



# CITY OF MANHATTAN BEACH

## PROPOSED BIENNIAL BUDGET



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Fiscal  
Years

2019

2020



**CITY OF  
MANHATTAN BEACH  
CALIFORNIA**



***PROPOSED***  
**OPERATING BUDGET**  
**FISCAL YEARS**  
**2019 AND 2020**





Mayor Pro Tem  
Steve Napolitano



Mayor  
Amy Thomas Howorth



Councilmember  
Nancy Hersman



*Elected Officials*



Councilmember  
Richard Montgomery



Councilmember  
David J. Lesser



City Treasurer  
Tim Lilligren



## Elected Officials & Executive Staff

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### Elected Officials

### Term Ends

<i>Mayor</i>	<i>Amy Thomas Howorth</i>	<i>March 2019</i>
<i>Mayor Pro-Tem</i>	<i>Steve Napolitano</i>	<i>November 2020</i>
<i>City Council Members</i>	<i>Nancy Hersman</i>	<i>November 2020</i>
	<i>Richard Montgomery</i>	<i>November 2020</i>
	<i>David J. Lesser</i>	<i>March 2019</i>
<i>City Treasurer</i>	<i>Tim Lilligren</i>	<i>November 2020</i>

### Executive Staff

<i>City Manager</i>	<i>Bruce Moe</i>
<i>City Clerk</i>	<i>Liza Tamura</i>
<i>City Attorney</i>	<i>Quinn M. Barrow</i>
<i>Interim Finance Director</i>	<i>Steve S. Charelian</i>
<i>Human Resources Director</i>	<i>Teresia Zadroga-Haase</i>
<i>Parks &amp; Recreation Director</i>	<i>Mark Leyman</i>
<i>Police Chief</i>	<i>Derrick Abell</i>
<i>Acting Fire Chief</i>	<i>Derrick Abell</i>
<i>Community Development Director</i>	<i>Anne McIntosh</i>
<i>Public Works Director</i>	<i>Stephanie Katsouleas, P.E.</i>
<i>Information Technology Director</i>	<i>Sanford Taylor</i>

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# Introduction



# CITY MANAGER'S BUDGET MESSAGE

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Mayor Howorth and Members of the City Council:

As your new City Manager, it is with great pleasure that I present for your consideration the Proposed Fiscal Year 2018-2019 and 2019-2020 biennial operating budget. As a result of prudent policy decisions, support from City employees and input from the community, the City of Manhattan Beach is well positioned to continue to offer exemplary service to its residents and plan strategically for its future investment needs. I am continuously reminded of all we have accomplished together, and as a result, I am very excited to present the proposed operating budget for your consideration.

This Budget preserves long term financial planning, fiscal responsibility, and serves as a policy document. A budget is more than a spending plan. It is a statement of priorities; a roadmap for the coming year and beyond; a melding of ideas, thoughts, perspectives, and opinions, balanced against fiscal realities and constraints. This budget reflects the collaboration and alignment between the community, the City Council and staff members.

The following budget proposal is an outcome of community and Council engagement. The changes in this budget correlate to what we heard during our community engagement efforts as well as a result of Council's policy actions leading up to this proposed budget. To that end, in developing this plan, we continued to seek new and innovative methods for gathering the information. Ultimately, our goal was to provide the Council with the tools you need to develop your spending plan, and aid in your decision making.

The details of the spending plan are discussed later in the budget message, but I am pleased to tell you that we have developed a conservative spending plan that provides for many of the City Council and community priorities, while leaving sufficient unallocated funds for City Council to further program as you complete the development of the budget.

## **Two Year Budget**

The purpose of the two year budget is to encourage longer range planning, and link the spending plan to that vision of the Strategic Plan, and more recently the City Council Work Plan, which prioritizes the City's goals for the coming years. The multi-year budget is also linked to other planning efforts such as community surveys and civic engagement. The advantages include a greater emphasis on management, service delivery, program evaluation and monitoring. It also improves long-term planning, reallocation of human resources to more value-added activities other than budget preparation, and reduction in staff time spent on budget development in the second budget year.

Under the two year budget, the first year of the biennial budget (2018-2019) is adopted and the second year (2019-2020) is approved as a spending plan but not adopted - that occurs before the beginning of the second year. For clarity, each budget cycle is hereafter referenced by the fiscal year end date, i.e. FY 2019 and FY 2020, respectively. At the end of the first budget year, we will perform an abbreviated review process for any critical changes to the second year spending plan and then formally adopt the second year spending plan.

# CITY MANAGER'S BUDGET MESSAGE

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One of the greatest benefits to the two-year budget involves the City's Capital Improvement Plan (CIP). Under the one year budget process, the development and approval of the CIP happens concurrently with the budget. Review of the CIP generally occurs at a Budget Study Session as a subset of the operating budget. This does not provide adequate time for a thorough review of one the City's major spending components - capital projects.

Under the two year budget, the first year centers on the operating budget with less emphasis on the CIP. The second year more closely focuses on CIP. Given recent conversations around a few significant possible projects, such as Fire Station #2 and parking technology improvements coming in the near future, an opportunity to more exclusively focus on the CIP during "off-budget" years will prove particularly helpful. And since we have many years of other infrastructure needs before us, a "deep dive" every other year on the CIP elements will serve us well for many budget cycles to come.

## **Budget Process and Civic Engagement Efforts**

This year's budget process began with the City Council revisiting the Budget Policies. These principles addressed fiscal integrity, revenues, reporting, civic engagement, capital budgeting and other standards, which when applied, provided guidance in the creation and execution of the spending plan (the policies are presented in the Appendix of this document).

On January 30, 2018, the City held our first-ever Community "Budget Social" Workshop, providing a fun and interactive way for attendees to learn about, and address their budget priorities with City staff. After receiving information on key operating areas, attendees were given the opportunity to ask questions and provide input on which areas to reduce, maintain or enhance in future years.

To help attendees relate to the City's operating budget areas, City services were defined in four areas: Protect, Preserve, Support and Shine.

- Protect      Public Safety and Emergency Services to protect life and property
- Preserve     Infrastructure & Investments to preserve our quality of life
- Support      City-wide Internal Support Services
- Shine        Services & Programs that make Manhattan Beach shine.

At the end of the evening, attendees voted to maintain or enhance almost all budget areas, while also voting to not reduce spending in other areas. This provides a clear picture of the City's daily challenges: infinite needs with limited resources, and a constant demand for increasing City services. Although no hard data came out of the meeting, given the wide-ranging responses received, the Community Budget Social served to provide an engaging way for the community to learn about budgetary challenges and discuss priorities.

Further information was gathered using Open City Hall for an online Budget Survey that was publicized and available in January and February.

# CITY MANAGER'S BUDGET MESSAGE

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## Strategic Plan & Work Plan

Among the tools utilized in creating the proposed budget was the City Council's Strategic Plan and the more recent City Council Work Plan.

The Strategic Plan is designed to guide decision-making at all levels of the organization and allows the City to focus on core functions and ensure that every department is working together towards common goals. During budget planning season, the Strategic Plan allows the City Council to set budget priorities in line with the overall vision of the City and provides a common language of goals and objectives for all departments.

*Mission Statement: Our mission is to provide excellent municipal services, preserve our small beach town character, and enhance the quality of life for our residents, businesses and visitors.*

Community priorities identified during the strategic planning process include:



Strong Governance that Values Meaningful Resident Engagement



Excellent Municipal Services Provided by an Aligned and Committed Workforce



Financial Sustainability



Environmental Stewardship



Effective Physical Asset Management - Infrastructure, Facilities, Amenities



Economic Vitality

Each of these pillars includes associated Governance Activities that offer more details on how these ideals can be incorporated into the City of Manhattan Beach on a day-to-day and long-term basis. For more information, please see the Strategic Plan and Performance Measures tab this document, or visit the City's website at [www.citymb.info](http://www.citymb.info).

In March, 2018, City Council held a Work Plan meeting. The Work Plan was designed to build on the Strategic Plan, but with more specific action-oriented, immediate priorities - a task list of sorts. The draft Work Plan is scheduled to be reviewed at a community meeting scheduled for May 16<sup>th</sup>. Among the top priorities that are part of the draft Work Plan:

- Review and Analyze State Housing Laws and the potential effects on Manhattan Beach
- Enhance Emergency Preparedness for community readiness
- Implement Police and Fire Department dispatch software enhancements as well as communications interoperability systems for improved emergency response
- Negotiate new labor contracts with six bargaining units
- Mitigate General Fund subsidies for the Storm Water, and Street Lighting and Landscaping Funds for long term fiscal sustainability
- Implement improved parking technologies to better utilize resources

The final adopted Work Plan will be published with the adopted budget.

# CITY MANAGER'S BUDGET MESSAGE

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## Service Delivery Investments

As a city, we rely upon our employees to provide exemplary municipal services. And just as any other business adjusts staffing to meet demands, we too must constantly evaluate and adapt to our customers' needs, as well provide adequate support staffing to fulfill our mission. As a result, several enhancements have been included in this two-year budget. Each of these satisfies a critical need in the community and organization. In addition, many of these are directly related to policy priorities and/or direction provided by the City Council.

The list of investments, further described below, include additional human resources as well as equipment and contract services. The Proposed Budget includes a net addition of four full-time employees when considering the elimination of two high-level management positions, and the addition of six rank-and-file positions. While the total number of employees is increasing by four, the net cost *savings* with these changes is approximately \$195,000 per year. The added positions will be instrumental in the day to day operations and therefore expected to have an immediate positive impact on service delivery. To meet the demands of the ever growing desired level of services, the City continues to evaluate necessary positions through streamlining of operations and organizational efficiencies.

This budget directly addresses a number of the City Council's and the Community's priorities, including:

## Public Safety

### ***Public School Safety***

Two officers serve as School Resource Officers (SRO) and work at the local schools. They work in collaboration with school officials to promote a safe environment in and around our local elementary, middle and high schools. The SROs strive to promote harmonious relationships by presenting themselves as positive role models, maintaining dialogue with students and staff, and participating in school and youth events. They also participate in after-school and summer programs.

In March 2018, City Council allocated \$1 million from the General Fund to be used towards school safety measures. City Council acknowledged that school safety is not solely a school issue; rather, it is a community concern. Considering the recent violent tragedies that have occurred at schools across the country, this is an emergent concern that requires immediate attention and action. While the school district has some funding which may be used for safety and security, these funds from the City will assist in accelerating and enhancing needed safety and security measures, creating the safest environment possible for students, teachers and others entering MBUSD facilities.

The following are potential measures identified by the School District for which funding may be applied:

- Security assessments
- Perimeter fencing and gating
- Emergency training for teachers and staff

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- Communications equipment
- First aid kits
- Classroom door barricade devices
- Security cameras
- AED replacements

## ***Police and Fire Department Radio Interoperability***

One of the greatest challenges the public safety sector has is communications between varying radio and wireless networks. First responders converging on major emergency incidents or crossing jurisdictional boundaries lack the communication tools to coordinate response and intelligence gathering efforts. Manhattan Beach's Police and Fire communications are provided through the South Bay Regional Public Communications Authority (SBRPCA). This system provides interoperability among the multiple agencies utilizing the SBRPCA system, as well as other South Bay cities. However, once those agencies travel outside the South Bay, communications back to home base are not possible. This is particularly problematic when participating in a multi-agency incident, regardless of the location.

The Interagency Communications Interoperability (ICI) System was formed in order to develop a regional communications platform for agencies in the Los Angeles area. Seven local Area G agencies (cities of El Segundo, Hermosa Beach, Redondo Beach, Torrance, Gardena, Hawthorne and Manhattan Beach) came together to form a Joint Powers Authority (JPA), the Interoperability Network of the South Bay (INSB), for the purpose of managing the system in the South Bay. The INSB member cities are sharing in the implementation costs of the new interoperable radio network. SBRPCA has secured grant funding to complete the infrastructure upgrade; each member agency is responsible for upgrading their own radio equipment. This requires the replacement of all in-car and portable radios to Motorola ICI system compatible radios.

In FY 2019, the City will be purchasing replacement portable and in-vehicle radios compatible with the new Los Angeles area Interagency Communications Interoperability (ICI) System. The new radios will allow communications between Public Works personnel, and Police and Fire personnel, as well as cross-jurisdictional communication in the event of a large-scale disaster. The total discounted cost for all Public Safety and Public Works radios is \$1,273,895.

## ***Police Department Staffing***

In FY 2019, the Police Department will be adding a full-time Administrative Clerk I/II position to help respond to the increased number of public records requests and subpoenas. The Police Department has experienced a dramatic increase in public records requests, and the number of requests has continued to grow exponentially over the years. During 2016, the Department received 883 public records requests. In 2017, those numbers rose to more than 1,800 public records requests. The staggering number of requests is more than current staff can handle, and timely processing of these requests is causing significant and growing overages to the overtime budget.

The FY 2019 budget also includes the upgrade of two Records Technician/Matron positions to Lead Records Technician/Matrons positions. Currently, the span of supervision is insufficient in the Technical Support Services Section; one Manager supervises a unit with 13 full-time

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employees and several part-time employees. These employees collectively provide services at the front desk 24 hours a day, 7 days a week, as well as providing matron assistance in the jail, as needed. The new Lead positions will assist the Records Manager with supervision of daily operations, projects, and scheduling. Creating the lead worker positions carries an estimated cost of \$8,256.

## **Environmental Sustainability**

In 2018, the City established a Sustainability Task Force, which is a community-based technical working group composed of multi-departmental City staff and a broad array of community stakeholders with environmental experience. In FY 2018-2020, this working task force will assist the City's Environmental Sustainability Division in developing sustainability goals, while sharing technical skills and lessons learned from previous environmental and sustainability pursuits, to contribute to the development of policies and programs related to a variety of topics:

- Climate Action and Energy
- Low-impact Development and Sustainable Building
- Plastic Pollution Reduction
- Smart Water Management
- Climate Adaptation and Resiliency

Climate change impacts Manhattan Beach residents' health and well-being, our beaches and environment, and our economic vitality. Manhattan Beach plays a critical role in State efforts to bring down greenhouse gas emissions, while also reducing the vulnerabilities of people and assets and adapting to the impacts of a changing climate. As a local government, the City is uniquely positioned to implement on-the-ground solutions that reflect Manhattan Beach's community values, creating a lasting impact from the bottom up. To achieve this, staff will work to build the City's Climate Change Resiliency efforts through:

- Developing and adopting a comprehensive Climate Action Plan that includes both municipal and community goals.
- Using best available science and cutting-edge Sea Level Rise (SLR) models to assess the City's vulnerability to climate change.
- Initiating the creation of a Sea Level Rise Vulnerability Assessment, which will lead to the creation of a Sea Level Rise Adaptation Plan to update the City's Local Hazard Mitigation Plan, General Plan Safety Element, and Local Coastal Program.

As the State's energy code grows increasingly stringent, new state-level mandates aim to push California to respond to climate change quickly and more effectively. The budget includes \$150,000 from the General Fund to initiate the climate action plan and climate resiliency program.

## **Service Delivery Changes**

### ***Community Development Department***

The Department currently has an existing part-time Administrative Clerk that works nearly full-time hours to keep up with for records management for the department. Converting this part-

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time position to a full-time position allows the Department to move forward with digitization and organization of the entire Department's records to include Planning, Traffic Engineering and Environmental Programs. Having a full-time Clerk will maximize staff knowledge and experience, increasing the value of their training, responsibilities and impact of their position. The Department will soon commence the implementation of a new electronic permitting software enhancement program to streamline the permitting process at the Department's one-stop shop public counter. The conversion of this position is estimated to add \$6,964.

A new Traffic Engineering Technician I/II position will be added to assist the Traffic Engineer as a parking manager, to conduct special traffic studies, process various Right-of-Way permits, and to address various traffic and parking related requests received from the community. In addition, the Engineering Technician I/II will be responsible for administrative duties, basic traffic investigative office and field work, with a primary emphasis on parking management. The estimated annual cost for this additional resource is \$87,609.

During FY 2018 City Council discussed revisiting the short-term rental policy. An evaluation is necessary to balance allowing limited short-term rentals, while minimizing impacts to residential neighbors and enhancing revenues. A consultant is needed to take the lead on setting up and implementing the Program, including administration and enforcement. Assistance can be provided to amend the Zoning Code and Local Coastal Program and submit all the required Amendment material to the California Coastal Commission for Certification. The evaluation is scheduled during FY 2020 at an estimated cost of approximately \$80,000. Should the program be re-approved, all consultant costs will be offset by Transient Occupancy Taxes received from short-term rentals.

During FY 2019, the traffic engineering division will conduct an update of its Engineering and Traffic Survey (ETS) that sets speed limits on key streets throughout the City. An ETS report is required by the State in order to legally enforce the posted speed limits and to enable the Police Department to utilize radar or other electronic speed measuring devices for speed enforcement. The ETS will cost \$50,000.

Local municipalities are strongly encouraged to develop local traffic impact guidelines. Pursuant to SB 743 and the City's Mobility Plan goals, the Traffic Engineer will establish local Traffic Impact Guidelines for new developments to address potential environmental impacts, using both Vehicle Miles Traveled (VMT) as well as locally sensitive significance thresholds, such as street and intersection level-of-service. Development of the Traffic Impact Guidelines is estimated to cost \$80,000 and is budgeted in FY 2020. This timing will ensure the new Traffic Engineering Technician (if approved) will be in place to assist with workload demands.

## ***Public Works Department***

The City previously had two Public Works Inspectors. As an outcome of the great recession the position was frozen and later eliminated. As residential and commercial construction activity has grown, the need for a second Inspector is evident. There is simply more work than one person can perform. If a second Public Works Inspector is reinstated, the Department could provide full service counter coverage for customers. Additionally, reinstating a second Public Works Inspector will support both the Community Development and Public Works Departments by adding a resource for private and public property development impacting the public right-of-way

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permitting and encroachment inspection. Additionally, this position will assist the existing Public Works Engineering/Inspector with plan check related activities to meet the targeted goal of a four to six week turnaround for plan review. All of these benefits are consistent with priorities and expectations of the City Council for expedient service delivery.

A second Electrician position is also proposed for reinstatement at a net *savings* of \$17,153 to the City. This position was eliminated years ago during the recession to assist with budget issues. However, since then, the City has satisfied the growing workload demands through an outside contractor. This has proven to be costly as contract costs now exceed the cost of reinstating a second Electrician (salary, benefits, equipment, etc.).

In FY 2019 and 2020, the City will expand the Engineering Technician series from I/II to I/II/III to assign higher caliber, more complex responsibilities. With the City's robust Capital Improvement Program and strong public engagement initiatives, the caliber of work the Engineering Technician position is responsible for is beyond a I/II level and more in line with a level III. This expansion of the classification has a net cost of approximately \$9,300.

In FY 2019, a CCTV (Closed Caption Television) vehicle will be purchased to house the City's CCTV equipment to perform in-house mobile CCTV inspections citywide. The small utility vehicle will be able to accommodate narrow locations including the City's walk streets. Also, a portable sewer line push camera will be acquired to inspect sewer laterals or sewer lines in easements and at public facilities. With this vehicle, the City will be able to eliminate all CCTV contract services (except emergencies). The cost of the vehicle and push camera will be approximately \$70,000 and paid for using sewer utility fees.

During the next two fiscal years, special fleet purchases include an electric vehicle to replace an 18-year old van used by engineering staff for field work and inspections. A flatbed golf cart will be purchased for the Parks and Recreation Department to provide easier access to the interior of citywide parks without causing groundcover damage. Both of these purchases will be made from accumulated AQMD AB2766 funds. Other fleet purchases include the purchase of two utility trucks for the proposed Public Works Inspector and Electrician positions.

## ***Parks and Recreation Department***

The Parks and Recreation Department underwent a comprehensive internal assessment when there was a vacancy for the Recreation Services Division Manager position. The result of this effort was a reorganization of the department, providing greater efficiencies and improved service delivery. As part of the re-organization, the Senior Recreation Manager will provide oversight to the Recreation Division, Sports & Aquatics, and Marketing & Registration. Sports and Facilities will be under the general supervision of a Senior Recreation Supervisor; Youth, Teen, and Aquatics will be under the general supervision of another Senior Recreation Supervisor; and a full-time Recreation Coordinator will coordinate all youth and teen programs. The new structure will provide better alignment of job responsibilities in facilities, sports operations, management, and youth and teen programming. This reorganization results in net *savings* of approximately \$83,500.

Dial-A-Ride ridership continues to increase each year. In FY 2017, ridership increased by 21%. Also in 2017, tablets were deployed on the buses for more efficient scheduling, daily schedule

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changes, and data entry. The number of rides provided continues to increase. Mid-year 2018 rides were up an additional 8%. The part-time staffing budget increases each year to meet the increased needs of the older adults in the community, with this year's increase at \$14,514. An exchange of General Fund dollars for additional restricted Prop A funds is required to eliminate the transportation program deficit. Beginning in FY 2019, Measure R funds will no longer be used to subsidize the Dial-a-Ride Program as done in the past. With this change, Measure R funds will be directed back to street repairs and capital improvements as intended.

## ***Management Services Department***

In FY 2016, the City Manager's office established a Management Analyst position to support the objectives of this office and the division as a whole, including supporting public policy considerations, community engagement activities, online civic engagement, and analysis and logistics for special projects or initiatives. Based on the expanded scope of duties, and the growing needs in the community and organization, this position is being upgraded to a Senior Management Analyst. This will better enable the City Manager's office to continue supporting the objectives listed above, while increasing emphasis on facilitating local and regional media relations, as well as internal communications, and conducting outreach to and coordination with the City's business community. This resource will also help offset some of the workload created by the elimination of the Assistant City Manager.

## ***Finance Department***

The Financial Analyst position is essential to the budget development process. In the last several years, the position's role has evolved and now requires complex financial analysis skills, extensive knowledge of accounting and auditing principles, experience in communicating technical financial matters, and the ability to facilitate City-wide initiatives. With the increasing demands on the department and the organization, this position will be upgraded to a Senior Financial Analyst and a new Management Analyst position will be added to conduct the Department's less technical administrative workload (e.g. grant tracking and recurring financial reports). This will ensure the Department has sufficient resources to meet its objectives as well as have some capacity to take on future work plan items. Both positions will also be instrumental in the implementation of the new Enterprise Resource Planning (ERP) software enhancement project slated to commence in FY 2019. This also provides for expected succession planning in the next 2-3 years within the department.

A flex class has been added for the existing Account Services Representative positions (cashiers, utility billing, business licensing, etc.). The addition of the flex II class provides an opportunity for an Account Service Representative who reaches a higher level of proficiency and tenure as a subject matter professional. This is estimated to cost \$6,240 in year two.

During fiscal year 2019 staff will conduct a User Fee Study and Cost Allocation Plan (CAP). The study was last completed in 2015. This process identifies the costs associated with providing each non-tax supported service, and assigns the fully-burdened rate (i.e. direct labor costs, as well as indirect costs) of each City position involved in delivery of those services. The purpose of the CAP is to ensure that the City identifies all costs associated with activities, including overhead, to determine the true cost of providing various City services, as well as, indirect costs attributable to enterprise and other chargeable funds. The study, scheduled to start in January 2019 and take approximately six months to complete, is budgeted in FY 2019 for \$50,000.

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## Technology Investments

### ***Enterprise Resource Planning (ERP)***

Technology continues to be a focus as we look for efficiencies and customer service enhancements. One of the City's main mission critical technology applications is the Financial/Human Resources system. Accounting, utility billing, procurement, animal and business licensing, payroll, employee records, accounts payable and receivable, budget preparation, etc. are all maintained in one centralized application. The City has utilized and maintained that same system since 1996, performing upgrades as required and/or beneficial. But technologies evolve, and while the provider continues to support our current platform, it appears that they will not be investing in the current system in the long term. As a result, a new ERP system has been planned for proactively and budgeted for in FY 2019 and 2020. Expenditures during fiscal year 2019 are estimated to be \$600,299 which will be paid out of the IT fund. Utility billing expenditures in the amount of \$118,593 will be charged to the appropriate enterprise funds.

ERP type systems are often designed to integrate with other modules by the same provider, or with other systems utilized as the standard for a particular industry (such as EnerGov for permitting). Another major benefit is automating expensive, labor intensive paper processes with automated work flow, allowing for employee time to be devoted to more value-added service. The goal of any new ERP system we select will be to leverage our investment, not only in the new system, but in other technologies to enhance customer service and improve efficiencies.

### ***Permitting Solution***

During the ERP evaluation process Community Development and IT staff also reviewed new permitting solutions. An integrated contemporary enterprise level permitting "Land Management" system will provide business automation, improve business processes, provide online public access, and integrate with existing City systems. System benefits include increased transparency, 24/7 access portal for customers/citizens, eGovernment and web services with respect to the permitting process, staff offline app access, centralized databases and Enterprise System integrations, and streamlined workflows promoting staff efficiency and improved customer service. The estimated cost of the permitting solution in FY 2019 is \$380,240. During FY 2019 the City will conduct a comprehensive fee study and cost allocation plan in which the cost of the permitting system may be offset through adjusted fees.

The City invested in an enterprise backup solution and scalable Storage Area Network (SAN) that supports centralized management of high-speed data storage and retrieval of critical City applications. The existing backup solution and SAN, purchased in 2012, will be replaced to provide a larger storage capacity for existing programs and growth as well as ERP and Land Management/Permitting requirements. The \$409,000 investment will ensure business continuity and is included in the Information Technology Fund budget in FY 2019.

## Economic Outlook

The City continues to see overall economic stability. Most major revenues are advancing along with the overall economy. The housing market is healthy and as a result the City's Property Tax

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revenue collections have continued to grow. Building activity is robust, and tourism and travel are strong. Sales Tax continues to be a challenge but is showing signs of stability. Retail sales activity has been flat or declining the last two years. Rapid growth in online sales continues to siphon sales tax revenues.

As a service organization, the City delivers services through our dedicated employees. Current three-year labor agreements are ending in December 2018 with four bargaining units. New long-term agreements will be negotiated this fall to provide predictability in one of the City's biggest cost centers. After salaries, the second largest compensation driver for the City is retirement system costs. In FY 2019, the City is budgeting \$4.1 million to provide employees with defined benefit pension plans through the California Public Employees' Retirement System (CalPERS). Calculated as a percentage of payroll, this current service cost (i.e. the "normal cost") will increase by \$112,958 to \$4.2 million in FY 2020.

More significantly, payments toward the City's unfunded accrued liability (UAL) are rising substantially as the impacts of CalPERS contribution policy changes and assumption changes take full effect. The net results of these changes, which are designed to shore-up the CalPERS pension system to ensure viability, come with a price. For Manhattan Beach, our contributions are expected to rise from \$4.0 million in FY 2019 to \$6.9 million in FY 2023. (For comparison, the normal cost contributions for current service are expected to rise from \$4.1 million in FY 2019 to \$4.8 million in FY 2023.) Due to the two-year lag in valuation dates and contribution calculations, fiscal years 2019 and 2020 are the first to see the impact of CalPERS' discount rate reduction to 7%. The full impact of the discount rate change will be realized by the fiscal year ending June 30, 2025.

In FY 2019, the total of \$4.0 million budgeted for the City's unfunded liability payments breaks down to \$1.3 million for miscellaneous employees and \$2.7 million for sworn public safety personnel. In FY 2020, these amounts increase to \$1.6 million and \$3.3 million, respectively.

In an effort to closely monitor our pension costs, the City consults with an independent actuary to review our plans and project rates beyond what CalPERS provides. This is a distinctive and progressive action to take as most agencies simply rely on the more dated and short-term analysis regularly provided by CalPERS. Using long-term actuarial analysis allows us to more accurately plan farther on the horizon.

Recently, we consulted with the actuary for an update to projections given recent CalPERS policy changes and investment returns. Investment returns in FY 2015 (2.4%) and FY 2016 (0.6%) fell well below the previous assumed 7.5% rate of return further exacerbating the City's unfunded liability. Most recently CalPERS generated an 11.2% rate of return for the fiscal year ending June 30, 2017. While these changes clearly have an impact on our fiscal outlook, we are able to absorb the revised projections provided by the independent actuary under our conservative financial projections.

It is important to note that while a lot of attention has been given to unfunded pension liabilities, the City's three employee plans with CalPERS (Police, Fire and Miscellaneous Non-Sworn) are currently funded between 71.2% and 76.2% as of the last actuarial report (as of June 30, 2016). Unfunded liabilities currently total approximately \$65.6 million.

# CITY MANAGER'S BUDGET MESSAGE

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To help mitigate these rising pension costs, the creation of a Pension Stabilization Trust Fund was approved by the City Council. This tool is intended to provide the City with an option for setting aside funds for pension purposes that present the opportunity to achieve a better rate of return on funds at an acceptable level of risk, diversify our pension investments, and act as a “rainy day” fund to help stabilize variable pension contributions. This is a growing trend among public agencies seeking to mitigate pension cost growth and provide a hedge against rate spikes. Initially, this trust was funded by a transfer of \$750,000 from available unallocated fund balance. Additional transfers (\$250,000 per year) are planned over the next five years to build up the fund.

## Five Year Forecast

The City of Manhattan Beach is committed to its strong stewardship of taxpayer dollars, including developing a responsive budget that delivers the high quality services our residents expect and deserve. Each year, as the budget is prepared, we project revenues and expenditures for the coming five years (located in the Five Year Forecast tab of the budget document), the proper management of which is essential to maintaining our public safety and quality of life services. We estimate revenue and expenditure growth using trend analyses, consultant support, economic data, and known future changes. In the case of one of the City's major expenses, pensions, an independent actuary is retained.

Our forecast also projects fund balances, including policy reserves and unreserved balances. Fund transfers are indicated for easy identification of fund subsidies, such as the Street Lighting and Landscape Fund and the Storm Water Fund, both of which are being subsidized by the General Fund in FY 2019 in the amounts of \$187,587 and \$1,248,046 respectively. These subsidies increase to \$202,935 (Street Lighting and Landscape Fund) and \$1,769,582 (Stormwater Fund) in FY 2020. The significant increase in the Stormwater Fund is due to a one-time outlay of \$500,000 for the City's matching portion toward the Hermosa Greenbelt Joint Watershed Project.

The forecast included in this year's budget shows that the City has been successful in maintaining a fiscally prudent policy of 20% in reserve funds for emergencies and urgent needs and, additionally, an Economic Uncertainty reserve of \$4 million through FY 2020. Current trends indicate usage of the Economic Uncertainty reserve will be required to continue transfers to the Stormwater Fund and Pension Rate Stabilization Fund beginning in FY 2021. By FY 2023, the Economic Uncertainty reserve will be exhausted, requiring use of the Financial Policy reserve.

As the General Fund is also the source of essential City services such as police and fire, street/pothole repair, building and safety, and parks, it is of utmost priority to address this pressure on the General Fund by identifying additional sources of funding for Storm Water, and/or our core services. Clearly and unequivocally, immediate and proactive steps must be taken to correct the funding imbalances in these two funds. Unmitigated, these subsidies will eventually cause service level reductions in the most basic of services valued by our public.

Storm Water and Street Lighting subsidies aside, the five year forecast currently shows a balanced budget (the subsidies are irrespective of revenues and expenditures balancing since they are not expenditures per se, and are transferred from fund balance). However, that is not

# CITY MANAGER'S BUDGET MESSAGE

to say that we are fully satisfying our needs. Significant capital improvement projects, such as the replacement of Fire Station #2, recreational facilities, additional parking and upgrades to essential public buildings such as our community centers have no identified funding source. Coupled with the inadequate funding of Storm Water and Street Lighting drawing upon the General Fund - which in the past was the only other funding source for these needs - we are faced with difficult choices in balancing quality of life service needs, deteriorating (or aging) infrastructure, and long-term fiscal sustainability.

## **BUDGET OVERVIEW**

While in practice we look at the budget on a fund-by-fund basis, the following is a summary of the entire proposed FY 2019 budget as it compares to the prior year adopted budget.

Fund	Revenues			Expenditures		
	Adopted FY 2018	Proposed FY 2019	%-Change	Adopted FY 2018	Proposed FY 2019	%-Change
General	\$71,013,648	\$75,505,117	6.3%	\$70,400,265	\$74,731,871	6.2%
<u>Special Revenue Funds</u>						
Street Lighting & Landscape	395,890	394,474	(0.4%)	619,794	582,061	(6.1%)
Gas Tax	1,036,987	1,568,435	51.2%	532,060	1,777,000	234.0%
Asset Forfeiture & Safety Grants	708,300	8,000	(98.9%)	1,041,113	164,500	(84.2%)
Police Safety Grants	101,400	141,217	39.3%	105,000	140,000	33.3%
Proposition A	679,839	949,298	39.6%	896,041	945,978	5.6%
Proposition C	1,393,172	641,136	(54.0%)	1,369,183	759,000	(44.6%)
AB 2766	50,412	47,154	(6.5%)	11,300	45,600	303.5%
Measure R	420,887	458,225	8.9%	275,311	472,000	71.4%
Measure M	415,899	489,728	17.8%	242,185	36,000	(85.1%)
<u>Capital Project Funds</u>						
Capital Improvement Project	1,726,804	1,910,922	10.7%	3,651,100	2,421,664	(33.7%)
Underground Assessments District	1,800	3,124	73.6%	-	-	0.0%
<u>Enterprise Funds</u>						
Water	14,931,000	15,573,728	4.3%	15,618,197	38,078,963	143.8%
Stormwater	354,300	367,721	3.8%	1,336,655	1,615,767	20.9%
Wastewater	3,350,500	3,518,274	5.0%	5,533,400	5,349,957	(3.3%)
Refuse	4,293,026	4,354,322	1.4%	4,219,000	4,198,200	(0.5%)
Parking	2,597,000	2,597,598	0.0%	3,151,239	2,494,513	(20.8%)
County Parking Lots	798,500	793,500	(0.6%)	619,319	626,714	1.2%
State Pier & Parking Lot	608,600	616,984	1.4%	477,439	633,283	32.6%
<u>Internal Service Funds</u>						
Insurance Reserve	7,147,960	6,851,720	(4.1%)	6,514,367	6,434,699	(1.2%)
Information Systems	2,283,337	2,718,124	19.0%	2,266,732	3,729,659	64.5%
Fleet Management	3,433,420	2,573,266	(25.1%)	3,704,647	1,460,369	(60.6%)
Building Maintenance & Operations	1,883,969	2,053,234	9.0%	1,885,350	2,029,376	7.6%
<u>Trust &amp; Agency Funds</u>						
Special Assessment Redemption Fund	965,000	965,000	0.0%	947,439	158,850	(83.2%)
Pension Trust	182,000	177,314	(2.6%)	243,900	232,000	(4.9%)
<b>Budget Totals</b>	<b>\$120,773,650</b>	<b>\$125,277,615</b>	<b>3.7%</b>	<b>\$125,661,039</b>	<b>\$149,118,024</b>	<b>18.7%</b>

# CITY MANAGER'S BUDGET MESSAGE

Fund Type	Funds	FY 2018 to FY 2019 Year-Over-Year Change in Budget			
		Revenues	% Change	Expenditures	% Change
General	General	\$4,491,469	6.3%	\$4,331,606	6.2%
Special Revenue	Gas Tax, Prop A, Prop C, Meas R, Meas M, Street Lighting, etc.	(505,119)	(9.7%)	(169,848)	(3.3%)
Enterprise	Water, Wastewater, Refuse, Parking, etc.	889,201	3.3%	22,042,146	71.2%
Capital Projects	CIP Fund	185,442	10.7%	(1,229,436)	(33.7%)
Internal Service	Insurance, Information Tech, Fleet, Building Maintenance	(552,342)	(3.7%)	(716,994)	(5.0%)
Trust & Agency	Underground Assessment, Pension Trust, UAD Loan	(4,686)	(0.4%)	(800,489)	(67.2%)
<b>Total Increase/(Decrease)</b>		<b>\$4,503,965</b>	<b>3.7%</b>	<b>\$23,456,985</b>	<b>18.7%</b>

Projections for FY 2020 are as follows:

Fund	Revenues			Expenditures		
	Proposed FY 2019	Proposed FY 2020	%-Change	Proposed FY 2019	Proposed FY 2020	%-Change
General	\$75,505,117	\$75,199,750	(0.4%)	\$74,731,871	\$74,667,671	(0.1%)
<u>Special Revenue Funds</u>						
Street Lighting & Landscape	394,474	394,995	0.1%	582,061	597,930	2.7%
Gas Tax	1,568,435	1,615,209	3.0%	1,777,000	1,278,000	(28.1%)
Asset Forfeiture & Safety Grants	8,000	8,000	0.0%	164,500	153,700	(6.6%)
Police Safety Grants	141,217	141,328	0.1%	140,000	140,000	0.0%
Proposition A	949,298	970,136	2.2%	945,978	969,988	2.5%
Proposition C	641,136	661,670	3.2%	759,000	761,000	0.3%
AB 2766	47,154	47,212	0.1%	45,600	2,100	(95.4%)
Measure R	458,225	472,494	3.1%	472,000	442,000	(6.4%)
Measure M	489,728	504,420	3.0%	36,000	877,000	2,336.1%
<u>Capital Project Funds</u>						
Capital Improvement Project	1,910,922	1,626,804	(14.9%)	2,421,664	1,852,438	(23.5%)
Underground Assessments District	3,124	3,280	5.0%	-	-	0.0%
<u>Enterprise Funds</u>						
Water	15,573,728	15,646,664	0.5%	38,078,963	14,013,603	(63.2%)
Stormwater	367,721	368,633	0.2%	1,615,767	2,138,215	32.3%
Wastewater	3,518,274	3,524,488	0.2%	5,349,957	5,062,073	(5.4%)
Refuse	4,354,322	4,354,992	0.0%	4,198,200	5,257,552	25.2%
Parking	2,597,598	2,599,078	0.1%	2,494,513	2,510,722	0.6%
County Parking Lots	793,500	793,500	0.0%	626,714	630,165	0.6%
State Pier & Parking Lot	616,984	618,433	0.2%	633,283	650,070	2.7%
<u>Internal Service Funds</u>						
Insurance Reserve	6,851,720	6,851,720	0.0%	6,434,699	6,561,358	2.0%
Information Systems	2,718,124	2,814,647	3.6%	3,729,659	2,854,668	(23.5%)
Fleet Management	2,573,266	2,588,095	0.6%	1,460,369	2,033,468	39.2%
Building Maintenance & Operations	2,053,234	2,083,535	1.5%	2,029,376	2,066,210	1.8%
<u>Trust &amp; Agency Funds</u>						
Special Assessment Redemption Fund	965,000	965,000	0.0%	158,850	1,006,950	533.9%
Pension Trust	177,314	177,780	0.3%	232,000	241,000	3.9%
<b>Budget Totals</b>	<b>\$125,277,615</b>	<b>\$125,031,863</b>	<b>(0.2%)</b>	<b>\$149,118,024</b>	<b>\$126,767,881</b>	<b>(15.0%)</b>

# CITY MANAGER'S BUDGET MESSAGE

Fund Type	Funds	FY 2019 to FY 2020			
		Revenues	Year-Over-Year Change in Budget % Change	Expenditures	% Change
General	General	(\$305,367)	(0.4%)	(\$64,200)	(0.1%)
Special Revenue	Gas Tax, Prop A, Prop C, Meas R, Meas M, Street Lighting, etc.	117,797	2.5%	299,579	6.1%
Enterprise	Water, Wastewater, Refuse, Parking, etc.	83,661	0.3%	(22,734,997)	(42.9%)
Capital Projects	CIP Fund	(283,962)	(14.8%)	(569,226)	(23.5%)
Internal Service	Insurance, Information Tech, Fleet, Building Maintenance	141,653	1.0%	(138,399)	(1.0%)
Trust & Agency	Underground Assessment, Pension Trust, UAD Loan	466	0.0%	857,100	219.3%
	<b>Total Increase/(Decrease)</b>	<b>(\$245,752)</b>	<b>(0.2%)</b>	<b>(\$22,350,143)</b>	<b>(15.0%)</b>

Specific information on each of these funds may be found later in this budget message.

## ***Debt Service***

Debt service for FY 2019 approximates \$2.8 million (excluding administration fees) and includes: \$770,463 for the Police/Fire facility; \$254,350 for Water/Wastewater improvements; \$709,463 for the Metlox parking facility; \$480,975 for the financing of the Marine Avenue Sports Fields; and \$149,850 in underground utility bond debt which exists as an assessment pass-through appropriation on the City's books. The underground utility bond debt was refinanced in FY 2018 to take advantage of lower interest rates. Due to the timing of the refunding, no principal payment is due in FY 2019. Finally, there is \$440,000 in an operating lease for the County parking lots.

Debt service in FY 2020 approximates \$3.7 million (excluding administration fees) and includes: \$770,238 for the Police/Fire facility; \$257,375 for Water/Wastewater improvements; \$713,763 for the Metlox parking facility; \$481,975 for the financing of the Marine Avenue Sports Fields; and \$996,950 in underground utility bond debt which exists as an assessment pass-through appropriation on the City's books. Finally, there is \$440,000 in an operating lease for the County parking lots.

An executive summary schedule of revenues, expenditures, reserves and changes in fund balances is presented in the Summaries section of this budget.

## ***FUND SUMMARIES***

### ***General Fund***

At year-end, current estimates for FY 2018 indicate that revenues will exceed expenditures by \$1,708,127. This anticipated surplus is primarily due to one-time capital expenditures being carried forward into FY 2019 for completion. These purchases include the aforementioned public safety radios, the City's portion of the RCC's CAD/RMS replacement and the ERP software upgrade project.

# CITY MANAGER'S BUDGET MESSAGE

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The unreserved (available) General Fund balance on June 30, 2018 is projected to be nearly \$4.1 million after accounting for financial policy designations. However, the FY 2019 budget includes transfers of \$187,587 to the Street Lighting and Landscape Fund and \$1,248,046 to the Storm Water Fund to relieve deficits. Additionally, at the end of FY 2019, the financial policy designation, which is based on 20% of General Fund expenditures, equals \$14,946,374, an increase of \$866,321 due to an increase in General Fund expenditures from the prior year. The Economic Uncertainty reserve is expected to be maintained at \$4.0 million through June 30, 2020.

FY 2019 General Fund revenues total \$75,505,117. Expenditures total \$74,731,871, resulting in an operating budget surplus of \$773,246. As a result of the transfers and policy reserves, the unreserved General Fund balance is projected to total \$1.8 million on June 30, 2019. While these moneys may have been utilized in the past for capital improvements or allocated to one-time expenditures (e.g. School District security upgrades), these funds should be retained for future subsidies to the Street Lighting & Landscape Fund and Stormwater Fund.

## *General Fund Revenue Highlights:*

General Fund revenues are projected to be \$75,505,117 in FY 2019, an increase of \$4.5 million or 6.3% from the FY 2018 adopted budget. The increase is mainly due to Property Tax, Building and Planning fees, and a one-time loan principal repayment due before December 2018.

Revenues forecasted in FY 2020 total \$75,199,750, a decrease of 0.4% or \$305,367 from the FY 2019 Budget. Without the one-time loan repayment in the prior year, recurring General Fund revenues will increase nearly \$1.2 million primarily due to Property Tax. Revenue forecasts are based on current trends and activity; assumptions may be adjusted during the FY 2020 Budget update when more precise information is available.

Specific revenue highlights include:

**Property Taxes:** For FY 2019, we are expecting continued solid improvement in overall property tax revenues of \$1.4 million over FY 2018 estimates (4.5%). With a continued strong housing market, and residential construction and remodeling adding to the assessed valuation of properties, we are anticipating measured continuation in future years of this upward trend in the General Fund's largest revenue source.

FY 2017 Actual:	\$28,215,712
FY 2018 Budget:	\$29,511,005
FY 2018 Estimate:	\$30,289,636
FY 2019 Budget:	\$31,657,588
FY 2020 Budget:	\$32,815,601

**Sales Tax:** The city's second largest General Fund revenue source (12% of total revenue) is trending on par with the FY 2018 Budget. At this point in time, staff is projecting that sales tax in FY 2019 will exceed the current year estimate by \$150,000 (1.7%). Industry groups performing positively within the City include Restaurants & Hotels and Food & Drugs. The Manhattan Village

# CITY MANAGER'S BUDGET MESSAGE

Mall revitalization project currently underway is expected to bolster the General Consumer Goods category. Overall trends within the State indicate continued strong growth in online sales, which impacts point-of-sale tax revenues. Online sales result in the collected sales tax going into a countywide pool, which is then allocated based on the City's share of point-of-sale taxes countywide. This trend is expected to continue, further impacting the City's future sales tax revenues.

FY 2017 Actual:	\$8,962,617
FY 2018 Budget:	\$9,000,000
FY 2018 Estimate:	\$9,000,000
FY 2019 Budget:	\$9,150,000
FY 2020 Budget:	\$9,150,000

**Transient Occupancy Tax (TOT):** This revenue is expected to generate approximately \$4.5 million in revenue in FY 2019, or \$250,000 (5.9%) over the current year estimate, which was negatively impacted when a significant TOT producer underwent a complete remodel in FY 2018. The loss of revenue due to the remodel and minimal growth at other hotels in FY 2018 resulted in the year-end estimate to be under budget by 6.1% or \$276,500. With the contemporary accommodations now completed, TOT revenues are expected to bounce back in FY 2019 and see modest growth in FY 2020. TOT revenue also affects the Capital Improvement Fund since 15% of the total TOT is dedicated to that fund (the CIP amount is not included in the numbers below).

FY 2017 Actual:	\$4,428,868
FY 2018 Budget:	\$4,526,500
FY 2018 Estimate:	\$4,250,000
FY 2019 Budget:	\$4,500,000
FY 2020 Budget:	\$4,590,000

**Business License Tax:** Business License Tax is anticipated to outperform budget by \$100,000 (2.78%) in FY 2018. Budget-to-budget, this revenue is projected to increase by \$211,000 (5.9%). During the economic crisis this revenue was resilient and stable. The overall improvement in the economy is contributing to modest growth in this tax.

FY 2017 Actual:	\$3,658,194
FY 2018 Budget:	\$3,600,000
FY 2018 Estimate:	\$3,700,000
FY 2019 Budget:	\$3,811,000
FY 2020 Budget:	\$3,925,330

**Building Permits & Plan Check Fees:** Residential and Commercial building activity remains strong within the City. Building Permit and Plan Check fees are currently at all-time highs due to several large commercial projects, including the Manhattan Village Mall remodel. The fee structure was last adjusted in July 2015; a new study will be conducted in FY 2019. At the current fee structure, fees from Building Permits and Plan Check Services are expected to increase by \$90,000 (2.5%) over current year-end estimates in FY 2019. A decrease is anticipated in FY 2020 due to the conclusion of the mall project.

# CITY MANAGER'S BUDGET MESSAGE

FY 2016-2017 Actual:	\$3,205,000
FY 2018 Budget:	\$3,364,400
FY 2018 Estimate:	\$3,600,000
FY 2019 Budget:	\$3,690,000
FY 2020 Budget:	\$3,450,000

A complete listing of revenues is located in the Summaries section of this document.

## General Fund Expenditure Highlights:

General Fund expenditures equal \$74,731,871 in FY 2019, an increase from the FY 2018 budget of \$4,331,606 (6.2%) and \$4,992,006 (7.2%) over FY 2018 year-end estimates. The following chart illustrates the specific budget categories and the associated changes from FY 2018:

### FY 2019 General Fund Budgeted Expenditures by Category

Expenditure Category	Budget FY 2018	Estimated FY 2018	Budget FY 2019	FY18 Budget to FY19 Var		FY18 Estimate to FY19 Var	
				Change	Percent	Change	Percent
Salaries & Benefits	\$47,073,640	\$47,083,673	\$50,433,995	\$3,360,355	7.1%	\$3,350,322	7.1%
Materials and Services	13,020,401	13,712,775	14,437,203	1,416,802	10.9%	724,428	5.3%
Internal Service Charges	8,506,954	8,387,228	7,689,574	(817,380)	(9.6%)	(697,654)	(8.3%)
Capital Equipment	1,163,585	74,947	1,670,033	506,448	43.5%	1,595,086	2128.3%
Debt Service	617,678	462,725	484,475	(133,203)	(21.6%)	21,750	4.7%
Interfund Transfers	18,007	18,517	16,591	(1,416)	(7.9%)	(1,926)	(10.4%)
<b>Totals</b>	<b>\$70,400,265</b>	<b>\$69,739,865</b>	<b>\$74,731,871</b>	<b>\$4,331,606</b>	<b>6.2%</b>	<b>\$4,992,006</b>	<b>7.2%</b>

With a \$3.4 million increase (7.1%) from the prior year budget, Salaries and Benefits represent the largest portion of the increase, and account for 68% of General Fund expenditures. The increase includes the new positions previously described, as well as modest salary adjustments in anticipation of labor negotiations that will occur in FY 2019. CalPERS pension contributions, which are increasing by \$1.0 million in the General Fund, are part of this category as well. Beginning in FY 2019, separate object codes will be used to track ongoing pension contributions (4211 for Regular Employees and 4212 for Sworn Employees) and payments to reduce the City's unfunded liability. New object codes for PERS Liability Contributions (4218 for Regular Employees and 4219 for Sworn Employees) can be found in each Department/Program expenditure schedule and the accompanying Appendix tables. When comparing FY 2019 and FY 2020 budgets to the prior year, it is important to include both objects (4211 and 4218 for Regular Employees; 4212 and 4219 for Sworn Employees) for an accurate comparison. This change was intended to appropriately differentiate current service costs ("Normal Cost") from payments toward the unfunded accrued pension liability for past service ("UAL").

This year the most significant driver of the variance in Salaries and Benefits between FY 2019 and FY 2018 are Workers' Compensation costs. In this budget cycle, the City is moving toward

## CITY MANAGER'S BUDGET MESSAGE

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using an actuarial valuation to estimate baseline funding needs of the City's Workers' Compensation and Liability programs. Consequently, Workers' Compensation charges are increasing by \$1.2 million (35.8%) from FY 2018 to \$4.6 million in FY 2019. On the other hand, Liability charges (categorized as Internal Service Charges) are expected to decrease from FY 2018 by \$1.5 million (-49.8%) to \$1.5 million due to recent positive claims developments. More information on the Insurance Reserve Fund can be found in the Internal Service Funds section later in this document.

The FY 2019 budget includes a 4.0% vacancy factor for full-time staffing, which equates to \$1.6 million across all funds, and approximately \$1.5 million in the General Fund. This vacancy factor is in recognition of the fact that there are times throughout the year that positions are vacant through attrition and retirements, and that salary savings are achieved during those vacancies. This practice, which was implemented several years ago, reduces funds allocated for staffing, but may result in insufficient funding if such vacancies do not occur. The prior practice of fully budgeting staff positions would result in year-end savings, which would contribute to fund balance or other uses such as capital improvement projects. This current method simply estimates and recognizes vacancies up-front, with the expected savings factored into the budget.

Materials and Services are up 10.9% from last year's budget by \$1.4 million. Specific drivers of this increase include election costs (increase of \$126,972 since election was not held in FY 2018) and Legal Services which went up by \$318,000 (64.2%). When compared to the current year estimate, Legal Services is going up by \$108,000 or 15.3%. Additional monies to assist with labor negotiations scheduled later in 2018 contributed to this increase. City Council Contingency, which is also included in this category, remains unchanged at \$100,000.

Also within Materials and Services, Contract Services is increasing \$629,206 (11.3%) due to various City initiatives requiring additional resources. Consultant services are included for a Citywide Speed Survey in the Traffic Engineering division for \$50,000 and Environmental Sustainability efforts toward a Climate Action Plan and Sea Level Rise Vulnerability Assessment for \$150,000 (an additional \$150,000 is also included in FY 2020 to continue these efforts).

In the Planning division, consultant services will be utilized to provide support for upcoming current and advanced professional planning projects and studies, and administering zoning ordinances, policies and procedures for development permits. During times of peak building activity, as has been the case in the last few years, outside consultant assistance is recommended to ensure the Planning division is able to meet customer service objectives as well as complete advance planning initiatives. When the counter activity eventually recedes, it is easier to reduce consultant contract services rather than facing the tough decision to eliminate unneeded staff. Likewise the budget for Building contract services was increased according to the new 3-year Plan Check services contract approved by the City Council in October 2017. By having these outside resources available, staff is better positioned to meet the desired four to six week turnaround time and process customer requests for expedited services. It is important to note that these costs are fully recovered through Plan Check fee revenues.

Lastly, Materials and Services includes a budget of \$161,000 to expend General Fund dollars in exchange for restricted Prop A dollars (estimated to cost \$0.70 for every \$1 in Prop A) to fully

# CITY MANAGER'S BUDGET MESSAGE

fund the City's Dial-A-Ride program. Previously the program's shortfall was subsidized by Measure R transportation dollars, which are now being redirected back to their intended primary use of roadway and sidewalk projects.

Internal Service Charges are decreasing by \$817,380, or -9.6%. These funds include the Insurance Reserve, Fleet, Information Technology and Building Maintenance funds, and are used to capture and allocate common costs across all departments. The decrease is due to the aforementioned Liability Insurance allocation (down \$1.5 million), which reflects the recent positive activity in liability claims. Other internal service allocations (Fleet, Information Technology, and Building Maintenance) were collectively up \$669,540 due to higher costs in those operations.

The decrease in debt service (\$133,203) from FY 2018 is due to the removal of lease-purchasing financing budgeted for equipment purchases. For various reasons, these purchases (ERP Software and Motorola Radios) were not completed in FY 2018 and therefore carried forward to FY 2019. Coincidentally, repayment of the City Manager loan is due in December 2019. With this expected influx of cash, a cash purchase is proposed for the equipment to forego the added interest costs of financing.

Expenditure projections for FY 2020 reflect an overall decrease of \$64,200 (-0.1%) from the FY 2019 Budget. Salaries and Benefits are expected to increase \$1.7 million (3.7%) due to projected increases in PERS and medical insurance costs. Modest salary increases are included in these budget projections as a placeholder until labor negotiations are completed in FY 2019. Notably, required contributions toward the City's unfunded accrued pension liabilities are increasing by \$938,138 (\$254,027 for Regular Employees and \$684,111 for Sworn Employees) from FY 2019.

Materials and Services were conservatively estimated based on known contract service agreements when available. The decrease in FY 2020 is due to the RCC CAD/RMS replacement costs in the prior year as well as the absence of an election and legal services for labor negotiations in FY 2020. Internal Service Charges were calculated in accordance with the expenditures estimated in each Internal Service Fund. No capital equipment purchases are planned from the General Fund in FY 2020.

## FY 2020 General Fund Budgeted Expenditures by Category

Expenditure Category	Budget FY 2018	Budget FY 2019	Budget FY 2020	FY18 Budget to FY20 Var		FY19 Budget to FY20 Var	
				Change	Percent	Change	Percent
Salaries & Benefits	\$47,073,640	\$50,433,995	\$52,177,765	\$1,743,770	3.7%	\$5,104,125	10.8%
Materials and Services	13,020,401	14,437,203	14,079,464	(357,739)	(2.7%)	1,059,063	8.1%
Internal Service Charges	8,506,954	7,689,574	7,907,855	218,281	2.6%	(599,099)	(7.0%)
Capital Equipment	1,163,585	1,670,033	-	(1,670,033)	(143.5%)	(1,163,585)	(100.0%)
Debt Service	617,678	484,475	485,475	1,000	0.2%	(132,203)	(21.4%)
Interfund Transfers	18,007	16,591	17,112	521	2.9%	(895)	(5.0%)
<b>Totals</b>	<b>\$70,400,265</b>	<b>\$74,731,871</b>	<b>\$74,667,671</b>	<b>(\$64,200)</b>	<b>(0.1%)</b>	<b>\$4,267,406</b>	<b>6.1%</b>

# CITY MANAGER'S BUDGET MESSAGE

## ***Other Fund Highlights***

### **Capital Improvement Fund**

In years past, City Councils have created dedicated revenue sources for the Capital Improvements Fund in order to provide reliable funding for important projects (previously, project funding relied on General Fund surpluses). These revenue sources and the year enacted are as follows:

1998 Transient Occupancy Tax – 15% of the total tax

1998 On-Street Parking Meters - \$0.25 per hour

2000 On-Street Parking Meters – additional \$0.25 per hour

2000 Parking Citations - \$4 of all citations except expired meter cites

These revenues are projected to generate \$1.6 million in FY 2019 and FY 2020. CDBG Grant revenues totaling \$300,000 are also anticipated in FY 2019. Approximately half of the revenue generated within the CIP Fund is dedicated to funding the Police & Fire facility debt service. Other projects will be funded from available fund balance and future General Fund surpluses on a pay-as-you-go basis. The City's CIP fund accounts for capital improvement projects funded by general use revenue sources. The following capital projects are slated to begin in FY 2019 and FY 2020:

<b>CIP Fund</b>	<b>FY 2019</b>	<b>FY 2020</b>
Facility Improvements	\$830,000	\$830,000
Mariposa Fitness Station	200,000	-
Traffic Signal Preemption Devices	75,000	-
CDBG Access Ramps (Village Field, Annual)	300,000	-
Annual Non-Motorized Transportation Program	100,000	100,000
<b>Total</b>	<b>\$1,505,000</b>	<b>\$930,000</b>

With these projects funded, the CIP fund is expected to have an unreserved fund balance of \$0.3 million at the end of FY 2019.

### **Special Revenue Funds**

The ***Street Lighting and Landscaping Fund*** derives its revenues from assessments to property owners. Those assessments, which have not been changed since 1996, will require a successful Proposition 218 vote in order to do so. As a result, the FY 2019 and FY 2020 assessment basis remains fixed with no increase from prior years. Because expenses for energy and maintenance are not fixed and periodically rise, the General Fund must contribute increased amounts each year in order to fund this service. For FY 2019 that subsidy is estimated at \$187,587. In addition to the subsidy, the City contributes \$16,591 to cover the City's portion of the Streetscape zone. This budget presents a fund which has long exhausted its reserves. Until new assessments are in place General Fund transfers will continue, further straining core municipal services.

# CITY MANAGER’S BUDGET MESSAGE

The **Streets & Highways Fund** (Gas Tax Fund) accounts for gas tax moneys dedicated to roadway and sidewalk projects. This year’s budget includes revenues of \$1.6 million and capital expenditures of \$1.8 million. Projects include street resurfacing and construction projects, maintenance such as the annual slurry seal program, and annual concrete curb and gutter replacement:

<b>Streets &amp; Highways Fund</b>	<b>FY 2019</b>	<b>FY 2020</b>
Annual Curb, Gutter and Ramp Replacement	\$365,000	\$365,000
Annual Slurry Seal Program	385,000	385,000
Annual Residential Street Resurfacing Program	500,000	500,000
Morningside Drive: 10th to MBB	125,000	-
Street Resurfacing : Liberty Village	275,000	-
Village Field ADA Access Design	100,000	-
<b>Total</b>	<b>\$1,750,000</b>	<b>\$1,250,000</b>

The **Asset Forfeiture Fund** includes estimated revenues of \$8,300 consisting of anticipated interest earnings on the fund balance. FY 2019 operational expenditures equal \$164,500, and include \$83,800 for front-line law enforcement equipment and supplies, \$5,000 for computer-related equipment, \$20,000 for Strategic Plan implementation and \$55,700 for training and overtime.

The **Police Safety Grant Fund** has \$141,217 of grant fund income, and \$140,000 in operating expenditures for law enforcement supplies and equipment.

The **Federal and State Grant Fund** has no anticipated or known grant fund income. The fund currently shows a deficit in the amount of \$22,488 due to an expected retention reimbursement for the Rosecrans utility underground project that will be received once the related project documentation has been fully completed.

The majority of **Proposition “A” Fund** revenues are based on a half-cent sales tax in Los Angeles County, which is then distributed on a per capita basis. FY 2019 revenues are estimated at \$949,298 with expenditures of \$945,978. A funding deficit of \$230,000 is expected to be covered by exchanging General Fund moneys for Proposition “A” funds with another agency in the county. This year’s budget includes salary and benefits for the transportation services operators; \$12,500 for support of the Beach Cities Transit Line 109; \$14,360 for Taxi rides when Dial-A-Ride bus service is not available, and \$57,222 for recreational bus trips for the various programs put on by the Parks & Recreation department.

The **Proposition “C” Fund**, established for transportation and street improvement programs, reflects estimated revenues of \$641,136 and capital expenditures of \$700,000 in FY 2019. Revenues include \$576,151 in transit sales tax and \$64,985 in interest generated from existing fund balance. Capital project funds included in FY 2019 and FY 2020 are intended for various street resurfacing projects.

<b>Prop C Fund</b>	<b>FY 2019</b>	<b>FY 2020</b>
Arterial & Collector Roadway Resurfacing	\$700,000	\$700,000
<b>Total</b>	<b>\$700,000</b>	<b>\$700,000</b>

# CITY MANAGER'S BUDGET MESSAGE

The **AB 2766 Fund** was established in 1990 and provides per capita funding to cities and counties located in the South Coast District to be used to reduce motor vehicle air pollution. Revenues of \$47,154 and expenditures of \$45,600 are budgeted in FY 2019. Two new vehicles will be purchased using AB 2766 funds, including a flatbed golf cart (\$13,500) for use by the Parks and Recreation department and an electric vehicle (\$30,000) for Public Works Engineering staff.

During FY 2010, the City began receiving funds from a new sales tax resulting from **Measure "R"** which was approved by the County's voters in November 2008. This half cent sales tax can be used for projects such as pothole repairs, major street resurfacing, left-turn signals, bikeways, pedestrian improvements, streetscapes, traffic signal synchronization and local transit services (including subsidizing Dial-A-Ride services as done in the past). Revenues totaling \$458,225 are anticipated in FY 2019. As the fund recovers from subsidizing the Dial-A-Ride program in years past, its fund balance will continue to grow. Two projects are currently planned for the next two years:

<b>Measure R Fund</b>	<b>FY 2019</b>	<b>FY 2020</b>
Ocean Drive Walkstreet Crossing	\$450,000	-
Aviation (West-side) and 33rd Sidewalk	-	\$420,000
<b>Total</b>	<b>\$450,000</b>	<b>\$420,000</b>

In November 2016, Los Angeles County voters approved **Measure "M"**, to ease congestion and improve neighborhood streets and intersections. The City started receiving Measure M funds in FY 2018. One project is planned in the next two years as the fund balance accumulates:

<b>Measure M Fund</b>	<b>FY 2019</b>	<b>FY 2020</b>
Rowell Ave Sidewalk (Curtis & 1st St.)	-	\$840,000
<b>Total</b>	<b>-</b>	<b>\$840,000</b>

## Enterprise Funds

FY 2019 revenues in the **Water Fund** are estimated at \$15.6 million while operating expenses, capital projects and debt service in this fund total \$38.1 million. Design of Peck Ground Level Reservoir Replacement project is currently underway. Construction is scheduled to commence in FY 2019 and take about 18 months to complete at an estimated cost of \$22.0 million. Other capital projects are planned in the next five years to address the City's aging infrastructure:

<b>Water Fund</b>	<b>FY 2019</b>	<b>FY 2020</b>
Annual Pipe Replacement Program	\$1,500,000	\$1,500,000
Block 35 Ground Level Reservoir Replacement	1,200,000	-
Peck Ground Level Reservoir Replacement	22,000,000	-
Redrill & Equip Well 15	350,000	-
Design Well Collection Line (Well 11A to Block 3	700,000	-
<b>Total</b>	<b>\$25,750,000</b>	<b>\$1,500,000</b>

Revenues in the **Waste Water Fund** are projected to be \$3.5 million with operating expenses, capital projects and debt service estimated at \$5.3 million. Like the Water Fund, the Waste Water Fund has capital projects scheduled over the coming years that focus on infrastructure

# CITY MANAGER'S BUDGET MESSAGE

maintenance and upgrades. Capital projects scheduled in FY 2019 and FY 2020 include lift station upgrades as well as spot repairs and rehabilitation of sewer main lines:

<b>Wastewater Fund</b>	<b>FY 2019</b>	<b>FY 2020</b>
Annual Rehab of Gravity Sewer Mains	\$1,100,000	\$1,100,000
Pacific Lift Station Upgrade	2,400,000	-
Voorhees Lift Station Upgrade	-	2,150,000
<b>Total</b>	<b>\$3,500,000</b>	<b>\$3,250,000</b>

The **Storm Water Fund** includes revenues of \$367,721 and expenditures of \$1.6 million. The deficit of \$1.2 million is funded through a General Fund transfer (as predicted when fund reserves were exhausted). The FY 2019 budget allocates \$365,000 for street sweeping; \$150,000 to mandated National Pollution Discharge Elimination System Permit Compliance Programs; and \$210,000 for storm drain debris collection devices to collect pollutants before entering the water system. There is no fund balance available to meet policy reserves of four months of operating expenses or fund necessary capital projects.

<b>Stormwater Fund</b>	<b>FY 2019</b>	<b>FY 2020</b>
Storm Drain Debris Collection Devices	\$210,000	\$210,000
Storm Drain Repairs	500,000	500,000
Hermosa Greenbelt Joint Watershed Project	-	500,000
<b>Total</b>	<b>\$710,000</b>	<b>\$1,210,000</b>

Current assessments, last changed in 1996, are not sufficient to sustain the program's current and future capital needs. As a result, continued General Fund transfers or a Proposition 218 vote to increase the assessments will be required to adequately fund this operation. Storm Water runoff is under increased regulatory and environmental pressures, which has resulted in increased costs. The General Fund can no longer afford to subsidize the Storm Water Fund, and the assessments will need to be addressed. The City Council is expected to revisit the issue later this year as one of its Work Plan items.

The **Refuse Fund** includes revenues and expenses for the City's refuse and recycling activities. Revenues for FY 2019 are projected to be approximately \$4.4 million and expenditures \$4.2 million. Projected year-end balance after FY 2019 is \$1.1 million which is held as a reserve in compliance with established City Council policies. While it falls short of the stated reserve goal of 4 months of operating expenses, it is sufficient given the pass-through nature of the refuse fund. Use of the reserves is planned in FY 2020 to design improvements for City-owned refuse enclosures and to purchase a CDS trash capture device.

<b>Refuse Fund</b>	<b>FY 2019</b>	<b>FY 2020</b>
City Refuse Enclosure Improvements Design	-	\$150,000
<b>Total</b>	<b>-</b>	<b>\$150,000</b>

The **Parking Fund** accounts for collections and expenditures for street meters and City-owned lots, debt service on the Metlox parking structure, and maintenance of the Metlox Town Square. For FY 2019 this fund is projected to have \$2.6 million in revenues and \$2.5 million in expenditures, which includes debt service on the Metlox parking structure (\$714,863). Fund revenues and expenditures also include the Downtown Business Improvement District assessments (approximately \$100,000) which the City collects and then remits to the Downtown

# CITY MANAGER'S BUDGET MESSAGE

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Business and Professional Association through a contractual agreement. The projected year-end fund balance includes policy reserves of \$129,891, which falls short of the policy due to capital projects. It should be noted that revenues barely exceed operating expenditures and debt service costs. For the City to embark on parking infrastructure projects, additional revenue streams will be required.

The **County Parking Lot Fund** accounts for the two county-owned parking lots commonly referred to as El Porto and 26<sup>th</sup> Street. This fund is projected to have \$793,500 in revenues and \$626,714 in expenditures, which includes \$440,000 for the County Lots operating lease. Excess funds (\$166,786) are transferred to the General Fund after accounting for the County's share of revenue.

The **State Pier and Parking Lot Fund** relates to the operational activity for the State-owned pier parking lots. This fund is projected to have \$616,984 in revenues and \$626,714 in expenditures in FY 2019. Fund revenues are used to maintain and operate the pier and parking lots, and the pier comfort stations.

## Internal Service Funds

The City operates four Internal Service funds that provide for the operation, maintenance and replacement of facilities or equipment, or serve to spread the cost of an internal function across the user departments.

The FY 2019 **Insurance Reserve Fund** budget contains revenues (derived from charge-outs) of \$6.9 million and expenditures of \$6.4 million. The Insurance Reserve allocates charges to other funds based on recent experience and actuarial funding estimates. In FY 2019, charge outs to departments for liability and property claims are down by \$1.3 million (-42.0%), while Workers Compensation charge-outs to departments are higher by \$1.1 million (27.9%). These charge-outs are the funding source for insurance premiums, claims paid and claims administration costs paid out of the Insurance Reserve Fund.

The significant catastrophic losses due to wind and fire losses have significantly affected all lines of coverage in the market place. This has resulted in ending the extended soft market conditions and increased premiums across all lines of coverage. Excess liability insurance premiums are increasing \$38,079 (8.5%) from FY 2018 estimates and Workers' compensation excess insurance premiums are increasing by \$57,888 (22.0%) from the prior year, going from \$263,112 to \$321,000.

Overall, budgeted claims paid in FY 2019 are estimated at \$500,000 for liability and \$3.8 million for workers compensation, a combined decrease of \$669,276 from the prior year estimate. Because the City's self-insured retention is \$500,000 for liability and \$750,000 for Workers Compensation, claims paid will represent the largest and most varied cost from year to year.

Workers' Compensation continues to be a challenge both in terms of cost control and predictability. For example, there are old cases (20+ years) for which new reserves must be funded from changes in the former employees' health status due to their work-related injuries. These increased costs often raise our liability by tens to hundreds of thousands of dollars (limited only by the self-insured retention in effect at the time of injury). While proactive work place injury prevention programs help with our current employees, we are exposed to escalating costs for

# CITY MANAGER'S BUDGET MESSAGE

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many years after separation from employment. In some cases these costs may increase through the former employee's inaction in maintaining his or her own health.

Workers compensation and liability expense are extremely difficult to predict because of our relatively small population and the random way extraordinary cases occur. The result is that there are extreme swings in expense from year to year, which is all the more reason to move toward an actuarial funding basis using predictive modeling. Staff is working to phase in the actuarial funding model to avoid the possibility of unfunded liabilities that could arise if future claims costs exceed the Insurance Reserve. However, this new approach must be balanced with other funding needs.

The **Information Technology Fund** provides for the operation of the City's Information Technology department, including maintenance of the City's computer network, hardware infrastructure, City website and mobile app, as well as the broadcasting of City meetings. The department's budget is charged out to the other departments based on the number of devices (workstations, printers and mobile devices) being utilized and the number of employees in each division. In FY 2019, Information Technology Fund revenues are \$2.7 million and expenditures are \$3.7 million (the difference is funded through available fund balance and a transfer of \$600,299 from the General Fund for the ERP software purchase). This fund budget includes replacement workstations, servers and network components (switches and wireless access point hardware) as well as funding to replace a Storage Area Network (SAN) estimated to cost \$409,000.

The **Building Maintenance and Operations Fund** consists of programs from two different departments. The fund provides for Public Work's Building Maintenance program which maintains City facilities and grounds, and the Finance Department's General Services program which ensures that office equipment such as photocopiers are maintained. The fund's FY 2019 budget includes revenues of \$2.0 million and expenditures of \$2.0 million. Expenditures associated with this fund are allocated to departments based on their number of employees and the square feet of building they occupy.

The **Fleet Management Fund** is charged to departments in two separate line items - fleet maintenance and fleet rental. Fleet maintenance accounts for repairs and routine vehicle maintenance based on the average maintenance and repair cost according to the type and number of vehicles a department operates. The fleet rental charge provides for the replacement of City vehicles, and is a straight-line depreciated charge based on the cost and expected life of each vehicle. This fund's 2019 budget includes \$299,681 for the purchase and outfitting of six vehicles. A list of vehicle replacements is included in the Appendix of this document. The Fleet Management Fund is expected to have \$3.0 million remaining after FY 2019 for future vehicle replacements.

## **CONCLUSION**

This document is the result of an extraordinary effort from residents and staff in every City department. We believe that we have produced a first-rate document that is thorough and easy to use. We are proud to point out that last year's budget once again received awards both from

# CITY MANAGER'S BUDGET MESSAGE

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the California Society of Municipal Finance Officers and from the Government Finance Officers Association.

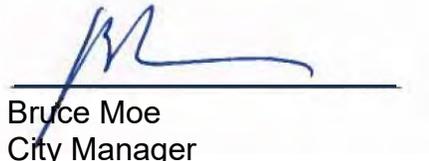
In our on-going efforts to provide our citizens with ample opportunities to review and comment on the budget, a budget study session will be held on May 8<sup>th</sup>. Additional study sessions may be scheduled as needed. Final consideration and budget adoption is scheduled for June 19<sup>th</sup>.

Copies of the Operating Budget are available for public review at City Hall in the Finance Department and City Clerk's Office. The budget is also available online at the City's website:

**[www.citymb.info](http://www.citymb.info)**

I would like to take this opportunity to thank all the City employees who worked very hard to develop this year's budget. Special thanks to the Finance Department, especially Steve Charelian, Henry Mitzner, Libby Bretthauer, Julie Bondarchuk and Cynthia Mickschl. In addition, I'd like to thank Kendra Davis in the City Manager's office for support on facilitating civic engagement throughout the budget process.

Sincerely,



Bruce Moe  
City Manager

# Budget User's Guide

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Prior to July 1st of each year, the Manhattan Beach City Council adopts, by formal resolution, an annual budget.

This document serves as a financial plan, the purpose of which is to identify the projected allocation and application of resources over the budget cycle.

The published Operating Budget is designed to present summary information about the City's financial plans for the year in a user-friendly format. The Operating Budget is organized by department, then by program (operating divisions within the departments). Expenditures are displayed and subtotaled by type: *Salaries & Benefits, Materials & Supplies, and Capital Projects & Equipment*. The *Source of Funds* tables indicate the fund(s) to which a program allocates its expenditures. The Operating Budget also includes the following sections:

**Introduction Section** - includes the Table of Contents, List of City Officials, City Manager's Budget Message, Budget User's Guide, demographic information, Organization Chart, and Budget Awards.

**Summaries Section** - includes tables and graphs detailing City-wide revenues, expenditures and fund balances.

**Operating Budgets** - includes program budgets by department, with narratives explaining the function of the program, staffing levels, and uses and sources of funds.

**Five Year Forecast** – includes projected revenues and expenditures by fund and resulting fund balances.

**Capital Budget Summary** – includes schedule of capital projects by fund and type from the City's Capital Improvement plan.

**Strategic Plan & Performance Measures** – includes description of 2015 Strategic Plan and service level indicators.

**Appendix** - includes Major Revenue Sources, Schedule of positions, Schedules of Funded Budget Requests, Schedule of Administrative Service Charges, Summary of Debt Service Payments, Resolutions for the Adoption of the Budget and Appropriations Limit, and the City's Financial and Budget Policies.

## BUDGET PROCESS

The City's budget process begins in January of each year with the distribution of a budget manual prepared by the Finance Department. The budget manual contains a budget calendar, chart of accounts, forms for requesting new or additional items, and the general policy and instructions for developing the budget for that fiscal year. Line-item budget development is accomplished through the City's financial system, which allows each department to build its budget using computerized worksheets.

The individual departments are directly responsible for developing the Materials & Supplies line items and part-time employees' salaries. The remaining Salary & Benefit information is calculated and entered by the Finance Department. All supplemental budget requests (new personnel, service or equipment) are presented on separate forms and are subject to City Manager review and approval before becoming part of the operating budget. Once all the budget data is compiled, it is printed and distributed to the City Manager and the departments.

In March, the Finance Director provides the City Manager with proposed revenue projections. These revenue estimates are then reviewed with the department budget requests to determine available funding levels for the fiscal year. The City Manager and Finance Director then hold meetings with the departments to review the operating and supplemental budget requests.

Once the budget data has been reviewed and any changes have been made by the Finance Department, a proposed document is prepared. After final review and approval by the City Manager, the proposed budget document is presented to the City Council in May. At least one study session and public hearing are held by the City Council, and then the budget is adopted by resolution prior to June 30.

During the fiscal year, the budget can be amended as necessary to meet the City's needs. The City Council has the legal authority to amend the budget at any time. Department Heads and their designated representatives may only authorize expenditures based on appropriations previously approved by City Council action, and only from accounts under their organizational responsibility. Actual expenditures may exceed budget appropriations by line-item, but may not exceed the department's budget. The City Manager has the authority to approve interdepartmental appropriation transfers as long as they are within the same fund. Interfund transfers require a budget amendment by the City Council.

### **BASIS OF ACCOUNTING**

Manhattan Beach's accounting system is maintained on a fund basis, in accordance with governmental accounting standards. Each of the City's twenty-five funds is considered a separate accounting entity with a self-balancing set of accounts that records assets, liabilities, fund equity, revenues and expenditures. Funds are established and segregated for the purpose of recording specific programs or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Funds are classified into one of three categories: *governmental* (general, special revenue, debt service, and capital projects), *proprietary* (enterprise and internal service), and *fiduciary* (trust and agency). Governmental funds account for activities usually associated with a typical state or local government's operation. Proprietary funds are financed and operated in a manner similar to private business enterprises, where the intent is to recover the costs of providing goods and services from user charges.

Fiduciary funds are utilized in situations where the government is acting in a fiduciary capacity as a trustee or an agent.

All governmental funds are budgeted and accounted for using the modified accrual basis of accounting, which recognizes revenues when they become susceptible to accrual, i.e. measurable and available. Available means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Examples of such revenues include property tax, sales tax, and interest earnings. Expenditures are recognized when the fund liability is incurred.

Proprietary fund revenues and expenses are budgeted and accounted for on an accrual basis. Revenues are recognized in the period when earned, and expenses are recognized when incurred. The following Classification of Funds describes, in detail, the various types of funds and their purpose as established by the City of Manhattan Beach.

### **CLASSIFICATION OF FUNDS**

#### *GOVERNMENTAL FUND TYPES:*

#### **General Fund**

*The General Fund* is used to account for resources traditionally associated with general government which are not required to be accounted for in a separate fund including: sales tax, property tax, transient occupancy tax, licenses and permits, fines and forfeitures. This fund is used to finance most of the basic municipal functions, such as general administration, public safety, parks and recreation, and community development.

### Special Revenue Funds

*The Street Lighting & Landscape Fund* provides for the power, maintenance, and capital improvements for the lighting system within the City of Manhattan Beach. Money is received from a special assessment placed on each tax bill in the City, the amount of which is determined by the benefit received by the owner of each property. Assessments from Zone 10 of the street lighting district also provide for the maintenance of the street beautification area in downtown Manhattan Beach.

*The Gas Tax Fund* is used to account for the City's share of State and County gasoline tax collection in accordance with the provisions of the State of California Streets and Highway Code. Revenues are disbursed by the State based on population and must be used towards the maintenance and repair of City streets that serve as State and County thoroughfares.

*The Asset Forfeiture Fund* is used to account for funds received through Federal and State agencies for drug seizures in which the City participated. These funds must be used to supplement, not supplant, the Police Department's normal operating budget. The amount of revenue will vary from year to year based on activity levels.

*The Public Safety Grants Fund* is used to account for any Federal, State, or local grants received for law enforcement purposes.

*The Federal & State Grants Fund* is used to account for any Federal, State, or local grants received, such as Block Grant or Park Bond funds.

*The Proposition A and C Funds and Measure R Fund* are used to account for proceeds from the half-cent sales taxes generated by the approval of Propositions A and C by Los Angeles County voters. These funds, which are administered by the Los Angeles County Metropolitan Transportation Authority (MTA), are distributed based on population and must be used for transportation-related projects.

*The AB 2766 Fund* is used to account for proceeds received from the additional vehicle registration fee imposed by the State and regulated by the Air Quality Management District (AQMD). These funds are distributed based on population and must be used for programs designed to reduce air pollution from motor vehicles.

### Capital Projects Funds

*The Capital Improvement Fund* is used to account for capital projects not eligible for funding from other specific funding sources. Funding sources are derived from various sources such as grant funds or transfers from the General Fund. In 1998-1999, City council acted to designate specific revenue sources for this fund consisting of the 15% of the City's transient occupancy tax and the 25 cents incremental increase of parking meter rates. Additionally, in FY 2000-2001, City Council added to this dedicated revenue stream by increasing street meter rates by an additional 25 cents per hour and most parking citation rates \$ 4. Specific projects and their funding sources are described in detail in the City's Capital Improvement Plan.

The *Undergrounding Assessment Fund* is used to account specifically for the construction of utility undergrounding in established districts. The fund serves as a pass through of the assessments collected to pay the debt service for the improvements.

### Debt Service Funds

The Special Assessment Redemption Fund is used to account for principal and interest payments on the Underground Utility Bonds issued in 1989. Proceeds of these bonds were used to relocate utility lines underground in certain portions of the City. The bonds are being repaid with proceeds from special assessments levied on the property owners who benefited from the project.

## PROPRIETARY FUND TYPES:

### Enterprise Funds

*The Water Fund* is used to account for the operation of the City's water utility system. Revenues are generated from user fees, which are adjusted periodically to meet the costs of administration, operation, maintenance, and capital improvements to the system.

*The Stormwater Fund* is used to account for the maintenance of, and improvements to, the City's storm drains. Revenues are derived from a storm drain assessment to property owners, which is based on size and use of the parcel, and collected through the property tax rolls.

*The Wastewater Fund* is used to account for the maintenance of, and improvements to, the City's sewer system. Revenues are derived from a user charge placed on the water bills.

*The Refuse Fund* is used to account for the provision of refuse collection and recycling services in the City. The City bills both residential and commercial properties.

*The Parking Fund* is used to account for the general operations and maintenance of City parking lots and spaces. The Parking Fund also accounts for the revenue generated by City parking lots and spaces. The Parking Fund contains reserves for the Business Improvement Districts (BIDs) to be used for their approved activities.

*The County Parking Lots Fund* is used to account for the operation and maintenance of parking lots that are owned by Los Angeles County and leased to the City. Proceeds from the meters and parking permits are divided 55 percent to the County, with an annual guaranteed minimum of \$130,000, and 45 percent to the City.

*The State Pier & Parking Lot Fund* is used to account for the operation and maintenance of the Manhattan Beach Pier, comfort station, and four adjacent parking lots. These properties are owned by the State, but controlled by the City through an operating agreement.

### Internal Service Funds

*The Insurance Reserve Fund* is used to account for the City's self-insured workers' compensation and general liability programs. The fund collects premiums from departments based on claims history.

*The Information Systems Fund* is used to account for the operation, maintenance and replacement of the City's Information Systems including the City-wide network and related hardware and software. Revenues are generated from charges to departments based on the number of devices in use.

*The Fleet Management Fund* is used to account for the operation, maintenance and replacement of City vehicles. Revenues are generated from vehicle rental charges to departments based upon the number, type, and age of vehicles operated.

*The Building Maintenance and Operation Fund* is used to account for the operation and maintenance of certain City facilities. Revenues are generated by charges to user departments based on their number of employees and square feet of building they occupy.

## FIDUCIARY FUND TYPES:

### Trust & Agency Funds

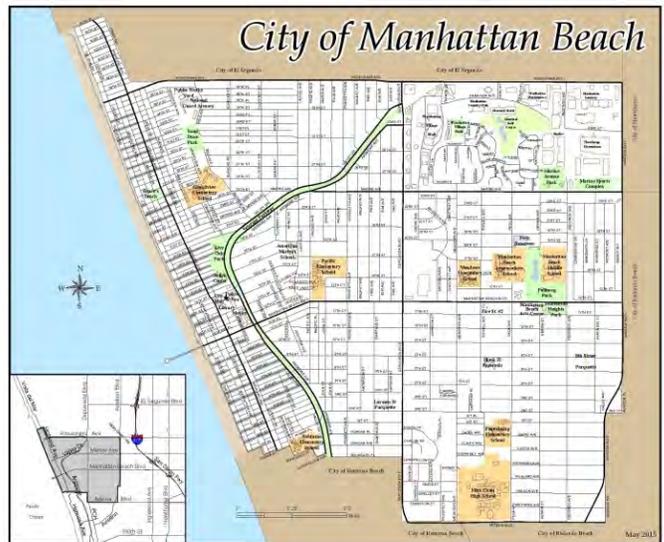
*The Pension Trust Fund* is used to account for the supplemental retirement and single highest year programs previously provided by the City. Although the City has replaced these programs, this fund accounts for the former employees still receiving these benefits.

# City of Manhattan Beach Facts and Figures

Incorporated on December 2, 1912, Manhattan Beach encompasses 3.89 square miles, with 2.1 miles of beachfront and 40 acres of total recreational beach area. This community of “Sun, Sand and Sea” is located in the South Bay area of Los Angeles County, 19 miles from downtown Los Angeles, and is one of Southern California’s most desirable communities in which to work and live. Manhattan Beach is home to approximately 35,000 residents.

The City offers residents a pleasant, peaceful, coastal living environment with easy access to all Los Angeles area amenities. Manhattan Beach is truly cosmopolitan, but maintains the warmth of a quaint small town, far removed from the stress of typical urban life. In addition to its popular coastline, the community is home to large numbers of tourist and family-oriented events, such as Manhattan Open volleyball, the Races, and Holiday Fireworks to name a few.

Manhattan Beach is a full-service General Law city operating under a council-manager form of government. The City Council consists of five members elected at large, each serving a 9 1/2 month mayoral rotation during their four year term. The City Council meets on the first and third Tuesdays of the month at 6:00 PM. The City operates with nine well-run departments, 306 full-time and approximately 180 part-time employees. The City prides itself in offering the highest level of services to its residents and maintains a AAA bond rating.



## Mission Statement

Our mission is to provide excellent municipal services, preserve our small beach town character, and enhance the quality of life for our residents, businesses and visitors.

**Date of Incorporation:** December 2, 1912 as a General Law City

**Form of Government:** City Council - City Manager

**Full-Time Municipal Employees Authorized:** 306

**Public Safety:** Two fire stations with 30 authorized sworn personnel; One police station with 65 sworn personnel

## Parks & Public Facilities

- 2.1 miles of beach front
- 40 acres of recreational beach
- 928 foot long pier
- 54 acres of developed parks
- 21 acre parkway
- Nine hole golf course
- Two community centers

# City of Manhattan Beach Facts and Figures

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**Libraries:** One Los Angeles County branch library

**Location:** 19 miles southwest of downtown Los Angeles on the southerly end of Santa Monica Bay; 3 miles south of Los Angeles International Airport

**Elevation:** 120 feet above sea level

**Population & Area:** 35,741 (2016 US Census Bureau Estimate from 2010 base of 35,135); 3.88 square miles

**Climate:** August is on average warmest month (Ave. High: 75°F; Ave. Low: 64°F); January is on average coolest month (Ave. High: 65°F, Average Low: 49°F); Average annual rainfall: 12.0 inches

**Median Home Sale Price:** \$2,408,700 (as of February 28, 2018 – Zillow data)

**Median Household Income (in 2016 dollars):** \$144,868 (U.S. Census Bureau, 2012-2016 data)

**Assessed Valuation:** \$17.6 billion (Office of the Assessor, Los Angeles County, 2017-18 Report)

**Housing Units** (U.S. Census Bureau, 2009-2013 American Community Survey Estimates)

1-Unit Detached	10,954	70%
1-Unit Attached	1,297	8%
2-4 Units	2,612	16%
5+ Units	916	6%
Other	14	<1%
<b>Total Housing Units</b>	<b>15,793</b>	<b>100%</b>

**Business Mix** (as of April 2018)

Services	812	16%
Contractors	2,704	52%
Home Occupation	479	9%
Retail	354	7%
Professionals	322	6%
Apartment Houses	269	5%
Commercial Property	143	3%
Miscellaneous	96	2%
<b>Total</b>	<b>5,179</b>	<b>100.0%</b>

# CITIZENS OF MANHATTAN BEACH

City Council  
City Treasurer

Parking & Public Improvements Commission  
 Board of Building Appeals  
 Planning Commission  
 Parks & Recreation Commission  
 Cultural Arts Commission  
 Library Commission

City Attorney  
City Manager

**Finance**  
Administration  
~  
Accounting  
~  
Revenue Services  
~  
General Services

**Community Development**  
Administration  
~  
Planning  
~  
Building Code Enforcement  
~  
Traffic Engineering  
~  
Environmental Sustainability

**Police**  
Administration  
~  
Patrol  
~  
Investigations  
~  
Technical Support  
~  
Community Affairs  
~  
Traffic Safety  
~  
Jail Operations  
~  
Parking Enforcement  
~  
Animal Control  
~  
Asset Forfeiture

**Fire**  
Administration  
~  
Prevention  
~  
Fire Operations  
~  
Emergency Medical Services  
~  
Support Services

**Public Works**  
Administration  
~  
Civil Engineering  
~  
Street Maintenance  
~  
Building & Grounds Maintenance  
~  
Transportation  
~  
Street Lighting & Landscaping  
~  
Streetscape Maintenance  
~  
Water Programs  
~  
Storm Drain Maintenance  
~  
Sewer Maintenance  
~  
Refuse Management  
~  
Parking Facilities  
~  
Fleet Services

**City Clerk**  
Administration  
~  
Records Management  
~  
Elections  
~  
Conflict of Interest/Campaign Filing  
~  
Open Government

**Human Resources**  
Administration  
~  
Risk Management

**Parks & Recreation**  
Administration  
~  
Recreation Services  
~  
Cultural Arts  
~  
Sports & Aquatics  
~  
Community Programs

**Information Technology**  
Information Technology  
~  
Geographic Information Systems

Department / Fund Matrix	Management Services	Finance	Human Resources	Parks and Recreation	Police	Fire	Community Development	Public Works	Information Technology
General Fund	✓	✓	✓	✓	✓	✓	✓	✓	✓
Street Lighting & Landscape Fund								✓	
Streets & Highways Fund								✓	
Asset Forfeiture Fund					✓				
Police Grants Fund					✓				
Prop A Fund				✓					
Prop C Fund								✓	
AB 2766 Fund								✓	
Measure R Fund								✓	
Measure M Fund								✓	
Capital Improvement Fund	✓	✓		✓	✓	✓		✓	
Water Fund								✓	
Stormwater Fund								✓	
Wastewater Fund								✓	
Refuse Fund								✓	
Parking Fund								✓	
County Parking Lot Fund								✓	
State Pier & Parking Lot Fund								✓	
Insurance Reserve Fund			✓						
Information Technology Fund									✓
Fleet Management Fund								✓	
Building Maintenance & Ops Fund		✓						✓	
Special Assessment Redemption Fund		✓							
Pension Trust Fund		✓							



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Manhattan Beach  
California**

For the Biennium Beginning

**July 1, 2016**

A handwritten signature in black ink, appearing to read "Jeffrey R. Einar".

