Society of Archivists (1)		45	
SCANATOA (2)		160	
Publications (42320)	Amount Budgeted:		150
Reference materials		150	
Travel-Conferences (42330)	Amount Budgeted:		5,450
CAPIO Annual Conference (2) - Southern California		1,500	
3CMA Conference (1) - San Antonio, TX		2,500	
NAB Show (1) - Las Vegas, NV		1,200	
SCANATOA (1) Conference - Santa Monica, CA		250	
Travel - Mileage & Auto Allowance (42335)	Amount Budgeted:		1,790
Auto Allow - Pub Info Mgr (\$120/mo)		1,440	
Meeting & training attendance		350	
Education and Training (42340)	Amount Budgeted:		390
CA Society of Archivists Workshop - Los Angeles, CA		150	
SCANATOA Meetings & Workshops - Los Angeles, CA		240	
PROFESSIONAL SERVICES			
Professional Services (44000)	Amount Budgeted:		137,400
City Newsletter Design - DB Connection		15,000	
Community Recreation Guide Design		20,000	
Graphic Design Services - Misc		12,000	
Annual Calendar & Services Guide Design		8,500	
Special Event Advertisements Design		4,500	
Photo Contest Design Services		3,500	
Bridal Show Design Services		3,500	
DBC Marketing Materials Design		8,500	
Translation Services		3,500	
State of the City Event		6,500	
Photo Contest Awards		1,900	
City & DBC Website Redesign		50,000	
CONTRACT SERVICES			
Contract Services (45000)	Amount Budgeted:		20,500
AV Maintenance Support Services		5,000	
Smartphone App Monthly Maintenance		1,000	
CMS Annual Maintenance/Hosting website		12,000	
Electronic Publishing Subscription		2,500	
CAPITAL OUTLAY			
Miscellaneous Equipment (46250)	Amount Budgeted:		1,200
DSLR Camera		1,200	

CITY OF DIAMOND BAR

**ACTIVITY COMMENTARY
2016-2017**

DIVISION TITLE: ECONOMIC DEVELOPMENT

DIVISION NO. 4096

The Economic Development division assists in the development and advancement of the local business community, and in the general promotion and marketing of the City of Diamond Bar.

Among the functions of this division is the facilitation of programs and activities that are designed to enhance business retention and business attraction efforts, and provide business resource assistance for existing and potential businesses.

PERSONNEL

FULL TIME PERSONNEL

City Manager	0.20
Community Development Director	<u>0.20</u>
Total Positions	0.40

CITY OF DIAMOND BAR

ESTIMATED EXPENDITURES FY 2016-17

DEPARTMENT:	Admin & Support
DIVISION:	Econ Development
ORGANIZATION #:	001-4096

	FY 2014-15 Actual	FY 2015-16 Adjusted	FY 2015-16 Projected	FY 2016-17 Adopted	
PERSONNEL SERVICES					
40010	Salaries	85,554	80,126	82,450	81,207
40020	Over Time Wages	252	-	-	-
40070	City Paid Benefits	657	623	560	618
40080	Retirement	13,312	13,586	12,000	14,613
40083	Worker's Comp. Exp.	1,037	1,515	800	1,538
40084	Short/Long Term Disability	313	462	350	469
40085	Medicare	1,247	1,102	1,200	1,118
40090	Benefit Allotment	6,622	5,760	5,700	6,000
	TOTAL PERSONNEL	108,994	103,174	103,060	105,564
OPERATING EXPENDITURES					
42315	Membership & Dues	50	1,500	1,500	2,000
	TOTAL OPERATING EXP.	50	1,500	1,500	2,000
PROFESSIONAL SERVICES					
44000	Professional Services	74,822	252,762	100,000	215,000
	TOTAL PROF SVCS	74,822	252,762	100,000	215,000
CONTRACT SERVICES					
45000	Contract Services	12,000	12,000	12,000	12,000
		12,000	12,000	12,000	12,000
	DIVISION TOTAL	195,866	369,436	216,560	334,564

**CITY OF DIAMOND BAR
ECONOMIC DEVELOPMENT (001-4096)
BUDGET DISCUSSION
FY 2016-17**

TOTAL BUDGET	\$334,564
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PERSONNEL SERVICES

Personnel (40010-40093)	Amount Budgeted:	105,564
Full Time		
City Manager	0.20 FT	
Com Dev Director	0.20 FT	
	0.40 FT	

OPERATING EXPENDITURES

Membership & Dues (42315)	Amount Budgeted:	2,000
ICSC	2,000	

PROFESSIONAL SERVICES

Professional Services (44000)	Amount Budgeted:	215,000
Property Appraisals -	200,000	
Economic Development Consultants		
(Real Estate Advisors, Financial, Land Use)		
Economic Development - Studies, Services		
Marketing material		
Restaurant Week	15,000	

CONTRACT SERVICES

Contract Services (45000)	Amount Budgeted:	12,000
Chamber of Commerce Contract	12,000	

General Fund Budget

City Administration

**Administration &
Support**

Public Safety

**Community
Development**