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the **City of Manhattan Beach, California** for its biennial budget for the biennium beginning **July 1, 2016**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of two years only. We believe our next biennial budget will continue to conform to program requirements, and will submit it to GFOA to determine its eligibility for another award.

# *California Society of Municipal Finance Officers*

*Certificate of Award*

## *Operating Budget Excellence Award Fiscal Year 2016-2017*

*Presented to the*

*City of Manhattan Beach*

For meeting the criteria established to achieve the Operating Budget Excellence Award.

*January 31, 2017*



*John Adams  
CSMFO President*

*Craig Boyer, Chair  
Professional Standards and  
Recognition Committee*

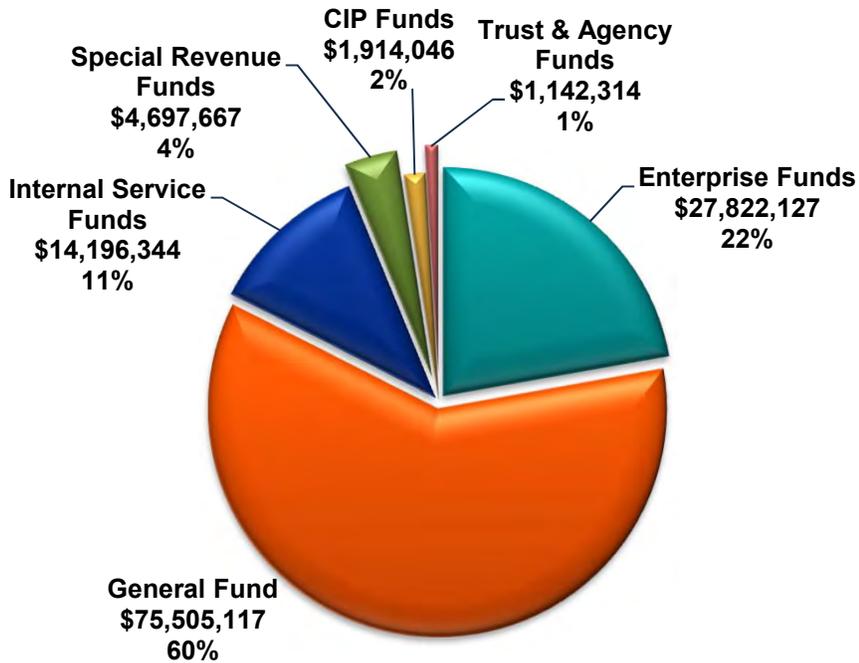
*Dedicated Excellence in Municipal Financial Reporting*



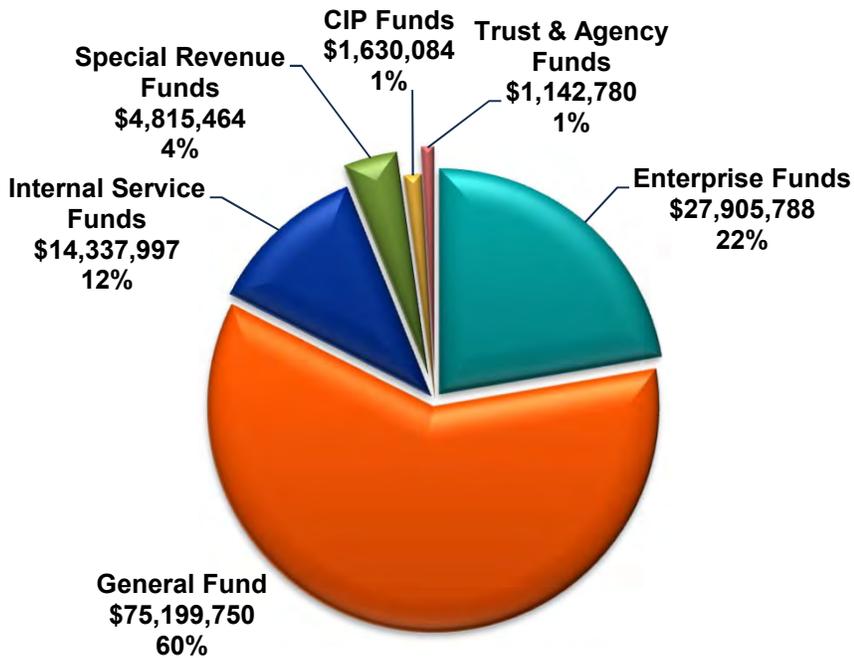
# Summaries

# SOURCE OF FUNDS BY FUND TYPE

## FY 2019 Source of Funds - City-Wide = \$125,277,615



## FY 2020 Source of Funds - City-Wide = \$125,031,863



## SCHEDULE OF REVENUES BY FUND & CATEGORY

	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	FY 2020 Proposed
<b>General Fund</b>					
Revenue from Property Taxes	\$28,215,712	\$29,511,005	\$30,289,636	\$31,657,588	\$32,815,601
Revenue from Sales & Use Tax	8,962,617	9,000,000	9,000,000	9,150,000	9,150,000
Revenue from Transient Occupancy Tax	4,428,868	4,526,500	4,250,000	4,500,000	4,590,000
Revenue from Business License Tax	3,658,194	3,600,000	3,700,000	3,811,000	3,925,330
Revenue from Other Taxes	2,391,574	2,516,000	2,316,000	2,292,950	2,307,950
Revenue from Permits	2,703,625	2,771,560	2,929,400	3,061,340	2,797,340
Revenue from Fines & Forfeitures	2,494,091	2,796,000	2,536,000	2,547,000	2,547,000
Revenue from Use of Property & Money	5,681,236	3,595,946	3,661,693	5,444,709	4,054,499
Revenue from Other Governments	315,831	321,500	319,791	309,350	312,850
Revenue from Service Charges	8,018,746	7,160,755	8,067,182	8,291,150	8,237,150
Miscellaneous Revenues	4,707,243	5,214,382	4,378,291	4,440,030	4,462,030
<b>Total General Fund</b>	<b>\$71,577,737</b>	<b>\$71,013,648</b>	<b>\$71,447,993</b>	<b>\$75,505,117</b>	<b>\$75,199,750</b>
<b>Special Revenue Funds</b>					
Street Lighting & Landscaping	\$394,655	\$395,890	\$396,400	\$394,474	\$394,995
Gas Tax	760,355	1,036,987	1,053,483	1,568,435	1,615,209
Asset Forfeiture	43,254	708,300	26,363	8,000	8,000
Police Safety Grants	129,634	101,400	132,111	141,217	141,328
Proposition A	677,975	679,839	678,120	949,298	970,136
Proposition C	696,376	1,393,172	628,730	641,136	661,670
AB 2766	67,301	50,412	47,099	47,154	47,212
Measure R	412,576	420,887	431,860	458,225	472,494
Measure M	-	415,899	415,900	489,728	504,420
<b>Total Special Revenue Funds</b>	<b>\$3,182,126</b>	<b>\$5,202,786</b>	<b>\$3,810,066</b>	<b>\$4,697,667</b>	<b>\$4,815,464</b>
<b>Capital Project Funds</b>					
Capital Improvement	\$2,348,875	\$1,726,804	\$2,547,370	\$1,910,922	\$1,626,804
<b>Total Capital Projects Funds</b>	<b>\$2,348,875</b>	<b>\$1,726,804</b>	<b>\$2,547,370</b>	<b>\$1,910,922</b>	<b>\$1,626,804</b>
<b>Underground Utility Construction Fund</b>					
Underground Utility Construction	\$830	\$1,800	\$4,435	\$3,124	\$3,280
<b>Total Underground Utility Construction Fund</b>	<b>\$830</b>	<b>\$1,800</b>	<b>\$4,435</b>	<b>\$3,124</b>	<b>\$3,280</b>
<b>Enterprise Funds</b>					
Water	\$14,728,413	\$14,931,000	\$16,149,928	\$15,573,728	\$15,646,664
Stormwater	352,068	354,300	362,496	367,721	368,633
Wastewater	3,319,067	3,350,500	3,348,377	3,518,274	3,524,488
Refuse	4,217,255	4,293,026	4,337,478	4,354,322	4,354,992
Parking	2,457,384	2,597,000	2,598,838	2,597,598	2,599,078
County Parking Lots	711,102	798,500	815,000	793,500	793,500
State Pier & Parking Lot	784,465	608,600	915,773	616,984	618,433
<b>Total Enterprise Funds</b>	<b>\$26,569,754</b>	<b>\$26,932,926</b>	<b>\$28,527,890</b>	<b>\$27,822,127</b>	<b>\$27,905,788</b>
<b>Internal Service Funds</b>					
Insurance Reserve	\$7,027,518	\$7,147,960	\$7,072,910	\$6,851,720	\$6,851,720
Information Technology	2,293,140	2,283,337	2,283,337	2,718,124	2,814,647
Fleet Management	2,082,051	3,433,420	2,189,657	2,573,266	2,588,095
Building Maintenance & Operations	1,652,081	1,883,969	1,914,767	2,053,234	2,083,535
<b>Total Internal Service Funds</b>	<b>\$13,054,790</b>	<b>\$14,748,686</b>	<b>\$13,460,671</b>	<b>\$14,196,344</b>	<b>\$14,337,997</b>
<b>Trust &amp; Agency Funds</b>					
Special Assessment Redemption Fund	\$977,596	\$965,000	\$968,400	\$965,000	\$965,000
Pension Trust	155,580	182,000	176,870	177,314	177,780
<b>Total Trust &amp; Agency Funds</b>	<b>\$1,133,176</b>	<b>\$1,147,000</b>	<b>\$1,145,270</b>	<b>\$1,142,314</b>	<b>\$1,142,780</b>
<b>Grand Total</b>	<b>\$117,867,288</b>	<b>\$120,773,650</b>	<b>\$120,943,694</b>	<b>\$125,277,615</b>	<b>\$125,031,863</b>

## SCHEDULE OF REVENUES BY CATEGORY & FUND

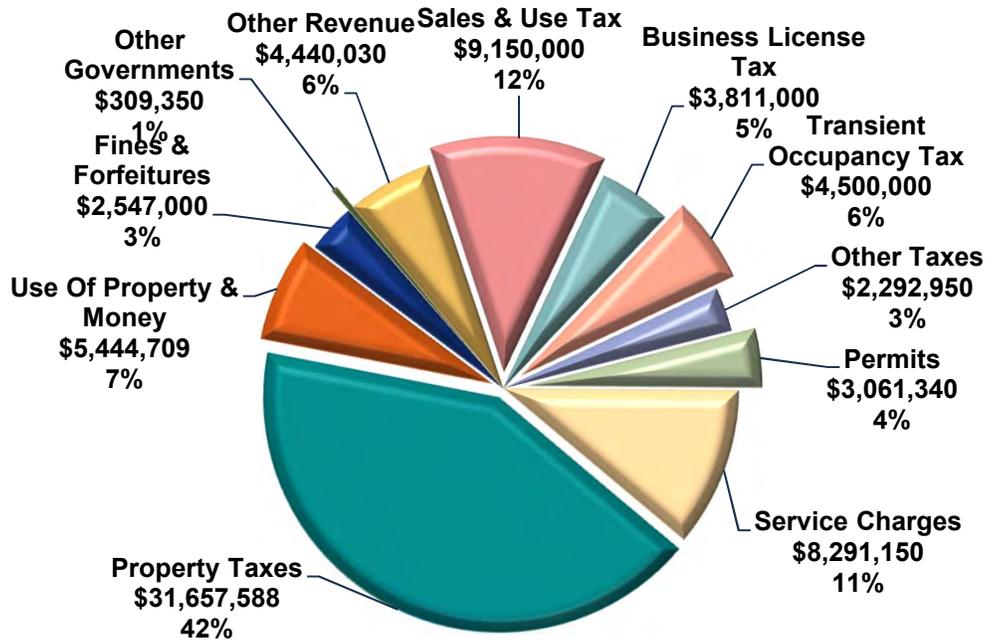
	Property Taxes	Sales Taxes	Other Taxes	Licenses and Permits	From Other Agencies	Charges for Services	Fines and Forfeitures	Interest and Rents	Grants	Operating Transfers In	Other	FY 2019 Proposed
<b>General Fund</b>	\$31,657,588	\$9,150,000	\$10,603,950	\$3,061,340	\$309,350	\$8,291,150	\$2,547,000	\$5,444,709	-	\$3,572,530	\$867,500	\$75,505,117
<b>Special Revenue Funds</b>												
Street Lighting & Landscaping	-	-	377,883	-	-	-	-	-	-	16,591	-	394,474
Gas Tax	-	-	-	-	1,488,760	-	-	55,609	24,066	-	-	1,568,435
Asset Forfeiture	-	-	-	-	-	-	-	8,000	-	-	-	8,000
Police Safety Grants	-	-	-	-	-	-	-	2,217	139,000	-	-	141,217
Federal & State Grants	-	-	-	-	-	-	-	-	-	-	-	-
Proposition A	-	-	694,598	-	-	7,200	-	-	-	-	247,500	949,298
Proposition C	-	-	576,151	-	-	-	-	64,985	-	-	-	641,136
AB 2766	-	-	-	-	46,000	-	-	1,154	-	-	-	47,154
Measure R	-	-	432,122	-	-	-	-	26,103	-	-	-	458,225
Measure M	-	-	489,728	-	-	-	-	-	-	-	-	489,728
<b>Capital Project Funds</b>												
Capital Improvement	-	-	794,118	21,804	-	685,000	110,000	-	300,000	-	-	1,910,922
<b>Underground Utility Construction Fund</b>												
Underground Utility Construction	-	-	-	-	-	-	-	3,124	-	-	-	3,124
<b>Enterprise Funds</b>												
Water	-	-	-	-	-	15,145,000	-	413,728	-	-	15,000	15,573,728
Stormwater	-	-	-	-	-	349,484	-	18,237	-	-	-	367,721
Wastewater	-	-	-	20,000	-	3,391,000	-	109,274	-	-	(2,000)	3,518,274
Refuse	-	-	-	-	-	4,334,624	-	12,398	10,000	-	(2,700)	4,354,322
Parking	-	-	137,000	-	-	2,398,000	-	26,598	-	-	36,000	2,597,598
County Parking Lots	-	-	-	-	-	793,500	-	-	-	-	-	793,500
State Pier & Parking Lot	-	-	-	-	-	590,000	-	25,984	-	-	1,000	616,984
<b>Internal Service Funds</b>												
Insurance Reserve	-	-	-	-	-	-	-	-	-	6,801,720	50,000	6,851,720
Information Technology	-	-	-	-	-	-	-	-	-	2,718,124	-	2,718,124
Fleet Management	-	-	-	-	-	-	-	-	-	2,548,266	25,000	2,573,266
Building Maintenance & Operation:	-	-	-	-	-	-	-	-	-	2,053,234	-	2,053,234
<b>Trust &amp; Agency Funds</b>												
Special Assessment Redemption Fund	-	-	965,000	-	-	-	-	-	-	-	-	965,000
Pension Trust	-	-	-	-	-	-	-	9,314	-	-	168,000	177,314
<b>Grand Total</b>	<b>\$31,657,588</b>	<b>\$9,150,000</b>	<b>\$15,070,550</b>	<b>\$3,103,144</b>	<b>\$1,844,110</b>	<b>\$35,984,958</b>	<b>\$2,657,000</b>	<b>\$6,221,434</b>	<b>\$473,066</b>	<b>\$17,710,465</b>	<b>\$1,405,300</b>	<b>\$125,277,615</b>

**SCHEDULE OF REVENUES BY CATEGORY & FUND**

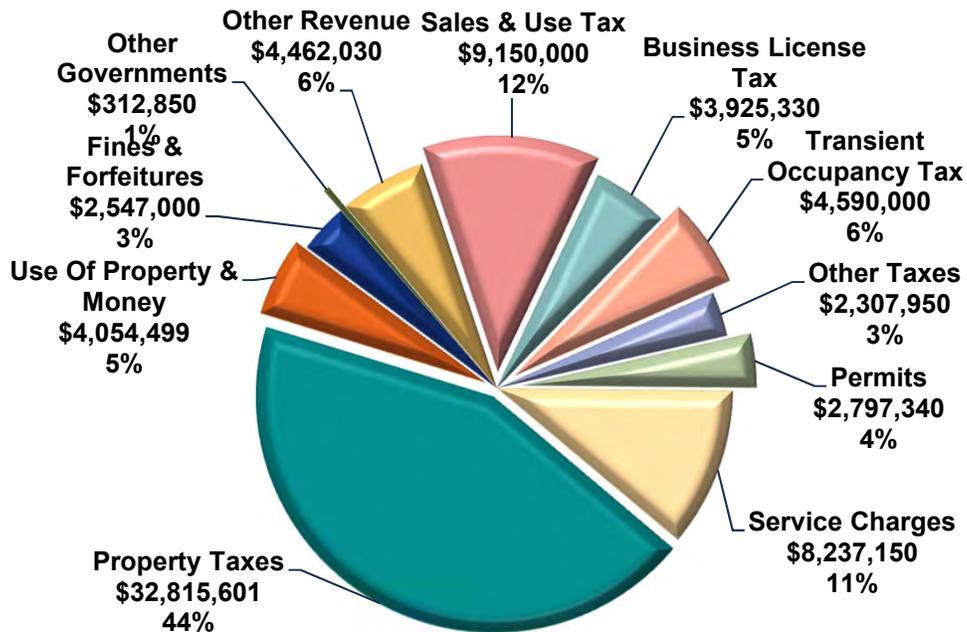
	Property Taxes	Sales Taxes	Other Taxes	Licenses and Permits	From Other Agencies	Charges for Services	Fines and Forfeitures	Interest and Rents	Grants	Operating Transfers In	Other	FY 2020 Proposed
<b>General Fund</b>	\$32,815,601	\$9,150,000	\$10,823,280	\$2,797,340	\$312,850	\$8,237,150	\$2,547,000	\$4,054,499	-	\$3,594,530	\$867,500	\$75,199,750
<b>Special Revenue Funds</b>												
Street Lighting & Landscaping	-	-	377,883	-	-	-	-	-	-	17,112	-	394,995
Gas Tax	-	-	-	-	1,532,032	-	-	58,389	24,788	-	-	1,615,209
Asset Forfeiture	-	-	-	-	-	-	-	8,000	-	-	-	8,000
Police Safety Grants	-	-	-	-	-	-	-	2,328	139,000	-	-	141,328
Federal & State Grants	-	-	-	-	-	-	-	-	-	-	-	-
Proposition A	-	-	715,436	-	-	7,200	-	-	-	-	247,500	970,136
Proposition C	-	-	593,436	-	-	-	-	68,234	-	-	-	661,670
AB 2766	-	-	-	-	46,000	-	-	1,212	-	-	-	47,212
Measure R	-	-	445,086	-	-	-	-	27,408	-	-	-	472,494
Measure M	-	-	504,420	-	-	-	-	-	-	-	-	504,420
<b>Capital Project Funds</b>												
Capital Improvement	-	-	810,000	21,804	-	685,000	110,000	-	-	-	-	1,626,804
<b>Underground Utility Construction Fund</b>												
Underground Utility Construction	-	-	-	-	-	-	-	3,280	-	-	-	3,280
<b>Enterprise Funds</b>												
Water	-	-	-	-	-	15,195,000	-	436,664	-	-	15,000	15,646,664
Stormwater	-	-	-	-	-	349,484	-	19,149	-	-	-	368,633
Wastewater	-	-	-	20,000	-	3,391,000	-	115,488	-	-	(2,000)	3,524,488
Refuse	-	-	-	-	-	4,334,624	-	13,068	10,000	-	(2,700)	4,354,992
Parking	-	-	137,000	-	-	2,398,000	-	28,078	-	-	36,000	2,599,078
County Parking Lots	-	-	-	-	-	793,500	-	-	-	-	-	793,500
State Pier & Parking Lot	-	-	-	-	-	590,000	-	27,433	-	-	1,000	618,433
<b>Internal Service Funds</b>												
Insurance Reserve	-	-	-	-	-	-	-	-	-	6,801,720	50,000	6,851,720
Information Technology	-	-	-	-	-	-	-	-	-	2,814,647	-	2,814,647
Fleet Management	-	-	-	-	-	-	-	-	-	2,563,095	25,000	2,588,095
Building Maintenance & Operation:	-	-	-	-	-	-	-	-	-	2,083,535	-	2,083,535
<b>Trust &amp; Agency Funds</b>												
Special Assessment Redemption Fund	-	-	965,000	-	-	-	-	-	-	-	-	965,000
Pension Trust	-	-	-	-	-	-	-	9,780	-	-	168,000	177,780
<b>Grand Total</b>	<b>\$32,815,601</b>	<b>\$9,150,000</b>	<b>\$15,371,541</b>	<b>\$2,839,144</b>	<b>\$1,890,882</b>	<b>\$35,980,958</b>	<b>\$2,657,000</b>	<b>\$4,873,010</b>	<b>\$173,788</b>	<b>\$17,874,639</b>	<b>\$1,405,300</b>	<b>\$125,031,863</b>

## SOURCE OF FUNDS - GENERAL FUND

### FY 2019 Source of Funds - General Fund = \$75,505,117



### FY 2020 Source of Funds - General Fund = \$75,199,750



## SCHEDULE OF REVENUE DETAIL BY FUND

	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	FY 2020 Proposed	
<b>General Fund</b>						
3101	CYr Secured Property Tax	\$22,791,888	\$23,900,005	\$24,430,000	\$25,698,500	\$26,726,440
3102	CYr Unsecured Property Tax	909,543	910,000	940,000	940,000	940,000
3103	PYr Secured Property Tax	(61,702)	120,000	120,000	-	-
3104	PYr Unsecured Property Tax	25,167	23,000	23,000	20,000	20,000
3105	Supplemental Property Tax	633,007	525,000	600,000	600,000	600,000
3106	Property Tax Collection Administration	(314,885)	(310,000)	(346,114)	(350,000)	(360,000)
3107	Interest & Penalties	76,513	76,000	76,000	80,000	80,000
3108	Property Tax in Lieu of VLF	4,156,181	4,267,000	4,446,750	4,669,088	4,809,161
<b>Revenue from Property Tax</b>		<b>\$28,215,712</b>	<b>\$29,511,005</b>	<b>\$30,289,636</b>	<b>\$31,657,588</b>	<b>\$32,815,601</b>
3201	Sales & Use Tax	\$8,962,617	\$9,000,000	\$9,000,000	\$9,150,000	\$9,150,000
3202	Franchise Tax	1,256,124	1,550,000	1,240,000	1,155,700	1,155,700
3203	Transient Occupancy Tax	4,428,868	4,526,500	4,250,000	4,500,000	4,590,000
3204	Business License Tax	3,658,194	3,600,000	3,700,000	3,811,000	3,925,330
3206	Real Estate Transfer Tax	756,047	600,000	700,000	750,000	765,000
3207	PSAF Sales Tax	385,150	365,000	375,000	386,250	386,250
3216	SB 1186 Disability Access & Education	(5,747)	1,000	1,000	-	-
3217	AB 1379 Disability Access & Education	-	-	-	1,000	1,000
<b>Revenue from Other Taxes</b>		<b>\$19,441,253</b>	<b>\$19,642,500</b>	<b>\$19,266,000</b>	<b>\$19,753,950</b>	<b>\$19,973,280</b>
3301	Building Permits	\$1,620,363	\$1,737,700	\$1,800,000	\$1,890,000	\$1,650,000
3302	Other Construction Permits	462,128	451,500	500,000	525,000	525,000
3303	Home Occupation Permits	3,886	4,300	5,000	5,100	5,100
3304	Fire Code Permits - Annual	114,920	105,000	120,000	125,000	125,000
3305	Fire Permits - One Time	52,799	48,000	47,000	50,000	50,000
3306	Outdoor Facilities Permits	312	-	1,000	500	500
3307	Film Permits	107,929	90,000	90,000	90,000	90,000
3309	Building Permits Surcharge	162,270	163,500	180,000	189,000	165,000
3310	Police Alarm Permits	76,811	70,500	75,000	76,500	76,500
3311	Fire Construction Inspections	47,801	40,000	52,000	50,000	50,000
3312	Studio Tenant Fees	3,545	5,000	3,400	4,000	4,000
3350	Entertainment Permits	-	4,060	4,000	4,240	4,240
3361	Animal License Fees	50,861	52,000	52,000	52,000	52,000
<b>Revenue from Permits</b>		<b>\$2,703,625</b>	<b>\$2,771,560</b>	<b>\$2,929,400</b>	<b>\$3,061,340</b>	<b>\$2,797,340</b>
3401	Vehicle Code Fines	\$111,694	\$165,000	\$120,000	\$125,000	\$125,000
3402	Parking Citations	2,331,181	2,586,000	2,350,000	2,350,000	2,350,000
3404	Comm Dev Fines	2,000	-	8,000	12,000	12,000
3421	Municipal Code Fines	49,216	45,000	58,000	60,000	60,000
<b>Revenue from Fines &amp; Forfeitures</b>		<b>\$2,494,091</b>	<b>\$2,796,000</b>	<b>\$2,536,000</b>	<b>\$2,547,000</b>	<b>\$2,547,000</b>
3501	Interest Earnings	\$701,523	\$600,000	\$833,790	\$875,480	\$919,254
3505	Installment Fund Earnings	3	-	25	-	-
3506	Unrealized Investment Gain/Loss	(425,913)	-	-	-	-
3509	Other Interest Income	31,322	29,631	11,150	5,420	-
3510	Loan Principal	2,225,598	117,115	51,900	1,489,902	-
3511	Misc. Rents & Concessions	31,598	32,000	32,000	32,960	33,949
3512	Golf Course Rent	8,146	10,000	10,000	10,000	10,000
3513	Tennis Club Complex Minimum Rent	331,752	274,000	291,000	299,000	306,000
3514	Tennis Club Percentage Rent	359,370	120,000	180,000	190,000	190,000
3515	Marriott Hotel Percentage Rent	1,265,830	1,200,000	1,000,000	1,265,000	1,300,000
3516	Marriott Hotel Minimum Rent	399,996	400,000	400,000	400,000	400,000
3517	Wireless Communication Income	155,587	154,000	166,606	171,604	176,752
3518	1334 Parkview - Office Building Rent	43,068	43,000	43,700	41,314	42,553
3519	Metlox Lease Payments	494,218	490,000	490,000	511,069	518,952
3520	Investment Amortization	(150,656)	(85,000)	(61,478)	(75,000)	(75,000)
3531	Tennis Club Parking Lot Lease	29,502	32,000	32,000	32,000	32,000
3532	Mall Parking Lot Lease	131,224	130,000	132,000	135,960	140,039
3533	Post Office Lease	42,803	43,000	42,800	53,800	53,800
3534	Library Parking Lot Lease	6,265	6,200	6,200	6,200	6,200
<b>Revenue from Use of Property &amp; Money</b>		<b>\$5,674,971</b>	<b>\$3,589,746</b>	<b>\$3,655,493</b>	<b>\$5,438,509</b>	<b>\$4,048,299</b>

## SCHEDULE OF REVENUE DETAIL BY FUND

	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	FY 2020 Proposed
3601 Vehicle License Fee Penalties & Interest	\$15,812	\$15,000	\$15,000	\$15,000	\$15,000
3602 Homeowners Property Tax Relief	150,544	150,000	150,000	150,000	150,000
3604 State Mandated Cost Reimb	11,298	13,000	11,256	11,500	15,000
3605 BCHD Grant	40,780	29,000	29,000	29,000	29,000
3607 STC Reimbursement	4,598	2,500	3,500	3,850	3,850
3608 P.O.S.T. Reimbursement	16,550	42,000	16,000	25,000	25,000
3613 Miscellaneous Grants	4,230	-	1,000	-	-
3618 Federal Grant Programs	4,872	-	3,000	-	-
3622 Prop A Project Specific	67,147	70,000	91,035	75,000	75,000
<b>Revenue from Other Governments</b>	<b>\$315,831</b>	<b>\$321,500</b>	<b>\$319,791</b>	<b>\$309,350</b>	<b>\$312,850</b>
3701 New Residential Unit Fee	\$5,187	3,500	\$2,100	\$5,000	\$5,000
3702 Building Record Report Fees	161,335	\$128,500	128,500	135,000	135,000
3703 Building Plan Check Fees	1,893,389	1,400,000	1,800,000	1,800,000	1,800,000
3704 Planning Filing Fees	318,263	275,000	260,000	289,000	265,000
3705 Microfilm Fees	146,770	136,100	160,000	157,500	137,500
3706 Reproduction Fees	31,098	10,000	30,000	30,000	30,000
3707 Police False Alarm Fees	105,502	95,000	105,000	105,000	105,000
3708 Police Service Fees	36,268	50,000	45,000	50,000	50,000
3709 Special Event OT Reimbursement	71,924	72,000	65,000	125,000	125,000
3710 DUI Cost Recovery	25,880	20,500	20,000	25,000	25,000
3711 Booking Fees	16,646	26,000	17,000	19,000	19,000
3712 Book Removal	4,975	7,000	5,000	6,000	6,000
3713 Vehicle Release Fee	83,598	80,000	80,000	85,000	85,000
3714 Animal Impound Fees	850	1,800	1,800	1,800	1,800
3715 Fire Services Fees	163,252	220,000	220,000	220,000	220,000
3716 Ambulance Fees	867,982	790,720	850,000	810,000	810,000
3717 Fire Plan Check	97,850	80,000	200,000	76,000	76,000
3718 Fire Inspection Fees	3,256	12,000	12,000	5,000	5,000
3719 Public Works Misc. Fees	33,250	30,000	20,000	20,000	20,000
3725 Traffic Engineering Services	16,710	1,000	9,000	10,000	10,000
3726 Appeal Fees	-	1,000	-	500	500
3727 Traffic Engineer - Special Events	395	300	150	300	300
3728 Community Development Reimbursements	122,556	-	12,205	130,000	100,000
3734 Right of Way Permits	634,822	530,400	690,000	720,000	720,000
3735 Inter-City Median Maintenance	6,930	7,000	7,000	7,000	7,000
3736 Sepulveda Sweeping Reimbursement	1,591	2,300	2,000	2,000	2,000
3771 Facility & Parks Reservations	650,111	505,000	600,000	625,000	625,000
3772 Special Activities Classes	409,379	431,350	420,000	120,000	120,000
3773 Special Events	234,685	278,240	300,000	438,250	438,250
3774 Tennis Operations	172,393	181,545	170,000	441,000	441,000
3776 Arts/Education Classes	227,783	275,000	282,000	233,000	248,000
3778 Sports Leagues & Tournaments	380,151	349,000	380,000	281,000	281,000
3779 Sports Classes	527,129	545,000	515,000	615,300	615,300
3780 Swimming Classes	477,575	500,000	500,000	538,000	538,000
3784 Concerts in the Park	8,749	40,000	58,127	65,000	70,000
3786 Older Adults Activities	80,257	75,000	100,000	100,000	100,000
3791 Returned Check Fees	255	500	300	500	500
<b>Revenue from Service Charges</b>	<b>\$8,018,746</b>	<b>\$7,160,755</b>	<b>\$8,067,182</b>	<b>\$8,291,150</b>	<b>\$8,237,150</b>
3896 Operating Service Transfers	\$2,996,532	\$3,671,482	\$3,539,744	\$3,572,530	\$3,594,530
<b>Revenue from Interfund Charges &amp; Transfers</b>	<b>\$2,996,532</b>	<b>\$3,671,482</b>	<b>\$3,539,744</b>	<b>\$3,572,530</b>	<b>\$3,594,530</b>

## SCHEDULE OF REVENUE DETAIL BY FUND

	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	FY 2020 Proposed
3902 Sale of Property	\$1,543	\$1,500	\$2,528	\$2,500	\$2,500
3905 Cash Over/Short	(12)	-	19	-	-
3907 Resubmittal of Returned Checks	1,793	-	-	-	-
3909 Bad Debt Recovery	27,071	20,000	28,000	25,000	25,000
3913 Workers Comp Salary Continuation	832,795	600,000	700,000	750,000	750,000
3930 Lease Purchase Proceeds	-	830,000	-	-	-
3941 Employee Phone Charge Reimbursement	-	200	-	-	-
3943 Reimb-Phone Charges SBRPCA	-	6,200	-	-	-
3946 Public Works Reimbursement	13,867	-	3,000	-	-
3991 Property Transfer Fee	730,000	-	-	-	-
3994 P-Card Incentive	29,521	40,000	30,000	40,000	40,000
3995 Miscellaneous Revenues	74,133	45,000	75,000	50,000	50,000
<b>Miscellaneous Revenue</b>	<b>\$1,710,711</b>	<b>\$1,542,900</b>	<b>\$838,547</b>	<b>\$867,500</b>	<b>\$867,500</b>
<b>Total General Fund</b>	<b>\$71,577,737</b>	<b>\$71,013,648</b>	<b>\$71,447,993</b>	<b>\$75,505,117</b>	<b>\$75,199,750</b>
<b>Street Lighting &amp; Landscaping Fund</b>					
3211 CYr Assessments	\$266,106	\$267,477	\$267,477	\$267,477	\$267,477
3212 PYr Assessments	2,054	2,900	2,900	2,900	2,900
3213 CYr Streetscape Assessments	106,361	107,006	107,006	107,006	107,006
3214 PYr Streetscape Assessments	354	500	500	500	500
3501 Interest Earnings	369	-	-	-	-
3506 Unrealized Investment Gain/Loss	(82)	-	-	-	-
3899 Transfers In	19,493	18,007	18,517	16,591	17,112
<b>Total Street Lighting &amp; Landscaping Fund</b>	<b>\$394,655</b>	<b>\$395,890</b>	<b>\$396,400</b>	<b>\$394,474</b>	<b>\$394,995</b>
<b>Streets &amp; Highways Fund</b>					
3211 C.Yr Assessments	(\$2,854)	-	-	-	-
3501 Interest Earnings	44,560	23,900	52,961	55,609	58,389
3506 Unrealized Investment Gain/Loss	(29,389)	-	-	-	-
3609 State Gas Tax 2105	198,331	205,155	205,587	204,314	210,443
3610 State Gas Tax 2106	120,472	128,707	123,974	123,221	126,918
3611 State Gas Tax 2107	257,452	271,030	259,493	259,493	267,098
3613 Miscellaneous Grants	42,927	-	4,343	-	-
3614 SB 821 TDA	-	22,938	23,075	24,066	24,788
3637 State Gas Tax 2103	94,209	141,322	141,311	272,073	280,235
3638 Measure R Regional	34,647	-	-	-	-
3642 Highway Users Loan	-	40,387	40,344	40,344	40,344
3643 Road Maintenance Rehab	-	203,548	202,395	589,315	606,994
<b>Total Streets &amp; Highways Fund</b>	<b>\$760,355</b>	<b>\$1,036,987</b>	<b>\$1,053,483</b>	<b>\$1,568,435</b>	<b>\$1,615,209</b>
<b>Asset Forfeiture Fund</b>					
3501 Interest Earnings	\$8,614	\$8,300	\$10,238	\$8,000	\$8,000
3506 Unrealized Investment Gain/Loss	(7,200)	-	-	-	-
3615 Fed Forfeitures - DOJ Local	13,467	-	-	-	-
3627 State Forfeitures - Regional	17,284	-	16,125	-	-
3629 Fed Forfeitures - Treas Regional	11,089	-	-	-	-
3930 Lease Purchase Proceeds	-	700,000	-	-	-
<b>Total Asset Forfeiture Fund</b>	<b>\$43,254</b>	<b>\$708,300</b>	<b>\$26,363</b>	<b>\$8,000</b>	<b>\$8,000</b>
<b>Police Safety Grants Fund</b>					
3501 Interest Earnings	\$1,776	\$1,400	\$2,111	\$2,217	\$2,328
3506 Unrealized Investment Gain/Loss	(1,465)	-	-	-	-
3617 State SLES Program	129,323	100,000	130,000	139,000	139,000
<b>Total Federal Law Enforcement Services Fund</b>	<b>\$129,634</b>	<b>\$101,400</b>	<b>\$132,111</b>	<b>\$141,217</b>	<b>\$141,328</b>

## SCHEDULE OF REVENUE DETAIL BY FUND

	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	FY 2020 Proposed
<b>Proposition A Fund</b>					
3221 Transit Sales Tax	\$652,581	\$654,839	\$654,000	\$694,598	\$715,436
3501 Interest Earnings	89	-	-	-	-
3506 Unrealized Investment Gain/Loss	(20)	-	-	-	-
3760 Dial-A-Ride Fares	6,834	5,800	6,000	6,000	6,000
3761 Bus Pass Subsidies	1,335	1,700	1,120	1,200	1,200
3995 Miscellaneous Revenues	17,156	17,500	17,000	17,500	17,500
3996 City Funds Exchange	-	-	-	230,000	230,000
<b>Total Proposition A Fund</b>	<b>\$677,975</b>	<b>\$679,839</b>	<b>\$678,120</b>	<b>\$949,298</b>	<b>\$970,136</b>
<b>Proposition C Fund</b>					
3221 Transit Sales Tax	\$542,372	\$543,172	\$544,000	\$576,151	\$593,436
3501 Interest Earnings	52,072	40,000	61,890	64,985	68,234
3506 Unrealized Investment Gain/Loss	(38,460)	-	-	-	-
3640 Safetea-Lu Earmark	140,392	-	-	-	-
3641 Measure R SB Highway	-	810,000	22,840	-	-
<b>Total Proposition C Fund</b>	<b>\$696,376</b>	<b>\$1,393,172</b>	<b>\$628,730</b>	<b>\$641,136</b>	<b>\$661,670</b>
<b>AB 2766 Fund</b>					
3501 Interest Earnings	\$925	\$1,800	\$1,099	\$1,154	\$1,212
3506 Unrealized Investment Gain/Loss	(1,184)	-	-	-	-
3617 State Grant Programs	22,485	-	-	-	-
3621 AB 2766 Air Quality	45,075	48,612	46,000	46,000	46,000
<b>Total AB 2766 Fund</b>	<b>\$67,301</b>	<b>\$50,412</b>	<b>\$47,099</b>	<b>\$47,154</b>	<b>\$47,212</b>
<b>Measure R</b>					
3224 Measure R Sales Tax	\$406,071	\$407,387	\$407,000	\$432,122	\$445,086
3501 Interest Earnings	20,916	13,500	24,860	26,103	27,408
3506 Unrealized Investment Gain/Loss	(14,411)	-	-	-	-
<b>Total Measure R Fund</b>	<b>\$412,576</b>	<b>\$420,887</b>	<b>\$431,860</b>	<b>\$458,225</b>	<b>\$472,494</b>
<b>Measure M</b>					
3225 Measure M Sales Tax	\$0	\$415,899	\$415,900	\$489,728	\$504,420
3501 Interest Earnings	-	-	-	-	-
3506 Unrealized Investment Gain/Loss	-	-	-	-	-
<b>Total Measure R Fund</b>	<b>\$0</b>	<b>\$415,899</b>	<b>\$415,900</b>	<b>\$489,728</b>	<b>\$504,420</b>
<b>Capital Improvement Fund</b>					
3203 Transient Occupancy Tax	\$772,649	\$760,000	750,000	\$794,118	\$810,000
3308 Park Development/Quimby	34,523	21,804	21,804	21,804	21,804
3402 Parking Citations	105,564	133,000	110,000	110,000	110,000
3505 Installment Fund Earnings	3	-	25	-	-
3617 State Grant Programs	8,822	-	-	-	-
3618 Federal Grant Programs	644,461	100,000	980,541	300,000	-
3751 Parking Meters	680,688	712,000	685,000	685,000	685,000
3910 Contributions From Private Parties	-	-	-	-	-
3951 Legal Settlements	100,000	-	-	-	-
3995 Miscellaneous Revenues	2,165	-	-	-	-
<b>Total Capital Improvement Fund</b>	<b>\$2,348,875</b>	<b>\$1,726,804</b>	<b>\$2,547,370</b>	<b>\$1,910,922</b>	<b>\$1,626,804</b>
<b>Underground Utility Construction Fund</b>					
3501 Interest Earnings	\$2,503	1,800	2,975	\$3,124	\$3,280
3504 Construction/Escrow Fund Earnings	174	-	900	-	-
3506 Unrealized Investment Gain/Loss	(1,847)	-	560	-	-
<b>Total Underground Utility Construction Fund</b>	<b>\$830</b>	<b>1,800</b>	<b>4,435</b>	<b>\$3,124</b>	<b>\$3,280</b>

## SCHEDULE OF REVENUE DETAIL BY FUND

	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	FY 2020 Proposed
<b>Water Fund</b>					
3501 Interest Earnings	\$367,580	\$205,000	\$436,884	\$458,728	\$481,664
3506 Unrealized Investment Gain/Loss	(238,816)	-	-	-	-
3520 Investment Amortization	(76,710)	(30,000)	(50,347)	(45,000)	(45,000)
3737 Utility Service Charge	14,456,624	14,500,000	15,650,000	14,950,000	15,000,000
3738 Utility Connection Fees	118,414	118,000	28,891	100,000	100,000
3740 Meter Installation	58,198	58,000	45,000	55,000	55,000
3746 Penalties	39,808	50,000	40,000	40,000	40,000
3902 Sale of Property	3,279	20,000	-	10,000	10,000
3909 Bad Debt Recovery	3,787	7,000	4,000	4,000	4,000
3916 Bad Debt Write-off	(9,791)	(7,000)	(9,500)	(9,000)	(9,000)
3995 Miscellaneous Revenues	6,040	10,000	5,000	10,000	10,000
<b>Total Water Fund</b>	<b>\$14,728,413</b>	<b>\$14,931,000</b>	<b>\$16,149,928</b>	<b>\$15,573,728</b>	<b>\$15,646,664</b>
<b>Stormwater Fund</b>					
3501 Interest Earnings	\$14,614	\$9,300	\$17,369	\$18,237	\$19,149
3506 Unrealized Investment Gain/Loss	(7,834)	-	-	-	-
3520 Investment Amortization	(3,592)	-	(2,114)	-	-
3737 Utility Service Charge	344,396	345,000	345,000	345,000	345,000
3748 Street Sweeping	4,484	-	2,241	4,484	4,484
<b>Total Stormwater Fund</b>	<b>\$352,068</b>	<b>\$354,300</b>	<b>\$362,496</b>	<b>\$367,721</b>	<b>\$368,633</b>
<b>Wastewater Fund</b>					
3351 Fats, Oil, Grease Permit	20,661	\$15,000	\$15,000	\$20,000	\$20,000
3501 Interest Earnings	99,581	54,000	118,356	124,274	130,488
3506 Unrealized Investment Gain/Loss	(61,477)	-	-	-	-
3520 Investment Amortization	(20,784)	(9,500)	(14,002)	(15,000)	(15,000)
3737 Utility Service Charges	3,193,712	3,200,000	3,200,000	3,300,000	3,300,000
3738 Utility Connection Fees	79,564	80,000	18,523	80,000	80,000
3746 Penalties	10,434	13,000	13,000	11,000	11,000
3916 Bad Debt Write-off	(2,624)	(2,000)	(2,500)	(2,000)	(2,000)
<b>Total Wastewater Fund</b>	<b>\$3,319,067</b>	<b>\$3,350,500</b>	<b>\$3,348,377</b>	<b>\$3,518,274</b>	<b>\$3,524,488</b>
<b>Refuse Fund</b>					
3501 Interest Earnings	\$10,736	\$5,300	\$12,760	\$13,398	\$14,068
3506 Unrealized Investment Gain/Loss	(6,004)	-	-	-	-
3520 Investment Amortization	(2,189)	(950)	(1,394)	(1,000)	(1,000)
3613 Miscellaneous Grants	9,353	10,000	9,112	10,000	10,000
3732 Residential City Cost Recovery	281,421	325,000	300,000	300,000	300,000
3733 Commercial City Cost Recovery	192,626	195,000	195,000	195,000	195,000
3742 Residential Refuse Fee	2,128,511	2,150,740	2,190,000	2,193,755	2,193,755
3743 Commercial Refuse Fee	1,458,130	1,511,636	1,500,000	1,541,869	1,541,869
3746 Penalties	9,218	8,000	9,000	8,000	8,000
3747 Recycling	38,176	31,000	36,000	36,000	36,000
3750 Waste Management Plan	99,648	60,000	90,000	60,000	60,000
3916 Bad Debt Write-off	(2,371)	(3,000)	(3,000)	(3,000)	(3,000)
3995 Miscellaneous Revenues	-	300	-	300	300
<b>Total Refuse Fund</b>	<b>\$4,217,255</b>	<b>\$4,293,026</b>	<b>\$4,337,478</b>	<b>\$4,354,322</b>	<b>\$4,354,992</b>

## SCHEDULE OF REVENUE DETAIL BY FUND

	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	FY 2020 Proposed
<b>Parking Fund</b>					
3209 BID - A License Surcharge	\$108,922	\$108,000	\$108,000	\$108,000	\$108,000
3210 BID - B License Surcharge	28,610	29,000	29,000	29,000	29,000
3501 Interest Earnings	23,717	25,000	28,189	29,598	31,078
3505 Installment Fund Earnings	64	-	25	-	-
3506 Unrealized Investment Gain/Loss	(22,035)	-	-	-	-
3520 Investment Amortization	(4,990)	(3,000)	(2,676)	(3,000)	(3,000)
3751 Parking Meters	2,071,753	2,170,000	2,170,000	2,170,000	2,170,000
3752 Parking Lot Spaces	215,390	225,000	225,000	225,000	225,000
3758 Cash Key Parking Program	(634)	-	(200)	-	-
3759 Permit Parking Program	2,565	3,000	1,500	3,000	3,000
3910 Contribution From Private Parties	15,392	15,000	15,000	15,000	15,000
3995 Miscellaneous Revenues	18,630	25,000	25,000	21,000	21,000
<b>Total Parking Meter Fund</b>	<b>\$2,457,384</b>	<b>\$2,597,000</b>	<b>\$2,598,838</b>	<b>\$2,597,598</b>	<b>\$2,599,078</b>
<b>County Parking Lots Fund</b>					
3753 Parking Lot B Meters	\$115,936	\$165,000	\$150,000	\$160,000	\$160,000
3754 Parking Lot C Meters	581,396	620,000	650,000	620,000	620,000
3755 Parking Lot B Spaces	1,740	2,500	2,000	2,500	2,500
3756 Parking Lot C Spaces	12,030	11,000	13,000	11,000	11,000
<b>Total County Parking Lots Fund</b>	<b>\$711,102</b>	<b>\$798,500</b>	<b>\$815,000</b>	<b>\$793,500</b>	<b>\$793,500</b>
<b>State Pier &amp; Parking Lot Fund</b>					
3501 Interest Earnings	\$23,225	\$22,000	\$27,604	\$28,984	\$30,433
3506 Unrealized Investment Gain/Loss	(19,387)	-	-	-	-
3511 Misc. Rents & Concessions	13,244	-	-	-	-
3520 Investment Amortization	(4,820)	(3,400)	(2,831)	(3,000)	(3,000)
3751 Parking Meters	564,670	590,000	590,000	590,000	590,000
3910 Contributions From Private Parties	204,904	-	300,000	-	-
3995 Miscellaneous Revenues	2,629	-	1,000	1,000	1,000
<b>Total State Pier &amp; Parking Lot Fund</b>	<b>\$784,465</b>	<b>\$608,600</b>	<b>\$915,773</b>	<b>\$616,984</b>	<b>\$618,433</b>
<b>Insurance Reserve Fund</b>					
3850 Workers Comp Billing	\$3,699,780	\$3,858,940	\$3,858,840	\$4,933,680	\$4,933,680
3851 Unemployment Billings	34,920	34,920	34,920	25,020	25,020
3852 Liability Insurance Billings	3,059,940	3,179,100	3,179,100	1,843,020	1,843,020
3901 Damage Claims	250	-	-	-	-
3906 Insurance Recoveries	43,704	25,000	-	-	-
3911 Cobra Payments	152	-	50	-	-
3914 Excess of SIR Recoveries	179,895	50,000	-	50,000	50,000
3995 Miscellaneous Revenues	8,877	-	-	-	-
<b>Total Insurance Reserve fund</b>	<b>\$7,027,518</b>	<b>\$7,147,960</b>	<b>\$7,072,910</b>	<b>\$6,851,720</b>	<b>\$6,851,720</b>
<b>Information Technology Fund</b>					
3860 Information Technology Charge	\$2,293,140	\$2,283,337	\$2,283,337	\$2,718,124	\$2,814,647
<b>Total Information Technology Fund</b>	<b>\$2,293,140</b>	<b>\$2,283,337</b>	<b>\$2,283,337</b>	<b>\$2,718,124</b>	<b>\$2,814,647</b>
<b>Fleet Management Fund</b>					
3617 State Grant Programs	-	-	-	-	-
3853 Fleet Rental Charge	1,038,420	\$1,038,420	1,038,420	\$1,342,998	\$1,363,488
3854 Fleet Maintenance Charge	993,868	1,170,000	1,002,919	1,161,768	1,199,607
3899 Transfers In	-	-	105,968	43,500	-
3901 Damage Claims	-	-	7,000	-	-
3902 Sale of Property	22,414	-	10,350	-	-
3930 Lease Purchase Proceeds	-	1,200,000	-	-	-
3942 Reimbursement Gas Charges MBUSD	7,314	25,000	25,000	25,000	25,000
3995 Miscellaneous Revenues	20,035	-	-	-	-
<b>Total Fleet Management Fund</b>	<b>\$2,082,051</b>	<b>\$3,433,420</b>	<b>\$2,189,657</b>	<b>\$2,573,266</b>	<b>\$2,588,095</b>

## SCHEDULE OF REVENUE DETAIL BY FUND

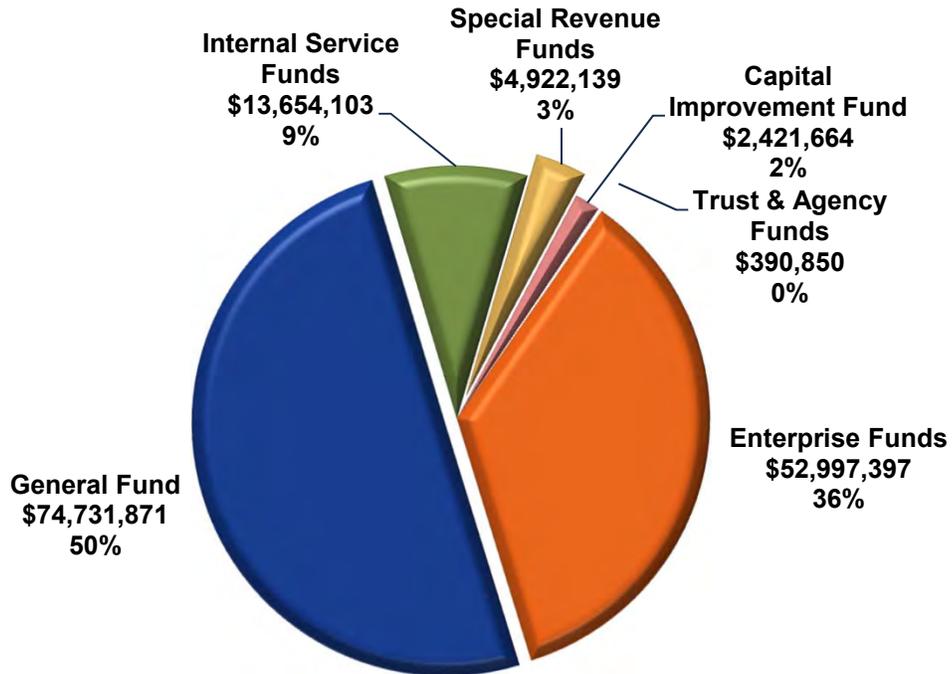
	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	FY 2020 Proposed
<b>Building Maintenance &amp; Operations Fund</b>					
3861 Building Maintenance	\$1,540,123	\$1,762,640	\$1,789,526	\$1,922,340	\$1,951,560
3862 Warehouse Sales	82,559	96,329	100,241	105,894	106,975
3863 Garage Sales	28,927	25,000	25,000	25,000	25,000
3995 Miscellaneous Revenues	472	-	-	-	-
<b>Total Building Maintenance &amp; Operation Fund</b>	<b>\$1,652,081</b>	<b>\$1,883,969</b>	<b>\$1,914,767</b>	<b>\$2,053,234</b>	<b>\$2,083,535</b>
<b>Special Assessment Redemption Fund</b>					
3211 CYr Assessments	\$946,900	\$965,000	\$965,000	\$965,000	\$965,000
3503 Bond Reserve Fund Earnings	432	-	3,000	-	-
3505 Installment Fund Earnings	-	-	400	-	-
3936 Bond Redemption	30,264	-	-	-	-
<b>Total Special Assessment Redemption Fund</b>	<b>\$977,596</b>	<b>\$965,000</b>	<b>\$968,400</b>	<b>\$965,000</b>	<b>\$965,000</b>
<b>Pension Trust Fund</b>					
3501 Interest Earnings	\$7,463	\$14,000	\$8,870	\$9,314	\$9,780
3506 Unrealized Investment Gain/Loss	(9,654)	-	-	-	-
3945 Reimbursement Ca Emplr Ret Ben Trust	157,771	168,000	168,000	168,000	168,000
<b>Total Pension Trust Fund</b>	<b>\$155,580</b>	<b>\$182,000</b>	<b>\$176,870</b>	<b>\$177,314</b>	<b>\$177,780</b>
<b>Grand Total</b>	<b>\$117,867,288</b>	<b>\$120,773,650</b>	<b>\$120,943,694</b>	<b>\$125,277,615</b>	<b>\$125,031,863</b>



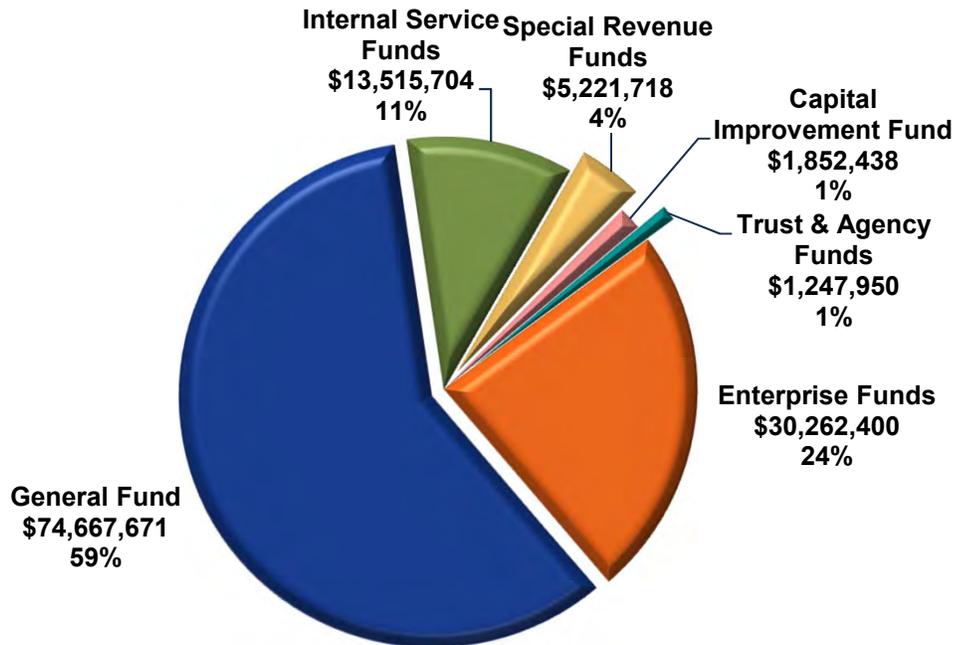
## USE OF FUNDS BY FUND TYPE

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### FY 2019 Use of Funds - City-Wide = \$149,118,024



### FY 2020 Use of Funds - City-Wide = \$126,767,881



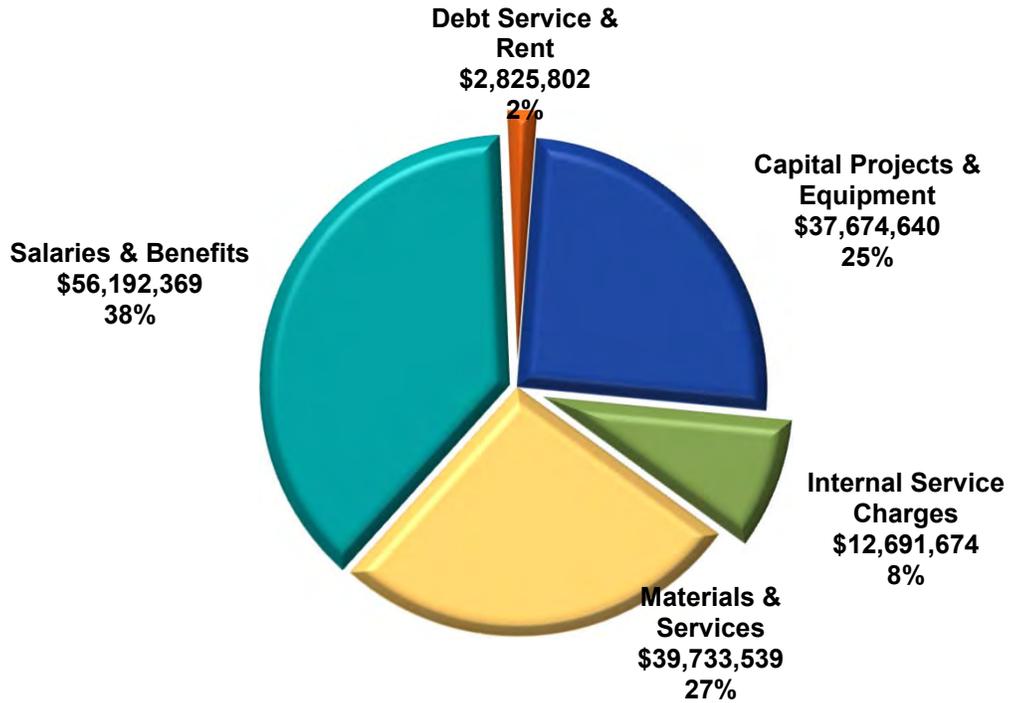
## SCHEDULE OF EXPENDITURES BY FUND

	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	FY 2020 Proposed
<b>General Fund</b>	<b>\$66,542,225</b>	<b>\$70,400,265</b>	<b>\$69,739,865</b>	<b>\$74,731,871</b>	<b>\$74,667,671</b>
Street Lighting & Landscaping Fund	\$624,952	\$619,794	\$596,321	\$582,061	\$597,930
Gas Tax Fund	611,831	532,060	1,708,541	1,777,000	1,278,000
Asset Forfeiture Fund	153,479	1,041,113	231,268	164,500	153,700
Police Safety Grants Fund	83,642	105,000	105,000	140,000	140,000
Proposition A Fund	900,573	896,041	920,849	945,978	969,988
Proposition C Fund	311,615	1,369,183	1,253,327	759,000	761,000
AB 2766 Fund	13,980	11,300	121,568	45,600	2,100
Measure R Fund	168,821	275,311	538,810	472,000	442,000
Measure M Fund	-	242,185	22,000	36,000	877,000
<b>Total Special Revenue Funds</b>	<b>\$2,868,893</b>	<b>\$5,091,987</b>	<b>\$5,497,684</b>	<b>\$4,922,139</b>	<b>\$5,221,718</b>
Capital Improvement Fund	\$4,161,981	\$3,651,100	\$1,957,563	\$2,421,664	\$1,852,438
<b>Total Capital Improvement Fund</b>	<b>\$4,161,981</b>	<b>\$3,651,100</b>	<b>\$1,957,563</b>	<b>\$2,421,664</b>	<b>\$1,852,438</b>
Water Fund	\$10,992,011	\$15,618,197	\$10,998,744	\$38,078,963	\$14,013,603
Stormwater Fund	1,130,095	1,336,655	1,800,568	1,615,767	2,138,215
Wastewater Fund	2,251,133	5,533,400	2,360,979	5,349,957	5,062,073
Refuse Fund	3,995,821	4,219,000	4,165,271	4,198,200	5,257,552
Parking Fund	2,713,419	3,151,239	2,755,033	2,494,513	2,510,722
County Parking Lots Fund	539,801	619,319	603,024	620,714	630,165
State Pier & Parking Lot Fund	1,018,080	477,439	1,345,386	633,283	650,070
<b>Total Enterprise Funds</b>	<b>\$22,640,361</b>	<b>\$30,955,251</b>	<b>\$24,029,005</b>	<b>\$52,997,397</b>	<b>\$30,262,400</b>
Insurance Reserve Fund	\$7,147,323	\$6,514,367	\$6,840,704	\$6,434,699	\$6,561,358
Information Technology Fund	2,082,116	2,266,732	2,402,457	3,729,659	2,854,668
Fleet Management Fund	2,163,800	3,704,647	3,021,351	1,460,369	2,033,468
Building Maintenance & Operations Fund	1,665,925	1,885,350	1,920,242	2,029,376	2,066,210
<b>Total Internal Service Funds</b>	<b>\$13,059,163</b>	<b>\$14,371,097</b>	<b>\$14,184,754</b>	<b>\$13,654,103</b>	<b>\$13,515,704</b>
Special Assessment Redemption Fund	\$944,665	\$947,439	\$925,019	\$158,850	\$1,006,950
Pension Trust Fund	232,038	243,900	228,000	232,000	241,000
<b>Total Trust &amp; Agency Funds</b>	<b>\$1,176,703</b>	<b>\$1,191,339</b>	<b>\$1,153,019</b>	<b>\$390,850</b>	<b>\$1,247,950</b>
<b>Grand Total</b>	<b>\$110,449,326</b>	<b>\$125,661,039</b>	<b>\$116,561,890</b>	<b>\$149,118,024</b>	<b>\$126,767,881</b>
<b>Total Operating Expenses</b>	<b>\$103,126,770</b>	<b>\$110,966,039</b>	<b>\$109,182,116</b>	<b>\$114,753,024</b>	<b>\$116,517,881</b>
<b>Total Capital Projects*</b>	<b>\$7,322,556</b>	<b>\$14,695,000</b>	<b>\$7,379,774</b>	<b>\$34,365,000</b>	<b>\$10,250,000</b>

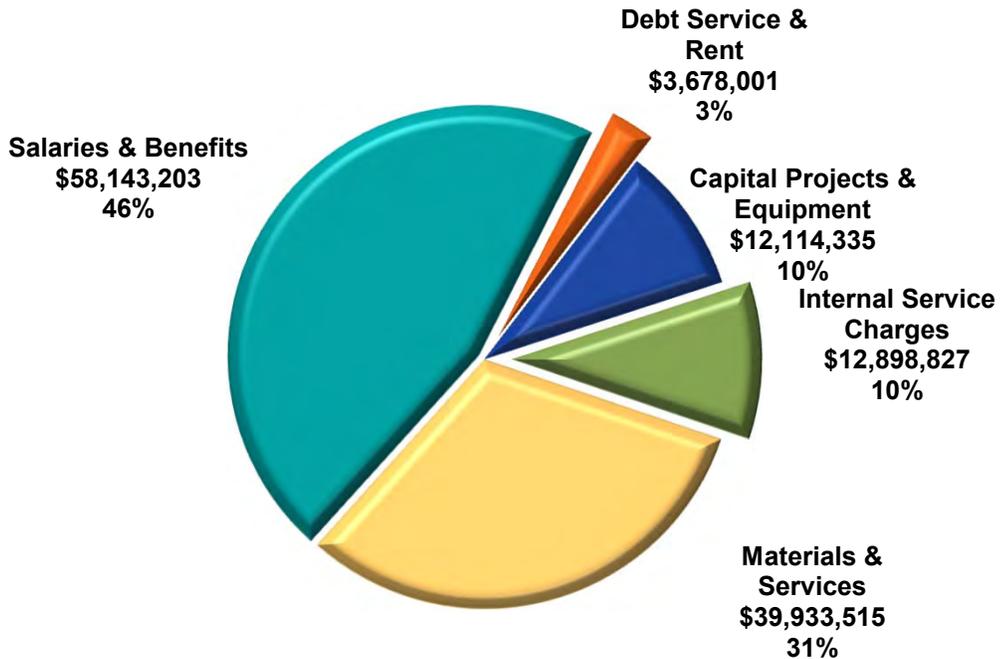
*FY 2018 estimate includes carryover projects from the prior year.*

## USE OF FUNDS BY CATEGORY

FY 2019 Use of Funds - City-Wide = \$149,118,024



FY 2020 Use of Funds - City-Wide = \$126,767,881



## FY 2019 SCHEDULE OF EXPENDITURES BY FUND & CATEGORY

	Salaries & Benefits	Materials & Services	Capital Projects & Equipment	Debt Service & Rent	Internal Service Charge	Total	Percent of Total
General Fund	\$50,433,995	\$14,453,794	\$1,670,033	\$484,475	\$7,689,574	\$74,731,871	50.12%
Street Lighting & Landscaping Fund	-	530,822	-	-	51,239	582,061	0.39%
Gas Tax Fund	-	-	1,750,000	-	27,000	1,777,000	1.19%
Asset Forfeiture Fund	35,200	129,300	-	-	-	164,500	0.11%
Police Safety Grants Fund	-	140,000	-	-	-	140,000	0.09%
Proposition A Fund	687,518	136,087	-	-	122,373	945,978	0.63%
Proposition C Fund	-	-	700,000	-	59,000	759,000	0.51%
AB 2766 Fund	-	43,500	-	-	2,100	45,600	0.03%
Measure R Fund	-	-	450,000	-	22,000	472,000	0.32%
Measure M Fund	-	-	-	-	36,000	36,000	0.02%
Capital Improvement Fund	-	-	1,505,000	772,664	144,000	2,421,664	1.62%
Water Fund	1,196,276	8,601,632	25,833,580	170,815	2,276,660	38,078,963	25.54%
Stormwater Fund	88,982	643,454	710,000	-	173,331	1,615,767	1.08%
Wastewater Fund	424,507	297,523	3,616,230	84,135	927,562	5,349,957	3.59%
Refuse Fund	113,684	3,849,588	28,786	-	206,142	4,198,200	2.82%
Parking Fund	167,472	1,154,443	25,054	714,863	432,681	2,494,513	1.67%
County Parking Lot Fund	34,782	117,381	-	440,000	34,551	626,714	0.42%
State Pier & Parking Lot Fund	37,616	451,584	-	-	144,083	633,283	0.42%
Insurance Reserve Fund	496,489	5,860,689	-	-	77,521	6,434,699	4.32%
Information Technology Fund	1,245,010	1,369,155	1,067,234	-	48,260	3,729,659	2.50%
Fleet Management Fund	449,021	647,100	306,822	-	57,426	1,460,369	0.98%
Building Maintenance Fund	549,817	1,307,487	11,901	-	160,171	2,029,376	1.36%
Special Assessment Redemption Bond	-	-	-	158,850	-	158,850	0.11%
Pension Trust Fund	232,000	-	-	-	-	232,000	0.16%
<b>Grand Total FY 2019</b>	<b>\$56,192,369</b>	<b>\$39,733,539</b>	<b>\$37,674,640</b>	<b>\$2,825,802</b>	<b>\$12,691,674</b>	<b>\$149,118,024</b>	<b>100.00%</b>
<b>Grand Total FY 2018 Adopted</b>	<b>\$52,694,148</b>	<b>\$36,592,823</b>	<b>\$18,847,670</b>	<b>\$4,300,089</b>	<b>\$13,226,309</b>	<b>\$125,661,039</b>	
<b>Dollar Change</b>	<b>\$3,498,221</b>	<b>\$3,140,716</b>	<b>\$18,826,970</b>	<b>(\$1,474,287)</b>	<b>(\$534,635)</b>	<b>\$23,456,985</b>	
<b>Percent Change</b>	<b>6.64%</b>	<b>8.58%</b>	<b>99.89%</b>	<b>(34.29%)</b>	<b>(4.04%)</b>	<b>18.67%</b>	

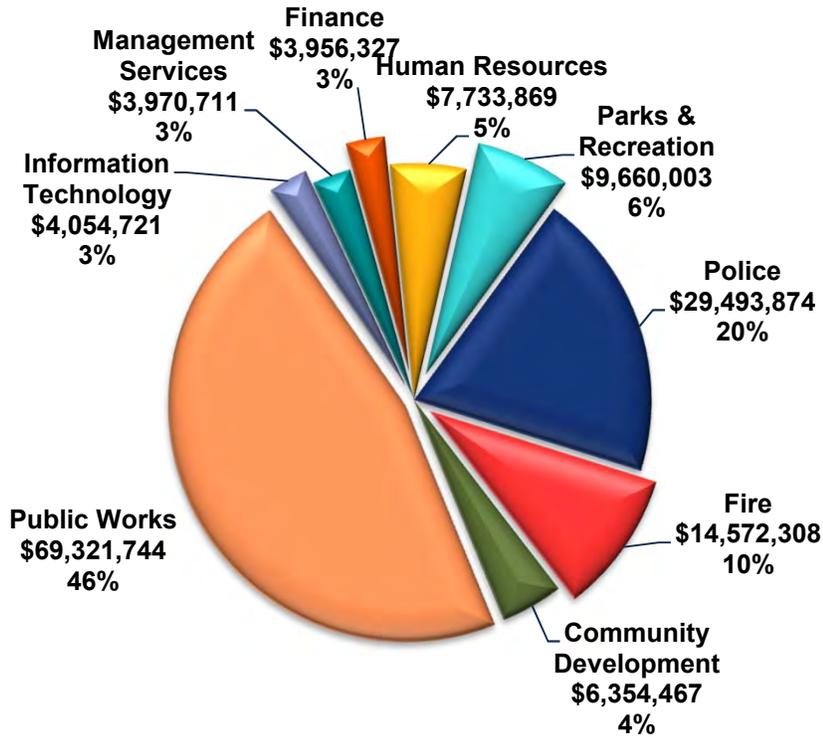
## FY 2020 SCHEDULE OF EXPENDITURES BY FUND & CATEGORY

	Salaries & Benefits	Materials & Services	Capital Projects & Equipment	Debt Service & Rent	Internal Service Charge	Total	Percent of Total
General Fund	\$52,177,765	\$14,096,576	-	\$485,475	\$7,907,855	\$74,667,671	58.90%
Street Lighting & Landscaping Fund	-	546,691	-	-	51,239	597,930	0.47%
Gas Tax Fund	-	-	1,250,000	-	28,000	1,278,000	1.01%
Asset Forfeiture Fund	35,200	118,500	-	-	-	153,700	0.12%
Police Safety Grants Fund	-	140,000	-	-	-	140,000	0.11%
Proposition A Fund	703,619	137,710	-	-	128,659	969,988	0.77%
Proposition C Fund	-	-	700,000	-	61,000	761,000	0.60%
AB 2766 Fund	-	-	-	-	2,100	2,100	0.00%
Measure R Fund	-	-	420,000	-	22,000	442,000	0.35%
Measure M Fund	-	-	840,000	-	37,000	877,000	0.69%
Capital Improvement Fund	-	-	930,000	772,438	150,000	1,852,438	1.46%
Water Fund	1,242,408	8,830,526	1,507,509	172,841	2,260,319	14,013,603	11.05%
Stormwater Fund	94,557	660,147	1,210,000	-	173,511	2,138,215	1.69%
Wastewater Fund	439,503	348,358	3,254,156	85,134	934,922	5,062,073	3.99%
Refuse Fund	117,256	3,979,865	954,289	-	206,142	5,257,552	4.15%
Parking Fund	172,932	1,189,148	3,834	715,163	429,645	2,510,722	1.98%
County Parking Lot Fund	36,376	119,238	-	440,000	34,551	630,165	0.50%
State Pier & Parking Lot Fund	39,223	466,464	-	-	144,383	650,070	0.51%
Insurance Reserve Fund	513,652	5,977,685	-	-	70,021	6,561,358	5.18%
Information Technology Fund	1,291,959	1,304,063	209,606	-	49,040	2,854,668	2.25%
Fleet Management Fund	468,444	677,475	834,941	-	52,608	2,033,468	1.60%
Building Maintenance Fund	569,309	1,341,069	-	-	155,832	2,066,210	1.63%
Special Assessment Redemption Bond	-	-	-	1,006,950	-	1,006,950	0.79%
Pension Trust Fund	241,000	-	-	-	-	241,000	0.19%
<b>Grand Total FY 2020</b>	<b>\$58,143,203</b>	<b>\$39,933,515</b>	<b>\$12,114,335</b>	<b>\$3,678,001</b>	<b>\$12,898,827</b>	<b>\$126,767,881</b>	<b>100.00%</b>
<b>Grand Total FY 2019 Proposed</b>	<b>\$56,192,369</b>	<b>\$39,733,539</b>	<b>\$37,674,640</b>	<b>\$2,825,802</b>	<b>\$12,691,674</b>	<b>\$149,118,024</b>	
<b>Dollar Change</b>	<b>\$1,950,834</b>	<b>\$199,976</b>	<b>(\$25,560,305)</b>	<b>\$852,199</b>	<b>\$207,153</b>	<b>(\$22,350,143)</b>	
<b>Percent Change</b>	<b>3.47%</b>	<b>0.50%</b>	<b>(67.84%)</b>	<b>30.16%</b>	<b>1.63%</b>	<b>(14.99%)</b>	

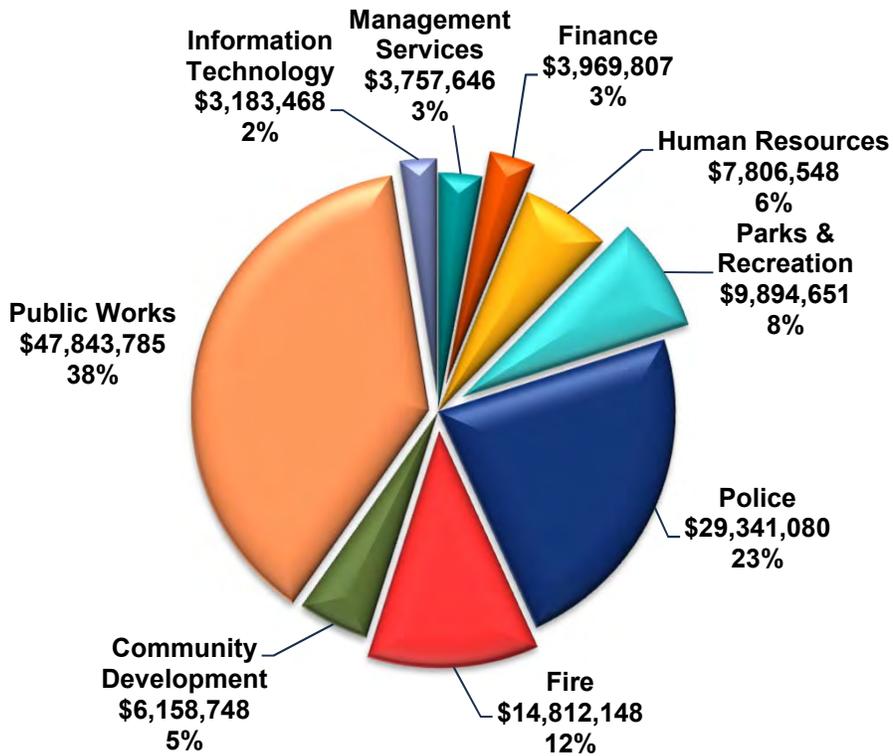


# USE OF FUNDS BY DEPARTMENT

## FY 2019 Use of Funds - City-Wide = \$149,118,024



## FY 2020 Use of Funds - City-Wide = \$126,767,881



## EXPENDITURES BY DEPARTMENT PROGRAM

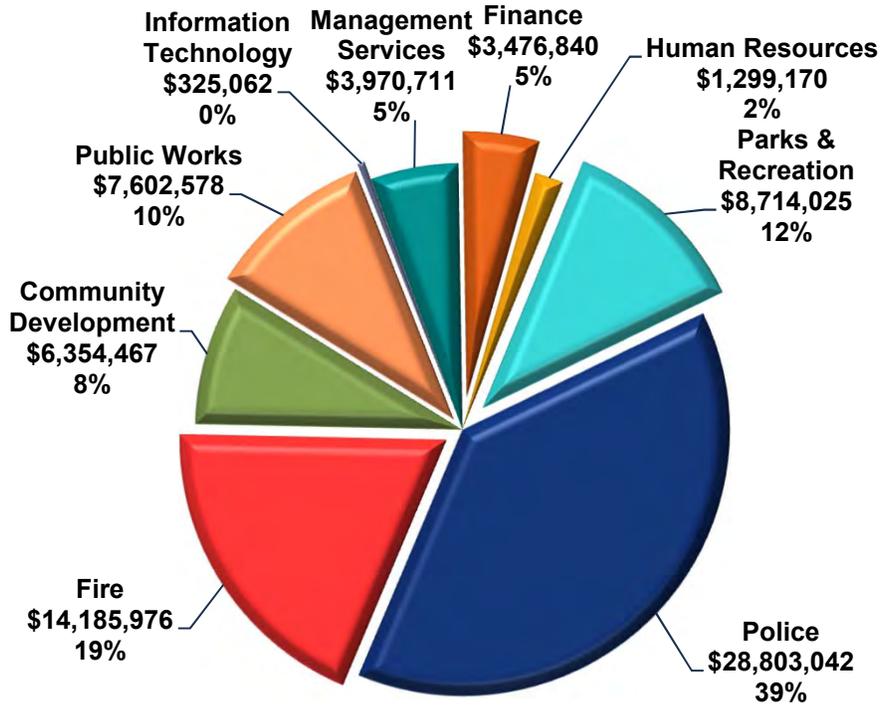
	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	FY 2020 Proposed
<b>Management Services</b>					
City Council	\$397,466	\$533,787	\$1,385,381	\$590,472	\$579,102
City Manager	2,323,846	2,284,578	2,107,302	1,448,477	1,352,155
City Treasurer	35,582	44,111	36,054	44,385	45,322
City Clerk	721,889	691,744	700,170	896,416	784,862
City Attorney	992,500	650,214	970,902	990,961	996,205
<b>Total Management Services</b>	<b>\$4,471,283</b>	<b>\$4,204,434</b>	<b>\$5,199,809</b>	<b>\$3,970,711</b>	<b>\$3,757,646</b>
<b>Finance</b>					
Administration	\$1,321,436	\$2,315,685	\$1,330,230	\$1,394,705	\$1,380,312
Accounting	706,169	698,955	688,536	733,897	753,907
Revenue Services	1,025,049	1,092,561	1,098,290	1,142,712	1,137,569
General Services	664,515	696,036	686,348	685,013	698,019
<b>Total Finance</b>	<b>\$3,717,169</b>	<b>\$4,803,237</b>	<b>\$3,803,405</b>	<b>\$3,956,327</b>	<b>\$3,969,807</b>
<b>Human Resources</b>					
Administration	\$1,101,075	\$1,270,836	\$1,144,426	\$1,299,170	\$1,245,190
Risk Management	7,147,323	6,514,367	6,840,704	6,434,699	6,561,358
<b>Total Human Resources</b>	<b>\$8,248,397</b>	<b>\$7,785,203</b>	<b>\$7,985,129</b>	<b>\$7,733,869</b>	<b>\$7,806,548</b>
<b>Parks &amp; Recreation</b>					
Administration	\$3,185,239	\$3,024,853	\$3,096,257	\$2,937,215	\$3,004,678
Recreation Services	2,411,638	2,428,009	2,239,955	2,743,536	2,818,702
Cultural Arts	938,163	899,227	816,319	822,068	839,596
Sports & Aquatics	1,504,121	1,541,437	1,592,334	1,486,165	1,515,444
Volunteers	173,862	156,338	180,755	194,797	201,729
Older Adults	444,576	451,651	546,814	530,244	544,514
Transportation	900,573	896,041	920,849	945,978	969,988
<b>Total Parks &amp; Recreation</b>	<b>\$9,558,173</b>	<b>\$9,397,556</b>	<b>\$9,393,283</b>	<b>\$9,660,003</b>	<b>\$9,894,651</b>
<b>Police</b>					
Administration	\$6,450,068	\$6,574,288	\$6,773,424	\$6,779,415	\$6,899,359
Patrol	9,032,612	8,854,900	9,180,469	9,606,921	10,088,885
Investigations	2,963,775	3,071,493	2,816,601	2,803,170	2,923,656
Technical Support Services	2,892,259	2,970,214	2,602,961	4,074,067	2,962,863
Crime Prevention	487,127	534,733	607,230	584,110	610,424
Traffic Safety	2,170,868	2,120,946	2,195,477	2,284,331	2,397,796
Jail Operations	686,913	660,714	644,034	714,592	737,240
Parking Enforcement	1,813,053	1,818,255	1,870,689	2,042,818	2,110,059
Animal Control	365,803	297,219	385,129	299,950	317,098
Asset Forfeiture	153,479	1,041,113	231,268	164,500	153,700
Law Enforcement Grants	83,642	105,000	105,000	140,000	140,000
<b>Total Police</b>	<b>\$27,099,598</b>	<b>\$28,048,875</b>	<b>\$27,412,282</b>	<b>\$29,493,874</b>	<b>\$29,341,080</b>
<b>Fire</b>					
Administration	\$2,825,062	\$3,041,637	\$2,984,230	\$3,434,397	\$3,411,981
Prevention	719,442	812,241	779,628	862,463	888,741
Fire Operations	6,464,878	6,676,711	6,911,027	7,217,436	7,469,909
Emergency Medical Services	2,045,604	2,037,125	2,037,823	2,368,107	2,457,889
Support Services	501,245	749,457	712,736	689,905	583,628
<b>Total Fire</b>	<b>\$12,556,231</b>	<b>\$13,317,170</b>	<b>\$13,425,445</b>	<b>\$14,572,308</b>	<b>\$14,812,148</b>

## EXPENDITURES BY DEPARTMENT PROGRAM

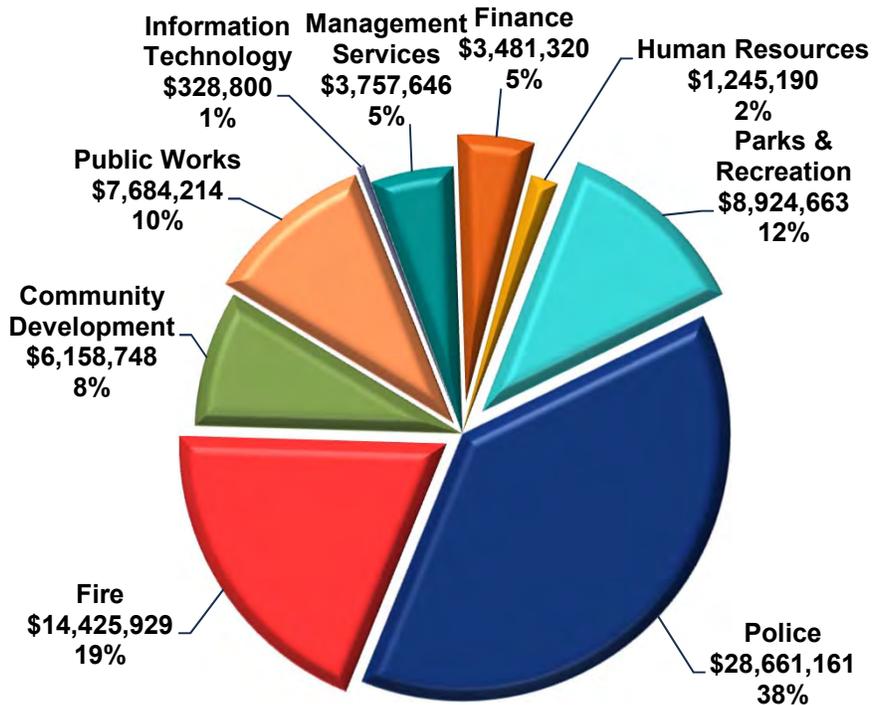
	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	FY 2020 Proposed
<b>Community Development</b>					
Administration	\$700,611	\$753,463	\$734,896	\$1,190,579	\$834,236
Planning	987,771	1,223,867	1,124,284	1,302,654	1,361,789
Building	1,920,690	2,121,812	2,316,621	2,590,524	2,616,163
Code Enforcement	387,140	407,254	407,397	439,245	459,641
Traffic Engineering	300,670	318,815	328,376	460,056	510,497
Environmental Sustainability	-	240,112	176,187	371,409	376,422
<b>Total Community Development</b>	<b>\$4,296,883</b>	<b>\$5,065,323</b>	<b>\$5,087,761</b>	<b>\$6,354,467</b>	<b>\$6,158,748</b>
<b>Public Works</b>					
Administration	\$1,205,328	\$1,295,920	\$1,177,050	\$1,246,201	\$1,289,766
Civil Engineering	4,581,041	6,544,818	4,266,113	4,314,816	4,983,184
Street Maintenance	4,054,729	4,180,724	5,180,736	5,425,872	5,357,068
Building & Grounds	2,654,408	3,149,685	3,139,477	3,249,428	3,317,869
Transportation	13,980	11,300	121,568	45,600	2,100
Street Lighting & Landscaping	430,017	432,217	411,155	416,142	426,808
Streetscape Maintenance	194,935	187,577	185,166	165,919	171,122
Water Division	10,992,011	15,618,197	10,998,744	38,078,963	14,013,603
Storm Drain Maintenance	1,130,095	1,336,655	1,800,568	1,615,767	2,138,215
Sewer Maintenance	2,251,133	5,533,400	2,360,979	5,349,957	5,062,073
Environmental & Refuse Management	4,161,859	4,219,000	4,165,271	4,198,200	5,257,552
Parking Facilities	4,271,300	4,247,998	4,703,443	3,754,510	3,790,957
Fleet Maintenance	2,163,800	3,704,647	3,021,351	1,460,369	2,033,468
<b>Total Public Works</b>	<b>\$38,104,636</b>	<b>\$50,462,139</b>	<b>\$41,531,621</b>	<b>\$69,321,744</b>	<b>\$47,843,785</b>
<b>Information Technology</b>					
Information Technology	\$2,396,956	\$2,577,101	\$2,723,155	\$4,054,721	\$3,183,468
<b>Total Information Technology</b>	<b>\$2,396,956</b>	<b>\$2,577,101</b>	<b>\$2,723,155</b>	<b>\$4,054,721</b>	<b>\$3,183,468</b>
<b>Grand Total</b>	<b>\$110,449,326</b>	<b>\$125,661,039</b>	<b>\$116,561,890</b>	<b>\$149,118,024</b>	<b>\$126,767,881</b>

# USE OF FUNDS BY DEPT - GENERAL FUND

**FY 2019 Use of Funds - General Fund = \$74,731,871**

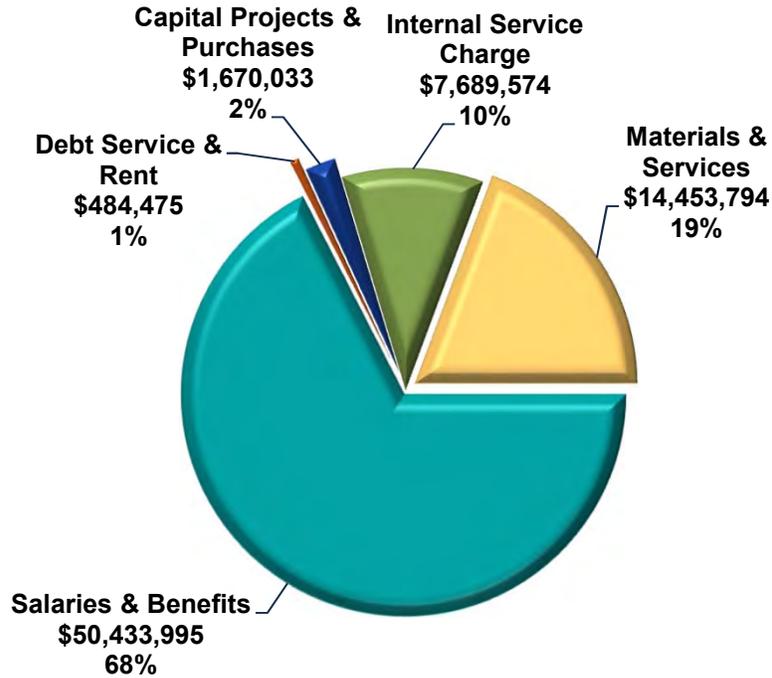


**FY 2020 Use of Funds - General Fund = \$74,667,671**

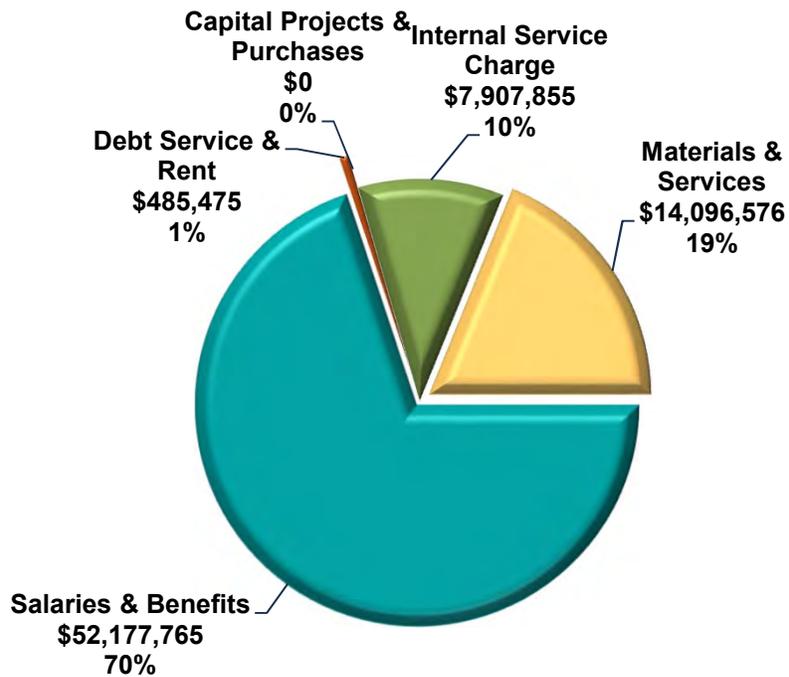


# USE OF FUNDS BY CATEGORY - GENERAL FUND

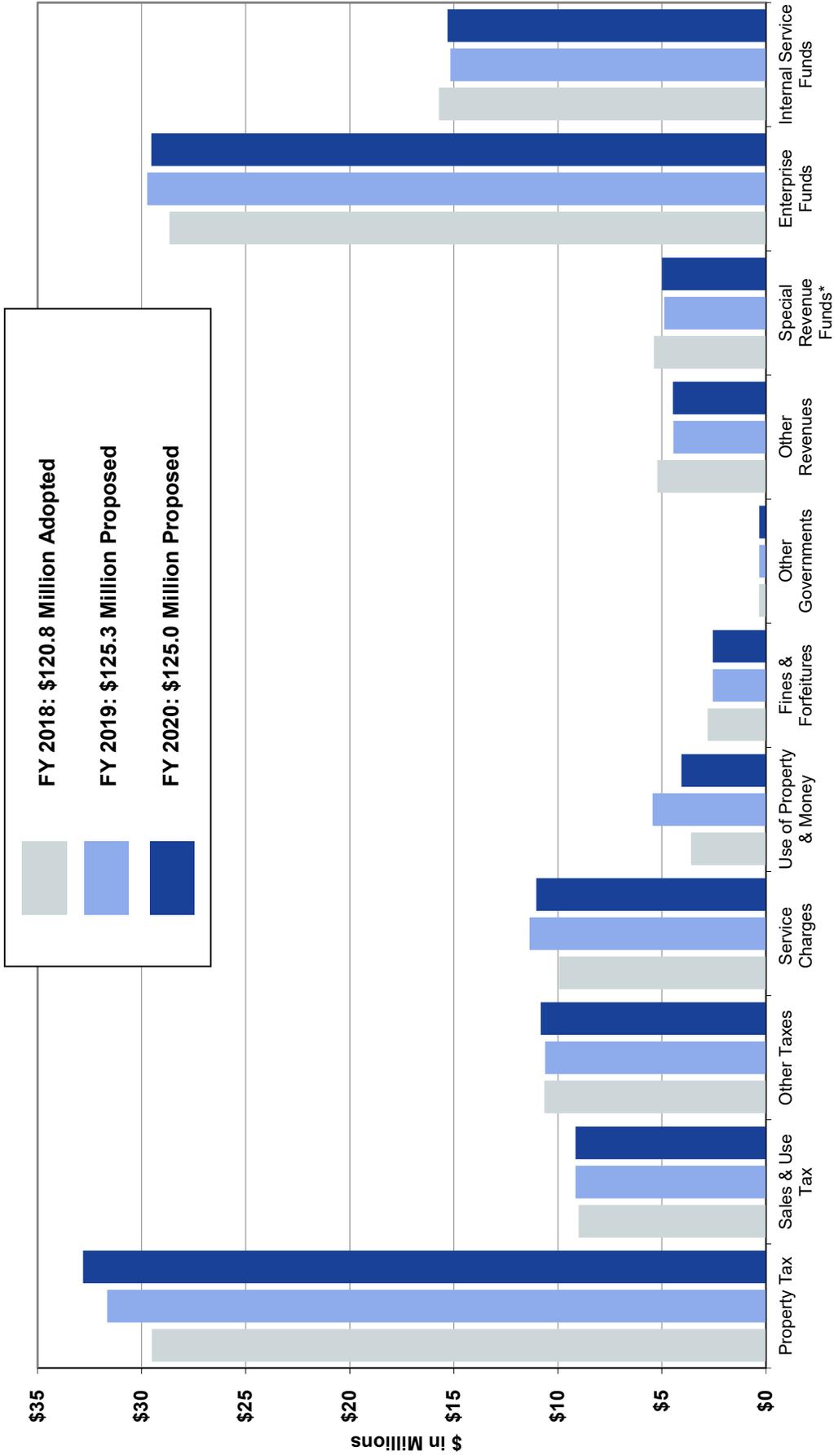
**FY 2019 Use of Funds - General Fund = \$74,731,871**



**FY 2020 Use of Funds - General Fund = \$74,667,671**

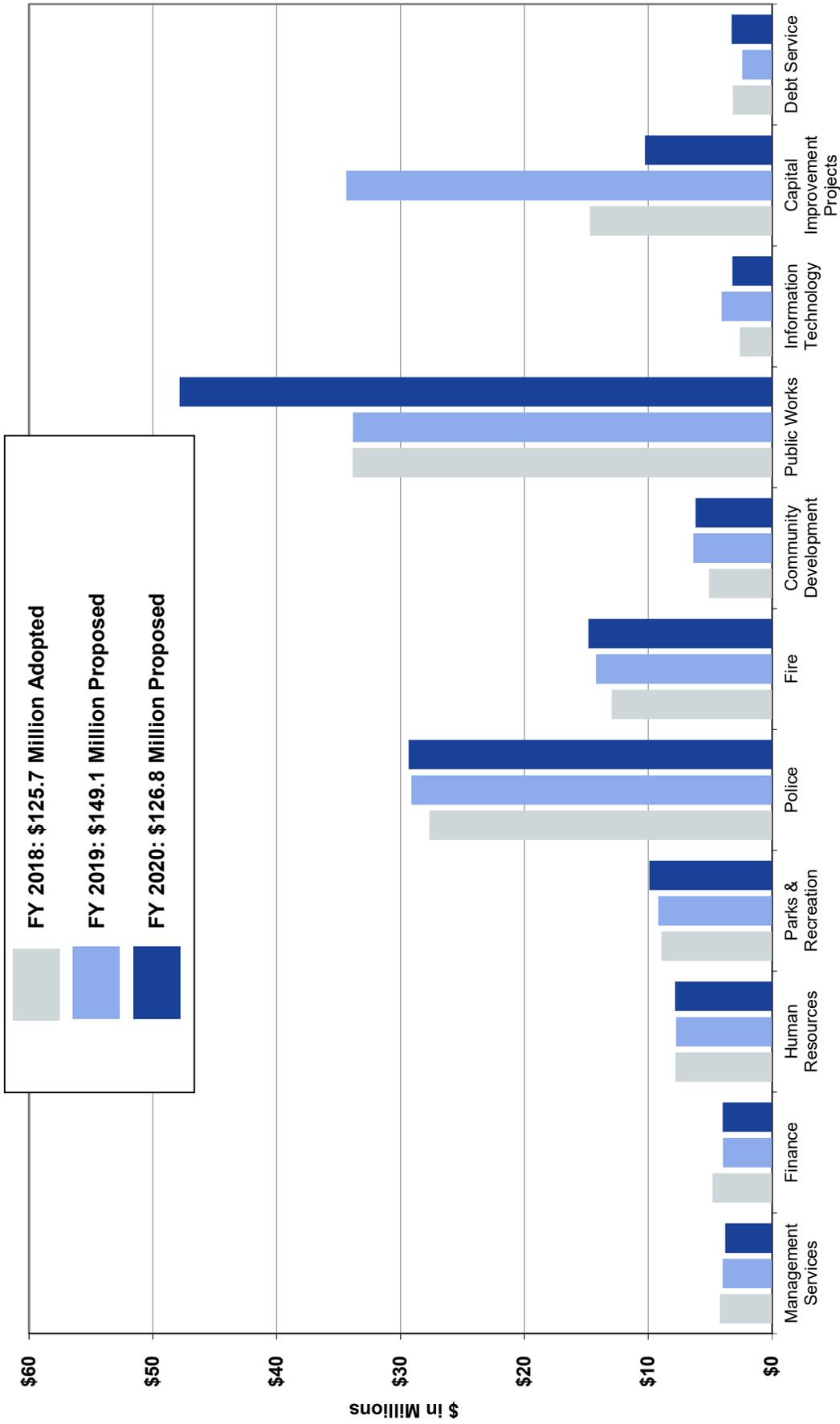


# COMPARISON OF BUDGETED REVENUES



\* Includes Trust Funds

# COMPARISON OF BUDGETED EXPENDITURES



## FY 2019 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES

	07/01/2018	FY 2019	FY 2019	FY 2019	FY 2019	FY 2019	FY 2019	FY 2019	FY 2019	06/30/2019	06/30/2019	06/30/2019
	Opening	Estimated	Operating	Capital Equip	Debt Service	Total	Fund Balance	Fund	Total	Reserves &	Unreserved	
	Balance	Revenues	Expenditures	& Projects	Payments	Expenditures	Before Xfers	Transfers	Fund Balance	Designations	Balance	
<b>General Fund Undesignated</b>	\$4,081,580	\$75,505,117	(\$72,577,363)	(\$1,670,033)	(\$484,475)	(\$74,731,871)	\$4,854,826	(\$866,321)	\$1,769,359		\$1,769,359	
Transfer from County Lots Parking Fund								166,786				
Transfer to Information Technology Fund								(600,299)				
Transfer to Street Lighting Fund								(187,587)				
Transfer to Stormwater Fund								(1,248,046)				
Transfer to Pension Trust Fund								(100,000)				
Transfer to Pension Rate Stabilization Fund	14,080,053						14,080,053	866,321	14,946,374	14,946,374		
Financial Policy Designation	4,000,000						4,000,000		4,000,000	4,000,000		
Reserve for Economic Uncertainty												
<b>Total General Fund Balance</b>	<b>\$22,161,633</b>	<b>\$75,505,117</b>	<b>(\$72,577,363)</b>	<b>(\$1,670,033)</b>	<b>(\$484,475)</b>	<b>(\$74,731,871)</b>	<b>\$22,934,879</b>	<b>(\$2,219,146)</b>	<b>\$20,715,733</b>	<b>\$18,946,374</b>	<b>\$1,769,359</b>	
<b>Special Revenue Funds</b>												
Street Lighting & Landscape	-	\$394,474	(\$582,061)	-	-	(\$582,061)	(\$187,587)	\$187,587	-			
Gas Tax	\$517,427	1,568,435	(27,000)	(1,750,000)	-	(1,777,000)	308,862		\$308,862		\$308,862	
Asset Forfeiture & Safety Grants	464,697	8,000	(164,500)	-	-	(164,500)	308,197		308,197		308,197	
Police Safety Grants	166,870	141,217	(140,000)	-	-	(140,000)	168,087		168,087		168,087	
Federal & State Grants	(22,488)	-	-	-	-	-	(22,488)		(22,488)		(22,488)	
Prop A	-	949,298	(945,978)	-	-	(945,978)	3,320		3,320		3,320	
Prop C	401,809	641,136	(59,000)	(700,000)	-	(759,000)	283,945		283,945		283,945	
AB 2766	51,693	47,154	(45,600)	-	-	(45,600)	53,247		53,247		53,247	
Measure R	80,400	458,225	(22,000)	(450,000)	-	(472,000)	66,625		66,625		66,625	
Measure M	213,900	489,728	(36,000)	-	-	(36,000)	667,628		667,628		667,628	
<b>Total Special Revenue Funds Balance</b>	<b>\$1,874,308</b>	<b>\$4,697,667</b>	<b>(\$2,022,139)</b>	<b>(\$2,900,000)</b>	<b>-</b>	<b>(\$4,922,139)</b>	<b>\$1,649,836</b>	<b>\$187,587</b>	<b>\$1,837,423</b>	<b>-</b>	<b>\$1,837,423</b>	
<b>Capital Project Funds</b>												
Capital Improvement Fund	\$807,303	\$1,910,922	(\$144,000)	(\$1,505,000)	(\$772,664)	(\$2,421,664)	\$296,561		\$296,561		\$296,561	
Underground Utility Construction Fund	598,505	3,124	-	-	-	-	601,629		601,629		601,629	
<b>Total Capital Project Funds Balance</b>	<b>\$1,405,808</b>	<b>\$1,914,046</b>	<b>(\$144,000)</b>	<b>(\$1,505,000)</b>	<b>(\$772,664)</b>	<b>(\$2,421,664)</b>	<b>\$898,190</b>	<b>-</b>	<b>\$898,190</b>	<b>-</b>	<b>\$898,190</b>	
<b>Enterprise Funds</b>												
Water*	\$25,770,170	\$15,573,728	(\$12,074,568)	(\$25,833,580)	(\$170,815)	(\$38,078,963)	\$3,264,935		\$3,264,935	3,264,935	-	
Stormwater*	-	367,721	(905,767)	(710,000)	-	(1,615,767)	(1,248,046)	1,248,046	-	-	-	
Wastewater	5,317,782	3,518,274	(1,649,592)	(3,616,230)	(84,135)	(5,349,957)	3,486,099		3,486,099	577,909	2,908,190	
Refuse*	944,315	4,354,322	(4,169,414)	(28,786)	-	(4,198,200)	1,100,437		1,100,437	1,100,437	-	
Parking*	26,807	2,597,598	(1,754,596)	(25,054)	(714,863)	(2,494,513)	129,892		129,892	129,892	-	
County Parking Lots	-	793,500	(186,714)	-	(440,000)	(626,714)	166,786		166,786	-	-	
State Pier & Parking	937,588	616,984	(633,283)	-	-	(633,283)	921,289		921,289	211,094	710,195	
North Manhattan Beach BID Reserve	527,266	-	-	-	-	-	527,266		527,266	527,266	-	
<b>Total Enterprise Funds Balance</b>	<b>\$33,523,927</b>	<b>\$27,822,127</b>	<b>(\$21,373,934)</b>	<b>(\$30,213,650)</b>	<b>(\$1,409,813)</b>	<b>(\$52,997,397)</b>	<b>\$6,348,657</b>	<b>\$1,081,260</b>	<b>\$9,429,917</b>	<b>\$5,811,533</b>	<b>\$3,618,385</b>	

<b>Internal Service Funds</b>										
Insurance Reserve	\$4,206,830	\$6,851,720	(\$6,434,699)	-	-\$6,434,699	\$4,623,851	-	\$4,623,851	\$2,000,000	\$2,623,851
Information Technology	486,355	2,718,124	(2,662,425)	(1,067,234)	(3,729,659)	(525,180)	600,299	75,119	-	75,119
Fleet Management	1,911,720	2,573,266	(1,153,547)	(306,822)	(1,460,369)	3,024,617	-	3,024,617	-	3,024,617
Building Maintenance & Operations	(5,475)	2,053,234	(2,017,475)	(11,901)	(2,029,376)	18,383	-	18,383	-	18,383
<b>Total Insurance Service Funds Balance</b>	<b>\$6,599,430</b>	<b>\$14,196,344</b>	<b>(\$12,268,146)</b>	<b>(\$1,385,957)</b>	<b>(\$13,654,103)</b>	<b>\$7,141,671</b>	<b>\$600,299</b>	<b>\$7,741,970</b>	<b>\$2,000,000</b>	<b>\$5,741,970</b>
<b>Trust &amp; Agency Funds</b>										
Underground Assessment Fund	\$1,912,506	\$965,000	-	-	(\$158,850)	\$2,718,656	-	\$2,718,656	\$2,718,656	-
Post-Employment Benefits Trust Fund	140,097	177,314	(232,000)	-	(85,411)	185,411	100,000	185,411	185,411	-
Pension Rate Stabilization Fund	750,000	-	-	-	-	750,000	250,000	1,000,000	1,000,000	-
<b>Total Trust Agency Funds Balance</b>	<b>\$2,802,603</b>	<b>\$1,142,314</b>	<b>(\$232,000)</b>	<b>-</b>	<b>(\$158,850)</b>	<b>\$3,554,067</b>	<b>\$350,000</b>	<b>\$3,904,067</b>	<b>\$3,904,067</b>	<b>-</b>
<b>Grand Total</b>	<b>\$88,367,710</b>	<b>\$125,277,615</b>	<b>(\$108,617,582)</b>	<b>(\$37,674,640)</b>	<b>(\$2,825,802)</b>	<b>\$44,527,301</b>	<b>-</b>	<b>\$44,527,301</b>	<b>\$30,661,974</b>	<b>\$13,865,327</b>

\* Not meeting current Financial Reserve Policy.

## FY 2020 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES

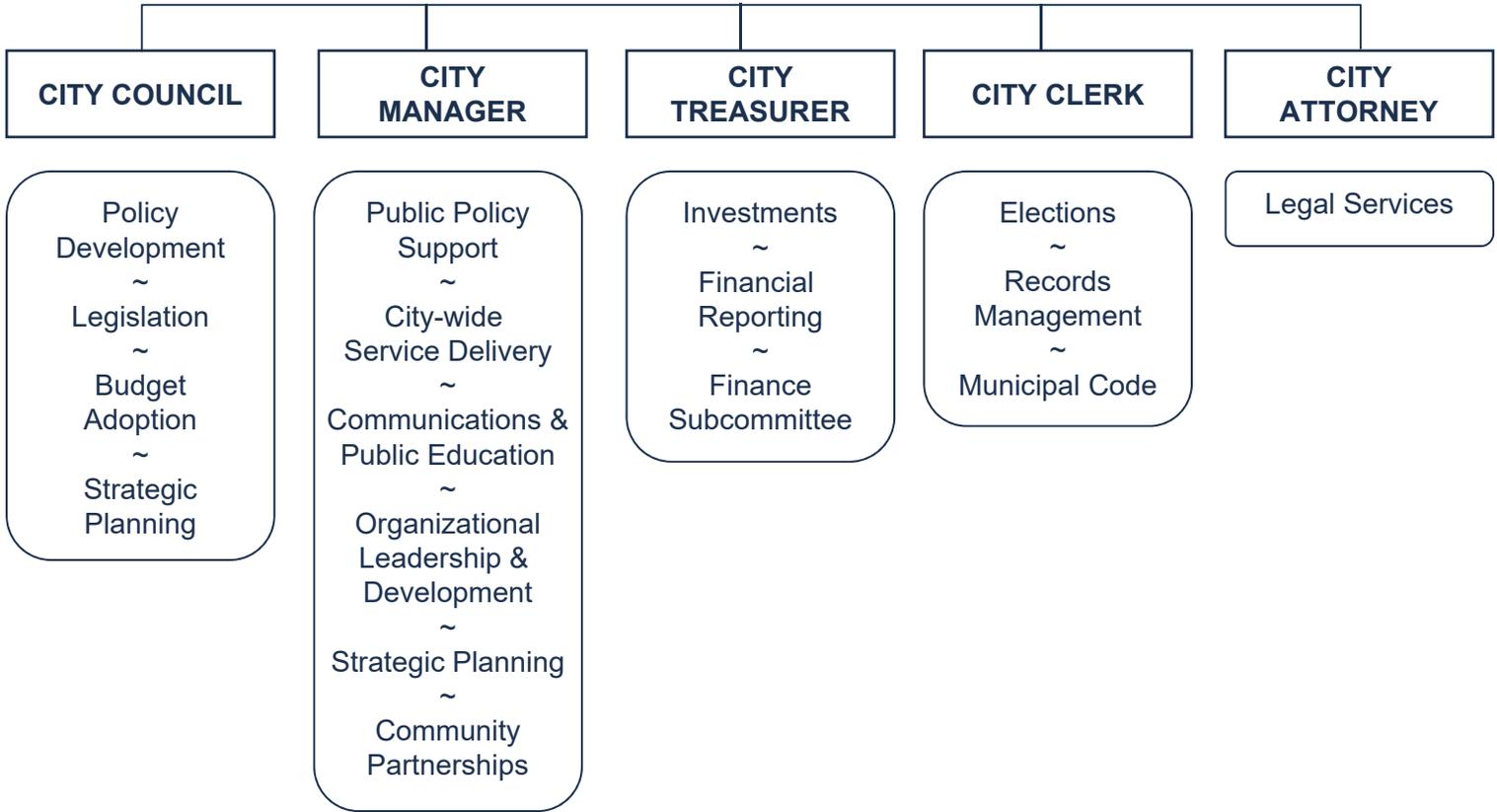
	07/01/2019	FY 2020	FY 2020	FY 2020	FY 2020	FY 2020	FY 2020	FY 2020	FY 2020	06/30/2020	06/30/2020	06/30/2020
	Opening	Estimated	Operating	Capital Equip	Debt Service	Total	Fund Balance	Fund	Total	Reserves &	Unreserved	
	Balance	Revenues	Expenditures	& Projects	Payments	Expenditures	Before Xfers	Transfers	Fund Balance	Designations	Balance	
<b>General Fund Undesignated</b>	\$1,769,359	\$75,199,750	(\$74,182,196)	-	(\$485,475)	(\$74,667,671)	\$2,301,438	\$12,840	\$205,096		\$205,096	
Transfer from County Lots Parking Fund								163,335				
Transfer to Street Lighting Fund								(202,935)				
Transfer to Stormwater Fund								(1,769,582)				
Transfer to Pension Trust Fund								(50,000)				
Transfer to Pension Rate Stabilization Fund								(250,000)				
Financial Policy Designation	14,946,374						14,946,374	(12,840)	14,933,534	14,933,534		
Reserve for Economic Uncertainty	4,000,000						4,000,000		4,000,000	4,000,000		
<b>Total General Fund Balance</b>	<b>\$20,715,733</b>	<b>\$75,199,750</b>	<b>(\$74,182,196)</b>	<b>-</b>	<b>(\$485,475)</b>	<b>(\$74,667,671)</b>	<b>\$21,247,812</b>	<b>(\$2,109,182)</b>	<b>\$19,138,630</b>	<b>\$18,933,534</b>	<b>\$205,096</b>	
<b>Special Revenue Funds</b>												
Street Lighting & Landscape	-	\$394,995	(\$597,930)	-	-	(\$597,930)	(\$202,935)	\$202,935	-	-	-	-
Gas Tax	\$308,862	1,615,209	(28,000)	(1,250,000)	-	(1,278,000)	646,071	-	\$646,071	-	\$646,071	
Asset Forfeiture & Safety Grants	308,197	8,000	(153,700)	-	-	(153,700)	162,497	-	162,497	-	162,497	
Police Safety Grants	168,087	141,328	(140,000)	-	-	(140,000)	169,415	-	169,415	-	169,415	
Federal & State Grants	(22,488)	-	-	-	-	-	(22,488)	-	(22,488)	-	(22,488)	
Prop A	3,320	970,136	(969,988)	-	-	(969,988)	3,468	-	3,468	-	3,468	
Prop C	283,945	661,670	(61,000)	(700,000)	-	(761,000)	184,615	-	184,615	-	184,615	
AB 2766	53,247	47,212	(2,100)	-	-	(2,100)	98,359	-	98,359	-	98,359	
Measure R	66,625	472,494	(22,000)	(420,000)	-	(442,000)	97,119	-	97,119	-	97,119	
Measure M	667,628	504,420	(37,000)	(840,000)	-	(877,000)	295,048	-	295,048	-	295,048	
<b>Total Special Revenue Funds Balance</b>	<b>\$1,837,423</b>	<b>\$4,815,464</b>	<b>(\$2,011,718)</b>	<b>(\$3,210,000)</b>	<b>-</b>	<b>(\$5,221,718)</b>	<b>\$1,431,169</b>	<b>\$202,935</b>	<b>\$1,634,104</b>	<b>-</b>	<b>\$1,634,104</b>	
<b>Capital Project Funds</b>												
Capital Improvement Fund	\$296,561	\$1,626,804	(\$150,000)	(\$930,000)	(\$772,438)	(\$1,852,438)	\$70,927	-	\$70,927	-	\$70,927	
Underground Utility Construction Fund	601,629	3,280	-	-	-	-	604,909	-	604,909	-	604,909	
<b>Total Capital Project Funds Balance</b>	<b>\$898,190</b>	<b>\$1,630,084</b>	<b>(\$150,000)</b>	<b>(\$930,000)</b>	<b>(\$772,438)</b>	<b>(\$1,852,438)</b>	<b>\$675,836</b>	<b>-</b>	<b>\$675,836</b>	<b>-</b>	<b>\$675,836</b>	
<b>Enterprise Funds</b>												
Water*	\$3,264,935	\$15,646,664	(\$12,333,253)	(\$1,507,509)	(\$172,841)	(\$14,013,603)	\$4,897,996	-	\$4,897,996	4,897,996	-	-
Stormwater*	-	368,633	(928,215)	(1,210,000)	-	(2,138,215)	(1,769,582)	1,769,582	-	-	-	-
Wastewater	3,486,099	3,524,488	(1,722,783)	(3,254,156)	(85,134)	(5,062,073)	1,948,514	-	1,948,514	602,639	1,345,875	
Refuse*	1,100,437	4,354,992	(4,303,263)	(954,289)	-	(5,257,552)	197,877	-	197,877	197,877	-	-
Parking*	129,892	2,599,078	(1,791,725)	(3,834)	(715,163)	(2,510,722)	218,248	-	218,248	218,248	-	-
County Parking Lots	-	793,500	(190,165)	-	(440,000)	(630,165)	163,335	(163,335)	-	-	-	-
State Pier & Parking	921,289	618,433	(650,070)	-	-	(650,070)	889,652	-	889,652	216,690	672,962	
<b>Enterprise Fund Reserves:</b>												
North Manhattan Beach BID Reserve	527,266	-	-	-	-	-	527,266	-	527,266	527,266	-	-
<b>Total Enterprise Funds Balance</b>	<b>\$9,429,917</b>	<b>\$27,905,788</b>	<b>(\$21,919,474)</b>	<b>(\$6,929,788)</b>	<b>(\$1,413,138)</b>	<b>(\$30,262,400)</b>	<b>\$7,073,305</b>	<b>\$1,606,247</b>	<b>\$8,679,552</b>	<b>\$6,660,715</b>	<b>\$2,018,837</b>	

<b>Internal Service Funds</b>										
Insurance Reserve	\$4,623,851	\$6,851,720	(\$6,561,358)	-	-\$6,561,358	\$4,914,213	-	\$4,914,213	\$2,000,000	\$2,914,213
Information Technology	75,119	2,814,647	(2,645,062)	(209,606)	(2,854,668)	35,098	-	35,098	-	35,098
Fleet Management	3,024,617	2,588,095	(1,198,527)	(834,941)	(2,033,468)	3,579,244	-	3,579,244	-	3,579,244
Building Maintenance & Operations	18,383	2,083,535	(2,066,210)	-	(2,066,210)	35,708	-	35,708	-	35,708
<b>Total Insurance Service Funds Balance</b>	<b>\$7,741,970</b>	<b>\$14,337,997</b>	<b>(\$12,471,157)</b>	<b>(\$1,044,547)</b>	<b>(\$13,515,704)</b>	<b>\$8,564,263</b>	<b>-</b>	<b>\$8,564,263</b>	<b>\$2,000,000</b>	<b>\$6,564,263</b>
<b>Trust &amp; Agency Funds</b>										
Underground Assessment Fund	\$2,718,656	\$965,000	-	-	(\$1,006,950)	\$2,676,706	-	\$2,676,706	\$2,676,706	-
Post-Employment Benefits Trust Fund	185,411	177,780	(241,000)	-	(241,000)	122,191	50,000	172,191	172,191	-
Pension Rate Stabilization Fund	1,000,000	-	-	-	-	1,000,000	250,000	1,250,000	1,250,000	-
<b>Total Trust Agency Funds Balance</b>	<b>\$3,904,067</b>	<b>\$1,142,780</b>	<b>(\$241,000)</b>	<b>-</b>	<b>(\$1,006,950)</b>	<b>\$3,798,897</b>	<b>\$300,000</b>	<b>\$4,098,897</b>	<b>\$4,098,897</b>	<b>-</b>
<b>Grand Total</b>	<b>\$4,527,301</b>	<b>\$125,031,863</b>	<b>(\$110,975,545)</b>	<b>(\$12,114,335)</b>	<b>(\$3,678,001)</b>	<b>\$42,791,283</b>	<b>-</b>	<b>\$42,791,283</b>	<b>\$31,693,147</b>	<b>\$11,098,137</b>

\* Not meeting current Financial Reserve Policy.

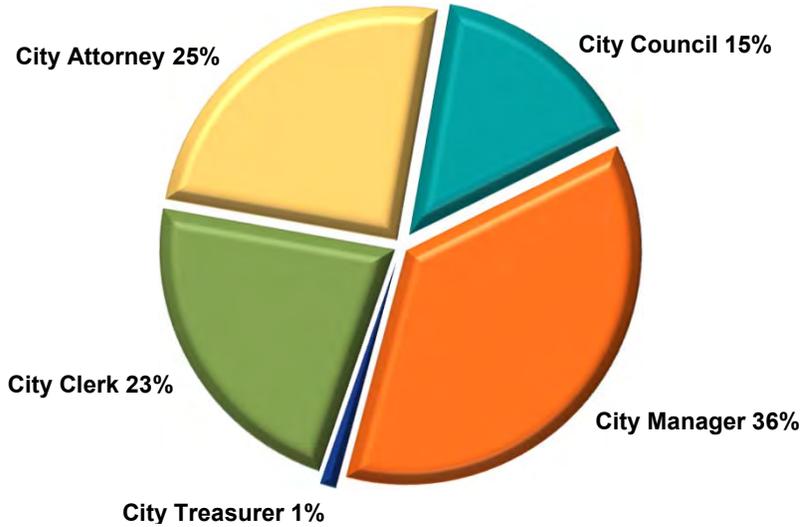


# City of Manhattan Beach Management Services

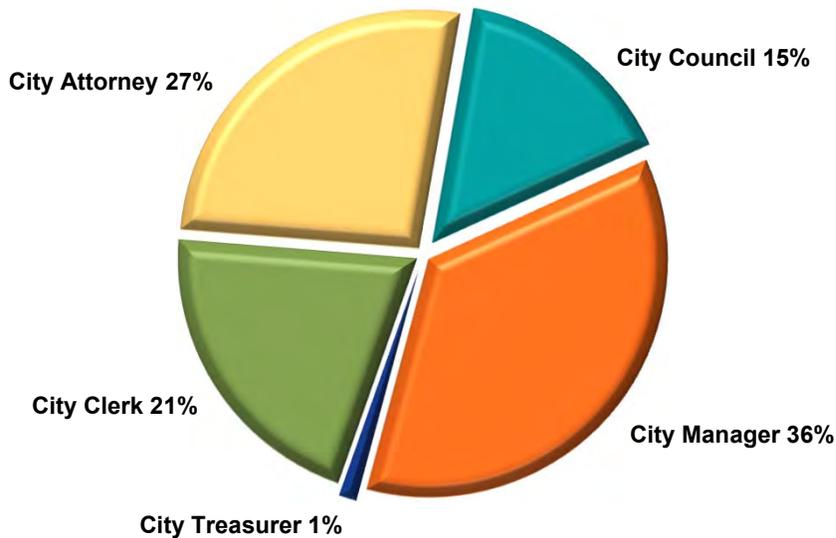


# Management Services

**FY 2019  
Department Expenditure by Program**



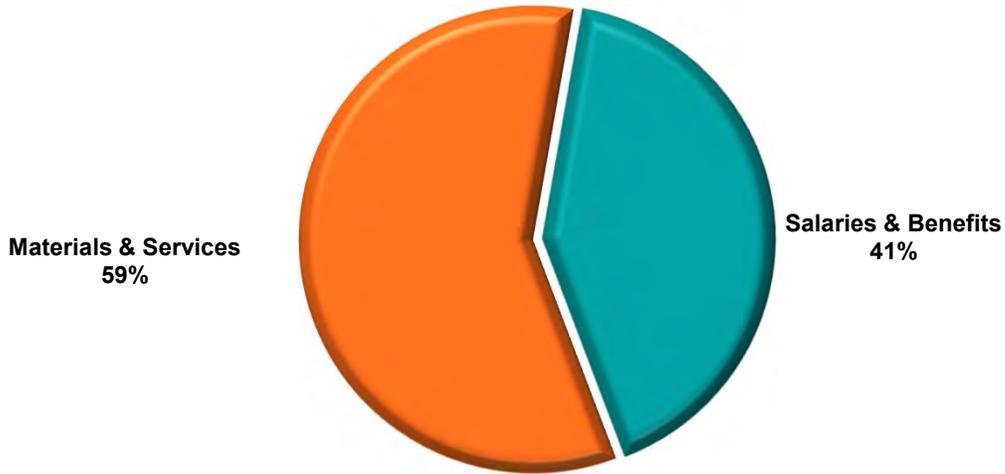
**FY 2020  
Department Expenditure by Program**



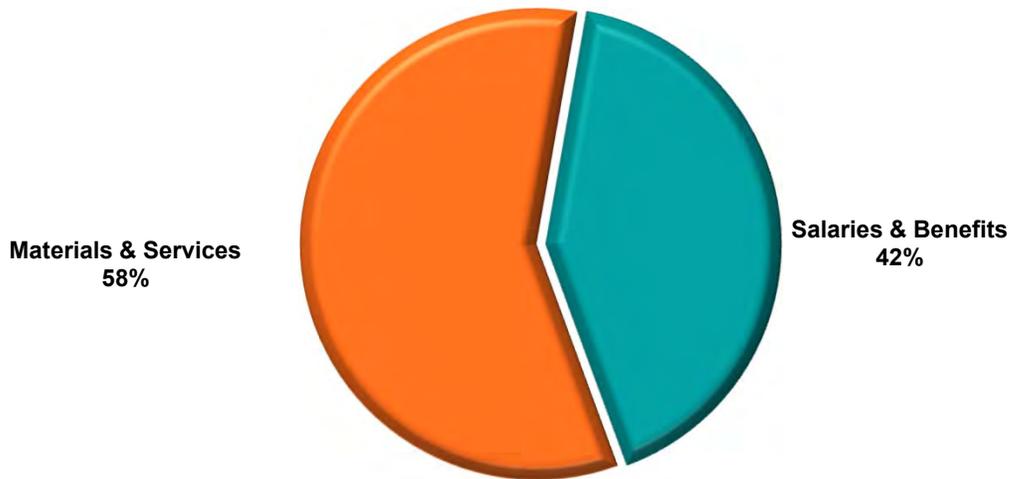
<b>Program Expenditures</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Adopted</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
City Council	\$397,466	\$533,787	\$1,385,381	\$590,472	\$579,102
City Manager	2,323,846	2,284,578	2,107,302	1,448,477	1,352,155
City Treasurer	35,582	44,111	36,054	44,385	45,322
City Clerk	721,889	691,744	700,170	896,416	784,862
City Attorney	992,500	650,214	970,902	990,961	996,205
<b>Total</b>	<b>\$4,471,283</b>	<b>\$4,204,434</b>	<b>\$5,199,809</b>	<b>\$3,970,711</b>	<b>\$3,757,646</b>
<b>Full-Time Positions</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>15</b>	<b>15</b>

# Management Services

FY 2019  
Department Expenditure by Category



FY 2020  
Department Expenditure by Category



Category Expenditures	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	FY 2020 Proposed
Salaries & Benefits	\$1,989,125	\$1,878,541	\$1,750,413	\$1,645,914	\$1,564,295
Materials & Services	2,433,745	2,325,893	3,383,239	2,324,797	2,193,351
Capital Outlay	48,414	-	66,157	-	-
<b>Total</b>	<b>\$4,471,283</b>	<b>\$4,204,434</b>	<b>\$5,199,809</b>	<b>\$3,970,711</b>	<b>\$3,757,646</b>

# Management Services

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## Mission

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*Our mission is to provide excellent municipal services, preserve our small beach town character, and enhance the quality of life for our residents, businesses and visitors.*

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## Department Overview

Management Services consists of five divisions responsible for the general administration and operation of the City. The City Council serves as the legislative body, represents the community and residents, and provides policy direction for City operations. The City Manager serves as the Chief Administrative Officer of the City, and the staff of the City Manager's office supports the City Council in its policy making and legislative role; the City Manager also manages the City through ten operating departments. The City's chief legal advisor is the City Attorney, whose office is responsible for developing ordinances and resolutions, providing legal advice to the City Council and staff, and defending the City in any legal actions. The City Clerk serves as the City's Elections Officer and collaborates with all City officials to ensure that open and effective government standards are in place. The City Clerk is also responsible for the preparation and posting of meeting agenda packets, preparing meeting minutes, maintaining the City's legislative history, ensuring best records management practices, responding to Public Records Act requests, and conducting the municipal election every other year. An elected City Treasurer oversees the investment of City funds.

## Recent Accomplishment Highlights

### City Council

- Reviewed and updated the City's Work Plan to reflect and prioritize projects within the City, as well as established a process for regular review and public engagement with the Work Plan.
- Emphasized Emergency Preparedness and hosted two well-attended community meetings to support training and readiness of residents.
- Joined the Clean Power Alliance, a community choice aggregation program for Southern California, and began the process of providing clean energy options with potential cost savings to residents.
- Revived Underground Utility Assessment District Program.
- Approved final design and construction of Harrison Greenburg Foundation Roundhouse Beautification Project to renovate and refurbish the iconic Roundhouse building and the aquarium space.
- Welcomed new leadership to the City by appointing a new City Manager who will support the development of the organization as it continues to provide excellent services to the community.

### City Manager

- Assisted the City Council in creating a city-wide Work Plan, as well as reformatting the plan to be as accessible and informative as possible.
- Worked with staff and stakeholder groups to finalize the Manhattan Beach Downtown Specific Plan and begin implementing its priorities.
- Launched City engagement in additional online platforms, such as Nextdoor.com, to better communicate with residents.
- Supported Electric Vehicle Shuttle pilot program for additional mobility options in Downtown Manhattan

Beach as a method of addressing parking and traffic concerns.

- Worked with City Council and regional partners to address traffic calming measures taken along Vista Del Mar that significantly impacted Manhattan Beach residents.
- Partnered with Manhattan Beach Unified School District to coordinate a city-wide relief campaign for victims of Hurricane Harvey in Cleveland, TX.
- Successfully transitioned to a new City Manager.
- Selected new Police Chief, which was the City's first internal promotion to that position since 1979.

### **City Clerk**

- Conducted an impartial, open and transparent 2017 Consolidated General Municipal Election with the Los Angeles County Registrar-Recorder/County Clerk (RR/CC).
- Completion of City Clerk Document Imaging Conversion Project, creating a public portal on the City's website and allowing 100+ years' worth of records to be available through the City's Records Management Database - OnBase.
- Implementation of City's Fair Political Practice Commission (FPPC) electronic filing software solution (NetFile) and public portal available on the City's website.
- Enhanced Closed Captions to offer higher quality captioning, resulting in greater ADA accessibility and greater transparency offered to residents.
- Approval of modernized and updated Boards and Commissions Handbook.

### **City Attorney**

- Provided regular reports regarding litigation, lawsuits and claims, including the status of existing and potential litigation, and significant litigation.
- Achieved successful results in several lawsuits that challenged City Council decisions and staff determinations.
- Assisted the Community Development Department in drafting land use and environmental protection ordinances.
- Worked with the Human Resources Department to evaluate the City's Risk Management Program
- Assisted the City Clerk's Office in creating a more streamlined, efficient system of responding to requests made under the Public Records Act through the City's Public Records Act, which decreased the necessity of legal involvement.
- Provided legal advice on Federal and State law including: the Brown Act, Public Records Act, Political Reform Act, Public Contracting Law, Coastal Act, NPDES, the Clean Water Act and CEQA.



### Program Overview

The City of Manhattan Beach is a general law City and operates under the Council-Manager form of government. The five-member City Council is elected at-large to serve four-year terms. The Mayor's office is rotated among all Councilmembers which provides approximately nine and one-half months of service as Mayor during each Councilmember's four-year term of office. As elected officials, the City Councilmembers represent the citizens of Manhattan Beach in the governing process and act on their behalf with regard to regional and local, as well as State and Federal issues.

The City Council is the legislative authority and sets the policies under which the City operates. Responsibilities of the City Council include enacting legislation such as local laws and ordinances; approving City programs; adopting the City's capital improvement plan and operating budget; and appropriating the funds necessary to provide services to the City's residents, businesses and visitors.

The City Council provides leadership through policy development regarding the current practices and future direction of the City. The City Council convenes regular meetings on the first and third Tuesday of each month and holds occasional special meetings. The City Council appoints the City Manager and City Attorney, as well as the members of the City's six advisory boards and commissions.

### Objectives FY 2019 & FY 2020

In FY 2018-2020, the City Council will continue to focus on initiatives that reflect the needs and priorities of the community, including

- Review opportunities to improve pedestrian safety within the City, particularly in areas surrounding schools;
- Expand presence of public art projects;
- Conduct a financial review of unfunded liabilities and discuss solutions that safeguard the City's current and future financial position;

## Management Services | City Council

- Assess the security of City facilities and provide upgrades where possible in order to keep City staff and the community as safe as possible;
- Provide enhancements that strengthen the City’s public safety capabilities and work collaboratively with other community institutions, including the Manhattan Beach Unified School District;
- Continue to emphasize emergency preparedness to help support the community’s readiness in the face of an emergency.

<b>Authorized Full-Time Positions</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
City Councilmembers	5	5	5	5

Part-time hours proposed total 102 hours in FY 2019 and FY 2020.

<b>City Council Object Description</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Adopted</b>	<b>FY 2018 Y/E Est</b>	<b>FY 2019 Proposed</b>	<b>% of Total</b>	<b>FY 2020 Proposed</b>	<b>% of Total</b>
4101 Salaries & Allowances	\$64,834	\$61,978	\$64,276	<b>\$64,560</b>	10.9%	<b>\$64,560</b>	11.1%
4103 Part-time Salaries	181	2,600	200	<b>1,303</b>	0%	<b>1,303</b>	0%
4201 Group Medical Insurance	59,339	65,739	49,358	<b>48,865</b>	8.3%	<b>50,826</b>	8.8%
4202 Medicare Contributions	859	502	831	<b>523</b>	0.1%	<b>523</b>	0.1%
4211 PERS Regular Contribution	5,639	6,638	5,773	<b>2,551</b>	0.4%	<b>2,551</b>	0.4%
4218 PERS Regular Liability Contribution	-	-	-	<b>2,335</b>	0.4%	<b>2,904</b>	0.5%
<b>Total Salaries &amp; Benefits</b>	<b>\$130,851</b>	<b>\$137,457</b>	<b>\$120,438</b>	<b>\$120,137</b>	<b>20.3%</b>	<b>\$122,667</b>	<b>21.2%</b>
5101 Contract Services	\$33,013	\$31,000	\$6,000	<b>\$41,000</b>	6.9%	<b>\$21,000</b>	3.6%
5201 Office Supplies	52	-	-	-	-	-	-
5202 Membership & Dues	46,781	46,480	50,000	<b>53,750</b>	9.1%	<b>53,750</b>	9.3%
5203 Reference Materials	-	200	-	<b>200</b>	0.0%	<b>200</b>	0.0%
5205 Training, Conferences & Meetings	16,819	40,350	33,720	<b>41,650</b>	7.1%	<b>41,650</b>	7.2%
5207 Advertising	1,842	8,330	5,000	<b>8,330</b>	1.4%	<b>8,330</b>	1.4%
5208 Postage	233	225	223	<b>109</b>	0.0%	<b>109</b>	0.0%
5210 Computer Supplies & Software	4,779	-	-	-	-	-	-
5217 Departmental Supplies	33,218	26,900	30,000	<b>23,950</b>	4.1%	<b>23,950</b>	4.1%
5225 Printing	509	600	600	<b>600</b>	0.1%	<b>600</b>	0.1%
5240 Assessments & Taxes	2,736	3,575	2,835	<b>2,800</b>	0.5%	<b>2,800</b>	0.5%
5260 Council Contingencies	-	100,000	-	<b>100,000</b>	16.9%	<b>100,000</b>	17.3%
5262 Public Relations	39,139	42,875	40,000	<b>44,375</b>	7.5%	<b>44,375</b>	7.7%
5269 M.B. School Support	-	-	1,000,000	-	-	-	-
5501 Telephone	86	70	75	<b>1,049</b>	0.2%	<b>1,080</b>	0.2%
<b>Total Materials &amp; Services</b>	<b>\$179,207</b>	<b>\$300,605</b>	<b>\$1,168,453</b>	<b>\$317,813</b>	<b>53.8%</b>	<b>\$297,844</b>	<b>51.4%</b>
5611 Warehouse Services	\$268	\$250	\$50	<b>\$250</b>	0.0%	<b>\$250</b>	0.0%
5621 Information Technology Allocation	29,280	29,174	29,174	<b>82,552</b>	14.0%	<b>87,481</b>	15.1%
5631 Insurance Allocation	2,340	3,060	3,060	-	-	-	-
5651 Building & Operations Allocation	55,520	63,241	64,206	<b>69,720</b>	11.8%	<b>70,860</b>	12.2%
<b>Total Internal Services</b>	<b>\$87,408</b>	<b>\$95,725</b>	<b>\$96,490</b>	<b>\$152,522</b>	<b>25.8%</b>	<b>\$158,591</b>	<b>27.4%</b>
<b>Total Operating Expenditures</b>	<b>\$397,466</b>	<b>\$533,787</b>	<b>\$1,385,381</b>	<b>\$590,472</b>	<b>100.0%</b>	<b>\$579,102</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>				<b>10.6%</b>		<b>-1.9%</b>	
<b>Source of Funds</b>							
General Fund	\$397,466	\$533,787	\$1,385,381	<b>\$590,472</b>	100.0%	<b>\$579,102</b>	100.0%
<b>Total Sources</b>	<b>\$397,466</b>	<b>\$533,787</b>	<b>\$1,385,381</b>	<b>\$590,472</b>	<b>100.0%</b>	<b>\$579,102</b>	<b>100.0%</b>



### Program Overview

The City Manager is appointed by the City Council to carry out its policies and to ensure that the community is served in a responsive manner. The City Manager's office is responsible for providing support and advice to the City Council, offering leadership and legislative policy support for all departments, fostering community partnerships and interagency collaboration, and championing efforts to increase civic engagement efforts and organizational development and resiliency.



Major services include:

#### **Public Policy Support**

*Provide professional expertise and support to the City Council in the formulation, interpretation, and application of public policy and legislative advocacy.*

#### **Citywide Service Delivery**

*Manage and coordinate citywide service delivery efforts by providing strategic direction and oversight.*

#### **Communications and Public Education**

*Lead efforts to promote communication among the City's departments, media, and the public.*

#### **Organizational Leadership and Development**

*Provide leadership to departments and City activities, assure accountability of departments and staff on core activities, and champion efforts to increase leadership and management training.*

### Objectives FY 2019 & FY 2020

- Work with Chamber of Commerce and Business Improvement Districts to support the business community and encourage innovative economic development that serves the Manhattan Beach community.
- Review current method of agenda management and staff report development and seek improvement through additional training and communication.
- Assess current needs in City departments through Employee Satisfaction Survey and support employee-driven initiatives.
- Continue expanding opportunities to communicate with the community, including social media, online platforms and other tools that broaden the reach of engagement.
- Conduct a review and assessment of security in City facilities and move towards creating a more secure environment through trainings and infrastructure upgrades.
- Work collaboratively with the Human Resources Department and the City labor groups on upcoming labor contracts.

### Major Service Delivery Changes

#### **Senior Management Analyst**

In FY 2015/2016, the City Manager's Office established a Management Analyst position to support the

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## Management Services | City Manager

objectives of this office and the division as a whole, including supporting public policy considerations, community engagement activities, online civic engagement, and analysis and logistics for special projects or initiatives. Based on the success of this position and the ever-growing needs in the community and the organization, this position will be upgraded to a Senior Management Analyst. This will enable the City Manager's office to continue supporting the objectives listed above, while increasing emphasis on facilitating local and regional media relations, as well as internal communications, and conducting outreach to and coordination with the City's business community.

<b>Authorized Full-Time Positions</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
City Manager	1	1	1	1
Assistant City Manager	1	1	-	-
Economic Vitality Manager	1	1	-	-
Senior Management Analyst	-	-	1	1
Management Analyst	1	1	-	-
Management Analyst <sup>1</sup>	0.5	0.5	0.5	0.5
Executive Secretary	1	1	1	1
Receptionist Clerk	1	1	1	1
<b>Total</b>	<b>6.5</b>	<b>6.5</b>	<b>4.5</b>	<b>4.5</b>

<sup>1</sup> Position split with City Clerk's Office.

## Management Services | City Manager

City Manager		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$1,007,069	\$860,342	\$793,624	<b>\$637,930</b>	44.0%	<b>\$519,895</b>	38.4%
4103	Part-time Salaries	60	3,000	3,000	<b>6,000</b>	0.4%	<b>6,000</b>	0.4%
4111	Overtime Regular Employees	588	3,000	1,000	-	-	-	-
4201	Group Medical Insurance	117,779	107,037	88,111	<b>77,951</b>	5.4%	<b>80,814</b>	6.0%
4202	Medicare Contributions	14,250	14,019	10,745	<b>7,489</b>	0.5%	<b>7,625</b>	0.6%
4203	Unemployment	480	480	480	<b>420</b>	0.0%	<b>420</b>	0.0%
4204	401A Plan City Contributions	39,435	40,090	30,789	<b>23,376</b>	1.6%	<b>23,844</b>	1.8%
4205	Worker's Compensation	1,860	1,920	1,920	<b>59,820</b>	4.1%	<b>59,820</b>	4.4%
4211	PERS Regular Contribution	115,360	127,956	97,270	<b>42,579</b>	2.9%	<b>43,385</b>	3.2%
4218	PERS Regular Liability Contribution	-	-	-	<b>40,182</b>	2.8%	<b>49,980</b>	3.7%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,296,881</b>	<b>\$1,157,844</b>	<b>\$1,026,939</b>	<b>\$895,747</b>	<b>61.8%</b>	<b>\$791,783</b>	<b>58.6%</b>
5101	Contract Services	\$27,518	\$172,920	\$110,000	<b>\$66,440</b>	4.6%	<b>\$66,440</b>	4.9%
5104	Computer Contract Services	101	8,150	8,000	<b>150</b>	0.0%	<b>150</b>	0.0%
5201	Office Supplies	8,060	8,500	11,500	<b>12,000</b>	0.8%	<b>12,500</b>	0.9%
5202	Membership & Dues	5,921	9,625	7,500	<b>5,255</b>	0.4%	<b>5,255</b>	0.4%
5203	Reference Materials	309	400	350	<b>400</b>	0.0%	<b>400</b>	0.0%
5205	Training, Conferences & Meetings	23,791	62,400	25,000	<b>54,395</b>	3.8%	<b>54,395</b>	4.0%
5207	Advertising	750	-	-	<b>5,000</b>	0.3%	<b>5,000</b>	0.4%
5208	Postage	124	120	119	<b>59</b>	0.0%	<b>59</b>	0.0%
5210	Computer Supplies & Software	2,059	-	500	-	-	-	-
5214	Employee Awards & Events	-	-	-	<b>11,500</b>	0.8%	<b>11,500</b>	0.9%
5217	Departmental Supplies	15,176	19,500	22,000	<b>21,000</b>	1.4%	<b>21,000</b>	1.6%
5225	Printing	101	500	-	<b>500</b>	0.0%	<b>500</b>	0.0%
5251	Claims Paid	5,000	-	-	-	-	-	-
5270	City Manager Home Loan	108,224	-	-	-	-	-	-
5501	Telephone	2,667	2,010	2,156	<b>2,493</b>	0.2%	<b>2,568</b>	0.2%
<b>Total Materials &amp; Services</b>		<b>\$199,802</b>	<b>\$284,125</b>	<b>\$187,125</b>	<b>\$179,192</b>	<b>12.4%</b>	<b>\$179,767</b>	<b>13.3%</b>
5611	Warehouse Services	\$129	-	\$50	-	-	-	-
5621	Information Technology Allocation	\$48,780	\$48,604	\$48,604	<b>\$107,318</b>	7.4%	<b>\$113,725</b>	8.4%
5631	Insurance Allocation	730,740	756,060	756,060	<b>224,400</b>	15.5%	<b>224,400</b>	16.6%
5651	Building & Operations Allocation	33,312	37,945	38,524	<b>41,820</b>	2.9%	<b>42,480</b>	3.1%
<b>Total Internal Services</b>		<b>\$812,961</b>	<b>\$842,609</b>	<b>\$843,238</b>	<b>\$373,538</b>	<b>25.8%</b>	<b>\$380,605</b>	<b>28.1%</b>
<b>Total Operating Expenditures</b>		<b>\$2,309,644</b>	<b>\$2,284,578</b>	<b>\$2,057,302</b>	<b>\$1,448,477</b>	<b>100.0%</b>	<b>\$1,352,155</b>	<b>100.0%</b>
6212	CIP Bldg & Facilities - CYr	\$14,202	-	\$50,000	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$14,202</b>	<b>-</b>	<b>\$50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$2,323,846</b>	<b>\$2,284,578</b>	<b>\$2,107,302</b>	<b>\$1,448,477</b>	<b>100.0%</b>	<b>\$1,352,155</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>-36.6%</b>		<b>-6.6%</b>	
<b>Source of Funds</b>								
General Fund		\$2,309,644	\$2,284,578	\$2,057,302	<b>\$1,448,477</b>	100.0%	<b>\$1,352,155</b>	100.0%
Capital Improvement Fund		14,202	-	50,000	-	-	-	-
<b>Total Sources</b>		<b>\$2,323,846</b>	<b>\$2,284,578</b>	<b>\$2,107,302</b>	<b>\$1,448,477</b>	<b>100.0%</b>	<b>\$1,352,155</b>	<b>100.0%</b>

### Program Overview

The City Clerk's Office is dedicated to collaborating with City officials and the public to ensure that open and effective government standards are in place to secure the public trust, and provide a system of transparency, public participation and accountability. The City Clerk serves as the greatest resource for information for the public, City Council, City staff and other governmental agencies; manages legal requirements for public notices and the filing of referendums and initiatives; and keeps complete and accurate records of City Council proceedings.

The City Clerk's Office continues to work diligently with the City's Information Technology Department to provide broadcasting of City Council and Planning Commission meetings on Manhattan Beach Local Community Cable, Spectrum Channel 8 and Frontier Communications Channel 35, and the City Website Live Streaming Video, ensuring access to public information and the local government process. As the custodian of the City's official records, the office maintains all official City document archives and legislative history, and ensures the preservation, protection and integrity of the public records.

The City Clerk is the City's Election Officer, and as such, conducts and certifies the City's municipal elections for six elected offices (5 City Council and 1 City Treasurer). In addition, the City Clerk's Office administers oaths and affirmations, files annual Statements of Economic Interest, and performs other duties as may be required by law.

### Objectives FY 2019 & FY 2020

- Conduct an impartial, open and transparent 2019 Standalone General Municipal Election. This election will be the last Standalone election held in March of odd years. As mandated by Senate Bill 415 passed by the California State Legislature, prepare for the 2020 Consolidated General Municipal Election with Los Angeles County Registrar-Recorder/County Clerk (RR/CC).
- Facilitate City-Wide records management training utilizing the City's updated retention schedule.
- Creation of "City Store," a revenue enhancement opportunity selling various merchandise to the public.
- Continue to fully implement the City's Electronic Filing Software of Fair Political Practice Commission (FPPC) filings.
- Continue to support the City Council's open and transparent government and meeting management initiatives including eComments, social media, closed captioning and other e-government opportunities.

### Major Service Delivery Changes

- Create and implement a centralized contract management software solution across all departments within the City.
- Transition from holding Standalone General Municipal Elections in March of odd years to Consolidated General Municipal Elections in November of even years.
- Make all FPPC filings from City Clerk's Office available on City's website utilizing electronic filing software solution.
- Create robust voter outreach initiatives to maximize voter turnout and awareness for General Municipal Elections.
- Upgrade the City's current codification services (MuniCode) to enhance transparency by producing Municipal Code supplements on a quarterly basis, add the City's Local Coastal Program to the City's website, and publishing City ordinances in chronological order for easier accessibility.

Authorized Full-Time Positions	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
City Clerk	1	1	1	1
Senior Deputy City Clerk	1	1	1	1
Management Analyst <sup>1</sup>	0.5	0.5	0.5	0.5
Administrative Clerk I/II	1	1	1	1
<b>Total</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>

<sup>1</sup> Position split with City Manager's Office.

Part-time hours proposed total 1,248 hours in FY 2019 and FY 2020.

City Clerk Object Description	FY 2017 Actual	FY 2018 Adopted	FY 2018 Y/E Est	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
4101 Salaries & Allowances	\$304,847	\$297,176	\$322,659	\$335,639	37.4%	\$342,099	43.6%
4103 Part-time Salaries	17,257	25,060	25,000	26,657	3.0%	26,657	3.4%
4111 Overtime Regular Employees	4,189	15,112	100	5,000	0.6%	5,000	0.6%
4201 Group Medical Insurance	41,080	45,896	55,769	44,426	5.0%	46,049	5.9%
4202 Medicare Contributions	4,604	5,854	5,073	5,254	0.6%	5,347	0.7%
4204 401A Plan City Contributions	8,793	8,950	9,132	12,475	1.4%	12,724	1.6%
4211 PERS Regular Contribution	40,283	44,535	42,827	32,098	3.6%	32,647	4.2%
4218 PERS Regular Liability Contribution	-	-	-	24,971	2.8%	31,060	4.0%
<b>Total Salaries &amp; Benefits</b>	<b>\$421,051</b>	<b>\$442,583</b>	<b>\$460,560</b>	<b>\$486,520</b>	<b>54.3%</b>	<b>\$501,583</b>	<b>63.9%</b>
5101 Contract Services	\$31,975	\$29,020	\$28,831	\$39,400	4.4%	\$29,400	3.7%
5104 Computer Contract Services	45,999	88,300	75,000	90,325	10.1%	90,565	11.5%
5105 Elections	88,659	2,220	800	129,192	14.4%	8,080	1.0%
5202 Membership & Dues	1,384	2,330	2,000	3,030	0.3%	3,030	0.4%
5203 Reference Materials	-	-	40	-	-	-	-
5205 Training, Conferences & Meetings	15,720	42,665	32,665	40,665	4.5%	40,365	5.1%
5207 Advertising	7,462	6,500	6,500	6,500	0.7%	7,000	0.9%
5208 Postage	363	350	346	169	0.0%	169	0.0%
5210 Computer Supplies & Software	904	-	-	-	-	-	-
5212 Office Equip Maintenance	395	250	250	250	0.0%	250	0.0%
5217 Departmental Supplies	2,522	3,150	2,600	3,150	0.4%	3,250	0.4%
5225 Printing	101	350	-	350	0.0%	400	0.1%
5227 City Store Purchases	-	-	-	10,000	1.1%	10,000	1.3%
5501 Telephone	154	126	135	1,178	0.1%	1,213	0.2%
<b>Total Materials &amp; Services</b>	<b>\$195,637</b>	<b>\$175,261</b>	<b>\$149,167</b>	<b>\$324,209</b>	<b>36.2%</b>	<b>\$193,722</b>	<b>24.7%</b>
5621 Information Technology Allocation	\$48,780	\$48,604	\$48,604	\$57,787	6.4%	\$61,237	7.8%
5651 Building & Operations Allocation	22,208	25,296	25,682	27,900	3.1%	28,320	3.6%
<b>Total Internal Services</b>	<b>\$70,988</b>	<b>\$73,900</b>	<b>\$74,286</b>	<b>\$85,687</b>	<b>9.6%</b>	<b>\$89,557</b>	<b>11.4%</b>
<b>Total Operating Expenditures</b>	<b>\$687,677</b>	<b>\$691,744</b>	<b>\$684,013</b>	<b>\$896,416</b>	<b>100.0%</b>	<b>\$784,862</b>	<b>100.0%</b>
6141 Computer Equipment & Software	\$34,212	-	\$16,157	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$34,212</b>	<b>-</b>	<b>\$16,157</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$721,889</b>	<b>\$691,744</b>	<b>\$700,170</b>	<b>\$896,416</b>	<b>100.0%</b>	<b>\$784,862</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>				<b>29.6%</b>		<b>-12.4%</b>	
<b>Source of Funds</b>							
General Fund	\$721,889	\$691,744	\$700,170	\$896,416	100.0%	\$784,862	100.0%
<b>Total Sources</b>	<b>\$721,889</b>	<b>\$691,744</b>	<b>\$700,170</b>	<b>\$896,416</b>	<b>100.0%</b>	<b>\$784,862</b>	<b>100.0%</b>

## Program Overview

The City Attorney's Office consists of a contracted City Attorney who provides legal services on a flat retainer basis and who is admitted to practice law by the California Bar Association and experienced in the practice of Municipal Law, and a legal secretary employed by the City. City Prosecution services are provided on an as-needed hourly basis by a part-time contract deputy prosecutor. Through the services of the City Prosecutor, the office prosecutes violations of the City Municipal Code.

The City Attorney's Office drafts ordinances, resolutions and agreements as well as provides general legal services and advice, oral and written, to the City Councilmembers and City departments on a daily and routine basis. Attorneys specializing in areas of litigation, land use, real estate, finance, California Environmental Quality Act, California Coastal Act, public works, labor and other specialties are all available to the City Manager, City departments and the City Council at any time. The City Attorney also oversees outside counsel.

The City Attorney serves as advisor by providing legal representation at City Council meetings, and on an as-needed basis to other boards, committees and commissions. The City Attorney also attends weekly City Manager Department Head meetings and other meetings as requested, and provides support to Risk Management in processing claims as well as other departments as needed for legal services. The City Attorney assists the City Clerk's office with the processing and management of Public Records Act requests.

## Objectives FY 2019 & 2020

### Litigation Status

- Provide regular reporting on all litigation, lawsuits and claims including the status of existing and potential litigation, and significant litigation.

### Legal Opinions

- Continue to provide legal advice on Federal and State law including: the Brown Act, Public Records Act, Political Reform Act, Public Contracting Law, Coastal Act, NPDES, the Clean Water Act and CEQA.

### Contract Processing

- Continue to update and refine templates for public contract agreements, professional service agreements, requests for proposals, ordinances and resolutions to increase efficiency

### Municipal Code

- Continue to draft ordinances to reflect recent developments in case law and statutory law.
- Draft ordinances to update, streamline and modernize the Municipal Code.
- Assist in improving the City's Municipal Code, policies and practices to make them more user-friendly and efficient

## Management Services | City Attorney

Authorized Full-Time Positions	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
Legal Secretary	1	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

City Attorney Object Description	FY 2017 Actual	FY 2018 Adopted	FY 2018 Y/E Est	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
4101 Salaries & Allowances	\$81,005	\$75,995	\$82,224	\$77,435	7.8%	\$78,945	7.9%
4201 Group Medical Insurance	14,920	15,036	15,730	14,823	1.5%	15,394	1.5%
4202 Medicare Contributions	1,138	1,102	1,153	1,123	0.1%	1,144	0.1%
4204 401A Plan City Contributions	3,311	3,331	3,380	3,396	0.3%	3,465	0.3%
4211 PERS Regular Contribution	10,213	11,278	10,002	6,516	0.7%	6,645	0.7%
4218 PERS Regular Liability Contribution	-	-	-	6,212	0.6%	7,727	0.8%
<b>Total Salaries &amp; Benefits</b>	<b>\$110,587</b>	<b>\$106,741</b>	<b>\$112,489</b>	<b>\$109,505</b>	<b>11.1%</b>	<b>\$113,320</b>	<b>11.4%</b>
5101 Contract Services	\$220,016	\$105,904	\$210,000	\$210,000	21.2%	\$210,000	21.1%
5108 Legal Services	618,052	390,000	600,000	625,000	63.1%	625,000	62.7%
5203 Reference Materials	-	1,000	50	1,000	0.1%	1,000	0.1%
5205 Training, Conferences & Meetings	-	100	-	100	0.0%	100	0.0%
5208 Postage	141	135	134	64	0.0%	64	0.0%
5210 Computer Supplies & Software	-	-	400	-	-	-	-
5217 Departmental Supplies	153	100	1,100	100	0.0%	100	0.0%
5501 Telephone	1,843	1,508	1,617	782	0.1%	805	0.1%
<b>Total Materials &amp; Services</b>	<b>\$840,205</b>	<b>\$498,747</b>	<b>\$813,301</b>	<b>\$837,046</b>	<b>84.5%</b>	<b>\$837,069</b>	<b>84.0%</b>
5621 Information Technology Allocation	19,500	19,430	19,430	16,510	1.7%	17,496	1.8%
5651 Building & Operations Allocation	22,208	25,296	25,682	27,900	2.8%	28,320	2.8%
<b>Total Internal Services</b>	<b>\$41,708</b>	<b>\$44,726</b>	<b>\$45,112</b>	<b>\$44,410</b>	<b>4.5%</b>	<b>\$45,816</b>	<b>4.6%</b>
<b>Total Operating Expenditures</b>	<b>\$992,500</b>	<b>\$650,214</b>	<b>\$970,902</b>	<b>\$990,961</b>	<b>100.0%</b>	<b>\$996,205</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>				<b>52.4%</b>		<b>0.5%</b>	
<b>Source of Funds</b>							
General Fund	\$992,500	\$650,214	\$970,902	\$990,961	100.0%	\$996,205	100.0%
<b>Total Sources</b>	<b>\$992,500</b>	<b>\$650,214</b>	<b>\$970,902</b>	<b>\$990,961</b>	<b>100.0%</b>	<b>\$996,205</b>	<b>100.0%</b>

## Program Overview

The City Treasurer is elected at-large and serves a four-year term. Along with Finance staff, the Treasurer administrates all City funds and provides accountability to the citizens of Manhattan Beach. The Treasurer's responsibilities include investment of idle funds; reporting such activities to the City Council; and serving as Chair of the Finance Subcommittee.



The Treasurer oversees the City's \$80 to \$90 million investment portfolio. The investment portfolio contains instruments such as Federal Agencies, high-grade corporate bonds and Treasury notes. The State's Local Agency Investment Fund is also used to ensure proper cash flow and liquidity. While investment yields have dropped to some of the lowest levels in history, the City's investment strategy continues to place emphasis on safety and liquidity.

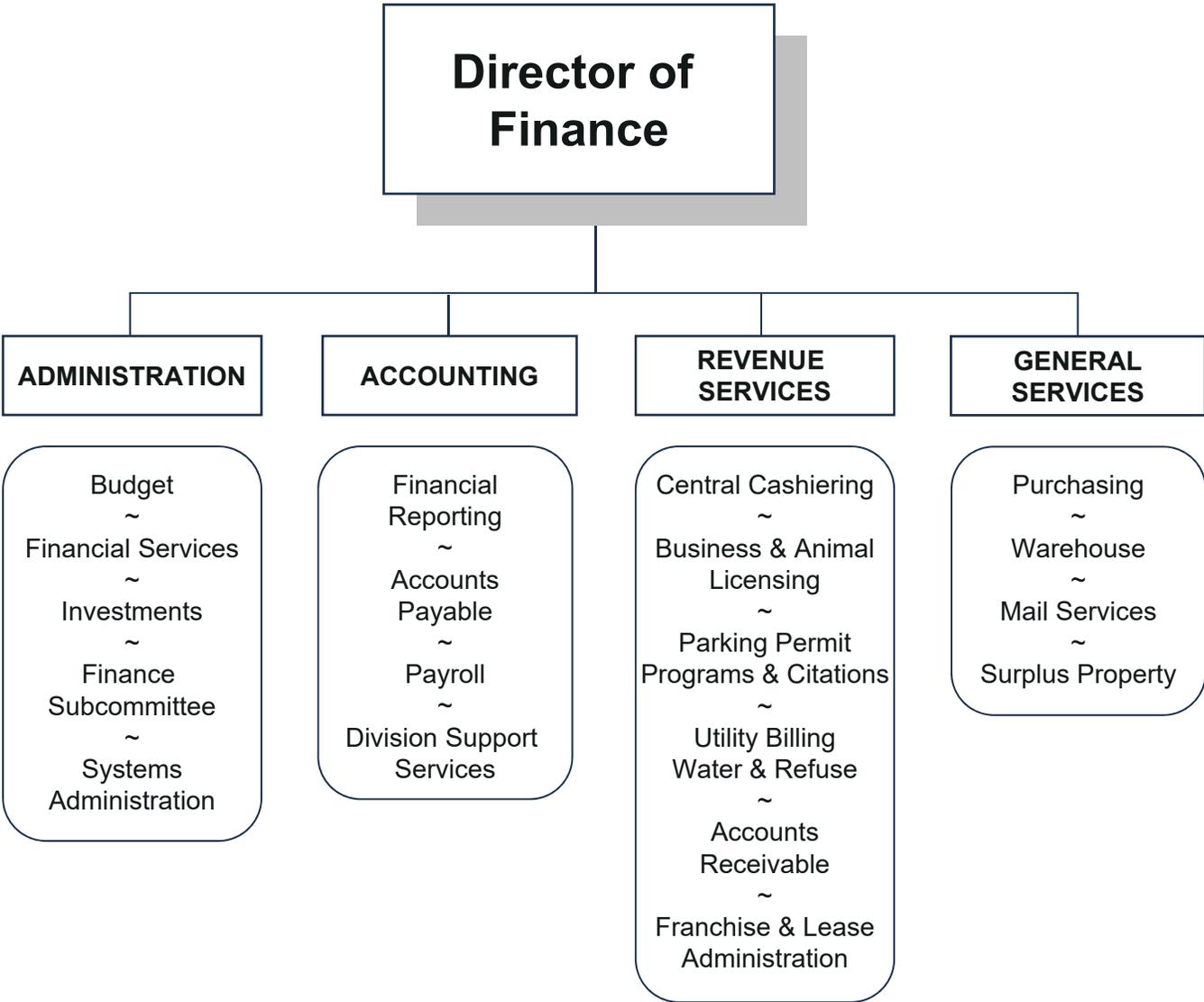
## Objectives FY 2019 & FY 2020

- Protect the City's assets and invest funds safely.
- Maintain sufficient liquidity.
- Update the annual investment policy and provide monthly reporting.

	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
<b>Authorized Full-Time Positions</b>				
City Treasurer	1	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

City Treasurer Object Description	FY 2017 Actual	FY 2018 Adopted	FY 2018 Y/E Est	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
4101 Salaries & Allowances	\$8,625	\$12,038	\$7,824	<b>\$12,540</b>	28.3%	<b>\$12,540</b>	27.7%
4201 Group Medical Insurance	19,683	20,455	20,593	<b>20,389</b>	45.9%	<b>21,212</b>	46.8%
4202 Medicare Contributions	124	95	113	<b>99</b>	0.2%	<b>99</b>	0.2%
4211 PERS Regular Contribution	1,322	1,328	1,457	<b>510</b>	1.1%	<b>510</b>	1.1%
4218 PERS Regular Liability Contribution	-	-	-	<b>467</b>	1.1%	<b>581</b>	1.3%
<b>Total Salaries &amp; Benefits</b>	<b>\$29,754</b>	<b>\$33,916</b>	<b>\$29,987</b>	<b>\$34,005</b>	<b>76.6%</b>	<b>\$34,942</b>	<b>77.1%</b>
5104 Computer Contract Services	\$3,516	\$3,700	\$3,692	<b>\$3,885</b>	8.8%	<b>\$3,885</b>	8.6%
5202 Membership & Dues	80	340	175	<b>340</b>	0.8%	<b>340</b>	0.8%
5205 Training, Conferences & Meetings	2,232	6,155	2,200	<b>6,155</b>	13.9%	<b>6,155</b>	13.6%
<b>Total Materials &amp; Services</b>	<b>\$3,596</b>	<b>\$4,040</b>	<b>\$3,867</b>	<b>\$4,225</b>	<b>9.5%</b>	<b>\$4,225</b>	<b>9.3%</b>
<b>Total Operating Expenditures</b>	<b>\$35,582</b>	<b>\$44,111</b>	<b>\$36,054</b>	<b>\$44,385</b>	<b>100.0%</b>	<b>\$45,322</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>				<b>0.6%</b>		<b>2.1%</b>	
<b>Source of Funds</b>							
General Fund	\$35,582	\$44,111	\$36,054	<b>\$44,385</b>	100.0%	<b>\$45,322</b>	100.0%
<b>Total Sources</b>	<b>\$35,582</b>	<b>\$44,111</b>	<b>\$36,054</b>	<b>\$44,385</b>	<b>100.0%</b>	<b>\$45,322</b>	<b>100.0%</b>

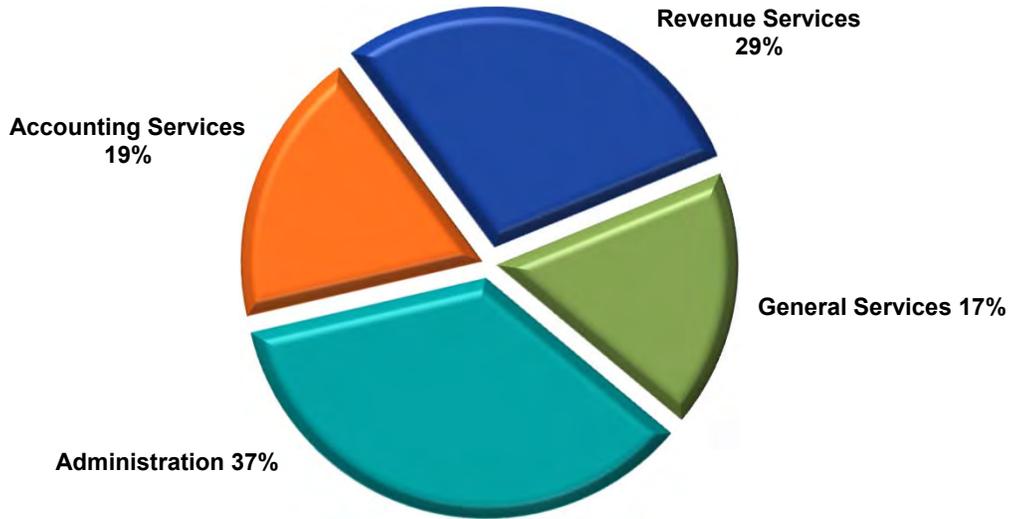
# City of Manhattan Beach Finance Department



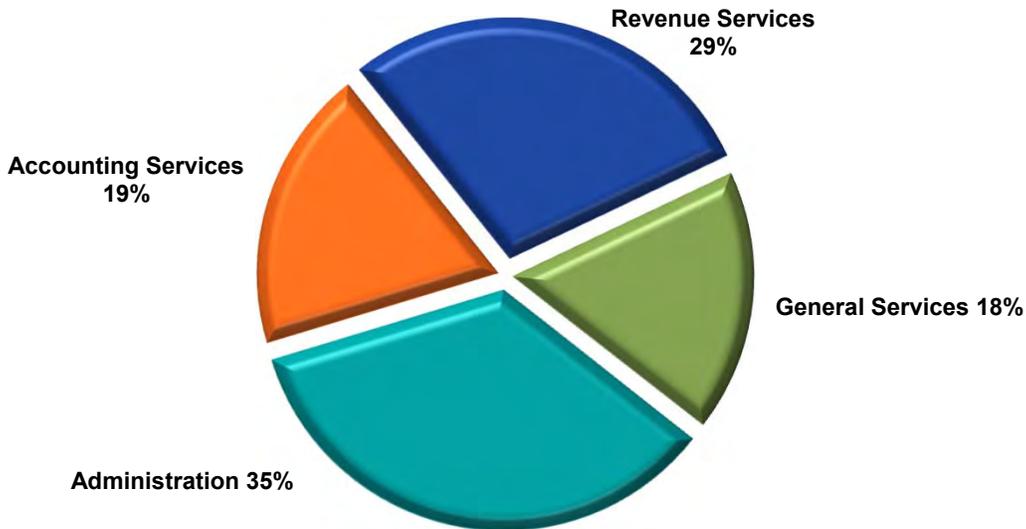
# Finance Department

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**FY 2019  
Department Expenditure by Program**



**FY 2020  
Department Expenditure by Program**

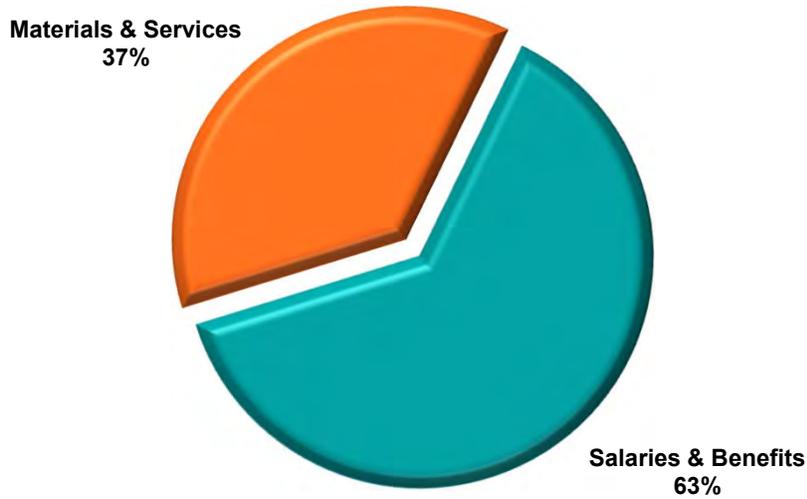


Program Expenditures	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	FY 2020 Proposed
Administration	\$1,321,436	\$2,315,685	\$1,330,230	\$1,394,705	\$1,380,312
Accounting Services	706,169	698,955	688,536	733,897	753,907
Revenue Services	1,025,049	1,092,561	1,098,290	1,142,712	1,137,569
General Services	664,515	696,036	686,348	685,013	698,019
<b>Total</b>	<b>\$3,717,169</b>	<b>\$4,803,237</b>	<b>\$3,803,405</b>	<b>\$3,956,327</b>	<b>\$3,969,807</b>
<b>Full-Time Positions</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>18</b>	<b>18</b>

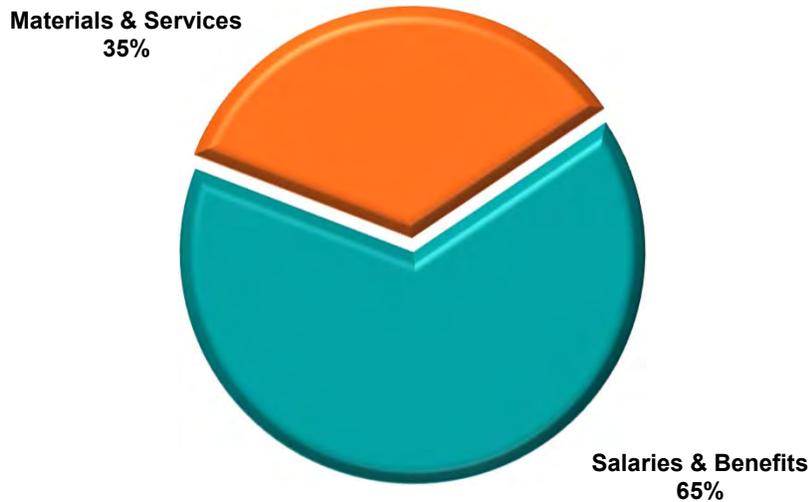
# Finance Department

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**FY 2019  
Department Expenditure by Category**



**FY 2020  
Department Expenditure by Category**



Category Expenditures	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	FY 2020 Proposed
Salaries & Benefits	\$2,366,147	\$2,428,581	\$2,371,031	\$2,493,584	\$2,592,248
Materials & Services	1,351,023	1,409,199	1,425,527	1,462,743	1,377,559
Capital Outlay	-	828,585	6,846	-	-
<b>Total</b>	<b>\$3,717,169</b>	<b>\$4,803,237</b>	<b>\$3,803,405</b>	<b>\$3,956,327</b>	<b>\$3,969,807</b>

# Finance Department

## Mission

To ensure the integrity of the City's financial systems in accordance with City policies while providing responsive and superior customer service

## Department Overview

The Finance Department's responsibilities include accounting, payroll, investments, and procurement, as well as business licensing, animal licensing and utility billing. These services are provided through the following department functions:

- Budget and Accounting
- Purchasing
- Revenue Services
- Business and Animal License issuance
- Water and Refuse Billing

The City has maintained its AAA rating from Standard and Poor's. This rating is a testament to the City's continued strong financial position, its tradition of prudent fiscal decisions and a resilient economic base. All departments contribute to this achievement through high levels of service and proactive financial management.

The Finance Department is staffed by a dedicated, hard-working team of seventeen full-time professionals.

## Recent Accomplishment Highlights

### Administration

- Internally reviewed Finance Department structure and staffing in anticipation of forthcoming ERP implementation.
- Established Pension Stabilization Trust Fund to help serve as a budgetary safeguard in the case of future sudden CalPERS rate increases.
- Continued enhanced budget outreach efforts to obtain community input earlier in the budget process by holding a Community Budget Social in January 2018. Presentation materials are available at [www.cityymb.info/Budget](http://www.cityymb.info/Budget).
- Received GFOA's Distinguished Budget Presentation Award for the City's FY 2016-17 Biennial Budget document.
- Received the Award for Budget Excellence issued by the California Society of Municipal Finance Officers (CSMFO).

### Accounting

- Implemented Government Accounting Standards Board (GASB) Statement No. 68 *Accounting and Financial Reporting for Pensions*.
- Received the Certificate of Achievement for Excellence in Financial Reporting issued by the Government Finance Officers Association (GFOA).



### Revenue Services

- Contracted a Utility Audit company to evaluate the City utility bills for electricity and telecommunication, as well as inventory of City street lighting. This audit resulted in an overall annual savings of more than \$70,000.
- Worked with the City's legal team to navigate a successful end to the Cash Key refund program that had been in place for more than five years. This resulted in an approximately \$90,000 transfer of funds to the City's Parking Fund.
- Through an external auditing firm, Revenue Services managed field audits conducted for Transient Occupancy Tax collection, City owned land leases and Manhattan Beach Studio Campus agreement. These audits are done periodically to determine compliance with the City Municipal Code, binding land leases and agreements on file. These audit findings for non-compliance and deficiencies accounted for \$329,000 of revenue to the City in fiscal years 2017 and 2018.
- Implemented outreach to our business customers regarding AB1379, which is collected through business license tax for State Disability Access related education. This bill replaced SB1186.
- Maintained all lease agreements for City interests and, specifically, renewed the Downtown Post Office lease agreement which resulted in an overall increase of rent revenue. Additionally, the City renewed a long-term lease for a telecom apparatus located on the rooftop of City Hall.

### General Services

- Completed City-wide Fixed Asset physical inventory.
- Developed and trained on new "Purchase Orders for Contracts" project which has increased departments' oversight of expenditures and better contract tracking.
- Increased potential pool of contractors and competition by training Public Works Engineering staff on vendor outreach program, BidSync, a cloud-based sourcing solution that automatically notifies contractors of solicitations.
- Published new prevailing wage guidelines.
- Published guide for preparing "Request for Proposals" to assist staff with writing clear and concise specifications.
- Participated in the analysis and recommendation of a new ERP system to plan for the next generation Finance system for the City.

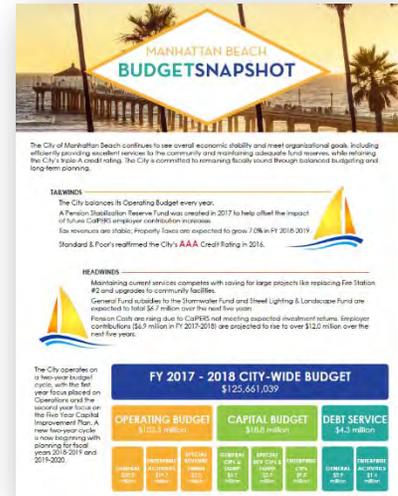


## Program Overview

The Administration Division of Finance is responsible for creating, monitoring and periodic reporting of the annual budget; investment of City funds in conjunction with the elected City Treasurer; debt issuance and management; and creation of the annual financial report in cooperation with the Accounting Division. Administration also oversees and supports the other divisions in the Finance department.

## Objectives FY 2019 & FY 2020

- Support the City Council, Treasurer and City Manager in the development of long-term sustainable financial plans, including capital financing
- Ensure safety of the City's investment of idle cash
- Maintain high standards of excellence through the continuance of the City's AAA bond rating, unmodified audit opinions, and various budgeting and financial reporting awards
- Mitigate Storm Water fund General Fund subsidies by evaluating potential revenue enhancements and grant opportunities
- Coordinate implementation of the Enterprise-wide ERP system; collaborate with all departments to integrate existing City systems, improve workflow efficiencies and enhance financial data reporting
- Formally document all desk procedures and established internal controls as well as create new procedure manuals aligned with the new ERP System.



## Major Service Delivery Changes

The Financial Analyst position is essential to the budget development process. In the last several years, the position's role has evolved and now requires complex financial analysis skills, extensive knowledge of accounting and auditing principles, experience in communicating technical financial matters, and the ability to facilitate City-wide initiatives. With the ever-growing demands on the department and organization, this position will be upgraded to a Senior Financial Analyst and a new Management Analyst position will be added to conduct the Department's less technical administrative workload (e.g. grant tracking and recurring financial reports). This will ensure the Department has sufficient resources to meet its objectives as well as have some capacity to take on future work plan items. Both positions will also be instrumental in the implementation of the new Enterprise Resource Planning (ERP) software enhancement project slated to commence in FY 2019 (funds are budgeted in the Information Technology Fund).

Significant service delivery enhancements are expected with the implementation of the new ERP software, including electronic processing and approval workflows for several current manual processes (e.g. payroll and accounts payable), improved financial reporting, and a better-quality user interface. The Administration division will be coordinating the project for the department and assisting other divisions to ensure that core modules are implemented successfully and on schedule.

## Finance Department | Administration

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<b>Authorized Full-Time Positions</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
Director	1	1	1	1
Senior Financial Analyst	-	-	1	1
Financial Analyst	1	1	-	-
Management Analyst	-	-	1	1
Executive Secretary	1	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>

Part-time hours budgeted in prior years (1,300) were removed for the addition of the full-time Management Analyst.

## Finance Department | Administration

Administration		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$405,627	\$369,984	\$406,075	\$425,951	30.5%	\$433,593	31.4%
4103	Part-time Salaries	-	53,924	-	-	-	-	-
4111	Overtime Regular Employees	-	500	-	500	0.0%	500	0.0%
4120	Supplemental Pension Plan	21,340	21,900	21,000	22,000	1.6%	23,000	1.7%
4121	Single Highest Year Plan	52,928	54,000	53,000	54,000	3.9%	56,000	4.1%
4124	Fire Retiree's Health Plan	23,816	28,000	24,000	25,000	1.8%	26,000	1.9%
4125	Police Retiree's Health Plan	84,239	87,000	84,000	84,000	6.0%	87,000	6.3%
4126	Miscellaneous Retiree's Health Plan	49,716	53,000	46,000	47,000	3.4%	49,000	3.5%
4201	Group Medical Insurance	43,145	42,690	47,320	51,147	3.7%	53,001	3.8%
4202	Medicare Contributions	5,786	5,364	5,908	6,176	0.4%	6,287	0.5%
4203	Unemployment	480	480	480	420	0.0%	420	0.0%
4204	401A Plan City Contributions	11,668	11,370	11,919	15,574	1.1%	15,886	1.2%
4205	Worker's Compensation	50,280	52,500	52,500	44,520	3.2%	44,520	3.2%
4211	PERS Regular Contribution	51,385	54,564	49,621	35,622	2.6%	36,273	2.6%
4218	PERS Regular Liability Contribution	-	-	-	26,761	1.9%	33,286	2.4%
<b>Total Salaries &amp; Benefits</b>		<b>\$800,409</b>	<b>\$835,277</b>	<b>\$801,823</b>	<b>\$838,671</b>	<b>60.1%</b>	<b>\$864,766</b>	<b>62.7%</b>
5101	Contract Services	\$47,639	\$3,388	\$19,250	\$4,510	0.3%	\$4,510	0.3%
5103	Audit Services	(7,900)	-	7,900	-	-	-	-
5104	Computer Contract Services	35,067	54,157	31,075	54,107	3.9%	7,000	0.5%
5201	Office Supplies	8,275	13,400	8,500	10,500	0.8%	10,500	0.8%
5202	Membership & Dues	665	1,370	1,245	1,310	0.1%	1,310	0.1%
5205	Training, Conferences & Meetings	11,108	12,100	5,500	12,025	0.9%	11,600	0.8%
5207	Advertising	84	1,300	500	1,300	0.1%	1,300	0.1%
5210	Computer Supplies & Software	184	-	-	2,300	0.2%	-	-
5214	Employee Awards & Events	603	600	250	600	0.0%	600	0.0%
5217	Departmental Supplies	2,503	700	700	700	0.1%	700	0.1%
5225	Printing	3,675	8,000	1,995	6,000	0.4%	6,000	0.4%
5231	Bank Service Charge	178,389	155,000	182,000	175,000	12.5%	178,000	12.9%
5267	UAD Loan Program	2,422	-	2,200	-	-	-	-
5501	Telephone	4,668	3,819	4,096	1,306	0.1%	1,345	0.1%
<b>Total Materials &amp; Services</b>		<b>\$287,383</b>	<b>\$253,834</b>	<b>\$265,211</b>	<b>\$269,658</b>	<b>19.3%</b>	<b>\$222,865</b>	<b>16.1%</b>
5611	Warehouse Services	\$1,735	\$1,500	\$300	\$1,500	0.1%	\$1,500	0.1%
5621	Information Technology Allocation	29,280	29,178	29,178	41,276	3.0%	43,741	3.2%
5631	Insurance Allocation	13,860	15,480	15,480	6,600	0.5%	6,600	0.5%
5651	Building & Operations Allocation	188,770	214,959	218,238	237,000	17.0%	240,840	17.4%
<b>Total Internal Services</b>		<b>\$233,644</b>	<b>\$261,117</b>	<b>\$263,196</b>	<b>\$286,376</b>	<b>20.5%</b>	<b>\$292,681</b>	<b>21.2%</b>
<b>Total Operating Expenditures</b>		<b>\$1,321,436</b>	<b>\$1,350,228</b>	<b>\$1,330,230</b>	<b>\$1,394,705</b>	<b>100.0%</b>	<b>\$1,380,312</b>	<b>100.0%</b>
6141	Computer Equipment & Software	-	\$828,585	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>\$828,585</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
7302	Property & Equipment Principal	-	118,122	-	-	-	-	-
7303	Property & Equipment Interest	-	18,750	-	-	-	-	-
<b>Total Debt Service</b>		<b>-</b>	<b>\$136,872</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$1,321,436</b>	<b>\$2,315,685</b>	<b>\$1,330,230</b>	<b>\$1,394,705</b>	<b>100.0%</b>	<b>\$1,380,312</b>	<b>45.9%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>3.3%</b>		<b>-1.0%</b>	
<b>Source of Funds</b>								
General Fund		\$1,086,976	\$2,071,785	\$1,100,030	\$1,162,705	83.4%	\$1,139,312	82.5%
Capital Improvement Fund		2,422	-	2,200	-	-	-	-
Pension Trust		232,038	243,900	228,000	232,000	16.6%	241,000	17.5%
<b>Total Sources</b>		<b>\$1,321,436</b>	<b>\$2,315,685</b>	<b>\$1,330,230</b>	<b>\$1,394,705</b>	<b>100.0%</b>	<b>\$1,380,312</b>	<b>100.0%</b>

## Program Overview

The Accounting Division's primary responsibilities are the maintenance and control of the general ledger, accounts payable and payroll, and to ensure accountability as well as the timely provision of accurate financial information. The Division is the liaison between the City and its external auditors, and works closely with Finance Administration to prepare the City's Comprehensive Annual Financial Report (CAFR). The City has been the recipient of the Government Finance Officers Association's (GFOA) award for the Certificate of Achievement for Excellence in Financial Reporting for over 15 years. The Accounting Division also participates in budget development by providing historical and projected financial and payroll information, issues standard monthly revenue and expenditure reports for internal customers, and generates reports required by external customers, including other governmental agencies, rating agencies and the public. In addition, the Division accounts for the City's grants and related projects in conjunction with other departments.



All City disbursements are the end product of accounts payable and payroll operations and are reflected by the weekly generation of vendor and employee checks. The accounts payable processes include: maintenance of vendor files; disposition of purchase orders and coordination with the Purchasing (General Services) Division; assisting departments with queries and payment setup; and issuance of 1099 tax forms at year end. Since the inception of the purchasing card (Pcard) program, there has been a reduction in number of accounts payable checks issued. Payroll processes include: monitoring of the Fair Labor Standards Act; Federal and State tax requirements; calculation of deductions and benefits; direct deposit of payroll; issuance of W-2 tax forms; and implementation of labor agreement provisions.

The Division's accounting function involves the maintenance of the City's general ledger, including the generation and posting of journal entries, preparation of monthly and annual reports, and reconciliation of bank accounts. Specific responsibilities include preparation of State Controller's Reports, Streets and Highways Report, MTA Reports, submission of direct assessments to the county, and bond/ debt service accounting. In addition, accounting for Underground Assessment Districts involves maintenance of individual property assessments and bond balances.

## Objectives FY 2019 & FY 2020

- Implement a new ERP system to transition to the next generation of Financial Systems for the City
- Continue to uphold high accounting standards to ensure continued clean audit opinions
- Implement new accounting standards as issued by the Governmental Accounting Standards Board
- Update documented desk procedures for audit compliance
- Identify workflow efficiencies and reduce the use of paper through electronic workflow

<b>Authorized Full-Time Positions</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
Controller	1	1	1	1
Senior Accountant	1	1	1	1
Accountant	2	2	2	2
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

Part-time hours totaling 1,500 are proposed for FY 2019 and FY 2020.

<b>Accounting Object Description</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Adopted</b>	<b>FY 2018 Y/E Est</b>	<b>FY 2019 Proposed</b>	<b>% of Total</b>	<b>FY 2020 Proposed</b>	<b>% of Total</b>
4101 Salaries & Allowances	\$392,957	\$376,215	\$373,202	<b>\$399,198</b>	54.4%	<b>\$407,016</b>	54.0%
4103 Part-time Salaries	28,039	32,025	32,025	<b>35,415</b>	4.8%	<b>35,415</b>	4.7%
4111 Overtime Regular Employees	805	3,000	-	<b>5,000</b>	0.7%	<b>5,000</b>	0.7%
4201 Group Medical Insurance	58,030	61,856	47,359	<b>47,718</b>	6.5%	<b>49,499</b>	6.6%
4202 Medicare Contributions	3,606	3,812	3,417	<b>4,042</b>	0.6%	<b>4,111</b>	0.5%
4204 401A Plan City Contributions	9,200	9,267	8,934	<b>14,536</b>	2.0%	<b>14,826</b>	2.0%
4211 PERS Regular Contribution	56,114	60,643	54,575	<b>43,341</b>	5.9%	<b>44,006</b>	5.8%
4218 PERS Regular Liability Contribution	-	-	-	<b>31,692</b>	4.3%	<b>39,419</b>	5.2%
<b>Total Salaries &amp; Benefits</b>	<b>\$548,750</b>	<b>\$546,818</b>	<b>\$519,512</b>	<b>\$580,942</b>	<b>79.2%</b>	<b>\$599,292</b>	<b>79.5%</b>
5101 Contract Services	\$32,310	\$19,800	\$52,000	<b>\$28,000</b>	3.8%	<b>\$28,500</b>	3.8%
5103 Audit Services	57,287	66,000	50,500	<b>66,000</b>	9.0%	<b>66,000</b>	8.8%
5202 Membership & Dues	595	300	520	<b>520</b>	0.1%	<b>520</b>	0.1%
5203 Reference Materials	1,490	1,300	278	<b>1,100</b>	0.1%	<b>1,100</b>	0.1%
5205 Training, Conferences & Meetings	5,611	7,100	7,100	<b>13,950</b>	1.9%	<b>13,100</b>	1.7%
5207 Advertising	490	440	560	<b>500</b>	0.1%	<b>500</b>	0.1%
5208 Postage	3,941	3,800	3,751	<b>5,258</b>	0.7%	<b>5,258</b>	0.7%
5210 Computer Supplies & Software	552	-	-	-	-	-	-
5217 Departmental Supplies	3,170	1,080	2,830	<b>2,200</b>	0.3%	<b>2,200</b>	0.3%
5218 Recruitment Costs	-	-	78	-	-	-	-
5225 Printing	-	1,100	-	<b>1,100</b>	0.1%	<b>1,100</b>	0.1%
5501 Telephone	3,194	2,613	2,803	<b>1,306</b>	0.2%	<b>1,345</b>	0.2%
<b>Total Materials &amp; Services</b>	<b>\$108,639</b>	<b>\$103,533</b>	<b>\$120,420</b>	<b>\$119,934</b>	<b>16.3%</b>	<b>\$119,623</b>	<b>15.9%</b>
5621 Information Technology Allocation	\$48,780	\$48,604	\$48,604	<b>\$33,021</b>	4.5%	<b>\$34,992</b>	4.6%
<b>Total Internal Services</b>	<b>\$48,780</b>	<b>\$48,604</b>	<b>\$48,604</b>	<b>\$33,021</b>	<b>4.5%</b>	<b>\$34,992</b>	<b>4.6%</b>
<b>Total Operating Expenditures</b>	<b>\$706,169</b>	<b>\$698,955</b>	<b>\$688,536</b>	<b>\$733,897</b>	<b>100.0%</b>	<b>\$753,907</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>				<b>5.0%</b>			
<b>Source of Funds</b>							
General Fund	\$706,169	\$698,955	\$688,536	<b>\$733,897</b>	100.0%	<b>\$753,907</b>	100.0%
<b>Total Sources</b>	<b>\$706,169</b>	<b>\$698,955</b>	<b>\$688,536</b>	<b>\$733,897</b>	<b>100.0%</b>	<b>\$753,907</b>	<b>100.0%</b>

### Program Overview

The primary goal of Revenue Services is to improve the effectiveness and efficiency of all Revenue Programs; to develop and analyze measures that promote fiscal sustainability, and increasing City revenues where possible. The Revenue Services Division administers residential/commercial water and refuse service billings, business license issuance, miscellaneous accounts receivable, animal licenses, parking citation payments, residential and commercial parking pass distribution, leases and franchise agreement maintenance, hotel transient occupancy tax collection, and central cashiering including: daily deposits, collections, and reconciliation.



Revenue Services staff is responsible for the analysis and creation of the City-wide user fees and cost allocation plan. The Division prepares the annual possessory interest report to the Los Angeles County Assessor and is the liaison to the Business Improvement Districts. Revenue Services strives to improve and streamline productivity, and is continually looking for ways to enhance the customer experience through service improvements and access to technology.

### Objectives FY 2019 & FY 2020

- Conduct the Comprehensive City-Wide User Fee Study and Cost Allocation Plan (CAP)
- Take on an important role in the implementation of the new ERP system for the City by implementing the modules for Accounts Receivable, Utility Billing CIS, Citizen Self Service, General Billing, Cashiering Integration and Business and Animal Licensing.
- Initiate an Audit of City Franchisees (SCE, SoCal Gas and Cable Companies)
- Maintain department efficiency through automation and technology
- Increase paperless bill delivery to water and refuse utility customers
- Look for opportunities to provide online payment options for Revenue programs
- Maintain a high percentage rate on collection from utility billing and accounts receivable
- Continue to deliver expedient and professional customer service at the cashier counter

### Major Service Delivery Changes

During fiscal year 2019, the City will conduct a User Fee Study and Cost Allocation Plan (CAP). The study was last completed in 2015. This process identifies the current costs associated with providing each non-tax supported service and assigns the fully-burdened rate (i.e. direct labor costs plus indirect costs) to each City position involved in delivery of those services. The purpose of the CAP is to ensure the City identifies all costs associated with service delivery activities, including overhead, for the true cost of providing various City services. Indirect costs attributable to enterprise and other chargeable funds are also determined. The study is scheduled to commence in January 2019 and will take approximately six months to complete.

Other proposed changes include the creation of a flex classification for the Account Services Representative I position. Addition of the "II" class provides an opportunity for advancement when an Account Services Representative reaches a higher level of proficiency and tenure as a subject matter professional.

## Finance Department | Revenue Services

Authorized Full-Time Positions	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
Revenue Services Manager	1	1	1	1
Revenue Services Specialist	1	1	1	1
Account Services Representative I/II	-	-	-	5
Account Services Representative I	5	5	5	-
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

Revenue Services Object Description	FY 2017 Actual	FY 2018 Adopted	FY 2018 Y/E Est	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
4101 Salaries & Allowances	\$472,532	\$475,336	\$491,217	\$480,465	42.0%	\$502,406	44.2%
4111 Overtime Regular Employees	1,193	3,128	1,567	2,952	0.3%	8,367	0.7%
4201 Group Medical Insurance	96,264	113,187	106,235	115,284	10.1%	119,647	10.5%
4202 Medicare Contributions	6,507	6,892	6,800	6,968	0.6%	7,284	0.6%
4204 401A Plan City Contributions	5,857	5,840	5,912	5,657	0.5%	5,771	0.5%
4211 PERS Regular Contribution	61,015	70,835	60,796	40,295	3.5%	42,162	3.7%
4218 PERS Regular Liability Contribution	-	-	-	36,048	3.2%	44,837	3.9%
<b>Total Salaries &amp; Benefits</b>	<b>\$643,368</b>	<b>\$675,218</b>	<b>\$672,527</b>	<b>\$687,669</b>	<b>60.2%</b>	<b>\$730,474</b>	<b>64.2%</b>
5101 Contract Services	\$96,964	\$115,850	\$131,550	\$176,850	15.5%	\$126,850	11.2%
5103 Audit Services	-	-	-	-	-	30,000	2.6%
5104 Computer Contract Services	147,914	169,200	153,106	159,164	13.9%	127,350	11.2%
5202 Membership & Dues	175	200	210	410	0.0%	410	0.0%
5203 Reference Materials	-	-	55	-	-	-	-
5205 Training, Conferences & Meetings	6,464	6,450	5,700	8,950	0.8%	8,950	0.8%
5207 Advertising	364	150	300	300	0.0%	150	0.0%
5208 Postage	35,619	36,150	36,189	38,507	3.4%	38,507	3.4%
5210 Computer Supplies & Software	818	-	-	-	-	-	-
5217 Departmental Supplies	4,399	1,650	3,500	4,000	0.4%	4,000	0.4%
5218 Recruitment Costs	-	-	96	-	-	-	-
5225 Printing	6,685	6,200	6,500	6,237	0.5%	6,737	0.6%
5501 Telephone	3,624	2,965	3,181	2,089	0.2%	2,152	0.2%
<b>Total Materials &amp; Services</b>	<b>\$303,026</b>	<b>\$338,815</b>	<b>\$340,386</b>	<b>\$396,507</b>	<b>34.7%</b>	<b>\$345,106</b>	<b>30.3%</b>
5611 Warehouse Services	\$595	\$750	\$753	\$750	0.1%	\$750	0.1%
5621 Information Technology Allocation	78,060	77,778	77,778	57,786	5.1%	61,239	5.4%
<b>Total Internal Services</b>	<b>\$78,655</b>	<b>\$78,528</b>	<b>\$78,531</b>	<b>\$58,536</b>	<b>5.1%</b>	<b>\$61,989</b>	<b>5.4%</b>
<b>Total Operating Expenditures</b>	<b>\$1,025,049</b>	<b>\$1,092,561</b>	<b>\$1,091,444</b>	<b>\$1,142,712</b>	<b>100.0%</b>	<b>\$1,137,569</b>	<b>100.0%</b>
6141 Computer Equipment & Software	-	-	\$6,846	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>-</b>	<b>-</b>	<b>\$6,846</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$1,025,049</b>	<b>\$1,092,561</b>	<b>\$1,098,290</b>	<b>\$1,142,712</b>	<b>100.0%</b>	<b>\$1,137,569</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>				<b>4.6%</b>			
				<b>4.6%</b>	<b>-0.5%</b>		
<b>Source of Funds</b>							
General Fund	\$1,025,049	\$1,092,561	\$1,098,290	\$1,142,712	100.0%	\$1,137,569	100.0%
<b>Total Sources</b>	<b>\$1,025,049</b>	<b>\$1,092,561</b>	<b>\$1,098,290</b>	<b>\$1,142,712</b>	<b>100.0%</b>	<b>\$1,137,569</b>	<b>100.0%</b>

## Program Overview

The General Services Division of Finance is responsible for purchasing and managing the acquisition of materials and contracted services; the prudent utilization of public funds through competitive processes and cooperative purchasing contracts; monitoring departments' small dollar expenditures through the City's Purchasing Card program; maintaining adequate stock of high-use items such as paper and building maintenance supplies to meet City-wide department needs; assisting City staff with developing specifications for competitive bids; efficient mail processing and utilization of courier/delivery services; and obtaining the best return for surplus property.



## Objectives FY 2019 & FY 2020

- Increase scope of original project by publishing a template for preparing a “Request for Proposal” to accompany the guide which was completed in FY 2017/18 in conjunction with the Contracts Working Group
- Continue work on improving timing of renewal and re-solicitation of contracts to ensure routine contracts are current
- Lead team on utilizing Document Management system to increase efficiency through automation such as using the workflow module for warehouse orders until the ERP system is implemented
- Implement Purchasing, Warehouse and Fixed Assets modules of the new ERP system.

	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
<b>Authorized Full-Time Positions</b>				
Purchasing Manager	1	1	1	1
Buyer	1	1	1	1
Purchasing Clerk	1	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

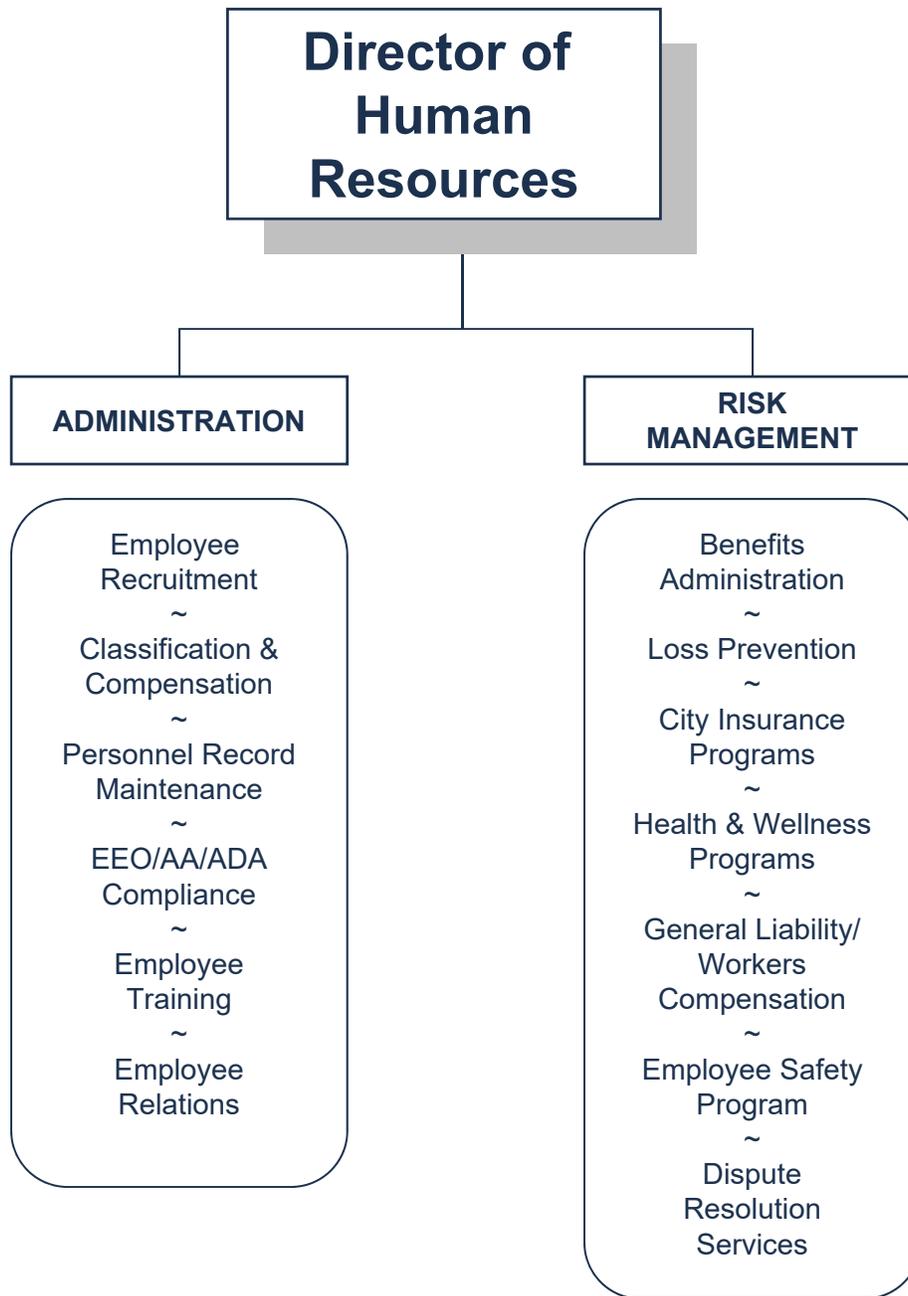
Part-time hours totaling 960 are included in FY 2019 and FY 2020.

## Finance Department | General Services

General Services		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$274,937	\$267,679	\$276,509	<b>\$268,492</b>	39.2%	<b>\$272,402</b>	39.0%
4103	Part-time Salaries	10,840	11,347	11,347	<b>12,950</b>	1.9%	<b>12,950</b>	1.9%
4111	Overtime Regular Employees	1,009	500	500	<b>4,150</b>	0.6%	<b>4,150</b>	0.6%
4201	Group Medical Insurance	42,829	44,676	45,942	<b>46,889</b>	6.8%	<b>48,644</b>	7.0%
4202	Medicare Contributions	4,015	4,136	4,025	<b>4,081</b>	0.6%	<b>4,137</b>	0.6%
4204	401A Plan City Contributions	3,254	3,245	3,284	<b>5,657</b>	0.8%	<b>5,771</b>	0.8%
4211	PERS Regular Contribution	36,735	39,685	35,562	<b>22,568</b>	3.3%	<b>22,901</b>	3.3%
4218	PERS Regular Liability Contribution	-	-	-	<b>21,515</b>	3.1%	<b>26,761</b>	3.8%
<b>Total Salaries &amp; Benefits</b>		<b>\$373,620</b>	<b>\$371,268</b>	<b>\$377,169</b>	<b>\$386,302</b>	<b>56.4%</b>	<b>\$397,716</b>	<b>57.0%</b>
5101	Contract Services	\$122,950	\$143,877	\$141,697	<b>\$141,527</b>	20.7%	<b>\$141,527</b>	20.3%
5202	Membership & Dues	645	645	585	<b>585</b>	0.1%	<b>585</b>	0.1%
5205	Training, Conferences & Meetings	2,622	5,110	3,000	<b>5,050</b>	0.7%	<b>5,050</b>	0.7%
5206	Uniforms/Safety Equip	632	1,090	1,090	<b>1,290</b>	0.2%	<b>1,290</b>	0.2%
5208	Postage	830	800	790	<b>1,105</b>	0.2%	<b>1,105</b>	0.2%
5211	Automotive Parts	33,968	26,000	25,000	<b>25,000</b>	3.6%	<b>25,000</b>	3.6%
5217	Departmental Supplies	742	200	100	<b>550</b>	0.1%	<b>550</b>	0.1%
5222	Warehouse Purchases	75,470	90,000	80,000	<b>80,000</b>	11.7%	<b>80,000</b>	11.5%
5225	Printing	32	-	-	-	-	-	-
5501	Telephone	1,351	1,106	1,186	<b>1,573</b>	0.2%	<b>1,620</b>	0.2%
<b>Total Materials &amp; Services</b>		<b>\$239,241</b>	<b>\$268,828</b>	<b>\$253,448</b>	<b>\$256,680</b>	<b>37.5%</b>	<b>\$256,727</b>	<b>36.8%</b>
5611	Warehouse Services	\$6,017	\$10,240	\$10,280	<b>\$10,280</b>	1.5%	<b>\$10,280</b>	1.5%
5621	Information Technology Allocation	39,060	38,860	38,860	<b>24,766</b>	3.6%	<b>26,245</b>	3.8%
5641	Fleet Rental Allocation	5,100	5,100	5,100	<b>5,050</b>	0.7%	<b>5,050</b>	0.7%
5642	Fleet Maintenance Allocation	1,478	1,740	1,491	<b>1,935</b>	0.3%	<b>2,001</b>	0.3%
<b>Total Internal Services</b>		<b>\$51,655</b>	<b>\$55,940</b>	<b>\$55,731</b>	<b>\$42,031</b>	<b>6.1%</b>	<b>\$43,576</b>	<b>6.2%</b>
<b>Total Operating Expenditures</b>		<b>\$664,515</b>	<b>\$696,036</b>	<b>\$686,348</b>	<b>\$685,013</b>	<b>100.0%</b>	<b>\$698,019</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>-1.6%</b>		<b>1.9%</b>	
<b>Source of Funds</b>								
General Fund		\$434,616	\$435,469	\$438,961	<b>\$437,526</b>	63.9%	<b>\$450,532</b>	64.5%
Building Maintenance & Operations Fund		229,900	260,567	247,387	<b>247,487</b>	36.1%	<b>247,487</b>	35.5%
<b>Total Sources</b>		<b>\$664,515</b>	<b>\$696,036</b>	<b>\$686,348</b>	<b>\$685,013</b>	<b>100.0%</b>	<b>\$698,019</b>	<b>100.0%</b>

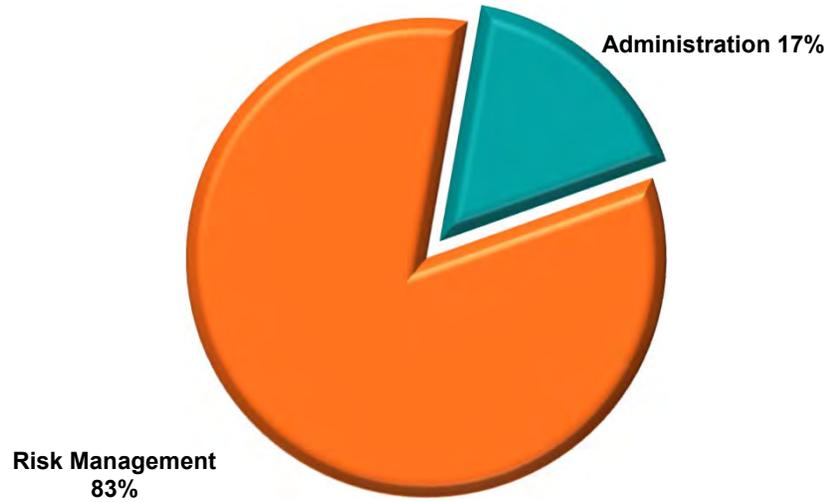


# City of Manhattan Beach Human Resources Department

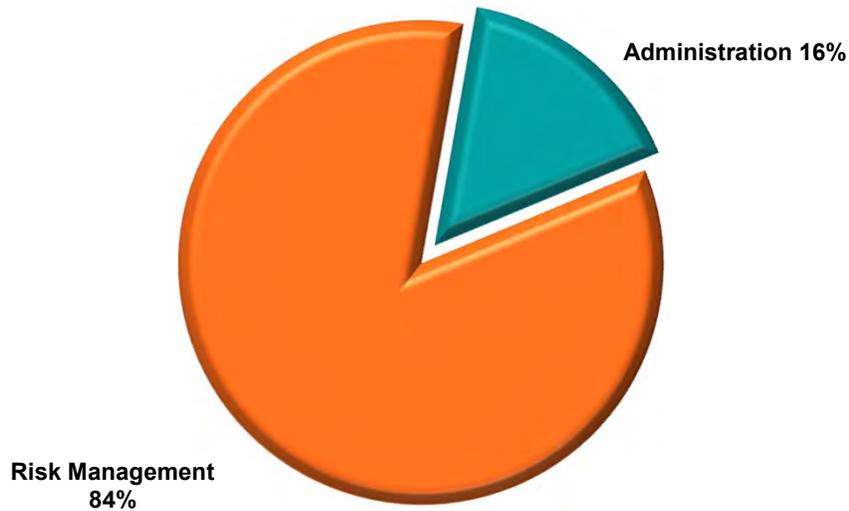


# Human Resources Department

FY 2019  
Department Expenditure by Program



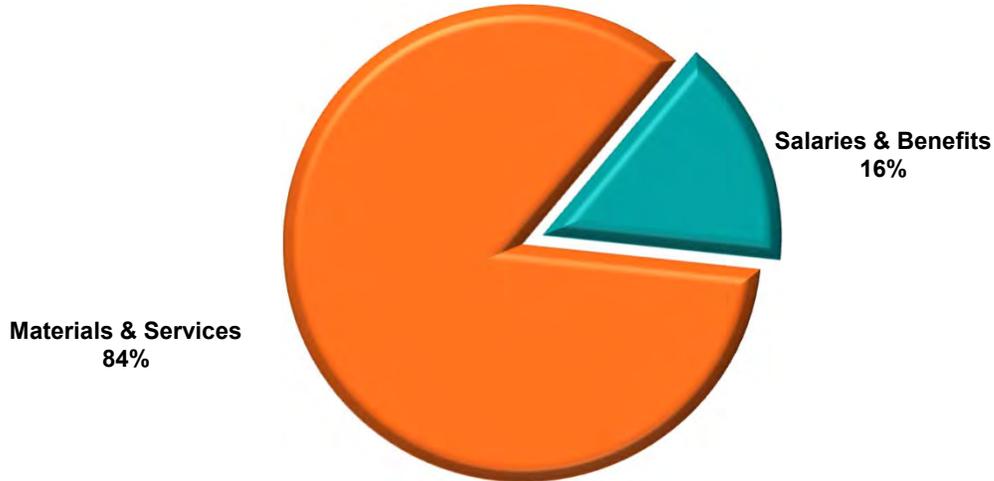
FY 2020  
Department Expenditure by Program



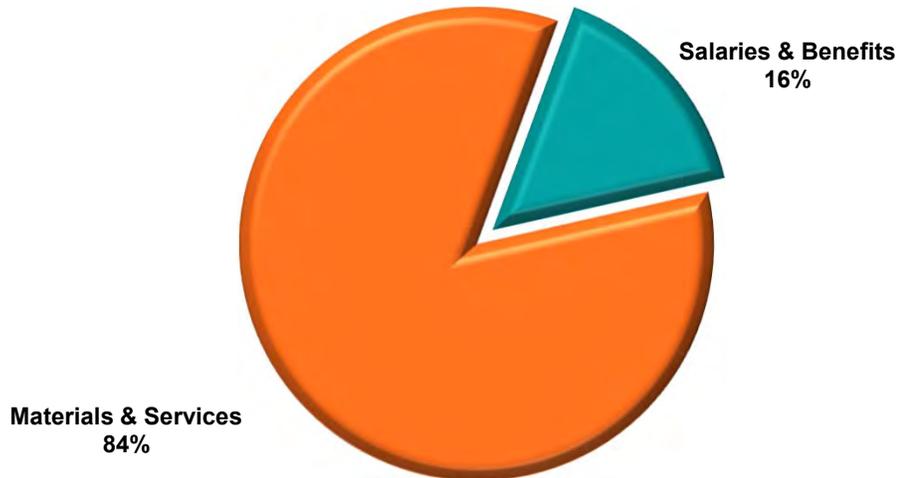
Program Expenditures	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	FY 2020 Proposed
Administration	\$1,101,075	\$1,270,836	\$1,144,426	\$1,299,170	\$1,245,190
Risk Management	7,147,323	6,514,367	6,840,704	6,434,699	6,561,358
<b>Total</b>	<b>\$8,248,397</b>	<b>\$7,785,203</b>	<b>\$7,985,129</b>	<b>\$7,733,869</b>	<b>\$7,806,548</b>
<b>Full-Time Positions</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

# Human Resources Department

**FY 2019  
Department Expenditure by Category**



**FY 2020  
Department Expenditure by Category**



<b>Category Expenditures</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Adopted</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
Salaries & Benefits	\$1,048,899	\$1,148,971	\$1,166,502	\$1,202,163	\$1,241,488
Materials & Services	7,199,498	6,536,232	6,818,628	6,531,706	6,565,060
Capital Outlay	-	100,000	-	-	-
<b>Total</b>	<b>\$8,248,397</b>	<b>\$7,785,203</b>	<b>\$7,985,129</b>	<b>\$7,733,869</b>	<b>\$7,806,548</b>



## **Mission**

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*To efficiently and effectively administer the City's human resources and risk management programs while providing responsive and professional customer service to our employees and residents.*

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## **Department Overview**

The Human Resources Department provides support services to the City's full-time and part-time employees. Human Resources has an Administrative division and Risk Management division comprised of staff who work together in order to provide resources and support for the City. The services for employees and City departments include recruitment and selection, benefits administration, classification and compensation, employee and labor relations, training and safety training, leadership development, employment/labor legal compliance, risk management, wellness initiatives and workers' compensation.

## **Recent Accomplishment Highlights**

- One approved Memorandum of Understanding Agreement with newly formed bargaining unit
- Participated on Citywide committee to review ERP system
- Assessed compensation structure for part-time employees
- Delivered city-wide training on performance management and customer service
- Supervisory Harassment training
- Worked with department staff to recruit and hire full-time employees and part-time employees
- Completed transition to new risk pooling Joint Powers Authority, accomplishing significant ongoing savings to the City
- Completed an update to the City's Section 125 Flexible Benefit Plan Document
- Implemented Target Solutions online training module to Public Works department
- Developed and implemented options for sustainable funding protocols for all risk insurance programs

# Human Resources Department | Administration

## Program Overview

The Human Resources Administration Division provides support services to full-time and part-time employees in areas such as recruitment and selection, classification and compensation, employee and labor relations, training, policy development, and employment/labor legal compliance.

The department continues to support staff development by providing relevant training opportunities for employees and supervisors. HR continues to review and update policies and rules according to changes in the law.



## Objectives FY 2019 & FY 2020

- Continue to expand staff development by providing Microsoft Office Suite training
- Complete the in process review and update Personnel Rules and Personnel Policies to ensure compliance with new regulations and laws
- Negotiate successor or initial collective bargaining agreements with six (6) bargaining units
- Participate in the Enterprise-wide effort to evaluate, select and implement new ERP system

## Major Service Delivery Changes

The Human Resources Department is working on digitizing paper forms and documents for greater efficiencies and lower storage costs.

	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
<b>Authorized Full-Time Positions</b>				
Director	0.5	0.5	0.5	0.5
Human Resources Manager	1	1	1	1
Human Resources Analyst	1	1	1	1
Human Resources Technician	1	1	1	1
Human Resources Assistant	1	1	1	1
Executive Assistant	0.5	0.5	0.5	0.5
<b>Total</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

## Human Resources Department | Administration

Administration		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	430,386	488,651	472,095	<b>458,554</b>	35.3%	<b>467,552</b>	37.5%
4103	Part-time Salaries	16,549	-	718	-	-	-	-
4111	Overtime Regular Employees	437	1,250	625	<b>1,250</b>	0.1%	<b>1,250</b>	0.1%
4123	Commuter Pay	-	-	-	<b>15,000</b>	1.2%	<b>15,000</b>	1.2%
4201	Group Medical Insurance	58,579	67,194	81,346	<b>80,564</b>	6.2%	<b>83,607</b>	6.7%
4202	Medicare Contributions	6,239	7,086	6,578	<b>6,649</b>	0.5%	<b>6,780</b>	0.5%
4203	Unemployment	480	480	480	<b>420</b>	0.0%	<b>420</b>	0.0%
4204	401A Plan City Contributions	16,586	19,097	16,896	<b>16,541</b>	1.3%	<b>16,872</b>	1.4%
4205	Worker's Compensation	27,060	28,200	28,200	<b>51,960</b>	4.0%	<b>51,960</b>	4.2%
4211	PERS Regular Contribution	57,229	71,656	61,586	<b>38,261</b>	2.9%	<b>39,026</b>	3.1%
4218	PERS Regular Liability Contribution	-	-	-	<b>36,475</b>	2.8%	<b>45,369</b>	3.6%
<b>Total Salaries &amp; Benefits</b>		<b>\$613,547</b>	<b>\$683,614</b>	<b>\$668,524</b>	<b>\$705,674</b>	<b>54.3%</b>	<b>\$727,836</b>	<b>58.5%</b>
5101	Contract Services	67,427	38,687	36,104	<b>46,462</b>	3.6%	<b>26,262</b>	2.1%
5104	Computer Contract Services	7,120	7,093	7,308	<b>7,545</b>	0.6%	<b>1,767</b>	0.1%
5107	Physical/Psych Exams	29,613	35,040	35,040	<b>36,090</b>	2.8%	<b>36,090</b>	2.9%
5108	Legal Services	116,485	90,000	100,000	<b>180,000</b>	13.9%	<b>120,000</b>	9.6%
5201	Office Supplies	2,787	3,050	3,050	<b>8,450</b>	0.7%	<b>8,450</b>	0.7%
5202	Membership & Dues	2,198	2,389	2,389	<b>2,434</b>	0.2%	<b>2,434</b>	0.2%
5203	Reference Materials	66	1,000	1,000	<b>750</b>	0.1%	<b>750</b>	0.1%
5205	Training, Conferences & Meetings	52,783	71,605	65,605	<b>68,875</b>	5.3%	<b>73,375</b>	5.9%
5208	Postage	2,800	2,700	2,665	<b>887</b>	0.1%	<b>887</b>	0.1%
5214	Employee Awards & Events	9,100	13,500	13,500	<b>13,500</b>	1.0%	<b>13,500</b>	1.1%
5215	Mileage Reimbursement	25	-	-	-	-	-	-
5216	Tuition Reimbursement	23,064	27,000	23,000	<b>32,000</b>	2.5%	<b>32,000</b>	2.6%
5217	Departmental Supplies	316	1,500	1,500	<b>1,500</b>	0.1%	<b>1,500</b>	0.1%
5218	Recruitment Costs	33,185	44,300	34,300	<b>44,300</b>	3.4%	<b>44,300</b>	3.6%
5225	Printing	48	150	100	<b>150</b>	0.0%	<b>150</b>	0.0%
5501	Telephone	2,825	2,312	2,480	<b>2,622</b>	0.2%	<b>2,701</b>	0.2%
<b>Total Materials &amp; Services</b>		<b>\$349,841</b>	<b>\$340,326</b>	<b>\$328,041</b>	<b>\$445,565</b>	<b>34.3%</b>	<b>\$364,166</b>	<b>29.2%</b>
5611	Warehouse Services	26	200	200	<b>300</b>	0.0%	<b>300</b>	0.0%
5621	Information Technology Allocation	68,280	67,975	67,975	<b>68,971</b>	5.3%	<b>73,088</b>	5.9%
5631	Insurance Allocation	13,860	15,480	15,480	<b>6,960</b>	0.5%	<b>6,960</b>	0.6%
5651	Building & Operations Allocation	55,520	63,241	64,206	<b>71,700</b>	5.5%	<b>72,840</b>	5.8%
<b>Total Internal Services</b>		<b>\$137,686</b>	<b>\$146,896</b>	<b>\$147,861</b>	<b>\$147,931</b>	<b>11.4%</b>	<b>\$153,188</b>	<b>12.3%</b>
<b>Total Operating Expenditures</b>		<b>\$1,101,075</b>	<b>\$1,170,836</b>	<b>\$1,144,426</b>	<b>\$1,299,170</b>	<b>100.0%</b>	<b>\$1,245,190</b>	<b>100.0%</b>
6141	Computer Equipment & Software	-	100,000	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		-	<b>\$100,000</b>	-	-	-	-	-
<b>Total Expenditures</b>		<b>\$1,101,075</b>	<b>\$1,270,836</b>	<b>\$1,144,426</b>	<b>\$1,299,170</b>	<b>100.0%</b>	<b>\$1,245,190</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>11.0%</b>		<b>-4.2%</b>	
<b>Source of Funds</b>								
General Fund		\$1,101,075	\$1,270,836	\$1,144,426	<b>\$1,299,170</b>	100.0%	<b>\$1,245,190</b>	100.0%
<b>Total Sources</b>		<b>\$1,101,075</b>	<b>\$1,270,836</b>	<b>\$1,144,426</b>	<b>\$1,299,170</b>	<b>100.0%</b>	<b>\$1,245,190</b>	<b>100.0%</b>

# Human Resources Department | Risk Management

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## Program Overview

The Risk Management Division oversees general liability, workers' compensation, property insurance, unemployment claims, employee health benefit programs, safety training/programs and other wellness initiatives and programs.

Risk Management is committed to creating processes and procedures that enhance employee safety while building sustainable funding and solid risk mitigation practices. Using a proactive perspective and an out-of-the-box mindset are key elements to ensuring creativity in order to improve on past results. The ultimate goal is to create the culture of prevention that is essential to risk mitigation at all levels.

## Objectives FY 2019 & FY 2020

- Complete implementation of Policy PI-22 – Responsibilities and Procedures for Processing Workers' Compensation Claims
- Implement Target Solutions online training programs for all departments
- Transition to new Employee Assistance Program provider through new risk pool with higher service levels and lower cost
- Develop recommendations for workers' compensation program changes that can provide positive impacts to ongoing costs

## Major Service Delivery Changes

The Risk Division completed the transition to the new risk pooling Joint Powers Authority and have begun the process of reviewing and implementing additional service components now available to the City. A budget adjustment was included in the two year budget plan to account for Hepatitis A first and second series vaccines for select employees determined to have potential Hepatitis A exposures during employment activities

<b>Authorized Full-Time Positions</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
Director	0.5	0.5	0.5	0.5
Risk Manager	1	1	1	1
Human Resources Technician	1	1	1	1
Executive Assistant	0.5	0.5	0.5	0.5
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

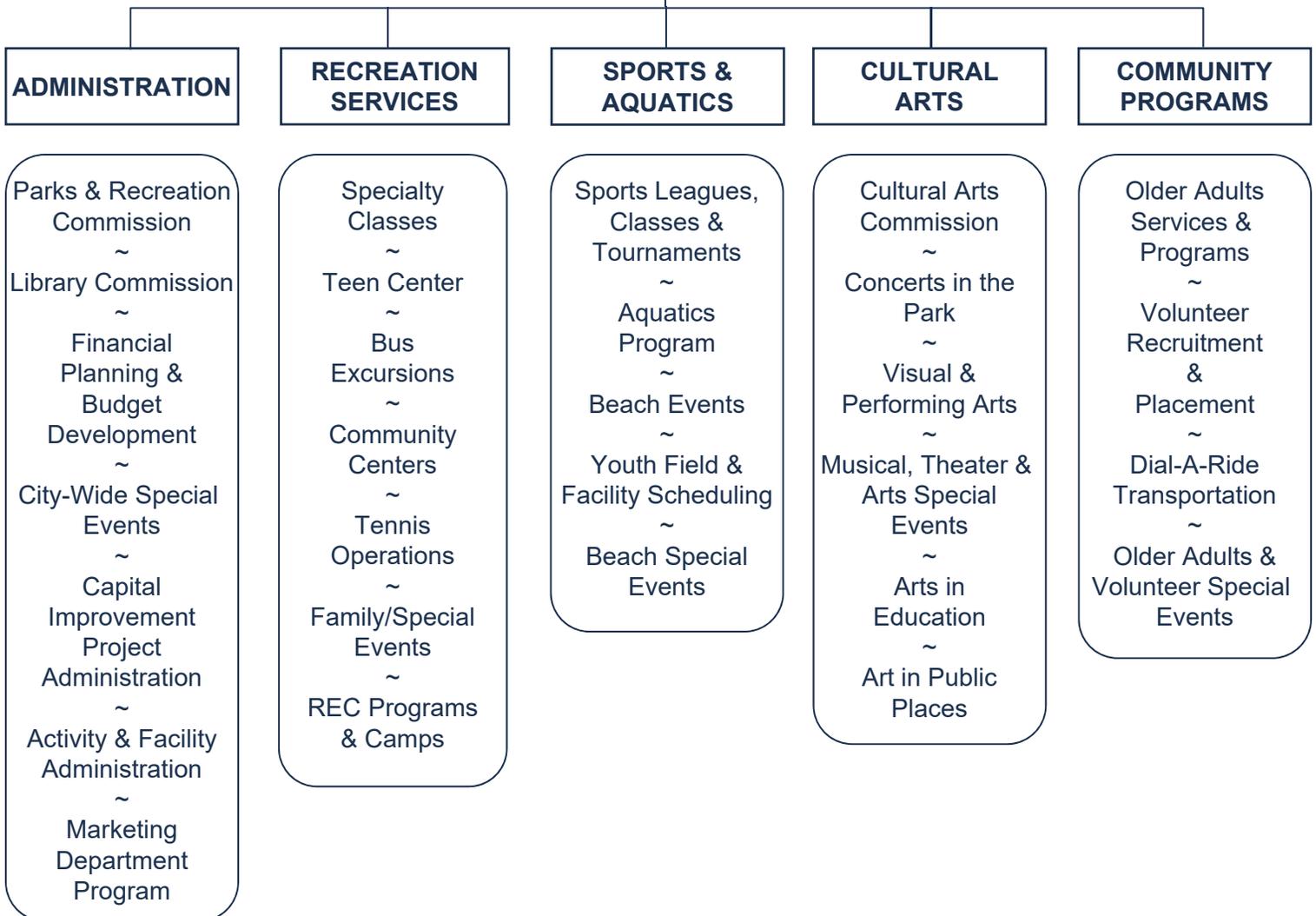
## Human Resources Department | Risk Management

Risk Management		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	327,815	341,630	373,923	<b>358,596</b>	5.6%	<b>365,627</b>	5.6%
4111	Overtime Regular Employees	-	1,250	-	<b>1,250</b>	0.0%	<b>1,250</b>	0.0%
4201	Group Medical Insurance	46,561	53,563	57,905	<b>58,489</b>	0.9%	<b>60,683</b>	0.9%
4202	Medicare Contributions	4,605	4,954	5,256	<b>5,199</b>	0.1%	<b>5,301</b>	0.1%
4204	401A Plan City Contributions	13,279	13,769	14,814	<b>14,556</b>	0.2%	<b>14,844</b>	0.2%
4211	PERS Regular Contribution	43,092	50,191	46,080	<b>29,897</b>	0.5%	<b>30,495</b>	0.5%
4218	PERS Regular Liability Contribution	-	-	-	<b>28,502</b>	0.4%	<b>35,452</b>	0.5%
<b>Total Salaries &amp; Benefits</b>		<b>\$435,352</b>	<b>\$465,357</b>	<b>\$497,978</b>	<b>\$496,489</b>	<b>7.7%</b>	<b>\$513,652</b>	<b>7.8%</b>
5101	Contract Services	37,014	184,119	171,439	<b>220,530</b>	3.4%	<b>234,678</b>	3.6%
5202	Membership & Dues	450	525	409	<b>425</b>	0.0%	<b>425</b>	0.0%
5203	Reference Materials	172	180	180	<b>180</b>	0.0%	<b>180</b>	0.0%
5205	Training, Conferences & Meetings	7,343	22,700	14,000	<b>15,200</b>	0.2%	<b>15,200</b>	0.2%
5214	Employee Awards & Events	-	5,000	-	<b>5,000</b>	0.1%	<b>5,000</b>	0.1%
5250	Insurance Premiums	1,710,109	965,099	713,326	<b>809,293</b>	12.6%	<b>868,633</b>	13.2%
5251	Claims Paid	4,440,872	4,300,000	4,969,276	<b>4,300,000</b>	66.8%	<b>4,300,000</b>	65.5%
5252	Claims Admin	210,107	233,600	232,106	<b>235,829</b>	3.7%	<b>242,658</b>	3.7%
5253	Faithful Performance Bond	3,861	3,450	3,450	<b>8,450</b>	0.1%	<b>9,106</b>	0.1%
5254	Unemployment Claims	9,901	35,000	20,000	<b>25,000</b>	0.4%	<b>25,000</b>	0.4%
5255	Property Insurance	240,607	246,571	164,805	<b>240,000</b>	3.7%	<b>276,000</b>	4.2%
5501	Telephone	9,827	8,040	8,623	<b>782</b>	0.0%	<b>805</b>	0.0%
<b>Total Materials &amp; Services</b>		<b>\$6,670,262</b>	<b>\$6,004,284</b>	<b>\$6,297,614</b>	<b>\$5,860,689</b>	<b>91.1%</b>	<b>\$5,977,685</b>	<b>91.1%</b>
5621	Information Technology Allocation	19,500	19,430	19,430	<b>51,601</b>	0.8%	<b>43,741</b>	0.7%
5651	Building & Operations Allocation	22,208	25,296	25,682	<b>25,920</b>	0.4%	<b>26,280</b>	0.4%
<b>Total Internal Services</b>		<b>\$41,708</b>	<b>\$44,726</b>	<b>\$45,112</b>	<b>\$77,521</b>	<b>1.2%</b>	<b>\$70,021</b>	<b>1.1%</b>
<b>Total Operating Expenditures</b>		<b>\$7,147,323</b>	<b>\$6,514,367</b>	<b>\$6,840,704</b>	<b>\$6,434,699</b>	<b>100.0%</b>	<b>\$6,561,358</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>-1.2%</b>		<b>2.0%</b>	
<b>Source of Funds</b>								
Insurance Reserve Fund		\$7,147,323	\$6,514,367	\$6,840,704	<b>\$6,434,699</b>	100.0%	<b>\$6,561,358</b>	100.0%
<b>Total Sources</b>		<b>\$7,147,323</b>	<b>\$6,514,367</b>	<b>\$6,840,704</b>	<b>\$6,434,699</b>	<b>100.0%</b>	<b>\$6,561,358</b>	<b>100.0%</b>



# City of Manhattan Beach Parks & Recreation Department

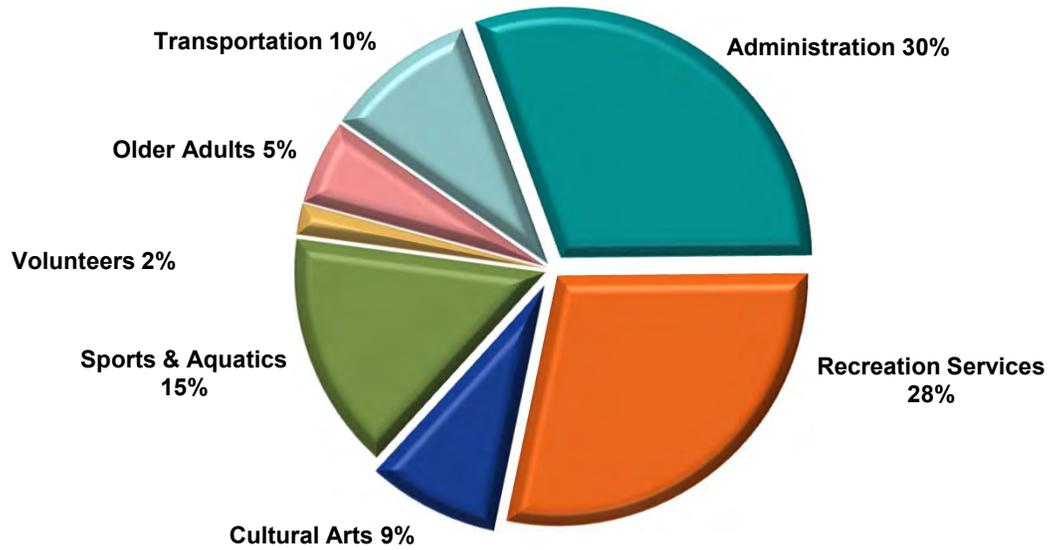
**Director of  
Parks and  
Recreation**



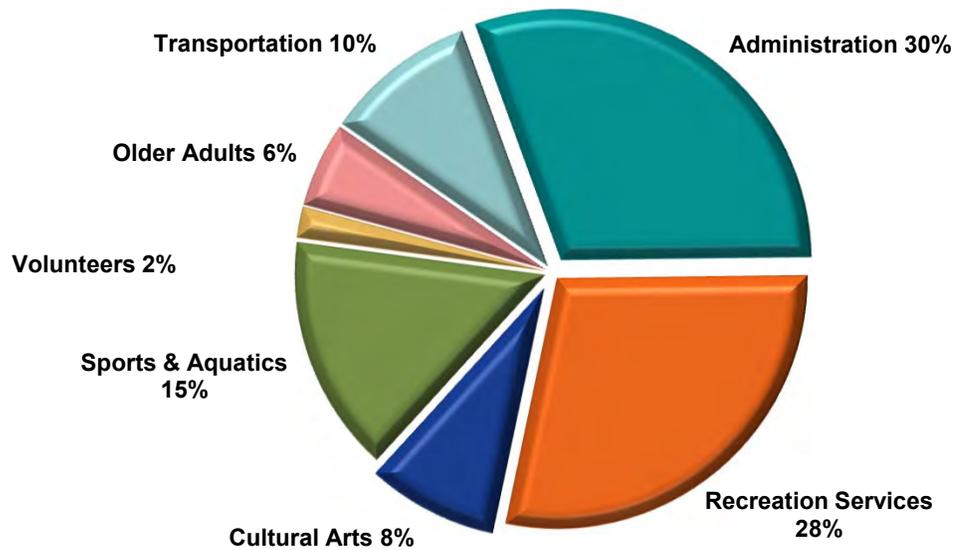
# Parks & Recreation Department

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**FY 2019  
Department Expenditure by Program**



**FY 2020  
Department Expenditure by Program**



# Parks & Recreation Department

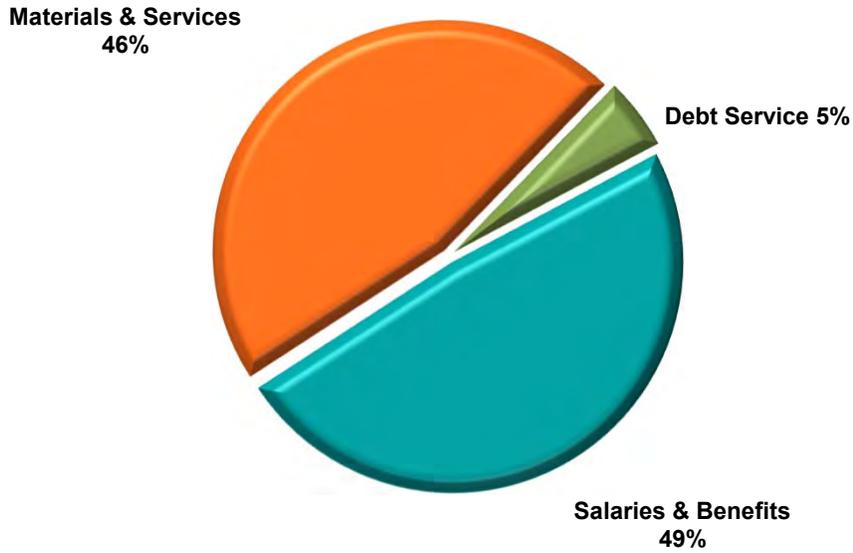


<b>Program Expenditures</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Adopted</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
Administration	\$3,185,239	\$3,024,853	\$3,096,257	\$2,937,215	\$3,004,678
Recreation Services	2,411,638	2,428,009	2,239,955	2,743,536	2,818,702
Cultural Arts	938,163	899,227	816,319	822,068	839,596
Sports & Aquatics	1,504,121	1,541,437	1,592,334	1,486,165	1,515,444
Volunteers	173,862	156,338	180,755	194,797	201,729
Older Adults	444,576	451,651	546,814	530,244	544,514
Transportation	900,573	896,041	920,849	945,978	969,988
<b>Total</b>	<b>\$9,558,173</b>	<b>\$9,397,556</b>	<b>\$9,393,283</b>	<b>\$9,660,003</b>	<b>\$9,894,651</b>

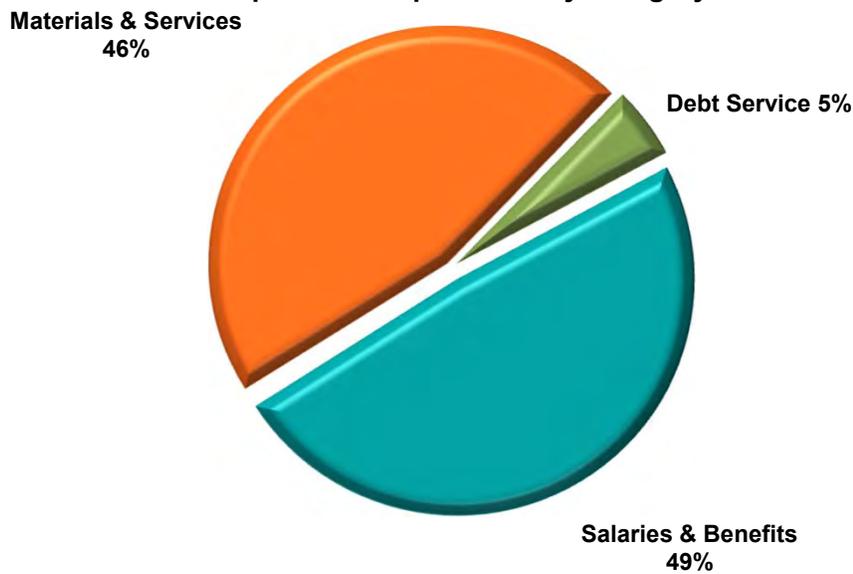
<b>Program Revenues</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Adopted</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
Recreation Services	\$1,466,568	\$1,396,135	\$1,490,000	\$1,624,250	\$1,624,250
Cultural Arts	236,532	315,000	340,127	298,000	318,000
Sports & Aquatics	1,384,855	1,394,000	1,395,000	1,434,300	1,434,300
Older Adults	80,257	75,000	100,000	100,000	100,000
<b>Total</b>	<b>\$3,168,212</b>	<b>\$3,180,135</b>	<b>\$3,325,127</b>	<b>\$3,456,550</b>	<b>\$3,476,550</b>
<b>Full-Time Positions</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>

# Parks & Recreation Department

FY 2019  
Department Expenditure by Category



FY 2020  
Department Expenditure by Category



Category Expenditures	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	FY 2020 Proposed
Salaries & Benefits	\$4,268,655	\$4,278,108	\$4,316,928	\$4,693,529	\$4,831,320
Materials & Services	4,372,496	4,611,724	4,568,804	4,481,999	4,577,856
Capital Outlay	472,805	45,000	44,826	-	-
Debt Service	444,216	462,725	462,725	484,475	485,475
Interfund Transfers	-	-	-	-	-
<b>Total</b>	<b>\$9,558,173</b>	<b>\$9,397,556</b>	<b>\$9,393,283</b>	<b>\$9,660,003</b>	<b>\$9,894,651</b>

## Mission

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*Parks and Recreation makes lives and communities better now and in the future by providing:*

- *Access to the serenity and inspiration of nature*
- *Facilities for self-directed and organized recreation*
- *Positive alternatives for youth which help lower crime and mischief*
- *Outdoor space to play and exercise*
- *Activities that facilitate special connections, human development, therapy and lifelong learning*
- *Human development*
- *The Arts*
- *Lifelong learning*



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## Department Overview

The Parks and Recreation Department provides a wide variety of programs and services for all ages. These services are provided through the following department program areas: Administration, Recreation Services, Cultural Arts, Sports and Aquatics, Volunteers, Older Adults, and Transportation.

The Parks and Recreation Department has a team of 25 full-time and over one hundred seasonal and part-time professional staff who provide innovative, collaborative, effective and efficient programs and services.

## Recent Accomplishment Highlights

### Administration

- Reorganized the administration, sports and aquatics, and recreation services program areas to provide greater efficiencies and service levels. The Department reorganization consists of three major program areas, including Recreation, Arts, and Older Adults. The reorganization provides an \$83,000 cost savings, less administration, better alignment of job responsibilities and dedicated staff to provide oversight to the Facility Operations and Youth and Teen Programs. The following positions will be reclassified: Recreation Services Manager to Senior Recreation Manager, two Recreation Supervisors to Senior Program Supervisors and Part -Time Senior Recreation Leader II to Full Time Recreation Coordinator providing oversight to the youth and teen programs.
- Assisted with the design and provided oversight to the construction of the Marine Avenue Skate Spot. In collaboration with local businesses and artists, successfully opened the Skate Spot.
- Collaborative Efforts with the following organizations enabled additional program offerings: Beach Cities Health District, Manhattan Beach Rotary Club, Grand View Elementary; AARP; Manhattan Beach Country Club; Manhattan Beach Downtown Business Professional Association (MBDBPA); Cal State University, Dominguez Hills bringing the Osher Lifelong Learning Institute (OLLI) to Manhattan Beach; Medicare Health Insurance Counseling and Advocacy Program, Alzheimer's Association, Los Angeles County Beaches & Harbor, Department of Mental Health, South Bay

## Parks and Recreation Department

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Family Health Care, Marriott Golf Club, American Association of Retired People (AARP), Arthritis Foundation, Beach Cities Health District, Braille Institute, Center for Health Care Rights and the Manhattan Beach Unified School District.

- Updated Mission Statement and Department Core Values.
- Introduced a rebrand to the Department by designing a Manhattan Beach Parks & Rec logo and style guide.
- Redesigned the Manhappenings brochure and received a California Parks and Recreation Society Award of Excellence for Marketing and Communication in the print category.
- Established Social Media presence as a reliable source for City news and recreation offerings, reaching 5300 followers on Facebook, 3500 on Instagram, and 750 Twitter followers and received the Award of Excellence for Marketing and Communication in the digital/social media category from the California Parks & Recreation Society.
- Updated Facility Reservation Policy.

### Sports & Aquatics

- Updated the Field Use & Allocation Policy and field fees.
- Collaborated with Los Angeles County Department of Beaches and Harbors, Association of Beach Volleyball Professionals, and Manhattan Beach Downtown Business and Professionals Association to expand the MBO beach volleyball tournament programming, including free sunrise yoga, community movie night and Pier Ceremony reception.
- Expanded sport programs and tournaments including youth lacrosse classes and camps, and adult volleyball classes and Charlie Saikley 6-Man Beach Volleyball Tournament.
- Secured \$700,000 in donations to re-turf Manhattan Village Field in exchange for dedicated use in collaboration with five resident youth sport organizations.
- Maintained 100% cost recovery services in Sports & Fitness and Aquatics.

### Recreation Services

- Increased participation at Summer REC Program, reaching maximum capacity on a weekly basis
- Enhanced the REC Afterschool program by partnering with local businesses and the library, and expanded the walking program.
- Reorganized the Division to provide greater efficiencies by shifting job responsibilities of the REC Afterschool program coordinator to provide oversight to the youth and teen programs.
- Enhanced teen programs and partnered with Growing Great to incorporate healthy eating and gardening into the programming.
- Collaborated with the MBUSD Choice project as part of the Teen Center Afterschool program / Pumpkin Race, allowing youth with special needs to work hands-on and learn work skills.
- Enhanced the MBO Tennis Tournament and increased participation.

### Cultural Arts

- Rebranded the *Creative Art Center* as the *Manhattan Beach Art Center* (MBAC) and created the MBAC brand that includes a newsletter with over 1,000 subscribers and a social media group, *Friends of the Art Center* that has 40 local members and 200 online followers. MBAC also published two books and five brochures highlighting the artists and their accomplishments.

- The Live Oak Park Ceramics studio was reorganized and updated to be much more user friendly and efficient. The participants in the program have gone from 80 to 200. Staff has also added many special workshops such as Raku, and a wildly popular biennial art sale for students and teachers. A proposed expansion plan is in the approved CIP for 2019.

### **Community Programs**

#### **Older Adult Program**

- Introduced new programming, including a Caregiver Support Group, nutrition programs with Beach Cities Health District, Powerful tools for Caregivers, Understanding and Responding to Dementia-Related Behaviors, Makmo with MB Library, an learning series called Living with Alzheimer's and Sharing Memories, technology skills classes, Zumba Gold, Tea and Tai Chi, Doc Talk, Senior Comedy Improv Show, karaoke.
- Won two awards for our Connected! Program, which connects older adults to the information age, primarily through intergenerational programs – the 2016 Helen Putnam Award from the League of California Cities and the 2018 Award of Excellence in Creating Community: Aging Well from the California Parks and Recreation Society.

#### **Transportation**

- 21% increase in ridership in Fiscal year 2016-17 and 34% increase over the past two years. Currently, there is an additional increase of 8% midyear in 2017-18.

#### **Volunteers**

- Mid-year of 2017-18, volunteers have donated 11,518 hours, resulting in a savings so far this year of \$269,752 for the City. The American Association of Retired Persons (AARP) has calculated that the current average value for volunteering in California is \$23.42 per hour.
- Worked collaboratively with the MBUSD to offer volunteer opportunities at the City for ten CHOICE (The Community, Healthy Living, Opportunity, Independence, Career, and Emotional Social Well-being) transition students. CHOICE is the MBUSD transition program for neurodiverse young adults .

# Parks and Recreation Department | Administration

## Program Overview

The Administration Division oversees all operating functions of the Department including administration of capital improvement projects; coordination of the Parks and Recreation Commission, Library Commission, Cultural Arts Commission, and ad-hoc committees; budget development; department marketing and coordination of City-wide community events. This division provides vision, direction, and support resources to Department staff and City Council.



## Objectives FY 2019 & FY 2020

- Develop Department consistencies through design and marketing and update Department branding materials, including incorporating in Department mission statement, logo, and style guide.
- Collaborate with the City Clerk and City Attorney’s office to trademark logos and events.
- Promote recreational and social opportunities that serve the population ranging from infants to older adults.
- Provide excellent customer service for all registrations and reservations.
- Increase the number of online registrations for maximum staff efficiency and customer ease.
- Enhance and support all online reservations through the ActiveNet registration system.
- Publish four activity guides per year and continue to develop an interactive digital City-wide activities guide that includes hyperlinks, web-clips and interactive pictures.
- Continue to review and update department policies.

## Major Service Delivery Changes

The Parks and Recreation Department underwent a comprehensive internal assessment when there was a vacancy in one of the key Recreation Services Manager positions. The result of this effort was a reorganization of the department, providing greater efficiencies and improved service delivery. The new structure will provide better alignment of job responsibilities and less administration. Beginning in 2018/2019, Measure R funds will no longer be used to subsidize the Dial-a-Ride Program. This change will result in the usage of General Fund dollars to purchase additional restricted Prop A funds, which will eliminate the transportation program deficit. This change will allow the City to redirect Measure R funds back to streets repairs and capital improvements, as intended.

	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
<b>Authorized Full-Time Positions</b>				
Director	1	1	1	1
Management Analyst	1	1	1	1
Graphic Artist	1	1	1	1
Secretary	1	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

## Parks and Recreation Department | Administration

Administration		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	368,207	354,127	392,731	<b>382,008</b>	13.0%	<b>391,200</b>	13.0%
4103	Part-time Salaries	187	144	144	<b>378</b>	0.0%	<b>378</b>	0.0%
4111	Overtime Regular Employees	1,649	2,185	1,000	<b>2,185</b>	0.1%	<b>2,185</b>	0.1%
4201	Group Medical Insurance	63,095	66,504	66,468	<b>67,942</b>	2.3%	<b>70,434</b>	2.3%
4202	Medicare Contributions	5,154	13,655	5,594	<b>5,541</b>	0.2%	<b>5,673</b>	0.2%
4203	Unemployment	11,280	11,280	11,280	<b>8,100</b>	0.3%	<b>8,100</b>	0.3%
4204	401A Plan City Contributions	8,999	9,390	9,776	<b>9,635</b>	0.3%	<b>9,828</b>	0.3%
4205	Worker's Compensation	1,320	1,320	1,320	<b>102,960</b>	3.5%	<b>102,960</b>	3.4%
4211	PERS Regular Contribution	48,992	51,443	47,605	<b>31,453</b>	1.1%	<b>32,235</b>	1.1%
4218	PERS Regular Liability Contribution	-	-	-	<b>29,805</b>	1.0%	<b>37,073</b>	1.2%
<b>Total Salaries &amp; Benefits</b>		<b>\$508,884</b>	<b>\$510,047</b>	<b>\$535,918</b>	<b>\$640,007</b>	<b>21.8%</b>	<b>\$660,066</b>	<b>22.0%</b>
5101	Contract Services	610,834	834,035	834,035	<b>828,493</b>	28.2%	<b>855,310</b>	28.5%
5104	Computer Contract Services	423	-	-	-	-	-	-
5201	Office Supplies	44,250	37,500	37,500	<b>37,500</b>	1.3%	<b>37,500</b>	1.2%
5202	Membership & Dues	2,653	2,903	3,245	<b>4,223</b>	0.1%	<b>4,223</b>	0.1%
5203	Reference Materials	365	300	700	<b>500</b>	0.0%	<b>500</b>	0.0%
5205	Training, Conferences & Meetings	7,148	12,885	12,885	<b>14,750</b>	0.5%	<b>14,750</b>	0.5%
5207	Advertising	19,148	19,050	19,050	<b>16,810</b>	0.6%	<b>16,810</b>	0.6%
5208	Postage	33,214	32,000	32,296	<b>30,639</b>	1.0%	<b>30,639</b>	1.0%
5210	Computer Supplies & Software	3,362	420	420	<b>5,316</b>	0.2%	<b>5,316</b>	0.2%
5217	Departmental Supplies	12,498	11,280	11,280	<b>11,580</b>	0.4%	<b>11,580</b>	0.4%
5218	Recruitment Costs	4,707	4,520	4,520	<b>4,520</b>	0.2%	<b>4,520</b>	0.2%
5225	Printing	74,072	90,830	90,830	<b>90,580</b>	3.1%	<b>93,664</b>	3.1%
5264	City Funds Exchange	-	-	-	<b>161,000</b>	5.5%	<b>161,000</b>	5.4%
5501	Telephone	10,469	8,744	9,209	<b>3,498</b>	0.1%	<b>3,603</b>	0.1%
<b>Total Materials &amp; Services</b>		<b>\$823,144</b>	<b>\$1,054,467</b>	<b>\$1,055,970</b>	<b>\$1,209,409</b>	<b>41.2%</b>	<b>\$1,239,415</b>	<b>41.2%</b>
5611	Warehouse Services	921	1,000	1,000	<b>1,000</b>	0.0%	<b>1,000</b>	0.0%
5621	Information Technology Allocation	107,340	106,835	106,835	<b>95,867</b>	3.3%	<b>101,590</b>	3.4%
5631	Insurance Allocation	650,040	674,760	674,760	<b>279,360</b>	9.5%	<b>279,360</b>	9.3%
5641	Fleet Rental Allocation	41,520	41,520	41,520	<b>35,570</b>	1.2%	<b>37,770</b>	1.3%
5642	Fleet Maintenance Allocation	18,501	21,780	18,670	<b>24,247</b>	0.8%	<b>30,022</b>	1.0%
5651	Building & Operations Allocation	133,249	151,719	154,033	<b>167,280</b>	5.7%	<b>169,980</b>	5.7%
<b>Total Internal Services</b>		<b>\$951,572</b>	<b>\$997,614</b>	<b>\$996,818</b>	<b>\$603,324</b>	<b>20.5%</b>	<b>\$619,722</b>	<b>20.6%</b>
<b>Total Operating Expenditures</b>		<b>\$2,283,600</b>	<b>\$2,562,128</b>	<b>\$2,588,706</b>	<b>\$2,452,740</b>	<b>83.5%</b>	<b>\$2,519,203</b>	<b>83.8%</b>
6212	CIP Bldg & Facilities - CYr	-	-	44,826	-	-	-	-
6252	CIP Landscape & Site - CYr	457,423	-	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$457,423</b>	<b>-</b>	<b>\$44,826</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
7101	Bond Principal	280,000	265,000	265,000	<b>295,000</b>	10.0%	<b>305,000</b>	10.2%
7102	Bond Interest	135,002	194,375	194,375	<b>185,975</b>	6.3%	<b>176,975</b>	5.9%
7103	Bond Administration Fee	29,214	3,350	3,350	<b>3,500</b>	0.1%	<b>3,500</b>	0.1%
<b>Total Debt Service</b>		<b>\$444,216</b>	<b>\$462,725</b>	<b>\$462,725</b>	<b>\$484,475</b>	<b>16.5%</b>	<b>\$485,475</b>	<b>16.2%</b>
<b>Total Expenditures</b>		<b>\$3,185,239</b>	<b>\$3,024,853</b>	<b>\$3,096,257</b>	<b>\$2,937,215</b>	<b>100.0%</b>	<b>\$3,004,678</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>-4.3%</b>		<b>2.7%</b>	
<b>Source of Funds</b>								
General Fund		\$2,727,816	\$3,024,853	\$3,051,431	<b>\$2,937,215</b>	100.0%	<b>\$3,004,678</b>	100.0%
Capital Improvement Fund		457,423	-	44,826	-	-	-	-
<b>Total Sources</b>		<b>\$3,185,239</b>	<b>\$3,024,853</b>	<b>\$3,096,257</b>	<b>\$2,937,215</b>	<b>100.0%</b>	<b>\$3,004,678</b>	<b>100.0%</b>

# Parks and Recreation Department | Recreation Services

## Program Overview

The Recreation Services Division oversees a variety of large, community-wide special events, facility and park reservations and operations, tennis operations, reservations and classes, specialty classes, nature and outdoor recreation activities, youth and teen afterschool programs and summer camps. The Recreation Services Division strives to provide a wide range of recreational opportunities through safe and clean parks, facilities, fields and programs that provide positive physical, social, environmental, and economic benefits to the community.



## Objectives FY 2019 & FY 2020

- Expand REC Summer Camps to two facilities to better serve the Community.
- Enhance facility reservation program.
- Maintain a high customer satisfaction rating for specialty classes, facility reservations, Afterschool REC and Teen Center programs.
- Enhance the REC Afterschool program by partnering with local businesses and the library.

## Major Service Delivery Changes

The Parks and Recreation Department underwent a comprehensive internal assessment when there was a vacancy for the Recreation Services Division Manager position. The result of this effort was a reorganization of the department, providing greater efficiencies and improved service delivery. As part of the re-organization, the Senior Recreation Manager will provide oversight to the Recreation Division, Sports & Aquatics, and Marketing & Registration. Sports & Facilities will be under the general supervision of a Senior Program Supervisor; Youth, Teen, and Aquatics will be under the general supervision of a Senior Program Supervisor; and a Full-time Recreation Coordinator will coordinate all youth and teen programs. The new structure will provide better alignment of job responsibilities in facilities and sports operations and management, as well as youth and teen programming.

	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
<b>Authorized Full-Time Positions</b>				
Senior Recreation Services Manager*	-	-	0.5	0.5
Recreation Services Manager	1	1	-	-
Senior Recreation Supervisor*	-	-	1.17	1.17
Recreation Supervisor*	2.75	2.75	2.12	2.12
Recreation Coordinator*	0.35	0.35	1.37	1.37
Facilities Reservations Clerk	1	1	1	1
<b>Total</b>	<b>5.10</b>	<b>5.10</b>	<b>6.16</b>	<b>6.16</b>

\* Position allocated to multiple programs based on actual time spent on program activities.

Part-time hours totaling 60,895 are proposed in FY 2019 and 2020.

## Parks and Recreation Department | Recreation Services

Recreation Services		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$339,291	\$386,979	\$303,036	<b>\$487,407</b>	17.8%	<b>\$496,789</b>	17.6%
4103	Part-time Salaries	943,132	876,866	880,000	<b>875,134</b>	31.9%	<b>875,134</b>	31.0%
4111	Overtime Regular Employees	17,723	10,303	10,000	<b>11,601</b>	0.4%	<b>11,601</b>	0.4%
4201	Group Medical Insurance	50,951	70,548	43,606	<b>90,840</b>	3.3%	<b>94,222</b>	3.3%
4202	Medicare Contributions	18,572	13,358	18,474	<b>18,108</b>	0.7%	<b>18,390</b>	0.7%
4204	401A Plan City Contributions	1,672	2,694	-	<b>7,141</b>	0.3%	<b>7,283</b>	0.3%
4211	PERS Regular Contribution	98,770	98,561	95,699	<b>99,464</b>	3.6%	<b>134,964</b>	4.8%
4218	PERS Regular Liability Contribution	-	-	-	<b>37,539</b>	1.4%	<b>46,694</b>	1.7%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,470,112</b>	<b>\$1,459,308</b>	<b>\$1,350,815</b>	<b>\$1,627,234</b>	<b>59.3%</b>	<b>\$1,685,077</b>	<b>59.8%</b>
5101	Contract Services	\$426,706	\$447,334	\$408,000	<b>\$582,970</b>	21.2%	<b>\$585,529</b>	20.8%
5104	Computer Contract Services	480	-	-	-	-	-	-
5202	Membership & Dues	870	1,600	1,500	<b>1,600</b>	0.1%	<b>1,600</b>	0.1%
5203	Reference Materials	109	-	-	-	-	-	-
5204	Conferences & Meetings	217	-	-	-	-	-	-
5205	Training, Conferences & Meetings	14,868	15,517	12,000	<b>15,350</b>	0.6%	<b>15,350</b>	0.5%
5206	Uniforms/Safety Equip	7,524	8,500	8,000	<b>8,500</b>	0.3%	<b>8,500</b>	0.3%
5207	Advertising	21,767	28,960	14,500	<b>19,540</b>	0.7%	<b>19,540</b>	0.7%
5210	Computer Supplies & Software	(2,393)	-	2,400	-	-	-	-
5217	Departmental Supplies	157,510	111,600	123,000	<b>110,600</b>	4.0%	<b>110,600</b>	3.9%
5218	Recruitment Costs	49	1,024	300	<b>1,024</b>	0.0%	<b>1,024</b>	0.0%
5225	Printing	3,260	8,000	5,450	<b>6,000</b>	0.2%	<b>6,000</b>	0.2%
5501	Telephone	8,358	4,975	4,573	<b>12,715</b>	0.5%	<b>13,096</b>	0.5%
5502	Electricity	205,530	243,404	214,432	<b>219,224</b>	8.0%	<b>225,801</b>	8.0%
5503	Natural Gas	7,345	8,069	6,266	<b>6,147</b>	0.2%	<b>6,331</b>	0.2%
<b>Total Materials &amp; Services</b>		<b>\$852,200</b>	<b>\$878,983</b>	<b>\$800,421</b>	<b>\$983,670</b>	<b>35.9%</b>	<b>\$993,371</b>	<b>35.2%</b>
5611	Warehouse Services	\$11,267	\$12,000	\$11,000	<b>\$12,000</b>	0.4%	<b>\$12,420</b>	0.4%
5621	Information Technology Allocation	78,060	77,719	77,719	<b>120,632</b>	4.4%	<b>127,834</b>	4.5%
<b>Total Internal Services</b>		<b>\$89,327</b>	<b>\$89,719</b>	<b>\$88,719</b>	<b>\$132,632</b>	<b>4.8%</b>	<b>\$140,254</b>	<b>5.0%</b>
<b>Total Operating Expenditures</b>		<b>\$2,411,638</b>	<b>\$2,428,009</b>	<b>\$2,239,955</b>	<b>\$2,743,536</b>	<b>100.0%</b>	<b>\$2,818,702</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>13.0%</b>		<b>2.7%</b>	
<b>Source of Funds</b>								
General Fund		\$2,411,638	\$2,428,009	\$2,239,955	<b>\$2,743,536</b>	100.0%	<b>\$2,818,702</b>	100.0%
Capital Improvement Fund		-	-	-	-	-	-	-
<b>Total Sources</b>		<b>\$2,411,638</b>	<b>\$2,428,009</b>	<b>\$2,239,955</b>	<b>\$2,743,536</b>	<b>100.0%</b>	<b>\$2,818,702</b>	<b>100.0%</b>

# Parks and Recreation Department | Sports & Aquatics

## Program Overview

The Sports & Aquatics Division’s goal is to promote health and wellness throughout the community by providing and managing a variety of recreational athletic facilities, youth and adult sports leagues, fitness classes, aquatics programs, sports camps/clinics and special events and tournaments. The division manages a comprehensive aquatics program at Mira Costa High School and Begg pool, coordinating swim classes and water safety awareness programs for all ages and abilities, and schedules use and special events for local, state, and national organizations. The division manages the sport field allocations in collaboration with the youth sport organizations.



## Objectives FY 2019 & FY 2020

- Implement the updated field fees and field allocation and use policy.
- Maintain a highly favorable rating on swim programs, fitness classes and sport leagues.
- Expand aquatics programming at Mira Costa High School to meet the needs of the Manhattan Beach community.
- Maintain division revenues at a minimum of 100% of operating expenditures.
- Provide special events and tournaments, including Kids Extreme Mud Run, Southern California Municipal Athletic Federation swim meet, Father’s Day Volleyball Tournament, Manhattan Beach Open Volleyball Tournament, International Surf Festival Youth Six-Kid Volleyball Tournament, Charlie Saikley Six-Person Volleyball Tournament.
- Expand adult sport leagues.
- Manage the City adult and youth sports leagues and the sports field allocation program in collaboration with youth sport organizations.
- Participate in and support efforts for re-turfing the Manhattan Village Field.

	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
<b>Authorized Full-Time Positions</b>				
Senior Recreation Services Manager	-	-	0.5	0.5
Recreation Services Manager	1	1	-	-
Senior Recreation Supervisor*	-	-	0.83	0.83
Recreation Supervisor*	2.07	2.07	0.76	0.76
Recreation Coordinator*	2	2	2.51	2.51
<b>Total</b>	<b>5.54</b>	<b>5.54</b>	<b>4.60</b>	<b>4.60</b>

\* Position allocated to multiple programs based on actual time spent on program activities.

Part-time hours totaling 20,566 are proposed in FY 2019 and FY 2020.

## Parks and Recreation Department | Sports & Aquatics

<b>Sports &amp; Aquatics</b>		<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>% of</b>	<b>FY 2020</b>	<b>% of</b>
<b>Object Description</b>		<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>Total</b>	<b>Proposed</b>	<b>Total</b>
4101	Salaries & Allowances	\$331,651	\$356,657	\$387,413	<b>\$275,770</b>	18.6%	<b>\$287,269</b>	19.0%
4103	Part-time Salaries	264,908	279,318	308,405	<b>349,007</b>	23.5%	<b>349,008</b>	23.0%
4111	Overtime Regular Employees	5,690	4,756	4,200	<b>6,072</b>	0.4%	<b>6,074</b>	0.4%
4201	Group Medical Insurance	54,155	69,438	62,489	<b>41,096</b>	2.8%	<b>42,610</b>	2.8%
4202	Medicare Contributions	8,542	10,932	10,862	<b>8,963</b>	0.6%	<b>9,131</b>	0.6%
4204	401A Plan City Contributions	2,642	2,565	2,713	<b>10,026</b>	0.7%	<b>5,942</b>	0.4%
4211	PERS Regular Contribution	51,340	58,847	53,468	<b>26,225</b>	1.8%	<b>24,788</b>	1.6%
4218	PERS Regular Liability Contribution	-	-	-	<b>30,657</b>	2.1%	<b>38,132</b>	2.5%
<b>Total Salaries &amp; Benefits</b>		<b>\$718,928</b>	<b>\$782,512</b>	<b>\$829,550</b>	<b>\$747,816</b>	<b>50.3%</b>	<b>\$762,954</b>	<b>50.3%</b>
5101	Contract Services	\$601,077	\$565,100	\$590,000	<b>\$483,100</b>	32.5%	<b>\$488,507</b>	32.2%
5202	Membership & Dues	2,383	4,075	3,545	<b>6,075</b>	0.4%	<b>6,075</b>	0.4%
5203	Reference Materials	-	-	38	-	-	-	-
5205	Training, Conferences & Meetings	6,429	13,000	12,000	<b>13,000</b>	0.9%	<b>13,000</b>	0.9%
5206	Uniforms/Safety Equip	1,307	2,000	1,000	<b>2,000</b>	0.1%	<b>2,070</b>	0.1%
5207	Advertising	2,284	7,500	2,500	<b>4,500</b>	0.3%	<b>4,500</b>	0.3%
5217	Departmental Supplies	109,794	111,000	98,000	<b>112,000</b>	7.5%	<b>114,275</b>	7.5%
5225	Printing	-	200	1,125	<b>200</b>	0.0%	<b>200</b>	0.0%
5501	Telephone	6,415	5,830	5,214	<b>2,365</b>	0.2%	<b>2,436</b>	0.2%
<b>Total Materials &amp; Services</b>		<b>\$729,689</b>	<b>\$708,705</b>	<b>\$713,422</b>	<b>\$623,240</b>	<b>41.9%</b>	<b>\$631,063</b>	<b>41.6%</b>
5611	Warehouse Services	\$1,450	\$2,000	\$1,750	<b>\$2,250</b>	0.2%	<b>\$2,250</b>	0.1%
5621	Information Technology Allocation	39,060	38,860	38,860	<b>103,057</b>	6.9%	<b>109,210</b>	7.2%
5641	Fleet Rental Allocation	5,100	5,100	5,100	<b>5,030</b>	0.3%	<b>5,030</b>	0.3%
5642	Fleet Maintenance Allocation	3,619	4,260	3,652	<b>4,772</b>	0.3%	<b>4,937</b>	0.3%
6121	Machinery & Equipment	6,275	-	-	-	-	-	-
<b>Total Internal Services</b>		<b>\$55,504</b>	<b>\$50,220</b>	<b>\$49,362</b>	<b>\$115,109</b>	<b>7.7%</b>	<b>\$121,427</b>	<b>8.0%</b>
<b>Total Operating Expenditures</b>		<b>\$1,504,121</b>	<b>\$1,541,437</b>	<b>\$1,592,334</b>	<b>\$1,486,165</b>	<b>100.0%</b>	<b>\$1,515,444</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>-3.6%</b>		<b>2.0%</b>	
<b>Source of Funds</b>								
General Fund		\$1,504,121	\$1,541,437	\$1,592,334	<b>\$1,486,165</b>	100.0%	<b>\$1,515,444</b>	100.0%
<b>Total Sources</b>		<b>\$1,504,121</b>	<b>\$1,541,437</b>	<b>\$1,592,334</b>	<b>\$1,486,165</b>	<b>100.0%</b>	<b>\$1,515,444</b>	<b>100.0%</b>

### Program Overview

Manhattan Beach is a unique community, combining opportunities for the appreciation of its spectacular beaches, to focus on wellness and fitness and the excellence of its arts and culture experiences, thus contributing to a vibrant community with the highest quality of life.

The Cultural Arts Division develops and presents artistic and educational programs and exhibitions that directly relate to the contemporary urban life of its constituents, while maintaining the highest standards of professional, intellectual, and ethical responsibility. It seeks to create connections among artists, cultural organizations, community groups, businesses, visitors and residents that sustain and promote a thriving, diverse, creative city. This mission is grounded in a belief that learning about the arts is integral to human development and continual personal growth.



### Objectives FY 2019 & FY 2020

- Develop a comprehensive Arts Education program for the Manhattan Beach Art Center and Parks and Recreation Programming.
- Continue to develop programs and projects on the Arts Commission work plan.
- Continue partnership with the Manhattan Beach Public library to present visual and performing arts programming.
- Expand Ceramics program.
- Continue collaboration with MBUSD for StArt Project, advanced arts education initiative for Mira Costa High School students.
- Research and provide recommendations for the use of Public Art Trust Funding options for City Council consideration.

### Major Service Delivery Changes

In fiscal year 18/19, the Manhattan Beach Art Center will fully realize its arts education program. Building on last year's success in developing a critically acclaimed exhibition program, the Manhattan Beach Art Center will focus its efforts on building an education and outreach program in the areas of visual and performing arts education, special cultural events, and special cultural workshops.

FY 18/19 will also see the increased level of service in the Live Oak Ceramics Studio with the addition of a Ceramics Recreation Coordinator and a further integration of ceramics into the overall cultural arts program. Service levels in the areas of jewelry and small metals should also increase.

## Parks and Recreation Department | Cultural Arts

Authorized Full-Time Positions	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
Cultural Arts Manager	1	1	1	1
Recreation Supervisor*	2.13	2.13	1.06	1.06
Recreation Coordinator*	0.13	0.13	1.06	1.06
<b>Total</b>	<b>3.26</b>	<b>3.26</b>	<b>3.12</b>	<b>3.12</b>

\* Position allocated to multiple programs based on actual time spent on program activities.

Part-time hours totaling 12,210 are proposed in FY 2019 and FY 2020.

Cultural Arts Object Description	FY 2017 Actual	FY 2018 Adopted	FY 2018 Y/E Est	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
4101 Salaries & Allowances	\$283,825	\$273,290	\$228,024	\$255,812	31.1%	\$262,519	31.3%
4103 Part-time Salaries	142,931	133,024	143,963	162,932	19.8%	162,933	19.4%
4111 Overtime Regular Employees	1,462	1,340	1,386	1,641	0.2%	1,641	0.2%
4201 Group Medical Insurance	43,631	48,049	40,290	53,560	6.5%	55,608	6.6%
4202 Medicare Contributions	6,100	4,653	5,873	5,475	0.7%	5,571	0.7%
4204 401A Plan City Contributions	5,048	5,079	5,154	5,079	0.6%	5,181	0.6%
4211 PERS Regular Contribution	37,846	45,996	41,566	23,899	2.9%	24,470	2.9%
4218 PERS Regular Liability Contribution	-	-	-	15,917	1.9%	19,798	2.4%
<b>Total Salaries &amp; Benefits</b>	<b>\$520,843</b>	<b>\$511,431</b>	<b>\$466,256</b>	<b>\$524,315</b>	<b>63.8%</b>	<b>\$537,721</b>	<b>64.0%</b>
5101 Contract Services	\$277,833	\$206,003	\$213,788	\$168,915	20.5%	\$170,250	20.3%
5202 Membership & Dues	670	655	600	795	0.1%	795	0.1%
5203 Reference Materials	245	200	200	200	0.0%	200	0.0%
5205 Training, Conferences & Meetings	871	7,820	5,500	7,820	1.0%	7,820	0.9%
5207 Advertising	15,667	12,684	12,684	12,684	1.5%	12,684	1.5%
5217 Departmental Supplies	68,649	59,060	62,067	53,500	6.5%	53,500	6.4%
5225 Printing	3,063	5,750	5,000	5,750	0.7%	5,750	0.7%
<b>Total Materials &amp; Services</b>	<b>\$366,998</b>	<b>\$292,172</b>	<b>\$299,839</b>	<b>\$249,664</b>	<b>30.4%</b>	<b>\$250,999</b>	<b>29.9%</b>
5611 Warehouse Services	\$1,542	\$2,020	\$1,620	\$2,020	0.2%	\$2,056	0.2%
5621 Information Technology Allocation	48,780	48,604	48,604	46,069	5.6%	48,820	5.8%
<b>Total Internal Services</b>	<b>\$50,322</b>	<b>\$50,624</b>	<b>\$50,224</b>	<b>\$48,089</b>	<b>5.8%</b>	<b>\$50,876</b>	<b>6.1%</b>
<b>Total Operating Expenditures</b>	<b>\$938,163</b>	<b>\$854,227</b>	<b>\$816,319</b>	<b>\$822,068</b>	<b>100.0%</b>	<b>\$839,596</b>	<b>100.0%</b>
6121 Machinery & Equipment	-	45,000	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>-</b>	<b>\$45,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$938,163</b>	<b>\$899,227</b>	<b>\$816,319</b>	<b>\$822,068</b>	<b>100.0%</b>	<b>\$839,596</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>				<b>-3.8%</b>		<b>2.1%</b>	
<b>Source of Funds</b>							
General Fund	\$938,163	\$899,227	\$816,319	\$822,068	100.0%	\$839,596	100.0%
<b>Total Sources</b>	<b>\$938,163</b>	<b>\$899,227</b>	<b>\$816,319</b>	<b>\$822,068</b>	<b>100.0%</b>	<b>\$839,596</b>	<b>100.0%</b>

# Parks and Recreation Department | Older Adults

## Program Overview

The Older Adults Program is part of the Community Programs Division and provides a variety of quality programs in the areas of health and fitness, arts and crafts, outdoor activities, drama, literature, movies, creative writing, educational programs, excursions, discussion groups, luncheons, table games and dance. A large focus of the program continues to include intergenerational programs and collaborations.



## Objectives FY 2019 & FY 2020

- Continue to create programs to meet the needs of the older adult population
- Continue to establish relationships and build a network of service providers to address the needs of older adult residents of Manhattan Beach
- Continue to maintain a robust volunteer program at Joslyn Center
- Manage a high level of programs and customer satisfaction, working within City budget guidelines

## Major Service Delivery Changes

Over the last few years, the scope of the Older Adults Program has grown and evolved in order to continue representing Manhattan Beach’s vibrant Older Adults community. Because of this, additional programs have been added and participation has increased. The Older Adults Program works with a dedicated group of full-time and part-time staff, volunteers and community groups to support this expansion to the best of its ability. In order to continue providing high-quality programming at little to low cost to participants in the coming years, the Older Adults Program will explore ways to streamline its services by prioritizing programs. The addition of two new iPads will increase the efficiency of evaluating and tracking program attendance, as well as RSVP’s.

	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
<b>Authorized Full-Time Positions</b>				
Older Adults Programs Supervisor	1	1	1	1
Recreation Supervisor*	0.05	0.05	0.06	0.06
Recreation Coordinator*	1.05	1.05	1.06	1.06
<b>Total</b>	<b>2.10</b>	<b>2.10</b>	<b>2.12</b>	<b>2.12</b>

\* Position allocated to multiple programs based on actual time spent on program activities.

Part-time hours totaling 4,755 are proposed in FY 2019 and FY 2020.

## Parks and Recreation Department | Older Adults

Older Adults		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$112,560	\$139,927	\$146,586	<b>\$149,101</b>	28.1%	<b>\$154,591</b>	28.4%
4103	Part-time Salaries	115,165	89,873	134,789	<b>91,865</b>	17.3%	<b>91,866</b>	16.9%
4111	Overtime Regular Employees	21	-	435	<b>966</b>	0.2%	<b>967</b>	0.2%
4201	Group Medical Insurance	16,039	16,810	25,181	<b>24,923</b>	4.7%	<b>25,855</b>	4.7%
4202	Medicare Contributions	3,285	2,770	4,021	<b>3,483</b>	0.7%	<b>3,562</b>	0.7%
4204	401A Plan City Contributions	3,614	3,636	3,690	<b>3,708</b>	0.7%	<b>3,781</b>	0.7%
4211	PERS Regular Contribution	21,380	22,625	23,872	<b>18,167</b>	3.4%	<b>18,632</b>	3.4%
4218	PERS Regular Liability Contribution	-	-	-	<b>11,518</b>	2.2%	<b>14,326</b>	2.6%
<b>Total Salaries &amp; Benefits</b>		<b>\$272,064</b>	<b>\$275,642</b>	<b>\$338,574</b>	<b>\$303,731</b>	<b>57.3%</b>	<b>\$313,580</b>	<b>57.6%</b>
5101	Contract Services	\$83,352	\$66,014	\$93,402	<b>\$83,031</b>	15.7%	<b>\$85,050</b>	15.6%
5202	Membership & Dues	1,335	1,320	1,435	<b>1,440</b>	0.3%	<b>1,440</b>	0.3%
5203	Reference Materials	773	893	1,068	<b>1,038</b>	0.2%	<b>1,074</b>	0.2%
5205	Training, Conferences & Meetings	619	1,275	1,275	<b>1,275</b>	0.2%	<b>1,275</b>	0.2%
5207	Advertising	5,493	4,832	4,832	<b>4,832</b>	0.9%	<b>5,000</b>	0.9%
5210	Computer Supplies & Software	1,258	-	-	<b>1,000</b>	0.2%	-	-
5217	Departmental Supplies	39,748	33,962	36,789	<b>49,738</b>	9.4%	<b>50,353</b>	9.2%
5225	Printing	472	1,020	2,500	<b>3,500</b>	0.7%	<b>3,500</b>	0.6%
5265	Contributions to Service Agencies	9,329	37,315	37,315	<b>37,315</b>	7.0%	<b>37,315</b>	6.9%
<b>Total Materials &amp; Services</b>		<b>\$142,378</b>	<b>\$146,631</b>	<b>\$178,616</b>	<b>\$183,169</b>	<b>\$0</b>	<b>\$185,007</b>	<b>\$0</b>
5611	Warehouse Services	\$454	\$204	\$450	<b>\$204</b>	0.0%	<b>\$211</b>	0.0%
5621	Information Technology Allocation	\$29,280	\$29,174	\$29,174	<b>\$43,140</b>	8.1%	<b>\$45,716</b>	8.4%
<b>Total Internal Services</b>		<b>\$29,734</b>	<b>\$29,378</b>	<b>\$29,624</b>	<b>\$43,344</b>	<b>8.2%</b>	<b>\$45,927</b>	<b>8.4%</b>
6111	Furniture & Fixtures	\$400	-	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operating Expenditures</b>		<b>\$444,576</b>	<b>\$451,651</b>	<b>\$546,814</b>	<b>\$530,244</b>	<b>100.0%</b>	<b>\$544,514</b>	<b>100.0%</b>
% Increase/Decrease from 2015/16 Adopted Budget					<b>17.4%</b>		<b>2.7%</b>	
<b>Source of Funds</b>								
General Fund		\$444,576	\$451,651	\$546,814	<b>\$530,244</b>	100.0%	<b>\$544,514</b>	100.0%
<b>Total Sources</b>		<b>\$444,576</b>	<b>\$451,651</b>	<b>\$546,814</b>	<b>\$530,244</b>	<b>100.0%</b>	<b>\$544,514</b>	<b>100.0%</b>

### Program Overview

The Transportation Division is part of the Community Programs Division and is funded predominantly by Proposition "A" Local Return transportation funds. These monies, which are administered by the Los Angeles Metropolitan Transportation Authority (MTA), are generated by a one-half cent sales tax approved by the voters for use in transportation related services. These services include the Dial-A-Ride program, bus pass subsidies, recreational bus trips for all ages, and fixed route bus service provided by both Ocean Express Trolley and the Beach Cities Transit.



Dial-A-Ride transports customers to a variety of locations throughout the City including shopping centers, community centers, and medical facilities, as well as to designated medical facilities in neighboring communities. Fares are \$0.25 one-way within the City and \$0.50 one-way outside the City. The budgets for Fiscal Years 2019 and 2020 also include funding for the continuation of the Beach Cities Transit Bus Service.

### Objectives FY 2019 & FY 2020

- Continue to offer Dial-A-Ride service seven days a week to destinations in Manhattan Beach, as well as five days a week to select medical facilities
- Offer increased service as needed to meet the growing popularity of Older Adult Programs at Joslyn Center, and the overall increase in ride requests
- Collaborate with senior housing facilities and MBUSD Special Education programs to provide effective transportation options as needed
- Provide increased driver and dispatch training to improve efficiency, safety and customer service
- Assist the Older Adult Program staff to plan and implement bimonthly local bus trips and offer a flexible schedule to include after-hours events like the Manhattan Beach Unified School District free events for Older Adults
- Offer the Older Adults Night on the Town Dinner Program Wednesday evenings
- Continue to obtain a high satisfaction rating of drivers and dispatchers.

### Major Service Delivery Changes

Dial-A-Ride ridership continues to increase each year. In fiscal year 2016/17, ridership increased by 21%. Also in 2016/17, tablets were deployed on the buses for more efficient scheduling, daily schedule changes, and data entry. The number of rides provided continues to increase. Mid-year 2017/18 rides were up an additional 8%. The part-time staffing budget increases each year to meet the increased needs of the older adults in the community, with this year's increase at \$14,514. An exchange of General Fund dollars for additional restricted Prop A funds is required to eliminate the transportation program deficit.

## Parks and Recreation Department | Transportation

Authorized Full-Time Positions	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
Transportation Services Operator	3	3	3	3
Recreation Coordinator	1	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

Part-time hours proposed in FY 2019 total 11,674 and in FY 2020 total 11,891.

Transportation Object Description	FY 2017 Actual	FY 2018 Adopted	FY 2018 Y/E Est	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
4101 Salaries & Allowances	\$238,884	\$218,788	\$247,123	<b>\$244,508</b>	25.8%	<b>\$248,391</b>	25.6%
4103 Part-time Salaries	248,032	250,950	250,950	<b>273,560</b>	28.9%	<b>278,607</b>	28.7%
4111 Overtime Regular Employees	9,646	6,902	6,902	<b>7,521</b>	0.8%	<b>7,521</b>	0.8%
4201 Group Medical Insurance	53,375	49,734	55,758	<b>56,052</b>	5.9%	<b>58,003</b>	6.0%
4202 Medicare Contributions	6,820	8,498	6,843	<b>7,301</b>	0.8%	<b>7,358</b>	0.8%
4205 Worker's Compensation	1,320	1,320	1,320	<b>3,840</b>	0.4%	<b>3,840</b>	0.4%
4211 PERS Regular Contribution	65,439	65,545	65,473	<b>74,913</b>	7.9%	<b>75,243</b>	7.8%
4218 PERS Regular Liability Contribution	-	-	-	<b>19,823</b>	2.1%	<b>24,656</b>	2.5%
<b>Total Salaries &amp; Benefits</b>	<b>\$623,515</b>	<b>\$601,736</b>	<b>\$634,369</b>	<b>\$687,518</b>	<b>72.7%</b>	<b>\$703,619</b>	<b>72.5%</b>
5101 Contract Services	\$47,385	\$54,646	\$54,646	<b>\$26,596</b>	2.8%	<b>\$29,263</b>	3.0%
5104 Computer Contract Services	18,232	15,982	15,982	<b>17,745</b>	1.9%	<b>18,670</b>	1.9%
5202 Membership & Dues	460	984	984	<b>965</b>	0.1%	<b>965</b>	0.1%
5205 Training, Conferences & Meetings	1,939	7,905	7,905	<b>7,905</b>	0.8%	<b>7,905</b>	0.8%
5206 Uniforms/Safety Equip	3,007	3,647	3,647	<b>8,047</b>	0.9%	<b>3,775</b>	0.4%
5208 Postage	1,711	1,650	1,629	<b>1,377</b>	0.1%	<b>1,377</b>	0.1%
5217 Departmental Supplies	5,557	6,120	6,120	<b>8,120</b>	0.9%	<b>8,393</b>	0.9%
5218 Recruitment Costs	-	-	-	-	-	-	-
5223 Bus Pass Subsidies	5,288	6,600	5,000	<b>6,600</b>	0.7%	<b>6,600</b>	0.7%
5224 Recreation Bus Trips	53,461	57,222	57,222	<b>57,222</b>	6.0%	<b>59,225</b>	6.1%
5225 Printing	1,024	612	612	<b>612</b>	0.1%	<b>612</b>	0.1%
5501 Telephone	677	653	618	<b>898</b>	0.1%	<b>925</b>	0.1%
<b>Total Materials &amp; Services</b>	<b>\$138,740</b>	<b>\$156,021</b>	<b>\$154,365</b>	<b>\$136,087</b>	<b>14.4%</b>	<b>\$137,710</b>	<b>14.2%</b>
5611 Warehouse Services	\$394	\$510	\$510	<b>\$510</b>	0.1%	<b>\$528</b>	0.1%
5621 Information Technology Allocation	29,280	29,174	29,174	<b>81,753</b>	8.6%	<b>86,634</b>	8.9%
5631 Insurance Allocation	63,240	65,400	65,400	-	-	-	-
5642 Fleet Maintenance Allocation	36,697	43,200	37,031	<b>40,110</b>	4.2%	<b>41,497</b>	4.3%
<b>Total Internal Services</b>	<b>\$129,611</b>	<b>\$138,284</b>	<b>\$132,115</b>	<b>\$122,373</b>	<b>12.9%</b>	<b>\$128,659</b>	<b>13.3%</b>
<b>Total Operating Expenditures</b>	<b>\$891,866</b>	<b>\$896,041</b>	<b>\$920,849</b>	<b>\$945,978</b>	<b>100.0%</b>	<b>\$969,988</b>	<b>100.0%</b>
6141 Computer Equipment & Software	\$8,707	-	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$8,707</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$900,573</b>	<b>\$896,041</b>	<b>\$920,849</b>	<b>\$945,978</b>	<b>100.0%</b>	<b>\$969,988</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>				<b>5.6%</b>			
				<b>5.6%</b>	<b>2.5%</b>		
<b>Source of Funds</b>							
Prop A	\$677,970	\$706,896	\$678,120	<b>\$945,978</b>	100.0%	<b>\$969,988</b>	100.0%
Measure R Transfer	222,603	189,145	242,729	-	-	-	-
<b>Total Sources</b>	<b>\$900,573</b>	<b>\$896,041</b>	<b>\$920,849</b>	<b>\$945,978</b>	<b>100.0%</b>	<b>\$969,988</b>	<b>100.0%</b>

# Parks and Recreation Department | Volunteers

## Program Overview

The City’s centrally-coordinated volunteer program is part of the Community Programs Division and is designed to provide citizens with job skills, training, personal fulfillment, and opportunities to become more involved in municipal government. Volunteers offer support to various City departments. Positions include City Hall and Joslyn Community Center ambassadors, general clerical positions, Older Adult Program-program coordinators, teachers and clerical volunteers, special event positions, sports league coaches, and various positions within the Police and Fire Departments.



## Objectives FY 2019 & FY 2020

- Collaborate with schools and community groups to offer volunteer service opportunities that enhance parks and open space areas in the community and provide opportunities for people with developmental disabilities
- Maintain diverse volunteer opportunities for Older Adults
- Coordinate 3-4 park clean-ups annually offering volunteer opportunities for the community and enhanced maintenance of the parks.
- Continue to coordinate with the Police Department to offer annual Volunteer Recognition event(s) for City volunteers
- Meet the volunteer needs of City departments
- Maintain the number of volunteer hours for increased savings to the City.

	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
<b>Authorized Full-Time Positions</b>				
Recreation Services Manager	1	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

Part-time hours totaling 416 are proposed in FY 2019 and 2020.

## Parks and Recreation Department | Volunteers

<b>Volunteers</b>		<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>% of</b>	<b>FY 2020</b>	<b>% of</b>
<b>Object Description</b>		<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>Total</b>	<b>Proposed</b>	<b>Total</b>
4101	Salaries & Allowances	\$109,068	\$108,381	\$113,164	<b>\$109,823</b>	56.4%	<b>\$112,160</b>	55.6%
4103	Part-time Salaries	11,497	8,353	8,353	<b>9,822</b>	5.0%	<b>9,822</b>	4.9%
4201	Group Medical Insurance	13,236	1,168	20,844	<b>19,411</b>	10.0%	<b>20,153</b>	10.0%
4202	Medicare Contributions	1,652	1,572	1,665	<b>1,735</b>	0.9%	<b>1,765</b>	0.9%
4204	401A Plan City Contributions	2,615	2,565	2,655	<b>4,802</b>	2.5%	<b>4,898</b>	2.4%
4211	PERS Regular Contribution	16,242	15,393	14,765	<b>9,075</b>	4.7%	<b>9,256</b>	4.6%
4218	PERS Regular Liability Contribution	-	-	-	<b>8,240</b>	4.2%	<b>10,249</b>	5.1%
<b>Total Salaries &amp; Benefits</b>		<b>\$154,310</b>	<b>\$137,432</b>	<b>\$161,446</b>	<b>\$162,908</b>	<b>83.6%</b>	<b>\$168,303</b>	<b>83.4%</b>
5101	Contract Services	\$6,988	\$6,630	\$7,000	<b>\$8,460</b>	4.3%	<b>\$8,757</b>	4.3%
5202	Membership & Dues	295	300	300	<b>300</b>	0.2%	<b>300</b>	0.1%
5217	Departmental Supplies	1,887	1,780	1,780	<b>2,100</b>	1.1%	<b>2,100</b>	1.0%
5218	Recruitment Costs	49	-	-	-	-	-	-
5501	Telephone	553	452	485	<b>524</b>	0.3%	<b>540</b>	0.3%
<b>Total Materials &amp; Services</b>		<b>\$9,772</b>	<b>\$9,162</b>	<b>\$9,565</b>	<b>\$11,384</b>	<b>5.8%</b>	<b>\$11,697</b>	<b>5.8%</b>
5621	Information Technology Allocation	\$9,780	\$9,744	\$9,744	<b>\$20,505</b>	10.5%	<b>\$21,729</b>	10.8%
<b>Total Internal Services</b>		<b>\$9,780</b>	<b>\$9,744</b>	<b>\$9,744</b>	<b>\$20,505</b>	<b>10.5%</b>	<b>\$21,729</b>	<b>10.8%</b>
<b>Total Operating Expenditures</b>		<b>\$173,862</b>	<b>\$156,338</b>	<b>\$180,755</b>	<b>\$194,797</b>	<b>100.0%</b>	<b>\$201,729</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>24.6%</b>		<b>3.6%</b>	
<b>Source of Funds</b>								
General Fund		\$173,862	\$156,338	\$180,755	<b>\$194,797</b>	100.0%	<b>\$201,729</b>	100.0%
<b>Total Sources</b>		<b>\$173,862</b>	<b>\$156,338</b>	<b>\$180,755</b>	<b>\$194,797</b>	<b>100.0%</b>	<b>\$201,729</b>	<b>100.0%</b>



# City of Manhattan Beach Police Department

**Chief of  
Police**

**ADMINISTRATION &  
INVESTIGATIONS  
BUREAU**

**FIELD OPERATIONS  
BUREAU**

**Administrative  
Services Division**

**Investigations &  
Support Division**

**Patrol  
Division(s)**  
(Day Watch & Night Watch)

**Traffic  
Division**

Personnel / Recruitment & Hiring  
~  
Training  
~  
Strategic Planning  
~  
Professional Standards / Internal Affairs  
~  
Budget  
~  
Information Technology  
~  
Social Media  
~  
Grants  
~  
Community Affairs  
~  
Volunteer Programs

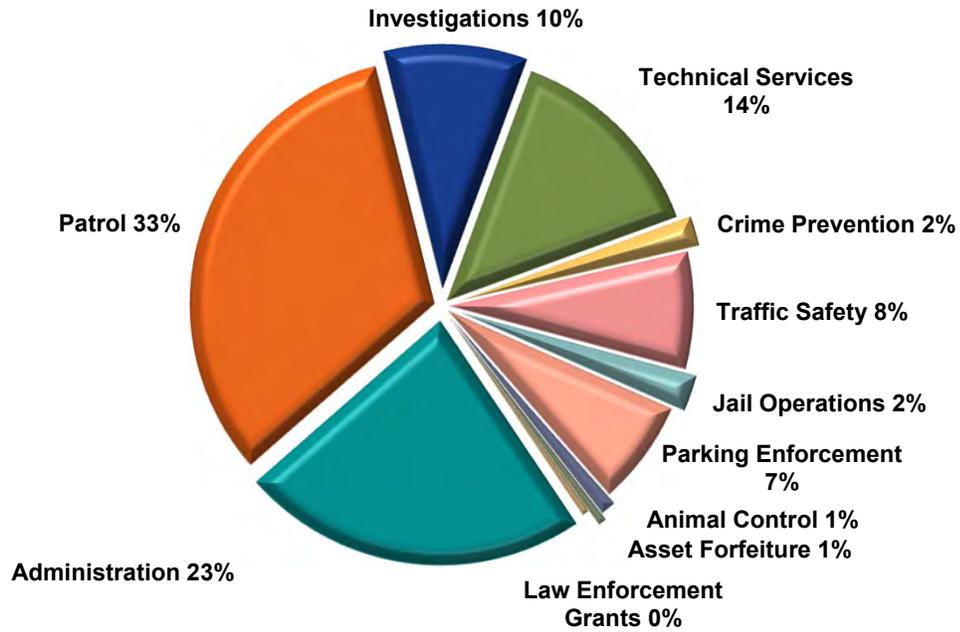
Investigations  
~  
Technical Support Services / Records  
~  
School Resource Officer Program  
~  
Court Liaison  
~  
Narcotics  
~  
Communications/ Dispatch  
~  
Property & Evidence  
~  
Facility Management

Day Shift Patrol  
~  
Night Shift Patrol  
~  
Jail  
~  
K-9 Program  
~  
SWAT  
~  
Crime Scene Investigations  
~  
Field Training Program  
~  
Crisis Negotiation Team  
~  
Bicycle Patrol  
~  
Beach Patrol  
~  
Fleet Management

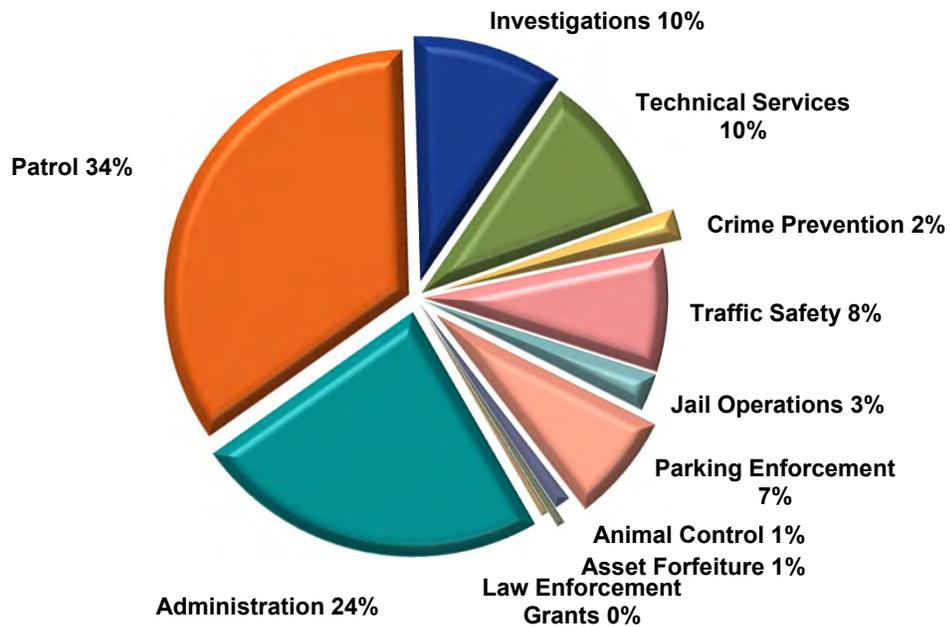
Traffic Enforcement  
~  
Traffic Collision Investigations  
~  
DUI Enforcement  
~  
Special Events  
~  
Parking Enforcement  
~  
Municipal Code Enforcement  
~  
Animal Control

# Police Department

FY 2019  
Department Expenditure by Program



FY 2020  
Department Expenditure by Program



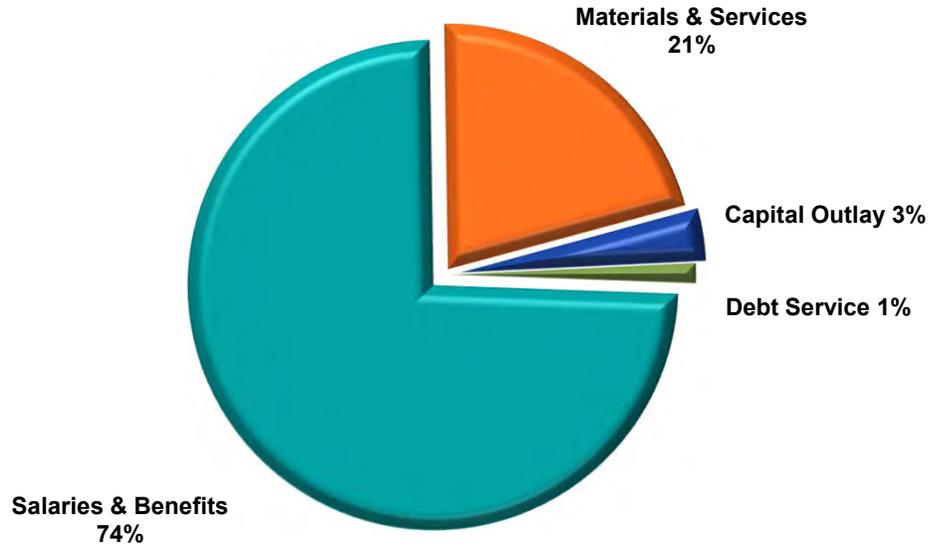
# Police Department



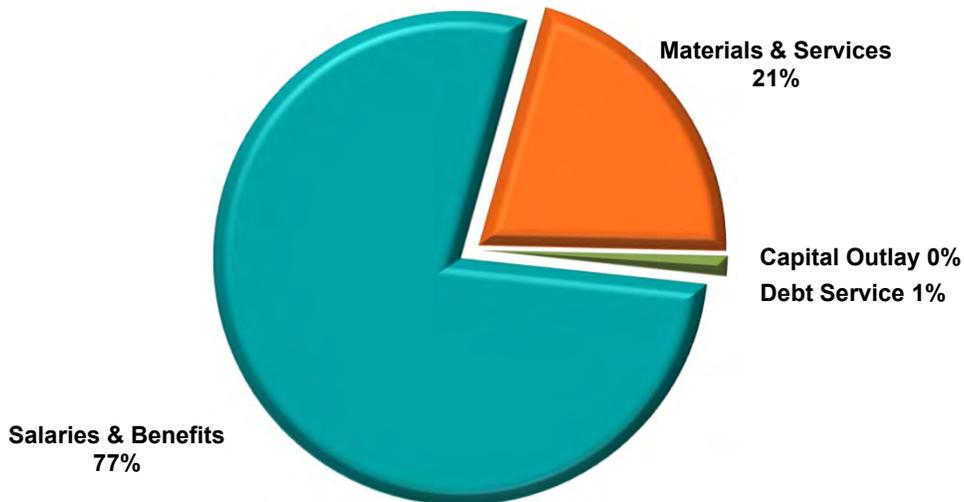
<b>Program Expenditures</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Adopted</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
Administration	\$6,450,068	\$6,574,288	\$6,773,424	\$6,779,415	\$6,899,359
Patrol	9,032,612	8,854,900	9,180,469	9,606,921	10,088,885
Investigations	2,963,775	3,071,493	2,816,601	2,803,170	2,923,656
Technical Services	2,892,259	2,970,214	2,602,961	4,074,067	2,962,863
Crime Prevention	487,127	534,733	607,230	584,110	610,424
Traffic Safety	2,170,868	2,120,946	2,195,477	2,284,331	2,397,796
Jail Operations	686,913	660,714	644,034	714,592	737,240
Parking Enforcement	1,813,053	1,818,255	1,870,689	2,042,818	2,110,059
Animal Control	365,803	297,219	385,129	299,950	317,098
Asset Forfeiture	153,479	1,041,113	231,268	164,500	153,700
Law Enforcement Grants	83,642	105,000	105,000	140,000	140,000
<b>Total</b>	<b>\$27,099,598</b>	<b>\$28,048,875</b>	<b>\$27,412,282</b>	<b>\$29,493,874</b>	<b>\$29,341,080</b>
<b>Full-Time Positions</b>	<b>104.8</b>	<b>106.8</b>	<b>106.8</b>	<b>107.8</b>	<b>107.8</b>

# Police Department

**FY 2019  
Department Expenditure by Category**



**FY 2020  
Department Expenditure by Category**



Category Expenditures	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	FY 2020 Proposed
Salaries & Benefits	\$20,528,259	\$20,217,980	\$20,827,513	\$21,884,067	\$22,789,469
Materials & Services	5,854,807	6,496,541	6,185,924	6,208,661	6,165,392
Capital Outlay	333,539	800,000	15,264	1,014,814	-
Debt Service	382,994	534,354	383,581	386,332	386,219
<b>Total</b>	<b>\$27,099,598</b>	<b>\$28,048,875</b>	<b>\$27,412,282</b>	<b>\$29,493,874</b>	<b>\$29,341,080</b>

## Mission

*To protect life, liberty, and property while providing excellent service and developing problem-solving partnerships within the community*

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## Department Overview

The Manhattan Beach Police Department is a premiere, full-service law enforcement organization. The dedicated men and women of this Police Department are an integral part of this community, and the community is an integral part of the Police Department. We count on each other to keep this community safe and to work on quality of life issues so that residents love living here, businesses thrive, and visitors enjoy their stay.

The Police Department operates under two Bureaus - Administration/Investigations and Field Operations.

The following budgetary programs comprise the Police Department:

- Administration
- Patrol
- Investigations
- Technical Support Services
- Community Affairs
- Traffic Safety
- Parking Enforcement
- Animal Control
- Jail Operations
- Asset Forfeiture/Grants

The Police Department is constantly trying to enhance the ways we communicate with our community. In March 2017, the Police Department launched its Instagram page, [www.instagram.com/manhattanbeachpolice](http://www.instagram.com/manhattanbeachpolice). The response from the community has been tremendously positive, with over 5,500 followers and over 5,000 instances of engagement each month. In April 2017, The Police Department also launched Twitter ([twitter.com/manhattanbchpd](https://twitter.com/manhattanbchpd)) and YouTube ([www.youtube.com/channel/UCOZWT2NPCePK2SznVMH12ow](http://www.youtube.com/channel/UCOZWT2NPCePK2SznVMH12ow)) The Police Department thanks the community for embracing our new presence on social media and looks forward to future engagement.

Instagram, Twitter, and YouTube are complements to the Police Department's existing social media presence on Facebook, which was launched in March 2016 and has over 2,600 followers. Posts have generated approximately 10,000 instances of engagement each month. The Police Department also uses Nixle, a public safety notification tool where subscribers can receive text and email messages directly from the Manhattan Beach Police Department regarding community events and critical incidents. Nixle was launched in October 2013, and now reaches over 10,400 subscribers. To begin receiving text and/or email alerts and tips from Manhattan Beach Police, sign up at [www.citymb.info/nixle](http://www.citymb.info/nixle).

## Police Department

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The partnership between the Police and the community, which includes our fantastic Neighborhood Watch program, epitomizes the best in community policing. We have one of the most active Neighborhood Watch programs in the nation, with over 400 residents currently participating as Neighborhood Watch block captains, covering the majority of our four square miles.

The Police Department's 2016-2018 Strategic Plan took effect on January 1, 2016. The plan was created through the participation of all levels within the Police Department; workshops, surveys, and meetings were conducted with sworn and civilian personnel representing every rank and Bureau. Community input was gathered through interactive community workshops. As a result of the workshops and planning sessions, three goals were identified:

### **Goal 1: Organizational Development**

We have a positive, values-based work environment, where we develop our employees at all levels of the organization and empower them to creatively solve problems and maintain our highly effective organization.

### **Goal 2: Community Engagement**

We interact with our community in a variety of ways to ensure that we are providing all of those we serve with the highest levels of police services.

### **Goal 3: Community Quality of Life Enhancement**

We continue to develop strategies to reduce crime and improve the quality of life in Manhattan Beach.

Within each of these goals are quantifiable objectives and action items which outline how the Department will work to attain these goals. The success of the Strategic Plan involves the actions of all Department supervisors and employees, and we are committed to providing excellent service to our community. The men and women of the Manhattan Beach Police Department are proud to serve our community, and with this document as a guide, we will strive to achieve an even higher level of service.

## Recent Accomplishment Highlights

- Maintained an emergency response time of under two minutes
- Enhanced community engagement through the Police Department's Instagram page ([www.instagram.com/manhattanbeachpolice](http://www.instagram.com/manhattanbeachpolice)), Twitter page ([twitter.com/manhattanbchpd](https://twitter.com/manhattanbchpd)), and YouTube Channel ([www.youtube.com/channel/UCOZWT2NPCePK2SznVMH12ow](http://www.youtube.com/channel/UCOZWT2NPCePK2SznVMH12ow))
- Expanded the reach of Nixle public notification service, now reaching over 10,400 subscribers
- Implemented the actions items outlined in the 2016-2018 Police Department Strategic Plan
- Continued to implement innovative crime fighting efforts to combat the effects of AB109 Realignment and Proposition 47, including enhanced/increased patrol foot beats, burglary suppression details, Crime Impact Team, and undercover patrols
- Hosted Community Events to promote Community Engagement: Town Hall Meeting, Neighborhood Watch Meetings, Coffee with a Cop Program, National Night Out, and Tip-A-Cop Event (Tip-A-Cop proceeds benefit local Special Olympics athletes)
- Provided Safe Drug Disposal options for controlled substances (Drug Drop Box in the Police Station lobby and twice yearly DEA Take Back Events)
- Recruited and hired excellent staff
- Deployed additional pole-mounted speed radar signs to augment our speed awareness and education efforts, purchased with grant funds

- Hosted the Bike Safety Rodeo in partnership with the Beach Cities Cycling Club, South Bay Bicycling Coalition, and Meadows PTA to promote youth bike safety
- Donned pink uniform patches in October in honor of Breast Cancer Awareness Month and raised over \$5,723 for Manhattan Beach's local Soroptimist International Chapter to make comfort bags for South Bay patients battling breast cancer.
- Deployed blue checks fingerprint readers to patrol officers, allowing officers to identify suspects in the field
- Replaced analog cameras the jail with digital cameras, enhancing picture quality, reliability, and officer and inmate safety
- Participated in a joint-agency grant for Alcoholic Beverage Control, in partnership with Hermosa Beach and El Segundo, of which our portion of the grant is approximately \$18,000.
- Secured \$200,000 in grant funds from the California Office of Traffic Safety to augment DUI and traffic enforcement efforts.
- Installed License Plate Readers at main points of ingress/egress to the City to enhance crime prevention efforts. From an investigative perspective, in the first six months, the system has solved, or provided solid leads on, over 30 investigations. It also enhanced our proactive policing and patrol efforts by helping field officers to recover 15 stolen vehicles, locate a missing person, and make 20 felony arrests (including a suspected burglary crew, a package thief, and numerous suspected identity thieves). Many of the vehicles located had evidence of fraud (stolen mail, credit cards, etc), illegal narcotics, one car had an embosser used to manufacture fraudulent credit cards, and one had numerous burglary tools, and two vehicles had loaded handguns.

# Police Department | Administration

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## Program Overview

The Administration & Investigations Bureau is responsible for the day-to-day management of law enforcement services to the City of Manhattan Beach. Functions include Department policy review and development, management of the Department's budget, Strategic Plan management, payroll and accounting functions, internal affairs investigations, responding to claims against the City, responding to citizen complaints, and managing Department-specific grant funding.

The Personnel and Training Section is funded within this program. Functions include coordinating training for sworn and civilian personnel, managing testing, selection, backgrounds, and hiring of all Department employees, and providing oversight of Department-issued equipment.

The Department continues to maintain 100% compliance with Peace Officer Standards and Training (POST) and Standards and Training for Corrections (STC) requirements. This training is of direct importance to residents, as it ensures that officers and staff are prepared and trained to respond to community issues and problems. POST Training (object 5220) and STC Training (object 5219) are reimbursed in part by the State of California.

The Department has obtained POST certification for several in-house training programs which are mandated for all sworn officers to attend, including Drivers Training, Arrest and Control Tactics, and Tactical Firearms. These in-house training courses are delivered at a lower cost and can be tailored to meet Department-specific needs.

## Objectives FY 2019 & FY 2020

- Maintain compliance with Peace Officer Standards and Training (POST) and Standards and Training for Corrections (STC)
- Offer career development and leadership training for sworn and civilian personnel
- Provide in-house training programs to maintain and enhance skills while minimizing operational disruptions and reducing expenses
- Continue to enhance internal communication
- Implement a formalized mentorship program
- Implement the 2016-2018 Police Department Strategic Plan goals, objectives and action items; report progress to the community
- Enhance communication with the public through social media
- Enhance usage of crime reduction technologies
- Continue to provide a high level of service to the community



### Service Level Trends & Service Delivery Changes

With over 76% of internet users frequenting social media sites, law enforcement agencies across the Country are finding new ways to engage with their communities via social media platforms. The Manhattan Beach Police Department has recently expanded its social media presence – we launched our Instagram page in March 2017, [www.instagram.com/manhattanbeachpolice](http://www.instagram.com/manhattanbeachpolice). The response from the community has been tremendously positive, with over 5,500 followers, and with over 5,000 instances of engagement each month. In April 2017, the Police Department launched Twitter ([twitter.com/manhattanbchpd](http://twitter.com/manhattanbchpd)) and YouTube ([www.youtube.com/channel/UCOZWT2NPCePK2SznVMH12ow](http://www.youtube.com/channel/UCOZWT2NPCePK2SznVMH12ow)) The Police Department thanks the community for embracing our new presence on social media and looks forward to future engagement.



Instagram, Twitter, and YouTube are complements to the Police Department’s existing social media presence on Facebook (launched in March 2016), which has over 2,600 followers. Posts have generated approximately 10,000 instances of engagement each month.

The Police Department also uses Nixle, a public safety notification tool where subscribers can receive text and email messages directly from the Manhattan Beach Police Department regarding community events and critical incidents. Nixle was launched in October 2013, and now reaches over 10,400 subscribers. To begin receiving text and/or email alerts and tips from Manhattan Beach Police, sign up at [www.citymb.info/nixle](http://www.citymb.info/nixle). Utilization of social media and Nixle meets the Police Department’s Strategic Plan Goal to engage the community.

Recruiting and hiring police officers is a challenge facing most police agencies in Southern California, so highlighting our Department on social media is also a way to reach our applicant pool and to give prospective officers a glimpse into a career with MBPD. As of April 2018, the Manhattan Beach Police Department is seeking to recruit and hire 8 police officers in order to bring the Department up to full-staffing.

	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
<b>Authorized Full-Time Positions</b>				
Police Chief	1	1	1	1
Captain	1	1	1	1
Lieutenant	2	2	2	2
Sergeant	1	1	1	1
Senior Management Analyst	1	1	1	1
Executive Secretary	2	2	2	2
Information Systems Specialist*	0.8	0.8	0.8	0.8
<b>Total</b>	<b>8.8</b>	<b>8.8</b>	<b>8.8</b>	<b>8.8</b>

\*Position is shared with Fire Department.

Part-time hours proposed total 2,660 hours in FY 2019 and FY 2020.

## Police Department | Administration

Administration		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$269,444	\$290,923	\$311,254	<b>\$295,311</b>	4.4%	<b>\$303,800</b>	4.4%
4102	Sworn Salaries	1,079,061	975,483	1,135,153	<b>981,932</b>	14.5%	<b>998,401</b>	14.5%
4103	Part-time Salaries	71,144	60,720	90,000	<b>67,360</b>	1.0%	<b>67,360</b>	1.0%
4111	Overtime Regular Employees	2,174	5,660	5,800	<b>6,370</b>	0.1%	<b>6,695</b>	0.1%
4112	Overtime Sworn Employees	9,360	18,040	14,000	<b>12,390</b>	0.2%	<b>12,636</b>	0.2%
4201	Group Medical Insurance	173,184	188,677	173,094	<b>186,890</b>	2.8%	<b>193,639</b>	2.8%
4202	Medicare Contributions	20,540	19,629	21,764	<b>19,545</b>	0.3%	<b>19,910</b>	0.3%
4203	Unemployment	12,480	12,480	12,480	<b>8,700</b>	0.1%	<b>8,700</b>	0.1%
4204	401A Plan City Contributions	9,555	9,492	9,646	<b>9,129</b>	0.1%	<b>9,312</b>	0.1%
4205	Worker's Compensation	2,106,120	2,196,960	2,196,960	<b>2,697,660</b>	39.8%	<b>2,697,660</b>	39.1%
4211	PERS Regular Contribution	36,542	43,172	38,736	<b>24,849</b>	0.4%	<b>25,571</b>	0.4%
4212	PERS Sworn Contribution	285,353	215,924	292,332	<b>192,518</b>	2.8%	<b>195,778</b>	2.8%
4218	PERS Regular Liability Contribution	-	-	-	<b>23,689</b>	0.3%	<b>29,465</b>	0.4%
4219	PERS Sworn Liability Contribution	-	-	-	<b>227,450</b>	3.4%	<b>282,564</b>	4.1%
<b>Total Salaries &amp; Benefits</b>		<b>\$4,074,958</b>	<b>\$4,037,160</b>	<b>\$4,301,219</b>	<b>\$4,753,793</b>	<b>70.1%</b>	<b>\$4,851,491</b>	<b>70.3%</b>
5101	Contract Services	\$45,469	\$34,725	\$36,000	<b>\$62,500</b>	0.9%	<b>\$63,800</b>	0.9%
5104	Computer Contract Services	210	3,900	3,200	<b>1,300</b>	0.0%	<b>1,350</b>	0.0%
5107	Physical/Psych Exams	7,975	13,450	13,500	<b>13,700</b>	0.2%	<b>13,900</b>	0.2%
5108	Legal Services	1,908	15,000	5,000	<b>8,000</b>	0.1%	<b>8,000</b>	0.1%
5109	Background Investigations	3,789	8,520	7,500	<b>6,720</b>	0.1%	<b>6,820</b>	0.1%
5201	Office Supplies	35,010	32,200	36,000	<b>48,200</b>	0.7%	<b>49,600</b>	0.7%
5202	Membership & Dues	5,284	5,685	5,600	<b>5,685</b>	0.1%	<b>5,985</b>	0.1%
5203	Reference Materials	1,138	1,330	1,100	<b>1,140</b>	0.0%	<b>1,140</b>	0.0%
5205	Training, Conferences & Meetings	21,326	16,950	18,000	<b>21,545</b>	0.3%	<b>22,145</b>	0.3%
5206	Uniforms/Safety Equip	24,006	26,855	27,000	<b>26,255</b>	0.4%	<b>26,855</b>	0.4%
5207	Advertising	5,225	300	3,000	<b>6,000</b>	0.1%	<b>3,000</b>	0.0%
5214	Employee Awards & Events	2,314	2,850	2,700	<b>2,850</b>	0.0%	<b>2,900</b>	0.0%
5217	Departmental Supplies	52,519	52,700	52,700	<b>53,800</b>	0.8%	<b>55,300</b>	0.8%
5219	STC Training	3,850	2,950	3,200	<b>3,850</b>	0.1%	<b>3,850</b>	0.1%
5220	POST Training	46,450	60,900	35,000	<b>43,700</b>	0.6%	<b>43,700</b>	0.6%
5263	City Funds Match	2,394	10,500	5,000	<b>6,000</b>	0.1%	<b>8,000</b>	0.1%
5501	Telephone	27,503	32,160	23,073	<b>21,768</b>	0.3%	<b>22,421</b>	0.3%
5502	Electricity	140,512	177,200	145,065	<b>151,013</b>	2.2%	<b>155,543</b>	2.3%
5503	Natural Gas	6,523	5,690	5,469	<b>5,365</b>	0.1%	<b>5,526</b>	0.1%
5504	Water	15,377	14,975	20,371	<b>16,105</b>	0.2%	<b>16,588</b>	0.2%
<b>Total Materials &amp; Services</b>		<b>\$448,780</b>	<b>\$518,840</b>	<b>\$448,478</b>	<b>\$505,496</b>	<b>7.5%</b>	<b>\$516,423</b>	<b>7.5%</b>
5621	Information Technology Allocation	\$175,620	\$174,869	\$174,869	<b>\$70,036</b>	1.0%	<b>\$74,218</b>	1.1%
5631	Insurance Allocation	962,340	994,500	994,500	<b>541,440</b>	8.0%	<b>541,440</b>	7.8%
5641	Fleet Rental Allocation	12,000	12,000	12,000	<b>28,290</b>	0.4%	<b>28,290</b>	0.4%
5642	Fleet Maintenance Allocation	7,390	8,700	7,458	<b>15,348</b>	0.2%	<b>15,878</b>	0.2%
5651	Building & Operations Allocation	385,987	444,538	451,319	<b>478,680</b>	7.1%	<b>485,400</b>	7.0%
<b>Total Internal Services</b>		<b>\$1,543,337</b>	<b>\$1,634,607</b>	<b>\$1,640,146</b>	<b>\$1,133,794</b>	<b>16.7%</b>	<b>\$1,145,226</b>	<b>16.6%</b>
<b>Total Operating Expenditures</b>		<b>\$6,067,075</b>	<b>\$6,190,607</b>	<b>\$6,389,843</b>	<b>\$6,393,083</b>	<b>94.3%</b>	<b>\$6,513,140</b>	<b>94.4%</b>

## Police Department | Administration

<b>Administration</b>		<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>% of</b>	<b>FY 2020</b>	<b>% of</b>
<b>Object Description</b>		<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>Total</b>	<b>Proposed</b>	<b>Total</b>
7101	Bond Principal	\$232,500	\$240,000	\$240,000	<b>\$250,000</b>	3.7%	<b>\$257,500</b>	3.7%
7102	Bond Interest	149,669	142,581	142,581	<b>135,232</b>	2.0%	<b>127,619</b>	1.8%
7103	Bond Administration Fee	825	1,100	1,000	<b>1,100</b>	0.0%	<b>1,100</b>	0.0%
<b>Total Debt Service</b>		<b>\$382,994</b>	<b>\$383,681</b>	<b>\$383,581</b>	<b>\$386,332</b>	<b>5.7%</b>	<b>\$386,219</b>	<b>5.6%</b>
<b>Total Expenditures</b>		<b>\$6,450,068</b>	<b>\$6,574,288</b>	<b>\$6,773,424</b>	<b>\$6,779,415</b>	<b>100.0%</b>	<b>\$6,899,359</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>3.3%</b>		<b>1.9%</b>	
<b>Source of Funds</b>								
	General Fund	\$6,067,075	\$6,190,607	\$6,389,843	<b>\$6,393,083</b>	94.3%	<b>\$6,513,140</b>	94.4%
	Capital Improvement Fund	382,994	383,681	383,581	<b>386,332</b>	5.7%	<b>386,219</b>	5.6%
<b>Total Sources</b>		<b>\$6,450,068</b>	<b>\$6,574,288</b>	<b>\$6,773,424</b>	<b>\$6,779,415</b>	<b>100.0%</b>	<b>\$6,899,359</b>	<b>100.0%</b>



### Program Overview

Patrol is comprised of two shifts of uniformed police officers that provide services 24 hours a day. Patrol officers are the first responders to emergencies, and their emergency response time averages approximately two minutes – when a resident or business calls dispatch with an emergency, the average time it takes an officer to arrive on scene is two minutes.

Patrol officers respond to immediate and routine service calls, crime-related incidents, and quality of life issues. They conduct preliminary investigations, collect evidence, and arrest offenders. Other responsibilities include recovering lost or stolen property, ensuring the safety and protection of persons and property through proactive and directed patrol, enforcing traffic laws, providing high visibility enforcement during events, rendering aid to the community as needed, and providing the highest level of quality service through problem solving and community-oriented policing. Officers strive to provide an excellent level of service and take pride in building partnerships with residents and businesses in the community.



Special programs currently operated under Patrol include K-9 Program, Special Weapons and Tactics (SWAT) Team, Crisis Negotiation Team, South Bay Platoon, Beach Patrol, Bike Patrol, Crime Scene Investigations (CSI), and Field Training Officer Program.

### Objectives FY 2019 & FY 2020

- Ensure rapid response times to calls for service, and improve service levels and response times whenever possible
- Provide the highest levels of service to the community while maintaining a friendly and professional demeanor
- Enhance usage of crime reduction technologies
- Identify crime trends and provide directed patrols in an effort to reduce crime and enhance quality of life
- Enhance visibility and communication within the community with footbeat and bicycle patrols

### Service Level Trends & Major Service Delivery Changes

The Police Department's goal is to provide expedient response to community emergencies while addressing crime trends in a proactive manner, reducing crime and the fear of crime, and enhancing quality of life for residents and visitors. Officers work hard to maintain our average emergency response time of under two minutes.

Overtime (4112) is trending high this year, primarily due to filling patrol vacancies on an overtime basis. We anticipate overtime expenditures will continue to trend high in the near future as we work to fill the vacancies and then train the new-hires. Training a new officer takes over a year - newly-hired police officers attend a six-month Police Academy through the Sheriff's Department, and then begin a five-month long field training program at the Manhattan Beach Police Department. During the Field Training Program, trainees are paired with experienced Field Training Officers (FTOs) who have a dual responsibility of providing police service on

## Police Department | Patrol

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their assigned patrol shift, as well as training and evaluating the new officers. During this time, new officers perform various law enforcement duties under the guidance and supervision of their assigned FTO. This one-to-one style of training is an invaluable opportunity for new officers to become acclimated to the demands of the job. At the end of the five-month term, most new officers are ready to function solo.

Manhattan Beach Police Department continues to implement innovative crime fighting efforts to combat the effects of AB109 Realignment and Proposition 47, including: enhanced/increased patrol burglary suppression details, undercover details, and deployment of crime impact teams. As we are currently short-staffed due to 8 sworn officer vacancies, most of these details are conducted on an overtime basis. We will also continue to implement innovative crime fighting programs, as well as provide enforcement of community priorities and address quality of life issues, including Strand and bike path enforcement, smoking ban, and other municipal code violations.

Department-wide police staffing for special events is also budgeted in Patrol (4114). Manhattan Beach is host to an increasing number of special events. Additionally, many of the events are growing in popularity, therefore requiring additional staffing to ensure adequate coverage.

<b>Authorized Full-Time Positions*</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
Captain	1	1	1	1
Lieutenant	2	2	2	2
Sergeant	6	6	6	6
Police Officer	29	29	29	29
<b>Total</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>

*\*Table reflects staffing at time of budget adoption. Personnel changes among programs may occur during the fiscal year.*

Patrol Object Description	FY 2017 Actual	FY 2018 Adopted	FY 2018 Y/E Est	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
4101 Salaries & Allowances	\$13,075	-	\$67,059	-	-	-	-
4102 Sworn Salaries	4,698,493	4,472,412	4,359,990	<b>4,512,625</b>	47.0%	<b>4,627,673</b>	45.9%
4111 Overtime Regular Employees	719	1,100	1,400	<b>1,200</b>	0.0%	<b>1,250</b>	0.0%
4112 Overtime Sworn Employees	1,161,194	992,000	1,350,000	<b>1,255,000</b>	13.1%	<b>1,285,000</b>	12.7%
4114 Overtime Special Events	227,098	200,326	380,000	<b>239,150</b>	2.5%	<b>246,150</b>	2.4%
4201 Group Medical Insurance	576,052	545,188	625,293	<b>634,174</b>	6.6%	<b>657,524</b>	6.5%
4202 Medicare Contributions	81,508	65,225	84,632	<b>65,803</b>	0.7%	<b>67,487</b>	0.7%
4211 PERS Regular Contribution	1,706	-	5,263	-	-	-	-
4212 PERS Sworn Contribution	1,484,057	1,722,646	1,503,003	<b>873,375</b>	9.1%	<b>895,838</b>	8.9%
4218 PERS Regular Liability Contribution	-	-	-	-	-	-	-
4219 PERS Sworn Liability Contribution	-	-	-	<b>1,031,853</b>	10.7%	<b>1,281,884</b>	12.7%
<b>Total Salaries &amp; Benefits</b>	<b>\$8,243,902</b>	<b>\$7,998,898</b>	<b>\$8,376,640</b>	<b>\$8,613,180</b>	<b>89.7%</b>	<b>\$9,062,806</b>	<b>89.8%</b>
5101 Contract Services	\$16,679	\$27,270	\$27,000	<b>\$31,020</b>	0.3%	<b>\$31,920</b>	0.3%
5202 Membership & Dues	1,526	1,820	1,500	<b>1,835</b>	0.0%	<b>1,885</b>	0.0%
5205 Training, Conferences & Meetings	27,457	19,450	28,000	<b>41,950</b>	0.4%	<b>42,650</b>	0.4%
5206 Uniforms/Safety Equip	38,101	34,300	39,000	<b>38,100</b>	0.4%	<b>38,200</b>	0.4%
5217 Departmental Supplies	25,009	22,450	25,500	<b>23,600</b>	0.2%	<b>24,000</b>	0.2%
5501 Telephone	430	352	378	<b>4,195</b>	0.0%	<b>4,321</b>	0.0%
<b>Total Materials &amp; Services</b>	<b>\$109,201</b>	<b>\$105,642</b>	<b>\$121,378</b>	<b>\$140,700</b>	<b>1.5%</b>	<b>\$142,976</b>	<b>1.4%</b>
5611 Warehouse Services	1,025	725	600	-	-	-	-
5621 Information Technology Allocation	68,280	67,975	67,975	<b>237,270</b>	2.5%	<b>251,436</b>	2.5%
5641 Fleet Rental Allocation	207,000	207,000	207,000	<b>187,870</b>	2.0%	<b>188,960</b>	1.9%
5642 Fleet Maintenance Allocation	403,204	474,660	406,876	<b>427,901</b>	4.5%	<b>442,707</b>	4.4%
<b>Total Internal Services</b>	<b>\$679,509</b>	<b>\$750,360</b>	<b>\$682,451</b>	<b>\$853,041</b>	<b>8.9%</b>	<b>\$883,103</b>	<b>8.8%</b>
<b>Total Operating Expenditures</b>	<b>\$9,032,612</b>	<b>\$8,854,900</b>	<b>\$9,180,469</b>	<b>\$9,606,921</b>	<b>100.0%</b>	<b>\$10,088,885</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>8.5%</b>	<b>5.0%</b>	
<b>Source of Funds</b>							
General Fund	\$9,032,612	\$8,854,900	\$9,180,469	<b>\$9,606,921</b>	100.0%	<b>\$10,088,885</b>	100.0%
<b>Total Sources</b>	<b>\$9,032,612</b>	<b>\$8,854,900</b>	<b>\$9,180,469</b>	<b>\$9,606,921</b>	<b>100.0%</b>	<b>\$10,088,885</b>	<b>100.0%</b>

## Program Overview

The Investigations Section provides professional and thorough investigations of reported criminal acts. Investigators follow-up on crime reports from Patrol, and conduct a variety of proactive investigations and enforcement efforts. Some of these investigations require detectives to conduct surveillance and undercover operations, work closely with other agencies, and serve search and arrest warrants.

The detectives investigate many different types of crimes: crimes against persons, property crimes, fraud/forgery cases, narcotic-related cases, and juvenile crimes. Detectives attend intelligence-sharing meetings with local and regional police and government agencies on topics such as include robbery, sexual assault, property crime investigation meetings, regional Child Protection Task Force, and Joint Terrorism Task Force hosted by the F.B.I.

One detective is assigned as Court Liaison and is responsible for filing felony and misdemeanor court packages, issuing subpoenas, and assisting the detectives in investigating crimes.

Two officers serve as School Resource Officers (SRO) and work at the local schools. They work in collaboration with school officials to promote a safe environment in and around our local elementary, junior high, and high schools. The SROs strive to promote harmonious relationships by presenting themselves as positive role models, maintaining dialogue with students and staff, and participating in school and youth events. They also participate in after-school and summer programs.

We continue to assign a full-time officer to LA IMPACT (Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force). This regional task force brings together officers from agencies across Los Angeles County to identify, dismantle, and prosecute drug networks. MBPD's participation in the regional task force is an invaluable investment in the protection of our community, because the task force assists agencies in identifying and capturing criminals who are unlikely to be caught by ordinary means due to the complex or resource intensive nature of the investigation.

## Objectives FY 2019 & FY 2020

- Aggressively pursue leads in an effort to solve crimes, and successfully arrest and prosecute criminals
- Respond proactively to issues and concerns that affect the community, including periodic interviews with local sex registrants, probationers, and parolees
- Coordinate patrol and detective response to crime trends
- Enhance usage of crime reduction technologies
- Be responsive and compassionate with crime victims
- Promote and maintain a safe environment in and around the local schools.

## Service Level Trends & Major Service Delivery Changes

In fiscal year 2017/2018, fixed license plate readers (LPRs) were installed at points of ingress and egress to the community. The LPRs have proven to be an invaluable tool for detectives. In the first six months of use, this tool help to solve, or provided solid leads on, more than 30 cases. Use of the cameras also led to the arrest of a suspected burglary crew, numerous identity thieves, and a package thief, and led to the recovery of a credit card embosser used to manufacture fraudulent credit cards.

## Police Department | Investigations

Authorized Full-Time Positions*	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
Sergeant	1	1	1	1
Police Officer	11	11	11	11
Secretary	1	1	1	1
Administrative Clerk II	1	1	1	1
<b>Total</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>

\*Table reflects staffing at time of budget adoption. Personnel changes among programs may occur during the fiscal year.

Investigations Object Description	FY 2017 Actual	FY 2018 Adopted	FY 2018 Y/E Est	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
4101 Salaries & Allowances	\$93,024	\$92,800	\$104,008	\$106,357	3.8%	\$112,774	3.9%
4102 Sworn Salaries	1,652,098	1,574,923	1,423,216	1,392,113	49.7%	1,406,981	48.1%
4111 Overtime Regular Employees	-	474	-	243	0.0%	255	0.0%
4112 Overtime Sworn Employees	124,655	165,900	158,500	135,410	4.8%	135,410	4.6%
4201 Group Medical Insurance	165,859	188,447	156,687	193,624	6.9%	200,775	6.9%
4202 Medicare Contributions	25,645	24,314	22,962	21,845	0.8%	22,158	0.8%
4211 PERS Regular Contribution	12,445	13,920	48,619	9,044	0.3%	9,590	0.3%
4212 PERS Sworn Contribution	529,133	628,079	531,787	269,209	9.6%	272,150	9.3%
4218 PERS Regular Liability Contribution	-	-	-	8,623	0.3%	10,725	0.4%
4219 PERS Sworn Liability Contribution	-	-	-	318,058	11.3%	395,128	13.5%
<b>Total Salaries &amp; Benefits</b>	<b>\$2,602,860</b>	<b>\$2,688,857</b>	<b>\$2,445,779</b>	<b>\$2,454,526</b>	<b>87.6%</b>	<b>\$2,565,946</b>	<b>87.8%</b>
5101 Contract Services	\$22,919	\$27,104	\$27,000	\$38,550	1.4%	\$54,950	1.9%
5202 Membership & Dues	380	700	580	595	0.0%	595	0.0%
5205 Training, Conferences & Meetings	6,030	5,750	8,500	7,700	0.3%	7,800	0.3%
5206 Uniforms/Safety Equip	8,871	10,050	10,000	9,900	0.4%	9,900	0.3%
5210 Computer Supplies & Software	-	-	-	16,000	0.6%	-	-
5217 Departmental Supplies	4,802	7,625	7,600	7,875	0.3%	8,025	0.3%
5501 Telephone	9,871	8,342	8,874	4,995	0.2%	5,145	0.2%
<b>Total Materials &amp; Services</b>	<b>\$52,874</b>	<b>\$59,571</b>	<b>\$62,554</b>	<b>\$85,615</b>	<b>3.1%</b>	<b>\$86,415</b>	<b>3.0%</b>
5621 Information Technology Allocation	\$126,840	\$126,265	\$126,265	\$83,085	3.0%	\$88,045	3.0%
5641 Fleet Rental Allocation	93,180	93,180	93,180	84,350	3.0%	84,350	2.9%
5642 Fleet Maintenance Allocation	88,021	103,620	88,823	95,594	3.4%	98,900	3.4%
<b>Total Internal Services</b>	<b>\$308,041</b>	<b>\$323,065</b>	<b>\$308,268</b>	<b>\$263,029</b>	<b>9.4%</b>	<b>\$271,295</b>	<b>9.3%</b>
<b>Total Operating Expenditures</b>	<b>\$2,963,775</b>	<b>\$3,071,493</b>	<b>\$2,816,601</b>	<b>\$2,803,170</b>	<b>100.0%</b>	<b>\$2,923,656</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>				<b>-8.7%</b>		<b>4.3%</b>	
<b>Source of Funds</b>							
General Fund	\$2,963,775	\$3,071,493	\$2,816,601	\$2,803,170	100.0%	\$2,923,656	100.0%
<b>Total Sources</b>	<b>\$2,963,775</b>	<b>\$3,071,493</b>	<b>\$2,816,601</b>	<b>\$2,803,170</b>	<b>100.0%</b>	<b>\$2,923,656</b>	<b>100.0%</b>



### Program Overview

The Technical Support Services Section processes and maintains all reports produced by police personnel, including crime, arrest, and traffic reports. Working 24 hours a day, staff-members greet visitors at the main lobby of the public safety facility, answer phones, process evidence, and enter stolen property, vehicles, missing persons, and warrants into local and regional databases. They frequently provide statistical data and assist officers in locating information pertinent to their investigations, including running criminal background checks of suspects and arrested persons, and preparing documents which aid in prosecution of criminals. The Section also prepares local crime statistics for State and Federal agencies, assembles report packages for filing cases with the District Attorney's office, transfers information and bail money to court, and processes all citations and warrants that are issued.



Technology is utilized to enhance the tracking of stored evidence and property, resulting in a more efficient and secure property and evidence retention process. Audits are performed regularly to ensure that property held as evidence is accurately labeled and stored.

Dispatch and communications operations are contracted through the South Bay Regional Public Communications Authority (SBRPCA), which provides emergency dispatch and communication functions for both Police and Fire services (object 5106).

### Objectives FY 2019 & FY 2020

- Conduct audits of property held as evidence
- Efficiently enter and manage data for various Department needs using the Records Management System; assist officers in gathering data for field investigations
- Work with the South Bay Regional Public Communications Authority to upgrade Computer-Aided Dispatch System and Records Management System to enhance efficiency and effectiveness
- Provide continued support for the jail and officers in conducting matron duties
- Maintain timely response to public records requests
- Continually review, update, and revise Department forms to ensure completeness and viability.
- Upgrade all Police Department radios to meet Federal requirements, as well as to enhance interoperability

### Service Level Trends & Major Service Delivery Changes

The Police Department has experienced a dramatic increase in Public Records Requests over the past few years. In 2013, the Police Department requested a full-time Admin Clerk to process the already growing number of requests, which at the time numbered approximately 210 Public Records Requests and 170 Subpoenas. The number of requests has continued to grow exponentially over the years - in 2015, the Department received 883 Public Records Requests and 284 Subpoenas. In 2017, those numbers rose to more than 1,800 public records requests and more than 300 subpoenas. The staggering number of requests is more than current staff can handle, and timely processing of these requests is causing significant and growing overages to the overtime budget. As such, an additional Administrative Clerk position is being requested for fiscal year 2018/2019.

## Police Department | Technical Support Services

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The fiscal year 2018/2019 budget also includes the upgrade of two Records Technician/Matron positions to “Lead Records Technician/Matrons” positions. Currently, the span of supervision is insufficient in the Technical Support Services Section; one Manager supervises a unit with 13 full-time employees and several part-time employees. These employees collectively provide services at the front desk 24 hours a day, 7 days a week, as well as providing matron assistance in the jail, as needed. The new lead officer positions will assist the Records Manager with supervision of daily operations, projects, and scheduling.

A new, recurring expenditure for cloud-based storage for body worn camera video is included in object 5104. The Police Department is currently field-testing various solutions and will return to City Council to award a contract during fiscal year 2018-2019.

Two carry-forward requests are also included in the fiscal year 2018/2019 budget – the upgrade of the existing Computer-Aided Dispatch System and Records Management System (object 5106), and the purchase of replacement portable and in-vehicle radios (object 6141, previously budgeted in Asset forfeiture).

One of the greatest challenges the public safety sector has is communications between varying radio and wireless networks. Today, first responders converging on major emergency incidents or crossing jurisdictional boundaries lack the communication tools to coordinate response and intelligence gathering efforts. Manhattan Beach’s Police and Fire communications are provided through the South Bay Regional Public Communications Authority (SBRPCA). This system provides interoperability among the five agencies utilizing the SBRPCA system, as well as other South Bay cities. However, once those agencies travel outside the South Bay, communications back to home base are not possible. This is particularly problematic when participating in a multi-agency incident, regardless of the location.

The Interagency Communications Interoperability (ICI) System was formed in order to develop a regional communications platform for agencies in the Los Angeles area. Seven local Area G agencies (cities of El Segundo, Hermosa Beach, Redondo Beach, Torrance, Gardena, Hawthorne and Manhattan Beach) came together to form a Joint Powers Authority (JPA), the Interoperability Network of the South Bay (INSB), for the purpose of managing the system in the South Bay. The INSB member cities are sharing in the implementation costs of the new interoperable radio network. SBRPCA has secured grant funding to complete the infrastructure upgrade, but each member agency is responsible for upgrading radio equipment. This requires the replacement of all in-car and portable radios to Motorola ICI system compatible radios.

In fiscal year 2017/2018, the in-car and portable radios were budgeted in Asset Forfeiture; however, sufficient funds were not available to cover the cost of the entire project and the City was considering a lease-purchase option. After careful review, there is sufficient General Fund fund balance for the cost of the radio purchases.

## Police Department | Technical Support Services

Authorized Full-Time Positions	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
Police Records Manager	1	1	1	1
Police Services Officer	1	1	1	1
Lead Police Records Technician/Matron	-	-	2	2
Police Records Technician/Matron	9	9	7	7
Administrative Clerk I/II	1	1	2	2
<b>Total</b>	<b>12</b>	<b>12</b>	<b>13</b>	<b>13</b>

Part-time hours proposed total 2,300 hours in FY 2019 and FY 2020.

Technical Support Object Description	FY 2017 Actual	FY 2018 Adopted	FY 2018 Y/E Est	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
4101 Salaries & Allowances	\$719,569	\$756,033	\$692,809	\$830,143	20.4%	\$849,787	28.7%
4103 Part-time Salaries	54,802	47,000	70,000	63,388	1.6%	63,388	2.1%
4111 Overtime Regular Employees	48,231	26,635	55,000	53,160	1.3%	66,560	2.2%
4113 Overtime Mutual Aid	127	-	-	-	-	-	-
4201 Group Medical Insurance	110,231	119,797	113,806	142,132	3.5%	147,357	5.0%
4202 Medicare Contributions	11,587	11,637	12,081	12,956	0.3%	13,241	0.4%
4204 401A Plan City Contributions	1,612	2,138	2,381	2,468	0.1%	2,517	0.1%
4211 PERS Regular Contribution	96,663	112,142	54,784	72,737	1.8%	74,407	2.5%
4218 PERS Regular Liability Contribution	-	-	-	62,279	1.5%	77,465	2.6%
<b>Total Salaries &amp; Benefits</b>	<b>\$1,042,821</b>	<b>\$1,075,383</b>	<b>\$1,000,861</b>	<b>\$1,239,263</b>	<b>30.4%</b>	<b>\$1,294,722</b>	<b>43.7%</b>
5101 Contract Services	\$59,675	\$59,550	\$59,550	\$44,630	1.1%	\$45,630	1.5%
5104 Computer Contract Services	76,870	70,900	70,900	144,400	3.5%	148,400	5.0%
5106 SBRPCA Communications	1,297,692	1,501,985	1,295,588	1,499,207	36.8%	1,337,531	45.1%
5202 Membership & Dues	190	195	190	195	0.0%	195	0.0%
5205 Training, Conferences & Meetings	2,485	6,100	5,000	6,100	0.1%	6,150	0.2%
5206 Uniforms/Safety Equip	4,970	6,875	6,000	6,425	0.2%	6,425	0.2%
5208 Postage	6,118	5,900	5,824	8,959	0.2%	8,959	0.3%
5210 Computer Supplies & Software	3,350	3,500	4,500	3,500	0.1%	3,600	0.1%
5217 Departmental Supplies	7,027	8,180	8,000	8,180	0.2%	8,380	0.3%
5225 Printing	5,196	11,000	11,000	17,800	0.4%	17,800	0.6%
5501 Telephone	3,446	3,367	3,105	7,226	0.2%	7,443	0.3%
<b>Total Materials &amp; Services</b>	<b>\$1,467,020</b>	<b>\$1,677,552</b>	<b>\$1,469,657</b>	<b>\$1,746,622</b>	<b>42.9%</b>	<b>\$1,590,513</b>	<b>53.7%</b>
5611 Warehouse Services	\$590	\$700	\$600	\$2,000	0.0%	\$2,000	0.1%
5621 Information Technology Allocation	117,120	116,579	116,579	71,368	1.8%	75,628	2.6%
<b>Total Internal Services</b>	<b>\$117,710</b>	<b>\$117,279</b>	<b>\$117,179</b>	<b>\$73,368</b>	<b>1.8%</b>	<b>\$77,628</b>	<b>2.6%</b>
<b>Total Operating Expenditures</b>	<b>\$2,627,552</b>	<b>\$2,870,214</b>	<b>\$2,587,697</b>	<b>\$3,059,253</b>	<b>75.1%</b>	<b>\$2,962,863</b>	<b>100.0%</b>
6141 Computer Equipment & Software	264,707	100,000	15,264	1,014,814	15.0%	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$264,707</b>	<b>\$100,000</b>	<b>\$15,264</b>	<b>\$1,014,814</b>	<b>15.0%</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$2,892,259</b>	<b>\$2,970,214</b>	<b>\$2,602,961</b>	<b>\$4,074,067</b>	<b>100.0%</b>	<b>\$2,962,863</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>				<b>6.6%</b>		<b>-3.2%</b>	
<b>Source of Funds</b>							
General Fund	\$2,892,259	\$2,970,214	\$2,602,961	\$4,074,067	100.0%	\$2,962,863	100.0%
<b>Total Sources</b>	<b>\$2,892,259</b>	<b>\$2,970,214</b>	<b>\$2,602,961</b>	<b>\$4,074,067</b>	<b>100.0%</b>	<b>\$2,962,863</b>	<b>100.0%</b>

## Program Overview

The Community Affairs Section strengthens relations between the Police Department and the public, disseminates press releases, interfaces with the media, provides a variety of crime prevention and safety programs, manages the false alarm program, and coordinates volunteer activities. The Neighborhood Watch Program, Victim Assistance Team (VAT), and Volunteers in Policing (VIP) are three invaluable volunteer programs coordinated out of the Community Affairs Section.



Manhattan Beach’s Neighborhood Watch Program epitomizes the best in community policing. Citizen involvement is key to preserving and protecting the quality of life in Manhattan Beach, and the Neighborhood Watch Program allows the community to work together in partnership with the Police Department at achieving this important goal. The active participation of over 400 block captains in the Neighborhood Watch Program, coupled with neighborhood programs like National Night Out and Map Your Neighborhood, helps to maintain strong neighborhoods and improve quality of life in the community.

False burglary and robbery alarms are a daily occurrence, and Manhattan Beach police officers respond to over one thousand false alarm calls each year. Managed out of the Community Affairs Section since 2004, the False Alarm Reduction Program proactively addresses the problem by educating alarm owners on the impact that false alarms have on public safety and implementing a fee schedule for repeated false alarms. Since the inception of this program, false alarm occurrences have decreased by more than 50%.

## Objectives FY 2019 & FY 2020

- Present crime prevention and safety presentations to residents, businesses, and community groups
- Create content for Police Department social media accounts; produce and distribute press releases and maintain contact with local press contacts
- Coordinate volunteer programs
- Support Neighborhood Watch activities
- Enhance usage of crime reduction technologies
- Provide opportunities for positive face-to-face interaction with the public through Department-hosted events
- Provide assistance and referrals to crime victims
- Reduce the incidence of false alarm activations through the management of the false alarm program and issuance of alarm permits
- Implement community awareness campaign focused on crime prevention
- Manage the Residential and Commercial Security Camera Registration Program; make registry available to officers and detectives.

	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
<b>Authorized Full-Time Positions</b>				
Sergeant	1	1	1	1
Police Officer	1	1	1	1
Administrative Clerk I/II	1	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

## Police Department | Community Affairs

Community Affairs		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$22,911	\$41,689	\$44,141	<b>\$46,500</b>	8.0%	<b>\$49,299</b>	8.1%
4102	Sworn Salaries	230,821	256,758	296,867	<b>278,552</b>	47.7%	<b>280,893</b>	46.0%
4111	Overtime Regular Employees	147	-	1,200	<b>525</b>	0.1%	<b>555</b>	0.1%
4112	Overtime Sworn Employees	12,633	7,440	12,000	<b>10,400</b>	1.8%	<b>10,400</b>	1.7%
4114	Overtime Special Events	820	-	-	-	-	-	-
4201	Group Medical Insurance	41,276	51,117	62,364	<b>64,210</b>	11.0%	<b>66,636</b>	10.9%
4202	Medicare Contributions	3,830	4,338	4,466	<b>4,733</b>	0.8%	<b>4,809</b>	0.8%
4211	PERS Regular Contribution	2,934	6,253	3,118	<b>3,954</b>	0.7%	<b>4,192</b>	0.7%
4212	PERS Sworn Contribution	70,381	75,202	88,004	<b>54,149</b>	9.3%	<b>54,612</b>	8.9%
4218	PERS Regular Liability Contribution	-	-	-	<b>3,770</b>	0.6%	<b>4,689</b>	0.8%
4219	PERS Sworn Liability Contribution	-	-	-	<b>63,974</b>	11.0%	<b>79,476</b>	13.0%
<b>Total Salaries &amp; Benefits</b>		<b>\$385,751</b>	<b>\$442,797</b>	<b>\$512,160</b>	<b>\$530,767</b>	<b>90.9%</b>	<b>\$555,561</b>	<b>91.0%</b>
5101	Contract Services	\$5,212	\$7,800	\$6,000	<b>\$5,500</b>	0.9%	<b>\$5,500</b>	0.9%
5104	Computer Contract Services	9,317	4,800	4,800	<b>4,950</b>	0.8%	<b>5,100</b>	0.8%
5202	Membership & Dues	279	315	315	<b>370</b>	0.1%	<b>370</b>	0.1%
5205	Training, Conferences & Meetings	7,545	1,700	6,000	<b>4,750</b>	0.8%	<b>4,850</b>	0.8%
5206	Uniforms/Safety Equip	2,706	1,575	2,200	<b>2,275</b>	0.4%	<b>2,275</b>	0.4%
5217	Departmental Supplies	15,688	15,675	15,675	<b>15,825</b>	2.7%	<b>15,975</b>	2.6%
5225	Printing	1,910	1,650	1,650	-	-	-	-
5501	Telephone	160	131	140	<b>1,831</b>	0.3%	<b>1,886</b>	0.3%
<b>Total Materials &amp; Services</b>		<b>\$42,816</b>	<b>\$33,646</b>	<b>\$36,780</b>	<b>\$35,501</b>	<b>6.1%</b>	<b>\$35,956</b>	<b>5.9%</b>
5621	Information Technology Allocation	\$58,560	\$58,290	\$58,290	<b>\$17,842</b>	3.1%	<b>\$18,907</b>	3.1%
<b>Total Internal Services</b>		<b>\$58,560</b>	<b>\$58,290</b>	<b>\$58,290</b>	<b>\$17,842</b>	<b>3.1%</b>	<b>\$18,907</b>	<b>3.1%</b>
<b>Total Operating Expenditures</b>		<b>\$487,127</b>	<b>\$534,733</b>	<b>\$607,230</b>	<b>\$584,110</b>	<b>100.0%</b>	<b>\$610,424</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>9.2%</b>		<b>4.5%</b>	
<b>Source of Funds</b>								
General Fund		\$487,127	\$534,733	\$607,230	<b>\$584,110</b>	100.0%	<b>\$610,424</b>	100.0%
<b>Total Sources</b>		<b>\$487,127</b>	<b>\$534,733</b>	<b>\$607,230</b>	<b>\$584,110</b>	<b>100.0%</b>	<b>\$610,424</b>	<b>100.0%</b>

### Program Overview

The Traffic Section is responsible for the enforcement of State and local traffic laws, the investigation of traffic collisions, and traffic control management within the City of Manhattan Beach. It also performs directed traffic enforcement in identified areas of concern.

Since traffic is one of the community's greatest concerns, officers spend a significant amount of time addressing the issues brought to their attention. Using directed enforcement details, DUI checkpoints, commercial enforcement, and traffic data surveys, officers can address these issues identified as potential problems that could negatively impact the community.



Manhattan Beach is host to many special events, including Six Man Volleyball Tournament, Manhattan Beach Open, Holiday Fireworks and Pier Lighting, Hometown Fair, Pumpkin Race, Tour de Pier and many more. Special events deployment is overseen by the Traffic Sergeant and special event operational plans are reviewed annually to ensure the safety of residents and visitors.

The Traffic Section maintains communication with the community through the Area Traffic Officer Program and attendance at community meetings. The Area Traffic Officer Program divides the City into four beats, assigning a traffic officer to each beat. Citizens and local businesses are provided with the officer's name and contact number for their area. This gives citizens direct contact with a traffic officer who will address their concerns.

In partnership with the City Traffic Engineer and other City staff, the Traffic Section analyzes traffic patterns within the City and works to minimize traffic problems. This includes exploring traffic calming measures and working to reduce traffic collisions by ensuring the safe movement of vehicles and pedestrians throughout the City. The use of speed trailers, message boards, and patrols provide motorists with added awareness of traffic laws. When deployed in areas identified as having frequent traffic violations or collisions, these traffic calming measures can help to change motorist behavior and encourage safe driving habits.

### Objectives FY 2019 & FY 2020

- Promote traffic safety through enforcement and education
- Increase officer availability and efficiency with the deployment of speed radar trailers and pole-mounted speed radars
- Work with other City departments to ensure effective traffic management and pedestrian movement, including safe movement of vehicles and pedestrians around schools, bike path, Strand and Pier
- Utilize traffic calming measures, proactive enforcement, and education to reduce the number of traffic collisions
- Identify issues and communicate with the public regarding traffic concerns
- Manage special events deployment and operational plans
- Enhance DUI education and enforcement efforts
- Provide the Crossing Guard Program at 24 locations throughout the City (budgeted in Contract Services, object 5101)

### Service Level Trends

As echoed in the 2015 community survey, traffic and congestion continue to be a top concern of residents. Our traffic officers are dedicated to addressing these, as well as neighborhood concerns such as speeding in residential areas, and the Sepulveda corridor. They also focus their efforts on high accident locations, pedestrian safety, and safety around the schools.

As part of our 2016-2018 Strategic Plan, we committed to increasing our Driving under the Influence (DUI) education and enforcement efforts. In fiscal year 2017-2018, the Police Department was successful in obtaining a \$200,000 grant from the California Office of Traffic Safety to enhance DUI enforcement efforts. The Police Department is again seeking grant funding to augment DUI enforcement efforts in fiscal year 2018-2019.

The fiscal year 2018-2019 budget includes funding for contracted Crossing Guard services (object 5101), which provides safe passage for children at 24 locations throughout the City. It also includes private security services, which are brought on to augment public safety staffing for special events; this service was previously budgeted in both Parks and Recreation and Police Department budgets. In fiscal year 2018-2019, the entire contracted amount for private security services for special events has been moved to the Police Department budget (object 5101).

<b>Authorized Full-Time Positions</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
Lieutenant	1	1	1	1
Sergeant	1	1	1	1
Police Officer	5	5	5	5
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

## Police Department | Traffic Safety

Traffic Safety		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4102	Sworn Salaries	\$1,053,883	\$981,907	\$1,053,049	<b>\$951,609</b>	41.7%	<b>\$966,156</b>	40.3%
4103	Part-time Salaries	5,557	-	6,000	<b>6,075</b>	0.3%	<b>6,075</b>	0.3%
4111	Overtime Regular Employees	231	-	-	-	-	-	-
4113	Overtime Mutual Aid	324	-	-	-	-	-	-
4114	Overtime Special Events	740	-	-	-	-	-	-
4112	Overtime Sworn Employees	130,633	97,640	97,640	<b>121,390</b>	5.3%	<b>124,240</b>	5.2%
4201	Group Medical Insurance	81,472	92,703	87,928	<b>108,918</b>	4.8%	<b>112,844</b>	4.7%
4202	Medicare Contributions	11,934	11,529	12,407	<b>11,009</b>	0.5%	<b>11,170</b>	0.5%
4212	PERS Sworn Contribution	307,522	319,854	328,143	<b>183,023</b>	8.0%	<b>185,876</b>	7.8%
4219	PERS Sworn Liability Contribution	-	-	-	<b>216,234</b>	9.5%	<b>268,630</b>	11.2%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,592,294</b>	<b>\$1,503,633</b>	<b>\$1,585,167</b>	<b>\$1,598,258</b>	<b>70.0%</b>	<b>\$1,674,991</b>	<b>69.9%</b>
5101	Contract Services	\$279,530	\$308,800	\$310,800	<b>\$422,400</b>	18.5%	<b>\$446,400</b>	18.6%
5202	Membership & Dues	-	40	-	<b>75</b>	0.0%	<b>75</b>	0.0%
5205	Training, Conferences & Meetings	3,444	400	3,500	<b>2,500</b>	0.1%	<b>2,600</b>	0.1%
5206	Uniforms/Safety Equip	12,347	10,090	10,000	<b>11,890</b>	0.5%	<b>12,090</b>	0.5%
5217	Departmental Supplies	14,021	9,900	14,500	<b>9,200</b>	0.4%	<b>9,350</b>	0.4%
5225	Printing	-	2,100	1,500	-	-	-	-
5501	Telephone	774	653	700	<b>1,049</b>	0.0%	<b>1,080</b>	0.0%
<b>Total Materials &amp; Services</b>		<b>\$310,116</b>	<b>\$331,983</b>	<b>\$341,000</b>	<b>\$447,114</b>	<b>19.6%</b>	<b>\$471,595</b>	<b>19.7%</b>
5611	Warehouse Services	-	\$500	\$400	-	-	-	-
5621	Information Technology Allocation	97,560	97,150	97,150	<b>41,542</b>	1.8%	<b>44,022</b>	1.8%
5641	Fleet Rental Allocation	76,200	76,200	76,200	<b>82,580</b>	3.6%	<b>88,380</b>	3.7%
5642	Fleet Maintenance Allocation	94,698	111,480	95,560	<b>114,837</b>	5.0%	<b>118,808</b>	5.0%
<b>Total Internal Services</b>		<b>\$268,458</b>	<b>\$285,330</b>	<b>\$269,310</b>	<b>\$238,959</b>	<b>10.5%</b>	<b>\$251,210</b>	<b>10.5%</b>
<b>Total Operating Expenditures</b>		<b>\$2,170,868</b>	<b>\$2,120,946</b>	<b>\$2,195,477</b>	<b>\$2,284,331</b>	<b>100.0%</b>	<b>\$2,397,796</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>7.7%</b>		<b>5.0%</b>	
<b>Source of Funds</b>								
General Fund		\$2,170,868	\$2,120,946	\$2,195,477	<b>\$2,284,331</b>	100.0%	<b>\$2,397,796</b>	100.0%
<b>Total Sources</b>		<b>\$2,170,868</b>	<b>\$2,120,946</b>	<b>\$2,195,477</b>	<b>\$2,284,331</b>	<b>100.0%</b>	<b>\$2,397,796</b>	<b>100.0%</b>

Parking Enforcement duties are provided by Community Services Officers and include enforcing local and State parking regulations, providing traffic control at traffic collisions and crime scenes, participating in parking utilization surveys, assisting at DUI checkpoints, and enforcing municipal code violations (e.g. illegal dumping of debris into the storm drain system, construction site violations, leaf-blower violations, Strand/bike path violations, etc.).

Community Services Officers respond to parking complaints and calls for service, and are proactive in the implementation of new programs which address community parking concerns, including providing special parking enforcement patrols when needs are identified. During special events and summer weekends, Community Services Officers help with traffic and parking management by overseeing street closures, directing pedestrians at intersections, and educating event participants of local parking laws.



Community Services Officers also work in partnership with other City departments to ensure efficient parking management. This includes meeting regularly with the Community Development Department, general contractors, and sub-contractors to address construction parking issues. They conduct joint code enforcement inspections, provide input to special event coordinators for parking management, and assist in enforcement of environmental laws.

### Objectives FY 2019 & FY 2020

- Provide consistent and efficient enforcement of parking laws and ordinances, and ongoing education to the public regarding parking restrictions
- Promptly identify and address parking concerns
- Be responsive to the parking needs of residents and businesses
- Work with other City departments to ensure effective parking management
- Encourage safe parking habits and safe movement of vehicles in and around school zones, bike path, Strand and Pier
- Assist police officers, traffic officers, and other departments with the management of special events/details
- Ensure compliance of parking regulations to promote turnover, maintain quality of life, and provide a safe environment for residents and visitors
- Enhance enforcement of community priorities
- Maintain a cadre of part-time seasonal Community Service Officers to augment staffing during special events and busy summer weekends (budgeted in 4103)

### Service Level Trends & Major Service Delivery Changes

As echoed in the 2015 community survey, parking continues to be a top concern of residents. Our Community Service Officers (CSOs) promote quality of life in the City through effective enforcement of parking laws and regulations, ensuring safe and efficient flow of traffic, emergency access, and turnover of parking spaces, both in residential and commercial areas.

Over time, Community Services Officers have been tasked with more duties to assist officers and fire personnel to increase their availability for calls for service. They are also tasked with education and enforcement of many municipal code violations, including leaf blowers, oversized vehicles, Strand/bike path

## Police Department | Parking Enforcement

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enforcement, sidewalk parking, smoking violations, etc. The Police Department utilizes the services of up to 15 part-time CSOs to be able to augment staffing during special events and busy summer weekends (object 4103).

The Park Ranger's roles and responsibilities are primarily of an enforcement nature and therefore this position is a natural fit in the division. This position is vital to meeting the community's needs when it comes to park safety.

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<b>Authorized Full-Time Positions</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
Sergeant	1	1	1	1
Community Services Officer	12	12	12	12
Park Services Enforcement Officer	1	1	1	1
Administrative Clerk I	1	1	1	1
<b>Total</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>

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Part-time hours proposed total 8,500 hours in FY 2019 and FY 2020.

## Police Department | Parking Enforcement

Parking Enforcement		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$835,672	\$857,866	\$885,735	<b>\$875,653</b>	42.9%	<b>\$896,093</b>	42.5%
4102	Sworn Salaries	160,922	159,752	146,761	<b>165,271</b>	8.1%	<b>166,607</b>	7.9%
4103	Part-time Salaries	200,648	123,185	200,000	<b>235,805</b>	11.5%	<b>235,805</b>	11.2%
4111	Overtime Regular Employees	21,402	26,866	25,000	<b>27,414</b>	1.3%	<b>27,414</b>	1.3%
4112	Overtime Sworn Employees	5,850	6,000	6,200	<b>6,100</b>	0.3%	<b>6,100</b>	0.3%
4114	Overtime Special Events	510	-	-	-	-	-	-
4201	Group Medical Insurance	185,693	214,199	198,360	<b>232,602</b>	11.4%	<b>241,365</b>	11.4%
4202	Medicare Contributions	15,477	14,785	17,028	<b>16,660</b>	0.8%	<b>16,958</b>	0.8%
4205	Worker's Compensation	1,320	1,320	1,320	-	-	-	-
4211	PERS Regular Contribution	120,846	131,616	118,209	<b>79,926</b>	3.9%	<b>81,665</b>	3.9%
4212	PERS Sworn Contribution	55,213	64,724	59,136	<b>32,103</b>	1.6%	<b>32,367</b>	1.5%
4218	PERS Regular Liability Contribution	-	-	-	<b>70,991</b>	3.5%	<b>88,300</b>	4.2%
4219	PERS Sworn Liability Contribution	-	-	-	<b>37,929</b>	1.9%	<b>47,119</b>	2.2%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,603,554</b>	<b>\$1,600,313</b>	<b>\$1,657,749</b>	<b>\$1,780,454</b>	<b>87.2%</b>	<b>\$1,839,793</b>	<b>87.2%</b>
5101	Contract Services	\$4,385	\$9,920	\$9,500	<b>\$7,220</b>	0.4%	<b>\$7,420</b>	0.4%
5104	Computer Contract Services	21,646	19,750	20,500	<b>22,800</b>	1.1%	<b>23,300</b>	1.1%
5205	Training, Conferences & Meetings	1,175	650	1,200	<b>2,900</b>	0.1%	<b>2,950</b>	0.1%
5206	Uniforms/Safety Equip	13,040	10,150	10,150	<b>11,310</b>	0.6%	<b>11,310</b>	0.5%
5217	Departmental Supplies	6,590	5,970	5,950	<b>6,220</b>	0.3%	<b>6,220</b>	0.3%
5225	Printing	7,255	9,850	9,500	-	-	-	-
5501	Telephone	3,082	3,317	3,017	<b>4,822</b>	0.2%	<b>4,967</b>	0.2%
<b>Total Materials &amp; Services</b>		<b>\$57,173</b>	<b>\$59,607</b>	<b>\$59,817</b>	<b>\$55,272</b>	<b>2.7%</b>	<b>\$56,167</b>	<b>2.7%</b>
5611	Warehouse Services	-	\$120	\$100	-	-	-	-
5621	Information Technology Allocation	68,280	67,975	67,975	<b>89,210</b>	4.4%	<b>94,535</b>	4.5%
5631	Insurance Allocation	2,340	3,060	3,060	-	-	-	-
5641	Fleet Rental Allocation	50,820	50,820	50,820	<b>69,260</b>	3.4%	<b>69,260</b>	3.3%
5642	Fleet Maintenance Allocation	30,886	36,360	31,168	<b>48,622</b>	2.4%	<b>50,304</b>	2.4%
<b>Total Internal Services</b>		<b>\$152,326</b>	<b>\$158,335</b>	<b>\$153,123</b>	<b>\$207,092</b>	<b>10.1%</b>	<b>\$214,099</b>	<b>10.1%</b>
<b>Total Operating Expenditures</b>		<b>\$1,813,053</b>	<b>\$1,818,255</b>	<b>\$1,870,689</b>	<b>\$2,042,818</b>	<b>100.0%</b>	<b>\$2,110,059</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>12.4%</b>		<b>3.3%</b>	
<b>Source of Funds</b>								
General Fund		\$1,813,053	\$1,818,255	\$1,870,689	<b>\$2,042,818</b>	100.0%	<b>\$2,110,059</b>	100.0%
<b>Total Sources</b>		<b>\$1,813,053</b>	<b>\$1,818,255</b>	<b>\$1,870,689</b>	<b>\$2,042,818</b>	<b>100.0%</b>	<b>\$2,110,059</b>	<b>100.0%</b>

# Police Department | Animal Control

## Program Overview

Animal Control Officers are responsible for handling animal welfare incidents, facilitating veterinary care for injured animals, and providing for the safe return of lost animals to their owners. All lost and stray domesticated animals taken into custody are checked for identifying implanted chips; every effort is made to return animals to their owners. Animal Control Officers also educate pet owners about the enforcement of municipal code ordinances related to dogs-at-large, animal bites, dog licensing, barking dogs, and leash laws.

Animal sheltering and disposition are provided by the Society for the Prevention of Cruelty to Animals Los Angeles (SPCA-LA), an independent, nonprofit animal welfare organization with a primary shelter location in Hawthorne, California (budgeted in object 5101). Animals whose owners cannot be located are taken to the SPCA-LA, which shelters the stray animals and makes every effort to find adoptive families. Deceased animals found on roadways or along the beach, or deceased pets of residents, are brought to SPCA-LA for disposition.



Self-initiated contacts with the public are a common practice throughout a shift. This interaction with residents and visitors helps with the education of local animal control regulations. Officers also conduct frequent checks at our Dog Parks, present educational seminars, assist the Finance Department with maintaining current dog licensing information, and participate in community special events to promote awareness of animal safety.

## Objectives FY 2019 & FY 2020

- Identify issues and communicate with the public regarding animal concerns
- Continually offer animal control training classes and informational bulletins for officers
- Provide pet education, conduct directed enforcement, and dog bite investigations
- Manage the Lost and Found Pet webpage on the City website to facilitate the safe return of pets to their owners
- Communicate with the public regarding animal laws and issues

## Service Level Trends

Animal Control Officers regularly attend training classes which keep them informed about current animal control laws and regulations, techniques on how to pick up loose animals and control an aggressive animal, the proper transportation methods for injured animals, the care and feeding of the animals in their care, and the maintenance of a clean and healthy kennel. Manhattan Beach Animal Control Officers also coordinate with other state, municipal, and private animal welfare agencies to remain current on new laws, regulations, and animal health issues. They also conduct animal welfare and abuse investigations.

	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
<b>Authorized Full-Time Positions</b>				
Community Services Officer	3	3	3	3
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

## Police Department | Animal Control

<b>Animal Control</b>		<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>% of</b>	<b>FY 2020</b>	<b>% of</b>
<b>Object Description</b>		<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>Total</b>	<b>Proposed</b>	<b>Total</b>
4101	Salaries & Allowances	\$241,524	\$182,027	\$190,779	<b>\$175,349</b>	58.5%	<b>\$182,520</b>	57.6%
4111	Overtime Regular Employees	14,442	5,760	95,000	<b>6,720</b>	2.2%	<b>6,720</b>	2.1%
4114	Overtime Special Events	523	-	-	-	-	-	-
4201	Group Medical Insurance	33,448	32,359	27,328	<b>40,577</b>	13.5%	<b>42,104</b>	13.3%
4202	Medicare Contributions	3,689	2,639	2,864	<b>2,542</b>	0.8%	<b>2,647</b>	0.8%
4205	Worker's Compensation	1,320	1,320	1,320	-	-	-	-
4211	PERS Regular Contribution	30,633	27,304	23,819	<b>14,912</b>	5.0%	<b>15,521</b>	4.9%
4218	PERS Regular Liability Contribution	-	-	-	<b>14,216</b>	4.7%	<b>17,682</b>	5.6%
<b>Total Salaries &amp; Benefits</b>		<b>\$325,580</b>	<b>\$251,409</b>	<b>\$341,110</b>	<b>\$254,316</b>	<b>84.8%</b>	<b>\$267,194</b>	<b>84.3%</b>
5101	Contract Services	\$10,024	\$11,640	\$11,500	<b>\$11,970</b>	4.0%	<b>\$12,270</b>	3.9%
5205	Training, Conferences & Meetings	2,063	2,700	3,500	<b>2,700</b>	0.9%	<b>2,750</b>	0.9%
5206	Uniforms/Safety Equip	2,070	1,875	1,800	<b>1,800</b>	0.6%	<b>1,800</b>	0.6%
5217	Departmental Supplies	2,779	2,975	2,900	<b>3,100</b>	1.0%	<b>3,150</b>	1.0%
<b>Total Materials &amp; Services</b>		<b>\$16,936</b>	<b>\$19,190</b>	<b>\$19,700</b>	<b>\$19,570</b>	<b>6.5%</b>	<b>\$19,970</b>	<b>6.3%</b>
5611	Warehouse Services	\$70	\$100	\$250	-	-	-	-
5631	Insurance Allocation	2,340	3,060	3,060	-	-	-	-
5641	Fleet Rental Allocation	6,300	6,300	6,300	<b>16,520</b>	5.5%	<b>20,060</b>	6.3%
5642	Fleet Maintenance Allocation	14,577	17,160	14,709	<b>9,544</b>	3.2%	<b>9,874</b>	3.1%
<b>Total Internal Services</b>		<b>\$23,287</b>	<b>\$26,620</b>	<b>\$24,319</b>	<b>\$26,064</b>	<b>8.7%</b>	<b>\$29,934</b>	<b>9.4%</b>
<b>Total Operating Expenditures</b>		<b>\$365,803</b>	<b>\$297,219</b>	<b>\$385,129</b>	<b>\$299,950</b>	<b>100.0%</b>	<b>\$317,098</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>0.9%</b>		<b>5.7%</b>	
<b>Source of Funds</b>								
General Fund		\$365,803	\$297,219	\$385,129	<b>\$299,950</b>	100.0%	<b>\$317,098</b>	100.0%
<b>Total Sources</b>		<b>\$365,803</b>	<b>\$297,219</b>	<b>\$385,129</b>	<b>\$299,950</b>	<b>100.0%</b>	<b>\$317,098</b>	<b>100.0%</b>

# Police Department | Jail Operations

## Program Overview

The Manhattan Beach Police Department jail is a short-term, Type 1 facility mainly used for housing arrestees awaiting arraignment in court, after which, arrestees are either transferred to County jail or released on bail, bond, or their own recognizance.

Jailers are on duty 24 hours a day and are assigned duties to provide for the booking, housing, and welfare of inmates. In cases where prisoners have not posted bail or bond, jailers transport prisoners to court for arraignment proceedings.

## Objectives FY 2019 & FY 2020

- Comply with all State and County jail regulations
- Provide on-going professional training to all jail staff
- Provide safe housing for inmates



## Service Level Trends

Each year, various agencies such as the Los Angeles County Grand Jury and the County Board of Health conduct jail inspections in line with Title 15 jail standards. In addition, staff conducts regular safety inspections of the jail to ensure equipment and maintenance issues are up to date and meet safety regulations. Jail management's goal is to provide adequate care and custody of inmates in the jail facility and provide staff with the necessary training and resources to safely carry out those duties. We continue to meet and exceed all criteria of State and Regional jail safety inspections, and conduct our own monthly in-house jail safety inspections to ensure safe housing of our inmates and safety of our jailers.

	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
<b>Authorized Full-Time Positions</b>				
Police Services Officer	6	6	6	6
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

## Police Department | Jail Operations

Jail Operations		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$420,815	\$397,299	\$376,960	<b>\$422,228</b>	59.1%	<b>\$428,051</b>	58.1%
4111	Overtime Regular Employees	64,812	51,000	65,000	<b>52,500</b>	7.3%	<b>52,500</b>	7.1%
4201	Group Medical Insurance	69,589	73,016	72,486	<b>74,796</b>	10.5%	<b>77,566</b>	10.5%
4202	Medicare Contributions	5,825	4,781	5,394	<b>5,107</b>	0.7%	<b>5,182</b>	0.7%
4211	PERS Regular Contribution	56,966	59,595	50,720	<b>35,672</b>	5.0%	<b>36,167</b>	4.9%
4218	PERS Regular Liability Contribution	-	-	-	<b>34,007</b>	4.8%	<b>42,299</b>	5.7%
<b>Total Salaries &amp; Benefits</b>		<b>\$618,007</b>	<b>\$585,690</b>	<b>\$570,560</b>	<b>\$624,310</b>	<b>87.4%</b>	<b>\$641,765</b>	<b>87.0%</b>
5101	Contract Services	\$20,639	\$29,800	\$29,800	<b>\$33,900</b>	4.7%	<b>\$35,900</b>	4.9%
5206	Uniforms/Safety Equip	2,069	3,950	2,500	<b>3,700</b>	0.5%	<b>3,700</b>	0.5%
5217	Departmental Supplies	16,918	11,500	11,500	<b>14,900</b>	2.1%	<b>15,900</b>	2.2%
5501	Telephone	-	-	-	<b>2,098</b>	0.3%	<b>2,161</b>	0.3%
<b>Total Materials &amp; Services</b>		<b>\$39,625</b>	<b>\$45,250</b>	<b>\$43,800</b>	<b>\$54,598</b>	<b>7.6%</b>	<b>\$57,661</b>	<b>7.8%</b>
5611	Warehouse Services	-	\$600	\$500	-	-	-	-
5621	Information Technology Allocation	29,280	29,174	29,174	<b>35,684</b>	5.0%	<b>37,814</b>	5.1%
<b>Total Internal Services</b>		<b>\$29,280</b>	<b>\$29,774</b>	<b>\$29,674</b>	<b>\$35,684</b>	<b>5.0%</b>	<b>\$37,814</b>	<b>5.1%</b>
<b>Total Operating Expenditures</b>		<b>\$686,913</b>	<b>\$660,714</b>	<b>\$644,034</b>	<b>\$714,592</b>	<b>100.0%</b>	<b>\$737,240</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>8.2%</b>		<b>3.2%</b>	
<b>Source of Funds</b>								
General Fund		\$686,913	\$660,714	\$644,034	<b>\$714,592</b>	100.0%	<b>\$737,240</b>	100.0%
<b>Total Sources</b>		<b>\$686,913</b>	<b>\$660,714</b>	<b>\$644,034</b>	<b>\$714,592</b>	<b>100.0%</b>	<b>\$737,240</b>	<b>100.0%</b>

### Program Overview

The Asset Forfeiture fund has been established in accordance with Federal and State requirements to account for revenues derived from monies and property seized in drug-related incidents. The primary purpose of narcotics asset forfeiture is to deter drug-related crimes by depriving criminals of the profits and proceeds acquired through illegal drug transactions. The forfeiture laws are intended to be harsh on those individuals distributing drugs and are designed to enhance the enforcement revenues provided to Federal, State, and municipal agencies.



Proceeds from asset forfeitures are designed to provide law enforcement with equipment and resources to supplement but not supplant the Department's normal operating budget. Asset Forfeiture funds can be used in support of front-line law enforcement purposes, as approved by the Chief of Police.

The Police Department also receives monies through the California Supplemental Law Enforcement Services (SLES) Fund. These funds are designed to supplement, but not supplant, the Police Department operating budget.

### Objectives FY 2019 & FY 2020

- Fund new equipment and resources to enhance front-line law enforcement, as afforded by State and Federal Asset Forfeiture laws and the granting agencies

### Service Level Trends

In fiscal year 2017/2018, \$700,000 was budgeted in Asset Forfeiture for the purchase of replacement radios to enhance interoperability. Sufficient funds were not available in the Asset Forfeiture fund balance to cover the cost of the entire project, so the City budgeted for a lease-purchase plan. After careful review, there is sufficient General Fund fund balance for the cost of the radio purchases, and the appropriation has been moved to the Police Department's Technical Support Services Program.

The Police Department continually seeks grant funding to augment the delivery of police services without impacting the General Fund. In the past year, the Police Department has been successful in receiving several grants to enhance services in the area of mental health and crisis response, homelessness, DUI enforcement and education, and alcoholic beverage control, as well as funding to purchase safety gear and equipment for front line law enforcement.

## Police Department | Asset Forfeiture / Grants

Asset Forfeiture/Grants Object Description	FY 2017 Actual	FY 2018 Adopted	FY 2018 Y/E Est	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
4112 Overtime Sworn Employees	\$36,545	\$33,840	\$33,500	\$35,200	11.6%	\$35,200	12.0%
4201 Group Medical Insurance	1,459	-	2,177	-	-	-	-
4202 Medicare Contributions	529	-	591	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$38,533</b>	<b>\$33,840</b>	<b>\$36,268</b>	<b>\$35,200</b>	<b>11.6%</b>	<b>\$35,200</b>	<b>12.0%</b>
5101 Contract Services	\$26,937	\$39,000	\$78,000	\$20,000	6.6%	\$20,000	6.8%
5205 Training, Conferences & Meetings	15,666	20,500	24,000	20,500	6.7%	20,500	7.0%
5206 Uniforms/Safety Equip	19,115	13,400	20,000	35,600	11.7%	24,800	8.4%
5210 Computer Supplies & Software	3,622	15,000	5,000	5,000	1.6%	5,000	1.7%
5217 Departmental Supplies	64,416	173,700	173,000	188,200	61.8%	188,200	64.1%
<b>Total Materials &amp; Services</b>	<b>\$129,756</b>	<b>\$261,600</b>	<b>\$300,000</b>	<b>\$269,300</b>	<b>88.4%</b>	<b>\$258,500</b>	<b>88.0%</b>
<b>Total Operating Expenditures</b>	<b>\$168,289</b>	<b>\$295,440</b>	<b>\$336,268</b>	<b>\$304,500</b>	<b>100.0%</b>	<b>\$293,700</b>	<b>100.0%</b>
6111 Furniture & Fixtures	\$26,219	-	-	-	-	-	-
6141 Computer Equipment & Software	42,614	700,000	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$68,833</b>	<b>\$700,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
7302 Property & Equipment Principal	-	\$133,173	-	-	-	-	-
7303 Property & Equipment Interest	-	17,500	-	-	-	-	-
<b>Total Debt Service</b>	<b>-</b>	<b>\$150,673</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$237,121</b>	<b>\$1,146,113</b>	<b>\$336,268</b>	<b>\$304,500</b>	<b>100.0%</b>	<b>\$293,700</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>				<b>3.1%</b>		<b>-3.5%</b>	
<b>Source of Funds</b>							
Asset Forfeiture	\$153,479	\$1,041,113	\$231,268	\$164,500	54.0%	\$153,700	52.3%
SLES Grant	83,642	105,000	105,000	140,000	46.0%	140,000	47.7%
<b>Total Sources</b>	<b>\$237,121</b>	<b>\$1,146,113</b>	<b>\$336,268</b>	<b>\$304,500</b>	<b>100.0%</b>	<b>\$293,700</b>	<b>100.0%</b>



# City of Manhattan Beach Fire Department

**Fire Chief**

**ADMINISTRATION**

**PREVENTION**

**FIRE  
OPERATIONS**

**EMERGENCY  
MEDICAL SRVS**

**SUPPORT  
SERVICES**

- Budget
- ~
- Capital Improvement
- ~
- Personnel
- ~
- Public Information
- ~
- Health & Safety
- ~
- Policy
- ~
- Contract Services
- ~
- Performance Measures
- ~
- Project Management & Oversight
- ~
- CAD Software & Emergency Dispatch Notification
- ~
- Interoperability

- Fire Inspections
- ~
- Plan Checks
- ~
- Operational Permits
- ~
- Special Events
- ~
- Motion Picture Productions
- ~
- New Construction
- ~
- Code Enforcement

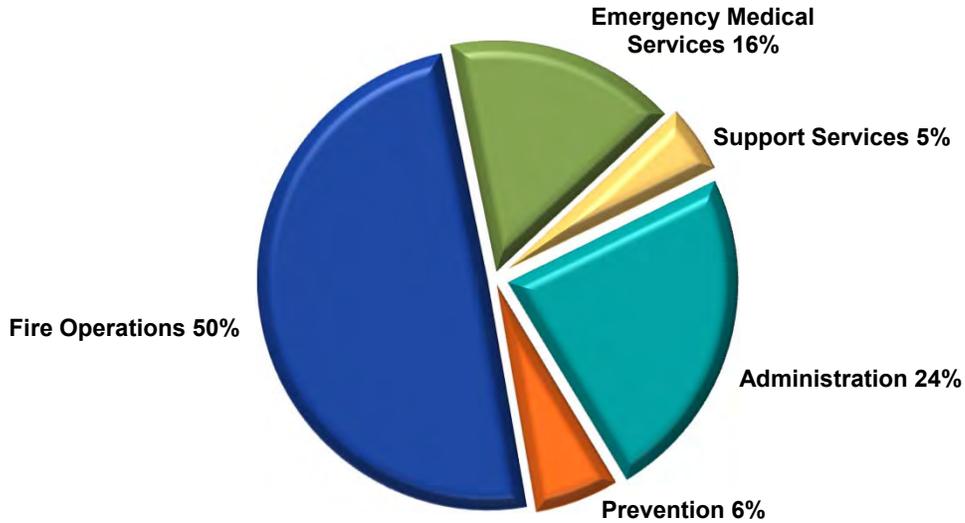
- Fire Suppression
- ~
- Training
- ~
- Special Operations
- ~
- Policy and Procedures
- ~
- Operations Committee
- ~
- Wild Land Deployment
- ~
- Mutual & Auto Aid
- ~
- Safety and Equipment
- ~
- Recruiting and Hiring

- Advance Life Support
- ~
- Basic Life Support
- ~
- Ambulance Transport
- ~
- Medical Equipment & Supplies
- ~
- Quality Assurance
- ~
- State & Local Regulation
- ~
- Hospital Liaison
- ~
- Department Planning

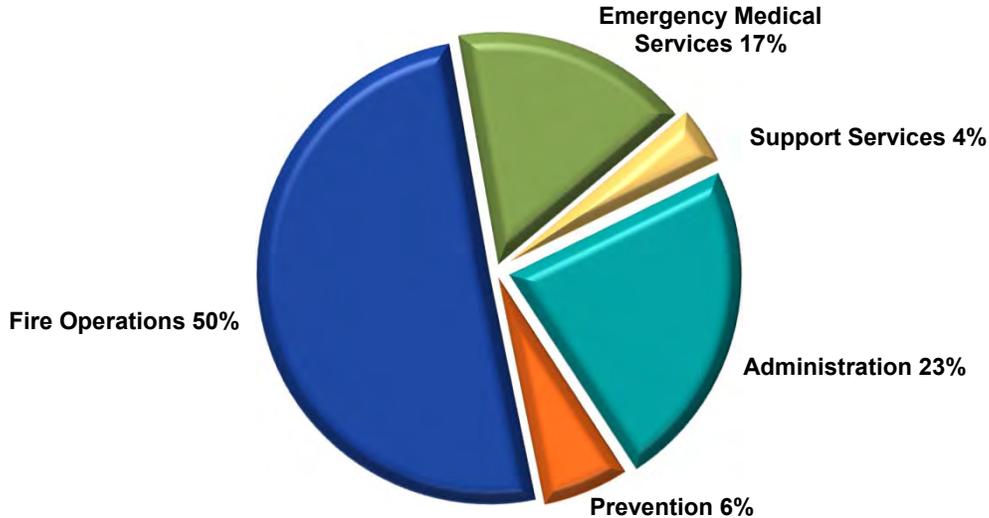
- Standard Operating Guidelines
- ~
- Emergency Preparedness
- ~
- Emergency Ops Center
- ~
- Communications
- ~
- Emergency Services CERT/MYN
- ~
- Emergency Mgt. Coordinator
- ~
- Public Education
- ~
- Planning
- ~
- Records Mgt.
- ~
- GIS Mapping
- ~
- Station Alert Systems

# Fire Department

**FY 2019  
Department Expenditure by Program**



**FY 2020  
Department Expenditure by Program**

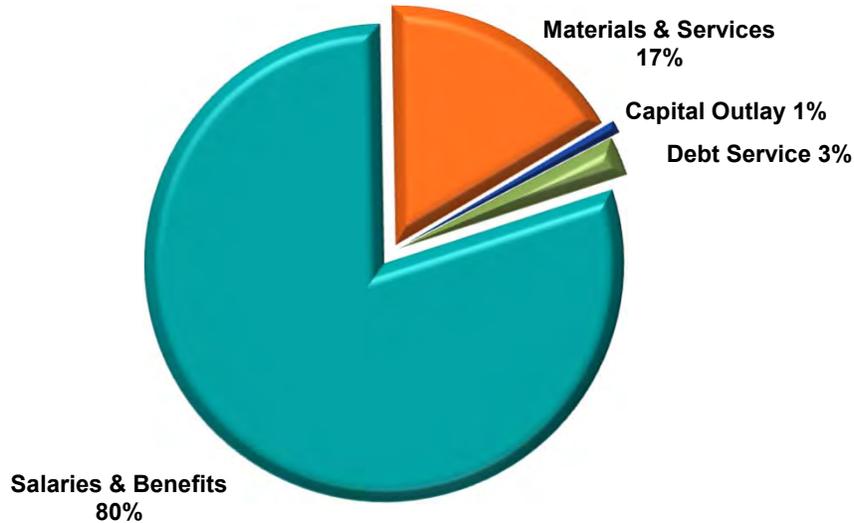


<b>Program Expenditures</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Adopted</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
Administration	\$2,825,062	\$3,041,637	\$2,984,230	\$3,434,397	\$3,411,981
Prevention	719,442	812,241	779,628	862,463	888,741
Fire Operations	6,464,878	6,676,711	6,911,027	7,217,436	7,469,909
Emergency Medical Services	2,045,604	2,037,125	2,037,823	2,368,107	2,457,889
Support Services	501,245	749,457	712,736	689,905	583,628
<b>Total</b>	<b>\$12,556,231</b>	<b>\$13,317,170</b>	<b>\$13,425,445</b>	<b>\$14,572,308</b>	<b>\$14,812,148</b>
<b>Full-Time Positions</b>	<b>31.2</b>	<b>31.2</b>	<b>31.2</b>	<b>31.2</b>	<b>31.2</b>

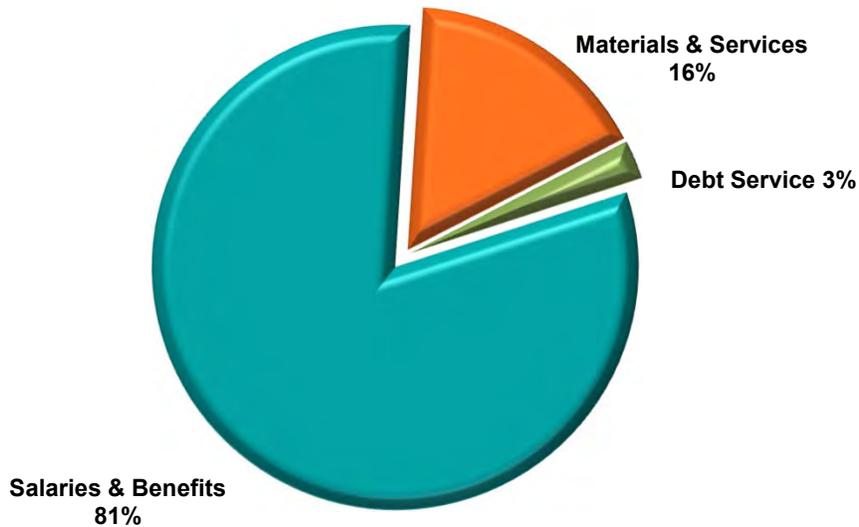
# Fire Department

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**FY 2019  
Department Expenditure by Category**



**FY 2020  
Department Expenditure by Category**



Category Expenditures	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	FY 2020 Proposed
Salaries & Benefits	\$10,265,716	\$10,750,081	\$10,967,703	\$11,617,653	\$11,998,133
Materials & Services	1,847,127	2,085,327	1,946,842	2,442,535	2,427,796
Capital Outlay	60,394	80,000	127,318	125,788	-
Debt Service	382,994	401,762	383,581	386,332	386,219
<b>Total</b>	<b>\$12,556,231</b>	<b>\$13,317,170</b>	<b>\$13,425,445</b>	<b>\$14,572,308</b>	<b>\$14,812,148</b>

# Fire Department

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## Mission

*The mission of the Manhattan Beach Fire Department is to preserve life, property, and the environment through decisive action, strong leadership, teamwork, and dedicated community partnerships. The vision for the Department is “Manhattan Beach Firefighters shall be innovative leaders, engaged members in the community, and accountable and decisive in their actions.”*

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## Department Overview

The Fire Department's area of responsibilities include fire suppression, emergency medical services, emergency preparedness, fire prevention, plan checks, permits and code enforcement, fire investigation, Emergency preparedness, and public education. These services are provided through the following department divisions:

- Administration
- Prevention
- Fire Operations
- Emergency Medical Services
- Support Services

The Manhattan Beach Fire Department is the City's lead department in emergency response training, including the Federal-mandated National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS). The Department maintains and updates the City's Hazard Mitigation Plan and Emergency Operating Center procedures.

The Fire Department provides local, regional, and state level leadership through participation in various organizations and committees. This includes participation in the California Fire Chiefs Association, Los Angeles Area Fire Chiefs, South Bay Area Fire Chiefs, League of California Cities, Los Angeles Area Fire Marshals, Southern Division of the Fire Prevention Officers, Los Angeles Area G Operations and Training Committees, Area G and Los Angeles County Emergency Managers group, and many more.

## Recent Accomplishments Highlights

- Received a “No Actions Required” audit for our paramedic from Los Angeles County Emergency Medical Services Agency.
- Implemented a new medication distribution system that allows Paramedics to restock required medications within Manhattan Beach. Paramedics no longer need to travel to Downey for restocking.
- Implemented Standing Field Treatment Protocols allowing Paramedics to streamline patient treatment. The program includes a continuing quality improvement plan.
- Updated and enhanced mobile electronic patient care reporting system. All field treatment of patients is documented and stored electronically.
- Maintained the Class 2 Public Protection Classification from the Office of Insurance Services for fire protection.

- Conducted Firefighter recruitment (all three new hires successfully passed probationary year).
- Supported CERT instructors with planning and recruiting for two academies.
- Conducted and trained over 300 citizens in hands-only CPR during LA County's annual Sidewalk CPR campaign.
- Hired the first Emergency Services Coordinator in Manhattan Beach history.
- Successfully hosted a Town Hall Meeting with renowned seismologist Dr. Lucy Jones, who presented on enhancing community disaster response through awareness and preparedness.
- Added two new Rescue Ambulances to the emergency response fleet.
- Secured \$50,000 in Federal Grants for purchase of radio communication upgrades.



### Program Overview

Fire Administration's function is to assist the Fire Department's Divisions and to help develop and achieve their respective budgeted objectives. The Fire Chief manages the Administrative Division and is responsible for providing leadership and support. This is accomplished through personnel support services management, staff training and development, procurement, budgetary control, information and data management, strategic planning, supporting volunteer programs, and emergency management of major local and area incidents.



The Manhattan Beach Fire Department continues to be a partner at our regional fire/police communications facility (the RCC), which greatly enhances the effectiveness of dispatching emergency responses, and which greatly improves interdepartmental communications and the efficiency of joint emergency operations.

Annual priorities are established in conjunction with the City Manager's office in order to maximize operational efficiencies. Fire Administration works closely with the Finance Department to minimize any fiscal impact to the community while simultaneously improving community services. The Fire Department continues to be the lead Department for emergency response training, including the federally mandated National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) training. Our Emergency Operations Center procedures will continue to be improved and updated.

### Objectives FY 2019 & 2020

- Provide leadership and direction to Battalion Chiefs and Fire Captains
- Improve cooperative interaction with other City departments and existing agreements
- Improve response times and service levels whenever possible
- Enhance data collection methodologies to identify emergency service improvement opportunities
- Continue to provide services that reduce community risk for fire and medical emergencies
- Explore opportunities to improve public emergency announcements and notifications during disasters

### Major Service Delivery Changes

- In FY 2019, Public Works will be purchasing replacement portable and in-vehicle radios compatible with the new Los Angeles area Interagency Communications Interoperability (ICI) System. The new radios will allow communications between Public Works personnel and Police and Fire personnel, as well as cross-jurisdictional communication in the event of a large-scale disaster.
- Manhattan Beach Fire Department is working closely with our regional partners to develop the future computer aided dispatch system (CAD) that should be operable by end of FY 2018/19.
- The department has added two new rescue ambulances to the fleet. The older ambulances will be used as backup while primary vehicles receive preventative maintenance service or during extreme emergencies.

## Fire Department | Administration

- A new Fire Engine will soon replace the existing Fire Engine. The new Engine will come equipped with newer and more modern equipment to further enhance public safety and reliability.

Authorized Full-Time Positions	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
Fire Chief	1	1	1	1
Executive Secretary	1	1	1	1
Information Systems Specialist*	0.2	0.2	0.2	0.2
<b>Total</b>	<b>2.2</b>	<b>2.2</b>	<b>2.2</b>	<b>2.2</b>

\*Position is shared with Police Department.

Part-time hours proposed total 1080 hours in FY 2019 and FY 2020.

Administration Object Description	FY 2017 Actual	FY 2018 Adopted	FY 2018 Y/E Est	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
4101 Salaries & Allowances	\$82,874	\$86,314	\$90,987	<b>\$90,715</b>	2.6%	<b>\$92,055</b>	2.7%
4102 Sworn Salaries	246,475	230,367	238,826	<b>228,518</b>	6.7%	<b>232,964</b>	6.8%
4103 Part-time Salaries	51,830	42,546	49,000	<b>47,400</b>	1.4%	<b>47,400</b>	1.4%
4111 Overtime Regular Employees	552	1,000	1,200	<b>1,000</b>	0.0%	<b>1,000</b>	0.0%
4112 Overtime Sworn Employees	12,327	63,400	37,000	<b>86,400</b>	2.5%	<b>88,560</b>	2.6%
4201 Group Medical Insurance	41,535	43,244	40,873	<b>43,547</b>	1.3%	<b>45,097</b>	1.3%
4202 Medicare Contributions	5,651	5,351	5,564	<b>5,324</b>	0.2%	<b>5,407</b>	0.2%
4203 Unemployment	1,260	1,260	1,260	<b>420</b>	0.0%	<b>420</b>	0.0%
4204 401A Plan City Contributions	5,545	5,466	5,666	<b>5,422</b>	0.2%	<b>5,531</b>	0.2%
4205 Worker's Compensation	1,056,120	1,101,660	1,101,660	<b>1,512,780</b>	44.0%	<b>1,512,780</b>	44.3%
4211 PERS Regular Contribution	11,138	12,948	11,751	<b>7,715</b>	0.2%	<b>7,829</b>	0.2%
4212 PERS Sworn Contribution	61,575	44,421	64,026	<b>46,607</b>	1.4%	<b>47,515</b>	1.4%
4218 PERS Regular Liability Contribution	-	-	-	<b>7,354</b>	0.2%	<b>9,148</b>	0.3%
4219 PERS Sworn Liability Contribution	-	-	-	<b>45,017</b>	1.3%	<b>57,076</b>	1.7%
<b>Total Salaries &amp; Benefits</b>	<b>\$1,576,881</b>	<b>\$1,637,977</b>	<b>\$1,647,813</b>	<b>\$2,128,219</b>	<b>62.0%</b>	<b>\$2,152,782</b>	<b>63.1%</b>
5101 Contract Services	\$62,157	\$53,392	\$53,392	<b>\$61,792</b>	1.8%	<b>\$63,242</b>	1.9%
5104 Computer Contract Services	35,107	40,850	40,850	<b>42,650</b>	1.2%	<b>48,850</b>	1.4%
5106 SBRPCA Communications	430,745	500,662	431,863	<b>505,568</b>	14.7%	<b>445,843</b>	13.1%
5107 Physical/Psych Exams	2,625	800	800	<b>800</b>	0.0%	<b>880</b>	0.0%
5109 Background Investigations	800	864	864	<b>864</b>	0.0%	<b>864</b>	0.0%
5201 Office Supplies	4,735	6,000	6,000	<b>5,400</b>	0.2%	<b>5,400</b>	0.2%
5202 Membership & Dues	3,553	3,089	3,000	<b>3,089</b>	0.1%	<b>3,325</b>	0.1%
5205 Training, Conferences & Meetings	7,596	11,200	10,200	<b>11,200</b>	0.3%	<b>11,200</b>	0.3%
5206 Uniforms/Safety Equip	5,909	4,600	4,600	<b>5,600</b>	0.2%	<b>5,600</b>	0.2%
5207 Advertising	56	-	-	-	-	-	-
5214 Employee Awards & Events	3,071	4,000	3,500	<b>4,000</b>	0.1%	<b>4,000</b>	0.1%
5217 Departmental Supplies	3,006	6,000	6,000	<b>6,000</b>	0.2%	<b>6,000</b>	0.2%
5501 Telephone	23,510	19,598	20,866	<b>4,222</b>	0.1%	<b>4,349</b>	0.1%
5503 Natural Gas	5,095	5,295	4,336	<b>4,254</b>	0.1%	<b>4,382</b>	0.1%
<b>Total Materials &amp; Services</b>	<b>\$587,965</b>	<b>\$656,350</b>	<b>\$586,271</b>	<b>\$655,439</b>	<b>19.1%</b>	<b>\$603,935</b>	<b>17.7%</b>
5611 Warehouse Services	-	\$200	\$200	-	-	-	-
5621 Information Technology Allocation	29,280	29,174	29,174	<b>34,352</b>	1.0%	<b>36,404</b>	1.1%
5631 Insurance Allocation	64,500	67,740	67,740	<b>48,600</b>	1.4%	<b>48,600</b>	1.4%
5642 Fleet Maintenance Allocation	1,478	1,740	1,491	<b>1,935</b>	0.1%	<b>2,001</b>	0.1%
5651 Building & Operations Allocation	144,725	166,694	169,237	<b>179,520</b>	5.2%	<b>182,040</b>	5.3%
<b>Total Internal Services</b>	<b>\$239,983</b>	<b>\$265,548</b>	<b>\$267,842</b>	<b>\$264,407</b>	<b>7.7%</b>	<b>\$269,045</b>	<b>7.9%</b>
<b>Total Operating Expenditures</b>	<b>\$2,404,829</b>	<b>\$2,559,875</b>	<b>\$2,501,926</b>	<b>\$3,048,065</b>	<b>88.8%</b>	<b>\$3,025,762</b>	<b>88.7%</b>

## Fire Department | Administration

<b>Administration</b>		<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>% of</b>	<b>FY 2020</b>	<b>% of</b>
<b>Object Description</b>		<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>Total</b>	<b>Proposed</b>	<b>Total</b>
6121	Machinery & Equipment	\$6,553	-	-	-	-	-	-
6141	Computer Equipment & Software	4,687	80,000	8,085	-	-	-	-
6212	CIP Bldg & Facilities - CYr	26,000	-	90,638	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$37,240</b>	<b>\$80,000</b>	<b>\$98,723</b>	-	-	-	-
7101	Bond Principal	\$232,500	\$240,000	\$240,000	<b>\$250,000</b>	7.3%	<b>\$257,500</b>	7.5%
7102	Bond Interest	149,669	142,581	142,581	<b>135,232</b>	3.9%	<b>127,619</b>	3.7%
7103	Bond Administration Fee	825	1,100	1,000	<b>1,100</b>	0.0%	<b>1,100</b>	0.0%
7302	Property & Equipment Principal	-	15,981	-	-	-	-	-
7303	Property & Equipment Interest	-	2,100	-	-	-	-	-
<b>Total Debt Service</b>		<b>\$382,994</b>	<b>\$401,762</b>	<b>\$383,581</b>	<b>\$386,332</b>	<b>11.2%</b>	<b>\$386,219</b>	<b>11.3%</b>
<b>Total Expenditures</b>		<b>\$2,825,062</b>	<b>\$3,041,637</b>	<b>\$2,984,230</b>	<b>\$3,434,397</b>	<b>100.0%</b>	<b>\$3,411,981</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>19.1%</b>		<b>-0.7%</b>	
<b>Source of Funds</b>								
	General Fund	\$2,416,069	\$2,657,956	\$2,510,011	<b>\$3,048,065</b>	88.8%	<b>\$3,025,762</b>	88.7%
	Capital Improvement	408,994	383,681	474,219	<b>386,332</b>	11.2%	<b>386,219</b>	11.3%
<b>Total Sources</b>		<b>\$2,825,062</b>	<b>\$3,041,637</b>	<b>\$2,984,230</b>	<b>\$3,434,397</b>	<b>100.0%</b>	<b>\$3,411,981</b>	<b>100.0%</b>

# Fire Department | Operations

## Program Overview

The Fire Operations Division safeguards Manhattan Beach citizens and visitors by continuously improving and preparing personnel to respond to all emergencies. Emergency response includes fire suppression, medical emergencies, vehicle accidents and other incident types such as physical entrapments, hazardous conditions, hazardous materials incidents, service calls, request for mutual aid by other agencies and regional deployments.



The Division also has a responsibility to develop a highly skilled, accountable and resilient workforce through comprehensive training and professional development. These programs include specialty, technical and leadership based training which supports the needs of the organization by maximizing operational efficiency and improving quality of service and response to our community.

## Objectives FY 2019 & FY 2020

- Maintain a high level of operational readiness through enhanced training and development that will ensure prompt and effective emergency response to all emergencies.
- Continue to improve on the automatic/mutual aid agreements with adjacent cities.
- Meet or exceed adopted response standards for first arriving suppression unit to a fire call.
- Meet or exceed adopted response standards for first arriving Paramedic to a medical emergency.
- Ensure reliability and maintenance of all emergency vehicles and equipment.

<b>Authorized Full-Time Positions</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
Fire Battalion Chief	1	1	1	1
Fire Captain/Paramedic	6	6	6	6
Fire Engineer/Paramedic	6	6	6	6
Firefighter/Paramedic	6	6	6	6
<b>Total</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>

## Fire Department | Operations

Fire Operations		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4102	Sworn Salaries	\$3,018,265	\$2,986,282	\$3,157,977	\$3,107,319	43.1%	\$3,139,346	42.0%
4112	Overtime Sworn Employees	1,458,059	1,352,880	1,390,000	1,415,198	19.6%	1,445,804	19.4%
4113	Overtime Mutual Aid	549	161,280	260,000	165,312	2.3%	169,344	2.3%
4114	Overtime Special Events	8,117	10,960	11,918	11,234	0.2%	11,508	0.2%
4115	Cooperative Resources	-	29,376	-	-	-	-	-
4116	Training & Special Detail	192,947	192,000	154,321	196,800	2.7%	201,600	2.7%
4201	Group Medical Insurance	404,090	433,668	457,241	438,927	6.1%	455,167	6.1%
4202	Medicare Contributions	63,919	41,195	68,810	45,215	0.6%	45,685	0.6%
4212	PERS Sworn Contribution	830,450	951,752	914,492	548,752	7.6%	554,524	7.4%
4219	PERS Sworn Liability Contribution	-	-	-	530,028	7.3%	672,016	9.0%
<b>Total Salaries &amp; Benefits</b>		<b>\$5,976,397</b>	<b>\$6,159,393</b>	<b>\$6,414,759</b>	<b>\$6,458,785</b>	<b>89.5%</b>	<b>\$6,694,994</b>	<b>89.6%</b>
5101	Contract Services	\$12,309	\$21,474	\$15,000	\$21,474	0.3%	\$21,474	0.3%
5203	Reference Materials	80	800	800	800	0.0%	800	0.0%
5205	Training, Conferences & Meetings	48,047	53,600	53,600	53,600	0.7%	53,800	0.7%
5206	Uniforms/Safety Equip	45,122	36,525	36,525	36,525	0.5%	36,525	0.5%
5208	Postage	1,011	600	593	214	0.0%	214	0.0%
5209	Tools & Minor Equip	160	-	283	-	-	-	-
5217	Departmental Supplies	53,730	49,900	49,900	50,980	0.7%	50,980	0.7%
5221	Auto Repair	63,246	70,035	70,035	72,100	1.0%	72,100	1.0%
5225	Printing	99	400	400	400	0.0%	400	0.0%
5501	Telephone	6,221	5,528	6,328	11,244	0.2%	11,581	0.2%
5502	Electricity	72,560	91,585	75,304	78,392	1.1%	80,744	1.1%
5503	Natural Gas	1,638	1,144	984	965	0.0%	994	0.0%
5504	Water	9,012	7,307	10,427	7,802	0.1%	8,036	0.1%
<b>Total Materials &amp; Services</b>		<b>\$313,235</b>	<b>\$338,898</b>	<b>\$320,179</b>	<b>\$334,496</b>	<b>4.6%</b>	<b>\$337,648</b>	<b>4.5%</b>
5611	Warehouse Services	\$5,443	\$6,500	\$6,500	\$6,500	0.1%	\$6,500	0.1%
5621	Information Technology Allocation	78,060	77,720	77,720	204,518	2.8%	216,724	2.9%
5641	Fleet Rental Allocation	77,880	77,880	77,880	186,930	2.6%	186,930	2.5%
5642	Fleet Maintenance Allocation	13,863	16,320	13,989	26,207	0.4%	27,113	0.4%
<b>Total Internal Services</b>		<b>\$175,246</b>	<b>\$178,420</b>	<b>\$176,089</b>	<b>\$424,155</b>	<b>5.9%</b>	<b>\$437,267</b>	<b>5.9%</b>
<b>Total Operating Expenditures</b>		<b>\$6,464,878</b>	<b>\$6,676,711</b>	<b>\$6,911,027</b>	<b>\$7,217,436</b>	<b>100.0%</b>	<b>\$7,469,909</b>	<b>100.0%</b>
Operating Expenditures % Change from Prior Year Budget					8.1%		3.5%	
<b>Source of Funds</b>								
General Fund		\$6,464,878	\$6,676,711	\$6,911,027	\$7,217,436	100.0%	\$7,469,909	100.0%
<b>Total Sources</b>		<b>\$6,464,878</b>	<b>\$6,676,711</b>	<b>\$6,911,027</b>	<b>\$7,217,436</b>	<b>100.0%</b>	<b>\$7,469,909</b>	<b>100.0%</b>

# Fire Department | Prevention

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## Program Overview

The major function of the Fire Prevention Division is to reduce the number of fires and amount of fire loss in the community and ensure a safer environment to live, work, and play. This is achieved by adopting and enforcing Fire and Public Safety Codes and continued enforcement of State and Federal life safety codes for all occupancies within the City. Our role is accomplished by performing annual business inspections, plan checks, construction inspections and issuing permits for all manner of public safety requirements.



The Manhattan Beach Studios Media Campus (MBSMC) operates fourteen sound stages, a mill and other supporting infrastructure in the City of Manhattan Beach. The motion picture industry has a constant impact on the Prevention Division due to tenant turnover and the unique character of the film business. Fire Prevention staff, in partnership with MBSMC employees, work closely with production companies on a daily basis to ensure that even the most unbelievable special effects are safe and compliant with Fire and Public Safety Codes and watched over by Fire Safety Officers when needed.



## Objectives FY 2019 & FY 2020

- Enhance customer service by creating inter-agency processes for events involving the beach.
- Exceed adopted performance measures for total yearly life safety and operational permit inspections.
- Expedite plan check turnaround time and new construction inspections.
- Enhance relationship with Manhattan Beach Studios through blended participation of Community Development, Manhattan Beach Police Department, and City Manager's office in coordinated efforts with the Manhattan Beach Fire Department.

## Major Service Delivery Changes

The Fire Prevention Division experiences a high demand for life safety inspections. To address this demand, the division is looking at hiring additional part-time inspectors. Fire Prevention is working closely with Human Resources to develop a strategic approach that will attract and retain highly qualified staff to perform these functions, while simultaneously ensuring the application of fire prevention measures and safety for our community.

## Fire Department | Prevention

Authorized Full-Time Positions	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
Fire Captain/Paramedic	1	1	1	1
Firefighter/Paramedic (assigned as Fire Inspector)	1	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

Part-time hours proposed total 2,322 hours in FY 2019 and FY 2020.

Prevention Object Description	FY 2017 Actual	FY 2018 Adopted	FY 2018 Y/E Est	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
4102 Sworn Salaries	\$380,249	\$351,766	\$386,496	<b>\$362,313</b>	42.0%	<b>\$364,911</b>	41.1%
4103 Part-time Salaries	27,851	42,051	42,051	<b>42,052</b>	4.9%	<b>42,052</b>	4.7%
4111 Overtime Regular Employees	136	1,000	48	-	-	-	-
4112 Overtime Sworn Employees	10,890	33,600	32,680	<b>37,016</b>	4.3%	<b>42,048</b>	4.7%
4114 Overtime Special Events	963	-	285	-	-	-	-
4115 Cooperative Resources	27,111	87,000	37,000	<b>72,384</b>	8.4%	<b>69,600</b>	7.8%
4116 Training & Special Detail	745	3,000	3,000	<b>3,000</b>	0.3%	<b>4,200</b>	0.5%
4201 Group Medical Insurance	37,970	42,698	42,370	<b>43,339</b>	5.0%	<b>44,972</b>	5.1%
4202 Medicare Contributions	6,447	6,753	6,403	<b>5,880</b>	0.7%	<b>5,919</b>	0.7%
4211 PERS Regular Contribution	3,565	4,206	2,487	<b>3,574</b>	0.4%	<b>3,574</b>	0.4%
4212 PERS Sworn Contribution	100,069	115,401	106,574	<b>63,301</b>	7.3%	<b>63,762</b>	7.2%
4218 PERS Regular Liability Contribution	-	-	-	-	-	-	-
4219 PERS Sworn Liability Contribution	-	-	-	<b>61,141</b>	7.1%	<b>77,520</b>	8.7%
<b>Total Salaries &amp; Benefits</b>	<b>\$595,996</b>	<b>\$687,475</b>	<b>\$659,394</b>	<b>\$694,000</b>	<b>80.5%</b>	<b>\$718,558</b>	<b>80.9%</b>
5101 Contract Services	\$45,937	\$33,100	\$30,800	<b>\$75,100</b>	8.7%	<b>\$75,100</b>	8.5%
5202 Membership & Dues	225	1,325	1,325	<b>1,325</b>	0.2%	<b>1,390</b>	0.2%
5203 Reference Materials	1,096	2,250	2,000	<b>2,250</b>	0.3%	<b>2,250</b>	0.3%
5205 Training, Conferences & Meetings	5,321	20,600	20,600	<b>20,600</b>	2.4%	<b>20,600</b>	2.3%
5206 Uniforms/Safety Equip	9,571	4,700	4,700	<b>4,700</b>	0.5%	<b>4,700</b>	0.5%
5217 Departmental Supplies	4,184	3,500	3,500	<b>3,500</b>	0.4%	<b>3,500</b>	0.4%
5225 Printing	85	750	500	<b>450</b>	0.1%	<b>300</b>	0.0%
5501 Telephone	1,720	1,407	1,509	<b>782</b>	0.1%	<b>805</b>	0.1%
<b>Total Materials &amp; Services</b>	<b>\$68,139</b>	<b>\$67,632</b>	<b>\$64,934</b>	<b>\$108,707</b>	<b>12.6%</b>	<b>\$108,645</b>	<b>12.2%</b>
5621 Information Technology Allocation	\$29,280	\$29,174	\$29,174	<b>\$21,570</b>	2.5%	<b>\$22,857</b>	2.6%
5641 Fleet Rental Allocation	15,120	15,120	15,120	<b>23,870</b>	2.8%	<b>23,870</b>	2.7%
5642 Fleet Maintenance Allocation	10,907	12,840	11,006	<b>14,316</b>	1.7%	<b>14,811</b>	1.7%
<b>Total Internal Services</b>	<b>\$55,307</b>	<b>\$57,134</b>	<b>\$55,300</b>	<b>\$59,756</b>	<b>6.9%</b>	<b>\$61,538</b>	<b>6.9%</b>
<b>Total Operating Expenditures</b>	<b>\$719,442</b>	<b>\$812,241</b>	<b>\$779,628</b>	<b>\$862,463</b>	<b>100.0%</b>	<b>\$888,741</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>				<b>6.2%</b>			
<b>Source of Funds</b>							
General Fund	\$719,442	\$812,241	\$779,628	<b>\$862,463</b>	100.0%	<b>\$888,741</b>	100.0%
<b>Total Sources</b>	<b>\$719,442</b>	<b>\$812,241</b>	<b>\$779,628</b>	<b>\$862,463</b>	<b>100.0%</b>	<b>\$888,741</b>	<b>100.0%</b>

# Fire Department | Emergency Medical Services

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## Program Overview

Nearly 65 percent of the Department's responses are requests for emergency medical assistance. The Emergency Medical Services Division provides Advanced Life Support (ALS) and Basic Life Support (BLS) to all residents and visitors in need of emergency care. ALS refers to treatment of unstable patients, using advanced techniques and equipment, by a team of Paramedics. ALS care is provided on scene and during transport to the appropriate hospital. BLS refers to treatment of stable patients that require basic care and transportation to a hospital.



All Firefighters, Fire Engineers and Fire Captains are licensed Paramedics (ALS). All Ambulance Operators are EMT certified (BLS). The Division provides ALS and BLS transportation with Fire Department personnel in Fire Department ambulances. Firefighter Paramedics staff an ALS ambulance and Ambulance Operators a BLS ambulance. This deployment offers flexibility in utilization of Department resources.

A local Emergency Room Physician serves as Medical Director to the Department. He is responsible for oversight of our medication supply process, quality of care audits and treatment pilot studies. His expertise will provide enhanced training and guidance to our personnel, while fostering innovation and efficiency.

## Objectives FY 2019 & FY 2020

- Provide a method for BLS ambulance service everyday 24/7.
- Meet or exceed standards for on-scene and transport times for trauma, stroke and STEMI patients.
- Reduce wait times at local hospitals for patients needing emergency room admittance and Manhattan Beach paramedics.
- Improve multi-department communication to enhance medical services provided.

## Major Service Delivery Changes

The Fire Department developed a shared cost contract with El Segundo and Hermosa Beach through the South Bay Regional Public Communications Authority for a Medical Director. There are numerous benefits to contracting with a physician to be our City's Medical Director. Some benefits include on-site storage and distribution of controlled medications, medical surveillance of our paramedics exposed to blood-borne pathogens, pilot program development and oversight, training, dispatch instructions and policies, and many more.

## Fire Department | Emergency Medical Services

Authorized Full-Time Positions	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
Fire Battalion Chief	1	1	1	1
Firefighter/Paramedic	6	6	6	6
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

Part-time hours proposed total 10488 in FY 2019 and FY 2020. This amount was previously allocated to Support Services. In order to appropriately reflect the type of service and service delivery costs, it was moved from Support Services to Emergency Medical Services from Account 053-4103 to account 041-4103.

Emergency Medical Services Object Description	FY 2017 Actual	FY 2018 Adopted	FY 2018 Y/E Est	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
4102 Sworn Salaries	\$936,284	\$915,689	\$927,903	<b>\$927,803</b>	39.2%	<b>\$953,203</b>	38.8%
4103 Part-time Salaries	302	-	-	<b>140,000</b>	5.9%	<b>140,000</b>	5.7%
4111 Overtime Regular Employees	-	-	-	<b>24,000</b>	1.0%	<b>24,000</b>	1.0%
4112 Overtime Sworn Employees	334,564	307,120	307,120	<b>324,638</b>	13.7%	<b>324,638</b>	13.2%
4114 Overtime Special Events	2,885	5,760	5,700	<b>5,904</b>	0.2%	<b>5,904</b>	0.2%
4115 Cooperative Resources	27,450	57,600	44,500	-	-	-	-
4116 Training & Special Detail	31,032	24,000	24,000	<b>24,600</b>	1.0%	<b>24,600</b>	1.0%
4201 Group Medical Insurance	116,821	107,680	121,935	<b>125,346</b>	5.3%	<b>129,994</b>	5.3%
4202 Medicare Contributions	19,231	13,338	18,129	<b>15,542</b>	0.7%	<b>15,913</b>	0.6%
4212 PERS Sworn Contribution	254,072	279,337	268,359	<b>167,864</b>	7.1%	<b>172,430</b>	7.0%
4219 PERS Sworn Liability Contribution	-	-	-	<b>162,136</b>	6.8%	<b>205,570</b>	8.4%
<b>Total Salaries &amp; Benefits</b>	<b>\$1,722,641</b>	<b>\$1,710,525</b>	<b>\$1,717,646</b>	<b>\$1,917,833</b>	<b>81.0%</b>	<b>\$1,996,252</b>	<b>81.2%</b>
5101 Contract Services	\$72,188	\$83,300	\$83,300	<b>\$85,915</b>	3.6%	<b>\$87,710</b>	3.6%
5202 Membership & Dues	160	310	-	<b>310</b>	0.0%	<b>320</b>	0.0%
5203 Reference Materials	-	600	300	<b>600</b>	0.0%	<b>600</b>	0.0%
5205 Training, Conferences & Meetings	7,852	12,100	10,100	<b>16,400</b>	0.7%	<b>16,850</b>	0.7%
5206 Uniforms/Safety Equip	4,525	6,650	5,600	<b>14,650</b>	0.6%	<b>14,740</b>	0.6%
5217 Departmental Supplies	73,114	66,150	66,000	<b>73,000</b>	3.1%	<b>76,725</b>	3.1%
<b>Total Materials &amp; Services</b>	<b>\$157,839</b>	<b>\$169,110</b>	<b>\$165,300</b>	<b>\$190,875</b>	<b>8.1%</b>	<b>\$196,945</b>	<b>8.0%</b>
5621 Information Technology Allocation	\$19,500	\$19,430	\$19,430	<b>\$75,362</b>	3.2%	<b>\$79,861</b>	3.2%
5641 Fleet Rental Allocation	119,760	119,760	119,760	<b>161,080</b>	6.8%	<b>161,080</b>	6.6%
5642 Fleet Maintenance Allocation	15,545	18,300	15,687	<b>22,957</b>	1.0%	<b>23,751</b>	1.0%
<b>Total Internal Services</b>	<b>\$154,805</b>	<b>\$157,490</b>	<b>\$154,877</b>	<b>\$259,399</b>	<b>11.0%</b>	<b>\$264,692</b>	<b>10.8%</b>
<b>Total Operating Expenditures</b>	<b>\$2,035,285</b>	<b>\$2,037,125</b>	<b>\$2,037,823</b>	<b>\$2,368,107</b>	<b>100.0%</b>	<b>\$2,457,889</b>	<b>100.0%</b>
6121 Machinery & Equipment	\$10,319	-	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$10,319</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$2,045,604</b>	<b>\$2,037,125</b>	<b>\$2,037,823</b>	<b>\$2,368,107</b>	<b>100.0%</b>	<b>\$2,457,889</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>				<b>16.2%</b>			
				<b>16.2%</b>		<b>3.8%</b>	
<b>Source of Funds</b>							
General Fund	\$2,045,604	\$2,037,125	\$2,037,823	<b>\$2,368,107</b>	100.0%	<b>\$2,457,889</b>	100.0%
<b>Total Sources</b>	<b>\$2,045,604</b>	<b>\$2,037,125</b>	<b>\$2,037,823</b>	<b>\$2,368,107</b>	<b>100.0%</b>	<b>\$2,457,889</b>	<b>100.0%</b>

## Fire Department | Support Services

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### Program Overview

The Support Services Division encompasses Emergency Preparedness, Community Emergency Response Team (CERT), Reserve Firefighter volunteer program, Communications, and Public Education. Basic training in the National Interagency Incident Management System (NIMS), a federally mandated program, is provided to all City employees to properly respond to the needs of the citizens in the event of a major emergency.

Support Services works with community partners to deliver comprehensive information on earthquake, tsunami, and other natural and man-made disasters. This ensures the community is prepared to respond, mitigate and recover from these events in a timely and economic matter by reducing recovery time in case of a disaster.

Throughout the year, the Support Services Division creates opportunities to train citizens in Emergency Preparedness and response through CERT, Map Your Neighborhood and other volunteer organizations.



### Objectives FY 2019 & FY 2020

- Improving communication capabilities in Department Operation Center (DOC)
- Conduct City wide earthquake drill with Map Your Neighborhood and CERT
- Ensure all City employees complete required ICS training
- Standardize radio communication procedures for RCC and area Fire Departments
- Conduct training for new Department Operation Center at Public Works
- Support community volunteer emergency response organizations

### Major Service Delivery Changes

In FY 2018, Support services hired an Emergency Services Coordinator, the first position of its kind in Manhattan Beach. The goal is to ensure all City staff has the basic training in National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) in order to meet federal guidelines and secure Federal funds that assist with recovery costs after a natural or man-made emergency. The Emergency Services Coordinator position will increase from 20 hours per week to 30 hours per week in FY2019 to ensure the City can meet the need and the demand in case of a natural disaster and to manage all the community programs associated with emergency preparedness.

Communication upgrades to our Regional Communication Center will also require the upgrade of radio and communication equipment. Support Services expect to have this project completed by end of FY 2020. This

## Fire Department | Support Services

has been an ongoing multi-year project that has been planned and anticipated for the past three years. Due to this planning the cost share of phasing into the new system is less than \$126,000.

Authorized Full-Time Positions	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
Fire Battalion Chief	1	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

Part-time hours proposed total 1560 hours in FY 2019 and FY 2020. There was a dramatic decrease in P/T hours (Object 4103) due to re-allocating funds for P/T Ambulance Operator program to Emergency Medical Services (Object 4103).

Support Services Object Description	FY 2017 Actual	FY 2018 Adopted	FY 2018 Y/E Est	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
4102 Sworn Salaries	\$218,042	\$215,203	224,629	<b>\$209,787</b>	30.4%	<b>\$213,587</b>	36.6%
4103 Part-time Salaries	58,617	197,935	176,000	<b>72,025</b>	10.4%	<b>72,025</b>	12.3%
4111 Overtime Regular Employees	11,133	44,080	24,000	-	-	-	-
4112 Overtime Sworn Employees	31,381	36,640	22,800	<b>25,256</b>	3.7%	<b>25,712</b>	4.4%
4201 Group Medical Insurance	17,091	19,804	17,234	<b>20,066</b>	2.9%	<b>20,817</b>	3.6%
4202 Medicare Contributions	990	-	2,173	-	-	-	-
4211 PERS Regular Contribution	-	-	2,845	<b>8,500</b>	1.2%	<b>8,500</b>	1.5%
4212 PERS Sworn Contribution	56,547	41,050	58,410	<b>42,313</b>	6.1%	<b>43,089</b>	7.4%
4218 PERS Regular Liability Contribution	-	-	-	-	-	-	-
4219 PERS Sworn Liability Contribution	-	-	-	<b>40,869</b>	5.9%	<b>51,817</b>	8.9%
<b>Total Salaries &amp; Benefits</b>	<b>\$393,802</b>	<b>\$554,712</b>	<b>\$528,091</b>	<b>\$418,816</b>	<b>60.7%</b>	<b>\$435,547</b>	<b>74.6%</b>
5101 Contract Services	\$16,307	\$38,775	\$37,800	<b>\$32,400</b>	4.7%	<b>\$32,975</b>	5.7%
5107 Physical/Psych Exams	-	6,400	1,500	-	-	-	-
5109 Background Investigations	2,200	23,200	9,800	-	-	-	-
5201 Office Supplies	121	1,000	500	<b>1,000</b>	0.1%	<b>1,000</b>	0.2%
5202	-	-	-	<b>1,000</b>	0.1%	<b>1,100</b>	0.2%
5205 Training, Conferences & Meetings	16,948	32,650	20,250	<b>28,350</b>	4.1%	<b>29,350</b>	5.0%
5206 Uniforms/Safety Equip	7,593	11,600	5,600	<b>600</b>	0.1%	<b>600</b>	0.1%
5217 Departmental Supplies	51,438	79,620	79,600	<b>78,620</b>	11.4%	<b>79,620</b>	13.6%
5225 Printing	-	1,500	1,000	<b>1,500</b>	0.2%	<b>1,550</b>	0.3%
5501 Telephone	-	-	-	<b>1,831</b>	0.3%	<b>1,886</b>	0.3%
<b>Total Materials &amp; Services</b>	<b>\$94,608</b>	<b>\$194,745</b>	<b>\$156,050</b>	<b>\$145,301</b>	<b>21.1%</b>	<b>\$148,081</b>	<b>25.4%</b>
<b>Total Operating Expenditures</b>	<b>\$488,410</b>	<b>\$749,457</b>	<b>\$684,141</b>	<b>\$564,117</b>	<b>81.8%</b>	<b>\$583,628</b>	<b>100.0%</b>
6111 Furniture & Fixtures	\$11,533	-	-	-	-	-	-
6121 Machinery & Equipment	-	-	\$28,595	-	-	-	-
6141 Computer Equipment & Software	\$1,301	-	-	<b>\$125,788</b>	18.2%	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$12,835</b>	<b>-</b>	<b>\$28,595</b>	<b>\$125,788</b>	<b>18.2%</b>	<b>(\$1)</b>	<b>(0.0%)</b>
<b>Total Expenditures</b>	<b>\$501,245</b>	<b>\$749,457</b>	<b>\$712,736</b>	<b>\$689,905</b>	<b>100.0%</b>	<b>\$583,628</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>				<b>-24.7%</b>		<b>3.5%</b>	
<b>Source of Funds</b>							
General Fund	\$501,245	\$749,457	\$712,736	<b>\$689,905</b>	100.0%	<b>\$583,628</b>	100.0%
<b>Total Sources</b>	<b>\$501,245</b>	<b>\$749,457</b>	<b>\$712,736</b>	<b>\$689,905</b>	<b>100.0%</b>	<b>\$583,628</b>	<b>100.0%</b>



# City of Manhattan Beach Community Development Department

**Director of  
Community  
Development**

**ADMINISTRATION**

Department Administration  
~  
Training  
~  
Budget Development  
~  
Intradepartmental Special Studies  
~  
Records Management

**PLANNING**

Housing  
~  
Advance Planning Studies  
~  
Current Planning  
~  
Plan Review  
~  
Planning Commission  
~  
Historic Preservation Commission

**BUILDING**

Permit Processing Center  
~  
Building Plan Check  
~  
Building Permits  
~  
Building Inspection  
~  
Code Enforcement  
~  
Board of Building Appeals

**TRAFFIC  
ENGINEERING**

Traffic & Parking Requests / Studies  
~  
Right-of-Way Permits  
~  
Transportation Planning  
~  
Active Transportation Grants  
~  
Signal Maintenance  
~  
Engineering & Traffic Surveys  
~  
Parking & Public Improvements Commission

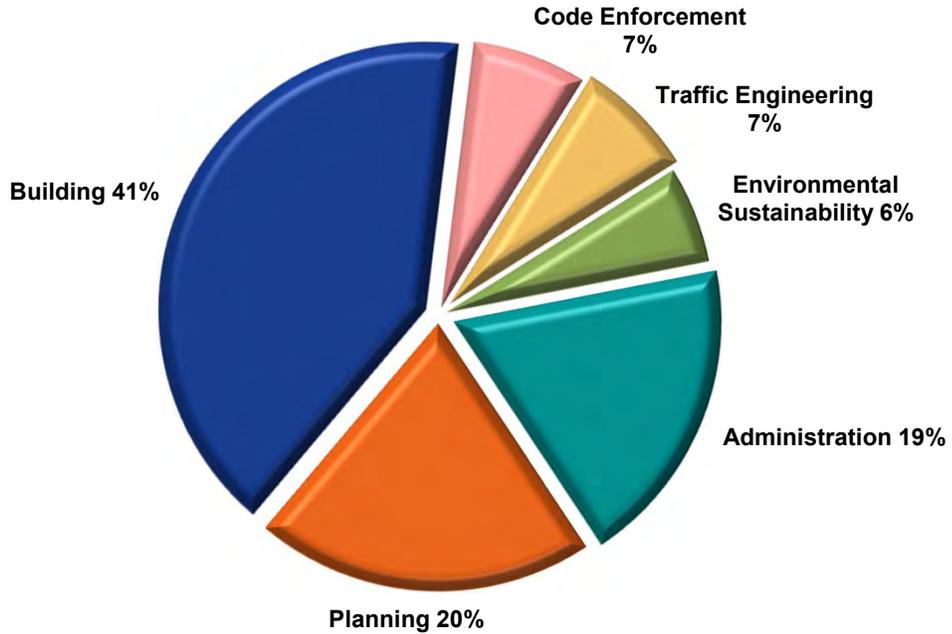
**ENVIRONMENTAL  
SUSTAINABILITY**

Environmental Policy & Stewardship  
~  
Climate Action & Energy  
~  
Plastic Pollution Reduction  
~  
Climate Adaptation & Resiliency  
~  
Low-Impact Development & Sustainable Building  
~  
Sea Level Rise Planning  
~  
Water Conservation & Management  
~  
Environmental Task Force

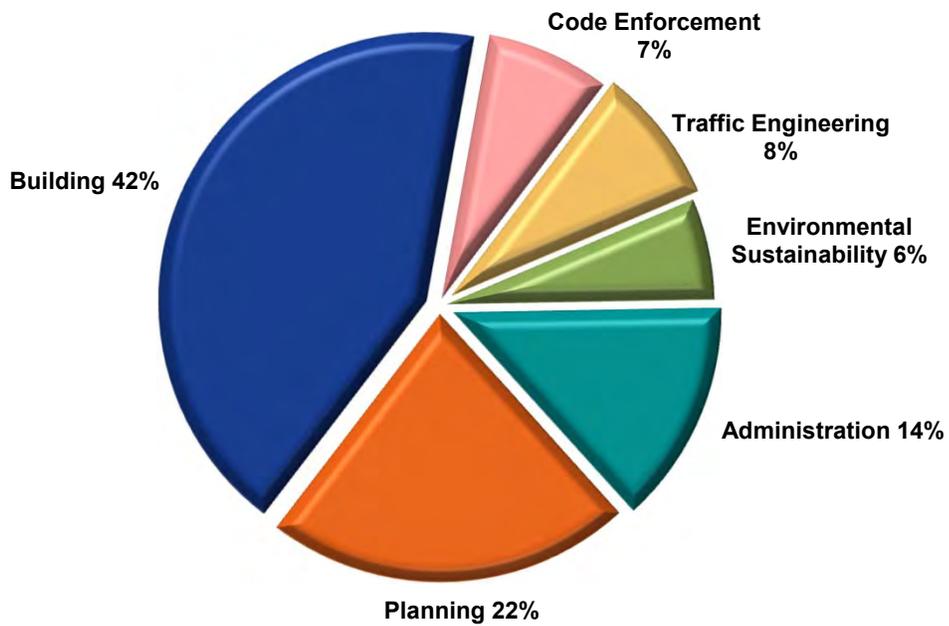
# Community Development Department

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**FY 2019  
Department Expenditure by Program**



**FY 2020  
Department Expenditure by Program**



# Community Development Department

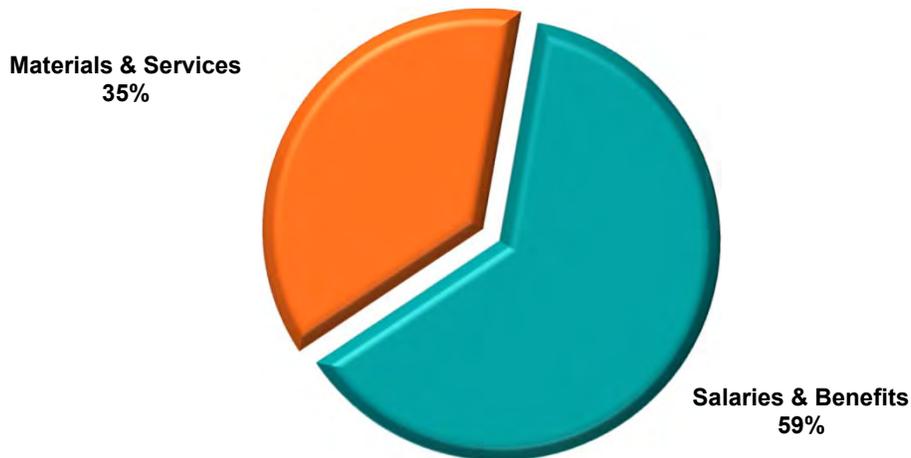


<b>Program Expenditures</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Adopted</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
Administration	\$700,611	\$753,463	\$734,896	\$1,190,579	\$834,236
Planning	987,771	1,223,867	1,124,284	1,302,654	1,361,789
Building	1,920,690	2,121,812	2,316,621	2,590,524	2,616,163
Code Enforcement	387,140	407,254	407,397	439,245	459,641
Traffic Engineering	300,670	318,815	328,376	460,056	510,497
Environmental Sustainability	-	240,112	176,187	371,409	376,422
<b>Total</b>	<b>\$4,296,883</b>	<b>\$5,065,323</b>	<b>\$5,087,761</b>	<b>\$6,354,467</b>	<b>\$6,158,748</b>

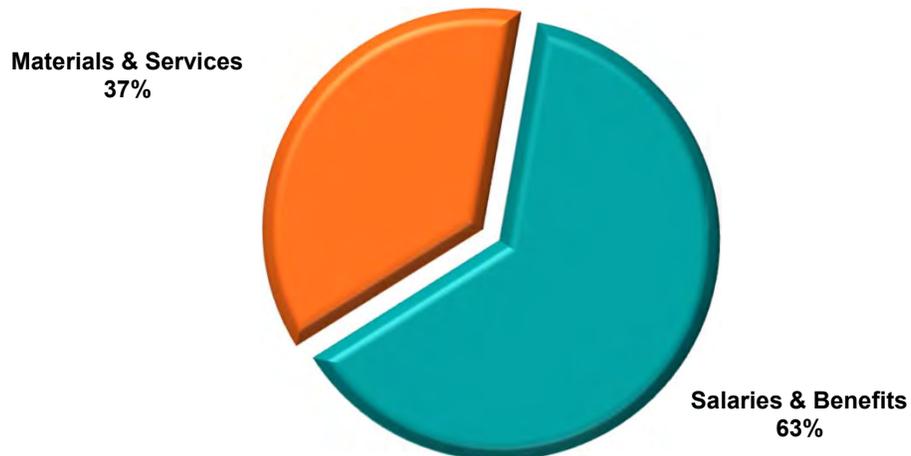
<b>Program Revenues</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Adopted</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
Building Permits	\$1,782,633	\$1,901,200	\$1,980,000	\$2,079,000	\$1,815,000
Other Permits	1,118,253	991,560	1,209,150	1,265,140	1,265,140
Plan Check Fees	1,898,576	1,403,500	1,802,100	1,805,000	1,805,000
Plan Filing & Report Fees	750,924	540,600	568,705	724,000	650,000
<b>Total</b>	<b>\$5,550,386</b>	<b>\$4,836,860</b>	<b>\$5,559,955</b>	<b>\$5,873,140</b>	<b>\$5,535,140</b>
<b>Full-Time Positions</b>	<b>24</b>	<b>28</b>	<b>28</b>	<b>30</b>	<b>30</b>

# Community Development Department

FY 2019  
Department Expenditure by Category



FY 2020  
Department Expenditure by Category



Category Expenditures	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	FY 2020 Proposed
Salaries & Benefits	\$2,825,413	\$3,381,291	\$3,313,651	\$3,757,181	\$3,898,144
Materials & Services	1,445,683	1,684,032	1,774,110	2,217,046	2,260,604
Capital Outlay	25,787	-	-	380,240	-
<b>Total</b>	<b>\$4,296,883</b>	<b>\$5,065,323</b>	<b>\$5,087,761</b>	<b>\$6,354,467</b>	<b>\$6,158,748</b>

## **Mission**

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*The Community Development Department strives to create a livable, resilient, and sustainable City by enhancing and guiding our community's neighborhoods, environment, and commercial areas through City planning, building supervision, code enforcement, traffic engineering and environmental sustainability.*

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## **Department Overview**

Administration guides the Department's 28 full-time staff members and three part-time interns to ensure collaborative work internally amongst staff and externally with the public. The department continually strives to improve customer service for our residents and businesses by developing long-term plans and policies to further the mobility and livability of the City.

With continued and steady building activity throughout the City, the Planning and Building Divisions work hand-in-hand through the development review process to provide high-quality and seamless service to our building community. Our dedicated staff members strive to keep our community and project sites safe, resilient, and up-to-code through plan review, building plan checks, permitting and inspections. Additionally, the Building Division's Code Enforcement Program proactively educates our residents and building community and enforces City regulations and building codes to protect the City, and by keeping it clean and livable for our residents.

The Environmental Sustainability Division guides and implements the sustainability policies and programs through sound science and stewardship to protect our environment, while creating a healthy and resilient community. Our Traffic Engineering Division endeavors to keep our walkways and roadways safe and flowing through transportation planning and creating living streets for all modes of transport.

The Community Development Department maintains unprecedented and continued growth in building activity and revenues. With a sustained increase in development and building activity, construction is expected to increase five percent in FY 2019 and remain stable for FY 2020.

## **Recent Accomplishment Highlights**

### **Administration**

- Adopted the 2017 General Plan Amendment Mobility Plan Update to replace the 2002 Circulation Plan (May 2018)
- Completed the Sepulveda Boulevard Planning Initiatives Project and Zone Text Amendments (June 2018)
- Completed and Adopted the Downtown Specific Plan (Submitted February 2017; pending California Coastal Commission Certification)

# Community Development Department

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## Environmental Sustainability

- To shift more of the City's utility source generation to clean renewable energy, the City joined the Clean Power Alliance of Southern California (CPA) as a founding member City, which includes 30+ other jurisdictions (December 2017)
- City Council approved the 2018-2020 Environmental Work Plan, setting environmental priorities for the City (January 2018)
- Further reduced single-use plastic pollution through a community education campaign "Strawless Saturdays" and by addressing plastic and polystyrene policy updates at Council (April 2018)
- The first Manhattan Beach Sustainability Task Force was launched to provide technical expertise and original research and analysis to help form initiatives and policy recommendations to the City Council regarding environmental sustainability issues (April 2018)
- The City maintained their Platinum Level status in the South Bay Cities Council of Government's Energy Leader Program, the highest level attainable (March 2018)
- City Council authorized participation in a Property Assessed Clean Energy (PACE) Program, Ygrene Energy Fund, which provides homeowners assistance to install energy efficient, renewal energy and water-saving improvements to their properties (October 2017)
- Welcomed 10 new businesses to the Manhattan Beach Green Business Program through efforts to incorporate sustainability and efficiency into business practices (May 2018)

## Planning

- Adopted Interim Zoning Ordinance to allow Accessory Dwelling Units (ADUs) in compliance with state law in Area Districts 1 and 2
- Amended condominium development standards to allow more flexibility
- Implemented the Historic Preservation and Mills Act Programs
- Managed large commercial projects including the Manhattan Village Mall Expansion and Enhancement Project, Skechers and Gelson's.

## Building and Code Enforcement

- Implemented Comcate, an electronic database to access, track and manage Code Enforcement cases (July 2016)
- Implemented Qminder queuing solution for the Permitting Center to check-in, track, and provide analytics for counter customer traffic (October 2017)
- Supplemented Melad & Associates Building Plan Check Services with VCA Code to ensure timely turnaround for building plan checks and as-needed inspection services (October 2017)
- Filled two vacant plan check engineering positions to provide counter and in-house plan check services (February 2018)
- Building Service Analyst position created to provide better interdepartmental coordination and efficient processes (pending recruitment; anticipated to be filled by end of FY 2018)

### Traffic Engineering

- Implemented 11 miles of Bike Routes and 9 miles of Sharrows to Citywide Bicycle Transportation network
- Provided monitoring and oversight for traffic related conditions during Manhattan Village Shopping Center and Gelson's Supermarket construction
- Completed construction of pedestrian crossing beacons at Highland Avenue/38<sup>th</sup> Street
- Completed construction of a westbound bike lane on Rosecrans Avenue
- Added dual eastbound left turns on Marine Avenue at Aviation Boulevard
- Installed GPS based emergency vehicle pre-emption systems at 17 traffic signals
- Developed a customized Living Streets Policy Manual and conceptual Living Streets street improvements along Aviation Boulevard
- Completed and implemented West Marine Avenue and Valley Drive neighborhood traffic management plans
- Completed design and began construction of HSIP-funded traffic signal modification project at Sepulveda Boulevard and 8<sup>th</sup> Street.

# Community Development Department | Administration

## Program Overview

As the core of the Community Development Department, Administration manages and provides operational support to the divisions of Planning, Building & Safety, Traffic Engineering, and the newly acquired division of Environmental Sustainability. Additionally, Administration oversees payroll, accounting, budget preparation and management, records management, intradepartmental projects and studies, and supports the Planning Commission, Parking and Public Improvements Commission, Historic Preservation Commission and Board of Building Appeals.



## Objectives FY 2019 & FY 2020

- Implement plan to electronically digitize, organize and store all department files into OnBase Records Management System
- Implement an electronic permitting software solution for the Department's one-stop public counter
- Continue to assess, evaluate and improve departmental operations
- Further develop the Department's Internship Program
- Seek opportunities to educate and train staff on efficient and effective customer service skills and techniques
- Continue to build and maintain personal interactions with residents, community stakeholders and organizations for meaningful civic engagement and outreach.

## Major Service Delivery Changes

Currently, there is an existing part-time Administrative Clerk that works nearly full-time hours, and is responsible for records management for the Building Division. Converting this part-time position to a full-time position allows the Department to move forward with digitization and organization of the Department's remaining records for Planning, Traffic Engineering, and Environmental Sustainability. Having a full-time Clerk will maximize staff knowledge and experience, increasing the value of their training, responsibilities and impact of their position. These digitized records will also be accessible from the new electronic permitting software, which staff will be implementing with the Information Systems Department. These service delivery changes will streamline and enhance the permitting process at the Department's one-stop shop public counter.

	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
<b>Authorized Full-Time Positions</b>				
Director	1	1	1	1
Senior Management Analyst	1	1	1	1
Executive Secretary	1	1	1	1
Administrative Clerk I/II	-	-	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>

## Community Development Department | Administration

Administration		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$346,127	\$345,812	\$383,407	\$419,360	35.2%	\$428,519	51.4%
4103	Part-time Salaries	85,890	-	38,000	-	-	-	-
4111	Overtime Regular Employees	186	850	850	867	0.1%	867	0.1%
4201	Group Medical Insurance	40,471	42,441	55,563	72,551	6.1%	75,233	9.0%
4202	Medicare Contributions	5,763	5,014	5,561	6,152	0.5%	6,214	0.7%
4203	Unemployment	480	480	480	420	0.0%	420	0.1%
4204	401A Plan City Contributions	10,433	12,016	13,517	13,333	1.1%	13,600	1.6%
4205	Worker's Compensation	4,260	4,440	4,440	48,960	4.1%	48,960	5.9%
4211	PERS Regular Contribution	55,981	50,593	46,229	34,937	2.9%	35,717	4.3%
4218	PERS Regular Liability Contribution	-	-	-	29,924	2.5%	37,220	4.5%
<b>Total Salaries &amp; Benefits</b>		<b>\$549,590</b>	<b>\$461,646</b>	<b>\$548,047</b>	<b>\$626,504</b>	<b>52.6%</b>	<b>\$646,750</b>	<b>77.5%</b>
5101	Contract Services	\$22,656	\$147,183	\$35,132	\$8,200	0.7%	\$8,440	1.0%
5201	Office Supplies	6,197	7,100	8,000	13,600	1.1%	14,000	1.7%
5202	Membership & Dues	2,035	2,350	1,750	1,900	0.2%	1,975	0.2%
5203	Reference Materials	533	600	535	600	0.1%	600	0.1%
5205	Training, Conferences & Meetings	3,936	15,950	18,350	16,250	1.4%	16,770	2.0%
5206	Uniforms/Safety Equip	590	-	222	500	0.0%	-	-
5207	Advertising	294	1,000	1,000	1,000	0.1%	1,000	0.1%
5208	Postage	311	300	297	476	0.0%	476	0.1%
5210	Computer Supplies & Software	1,481	250	4,800	6,550	0.6%	6,775	0.8%
5212	Office Equip Maintenance	-	325	-	-	-	-	-
5214	Employee Awards & Events	316	500	500	500	0.0%	500	0.1%
5217	Departmental Supplies	5,427	4,450	3,310	3,450	0.3%	3,450	0.4%
5225	Printing	255	250	200	250	0.0%	260	0.0%
5501	Telephone	1,781	1,508	1,617	2,088	0.2%	2,151	0.3%
<b>Total Materials &amp; Services</b>		<b>\$45,812</b>	<b>\$181,766</b>	<b>\$75,713</b>	<b>\$55,364</b>	<b>4.7%</b>	<b>\$56,397</b>	<b>6.8%</b>
5611	Warehouse Services	\$861	\$1,300	\$2,000	\$2,000	0.2%	\$2,100	0.3%
5621	Information Technology Allocation	68,280	67,975	67,975	35,151	3.0%	37,249	4.5%
5631	Insurance Allocation	13,860	15,480	15,480	63,420	5.3%	63,420	7.6%
5651	Building & Operations Allocation	22,208	25,296	25,681	27,900	2.3%	28,320	3.4%
<b>Total Internal Services</b>		<b>\$105,209</b>	<b>\$110,051</b>	<b>\$111,136</b>	<b>\$128,471</b>	<b>10.8%</b>	<b>\$131,089</b>	<b>15.7%</b>
<b>Total Operating Expenditures</b>		<b>\$700,611</b>	<b>\$753,463</b>	<b>\$734,896</b>	<b>\$810,339</b>	<b>68.1%</b>	<b>\$834,236</b>	<b>100.0%</b>
6141	Computer Equipment & Software	-	-	-	\$380,240	31.9%	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>\$380,240</b>	<b>31.9%</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$700,611</b>	<b>\$753,463</b>	<b>\$734,896</b>	<b>\$1,190,579</b>	<b>100.0%</b>	<b>\$834,236</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>7.5%</b>		<b>2.9%</b>	
<b>Source of Funds</b>								
General Fund		\$700,611	\$753,463	\$734,896	\$1,190,579	100.0%	\$834,236	100.0%
<b>Total Sources</b>		<b>\$700,611</b>	<b>\$753,463</b>	<b>\$734,896</b>	<b>\$1,190,579</b>	<b>100.0%</b>	<b>\$834,236</b>	<b>100.0%</b>

## Program Overview

The Planning Division is also the City’s Housing Division and is responsible for reviewing all discretionary land use applications, coastal permits, as well as updating City documents such as the General Plan, Zoning Map, Municipal Code and the Local Coastal Program. Planning reviews plan checks and permits to ensure conformance with local zoning and State regulations including the California Environmental Quality Act (CEQA). Planning prides itself on quality customer service, working on balanced, creative solutions to help homeowners, business owners, neighbors, architects, and contractors achieve their goals while complying with the City’s regulations.



## Objectives FY 2019 & FY 2020

- Comply with new legally mandated housing requirements in response to housing affordability related to:
  - Accessory Dwelling Units (ADUs)
  - Southern California Association of Governments (SCAG) Growth Forecast
  - No Net Loss
  - Annual Housing Element Report to OPR and HCD
- Develop and Implement a Short Term Rental Program
- Continue to provide oversight for the Manhattan Village Mall Enhancement Project, Skechers Project and other large commercial projects
- Implement the Sepulveda Initiatives Planning Project

## Major Service Delivery Changes

Currently, there are five full-time Planners and one Planning Manager within the Division. Providing additional contract services for coordination and oversight of existing Short-Term Rental Programs, Telecommunication Projects, projects generated by Sustainability Initiatives and the development of several new legally mandated housing requirements. Having these additional resourced will ensure proper implementation of these on-going and new programs. Consultant services will also be utilized to provide support for upcoming current and advanced professional planning projects and studies, and administering zoning ordinances, policies and procedures for development permits. Housing, Telecommunications and Sustainability programs will commence in FY 2018-19, and Short-term Rental program implementation is expected in the later 2019-20 fiscal year.

<b>Authorized Full-Time Positions</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
Planning Manager	1	1	1	1
Associate Planner	2	2	2	2
Assistant Planner	3	3	3	3
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

Part-time Administrative Intern hours totaling 1,466 are included in FY 2019 and FY 2020.

## Community Development Department | Planning

Planning		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$553,401	\$533,184	\$643,834	<b>\$628,316</b>	48.2%	<b>\$639,426</b>	47.0%
4103	Part-time Salaries	26,486	48,700	41,000	<b>17,944</b>	1.4%	<b>18,839</b>	1.4%
4111	Overtime Regular Employees	3,446	8,240	4,000	<b>5,000</b>	0.4%	<b>5,000</b>	0.4%
4201	Group Medical Insurance	66,565	61,253	73,246	<b>82,453</b>	6.3%	<b>85,430</b>	6.3%
4202	Medicare Contributions	8,318	7,732	9,648	<b>9,370</b>	0.7%	<b>9,532</b>	0.7%
4204	401A Plan City Contributions	3,351	3,226	3,373	<b>3,259</b>	0.3%	<b>3,324</b>	0.2%
4211	PERS Regular Contribution	73,682	79,511	85,255	<b>53,168</b>	4.1%	<b>54,112</b>	4.0%
4218	PERS Regular Liability Contribution	-	-	-	<b>50,686</b>	3.9%	<b>63,045</b>	4.6%
<b>Total Salaries &amp; Benefits</b>		<b>\$735,249</b>	<b>\$741,845</b>	<b>\$860,356</b>	<b>\$850,196</b>	<b>65.3%</b>	<b>\$878,708</b>	<b>64.5%</b>
5101	Contract Services	\$59,283	\$266,700	\$49,000	<b>\$237,748</b>	18.3%	<b>\$262,383</b>	19.3%
5202	Membership & Dues	1,630	2,500	2,500	<b>2,600</b>	0.2%	<b>2,700</b>	0.2%
5203	Reference Materials	23	550	200	<b>550</b>	0.0%	<b>550</b>	0.0%
5205	Training, Conferences & Meetings	2,019	5,300	4,900	<b>7,900</b>	0.6%	<b>8,150</b>	0.6%
5206	Uniforms/Safety Equip	223	-	-	-	-	-	-
5207	Advertising	4,315	5,500	5,500	<b>5,000</b>	0.4%	<b>5,150</b>	0.4%
5208	Postage	1,867	1,800	1,777	<b>2,839</b>	0.2%	<b>2,839</b>	0.2%
5210	Computer Supplies & Software	-	-	177	-	-	-	-
5217	Departmental Supplies	-	-	59	-	-	-	-
5225	Printing	158	2,250	250	<b>1,300</b>	0.1%	<b>1,350</b>	0.1%
5501	Telephone	3,624	2,965	3,180	<b>2,355</b>	0.2%	<b>2,425</b>	0.2%
<b>Total Materials &amp; Services</b>		<b>\$73,141</b>	<b>\$287,565</b>	<b>\$67,543</b>	<b>\$260,292</b>	<b>20.0%</b>	<b>\$285,547</b>	<b>21.0%</b>
5621	Information Technology Allocation	\$68,340	\$68,034	\$68,034	<b>\$52,726</b>	4.0%	<b>\$55,874</b>	4.1%
5651	Building & Operations Allocation	111,041	126,423	128,351	<b>139,440</b>	10.7%	<b>141,660</b>	10.4%
<b>Total Internal Services</b>		<b>\$179,381</b>	<b>\$194,457</b>	<b>\$196,385</b>	<b>\$192,166</b>	<b>14.8%</b>	<b>\$197,534</b>	<b>14.5%</b>
<b>Total Operating Expenditures</b>		<b>\$987,771</b>	<b>\$1,223,867</b>	<b>\$1,124,284</b>	<b>\$1,302,654</b>	<b>100.0%</b>	<b>\$1,361,789</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>6.4%</b>		<b>4.5%</b>	
<b>Source of Funds</b>								
General Fund		\$987,771	\$1,223,867	\$1,124,284	<b>\$1,302,654</b>	100.0%	<b>\$1,361,789</b>	100.0%
<b>Total Sources</b>		<b>\$987,771</b>	<b>\$1,223,867</b>	<b>\$1,124,284</b>	<b>\$1,302,654</b>	<b>100.0%</b>	<b>\$1,361,789</b>	<b>100.0%</b>

## Program Overview

The Building and Safety Division regulates building construction activity through plan review, permit processing, inspection and education to protect the health, safety and welfare of the community. The Building Division staff review plans for compliance with all applicable local and State codes. Building Inspectors perform daily inspections throughout the construction life-cycle to ensure conformity with approved plans, codes and regulations.

The Permit Processing Center serves as a “one-stop shop” for permit issuance for all construction activity throughout the City, as well as permits for the Public Works and Fire Departments. Public counter services include intake and plan review, building and planning permit issuance, scheduling and documentation of inspections, and all other matters related to construction activity.



## Objectives FY 2019 & FY 2020

- Implement an electronic permitting software enhancement with assistance from Information Systems
- Complete initial plan checks application reviews within a timely manner
- Perform all inspections by the next business day
- Facilitate progress on key economic development projects

## Major Service Delivery Changes

The Division recently filled two vacant Plan Check Engineers positions and anticipates filling the Division’s last vacant position, a new Building Services Analyst prior to the end of FY 2018. This Analyst will oversee the entire permitting process counter operations, evaluate processes, and implement efficiencies to ensure continued quality service to residents, business owners and the construction community. These positions will be instrumental in the implementation of the new permitting software enhancement project slated to commence in FY 2019 (Funds are budgeted in Administration).

<b>Authorized Full-Time Positions</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
Building Official	1	1	1	1
Senior Plan Check Engineer	1	1	1	1
Plan Check Engineer	1	1	1	1
Principal Building Inspector/Safety	1	1	1	1
Senior Building Inspector/Safety	2	2	2	2
Building Inspector	1	1	1	1
Building Services Analyst	-	1	1	1
Senior Permits Technician	1	1	1	1
Permits Technician	2	2	2	2
Secretary	1	1	1	1
Administrative Clerk I/II	-	1	1	1
<b>Total</b>	<b>11</b>	<b>13</b>	<b>13</b>	<b>13</b>

## Community Development Department | Building & Safety

<b>Building &amp; Safety</b>		<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>% of</b>	<b>FY 2020</b>	<b>% of</b>
<b>Object Description</b>		<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>Total</b>	<b>Proposed</b>	<b>Total</b>
4101	Salaries & Allowances	\$767,678	\$1,093,997	\$909,050	<b>\$1,086,545</b>	41.9%	<b>\$1,119,006</b>	42.8%
4103	Part-time Salaries	5,440	-	21,200	-	-	-	-
4111	Overtime Regular Employees	4,596	21,380	12,000	<b>15,000</b>	0.6%	<b>10,000</b>	0.4%
4201	Group Medical Insurance	116,109	176,562	157,024	<b>183,655</b>	7.1%	<b>190,524</b>	7.3%
4202	Medicare Contributions	11,086	15,850	13,613	<b>15,756</b>	0.6%	<b>16,225</b>	0.6%
4204	401A Plan City Contributions	2,892	10,927	3,822	<b>7,448</b>	0.3%	<b>7,598</b>	0.3%
4211	PERS Regular Contribution	97,292	154,844	129,288	<b>91,833</b>	3.5%	<b>94,593</b>	3.6%
4218	PERS Regular Liability Contribution	-	-	-	<b>87,547</b>	3.4%	<b>108,893</b>	4.2%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,005,094</b>	<b>\$1,473,561</b>	<b>\$1,245,997</b>	<b>\$1,487,784</b>	<b>57.4%</b>	<b>\$1,546,839</b>	<b>59.1%</b>
5101	Contract Services	\$662,608	\$402,355	\$820,000	<b>\$750,000</b>	29.0%	<b>\$700,000</b>	26.8%
5202	Membership & Dues	1,631	950	1,214	<b>2,815</b>	0.1%	<b>2,860</b>	0.1%
5203	Reference Materials	2,650	-	-	<b>1,000</b>	0.0%	<b>6,200</b>	0.2%
5205	Training, Conferences & Meetings	1,404	11,200	11,200	<b>11,900</b>	0.5%	<b>13,940</b>	0.5%
5206	Uniforms/Safety Equip	1,059	3,500	3,500	<b>3,700</b>	0.1%	<b>3,500</b>	0.1%
5208	Postage	1,867	1,800	1,777	<b>2,839</b>	0.1%	<b>2,839</b>	0.1%
5210	Computer Supplies & Software	1,355	1,250	2,000	<b>2,400</b>	0.1%	<b>2,500</b>	0.1%
5217	Departmental Supplies	162	500	500	<b>500</b>	0.0%	<b>500</b>	0.0%
5225	Printing	9,671	6,000	10,000	<b>12,000</b>	0.5%	<b>12,000</b>	0.5%
5501	Telephone	4,545	3,820	4,097	<b>3,542</b>	0.1%	<b>3,649</b>	0.1%
<b>Total Materials &amp; Services</b>		<b>\$686,952</b>	<b>\$431,375</b>	<b>\$854,288</b>	<b>\$790,696</b>	<b>30.5%</b>	<b>\$747,988</b>	<b>28.6%</b>
5621	Information Technology Allocation	\$97,620	\$97,150	\$97,150	<b>\$118,236</b>	4.6%	<b>\$125,295</b>	4.8%
5641	Fleet Rental Allocation	4,020	4,020	4,020	<b>69,758</b>	2.7%	<b>69,758</b>	2.7%
5642	Fleet Maintenance Allocation	12,385	14,580	12,498	<b>12,510</b>	0.5%	<b>12,943</b>	0.5%
5651	Building & Operations Allocation	88,833	101,126	102,668	<b>111,540</b>	4.3%	<b>113,340</b>	4.3%
<b>Total Internal Services</b>		<b>\$202,858</b>	<b>\$216,876</b>	<b>\$216,336</b>	<b>\$312,044</b>	<b>12.0%</b>	<b>\$321,336</b>	<b>12.3%</b>
<b>Total Operating Expenditures</b>		<b>\$1,894,904</b>	<b>\$2,121,812</b>	<b>\$2,316,621</b>	<b>\$2,590,524</b>	<b>100.0%</b>	<b>\$2,616,163</b>	<b>100.0%</b>
6141	Computer Equipment & Software	\$25,787	-	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$25,787</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$1,920,690</b>	<b>\$2,121,812</b>	<b>\$2,316,621</b>	<b>\$2,590,524</b>	<b>100.0%</b>	<b>\$2,616,163</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>22.1%</b>		<b>1.0%</b>	
<b>Source of Funds</b>								
General Fund		\$1,920,690	\$2,121,812	\$2,316,621	<b>\$2,590,524</b>	100.0%	<b>\$2,616,163</b>	100.0%
<b>Total Sources</b>		<b>\$1,920,690</b>	<b>\$2,121,812</b>	<b>\$2,316,621</b>	<b>\$2,590,524</b>	<b>100.0%</b>	<b>\$2,616,163</b>	<b>100.0%</b>

# Community Development Department | Code Enforcement

## Program Overview

Code Enforcement Officers ensure compliance with City construction rules, Municipal Codes, and applicable health and safety codes to protect the welfare of the community. The Code Enforcement program includes three Code Enforcement Officers who are responsible for conducting inspections of reported violations, and working with involved parties to resolve issues, and most importantly, educating involved parties to ensure future compliance. The Residential Construction Officer (RCO) has successfully reduced a number of construction related complaints by acting as a liaison between residents and builders to resolve construction related concerns.



## Objectives FY 2019 & FY 2020

- Maintain a two-day turnaround to address code violations upon intake
- Proactively working with residents and the construction community to address all construction related problems, (traffic congestion, parking, noise, smoking, and dust control)
- Continue to conduct multiple daily inspections of areas with high volume construction activity (hot spots)

## Major Service Delivery Changes

The Code Enforcement Division recently implemented Comcate, a new electronic tracking system to more efficiently process municipal code complaints. This system has also increased the flexibility and communication capabilities for the three Code Enforcement Officers to provide a more streamlined process.

	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
<b>Authorized Full-Time Positions</b>				
Code Enforcement Officer	3	3	3	3
Administrative Clerk I/II	-	1	1	1
<b>Total</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>

## Community Development Department | Code Enforcement

Code Enforcement		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$232,590	\$270,453	\$259,076	<b>\$277,593</b>	63.2%	<b>\$287,056</b>	62.5%
4103	Part-time Salaries	\$33,148	-	12,430	-	-	-	-
4111	Overtime Regular Employees	398	-	600	<b>1,000</b>	0.2%	<b>1,000</b>	0.2%
4201	Group Medical Insurance	47,597	53,163	57,754	<b>57,074</b>	13.0%	<b>59,194</b>	12.9%
4202	Medicare Contributions	3,683	3,922	3,958	<b>4,025</b>	0.9%	<b>4,163</b>	0.9%
4211	PERS Regular Contribution	35,827	39,625	33,986	<b>23,606</b>	5.4%	<b>24,411</b>	5.3%
4218	PERS Regular Liability Contribution	-	-	-	<b>22,505</b>	5.1%	<b>27,992</b>	6.1%
<b>Total Salaries &amp; Benefits</b>		<b>\$353,243</b>	<b>\$367,163</b>	<b>\$367,804</b>	<b>\$385,803</b>	<b>87.8%</b>	<b>\$403,816</b>	<b>87.9%</b>
5101	Contract Services	\$360	-	-	-	-	-	-
5202	Membership & Dues	\$255	\$255	\$285	<b>\$300</b>	0.1%	<b>\$300</b>	0.1%
5203	Reference Materials	456	275	275	<b>275</b>	0.1%	<b>275</b>	0.1%
5205	Training, Conferences & Meetings	2,719	2,400	2,400	<b>2,400</b>	0.5%	<b>2,500</b>	0.5%
5206	Uniforms/Safety Equip	1,386	2,500	2,500	<b>2,500</b>	0.6%	<b>2,500</b>	0.5%
5208	Postage	519	500	494	<b>788</b>	0.2%	<b>788</b>	0.2%
5210	Computer Supplies & Software	-	6,040	5,749	<b>6,040</b>	1.4%	<b>6,400</b>	1.4%
5217	Departmental Supplies	880	200	200	<b>200</b>	0.0%	<b>200</b>	0.0%
5225	Printing	1,536	2,000	2,000	<b>3,000</b>	0.7%	<b>3,000</b>	0.7%
5501	Telephone	301	251	269	<b>920</b>	0.2%	<b>948</b>	0.2%
<b>Total Materials &amp; Services</b>		<b>\$8,052</b>	<b>\$14,421</b>	<b>\$14,172</b>	<b>\$16,423</b>	<b>3.7%</b>	<b>\$16,911</b>	<b>3.7%</b>
5611	Warehouse Services	\$7	-	-	-	-	-	-
5621	Information Technology Allocation	19,500	19,430	19,430	<b>30,624</b>	7.0%	<b>32,453</b>	7.1%
5641	Fleet Rental Allocation	4,500	4,500	4,500	<b>4,460</b>	1.0%	<b>4,460</b>	1.0%
5642	Fleet Maintenance Allocation	1,478	1,740	1,491	<b>1,935</b>	0.4%	<b>2,001</b>	0.4%
<b>Total Internal Services</b>		<b>\$25,485</b>	<b>\$25,670</b>	<b>\$25,421</b>	<b>\$37,019</b>	<b>8.4%</b>	<b>\$38,914</b>	<b>8.5%</b>
<b>Total Operating Expenditures</b>		<b>\$387,140</b>	<b>\$407,254</b>	<b>\$407,397</b>	<b>\$439,245</b>	<b>100.0%</b>	<b>\$459,641</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>7.9%</b>		<b>4.6%</b>	
<b>Source of Funds</b>								
General Fund		\$387,140	\$407,254	\$407,397	<b>\$439,245</b>	100.0%	<b>\$459,641</b>	100.0%
<b>Total Sources</b>		<b>\$387,140</b>	<b>\$407,254</b>	<b>\$407,397</b>	<b>\$439,245</b>	<b>100.0%</b>	<b>\$459,641</b>	<b>100.0%</b>

## Program Overview

The Traffic Engineering Division is responsible for preserving and enhancing the safety and accessibility of our transportation network within the City. Traffic engineering is one of several “E’s” that are critical to a safe, efficient and multi-modal roadway system. This Division administers and promotes programs and projects that support these E’s:

*Engineering:* Traffic signals, stop signs, striping, road geometry, sidewalks, bike lanes

*Enforcement:* Speed feedback signs, speed studies, red curb, parking meters, parking permits, traffic control plans

*Education:* Safe Routes to School, Bike to School Days, bicycling safety, public outreach, student education

*Evaluation:* Neighborhood traffic calming studies, crosswalk studies, collision studies, parking studies, bikeway plans

*Encouragement:* Bike to School Days, Walking School Bus, stakeholder involvement

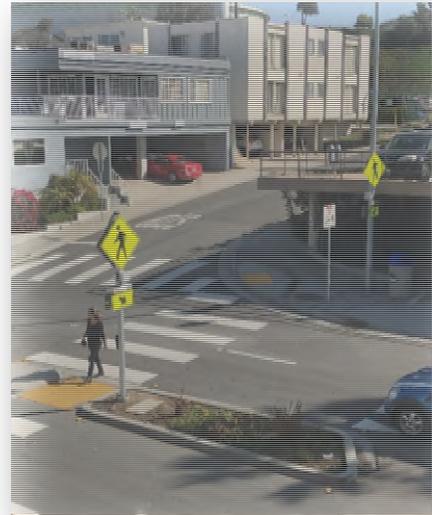
*Environment:* Living Streets Policy, Electric Vehicle (EV) charging stations, bike corrals, active transportation plans, non-motorized transportation projects, regional transportation plans, use of sustainable materials

The Traffic Engineering Division is also responsible for the City’s traffic signal maintenance and is the liaison for the Parking and Public Improvements Commission (PPIC). The Division partners with other divisions, departments and government agencies to provide our community with the best public service.

The Traffic Engineering Division has played a key role in the approval and oversight of the Gelson’s Supermarket and Skecher’s Headquarters developments, and has closely monitored the construction of the Manhattan Village Mall Expansion to ensure compliance with its approved conditions. The Division is more actively managing the use of public rights-of-way through Right-of-Way permits, traffic control plans, POD permits, temporary loading zones, and oversize vehicle permits.

## Objectives FY 2019 & FY 2020

- Construct two Safe Routes to School and two Highway Safety Improvement Program (HSIP) grant projects
- Update the City’s Speed Surveys to set speed limits and conduct enforcement
- Establish a local Traffic Impact Guideline for new developments
- Streamline the right-of-way permitting process
- Implement Living Streets, Bikeway and Pedestrian policies that support the community’s healthy and active lifestyle
- Evaluate and implement Neighborhood Traffic Management Plans in various locations
- Implement the traffic related objectives and goals of the Mobility Plan



**Major Service Delivery Changes**

The Traffic Engineering Division will conduct an update of its Engineering and Traffic Surveys that set speed limits on key streets throughout the City as mandated by State law. Pursuant to SB 743 and the City’s Mobility Plan goals, the Division will establish a local Traffic Impact Guideline for new developments to address potential environmental impacts, using both Vehicle Miles Traveled (VMT) as well as locally sensitive significance thresholds, such as street and intersection level-of-service. A new Traffic Engineering Technician position will be added to assist the Traffic Engineer as a parking manager, to conduct special traffic studies, process various Right-of-Way permits, address various traffic and parking related requests received from the community, and other administrative duties related to the Parking and Public Improvements Commission and various parking and traffic programs.

<b>Authorized Full-Time Positions</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
Traffic Engineer	1	1	1	1
Engineering Technician I/II	-	-	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>

<b>Traffic Engineering Object Description</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Adopted</b>	<b>FY 2018 Y/E Est</b>	<b>FY 2019 Proposed</b>	<b>% of Total</b>	<b>FY 2020 Proposed</b>	<b>% of Total</b>
4101 Salaries & Allowances	\$137,571	\$125,626	\$140,248	<b>\$190,405</b>	41.4%	<b>\$196,643</b>	38.5%
4201 Group Medical Insurance	19,631	19,526	20,827	<b>36,442</b>	7.9%	<b>37,848</b>	7.4%
4202 Medicare Contributions	1,945	1,821	1,983	<b>2,761</b>	0.6%	<b>2,852</b>	0.6%
4204 401A Plan City Contributions	5,722	5,513	5,766	<b>5,657</b>	1.2%	<b>5,771</b>	1.1%
4211 PERS Regular Contribution	17,369	18,377	16,586	<b>15,928</b>	3.5%	<b>16,458</b>	3.2%
4218 PERS Regular Liability Contribution	-	-	-	<b>10,192</b>	2.2%	<b>12,677</b>	2.5%
<b>Total Salaries &amp; Benefits</b>	<b>\$182,238</b>	<b>\$170,864</b>	<b>\$185,410</b>	<b>\$261,385</b>	<b>56.8%</b>	<b>\$272,249</b>	<b>53.3%</b>
5101 Contract Services	\$103,524	\$130,400	\$125,000	<b>\$180,400</b>	39.2%	<b>\$219,000</b>	42.9%
5202 Membership & Dues	680	850	800	<b>975</b>	0.2%	<b>995</b>	0.2%
5203 Reference Materials	70	600	566	<b>600</b>	0.1%	<b>600</b>	0.1%
5205 Training, Conferences & Meetings	3,362	1,000	1,000	<b>4,450</b>	1.0%	<b>5,075</b>	1.0%
5206 Uniforms/Safety Equip	-	-	-	<b>200</b>	0.0%	-	-
5207 Advertising	-	1,500	1,000	<b>500</b>	0.1%	<b>500</b>	0.1%
5209 Tools & Minor Equip	-	1,500	3,143	<b>1,500</b>	0.3%	<b>1,500</b>	0.3%
5210 Computer Supplies & Software	185	-	-	-	-	-	-
5225 Printing	33	1,000	1,000	<b>1,000</b>	0.2%	<b>1,000</b>	0.2%
5501 Telephone	798	1,357	713	<b>258</b>	0.1%	<b>266</b>	0.1%
<b>Total Materials &amp; Services</b>	<b>\$108,652</b>	<b>\$138,207</b>	<b>\$133,222</b>	<b>\$189,883</b>	<b>41.3%</b>	<b>\$228,936</b>	<b>44.8%</b>
5621 Information Technology Allocation	9,780	9,744	9,744	<b>8,788</b>	1.9%	<b>9,312</b>	1.8%
<b>Total Internal Services</b>	<b>\$9,780</b>	<b>\$9,744</b>	<b>\$9,744</b>	<b>\$8,788</b>	<b>1.9%</b>	<b>\$9,312</b>	<b>1.8%</b>
<b>Total Operating Expenditures</b>	<b>\$300,670</b>	<b>\$318,815</b>	<b>\$328,376</b>	<b>\$460,056</b>	<b>100.0%</b>	<b>\$510,497</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>				<b>44.3%</b>		<b>11.0%</b>	
<b>Source of Funds</b>							
General Fund	\$300,670	\$318,815	\$328,376	<b>\$460,056</b>	100.0%	<b>\$510,497</b>	100.0%
<b>Total Sources</b>	<b>\$300,670</b>	<b>\$318,815</b>	<b>\$328,376</b>	<b>\$460,056</b>	<b>100.0%</b>	<b>\$510,497</b>	<b>100.0%</b>

## Program Overview

Manhattan Beach's Environmental Sustainability Division strives to create a healthy, sustainable, and resilient City while furthering the City's long history of environmental leadership, policy, and stewardship, both as a community and as a city government.

In 2018, the City established a Sustainability Task Force, which is a community-based technical working group composed of multi-departmental City staff and a broad array of community stakeholders with environmental experience. In FY 2018-20, this working task force will assist the City's Environmental Sustainability Division in developing sustainability goals, while sharing technical skills and lessons learned from previous environmental and sustainability pursuits, to contribute to the development of policies and programs related to a variety of topics, including (but not limited to):

- Climate Action and Energy
- Low-impact Development and Sustainable Building
- Plastic Pollution Reduction
- Smart Water Management
- Climate Adaptation and Resiliency



## Objectives FY 2019 & FY 2020

- Continue to provide superior service to the community
- Actively participate in the City's JPA Community Choice Energy program, Clean Power Alliance of Southern California, to transition the City's energy consumers to renewable energy sources
- Research and analyze environmental sustainability initiatives through the Sustainability Task Force
- Build climate change resiliency in the City
- Conduct a sea level rise vulnerability assessment and initiate a sea level rise adaptation plan
- Continue to be a local government leader in reducing plastic pollution
- Enhance our City's water conservation and management
- Mitigate climate change through actions identified in a Climate Action Plan
- Provide information, education, and manage issues, complaints and service requests in an efficient and professional manner

## Major Service Delivery Changes

Climate change impacts Manhattan Beach residents' health, well-being, and economic vitality as well as our beaches and environment. Manhattan Beach plays a critical role in state efforts to bring down greenhouse gas emissions, while also reducing the vulnerabilities of people and assets and adapting to the impacts of a changing climate. As a local government, the City is uniquely positioned to implement on-the-ground solutions that reflect Manhattan Beach's community values, creating a lasting impact from the bottom up. To achieve this, we will build the City's Climate Change Resiliency efforts through:

# Community Development Department | Environmental Sustainability

- Developing and adopting a comprehensive Climate Action Plan that includes both municipal and community goals.
- Using best available science and cutting-edge Sea Level Rise (SLR) models to assess the City's vulnerability to climate change.
- Initiating the creation of a Sea Level Rise Vulnerability Assessment, which will lead to the creation of a Sea Level Rise Adaptation Plan to update the City's Local Hazard Mitigation Plan, General Plan Safety Element, and Local Coastal Program.

<b>Authorized Full-Time Positions</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
Environmental Programs Manager <sup>1</sup>	-	1	1	1
<b>Total</b>	-	<b>1</b>	<b>1</b>	<b>1</b>

<sup>1</sup> Position transferred from Public Works Department

Part-time Administrative Intern hours totaling 960 are included in FY 2019 and FY 2020.

<b>Environmental Sustainability Object Description</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Adopted</b>	<b>FY 2018 Y/E Est</b>	<b>FY 2019 Proposed</b>	<b>% of Total</b>	<b>FY 2020 Proposed</b>	<b>% of Total</b>
4101 Salaries & Allowances	-	\$114,636	\$84,094	<b>\$111,564</b>	30.0%	<b>\$113,586</b>	30.2%
4103 Part-time Salaries	-	13,595	6,000	<b>11,750</b>	3.2%	<b>11,751</b>	3.1%
4201 Group Medical Insurance	-	14,572	1,000	<b>1,198</b>	0.3%	<b>1,198</b>	0.3%
4202 Medicare Contributions	-	1,662	1,070	<b>1,618</b>	0.4%	<b>1,647</b>	0.4%
4204 401A Plan City Contributions	-	5,019	1,903	<b>2,585</b>	0.7%	<b>2,635</b>	0.7%
4211 PERS Regular Contribution	-	16,729	11,970	<b>8,598</b>	2.3%	<b>8,770</b>	2.3%
4218 PERS Regular Liability Contribution	-	-	-	<b>8,196</b>	2.2%	<b>10,195</b>	2.7%
<b>Total Salaries &amp; Benefits</b>	-	<b>\$166,212</b>	<b>\$106,037</b>	<b>\$145,509</b>	<b>39.2%</b>	<b>\$149,782</b>	<b>39.8%</b>
5101 Contract Services	-	\$20,000	\$20,000	<b>\$170,000</b>	45.8%	<b>\$170,000</b>	45.2%
5202 Membership & Dues	-	6,850	6,850	<b>7,800</b>	2.1%	<b>8,500</b>	2.3%
5203 Reference Materials	-	300	300	<b>300</b>	0.1%	<b>300</b>	0.1%
5205 Training, Conferences & Meetings	-	3,600	4,000	<b>4,800</b>	1.3%	<b>4,840</b>	1.3%
5207 Advertising	-	12,000	6,000	<b>12,000</b>	3.2%	<b>12,000</b>	3.2%
5210 Computer Supplies & Software	-	-	2,000	-	-	-	-
5217 Departmental Supplies	-	30,000	30,000	<b>30,000</b>	8.1%	<b>30,000</b>	8.0%
5225 Printing	-	1,150	1,000	<b>1,000</b>	0.3%	<b>1,000</b>	0.3%
<b>Total Materials &amp; Services</b>	-	<b>\$73,900</b>	<b>\$70,150</b>	<b>\$225,900</b>	<b>60.8%</b>	<b>\$226,640</b>	<b>60.2%</b>
<b>Total Operating Expenditures</b>	-	<b>\$240,112</b>	<b>\$176,187</b>	<b>\$371,409</b>	<b>100.0%</b>	<b>\$376,422</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>				<b>54.7%</b>		<b>1.3%</b>	
<b>Source of Funds</b>							
General Fund	-	\$240,112	\$176,187	<b>\$371,409</b>	100.0%	<b>\$376,422</b>	100.0%
<b>Total Sources</b>	-	<b>\$240,112</b>	<b>\$176,187</b>	<b>\$371,409</b>	<b>100.0%</b>	<b>\$376,422</b>	<b>100.0%</b>



# City of Manhattan Beach Public Works Department

**Director of  
Public Works**

## ADMINISTRATION

Public Information  
~  
Legislative  
Analysis  
~  
Contract  
Management  
~  
Budget  
Coordination  
~  
Refuse  
~  
Recycling  
~  
Household  
Hazardous Waste  
~  
Special Projects

## MAINTENANCE

Landscape  
Maintenance  
~  
Building  
Maintenance  
~  
Street  
Maintenance  
~  
Parks  
Maintenance  
~  
Street Sweeping  
~  
Fleet Maintenance

## UTILITIES

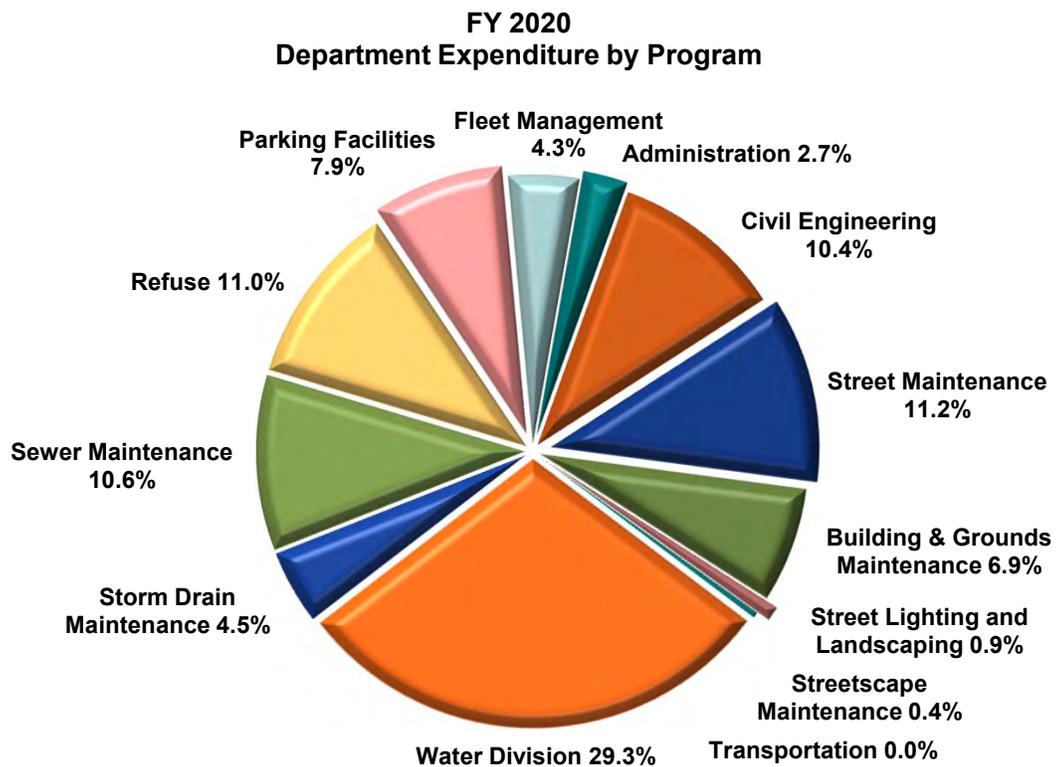
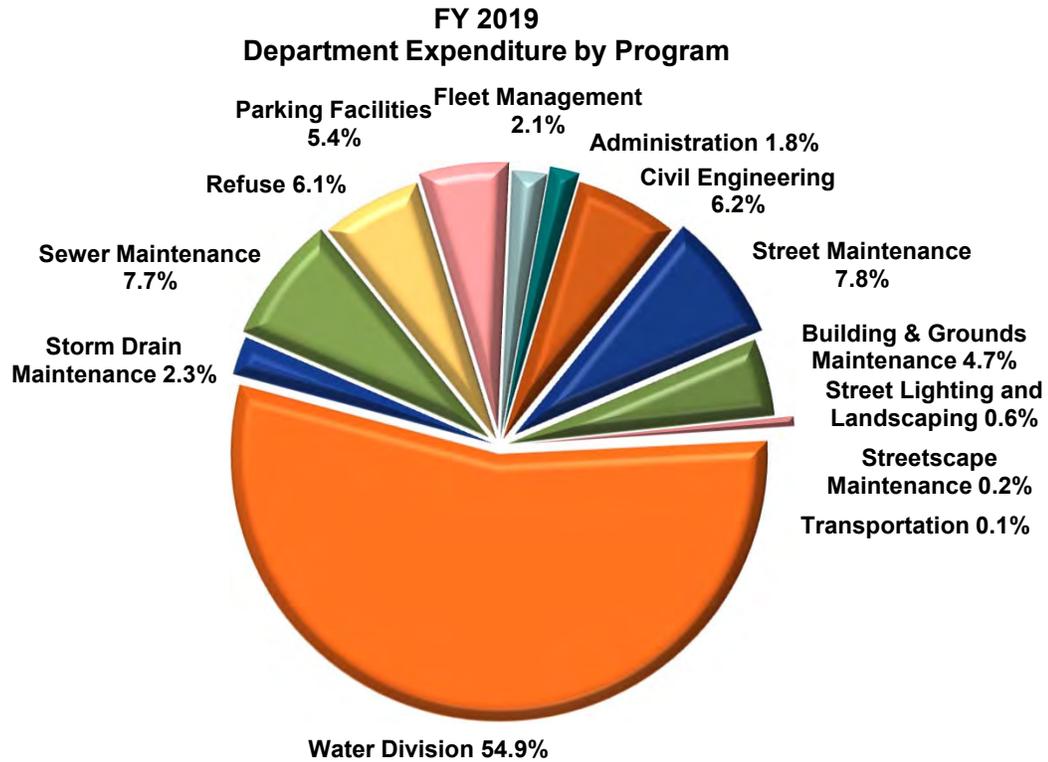
Water Plant  
Operations  
~  
Sewer Maintenance  
~  
Water Maintenance  
~  
Storm Drain  
Maintenance  
~  
Stormwater  
Management  
~  
Parking Meter  
Collection  
Maintenance

## ENGINEERING

Construction  
Management  
~  
Capital  
Improvement  
Program  
~  
Project  
Design  
~  
Infrastructure  
Records  
~  
Public Works  
Inspection



# Public Works Department



# Public Works Department

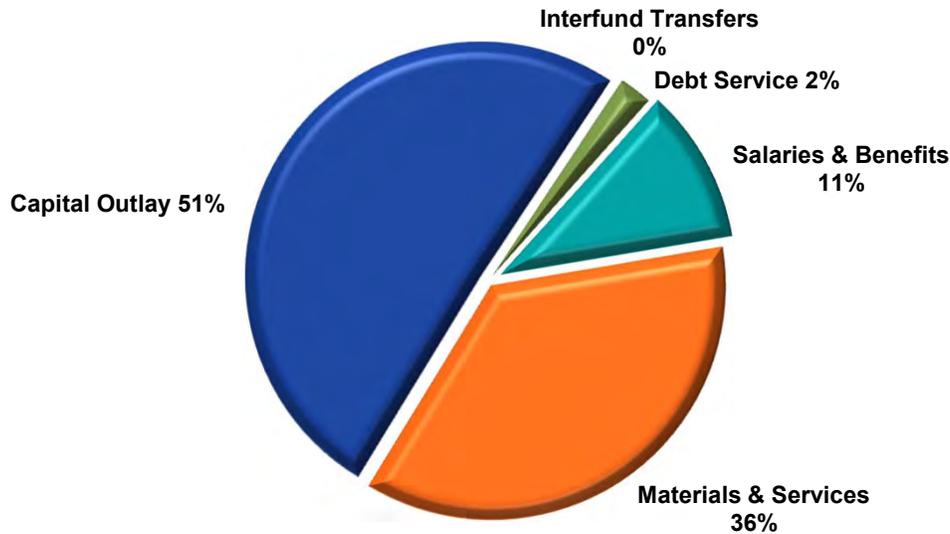


<b>Program Expenditures</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Adopted</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
Administration	\$1,205,328	\$1,295,920	\$1,177,050	\$1,246,201	\$1,289,766
Civil Engineering	4,581,041	6,544,818	4,266,113	4,314,816	4,983,184
Street Maintenance	4,054,729	4,180,724	5,180,736	5,425,872	5,357,068
Building & Grounds Maintenance	2,654,408	3,149,685	3,139,477	3,249,428	3,317,869
Transportation	13,980	11,300	121,568	45,600	2,100
Street Lighting and Landscaping	430,017	432,217	411,155	416,142	426,808
Streetscape Maintenance	194,935	187,577	185,166	165,919	171,122
Water Division	10,992,011	15,618,197	10,998,744	38,078,963	14,013,603
Storm Drain Maintenance	1,130,095	1,336,655	1,800,568	1,615,767	2,138,215
Sewer Maintenance	2,251,133	5,533,400	2,360,979	5,349,957	5,062,073
Refuse	4,161,859	4,219,000	4,165,271	4,198,200	5,257,552
Parking Facilities	4,271,300	4,247,998	4,703,443	3,754,510	3,790,957
Fleet Management	2,163,800	3,704,647	3,021,351	1,460,369	2,033,468
<b>Total</b>	<b>\$38,104,636</b>	<b>\$50,462,139</b>	<b>\$41,531,621</b>	<b>\$69,321,744</b>	<b>\$47,843,785</b>

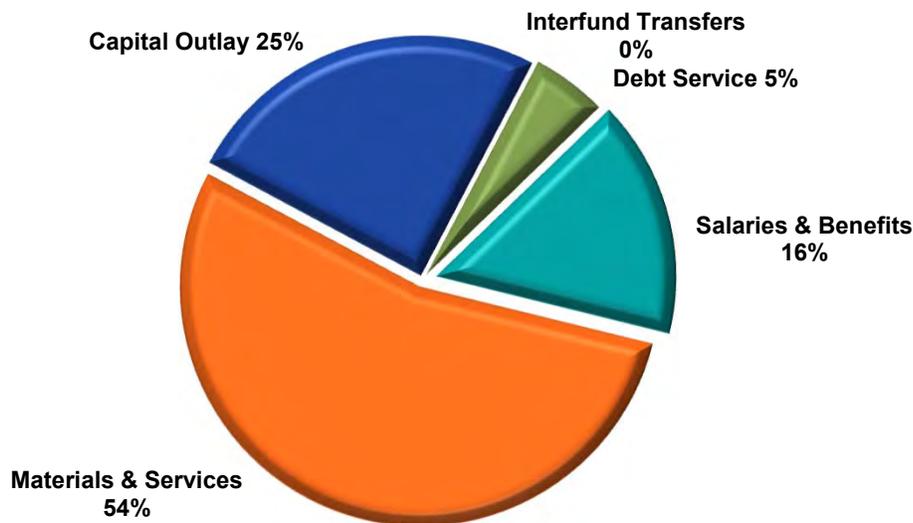
<b>Enterprise Revenues</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Adopted</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
Water	\$14,728,413	\$14,931,000	\$16,149,928	\$15,573,728	\$15,646,664
Stormwater	352,068	354,300	362,496	367,721	368,633
Wastewater	3,319,067	3,350,500	3,348,377	3,518,274	3,524,488
Refuse	4,217,255	4,293,026	4,337,478	4,354,322	4,354,992
Parking	2,457,384	2,597,000	2,598,838	2,597,598	2,599,078
State & County Lots	1,495,567	1,407,100	1,730,773	1,410,484	1,411,933
<b>Total</b>	<b>\$26,569,754</b>	<b>\$26,932,926</b>	<b>\$28,527,890</b>	<b>\$27,822,127</b>	<b>\$27,905,788</b>
<b>Full-Time Positions</b>	<b>56</b>	<b>60</b>	<b>60</b>	<b>62</b>	<b>62</b>

# Public Works Department

FY 2019  
Department Expenditure by Category



FY 2020  
Department Expenditure by Category



Category Expenditures	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	FY 2020 Proposed
Salaries & Benefits	\$6,160,489	\$7,264,144	\$6,334,305	\$7,410,585	\$7,685,942
Materials & Services	21,558,722	23,535,236	22,992,100	25,195,841	25,815,914
Capital Outlay	7,881,686	16,880,376	9,615,481	35,086,564	11,904,729
Debt Service	2,484,246	2,764,376	2,465,250	1,568,663	2,420,088
Interfund Transfers	19,493	18,007	124,485	60,091	17,112
<b>Total</b>	<b>\$38,104,636</b>	<b>\$50,462,139</b>	<b>\$41,531,621</b>	<b>\$69,321,744</b>	<b>\$47,843,785</b>

# Public Works

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## Mission

*To create a safe, clean and well maintained environment for our community through responsive customer service and effective management of the City's infrastructure.*

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## Department Overview

Public Works is one of the City's largest departments, responsible for the operation and maintenance of all public infrastructure located in the public-right-of-way and City properties. Public Works is composed of four divisions including Administration, Engineering, Utilities and Maintenance. In general, Administration manages the day-to-day departmental operations such as payroll, tracking of service requests, clerical, and overall customer service. Engineering develops and manages the City's Capital Improvement Plan. Utilities division operates and maintains the City's sewer, storm drain, and water systems. Maintenance oversees the upkeep of City streets, parks, facilities, fleet, street sweeping and the City's refuse hauling contract, which includes waste hauling and the City's recycling programs in conformance with State laws.

The Public Works Department is essential to the quality of life experienced by the Manhattan Beach community. Standard elements of urban living such as access to high quality running water, a reliable sewer system, well-maintained roads and cleanliness through convenient refuse and street sweeping programs are crucial. A superior level of service is provided by the Public Works Department and its contractors, which sets Manhattan Beach apart from other communities.

## Recent Accomplishment Highlights

### Utilities Division

- The City's potable water system meets all water quality standards set by the state and EPA according to the completed annual consumer confidence report (CCR) for water quality standards. As part of this compliance, over 1,000 water samples were taken throughout the year.
- The 5 year Urban Water Management Plan update was completed as required by the California Water Code. The updated areas of the UWMP include: 1) Water Sources and Supplies, 2) Water Quality, 3) Water Demands, 4) Reliability Planning, 5) Conservation Measures, 6) Contingency Planning, and 7) Climate Change.
- The 5-year Sewer System Management Plan update was completed as required by the State Water Resources Control Board Order No. 2006.0003. The updated areas of the SSMP include: 1) the Public Works Organizational Chart, 2) Training, 3) Reporting Requirements, 4) Previous Sanitary Sewer Overflow events, 5) Capital Improvements Projects (completed and projected) and, 6) Equipment.
- Per California Health and Safety Code, the Tri-annual Public Health Goals Public Hearing was conducted, providing residents an overview of the City's water quality.
- 38 miles of the City's water distribution system was flushed using a patented process that eliminates wasting water that is normally flushed into the City's storm drains. The process pumps water through a trailer mounted filtration system, disinfects it and recirculates the water back into the water distribution system.
- Grant funding was secured for the Hermosa Beach Greenbelt Joint Watershed project. This project will capture Stormwater from the Cities of Hermosa Beach, Manhattan Beach, Redondo Beach and Torrance preventing the discharge of this water into the ocean.

## Maintenance Division

- Crews assisted the Information Technology (IT) Department with installing Wi-Fi to the parks.
- The Facilities staff, through the SCE Direct Install program, replaced all of the City facilities & parking lots 4' fluorescent lamps with LEDs.
- 11 vehicles, 2 Fire Rescue Units and 1 Bobcat Skid Steer were purchased and put into service.
- Staff from multiple divisions provided logistical support for all citywide events (preparation, traffic control, and breakdown/clean-up).
- Crews provided logistical support for engineering services.
- The department's irrigation staff manages the Maxicom irrigation system for the medians and municipal parks citywide.
- Street crews swiftly responded to and rectified pavement defects and graffiti vandalism.
- Rehabilitation of the City's athletic fields at MBUSD schools and fencing and athletic fields at municipal parks.
- Facilities staff executed preparatory work for the Metlox fountain surface replacement and Kiln modifications.
- Facilities staff refurbished the original Metlox Plaza furniture and installed it into the northwest Farmer's Market area of the Plaza.
- Staff completed the remodel of the Dial-A-Ride division offices, Public Works lunch and meeting room and performed several office relocations citywide.
- Electrical and monitoring support for the Downtowner pilot project was provided.
- Crews replaced streetscape lights with LEDs as part of an ongoing streetscape project.
- Staff assisted the Parks and Recreation Department with public art installations in the Civic Center Plaza.
- Solid waste staff organized, managed, and procured coordination assistance for the City's Earth Day event in April 2017.
- Citywide, the community recycled over 40 tons of material per day.
- 16,940 pounds (8.47 tons) of household hazardous waste was collected from residents who participated in the "At Your Door" door-to-door household hazardous waste recycling program.
- An additional 29,260 pounds (14.63 tons) of electronic waste was collected both curbside by Waste Management and at an electronic waste recycling event in April 2017.
- The April 2017 Document Shredding event sponsored by Waste Management as part of their franchise agreement successfully collected and recycled 13,940 pounds (6.97 tons) of paper.

## Engineering Division

- Completed the Slurry Seal project in area 2.
- Completed Parking Structure #2 Structural Rehabilitation.
- Completed Pier Comfort Station Rehabilitation.
- Completed Cycle 1 Community Development Block Grant (CDBG) Citywide Curb Ramp Construction Project.
- Completed Live Oak Park Wide Area Network and Wi-Fi Fiber Optic Conduit Project.
- Completed Strand Stairs Rehabilitation Project.
- Completed Parking Lot 2 Concrete Topping Slab.
- Completed Marine Avenue Skate Park.
- Completed Pier Bollard Project.

## Public Works | Administration

### Program Overview

The responsibilities within the Administration Division include customer service; preparing department billing and payroll; purchasing; filing and management of Public Works grants; managing government contracts; handling public records requests; overseeing staff reports to City Council; training and development; HR supported functions and risk management; coordination of and providing administrative support to the various functions of the Public Works Department. The Department's budget and the City's Capital Improvement Plan documents are created by Administrative staff and managed by the respective Public Works Divisions.



### Objectives FY 2019 & FY 2020

- Continue to provide superior service to the community.
- Deliver overall direction and leadership for the variety of Public Works services provided to the residents.
- Ensure compliance with County, State and Federal requirements.

	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
<b>Authorized Full-Time Positions</b>				
Director	1	1	1	1
Utilities Manager	1	1	1	1
Wastewater & Electrical Supervisor	1	1	1	1
Maintenance Superintendent	1	1	1	1
Senior Management Analyst (Refuse/Admin)	0.25	0.25	0.50	0.50
Senior Management Analyst (Engineering/Admin)	0.50	0.50	0.50	0.50
Executive Secretary	1	1	1	1
<b>Total</b>	<b>5.75</b>	<b>5.75</b>	<b>6.00</b>	<b>6.00</b>

## Public Works | Administration

Administration		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$657,309	\$719,297	\$644,435	\$724,511	58.1%	\$737,927	57.2%
4103	Part-time Salaries	-	12,900	100	-	-	-	-
4111	Overtime Regular Employees	-	250	-	250	0.0%	250	0.0%
4201	Group Medical Insurance	85,415	91,380	96,733	109,741	8.8%	113,791	8.8%
4202	Medicare Contributions	9,337	10,624	9,080	10,505	0.8%	10,700	0.8%
4203	Unemployment	480	480	480	420	0.0%	420	0.0%
4204	401A Plan City Contributions	22,302	24,492	21,671	26,540	2.1%	27,071	2.1%
4205	Worker's Compensation	1,320	1,320	1,320	-	-	-	-
4211	PERS Regular Contribution	82,839	105,878	84,486	60,173	4.8%	61,314	4.8%
4218	PERS Regular Liability Contribution	-	-	-	57,365	4.6%	71,352	5.5%
<b>Total Salaries &amp; Benefits</b>		<b>\$859,002</b>	<b>\$966,621</b>	<b>\$858,305</b>	<b>\$989,505</b>	<b>79.4%</b>	<b>\$1,022,825</b>	<b>79.3%</b>
5101	Contract Services	\$40,576	\$15,726	\$15,700	\$16,200	1.3%	\$16,900	1.3%
5201	Office Supplies	12,819	11,100	13,000	11,500	0.9%	11,500	0.9%
5202	Membership & Dues	719	825	825	2,000	0.2%	2,000	0.2%
5203	Reference Materials	-	200	300	200	0.0%	200	0.0%
5205	Training, Conferences & Meetings	14,062	3,300	4,500	5,000	0.4%	5,000	0.4%
5206	Uniforms/Safety Equip	-	-	100	-	-	-	-
5207	Advertising	-	200	200	200	0.0%	200	0.0%
5208	Postage	207	200	198	179	0.0%	179	0.0%
5210	Computers, Supplies & Software	319	500	500	500	0.0%	500	0.0%
5214	Employee Awards & Events	1,385	1,000	1,000	1,000	0.1%	1,000	0.1%
5217	Departmental Supplies	3,688	4,850	10,000	10,000	0.8%	10,000	0.8%
5225	Printing	146	450	450	500	0.0%	500	0.0%
5501	Telephone	9,692	8,040	8,703	3,982	0.3%	4,101	0.3%
5502	Electricity	26,560	32,877	24,512	25,517	2.0%	26,283	2.0%
5503	Natural Gas	7,258	6,699	6,389	6,268	0.5%	6,456	0.5%
<b>Total Materials &amp; Services</b>		<b>\$117,431</b>	<b>\$85,967</b>	<b>\$86,377</b>	<b>\$83,046</b>	<b>6.7%</b>	<b>\$84,819</b>	<b>6.6%</b>
5611	Warehouse Services	\$956	\$1,500	\$1,500	\$1,500	0.1%	\$1,500	0.1%
5621	Information Technology Allocation	87,840	87,405	87,405	58,851	4.7%	62,365	4.8%
5631	Insurance Allocation	99,360	103,620	103,620	72,960	5.9%	72,960	5.7%
5641	Fleet Rental Allocation	12,480	12,480	12,480	12,270	1.0%	16,310	1.3%
5642	Fleet Maintenance Allocation	8,766	10,320	8,846	11,478	0.9%	11,875	0.9%
<b>Total Internal Services</b>		<b>\$209,402</b>	<b>\$215,325</b>	<b>\$213,851</b>	<b>\$157,059</b>	<b>12.6%</b>	<b>\$165,010</b>	<b>12.8%</b>
<b>Total Operating Expenditures</b>		<b>\$1,185,835</b>	<b>\$1,267,913</b>	<b>\$1,158,533</b>	<b>\$1,229,610</b>	<b>98.7%</b>	<b>\$1,272,654</b>	<b>98.7%</b>
6141	Computer Equipment & Software	-	\$10,000	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>\$10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
9101	Transfers Out	\$19,493	\$18,007	\$18,517	\$16,591	1.3%	\$17,112	1.3%
<b>Total Transfers</b>		<b>\$19,493</b>	<b>\$18,007</b>	<b>\$18,517</b>	<b>\$16,591</b>	<b>1.3%</b>	<b>\$17,112</b>	<b>1.3%</b>
<b>Total Expenditures</b>		<b>\$1,205,328</b>	<b>\$1,295,920</b>	<b>\$1,177,050</b>	<b>\$1,246,201</b>	<b>100.0%</b>	<b>\$1,289,766</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>-3.0%</b>		<b>3.5%</b>	
<b>Source of Funds</b>								
General Fund		\$1,205,328	\$1,295,920	\$1,177,050	\$1,246,201	100.0%	\$1,289,766	100.0%
<b>Total Sources</b>		<b>\$1,205,328</b>	<b>\$1,295,920</b>	<b>\$1,177,050</b>	<b>\$1,246,201</b>	<b>100.0%</b>	<b>\$1,289,766</b>	<b>100.0%</b>



### Program Overview

The Mission of the Engineering Division is to ensure the efficient coordination and responsible construction of a broad spectrum of public infrastructure and private development in the City of Manhattan Beach. The primary responsibility of the Engineering Division is the design and construction of the City's infrastructure (streets, water system, sewer system, storm drain system, park facilities, City buildings (i.e. fire station, community buildings, parking structures, etc.) and transportation/traffic signal systems. The Division is also the "keeper" of the City's public infrastructure record drawings and data. Engineering Division is also responsible for the review, coordination and permitting of private and utility activities in the public rights of way. Staff also provides support to the Community Development Department in reviewing private development proposals to ensure orderly development consistent with the City's General Plan.



### Objectives FY 2019 & FY 2020

- Implement an annual cycle of water and wastewater system improvement project.
- Implement a biennial storm drain system improvement project as funding becomes available.
- Implement a biennial traffic signal system improvement project as funding becomes available.
- Implement an annual residential street improvement project.
- Implement an annual arterial/collector street improvement project.
- Start Construction on the Peck Reservoir Replacement project.
- Start Construction on the Sepulveda Bridge project FY 19/20.
- Provide coordination and oversight of utility undergrounding work.
- Complete Marine Avenue Street Resurfacing.
- Complete Americans with Disabilities Act (ADA) Transition Plan within the public rights of way.
- Complete Design of Fire Station No. 2 Replacement Project.
- Complete the Block 35 Elevated Tank Painting Project.
- Provide timely response to proposed private development plan reviews and utility work requests affecting the public rights of way and existing public infrastructure.

### Major Service Delivery Changes

In FY 2019 and 2020, the City will expand the Engineering Technician series from I/II to I/II/III to assign higher-caliber, more complex responsibilities. Also, the second Public Works Inspector position will be reinstated after being eliminated during the Great Recession. This position will assist with ever-increasing utility and CIP inspection needs.

## Public Works | Civil Engineering

<b>Authorized Full-Time Positions</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
City Engineer	1	1	1	1
Principal Civil Engineer	1	1	1	1
Senior Civil Engineer	2	6	6	6
Public Works Inspector	1	1	2	2
Engineering Technician I/II/III	-	-	1	1
Engineering Technician I/II	1	1	-	-
Senior Management Analyst (Engineering/Admin)	0.5	0.5	0.5	0.5
Secretary	1	1	1	1
<b>Total</b>	<b>7.50</b>	<b>11.50</b>	<b>12.50</b>	<b>12.50</b>

Part-time hours totaling 960 are included in FY 2019 and FY 2020.

<b>Civil Engineering Object Description</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Adopted</b>	<b>FY 2018 Y/E Est</b>	<b>FY 2019 Proposed</b>	<b>% of Total</b>	<b>FY 2020 Proposed</b>	<b>% of Total</b>
4101 Salaries & Allowances	\$779,324	\$1,315,887	\$971,805	<b>\$1,285,794</b>	29.8%	<b>\$1,319,964</b>	26.5%
4103 Part-time Salaries	15,728	30,600	25,000	<b>34,455</b>	0.8%	<b>34,455</b>	0.7%
4111 Overtime Regular Employees	11,452	2,280	9,000	<b>9,000</b>	0.2%	<b>5,000</b>	0.1%
4201 Group Medical Insurance	100,888	216,283	129,848	<b>198,296</b>	4.6%	<b>205,843</b>	4.1%
4202 Medicare Contributions	11,372	19,080	13,900	<b>18,644</b>	0.4%	<b>19,139</b>	0.4%
4204 401A Plan City Contributions	17,747	31,244	20,366	<b>28,020</b>	0.6%	<b>28,580</b>	0.6%
4205 Worker's Compensation	1,320	1,320	1,320	-	-	-	-
4211 PERS Regular Contribution	103,117	158,171	127,936	<b>108,605</b>	2.5%	<b>111,510</b>	2.2%
4218 PERS Regular Liability Contribution	-	-	-	<b>97,339</b>	2.3%	<b>121,073</b>	2.4%
<b>Total Salaries &amp; Benefits</b>	<b>\$1,040,947</b>	<b>\$1,774,865</b>	<b>\$1,299,175</b>	<b>\$1,780,153</b>	<b>41.3%</b>	<b>\$1,845,564</b>	<b>37.0%</b>
5101 Contract Services	\$110,436	\$50,000	\$52,500	<b>\$55,600</b>	1.3%	<b>\$57,600</b>	1.2%
5104 Computer Contract Services	2,039	2,000	7,243	<b>3,000</b>	0.1%	<b>3,000</b>	0.1%
5202 Membership & Dues	1,010	1,000	2,000	<b>3,300</b>	0.1%	<b>3,300</b>	0.1%
5203 Reference Materials	113	400	400	<b>400</b>	0.0%	<b>3,000</b>	0.1%
5205 Training, Conferences & Meetings	2,467	3,760	4,000	<b>10,000</b>	0.2%	<b>10,000</b>	0.2%
5206 Uniforms/Safety Equip	400	900	900	<b>3,400</b>	0.1%	<b>2,475</b>	0.0%
5208 Postage	5,392	5,200	5,133	<b>4,639</b>	0.1%	<b>4,639</b>	0.1%
5210 Computer Supplies & Software	300	7,700	20,000	<b>13,600</b>	0.3%	<b>11,300</b>	0.2%
5212 Office Equip Maintenance	-	2,000	2,000	<b>2,000</b>	0.0%	<b>2,100</b>	0.0%
5217 Departmental Supplies	2,068	5,250	5,250	<b>9,000</b>	0.2%	<b>9,000</b>	0.2%
5225 Printing	309	950	1,500	<b>650</b>	0.0%	<b>1,500</b>	0.0%
5501 Telephone	8,967	7,337	7,869	<b>3,275</b>	0.1%	<b>3,373</b>	0.1%
<b>Total Materials &amp; Services</b>	<b>\$133,501</b>	<b>\$86,497</b>	<b>\$108,795</b>	<b>\$108,864</b>	<b>2.5%</b>	<b>\$111,287</b>	<b>2.2%</b>
5601 Administrative Service Charge	-	\$337,477	\$205,738	<b>\$288,000</b>	6.7%	<b>\$298,000</b>	6.0%
5611 Warehouse Services	524	650	650	<b>650</b>	0.0%	<b>650</b>	0.0%
5621 Information Technology Allocation	78,060	77,720	77,720	<b>85,481</b>	2.0%	<b>90,585</b>	1.8%
5641 Fleet Rental Allocation	8,340	8,340	8,340	<b>8,190</b>	0.2%	<b>8,190</b>	0.2%
5642 Fleet Maintenance Allocation	5,097	6,000	5,143	<b>6,707</b>	0.2%	<b>6,938</b>	0.1%
5651 Building & Operations Allocation	66,625	75,830	76,986	<b>83,640</b>	1.9%	<b>85,020</b>	1.7%
<b>Total Internal Services</b>	<b>\$158,646</b>	<b>\$506,017</b>	<b>\$374,577</b>	<b>\$472,668</b>	<b>11.0%</b>	<b>\$489,383</b>	<b>9.8%</b>
<b>Total Operating Expenditures</b>	<b>\$1,333,094</b>	<b>\$2,367,379</b>	<b>\$1,782,547</b>	<b>\$2,361,685</b>	<b>54.7%</b>	<b>\$2,446,234</b>	<b>49.1%</b>

## Public Works| Civil Engineering

Civil Engineering		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
6131	Vehicles	-	-	-	\$50,000	1.2%	-	-
6141	Computer Equipment & Software	2,786	-	-	14,281	0.3%	-	-
6151	Land	-	-	551,340	-	-	-	-
6222	CIP Street Improvement - CYr	253,960	1,300,000	671,502	700,000	16.2%	700,000	14.0%
6232	CIP Utility Improvements - CYr	6,734	-	-	-	-	-	-
6252	CIP Landscape & Site - CYr	1,784,255	-	35,958	-	-	-	-
6263	Infrastructure Improvements	255,547	1,930,000	302,247	1,030,000	23.9%	830,000	16.7%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$2,303,283</b>	<b>\$3,230,000</b>	<b>\$1,561,047</b>	<b>\$1,794,281</b>	<b>41.6%</b>	<b>\$1,530,000</b>	<b>30.7%</b>
7101	Bond Principal	\$585,000	\$615,000	\$745,000	-	-	\$860,000	17.3%
7102	Bond Interest	351,261	324,439	169,115	149,850	3.5%	136,950	2.7%
7103	Bond Administration Fee	8,404	8,000	8,404	9,000	0.2%	10,000	0.2%
<b>Total Debt Service</b>		<b>\$944,665</b>	<b>\$947,439</b>	<b>\$922,519</b>	<b>\$158,850</b>	<b>3.7%</b>	<b>\$1,006,950</b>	<b>20.2%</b>
<b>Total Expenditures</b>		<b>\$4,581,041</b>	<b>\$6,544,818</b>	<b>\$4,266,113</b>	<b>\$4,314,816</b>	<b>100.0%</b>	<b>\$4,983,184</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>-0.2%</b>		<b>3.6%</b>	
<b>Source of Funds</b>								
General Fund		\$1,335,880	\$2,029,902	\$1,574,309	\$2,137,966	49.5%	\$2,148,234	43.1%
Streets, Highways & Sidewalks		-	32,060	20,000	27,000	0.6%	28,000	0.6%
Prop C		260,694	1,369,183	1,232,842	759,000	17.6%	761,000	15.3%
Measure R		-	25,311	5,000	22,000	0.5%	22,000	0.4%
Measure M		-	42,185	2,000	36,000	0.8%	37,000	0.7%
Capital Improvement		2,039,802	2,098,738	506,943	1,174,000	27.2%	980,000	19.7%
Special Assessment Redemption Fund		944,665	947,439	925,019	158,850	3.7%	1,006,950	20.2%
<b>Total Sources</b>		<b>\$4,581,041</b>	<b>\$6,544,818</b>	<b>\$4,266,113</b>	<b>\$4,314,816</b>	<b>100.0%</b>	<b>\$4,983,184</b>	<b>100.0%</b>



### Program Overview

The Street Maintenance Division shifted its pavement marking resource emphasis on annual curb markings, parking lot markings, and modifications to existing inventory, having completed the thermoplastic conversion process. Staff continues to drive repairs by cycling through the established seven maintenance districts whereby every area of the City is routinely inspected for pavement defects, condition of signs and markings, sidewalk displacements and tree related issues.

Staff will continue to target speedy graffiti removal from private property to meet the City's 24 hour abatement window, and ensuring all field staff has supplies and materials on hand to abate minor tagging when encountered.



### Objectives FY 2019 & FY 2020

- Maintain thermoplastic markings and continue addition of MMA (meth methacrylate) resin markings to concrete streets to complement pavement marking program.
- Complete Sections 4 and 5 concrete repairs through the identification of displaced sidewalks and the notification of property owners.
- Continue gathering metrics for sign inventory to ensure all signs meet standards for reflectivity and project upcoming sign needs for budget forecasting.
- Continue view obstruction abatements as part of the sign management program.
- Continue working with Traffic Engineer to modify and install signage and markings as directed.
- Assist with street improvements for annual slurry program, upcoming sewer and water line replacement projects, and other capital improvement street projects.
- Continue Sepulveda sidewalk repairs through the subsidized Caltrans Delegated Maintenance Agreement.
- Emphasize speedy response to pothole repairs and other pavement defects.
- Provide support for special events, partner with event coordinators to reduce costs, and use the GovOutreach work order system to streamline processes and job costing.
- Continue to pursue the use of environmentally sustainable and/or recycled materials.

### Major Service Delivery Changes

In FY 2019, an Electrician position (and utility truck) will be added to perform electrical work for the street, park, building maintenance and lighting divisions. The workload, previously addressed through contracted services, will be provided at a lower cost in-house.

## Public Works| Street Maintenance

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<b>Authorized Full-Time Positions</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
Maintenance Worker IV	2	2	1	1
Maintenance Worker III	-	1	2	2
Maintenance Worker I/II	9.5	8.5	7.5	7.5
Urban Forester	1	1	1	1
Electrician	-	-	1	1
Secretary	1	1	0.25	0.25
<b>Total</b>	<b>13.5</b>	<b>13.5</b>	<b>12.75</b>	<b>12.75</b>

## Public Works | Street Maintenance

Street Maintenance		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$850,895	\$891,317	\$895,321	\$860,222	15.9%	\$884,573	16.5%
4111	Overtime Regular Employees	17,067	12,265	18,225	18,200	0.3%	18,850	0.4%
4114	Overtime Special Events	29,140	33,330	33,330	41,000	0.8%	42,750	0.8%
4201	Group Medical Insurance	163,758	174,239	172,589	184,005	3.4%	191,002	3.6%
4202	Medicare Contributions	11,353	11,546	12,433	12,473	0.2%	12,827	0.2%
4203	Unemployment	7,500	7,500	7,500	5,700	0.1%	5,700	0.1%
4204	401A Plan City Contributions	8,351	6,460	10,639	6,098	0.1%	6,221	0.1%
4205	Worker's Compensation	1,320	1,320	1,320	91,380	1.7%	91,380	1.7%
4211	PERS Regular Contribution	113,547	132,157	113,886	79,401	1.5%	81,471	1.5%
4218	PERS Regular Liability Contribution	-	-	-	65,808	1.2%	81,854	1.5%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,202,931</b>	<b>\$1,270,134</b>	<b>\$1,265,243</b>	<b>\$1,364,287</b>	<b>25.1%</b>	<b>\$1,416,628</b>	<b>26.4%</b>
5101	Contract Services	\$256,255	\$274,840	\$274,840	\$360,500	6.6%	\$372,700	7.0%
5108	Legal Services	19,991	-	-	-	-	-	-
5104	Computer Contract Services	9,350	-	-	-	-	-	-
5202	Membership & Dues	-	320	2,000	1,650	0.0%	1,705	0.0%
5205	Training, Conferences & Meetings	342	7,595	7,595	20,000	0.4%	20,000	0.4%
5206	Uniforms/Safety Equip	5,524	7,650	7,650	9,025	0.2%	8,288	0.2%
5207	Advertising	-	300	300	300	0.0%	300	0.0%
5210	Computer Supplies & Software	-	3,100	3,100	2,600	0.0%	-	-
5217	Departmental Supplies	176,123	152,820	155,000	190,500	3.5%	193,100	3.6%
5225	Printing	28	-	-	-	-	-	-
5501	Telephone	-	-	-	1,049	0.0%	1,080	0.0%
5502	Electricity	30,359	36,475	32,827	34,173	0.6%	35,198	0.7%
5504	Water	68,503	66,055	63,067	65,337	1.2%	67,297	1.3%
<b>Total Materials &amp; Services</b>		<b>\$566,475</b>	<b>\$549,155</b>	<b>\$546,379</b>	<b>\$685,134</b>	<b>12.6%</b>	<b>\$699,668</b>	<b>13.1%</b>
5611	Warehouse Services	\$3,848	\$4,000	\$4,500	\$5,500	0.1%	\$5,500	0.1%
5621	Information Technology Allocation	68,280	67,975	67,975	69,769	1.3%	73,935	1.4%
5631	Insurance Allocation	316,140	327,780	327,780	252,480	4.7%	252,480	4.7%
5641	Fleet Rental Allocation	111,480	111,480	111,480	168,490	3.1%	172,310	3.2%
5642	Fleet Maintenance Allocation	97,858	115,200	98,749	129,823	2.4%	126,547	2.4%
<b>Total Internal Services</b>		<b>\$597,605</b>	<b>\$626,435</b>	<b>\$610,484</b>	<b>\$626,062</b>	<b>11.5%</b>	<b>\$630,772</b>	<b>11.8%</b>
<b>Total Operating Expenditures</b>		<b>\$2,367,011</b>	<b>\$2,445,724</b>	<b>\$2,422,106</b>	<b>\$2,675,483</b>	<b>49.3%</b>	<b>\$2,747,068</b>	<b>51.3%</b>
6131	Vehicles	-	-	-	50,000	0.9%	-	-
6141	Computer Equipment & Software	-	-	-	25,389	0.5%	-	-
6222	CIP Street Improvement - CYr	1,687,718	1,735,000	2,758,630	2,675,000	49.3%	2,610,000	48.7%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$1,687,718</b>	<b>\$1,735,000</b>	<b>\$2,758,630</b>	<b>\$2,750,389</b>	<b>50.7%</b>	<b>\$2,610,000</b>	<b>48.7%</b>
<b>Total Expenditures</b>		<b>\$4,054,729</b>	<b>\$4,180,724</b>	<b>\$5,180,736</b>	<b>\$5,425,872</b>	<b>100.0%</b>	<b>\$5,357,068</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>9.4%</b>		<b>2.7%</b>	
<b>Source of Funds</b>								
General Fund		\$2,367,011	\$2,445,724	\$2,422,106	\$2,750,872	50.7%	\$2,747,068	51.3%
Gas Tax Fund		611,831	500,000	1,688,541	1,750,000	32.3%	1,250,000	23.3%
Prop C		50,921	-	20,485	-	-	-	-
Measure R		168,821	250,000	533,810	450,000	8.3%	420,000	7.8%
Measure M		-	200,000	20,000	-	-	840,000	15.7%
Capital Improvement Fund		856,144	785,000	495,794	475,000	8.8%	100,000	1.9%
<b>Total Sources</b>		<b>\$4,054,729</b>	<b>\$4,180,724</b>	<b>\$5,180,736</b>	<b>\$5,425,872</b>	<b>100.0%</b>	<b>\$5,357,068</b>	<b>100.0%</b>

## Public Works | Building & Grounds

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### Program Overview

The Building and Grounds maintenance services are delivered through a combination of skilled City maintenance employees and competitively bid outside service contracts. This program is responsible for the preparation and maintenance of parks facilities, school athletic fields which are under City control, City Buildings, and select capital improvement projects. This division also provides electrical support to numerous special events such as the Pier lighting, Pier fireworks, Old Hometown Fair, and Earth Day, as well as reviews of all Public Works construction projects that involve electrical systems.



### Objectives FY 2019 & 2020

- Continue to monitor service contracts to ensure quality service is delivered in a timely and cost effective manner.
- Assist Engineering Division to ensure Pier and Roundhouse project flows smoothly and to highest quality standards.
- Assist Engineering project team with implementation of rehabilitation and repair projects as identified in the Facilities Assessment.
- Continue monitoring all street lighting through routine night inspections and work closely with Southern California Edison to ensure outage notifications and service obligations are met.
- Continue partnership with the Manhattan Beach Little League, American Youth Soccer Organization, and MBUSD to continue sustainable maintenance programs and raise level of field playability and aesthetics.
- Continue partnership with various businesses and groups during the year to support the many special events that occur throughout the City, and work on ways to contain event costs.
- Ensure Civic Center landscape plantings and maintenance practices complement County Library.

### Major Service Delivery Changes

In FY 2019, Public Works will be purchasing replacement portable and in-vehicle radios compatible with the new Los Angeles area Interagency Communications Interoperability (ICI) System. The new radios will allow communications between Public Works personnel and Police and Fire personnel, as well as cross-jurisdictional communication in the event of a large-scale disaster.

## Public Works | Building & Grounds

Authorized Full-Time Positions	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
Maintenance Worker IV	1	1	1	1
Building Repair Craftsperson	4	4	4	4
Maintenance Worker I/II	1	1	2	2
Secretary	-	-	0.5	0.5
<b>Total</b>	<b>6.0</b>	<b>6.0</b>	<b>7.5</b>	<b>7.5</b>

Building & Grounds Object Description	FY 2017 Actual	FY 2018 Adopted	FY 2018 Y/E Est	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
4101 Salaries & Allowances	\$398,841	\$395,775	\$433,530	\$529,816	16.3%	\$539,876	16.3%
4111 Overtime Regular Employees	6,885	13,860	15,480	16,000	0.5%	16,550	0.5%
4201 Group Medical Insurance	66,767	65,488	78,904	102,442	3.2%	106,253	3.2%
4202 Medicare Contributions	5,762	5,739	6,391	7,682	0.2%	7,828	0.2%
4204 401A Plan City Contributions	2,144	2,098	2,208	2,187	0.1%	2,231	0.1%
4205 Worker's Compensation	1,320	1,320	1,320	18,300	0.6%	18,300	0.6%
4211 PERS Regular Contribution	52,362	59,245	53,786	44,986	1.4%	45,843	1.4%
4218 PERS Regular Liability Contribution	-	-	-	42,887	1.3%	53,345	1.6%
<b>Total Salaries &amp; Benefits</b>	<b>\$534,081</b>	<b>\$543,526</b>	<b>\$591,619</b>	<b>\$764,300</b>	<b>23.5%</b>	<b>\$790,226</b>	<b>23.8%</b>
5101 Contract Services	\$1,139,266	\$1,627,145	\$1,576,415	\$1,462,200	45.0%	\$1,504,000	45.3%
5205 Training, Conferences & Meetings	1,577	4,500	4,500	5,000	0.2%	6,000	0.2%
5206 Uniforms/Safety Equip	3,433	4,500	3,600	4,750	0.1%	4,875	0.1%
5207 Advertising	-	1,000	1,000	1,000	0.0%	1,000	0.0%
5209 Tools & Minor Equip	1,524	-	2,000	-	-	-	-
5210 Computer Supplies & Software	3,515	1,000	1,120	1,400	0.0%	1,500	0.0%
5217 Departmental Supplies	323,057	260,890	271,250	258,200	7.9%	266,150	8.0%
5225 Printing	-	150	150	150	0.0%	150	0.0%
5501 Telephone	1,514	1,105	857	1,038	0.0%	1,069	0.0%
5502 Electricity	144,744	169,286	164,632	171,382	5.3%	176,524	5.3%
5503 Natural Gas	3,831	4,863	19,478	19,108	0.6%	19,681	0.6%
5504 Water	352,079	389,406	366,462	379,655	11.7%	391,045	11.8%
<b>Total Materials &amp; Services</b>	<b>\$1,974,539</b>	<b>\$2,463,845</b>	<b>\$2,411,464</b>	<b>\$2,303,883</b>	<b>70.9%</b>	<b>\$2,371,994</b>	<b>71.5%</b>
5611 Warehouse Services	\$20,408	\$19,660	\$19,660	\$25,700	0.8%	\$25,700	0.8%
5621 Information Technology Allocation	29,280	29,174	29,174	39,616	1.2%	33,581	1.0%
5631 Insurance Allocation	2,340	3,060	3,060	6,600	0.2%	6,600	0.2%
5641 Fleet Rental Allocation	48,960	48,960	48,960	48,220	1.5%	48,220	1.5%
5642 Fleet Maintenance Allocation	35,219	41,460	35,540	39,687	1.2%	41,548	1.3%
<b>Total Internal Services</b>	<b>\$136,206</b>	<b>\$142,314</b>	<b>\$136,394</b>	<b>\$159,823</b>	<b>4.9%</b>	<b>\$155,649</b>	<b>4.7%</b>
<b>Total Operating Expenditures</b>	<b>\$2,644,827</b>	<b>\$3,149,685</b>	<b>\$3,139,477</b>	<b>\$3,228,006</b>	<b>99.3%</b>	<b>\$3,317,869</b>	<b>100.0%</b>
6121 Machinery & Equipment	\$9,581	-	-	-	-	-	-
6141 Computer Equipment & Software	-	-	-	21,422	0.7%	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$9,581</b>	<b>-</b>	<b>-</b>	<b>\$21,422</b>	<b>0.7%</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$2,654,408</b>	<b>\$3,149,685</b>	<b>\$3,139,477</b>	<b>\$3,249,428</b>	<b>100.0%</b>	<b>\$3,317,869</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>				<b>2.5%</b>			
				<b>2.8%</b>			
<b>Source of Funds</b>							
General Fund	\$1,218,383	\$1,524,902	\$1,466,622	\$1,467,539	45.2%	\$1,499,146	45.2%
Building Maintenance	1,436,025	1,624,783	1,672,855	1,781,889	54.8%	1,818,723	54.8%
<b>Total Sources</b>	<b>\$2,654,408</b>	<b>\$3,149,685</b>	<b>\$3,139,477</b>	<b>\$3,249,428</b>	<b>100.0%</b>	<b>\$3,317,869</b>	<b>100.0%</b>

## Public Works | Street Lighting & Landscaping

### Program Overview

In the early 1970's, the City formed several Street Lighting & Landscaping Assessment Districts pursuant to the Landscaping and Lighting Act of 1972. Through an assessment paid by property owners, this program provides for the payment of energy and maintenance costs of one thousand, eight hundred and eighty five (1,885) street lights. The method of assessment, which was approved at the time of the district's formation, is a proportion of the estimated benefit to be received by such lots and parcels. It is collected by Los Angeles County through the property tax rolls, and remitted to the City.



### Objectives FY 2019 & FY 2020

- Continue to seek grant funding to offset energy efficient lighting retrofit costs throughout the City.
- Perform quarterly lighting surveys to ensure street lights are working properly.
- Continue to retrofit City owned street lighting to LED as parts wear and fail.
- Explore purchase of streetlights from SCE as part of City's overall conservation plan.

Street Lighting & Landscaping		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
5101	Contract Services	\$13,731	\$11,000	\$14,625	<b>\$14,625</b>	3.5%	<b>\$14,600</b>	3.4%
5207	Advertising	-	400	400	<b>400</b>	0.1%	<b>400</b>	0.1%
5217	Departmental Supplies	6,050	7,500	14,000	<b>9,000</b>	2.2%	<b>9,000</b>	2.1%
5502	Electricity	277,618	305,014	276,122	<b>287,443</b>	69.1%	<b>296,067</b>	69.4%
5503	Natural Gas	96,846	72,528	70,233	<b>68,899</b>	16.6%	<b>70,966</b>	16.6%
<b>Total Materials &amp; Services</b>		<b>\$394,245</b>	<b>\$396,442</b>	<b>\$375,380</b>	<b>\$380,367</b>	<b>91.4%</b>	<b>\$391,033</b>	<b>91.6%</b>
5601	Administrative Service Charge	\$35,772	\$35,775	\$35,775	<b>\$35,775</b>	8.6%	<b>\$35,775</b>	8.4%
<b>Total Internal Services</b>		<b>\$35,772</b>	<b>\$35,775</b>	<b>\$35,775</b>	<b>\$35,775</b>	<b>8.6%</b>	<b>\$35,775</b>	<b>8.4%</b>
<b>Total Operating Expenditures</b>		<b>\$430,017</b>	<b>\$432,217</b>	<b>\$411,155</b>	<b>\$416,142</b>	<b>100.0%</b>	<b>\$426,808</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>-3.7%</b>		<b>2.6%</b>	
<b>Source of Funds</b>								
Street Lighting & Landscaping		\$268,447	\$270,621	\$270,377	<b>\$270,377</b>	65.0%	<b>\$270,377</b>	63.3%
Subsidy from General Fund (Transfer In)		161,570	161,596	140,778	<b>145,765</b>	35.0%	<b>156,431</b>	36.7%
<b>Total Sources</b>		<b>\$430,017</b>	<b>\$432,217</b>	<b>\$411,155</b>	<b>\$416,142</b>	<b>100.0%</b>	<b>\$426,808</b>	<b>100.0%</b>

## Program Overview

Zone 10 of the Manhattan Beach Street Lighting & Landscaping Assessment District was established as a Streetscape District. The method of assessment to the property owners, which was approved at the time of the district's formation, was in proportion to the property's street frontage in the Downtown area. This assessment is collected by Los Angeles County through the property tax rolls and remitted to the City.



## Objectives FY 2019 & FY 2020

- Work in conjunction with Engineering staff, Downtown Business Association, and all other stakeholders in developing a rehabilitation plan for Downtown Streetscape.
- Replace traffic signal poles and signal heads, as required.
- Ensure high level landscape and custodial maintenance in the Downtown area through continued weekend power washing service during peak season (April through September).
- Continue monitoring maintenance contracts.

Streetscape Maintenance Object Description	FY 2017 Actual	FY 2018 Adopted	FY 2018 Y/E Est	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
5101 Contract Services	\$145,120	\$130,730	\$130,730	<b>\$122,000</b>	73.5%	<b>\$126,300</b>	73.8%
5217 Departmental Supplies	14,907	19,845	19,845	<b>15,000</b>	9.0%	<b>15,500</b>	9.1%
5502 Electricity	6,899	9,846	6,829	<b>7,108</b>	4.3%	<b>7,321</b>	4.3%
5504 Water	6,533	4,492	6,126	<b>6,347</b>	3.8%	<b>6,537</b>	3.8%
<b>Total Materials &amp; Services</b>	<b>\$173,459</b>	<b>\$164,913</b>	<b>\$163,530</b>	<b>\$150,455</b>	<b>90.7%</b>	<b>\$155,658</b>	<b>91.0%</b>
5601 Administrative Service Charge	\$15,360	\$15,364	\$15,364	<b>\$15,364</b>	9.3%	<b>\$15,364</b>	9.0%
5611 Warehouse Services	-	100	100	<b>100</b>	0.1%	<b>100</b>	0.1%
5642 Fleet Maintenance Allocation	6,116	7,200	6,172	-	-	-	-
<b>Total Internal Services</b>	<b>\$21,476</b>	<b>\$22,664</b>	<b>\$21,636</b>	<b>\$15,464</b>	<b>9.3%</b>	<b>\$15,464</b>	<b>9.0%</b>
<b>Total Operating Expenditures</b>	<b>\$194,935</b>	<b>\$187,577</b>	<b>\$185,166</b>	<b>\$165,919</b>	<b>100.0%</b>	<b>\$171,122</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>				<b>-11.5%</b>		<b>3.1%</b>	
<b>Source of Funds</b>							
Streetlighting & Landscape	\$126,209	\$125,513	\$126,023	<b>\$124,097</b>	74.8%	<b>\$124,097</b>	72.5%
Subsidy from General Fund (Transfer In)	68,726	62,064	59,143	<b>41,822</b>	25.2%	<b>47,025</b>	27.5%
<b>Total Sources</b>	<b>\$194,935</b>	<b>\$187,577</b>	<b>\$185,166</b>	<b>\$165,919</b>	<b>100.0%</b>	<b>\$171,122</b>	<b>100.0%</b>

### Program Overview

The City's water division is comprised of two distinct groups: water plant operations and water maintenance operations. These two groups oversee the maintenance and efficiencies of the water infrastructure, staffing and source of supply.

The City's water storage and distribution system is comprised of two reservoirs with a combined storage capacity of 10 million gallons; one elevated storage tank with a storage capacity of 300,000 gallons; one imported water connection with the Metropolitan Water District of Southern California with a production capacity of 5,000 gallons per minute; two groundwater wells with a total production capacity of 3,500 gallons per minute; booster stations with a total delivery capacity of 14,800 gallons per minute; two 18 inch emergency water transmission line connections with the City of El Segundo and California Water Service Company; five emergency generators at the wells and booster stations; approximately 112 miles of water distribution pipelines ranging in diameter from 4" to 24"; over 1700 gate valves; over 900 Fire Hydrants; and 775 backflow devices.



Approximately 93% (1.4 billion gallons) of the City's water supply is provided by the Metropolitan Water District (MWD) and 7% (100 million gallons) is supplied through City-owned groundwater rights in the West Coast Groundwater Basin. The City offsets the cost of higher priced MWD of Southern California water through leasing of less expensive groundwater rights from agencies with surplus groundwater rights, while maintaining high water quality.

### Objectives FY 2019 & FY 2020

- Provide excellent customer service by way of rapid response to service interruption, water quality inquiries and advance notification of the Water Division's field activities.
- Maintain water quality regulations and reporting requirements to all regulatory agencies, including the Environmental Protection Agency and the State Water Resources Control Board.
- Decrease use of higher-cost imported water.
- The City will pursue options on purchasing groundwater rights from West Basin groundwater agencies that own excess water rights in order to become less reliant on imported water from the Metropolitan Water District.
- The City will collaborate with the West Basin Municipal Water District, Water Replenishment District and Metropolitan Water District in offering water conservation education programs to the public, including drought tolerant plants, irrigation control devices and turf removal.
- Maintain normal and emergency water system performance reliability through preventative maintenance practices on pump/wells, motor control centers, automated control valves, emergency generators, critical water system isolation valves, fire hydrants, meter testing, disinfection systems, water distribution flushing, backflow and cross connection inspections.
- In FY 18/19, start upgrade of the Larrison St. Booster Station to include electrical components, motor controls and Supervisory Control and Data Acquisition (SCADA) components.

- In FY 18/19, install and complete the Advance metering Infrastructure system pilot project to provide real-time water meter consumption data via radio communication that will facilitate and enhance billing accuracy by elimination of the need to perform manual field meter reads and rereads; capture water consumption exceptions and electronically alert customers of possible leaks; enhance water conservation performance through repairs performed by customer that are alerted of possible leaks.
- In FY 19/20, complete upgrades of the Larrson St. Booster Station to include pumps, motors, valves and piping.
- In FY 19/20, update the Urban Water Management Plan as required every 5 years by the California Water Code.

### Major Service Delivery Changes

In FY 2019, hardware upgrades to the City’s SCADA system will be made as the current hardware is becoming obsolete. This upgrade will keep these operations in working order and allow for technology updates in the future. Also, a part-time Management Analyst position has been added to manage the administrative duties of the City’s growing backflow program, which currently oversees 775 backflow devices.

<b>Authorized Full-Time Positions</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
Water Distribution Supervisor	1	1	1	1
Senior Water Plant Operator	1	1	1	1
Water Plant Operator	1	1	1	1
Maintenance Worker III	-	-	1	1
Maintenance Worker I/II	6	6	5	5
Electrician	0.35	0.35	0.35	0.35
Water Meter Reader	1	1	1	1
Secretary	1.00	1.00	0.45	0.45
<b>Total</b>	<b>11.35</b>	<b>11.35</b>	<b>10.80</b>	<b>10.80</b>

Part-time hours totaling 960 are included in FY 2019 and FY 2020.

## Public Works | Water Division

Water Division		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$678,632	\$755,159	\$661,679	<b>\$725,049</b>	1.9%	<b>\$748,701</b>	5.3%
4103	Part-time Salaries	12,616	-	40,000	<b>34,464</b>	0.1%	<b>34,464</b>	0.2%
4111	Overtime Regular Employees	27,476	25,700	25,700	<b>25,700</b>	0.1%	<b>25,900</b>	0.2%
4201	Group Medical Insurance	111,316	161,570	124,686	<b>152,654</b>	0.4%	<b>158,377</b>	1.1%
4202	Medicare Contributions	10,174	10,836	10,336	<b>10,514</b>	0.0%	<b>10,857</b>	0.1%
4204	401A Plan City Contributions	1,650	2,371	2,124	<b>2,108</b>	0.0%	<b>2,150</b>	0.0%
4205	Worker's Compensation	183,000	190,920	190,920	<b>120,480</b>	0.3%	<b>120,480</b>	0.9%
4211	PERS Regular Contribution	88,086	110,988	90,578	<b>67,222</b>	0.2%	<b>69,231</b>	0.5%
4218	PERS Regular Liability Contribution	-	-	-	<b>58,085</b>	0.2%	<b>72,248</b>	0.5%
4220	Accrued Leave	633	-	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$1,113,582</b>	<b>\$1,257,544</b>	<b>\$1,146,023</b>	<b>\$1,196,276</b>	<b>3.1%</b>	<b>\$1,242,408</b>	<b>8.9%</b>
5101	Contract Services	\$6,459,049	\$5,710,529	\$5,770,635	<b>\$6,948,490</b>	18.2%	<b>\$7,159,875</b>	51.1%
5104	Computer Contract Services	8,823	11,875	19,110	<b>26,410</b>	0.1%	<b>36,100</b>	0.3%
5202	Membership & Dues	3,935	4,130	6,375	<b>5,375</b>	0.0%	<b>5,575</b>	0.0%
5203	Reference Materials	930	530	530	<b>1,000</b>	0.0%	<b>1,000</b>	0.0%
5205	Training, Conferences & Meetings	3,541	6,950	13,000	<b>22,000</b>	0.1%	<b>22,000</b>	0.2%
5206	Uniforms/Safety Equip	7,028	7,792	7,792	<b>8,950</b>	0.0%	<b>9,400</b>	0.1%
5207	Advertising	168	300	300	<b>300</b>	0.0%	<b>300</b>	0.0%
5209	Tools & Minor Equip	1,267	3,995	6,900	<b>5,000</b>	0.0%	<b>5,100</b>	0.0%
5210	Computer Supplies & Software	-	3,100	7,500	<b>16,000</b>	0.0%	-	-
5217	Departmental Supplies	144,420	431,540	320,000	<b>449,000</b>	1.2%	<b>439,600</b>	3.1%
5225	Printing	534	105	105	<b>150</b>	0.0%	<b>150</b>	0.0%
5231	Bank Service Charge	21,630	27,000	25,000	<b>27,000</b>	0.1%	<b>29,000</b>	0.2%
5240	Assessments & Taxes	94,818	770,340	300,000	<b>770,340</b>	2.0%	<b>791,160</b>	5.6%
5501	Telephone	81,159	77,104	89,539	<b>80,332</b>	0.2%	<b>82,742</b>	0.6%
5502	Electricity	153,397	268,897	200,657	<b>192,885</b>	0.5%	<b>198,672</b>	1.4%
5503	Natural Gas	-	297	-	-	-	-	-
5504	Water	40,213	31,904	46,719	<b>48,400</b>	0.1%	<b>49,852</b>	0.4%
<b>Total Materials &amp; Services</b>		<b>\$7,020,912</b>	<b>\$7,356,388</b>	<b>\$6,814,162</b>	<b>\$8,601,632</b>	<b>22.6%</b>	<b>\$8,830,526</b>	<b>63.0%</b>
5601	Administrative Service Charge	\$1,643,160	\$1,811,895	\$1,811,895	<b>\$1,787,157</b>	4.7%	<b>\$1,793,157</b>	12.8%
5611	Warehouse Services	2,917	2,595	3,555	<b>3,480</b>	0.0%	<b>3,580</b>	0.0%
5621	Information Technology Allocation	58,560	58,290	58,290	<b>135,162</b>	0.4%	<b>108,108</b>	0.8%
5631	Insurance Allocation	74,880	78,300	78,300	<b>60,300</b>	0.2%	<b>60,300</b>	0.4%
5641	Fleet Rental Allocation	63,060	63,060	63,060	<b>70,750</b>	0.2%	<b>70,750</b>	0.5%
5642	Fleet Maintenance Allocation	59,275	69,780	59,816	<b>76,171</b>	0.2%	<b>78,804</b>	0.6%
5651	Building & Operations Allocation	115,769	133,344	135,378	<b>143,640</b>	0.4%	<b>145,620</b>	1.0%
<b>Total Internal Services</b>		<b>\$2,017,622</b>	<b>\$2,217,264</b>	<b>\$2,210,294</b>	<b>\$2,276,660</b>	<b>6.0%</b>	<b>\$2,260,319</b>	<b>16.1%</b>
<b>Total Operating Expenditures</b>		<b>\$10,152,116</b>	<b>\$10,831,196</b>	<b>\$10,170,479</b>	<b>\$12,074,568</b>	<b>31.7%</b>	<b>\$12,333,253</b>	<b>88.0%</b>

## Public Works | Water Division

Water Division Object Description	FY 2017 Actual	FY 2018 Adopted	FY 2018 Y/E Est	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
6121 Machinery & Equipment	\$21,424	-	-	-	-	-	-
6141 Computer Equipment & Software	-	45,000	-	37,289	0.1%	-	-
6142 ERP Implementation	-	-	-	46,291	0.1%	7,509	0.1%
6212 CIP Bldg & Facilities - CYr	353,333	1,900,000	256,251	24,250,000	63.7%	-	-
6232 CIP Utility Improvements - CYr	9,247	2,670,000	-	-	-	-	-
6242 CIP Line Improvements - CYr	279,487	-	400,000	1,500,000	3.9%	1,500,000	10.7%
<b>Total Capital Projects &amp; Equipment</b>	<b>\$663,491</b>	<b>\$4,615,000</b>	<b>\$656,251</b>	<b>\$25,833,580</b>	<b>67.8%</b>	<b>\$1,507,509</b>	<b>10.8%</b>
7101 Bond Principal	\$127,347	\$127,347	\$127,347	\$130,650	0.3%	\$137,350	1.0%
7102 Bond Interest	48,694	44,304	44,304	39,765	0.1%	35,091	0.3%
7103 Bond Administration Fee	363	350	363	400	0.0%	400	0.0%
<b>Total Debt Service</b>	<b>\$176,404</b>	<b>\$172,001</b>	<b>\$172,014</b>	<b>\$170,815</b>	<b>0.6%</b>	<b>\$172,841</b>	<b>1.2%</b>
<b>Total Expenditures</b>	<b>\$10,992,011</b>	<b>\$15,618,197</b>	<b>\$10,998,744</b>	<b>\$38,078,963</b>	<b>100.0%</b>	<b>\$14,013,603</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>				<b>11.5%</b>		<b>2.1%</b>	
<b>Source of Funds</b>							
Water	\$10,992,011	\$15,618,197	\$10,998,744	\$38,078,963	100.0%	\$14,013,603	100.0%
<b>Total Sources</b>	<b>\$10,992,011</b>	<b>\$15,618,197</b>	<b>\$10,998,744</b>	<b>\$38,078,963</b>	<b>100.0%</b>	<b>\$14,013,603</b>	<b>100.0%</b>

## Public Works | Storm Drain

### Program Overview

The Storm Drain system is comprised of: 83,538 ft. of City owned storm lines and 43,805 feet of Los Angeles County owned storm lines; 800 catch basins; eight continuous deflection systems; two dry weather storm water diversions; five storm water sumps; and one lift station.



### Objectives FY 2019 & FY 2020

- As mandated by the new NPDES permit, seek funding to implement the Enhanced Watershed Management Plan that will support the design and construction of storm water capture structures that will reduce trash and pollutants that enter the sea; and identify and mitigate storm system Illicit Discharge and Illicit Connections.
- As mandated by the new NPDES permit, continue implementation of the Coordinated Integrated Management Plan to conduct storm water quality runoff monitoring.
- Maintain dry weather diversion sumps to assure dry weather run-off is conveyed away from the ocean and to the Los Angeles Sanitation District in an effort to reduce pollutant conveyance at the shore line.
- Perform maintenance of catch basins, continuous deflector separators, low flow diversions, Marriott Lake and Polliwog Pond to minimize trash conveyance to the sea in compliance with NPDES Total Daily Maximum Load requirements for trash and bacteria.
- Perform Clean Bay Restaurant and Fats/Oils/Grease Programs inspections of 155 food service establishments to minimize sewer line backups that could result in sewer system overflow that may flow to the City's storm water system and cause ocean water contamination.

	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
<b>Authorized Full-Time Positions</b>				
Sewer Maintenance Worker	1	1	1	1
Secretary	-	-	0.05	0.05
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.05</b>	<b>1.05</b>

## Public Works | Storm Drain

Storm Drain		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$73,216	\$64,605	\$52,545	<b>\$57,020</b>	3.5%	<b>\$60,286</b>	2.8%
4111	Overtime Regular Employees	13,016	4,500	4,500	<b>4,500</b>	0.3%	<b>4,700</b>	0.2%
4201	Group Medical Insurance	18,157	19,116	13,209	<b>17,163</b>	1.1%	<b>17,820</b>	0.8%
4202	Medicare Contributions	1,213	937	750	<b>827</b>	0.1%	<b>875</b>	0.0%
4211	PERS Regular Contribution	9,087	9,691	7,327	<b>4,849</b>	0.3%	<b>5,126</b>	0.2%
4218	PERS Regular Liability Contribution	-	-	-	<b>4,623</b>	0.3%	<b>5,750</b>	0.3%
<b>Total Salaries &amp; Benefits</b>		<b>\$114,688</b>	<b>\$98,849</b>	<b>\$78,331</b>	<b>\$88,982</b>	<b>5.5%</b>	<b>\$94,557</b>	<b>4.4%</b>
5101	Contract Services	\$441,909	\$569,941	\$824,000	<b>\$595,700</b>	36.9%	<b>\$616,700</b>	28.8%
5104	Computer Contract Services	-	2,690	500	<b>5,600</b>	0.3%	<b>5,800</b>	0.3%
5202	Membership & Dues	580	-	-	<b>600</b>	0.0%	<b>600</b>	0.0%
5205	Training, Conferences & Meetings	-	-	115	<b>3,000</b>	0.2%	<b>3,000</b>	0.1%
5206	Uniforms/Safety Equip	132	900	900	<b>950</b>	0.1%	<b>1,000</b>	0.0%
5210	Computer Supplies & Software	-	-	-	<b>5,320</b>	0.3%	-	-
5217	Departmental Supplies	30,470	12,800	12,800	<b>13,500</b>	0.8%	<b>13,850</b>	0.6%
5225	Printing	-	5,525	5,525	<b>5,000</b>	0.3%	<b>5,000</b>	0.2%
5502	Electricity	9,283	9,860	5,392	<b>10,613</b>	0.7%	<b>10,931</b>	0.5%
5504	Water	3,058	3,637	3,061	<b>3,171</b>	0.2%	<b>3,266</b>	0.2%
<b>Total Materials &amp; Services</b>		<b>\$485,431</b>	<b>\$605,353</b>	<b>\$852,293</b>	<b>\$643,454</b>	<b>39.8%</b>	<b>\$660,147</b>	<b>30.9%</b>
5601	Administrative Service Charge	161,196	161,191	161,191	<b>161,191</b>	10.0%	<b>161,191</b>	7.5%
5611	Warehouse Services	199	165	200	<b>200</b>	0.0%	<b>200</b>	0.0%
5651	Building & Operations Allocation	9,670	11,097	11,266	<b>11,940</b>	0.7%	<b>12,120</b>	0.6%
<b>Total Internal Services</b>		<b>\$9,868</b>	<b>\$11,262</b>	<b>\$11,466</b>	<b>\$12,140</b>	<b>0.8%</b>	<b>\$12,320</b>	<b>0.6%</b>
<b>Total Operating Expenditures</b>		<b>\$771,184</b>	<b>\$876,655</b>	<b>\$1,103,281</b>	<b>\$905,767</b>	<b>56.1%</b>	<b>\$928,215</b>	<b>43.4%</b>
6212	CIP Bldg & Facilities - CYr	358,911	460,000	697,287	<b>710,000</b>	43.9%	<b>1,210,000</b>	56.6%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$358,911</b>	<b>\$460,000</b>	<b>\$697,287</b>	<b>\$710,000</b>	<b>43.9%</b>	<b>\$1,210,000</b>	<b>56.6%</b>
<b>Total Expenditures</b>		<b>\$1,130,095</b>	<b>\$1,336,655</b>	<b>\$1,800,568</b>	<b>\$1,615,767</b>	<b>100.0%</b>	<b>\$2,138,215</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>3.3%</b>		<b>2.5%</b>	
<b>Source of Funds</b>								
Stormwater		\$192,713	\$354,300	\$710,006	<b>\$367,721</b>	22.8%	<b>\$368,633</b>	17.2%
Subsidy from General Fund (Transfer In)		937,382	982,355	1,090,562	<b>1,248,046</b>		<b>1,769,582</b>	
<b>Total Sources</b>		<b>\$1,130,095</b>	<b>\$1,336,655</b>	<b>\$1,800,568</b>	<b>\$1,615,767</b>	<b>100.0%</b>	<b>\$2,138,215</b>	<b>100.0%</b>

## Public Works | Sewer Maintenance

### Program Overview

The City's sanitary sewer system is comprised of six pump lift stations that convey sewage out of areas of geographic depression and eighty-six miles of sewer lines.



### Objectives FY 2019 & FY 20/20

- In FY 19/20, update the Sewer System Management Plan as required every five years by the Regional Water Quality Control Board.
- Continue on-going preventative maintenance programs on sewer lift station motor/pump control centers and emergency stand-by generators.
- Perform cleaning of entire City sewer collection system (twice per year), monthly cleaning of high sewer volume areas and bi-weekly maintenance at the six sewer lift stations.
- Minimize sewer system overflows through proactive identification and enhanced maintenance of “hot spots”, along with continued implementation of the Fats, Oils and Grease (FOG) inspection program for 155 food service establishments.
- Implement Sewer System Management Plan mandated sewer system overflow prevention measures, including public outreach, root control program, contractor training, staff emergency response plan.

### Major Service Delivery Changes

In FY 2019, a CCTV (Closed Caption Television) vehicle will be purchased to house the City's CCTV equipment to perform in-house mobile CCTV inspections citywide. The small utility vehicle will be able to accommodate narrow locations including the City's walk streets. Also, a portable Sewerline Push Camera will be acquired to inspect sewer laterals or sewer lines in easements and at public facilities.

	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
<b>Authorized Full-Time Positions</b>				
Maintenance Worker III	-	-	1	1
Sewer Maintenance Worker I/II	3	3	2	2
Electrician	0.45	0.45	0.45	0.45
Secretary	-	-	0.45	0.45
<b>Total</b>	<b>3.45</b>	<b>3.45</b>	<b>3.90</b>	<b>3.90</b>

## Public Works | Sewer Maintenance

Sewer Maintenance		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$212,981	\$229,652	\$181,196	<b>\$255,108</b>	4.8%	<b>\$262,071</b>	5.2%
4111	Overtime Regular Employees	25,311	11,000	25,000	<b>15,000</b>	0.3%	<b>15,000</b>	0.3%
4201	Group Medical Insurance	39,211	48,102	34,890	<b>61,044</b>	1.1%	<b>63,341</b>	1.3%
4202	Medicare Contributions	2,865	2,279	2,971	<b>3,699</b>	0.1%	<b>3,800</b>	0.1%
4205	Worker's Compensation	105,300	109,860	109,860	<b>47,280</b>	0.9%	<b>47,280</b>	0.9%
4211	PERS Regular Contribution	27,236	33,272	25,379	<b>21,694</b>	0.4%	<b>22,286</b>	0.4%
4218	PERS Regular Liability Contribution	-	-	-	<b>20,682</b>	0.4%	<b>25,725</b>	0.5%
<b>Total Salaries &amp; Benefits</b>		<b>\$412,904</b>	<b>\$434,164</b>	<b>\$379,296</b>	<b>\$424,507</b>	<b>7.9%</b>	<b>\$439,503</b>	<b>8.7%</b>
5101	Contract Services	\$136,193	\$77,940	\$95,515	<b>\$196,300</b>	3.7%	<b>\$250,650</b>	5.0%
5104	Computer Contract Services	16,725	8,050	18,000	<b>18,300</b>	0.3%	<b>29,550</b>	0.6%
5202	Membership & Dues	-	340	340	<b>775</b>	0.0%	<b>775</b>	0.0%
5205	Training, Conferences & Meetings	-	2,200	3,200	<b>6,000</b>	0.1%	<b>6,000</b>	0.1%
5206	Uniforms/Safety Equip	2,860	2,568	2,500	<b>3,000</b>	0.1%	<b>3,250</b>	0.1%
5210	Computer Supplies & Software	-	3,100	7,500	<b>18,680</b>	0.3%	-	-
5217	Departmental Supplies	28,166	23,100	30,000	<b>28,500</b>	0.5%	<b>29,550</b>	0.6%
5225	Printing	-	1,155	1,155	<b>150</b>	0.0%	<b>1,200</b>	0.0%
5231	Bank Service Charge	5,432	7,000	6,000	<b>7,000</b>	0.1%	<b>8,000</b>	0.2%
5502	Electricity	14,811	17,384	14,842	<b>15,451</b>	0.3%	<b>15,915</b>	0.3%
5504	Water	3,341	2,989	3,250	<b>3,367</b>	0.1%	<b>3,468</b>	0.1%
<b>Total Materials &amp; Services</b>		<b>\$207,527</b>	<b>\$145,826</b>	<b>\$182,302</b>	<b>\$297,523</b>	<b>5.6%</b>	<b>\$348,358</b>	<b>6.9%</b>
5601	Administrative Service Charge	\$430,224	\$598,964	\$598,964	<b>\$574,226</b>	10.7%	<b>\$580,226</b>	11.5%
5611	Warehouse Services	1,592	1,050	2,000	<b>1,000</b>	0.0%	<b>1,100</b>	0.0%
5631	Insurance Allocation	2,340	3,060	3,060	<b>228,060</b>	4.3%	<b>228,060</b>	4.5%
5641	Fleet Rental Allocation	68,640	68,640	68,640	<b>67,580</b>	1.3%	<b>67,580</b>	1.3%
5642	Fleet Maintenance Allocation	15,902	18,720	16,047	<b>20,816</b>	0.4%	<b>21,536</b>	0.4%
5651	Building & Operations Allocation	28,956	33,351	33,860	<b>35,880</b>	0.7%	<b>36,420</b>	0.7%
<b>Total Internal Services</b>		<b>\$547,654</b>	<b>\$723,785</b>	<b>\$722,571</b>	<b>\$927,562</b>	<b>17.3%</b>	<b>\$934,922</b>	<b>18.5%</b>
<b>Total Operating Expenditures</b>		<b>\$1,168,085</b>	<b>\$1,303,775</b>	<b>\$1,284,169</b>	<b>\$1,649,592</b>	<b>30.8%</b>	<b>\$1,722,783</b>	<b>34.0%</b>
6121	Machinery & Equipment	\$7,385	-	-	<b>\$40,000</b>	0.7%	-	-
6131	Vehicles	-	-	-	<b>30,000</b>	0.6%	-	-
6141	Computer Equipment & Software	-	45,000	-	<b>20,628</b>	0.4%	-	-
6142	ERP Implementation	-	-	-	<b>25,602</b>	0.5%	<b>4,156</b>	0.1%
6212	CIP Bldg & Facilities - CYr	6,079	3,000,000	-	-	-	-	-
6242	CIP Line Improvements - CYr	982,793	1,100,000	992,178	<b>3,500,000</b>	65.4%	<b>3,250,000</b>	64.2%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$996,257</b>	<b>\$4,145,000</b>	<b>\$992,178</b>	<b>\$3,616,230</b>	<b>67.6%</b>	<b>\$3,254,156</b>	<b>64.3%</b>
7101	Bond Principal	\$62,653	\$62,653	\$62,653	<b>\$64,350</b>	1.2%	<b>\$67,650</b>	1.3%
7102	Bond Interest	23,956	21,797	21,797	<b>19,585</b>	0.4%	<b>17,284</b>	0.3%
7103	Bond Administration Fee	182	175	182	<b>200</b>	0.0%	<b>200</b>	0.0%
<b>Total Debt Service</b>		<b>\$86,791</b>	<b>\$84,625</b>	<b>\$84,632</b>	<b>\$84,135</b>	<b>1.6%</b>	<b>\$85,134</b>	<b>1.7%</b>
<b>Total Expenditures</b>		<b>\$2,251,133</b>	<b>\$5,533,400</b>	<b>\$2,360,979</b>	<b>\$5,349,957</b>	<b>100.0%</b>	<b>\$5,062,073</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>26.5%</b>		<b>4.4%</b>	
<b>Source of Funds</b>								
Wastewater		\$2,251,133	\$5,533,400	\$2,360,979	<b>\$5,349,957</b>	100.0%	<b>\$5,062,073</b>	100.0%
<b>Total Sources</b>		<b>\$2,251,133</b>	<b>\$5,533,400</b>	<b>\$2,360,979</b>	<b>\$5,349,957</b>	<b>100.0%</b>	<b>\$5,062,073</b>	<b>100.0%</b>

# Public Works | Refuse Management

## Program Overview

The City’s Refuse Management Division focuses on waste reduction with a strong education and outreach program.

Major program initiatives include compliance with AB 939, AB 341 and AB 1826 through the reduction of residential and commercial waste sent to the landfill through the City’s multiple waste reduction and recycling programs.

## Objectives FY 2019 & FY 2020

- Continue to provide superior service to the community.
- Continue environmental sustainability initiatives through the City’s Environmental Program, with emphasis on energy efficiency and water conservation.
- Remain in compliance with AB 939, AB 341 and AB 1826 State mandates.
- Collaborate with the Los Angeles Regional Agency to promote waste reduction and the message of “Zero Waste” in order to meet solid waste landfill diversion goals.
- Work with the commercial districts to reduce visible trash, develop commercial waste reduction and recycling programs, and ensure businesses receive adequate solid waste services.
- Provide information, and manage issues, complaints and service requests in an efficient and professional manner.



	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
<b>Authorized Full-Time Positions</b>				
Environmental Programs Manager <sup>1</sup>	1	-	-	-
Senior Management Analyst (Refuse/Admin)	0.75	0.75	0.50	0.50
Maintenance Workers I/II	0.50	0.50	0.50	0.50
<b>Total</b>	<b>2.25</b>	<b>1.25</b>	<b>1.00</b>	<b>1.00</b>

<sup>1</sup> Position transferred to Community Development in FY 2018.

## Public Works | Refuse Management

Refuse Management		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$197,903	\$105,208	\$110,981	\$84,212	2.0%	\$85,472	1.6%
4103	Part-time Salaries	3,158	-	-	-	-	-	-
4111	Overtime Regular Employees	-	400	400	400	0.0%	400	0.0%
4114	Overtime Special Events	2,680	1,000	2,300	2,000	0.0%	2,200	0.0%
4201	Group Medical Insurance	20,749	10,331	11,302	10,613	0.3%	10,996	0.2%
4202	Medicare Contributions	2,782	1,525	1,540	1,221	0.0%	1,239	0.0%
4204	401A Plan City Contributions	6,831	3,005	3,194	2,119	0.1%	2,161	0.0%
4211	PERS Regular Contribution	25,158	14,632	13,313	6,716	0.2%	6,824	0.1%
4218	PERS Regular Liability Contribution	-	-	-	6,403	0.2%	7,964	0.2%
<b>Total Salaries &amp; Benefits</b>		<b>\$259,262</b>	<b>\$136,101</b>	<b>\$143,030</b>	<b>\$113,684</b>	<b>2.7%</b>	<b>\$117,256</b>	<b>2.2%</b>
5101	Contract Services	\$3,609,765	\$3,792,200	\$3,700,000	\$3,782,250	90.1%	\$3,897,250	74.1%
5104	Computer Contract Services	52	-	-	-	-	-	-
5202	Membership & Dues	10,970	4,325	5,700	6,450	0.2%	6,995	0.1%
5203	Reference Materials	-	50	50	50	0.0%	50	0.0%
5205	Training, Conferences & Meetings	4,279	1,200	1,200	1,000	0.0%	1,200	0.0%
5206	Uniforms/Safety Equip	307	450	450	475	0.0%	487	0.0%
5207	Advertising	20,739	10,000	10,000	12,000	0.3%	15,000	0.3%
5210	Computer Supplies & Software	-	-	40	50	0.0%	50	0.0%
5217	Departmental Supplies	23,269	30,500	63,560	35,500	0.8%	46,000	0.9%
5225	Printing	-	1,150	1,150	1,150	0.0%	1,150	0.0%
5231	Bank Service Charge	7,984	10,000	9,000	10,000	0.2%	11,000	0.2%
5501	Telephone	424	402	469	663	0.0%	683	0.0%
<b>Total Materials &amp; Services</b>		<b>\$3,677,788</b>	<b>\$3,850,277</b>	<b>\$3,791,619</b>	<b>\$3,849,588</b>	<b>91.7%</b>	<b>\$3,979,865</b>	<b>75.7%</b>
5601	Administrative Service Charge	\$191,148	\$191,142	\$191,142	\$191,142	4.6%	\$191,142	3.6%
5611	Warehouse Services	10,201	17,000	15,000	15,000	0.4%	15,000	0.3%
5631	Insurance Allocation	23,460	24,480	24,480	-	-	-	-
<b>Total Internal Services</b>		<b>\$224,809</b>	<b>\$232,622</b>	<b>\$230,622</b>	<b>\$206,142</b>	<b>4.9%</b>	<b>\$206,142</b>	<b>3.9%</b>
<b>Total Operating Expenditures</b>		<b>\$4,161,859</b>	<b>\$4,219,000</b>	<b>\$4,165,271</b>	<b>\$4,169,414</b>	<b>99.3%</b>	<b>\$4,303,263</b>	<b>81.8%</b>
6121	Machinery & Equipment	-	-	-	-	-	\$800,000	15.2%
6141	Computer Equipment & Software	-	-	-	2,380	0.1%	-	-
6142	ERP Implementation	-	-	-	26,406	0.6%	4,289	0.1%
6212	CIP Bldg & Facilities - CYr	-	-	-	-	-	150,000	2.9%
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>\$28,786</b>	<b>0.7%</b>	<b>\$954,289</b>	<b>18.2%</b>
<b>Total Expenditures</b>		<b>\$4,161,859</b>	<b>\$4,219,000</b>	<b>\$4,165,271</b>	<b>\$4,198,200</b>	<b>100.0%</b>	<b>\$5,257,552</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>-1.2%</b>		<b>3.2%</b>	
<b>Source of Funds</b>								
General Fund		\$166,038	-	-	-	-	-	-
Refuse		3,995,821	\$4,219,000	\$4,165,271	4,198,200	100.0%	5,257,552	100.0%
<b>Total Sources</b>		<b>\$4,161,859</b>	<b>\$4,219,000</b>	<b>\$4,165,271</b>	<b>\$4,198,200</b>	<b>100.0%</b>	<b>\$5,257,552</b>	<b>100.0%</b>

## Public Works | Parking Facilities

### Program Overview

#### City Parking Lots & Meters

The Parking Fund includes revenue generated from metered City streets and parking lots, and from the sale of merchant parking permits. These revenues are used to operate and maintain the City's ten public parking lots, which contain 836 spaces and 440 on-street parking meters, as well as maintenance for Metlox Plaza and the Civic Center Plaza.



#### County Parking Lots

The City operates and maintains two Los Angeles County-owned parking lots. The two County-owned lots are the El Porto parking lot with 231 spaces, and the 27<sup>th</sup> Street parking lot with 68 spaces. Use of the revenue generated through parking meters and the sale of overnight permits is governed by an agreement with the County of Los Angeles which dictates that the City provides the County with 55% of the gross annual revenue.

#### State Parking Lots

The City also operates and maintains 118 parking meters at the Upper and Lower Pier parking lots, which are owned by the State of California. Under agreement with the State of California, revenue generated through parking fees and overnight parking permits from the Pier lots may only be used for the operation and maintenance of these parking lots and the comfort station located adjacent to the pier.

### Objectives FY 2019 & FY 2020

- Maximize collections, repair time response and customer service through use of real-time data provided through the existing of 1,800 IPS “smart” meters.
- Repair/replace malfunctioning parking meters within 48 hours of being reported as broken.
- Perform annual preventative maintenance on all parking meters.
- Investigate new parking meter technologies to replace aging system.
- Rehabilitate the wall fountain in the Metlox Plaza’s northwest section.
- Perform extensive detailing and preventative maintenance for Metlox Plaza’s escalators and elevator.

	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
<b>Authorized Full-Time Positions</b>				
Meter Repair Worker	2.00	2.00	2.00	2.00
Electrician	0.20	0.20	0.20	0.20
Secretary	-	-	0.05	0.05
<b>Total</b>	<b>2.20</b>	<b>2.20</b>	<b>2.25</b>	<b>2.25</b>

## Public Works | Parking Facilities

Parking Facilities		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$79,655	\$127,370	\$123,423	\$139,118	3.7%	\$143,271	3.8%
4103	Part-time Salaries	43,043	-	6,121	-	-	-	-
4111	Overtime Regular Employees	1,447	4,781	5,475	5,328	0.1%	5,450	0.1%
4201	Group Medical Insurance	21,372	35,246	28,609	32,377	0.9%	33,603	0.9%
4202	Medicare Contributions	1,738	2,567	1,905	2,019	0.1%	2,074	0.1%
4205	Worker's Compensation	84,480	88,080	88,080	37,920	1.0%	37,920	1.0%
4211	PERS Regular Contribution	16,666	19,106	17,255	11,830	0.3%	12,184	0.3%
4218	PERS Regular Liability Contribution	-	-	-	11,278	0.3%	14,029	0.4%
<b>Total Salaries &amp; Benefits</b>		<b>\$248,401</b>	<b>\$277,150</b>	<b>\$270,868</b>	<b>\$239,870</b>	<b>6.4%</b>	<b>\$248,531</b>	<b>6.6%</b>
5101	Contract Services	\$762,081	\$889,707	\$889,707	\$882,800	23.5%	\$917,300	24.2%
5205	Training, Conferences & Meetings	-	-	2,500	2,000	0.1%	2,000	0.1%
5206	Uniforms/Safety Equip	738	1,712	1,712	1,900	0.1%	1,950	0.1%
5217	Departmental Supplies	81,479	149,787	149,787	154,650	4.1%	158,950	4.2%
5225	Printing	4,072	4,035	5,500	6,000	0.2%	6,000	0.2%
5231	Bank Service Charge	397,376	355,000	350,000	413,000	11.0%	421,000	11.1%
5266	DMBBPA Allocation	111,484	108,000	109,525	110,000	2.9%	110,000	2.9%
5501	Telephone	4,147	4,774	4,599	4,740	0.1%	4,882	0.1%
5502	Electricity	98,377	110,784	105,317	109,135	2.9%	112,410	3.0%
5503	Natural Gas	1,425	3,257	5,275	5,175	0.1%	5,330	0.1%
5504	Water	36,665	36,170	32,827	34,008	0.9%	35,028	0.9%
<b>Total Materials &amp; Services</b>		<b>\$1,497,844</b>	<b>\$1,663,226</b>	<b>\$1,656,749</b>	<b>\$1,723,408</b>	<b>45.9%</b>	<b>\$1,774,850</b>	<b>46.8%</b>
5601	Administrative Service Charge	\$517,572	\$517,575	\$517,575	\$517,575	13.8%	\$517,575	13.7%
5611	Warehouse Services	8,230	7,090	12,800	9,600	0.3%	9,900	0.3%
5621	Information Technology Allocation	9,780	9,744	9,744	17,644	0.5%	14,113	0.4%
5631	Insurance Allocation	-	-	-	45,300	1.2%	45,300	1.2%
5641	Fleet Rental Allocation	6,960	6,960	6,960	6,880	0.2%	6,880	0.2%
5642	Fleet Maintenance Allocation	10,907	12,840	11,006	14,316	0.4%	14,811	0.4%
<b>Total Internal Services</b>		<b>\$553,449</b>	<b>\$554,209</b>	<b>\$558,085</b>	<b>\$611,315</b>	<b>16.3%</b>	<b>\$608,579</b>	<b>16.1%</b>
<b>Total Operating Expenditures</b>		<b>\$2,299,694</b>	<b>\$2,494,585</b>	<b>\$2,485,702</b>	<b>\$2,574,593</b>	<b>68.6%</b>	<b>\$2,631,960</b>	<b>69.4%</b>
6141	Computer Equipment & Software	-	-	-	\$4,760	0.1%	-	-
6142	ERP Implementation	-	-	-	\$20,294	0.5%	\$3,834	0.1%
6212	CIP Bldg & Facilities - CYr	\$822,005	\$600,000	\$1,050,257	-	-	-	-
6222	CIP Street Improvement - CYr	24,861	-	30,000	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$846,866</b>	<b>\$600,000</b>	<b>\$1,080,257</b>	<b>\$25,054</b>	<b>0.7%</b>	<b>\$3,834</b>	<b>0.1%</b>
7101	Bond Principal	\$430,000	\$430,000	\$430,000	\$444,000	11.8%	\$460,000	12.1%
7102	Bond Interest	302,363	286,213	286,213	269,463	7.2%	253,763	6.7%
7103	Bond Administration Fee	1,271	1,200	1,271	1,400	0.0%	1,400	0.0%
<b>Total Debt Service</b>		<b>\$733,633</b>	<b>\$717,413</b>	<b>\$717,484</b>	<b>\$714,863</b>	<b>19.0%</b>	<b>\$715,163</b>	<b>18.9%</b>
7301	Land Leases	\$391,107	\$436,000	\$420,000	\$440,000	11.7%	\$440,000	11.6%
<b>Total Property &amp; Equipment Leases</b>		<b>\$391,107</b>	<b>\$436,000</b>	<b>\$420,000</b>	<b>\$440,000</b>	<b>11.7%</b>	<b>\$440,000</b>	<b>11.6%</b>
<b>Total Expenditures</b>		<b>\$4,271,300</b>	<b>\$4,247,998</b>	<b>\$4,703,443</b>	<b>\$3,754,510</b>	<b>100.0%</b>	<b>\$3,790,957</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>3.2%</b>		<b>2.2%</b>	
<b>Source of Funds</b>								
Parking Meter		\$2,713,419	\$3,151,239	\$2,755,033	\$2,494,513	66.4%	\$2,510,722	66.2%
County Parking Lots		539,801	619,319	603,024	626,714	16.7%	630,165	16.6%
State Pier & Parking		1,018,080	477,439	1,345,386	633,283	16.9%	650,070	17.1%
<b>Total Sources</b>		<b>\$4,271,300</b>	<b>\$4,247,998</b>	<b>\$4,703,443</b>	<b>\$3,754,510</b>	<b>100.0%</b>	<b>\$3,790,957</b>	<b>100.0%</b>

## Public Works | Fleet Management

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### Program Overview

The Fleet Management Division implements Clean Air programs as part of its fleet operations and ensures that the City does its part to reduce pollution and improve air quality. The program is handled as a user-pay system with repairs charged to the departments for services rendered. The budget includes funds for fuel, tank/dispensing systems maintenance, hazardous waste disposal, major automotive and specialized repairs, and other fleet related costs (object 5101).

Personnel assigned to Fleet Management include an Equipment Maintenance Supervisor and three Mechanics. The General Services Division of the Finance Department supports the fleet by managing the vehicle replacement fund and the auto parts warehouse. Fleet Management also maintains an inventory of commonly used tools and parts for quick and efficient repair of the fleet.

All government agencies located in the South Coast Air Quality Management District (SCAQMD) with a fleet of 15 or more non-emergency vehicles must comply with the SCAQMD 1190 Series Rules. Agencies must purchase alternative fuel vehicles (AFV) or low emission vehicles for new additions and the replacement of light and medium-duty, non-emergency vehicles. The AB2766 Subvention Fund can be used to offset the differential cost of these AFV. As of spring 2018, twenty-six alternative fuel vehicles and equipment have been purchased. This includes a mix of compressed natural gas, electric, and hybrid technologies.



### Objectives FY 2019 & FY 2020

- Continue to develop an enhanced Fleet Replacement Program and forecast vehicle replacement needs through Fiscal Year 2020.
- Maintain GPS Vehicle Tracking system to maintain efficient and effective use of vehicles through reduced fuel consumption and lower mileage for a cleaner environment.
- Continue to “right size” the fleet through annual fleet utilization monitoring and sharing of vehicles.
- Complete repairs in a timely and cost effective manner.
- Utilize preventative maintenance services to maximize the useful life of vehicles and recoup the highest resale value.
- Complete Fleet and Fuel management software upgrades to further enhance cost analysis and performance.
- Continue to formulate vehicle and equipment specifications that will meet the needs, environmental priorities and safety standards of the City.
- Train fleet services staff on alternative fueled vehicle repairs to provide a higher level of support in efforts to promote a clean environment.

### Major Service Delivery Changes

In the next two fiscal years, special fleet purchases include an electric vehicle will replace an 18-year old van used by engineering staff for field work and inspections and will be purchased using AQMD funds. A flatbed

## Public Works | Fleet Management

golf cart will be purchased for the Parks and Recreation Department to access the interior of citywide parks easily and without the groundcover damage of the current van.

Authorized Full-Time Positions	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2020 Proposed
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00
Equipment Mechanic I/II	2.00	3.00	3.00	3.00
Secretary	-	-	0.25	0.25
<b>Total</b>	<b>3.00</b>	<b>4.00</b>	<b>4.25</b>	<b>4.25</b>

Fleet Management Object Description	FY 2017 Actual	FY 2018 Adopted	FY 2018 Y/E Est	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
4101 Salaries & Allowances	\$225,820	\$322,063	\$164,510	\$304,840	20.9%	\$315,300	15.5%
4103 Part-time Salaries	11,369	-	-	-	-	-	-
4111 Overtime Regular Employees	437	2,140	2,140	2,500	0.2%	2,500	0.1%
4201 Group Medical Insurance	22,893	45,966	16,995	51,634	3.5%	53,558	2.6%
4202 Medicare Contributions	2,407	3,342	2,365	4,420	0.3%	4,572	0.2%
4204 401A Plan City Contributions	1,163	2,268	586	2,162	0.1%	2,203	0.1%
4205 Worker's Compensation	69,420	72,420	72,420	33,420	2.3%	33,420	1.6%
4211 PERS Regular Contribution	29,303	47,791	29,899	25,620	1.8%	26,510	1.3%
4218 PERS Regular Liability Contribution	-	-	-	24,425	1.7%	30,381	1.5%
<b>Total Salaries &amp; Benefits</b>	<b>\$362,810</b>	<b>\$495,989</b>	<b>\$288,915</b>	<b>\$449,021</b>	<b>30.7%</b>	<b>\$468,444</b>	<b>23.0%</b>
5101 Contract Services	\$217,817	\$150,755	\$150,755	\$144,500	9.9%	\$146,800	7.2%
5104 Computer Contract Services	3,317	4,830	4,830	6,300	0.4%	6,550	0.3%
5202 Membership & Dues	-	390	1,200	400	0.0%	400	0.0%
5205 Training, Conferences & Meetings	4,200	3,965	3,965	7,000	0.5%	7,000	0.3%
5206 Uniforms/Safety Equip	2,679	2,790	2,010	3,450	0.2%	3,525	0.2%
5209 Tools & Minor Equip	1,400	1,400	1,400	2,800	0.2%	2,800	0.1%
5217 Departmental Supplies	91,073	84,465	84,465	83,000	5.7%	83,000	4.1%
5221 Auto Repair	1,407	-	-	-	-	-	-
5225 Printing	212	1,465	1,465	1,150	0.1%	1,150	0.1%
5226 Auto Fuel	244,869	402,110	400,000	398,500	27.3%	426,250	21.0%
<b>Total Materials &amp; Services</b>	<b>\$566,974</b>	<b>\$652,170</b>	<b>\$650,090</b>	<b>\$647,100</b>	<b>44.3%</b>	<b>\$677,475</b>	<b>33.3%</b>
5611 Warehouse Services	\$482	\$800	\$500	\$800	0.1%	\$800	0.0%
5612 Garage Purchases	28,929	25,000	25,000	25,000	1.7%	25,000	1.2%
5621 Information Technology Allocation	29,280	29,174	29,174	31,626	2.2%	26,808	1.3%
5631 Insurance Allocation	8,100	9,240	9,240	-	-	-	-
<b>Total Internal Services</b>	<b>\$66,791</b>	<b>\$64,214</b>	<b>\$63,914</b>	<b>\$57,426</b>	<b>3.9%</b>	<b>\$52,608</b>	<b>2.6%</b>
<b>Total Operating Expenditures</b>	<b>\$996,574</b>	<b>\$1,212,373</b>	<b>\$1,002,919</b>	<b>\$1,153,547</b>	<b>79.0%</b>	<b>\$1,198,527</b>	<b>58.9%</b>
6131 Vehicles	\$1,015,578	\$2,085,376	\$1,869,831	\$299,681	20.5%	\$834,941	41.1%
6141 Computer Equipment & Software	-	-	-	7,141	0.5%	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$1,015,578</b>	<b>\$2,085,376</b>	<b>\$1,869,831</b>	<b>\$306,822</b>	<b>21.0%</b>	<b>\$834,941</b>	<b>41.1%</b>
7302 Property & Equipment Principal	\$147,506	\$375,803	\$147,506	-	-	-	-
7303 Property & Equipment Interest	4,141	31,095	1,095	-	-	-	-
<b>Total Debt Service</b>	<b>\$151,647</b>	<b>\$406,898</b>	<b>\$148,601</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$2,163,800</b>	<b>\$3,704,647</b>	<b>\$3,021,351</b>	<b>\$1,460,369</b>	<b>100.0%</b>	<b>\$2,033,468</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>				<b>-4.9%</b>			
<b>Source of Funds</b>							
Fleet Management	\$2,163,800	\$3,704,647	\$3,021,351	\$1,460,369	100.0%	\$2,033,468	100.0%
<b>Total Sources</b>	<b>\$2,163,800</b>	<b>\$3,704,647</b>	<b>\$3,021,351</b>	<b>\$1,460,369</b>	<b>100.0%</b>	<b>\$2,033,468</b>	<b>100.0%</b>



# City of Manhattan Beach Information Technology Department

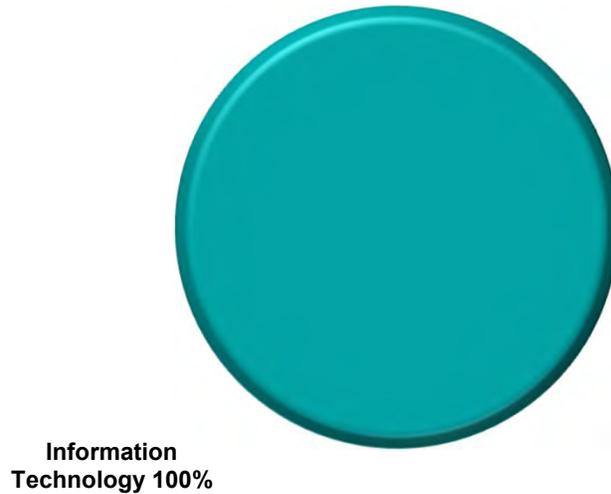
**Director of  
Information Technology**

**INFORMATION  
TECHNOLOGY**

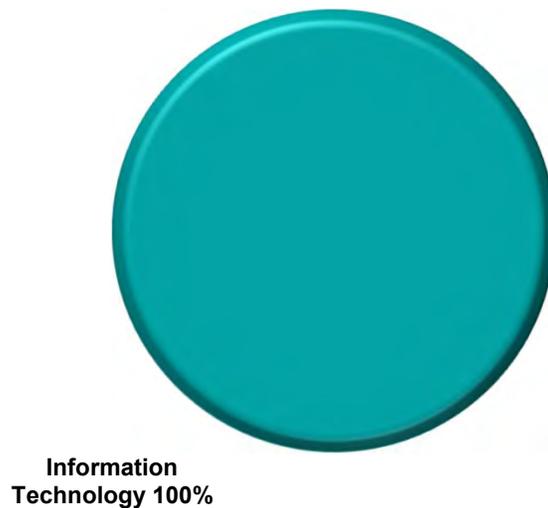
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# Information Technology Department

FY 2019  
Department Expenditure by Program



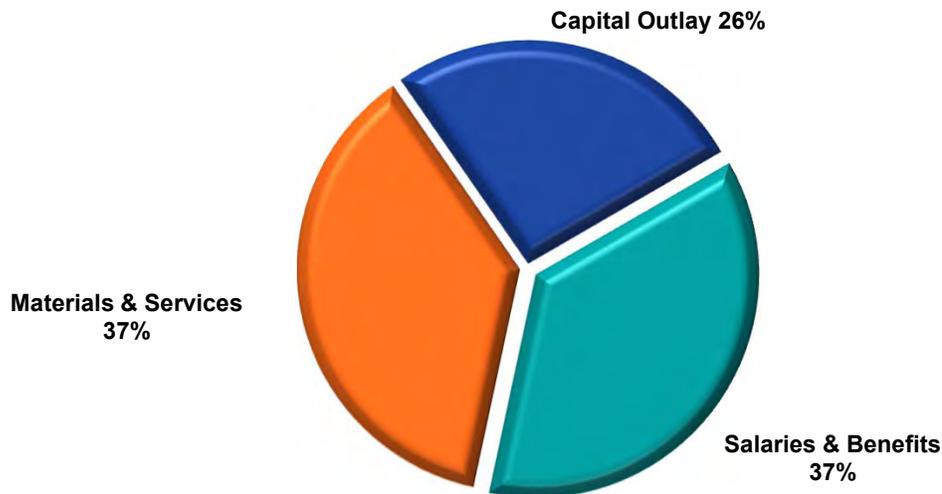
FY 2020  
Department Expenditure by Program



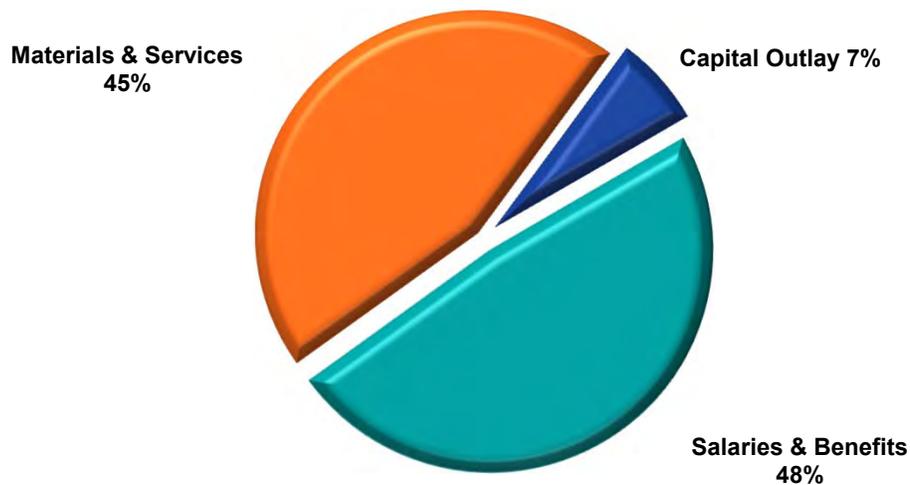
Program Expenditures	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	FY 2020 Proposed
Information Technology	2,396,956	2,577,101	2,723,155	4,054,721	3,183,468
<b>Total</b>	<b>\$2,396,956</b>	<b>\$2,577,101</b>	<b>\$2,723,155</b>	<b>\$4,054,721</b>	<b>\$3,183,468</b>
Full-Time Positions	9	9	9	9	9

# Information Technology Department

FY 2019  
Department Expenditure by Category



FY 2020  
Department Expenditure by Category



Category Expenditures	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	FY 2020 Proposed
Salaries & Benefits	\$1,284,009	\$1,346,451	\$1,298,922	\$1,487,693	\$1,542,164
Materials & Services	900,975	1,116,941	1,233,666	1,499,794	1,431,698
Capital Outlay	211,972	113,709	190,567	1,067,234	209,606
<b>Total</b>	<b>\$2,396,956</b>	<b>\$2,577,101</b>	<b>\$2,723,155</b>	<b>\$4,054,721</b>	<b>\$3,183,468</b>

# Information Technology Department

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## Mission

*To promote integrated City-wide communications, provide innovative, problem solving, long-term enterprise technology solutions, accurate geographic information systems (GIS) data, and support current and future technical needs through high quality, cost-effective, collaborative solutions and timely service, digital presence, telecommunications and infrastructure that support effective and efficient decision making throughout the organization.*

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## Department Overview

The Information Technology (IT) Department supports computers, telecommunications, mapping systems and digital presence (website and broadcast of Government Cable channels) for the City. The IT Department is staffed by a hard-working technical team of nine full-time and three part-time professionals.

## Recent Accomplishment Highlights

- Network security and redundancy continue to be improved to insure City data and information exists in a protected, safe and stable environment. Performed upgrades and enhancements to the City's core network and server infrastructure. Continued implementation of server virtualization which provides server consolidation, decreased server cost, faster workload deployments, higher performance, increased availability and simplified operations.
- Enhanced and expanded the City's broadcast capability to remote facilities, contributing to the City's efforts towards Open Government. Completed audio equipment upgrades in the Joslyn Center and Police Fire Conference Room which improved broadcast quality. More public meetings are being broadcast and are available for on-demand view from the City's website. A broadcasting vendor specializing in the public sector was contracted to provide services, freeing up department resources to work on IT operations and projects. City Council and Planning Commission meetings are closed-captioned when viewed from cable television and the City's website. These services increase opportunities for citizens to participate in local government.
- The City's Digital Presence Subcommittee continues to further enhance the City's efforts to connect with citizens through online civic engagement with tools such as Open City Hall, *Reach Manhattan Beach* (the City's Service Requests Mobile Application), Public Records Requests, social media, a website update and online geospatial mapping enhancements, such as the Capital Improvement Project (CIP) Story Map, which contributes to the City's goal of greater transparency and access for its citizens.
- IT continues to advance city communications with the expansion of the Wide Area Network (WAN) and implementation of three 1 gb Internet circuits which provide traffic load balance, facilitate disaster recovery and improve network performance and reliability at the lowest possible cost. With the expansion of the WAN, IT extended the City network to remote sites and provides free WiFi at Live Oak, Marine Avenue Park, Polliwog Park, Sand Dune, Begg Pool and Mira Costa Tennis Courts.
- In conjunction with the City Clerk's Office, IT implemented Hyland OnBase document management solution to replace the obsolete LibertyNet system. The new platform provides an online public portal with access to archived records facilitating greater government accessibility and transparency.



- Launched a Fiber Master Plan study. The Fiber Master Plan can be used as a blueprint for a potential build of a citywide fiber infrastructure to support City facilities, Smart City initiatives, and a Fiber-to-the-Home network.

# Information Technology Department

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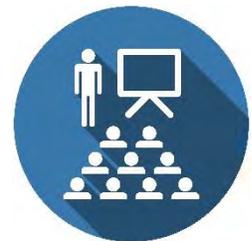
## Program Overview

Information Technology is in its third year as a City Department and remains dedicated to maintaining and improving operations, services and communications through technology, data and voice in support of the City's strategic and operational needs. As a central element of the organization, IT provides support for the City's network environment, operating systems, office automation programs, telecommunication systems, audio visual, Geographic Information Systems (GIS), website, social media, webcast and cable broadcast of Spectrum Channel 8 and Frontier Channel 35 services. The Department is committed to improving fiscal responsibility through collaboration with other departments and organizations to provide effective technical solutions which continuously facilitate and improve the City of Manhattan Beach mission of public service and digital accessibility.



## Objectives FY 2019 & FY 2020

- Continue to implement the Information Systems Master Plan utilizing advanced and fiscally responsible solutions. In collaboration with City departments, several solutions will be implemented, upgraded or replaced which includes: Community Development Land Management/Permitting System, Public Safety Computer Aided Dispatch and Records Managements, Enterprise Applications Document Management and Enterprise Resource Planning (ERP). Object 6142 ERP Implementation has been created in the IT budget with an amount of \$600,000 for the procurement and implementation of the ERP solution.
- With the implementation of several department and enterprise solutions, the City will need an Employee Training Center. The Center will be located at City Hall and will be used by staff and software vendors during the development, customization, implementation, testing and training of applications. Effective training contributes to successful project implementations. IT will also increase in the number of desktop, laptop, mobile device and peripheral replacements and respective software applications installed, such as anti-virus, spam, mobile device management, Microsoft and Adobe.
- Together with City Clerk's Office, IT department will continue to extend OnBase document management for Human Resources, Public Works and Community Development. This will further digitize City paper records, expanding online public records access through document scanning and indexing to convert archived document and microfilm records into digital format as well as implementation services for enterprise upgrades. IT will also support this initiative through procurement of software licenses and necessary equipment.
- Continue the development of the Citywide Fiber Optic Master Plan that will support infrastructure attracting investment and support economic growth. Broadband connectivity may enhance Manhattan Beach's economic development potential by attracting new advanced businesses and providing existing businesses the tools they need to expand. The Fiber Optic Master



Plan will be used by the City for the planning, budgeting and implementation of a landmark fiber optic network infrastructure project; it may possibly include a Fiber-to-the-Home pilot.

- The City invested in an enterprise backup solution and scalable Storage Area Network (SAN) that supports centralized management of high-speed data storage and retrieval of critical City applications. The existing backup solution and SAN, purchased in 2012, will be replaced to provide larger storage capacity for existing programs and growth, as well as ERP and Land Management/Permitting requirements.
- Promote e-government, e-commerce, civic engagement and use of social media to further the goals of the City and where appropriate, assure information exists in a protected, safe and stable environment. Continue to contribute to the City's goal of greater transparency, access for citizens and opportunities for constituents to participate in local government. In support of transparency, IT will upgrade City Council Chambers Broadcast and Voting System, using Public Education Government (PEG) funds as possible.

# Information Technology Department

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## Major Service Delivery Changes

With Information Technology in its third year as a City Department, several staffing changes will take place to better support City Council objectives and City operations. Two positions in IT have been reclassified with zero budget impact. One Information Systems Specialist was reclassified as an Information Technology Senior Management Analyst and one Network Administrator was reclassified as Information Technology Analyst. The change was required to support several major upcoming projects such as Enterprise Resources Planning, Land Management/Permitting System and the Fiber Master Plan which have direct benefits to the community at large.

<b>Authorized Full-Time Positions</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Proposed</b>	<b>FY 2020 Proposed</b>
Information Technology Director	1	1	1	1
Information Systems Manager	1	1	1	1
Geographic Information Systems Analyst	1	1	1	1
Network Administrator	2	2	1	1
Senior Management Analyst	-	-	1	1
IT Analyst	-	-	1	1
Information Systems Specialist	3	3	2	2
Geographic Information Systems Technician	1	1	1	1
<b>Total</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

Part-time hours totaling 1500 are included in FY 2019 and FY 2020.

## Information Technology Department

Information Technology		FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
Object Description		Actual	Adopted	Y/E Est	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	932,171	952,349	945,841	<b>999,728</b>	24.7%	<b>1,024,984</b>	32.2%
4103	Part-time Salaries	29,064	55,625	31,178	<b>40,470</b>	1.0%	<b>40,470</b>	1.3%
4111	Overtime Regular Employees	52,596	32,029	35,907	<b>36,798</b>	0.9%	<b>37,976</b>	1.2%
4201	Group Medical Insurance	116,997	131,543	130,670	<b>143,418</b>	3.5%	<b>148,757</b>	4.7%
4202	Medicare Contributions	14,388	14,724	15,186	<b>15,341</b>	0.4%	<b>15,708</b>	0.5%
4204	401A Plan City Contributions	18,130	18,153	18,396	<b>26,151</b>	0.6%	<b>26,891</b>	0.8%
4205	Worker's Compensation	1,320	1,320	1,320	<b>62,400</b>	1.5%	<b>62,400</b>	2.0%
4211	PERS Regular Contribution	119,343	140,709	120,424	<b>83,650</b>	2.1%	<b>85,799</b>	2.7%
4218	PERS Regular Liability Contribution	-	-	-	<b>79,737</b>	2.0%	<b>99,179</b>	3.1%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,284,009</b>	<b>\$1,346,451</b>	<b>\$1,298,922</b>	<b>\$1,487,693</b>	<b>36.7%</b>	<b>\$1,542,164</b>	<b>48.4%</b>
5101	Contract Services	64,390	104,197	102,110	<b>116,497</b>	2.9%	<b>116,497</b>	3.7%
5104	Computer Contract Services	302,761	390,882	599,541	<b>641,173</b>	15.8%	<b>573,978</b>	18.0%
5201	Office Supplies	1,076	1,150	931	<b>1,150</b>	0.0%	<b>1,150</b>	0.0%
5202	Membership & Dues	2,156	2,810	2,175	<b>2,400</b>	0.1%	<b>2,400</b>	0.1%
5203	Reference Materials	178	500	450	<b>500</b>	0.0%	<b>500</b>	0.0%
5205	Training, Conferences & Meetings	13,604	49,355	47,459	<b>51,155</b>	1.3%	<b>49,355</b>	1.6%
5208	Postage	-	-	2,451	-	-	-	-
5210	Computer Supplies & Software	452,184	485,366	405,965	<b>604,882</b>	14.9%	<b>604,843</b>	19.0%
5212	Office Equip Maintenance	-	1,000	-	<b>1,000</b>	0.0%	<b>1,000</b>	0.0%
5213	Computer Maintenance & Repairs	12,185	23,340	12,142	<b>24,434</b>	0.6%	<b>24,434</b>	0.8%
5217	Departmental Supplies	1,609	1,300	975	<b>2,300</b>	0.1%	<b>2,300</b>	0.1%
5225	Printing	180	800	2,102	<b>800</b>	0.0%	<b>800</b>	0.0%
5501	Telephone	3,071	2,513	2,695	<b>5,243</b>	0.1%	<b>5,401</b>	0.2%
<b>Total Materials &amp; Services</b>		<b>\$853,394</b>	<b>\$1,063,213</b>	<b>\$1,178,996</b>	<b>\$1,451,534</b>	<b>35.8%</b>	<b>\$1,382,658</b>	<b>43.4%</b>
5611	Warehouse Services	409	300	663	<b>800</b>	0.0%	<b>800</b>	0.0%
5631	Insurance Allocation	13,860	15,480	15,480	<b>6,540</b>	0.2%	<b>6,540</b>	0.2%
5651	Building & Operations Allocation	33,312	37,948	38,527	<b>40,920</b>	1.0%	<b>41,700</b>	1.3%
<b>Total Internal Services</b>		<b>\$47,581</b>	<b>\$53,728</b>	<b>\$54,670</b>	<b>\$48,260</b>	<b>1.2%</b>	<b>\$49,040</b>	<b>1.5%</b>
<b>Total Operating Expenditures</b>		<b>\$2,184,984</b>	<b>\$2,463,392</b>	<b>\$2,532,588</b>	<b>\$2,987,487</b>	<b>73.7%</b>	<b>\$2,973,862</b>	<b>93.4%</b>
6141	Computer Equipment & Software	211,972	113,709	190,567	<b>466,935</b>	11.5%	<b>57,719</b>	1.8%
6142	ERP Implementation	-	-	-	<b>600,299</b>	14.8%	<b>151,887</b>	4.8%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$211,972</b>	<b>\$113,709</b>	<b>\$190,567</b>	<b>\$1,067,234</b>	<b>26.3%</b>	<b>\$209,606</b>	<b>6.6%</b>
<b>Total Expenditures</b>		<b>\$2,396,956</b>	<b>\$2,577,101</b>	<b>\$2,723,155</b>	<b>\$4,054,721</b>	<b>100.0%</b>	<b>\$3,183,468</b>	<b>100.0%</b>
<b>Operating Expenditures % Change from Prior Year Budget</b>					<b>21.3%</b>		<b>-0.5%</b>	
<b>Source of Funds</b>								
General Fund		\$314,839	\$310,369	\$320,698	<b>\$325,062</b>	8.0%	<b>\$328,800</b>	10.3%
Information Technology Fund		\$2,082,116	\$2,266,732	\$2,402,457	<b>\$3,729,659</b>	92.0%	<b>\$2,854,668</b>	89.7%
<b>Total Sources</b>		<b>\$2,396,956</b>	<b>\$2,577,101</b>	<b>\$2,723,155</b>	<b>\$4,054,721</b>	<b>100.0%</b>	<b>\$3,183,468</b>	<b>100.0%</b>



# Five Year Forecast



**GENERAL FUND FIVE YEAR FORECAST SUMMARY - FY 2019 THROUGH FY 2023**

Year	Revenues	Change	%	Expenditures	Change	%	Surplus/ (Deficit)	Net General Fund Transfers	Incr./((Decr.) in Fund Balance	Year-end Fund Balance	Financial Policy Reserve	Change	Economic Uncertainty Reserve	Change	Unreserved Fund Balance	Change
FY 2017										\$23,501,369	\$13,481,208		\$4,000,000		\$6,020,161	
FY 2018 <sup>1</sup>	\$71,447,993			\$69,739,865			\$1,708,127	(3,047,863)	(\$1,339,736)	22,161,633	14,080,053	598,845	4,000,000	-	4,081,580	(1,938,581)
FY 2019 <sup>2</sup>	75,505,117	4,057,124	5.7%	74,731,871	4,992,006	7.2%	773,246	(2,219,146)	(1,445,900)	20,715,733	14,946,374	866,321	4,000,000	-	1,769,359	(2,312,221)
FY 2020	75,199,750	(305,367)	-0.4%	74,667,671	(64,200)	-0.1%	532,079	(2,109,182)	(1,577,103)	19,138,630	14,933,534	(12,840)	4,000,000	-	205,096	(1,564,263)
FY 2021	77,434,979	2,235,229	3.0%	77,005,851	2,338,180	3.1%	429,128	(1,654,390)	(1,225,261)	17,913,369	15,401,170	467,636	2,512,199	(1,487,801)	-	(205,096)
FY 2022	79,740,950	2,305,971	3.0%	79,409,572	2,403,722	3.1%	331,377	(1,650,669)	(1,319,291)	16,594,078	15,881,914	480,744	712,164	(1,800,035)	-	-
FY 2023 <sup>3</sup>	82,124,071	2,383,121	3.0%	81,737,744	2,328,172	2.9%	386,326	(987,970)	(601,644)	15,992,434	15,992,434	110,520	-	(712,164)	-	-
							\$4,160,284	(\$11,669,219)	(\$7,508,935)			\$2,511,226		(\$4,000,000)		(\$6,020,161)

<sup>1</sup> FY 2018 Year-end Estimates.

<sup>2</sup> FY 2019 includes loan repayment due by December 2018

<sup>3</sup> Not meeting Financial Policy Reserve in FY 2023.

General Fund Transfers	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL
Street Lighting & Landscape Fund	(199,921)	(187,587)	(202,935)	(208,403)	(214,022)	(219,797)	(1,232,665)
CIP Fund	(567,600)		-	-	-	-	(567,600)
Stormwater Fund	(1,090,562)	(1,248,046)	(1,769,582)	(1,295,272)	(1,321,592)	(638,518)	(7,363,571)
County Parking Lots Fund	227,220	166,786	163,335	149,285	134,945	120,345	961,916
Insurance Fund	(667,000)	-	-	-	-	-	(667,000)
Information Technology Fund	-	(600,299)	-	-	-	-	(600,299)
Pension Trust Fund	-	(100,000)	(50,000)	(50,000)	-	-	(200,000)
Pension Stabilization Trust Fund	(750,000)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(2,000,000)
	(3,047,863)	(2,219,146)	(2,109,182)	(1,654,390)	(1,650,669)	(987,970)	(11,669,219)

## FIVE YEAR FORECAST

### FY 2019 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES

	07/01/2018 Opening Balance	FY 2019 Estimated Revenues	FY 2019 Operating Expenditures	FY 2019 Capital Equip & Projects	FY 2019 Debt Service Payments	FY 2019 Total Expenditures	FY 2019 Fund Balance Before Xfers	FY 2019 Fund Transfers	06/30/2019 Total Fund Balance	06/30/2019 Reserves & Designations	06/30/2019 Unreserved Balance
<b>General Fund Undesignated</b>	\$4,081,580	\$75,505,117	(\$72,577,363)	(\$1,670,033)	(\$484,475)	(\$74,731,871)	\$4,854,826	(\$866,321)	\$1,769,359		\$1,769,359
<i>Transfer from County Lots Parking Fund</i>								166,786			
<i>Transfer to Information Technology Fund</i>								(600,299)			
<i>Transfer to Street Lighting Fund</i>								(187,587)			
<i>Transfer to Stormwater Fund</i>								(1,248,046)			
<i>Transfer to Pension Trust Fund</i>								(100,000)			
<i>Transfer to Pension Rate Stabilization Fund</i>								(250,000)			
Financial Policy Designation	14,080,053						14,080,053	866,321	14,946,374	14,946,374	
Reserve for Economic Uncertainty	4,000,000						4,000,000		4,000,000	4,000,000	
<b>Total General Fund Balance</b>	<b>\$22,161,633</b>	<b>\$75,505,117</b>	<b>(\$72,577,363)</b>	<b>(\$1,670,033)</b>	<b>(\$484,475)</b>	<b>(\$74,731,871)</b>	<b>\$22,934,879</b>	<b>(\$2,219,146)</b>	<b>\$20,715,733</b>	<b>\$18,946,374</b>	<b>\$1,769,359</b>
<b>Special Revenue Funds</b>											
Street Lighting & Landscape	-	\$394,474	(\$582,061)	-	-	(\$582,061)	(\$187,587)	\$187,587	-	-	-
Gas Tax	\$517,427	1,568,435	(27,000)	(1,750,000)	-	(1,777,000)	308,862		\$308,862		\$308,862
Asset Forfeiture & Safety Grants	464,697	8,000	(164,500)	-	-	(164,500)	308,197		308,197		308,197
Police Safety Grants	166,870	141,217	(140,000)	-	-	(140,000)	168,087		168,087		168,087
Federal & State Grants	(22,488)	-	-	-	-	-	(22,488)		(22,488)		(22,488)
Prop A	-	949,298	(945,978)	-	-	(945,978)	3,320	-	3,320		3,320
Prop C	401,809	641,136	(59,000)	(700,000)	-	(759,000)	283,945		283,945		283,945
AB 2766	51,693	47,154	(45,600)	-	-	(45,600)	53,247		53,247		53,247
Measure R	80,400	458,225	(22,000)	(450,000)	-	(472,000)	66,625	-	66,625		66,625
Measure M	213,900	489,728	(36,000)	-	-	(36,000)	667,628	-	667,628		667,628
<b>Total Special Revenue Funds Balance</b>	<b>\$1,874,308</b>	<b>\$4,697,667</b>	<b>(\$2,022,139)</b>	<b>(\$2,900,000)</b>	<b>-</b>	<b>(\$4,922,139)</b>	<b>\$1,649,836</b>	<b>\$187,587</b>	<b>\$1,837,423</b>	<b>-</b>	<b>\$1,837,423</b>
<b>Capital Project Funds</b>											
Capital Improvement Fund	\$807,303	\$1,910,922	(\$144,000)	(\$1,505,000)	(\$772,664)	(\$2,421,664)	\$296,561	-	\$296,561	-	\$296,561
Underground Utility Construction Fund	598,505	3,124	-	-	-	-	601,629		601,629		601,629
<b>Total Capital Project Funds Balance</b>	<b>\$1,405,808</b>	<b>\$1,914,046</b>	<b>(\$144,000)</b>	<b>(\$1,505,000)</b>	<b>(\$772,664)</b>	<b>(\$2,421,664)</b>	<b>\$898,190</b>	<b>-</b>	<b>\$898,190</b>	<b>-</b>	<b>\$898,190</b>
<b>Enterprise Funds</b>											
Water*	\$25,770,170	\$15,573,728	(\$12,074,568)	(\$25,833,580)	(\$170,815)	(\$38,078,963)	\$3,264,935	-	\$3,264,935	3,264,935	-
Stormwater*	-	367,721	(905,767)	(710,000)	-	(1,615,767)	(1,248,046)	1,248,046	-	-	-
Wastewater	5,317,782	3,518,274	(1,649,592)	(3,616,230)	(84,135)	(5,349,957)	3,486,099	-	3,486,099	577,909	2,908,190
Refuse*	944,315	4,354,322	(4,169,414)	(28,786)	-	(4,198,200)	1,100,437	-	1,100,437	1,100,437	-
Parking*	26,807	2,597,598	(1,754,596)	(25,054)	(714,863)	(2,494,513)	129,892	-	129,892	129,892	-
County Parking Lots	-	793,500	(186,714)	-	(440,000)	(626,714)	166,786	(166,786)	-	-	-
State Pier & Parking	937,588	616,984	(633,283)	-	-	(633,283)	921,289	-	921,289	211,094	710,195
<b>Enterprise Fund Reserves:</b>											
North Manhattan Beach BID Reserve	527,266	-	-	-	-	-	527,266	-	527,266	527,266	-
<b>Total Enterprise Funds Balance</b>	<b>\$33,523,927</b>	<b>\$27,822,127</b>	<b>(\$21,373,934)</b>	<b>(\$30,213,650)</b>	<b>(\$1,409,813)</b>	<b>(\$52,997,397)</b>	<b>\$8,348,657</b>	<b>\$1,081,260</b>	<b>\$9,429,917</b>	<b>\$5,811,533</b>	<b>\$3,618,385</b>

**Internal Service Funds**

Insurance Reserve	\$4,206,830	\$6,851,720	(\$6,434,699)	-	-	(\$6,434,699)	\$4,623,851	-	\$4,623,851	\$2,000,000	\$2,623,851
Information Technology	486,355	2,718,124	(2,662,425)	(1,067,234)	-	(3,729,659)	(525,180)	600,299	75,119	-	75,119
Fleet Management	1,911,720	2,573,266	(1,153,547)	(306,822)	-	(1,460,369)	3,024,617	-	3,024,617	-	3,024,617
Building Maintenance & Operations	(5,475)	2,053,234	(2,017,475)	(11,901)	-	(2,029,376)	18,383	-	18,383	-	18,383

<b>Total Insurance Service Funds Balance</b>	<b>\$6,599,430</b>	<b>\$14,196,344</b>	<b>(\$12,268,146)</b>	<b>(\$1,385,957)</b>	<b>-</b>	<b>(\$13,654,103)</b>	<b>\$7,141,671</b>	<b>\$600,299</b>	<b>\$7,741,970</b>	<b>\$2,000,000</b>	<b>\$5,741,970</b>
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**Trust & Agency Funds**

Underground Assessment Fund	\$1,912,506	\$965,000	-	-	(\$158,850)	(\$158,850)	\$2,718,656	-	\$2,718,656	\$2,718,656	-
Post-Employment Benefits Trust Fund	140,097	177,314	(232,000)	-	-	(232,000)	85,411	100,000	185,411	185,411	-
Pension Rate Stabilization Fund	750,000	-	-	-	-	-	750,000	250,000	1,000,000	1,000,000	-

<b>Total Trust Agency Funds Balance</b>	<b>\$2,802,603</b>	<b>\$1,142,314</b>	<b>(\$232,000)</b>	<b>-</b>	<b>(\$158,850)</b>	<b>(\$390,850)</b>	<b>\$3,554,067</b>	<b>\$350,000</b>	<b>\$3,904,067</b>	<b>\$3,904,067</b>	<b>-</b>
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<b>Grand Total</b>	<b>\$68,367,710</b>	<b>\$125,277,615</b>	<b>(\$108,617,582)</b>	<b>(\$37,674,640)</b>	<b>(\$2,825,802)</b>	<b>(\$149,118,024)</b>	<b>\$44,527,301</b>	<b>-</b>	<b>\$44,527,301</b>	<b>\$30,661,974</b>	<b>\$13,865,327</b>
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\* Not meeting current Financial Reserve Policy.

**FIVE YEAR FORECAST**  
**FY 2020 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

	07/01/2019 Opening Balance	FY 2020 Estimated Revenues	FY 2020 Operating Expenditures	FY 2020 Capital Equip & Projects	FY 2020 Debt Service Payments	FY 2020 Total Expenditures	FY 2020 Fund Balance Before Xfers	FY 2020 Fund Transfers	06/30/2020 Total Fund Balance	06/30/2020 Reserves & Designations	06/30/2020 Unreserved Balance
<b>General Fund Undesignated</b>	\$1,769,359	\$75,199,750	(\$74,182,196)	-	(\$485,475)	(\$74,667,671)	\$2,301,438	\$12,840	\$205,096		\$205,096
<i>Transfer from County Lots Parking Fund</i>								163,335			
<i>Transfer to Street Lighting Fund</i>								(202,935)			
<i>Transfer to Stormwater Fund</i>								(1,769,582)			
<i>Transfer to Pension Trust Fund</i>								(50,000)			
<i>Transfer to Pension Rate Stabilization Fund</i>								(250,000)			
<i>Financial Policy Designation</i>	14,946,374						14,946,374	(12,840)	14,933,534	14,933,534	
<i>Reserve for Economic Uncertainty</i>	4,000,000						4,000,000		4,000,000	4,000,000	
<b>Total General Fund Balance</b>	<b>\$20,715,733</b>	<b>\$75,199,750</b>	<b>(\$74,182,196)</b>	<b>-</b>	<b>(\$485,475)</b>	<b>(\$74,667,671)</b>	<b>\$21,247,812</b>	<b>(\$2,109,182)</b>	<b>\$19,138,630</b>	<b>\$18,933,534</b>	<b>\$205,096</b>
<b>Special Revenue Funds</b>											
Street Lighting & Landscape	-	\$394,995	(\$597,930)	-	-	(\$597,930)	(\$202,935)	\$202,935	-	-	-
Gas Tax	\$308,862	1,615,209	(28,000)	(1,250,000)	-	(1,278,000)	646,071	-	\$646,071	-	\$646,071
Asset Forfeiture & Safety Grants	308,197	8,000	(153,700)	-	-	(153,700)	162,497	-	162,497	-	162,497
Police Safety Grants	168,087	141,328	(140,000)	-	-	(140,000)	169,415	-	169,415	-	169,415
Federal & State Grants	(22,488)	-	-	-	-	-	(22,488)	-	(22,488)	-	(22,488)
Prop A	3,320	970,136	(969,988)	-	-	(969,988)	3,468	-	3,468	-	3,468
Prop C	283,945	661,670	(61,000)	(700,000)	-	(761,000)	184,615	-	184,615	-	184,615
AB 2766	53,247	47,212	(2,100)	-	-	(2,100)	98,359	-	98,359	-	98,359
Measure R	66,625	472,494	(22,000)	(420,000)	-	(442,000)	97,119	-	97,119	-	97,119
Measure M	667,628	504,420	(37,000)	(840,000)	-	(877,000)	295,048	-	295,048	-	295,048
<b>Total Special Revenue Funds Balance</b>	<b>\$1,837,423</b>	<b>\$4,815,464</b>	<b>(\$2,011,718)</b>	<b>(\$3,210,000)</b>	<b>-</b>	<b>(\$5,221,718)</b>	<b>\$1,431,169</b>	<b>\$202,935</b>	<b>\$1,634,104</b>	<b>-</b>	<b>\$1,634,104</b>
<b>Capital Project Funds</b>											
Capital Improvement Fund	\$296,561	\$1,626,804	(\$150,000)	(\$930,000)	(\$772,438)	(\$1,852,438)	\$70,927	-	\$70,927	-	\$70,927
Underground Utility Construction Fund	601,629	3,280	-	-	-	-	604,909	-	604,909	-	604,909
<b>Total Capital Project Funds Balance</b>	<b>\$898,190</b>	<b>\$1,630,084</b>	<b>(\$150,000)</b>	<b>(\$930,000)</b>	<b>(\$772,438)</b>	<b>(\$1,852,438)</b>	<b>\$675,836</b>	<b>-</b>	<b>\$675,836</b>	<b>-</b>	<b>\$675,836</b>
<b>Enterprise Funds</b>											
Water*	\$3,264,935	\$15,646,664	(\$12,333,253)	(\$1,507,509)	(\$172,841)	(\$14,013,603)	\$4,897,996	-	\$4,897,996	4,897,996	-
Stormwater*	-	368,633	(928,215)	(1,210,000)	-	(2,138,215)	(1,769,582)	1,769,582	-	-	-
Wastewater	3,486,099	3,524,488	(1,722,783)	(3,254,156)	(85,134)	(5,062,073)	1,948,514	-	1,948,514	602,639	1,345,875
Refuse*	1,100,437	4,354,992	(4,303,263)	(954,289)	-	(5,257,552)	197,877	-	197,877	197,877	-
Parking*	129,892	2,599,078	(1,791,725)	(3,834)	(715,163)	(2,510,722)	218,248	-	218,248	218,248	-
County Parking Lots	-	793,500	(190,165)	-	(440,000)	(630,165)	163,335	(163,335)	-	-	-
State Pier & Parking	921,289	618,433	(650,070)	-	-	(650,070)	889,652	-	889,652	216,690	672,962
<b>Enterprise Fund Reserves:</b>											
North Manhattan Beach BID Reserve	527,266	-	-	-	-	-	527,266	-	527,266	527,266	-
<b>Total Enterprise Funds Balance</b>	<b>\$9,429,917</b>	<b>\$27,905,788</b>	<b>(\$21,919,474)</b>	<b>(\$6,929,788)</b>	<b>(\$1,413,138)</b>	<b>(\$30,262,400)</b>	<b>\$7,073,305</b>	<b>\$1,606,247</b>	<b>\$8,679,552</b>	<b>\$6,660,715</b>	<b>\$2,018,837</b>

**Internal Service Funds**

Insurance Reserve	\$4,623,851	\$6,851,720	(\$6,561,358)	-	-	(\$6,561,358)	\$4,914,213	-	\$4,914,213	\$2,000,000	\$2,914,213
Information Technology	75,119	2,814,647	(2,645,062)	(209,606)	-	(2,854,668)	35,098	-	35,098	-	35,098
Fleet Management	3,024,617	2,588,095	(1,198,527)	(834,941)	-	(2,033,468)	3,579,244	-	3,579,244	-	3,579,244
Building Maintenance & Operations	18,383	2,083,535	(2,066,210)	-	-	(2,066,210)	35,708	-	35,708	-	35,708
<b>Total Insurance Service Funds Balance</b>	<b>\$7,741,970</b>	<b>\$14,337,997</b>	<b>(\$12,471,157)</b>	<b>(\$1,044,547)</b>	<b>-</b>	<b>(\$13,515,704)</b>	<b>\$8,564,263</b>	<b>-</b>	<b>\$8,564,263</b>	<b>\$2,000,000</b>	<b>\$6,564,263</b>

**Trust & Agency Funds**

Underground Assessment Fund	\$2,718,656	\$965,000	-	-	(\$1,006,950)	(\$1,006,950)	\$2,676,706	-	\$2,676,706	\$2,676,706	-
Post-Employment Benefits Trust Fund	185,411	177,780	(241,000)	-	-	(241,000)	122,191	50,000	172,191	172,191	-
Pension Rate Stabilization Fund	1,000,000	-	-	-	-	-	1,000,000	250,000	1,250,000	1,250,000	-
<b>Total Trust Agency Funds Balance</b>	<b>\$3,904,067</b>	<b>\$1,142,780</b>	<b>(\$241,000)</b>	<b>-</b>	<b>(\$1,006,950)</b>	<b>(\$1,247,950)</b>	<b>\$3,798,897</b>	<b>\$300,000</b>	<b>\$4,098,897</b>	<b>\$4,098,897</b>	<b>-</b>

<b>Grand Total</b>	<b>\$44,527,301</b>	<b>\$125,031,863</b>	<b>(\$110,975,545)</b>	<b>(\$12,114,335)</b>	<b>(\$3,678,001)</b>	<b>(\$126,767,881)</b>	<b>\$42,791,283</b>	<b>-</b>	<b>\$42,791,283</b>	<b>\$31,693,147</b>	<b>\$11,098,137</b>
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\* Not meeting current Financial Reserve Policy.

**FIVE YEAR FORECAST**  
**FY 2021 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

	07/01/2020 Opening Balance	FY 2021 Estimated Revenues	FY 2021 Operating Expenditures	FY 2021 Capital Equip & Projects	FY 2021 Debt Service Payments	FY 2021 Total Expenditures	FY 2021 Fund Balance Before Xfers	FY 2021 Fund Transfers	06/30/2021 Total Fund Balance	06/30/2021 Reserves & Designations	06/30/2021 Unreserved Balance
<b>General Fund Undesignated</b>	\$205,096	\$77,434,979	(\$76,524,751)	-	(\$481,100)	(\$77,005,851)	\$634,224	(\$467,636)	(\$1,487,801)		-
<i>Transfer from County Lots Parking Fund</i>								149,285			
<i>Transfer to Street Lighting Fund</i>								(208,403)			
<i>Transfer to Stormwater Fund</i>								(1,295,272)			
<i>Transfer to Pension Trust Fund</i>								(50,000)			
<i>Transfer to Pension Rate Stabilization Fund</i>								(250,000)			
<i>Financial Policy Designation</i>	14,933,534						14,933,534	467,636	15,401,170	15,401,170	
<i>Reserve for Economic Uncertainty</i>	4,000,000						4,000,000		4,000,000	2,512,199	
<b>Total General Fund Balance</b>	<b>\$19,138,630</b>	<b>\$77,434,979</b>	<b>(\$76,524,751)</b>	<b>-</b>	<b>(\$481,100)</b>	<b>(\$77,005,851)</b>	<b>\$19,567,758</b>	<b>(\$1,654,390)</b>	<b>\$17,913,369</b>	<b>\$17,913,369</b>	<b>-</b>
<b>Special Revenue Funds</b>											
Street Lighting & Landscape	-	\$402,895	(\$611,298)	-	-	(\$611,298)	(\$208,403)	\$208,403	-	-	-
Gas Tax	\$646,071	1,631,945	(28,560)	(1,290,000)	-	(1,318,560)	959,456		\$959,456		\$959,456
Asset Forfeiture & Safety Grants	162,497	8,160	(66,404)	-	-	(66,404)	104,253		104,253		104,253
Police Safety Grants	169,415	102,375	(142,800)	-	-	(142,800)	128,990		128,990		128,990
Federal & State Grants	(22,488)	-	-	-	-	-	(22,488)		(22,488)		(22,488)
Prop A	3,468	987,136	(986,560)	-	-	(986,560)	4,043	-	4,043		4,043
Prop C	184,615	674,903	(62,220)	(700,000)	-	(762,220)	97,299		97,299		97,299
AB 2766	98,359	47,696	(2,142)	-	-	(2,142)	143,914		143,914		143,914
Measure R	97,119	481,944	(22,440)	-	-	(22,440)	556,623	-	556,623		556,623
Measure M	295,048	514,508	(37,740)	(245,000)	-	(282,740)	526,816	-	526,816		526,816
<b>Total Special Revenue Funds Balance</b>	<b>\$1,634,104</b>	<b>\$4,851,562</b>	<b>(\$1,960,164)</b>	<b>(\$2,235,000)</b>	<b>-</b>	<b>(\$4,195,164)</b>	<b>\$2,290,503</b>	<b>\$208,403</b>	<b>\$2,498,905</b>	<b>-</b>	<b>\$2,498,905</b>
<b>Capital Project Funds</b>											
Capital Improvement Fund	\$70,927	\$1,673,190	(\$153,000)	(\$750,000)	(\$771,806)	(\$1,674,806)	\$69,311	-	\$69,311	-	\$69,311
Underground Utility Construction Fund	604,909	3,346	-	-	-	-	608,254		608,254		608,254
<b>Total Capital Project Funds Balance</b>	<b>\$675,836</b>	<b>\$1,676,536</b>	<b>(\$153,000)</b>	<b>(\$750,000)</b>	<b>(\$771,806)</b>	<b>(\$1,674,806)</b>	<b>\$677,566</b>	<b>-</b>	<b>\$677,566</b>	<b>-</b>	<b>\$677,566</b>
<b>Enterprise Funds</b>											
Water*	\$4,897,996	\$16,111,397	(\$12,668,235)	(\$1,800,000)	(\$172,092)	(\$14,640,327)	\$6,369,066	-	\$6,369,066	6,369,066	-
Stormwater*	-	369,151	(954,422)	(710,000)	-	(1,664,422)	(1,295,272)	1,295,272	-	-	-
Wastewater*	1,948,514	3,629,008	(1,765,802)	(3,000,000)	(84,670)	(4,850,472)	727,050	-	727,050	727,050	-
Refuse*	197,877	4,485,365	(4,430,329)	-	-	(4,430,329)	252,913	-	252,913	252,913	-
Parking*	218,248	2,602,740	(1,833,707)	-	(711,240)	(2,544,947)	276,041	-	276,041	276,041	-
County Parking Lots	-	793,500	(195,415)	-	(448,800)	(644,215)	149,285	(149,285)	-	-	-
State Pier & Parking*	889,652	618,992	(666,665)	(250,000)	-	(916,665)	591,979	-	591,979	591,979	-
<b>Enterprise Fund Reserves:</b>											
North Manhattan Beach BID Reserve	527,266	-	-	-	-	-	527,266	-	527,266	527,266	-
<b>Total Enterprise Funds Balance</b>	<b>\$8,679,552</b>	<b>\$28,610,152</b>	<b>(\$22,514,574)</b>	<b>(\$5,760,000)</b>	<b>(\$1,416,802)</b>	<b>(\$29,691,376)</b>	<b>\$7,598,328</b>	<b>\$1,145,987</b>	<b>\$8,744,315</b>	<b>\$8,744,315</b>	<b>-</b>

2022

**Internal Service Funds**

Insurance Reserve	\$4,914,213	\$6,936,153	(\$6,754,728)	-	-	(\$6,754,728)	\$5,095,639	-	\$5,095,639	\$2,000,000	\$3,095,639
Information Technology	35,098	2,870,940	(2,407,084)	(200,000)	-	(2,607,084)	298,955	-	298,955	-	298,955
Fleet Management	3,579,244	2,639,357	(1,230,572)	(1,250,000)	-	(2,480,572)	3,738,029	-	3,738,029	-	3,738,029
Building Maintenance & Operations	35,708	2,124,706	(2,114,311)	-	-	(2,114,311)	46,103	-	46,103	-	46,103
<b>Total Insurance Service Funds Balance</b>	<b>\$8,564,263</b>	<b>\$14,571,156</b>	<b>(\$12,506,694)</b>	<b>(\$1,450,000)</b>	<b>-</b>	<b>(\$13,956,694)</b>	<b>\$9,178,725</b>	<b>-</b>	<b>\$9,178,725</b>	<b>\$2,000,000</b>	<b>\$7,178,725</b>

**Trust & Agency Funds**

Underground Assessment Fund	\$2,676,706	\$984,300	-	-	(\$1,027,089)	(\$1,027,089)	\$2,633,917	-	\$2,633,917	\$2,633,917	-
Post-Employment Benefits Trust Fund	172,191	179,656	(245,820)	-	-	(245,820)	106,027	50,000	156,027	156,027	-
Pension Rate Stabilization Fund	1,250,000	-	-	-	-	-	1,250,000	250,000	1,500,000	1,500,000	-
<b>Total Trust Agency Funds Balance</b>	<b>\$4,098,897</b>	<b>\$1,163,956</b>	<b>(\$245,820)</b>	<b>-</b>	<b>(\$1,027,089)</b>	<b>(\$1,272,909)</b>	<b>\$3,989,944</b>	<b>\$300,000</b>	<b>\$4,289,944</b>	<b>\$4,289,944</b>	<b>-</b>

<b>Grand Total</b>	<b>\$42,791,283</b>	<b>\$128,308,340</b>	<b>(\$113,905,003)</b>	<b>(\$10,195,000)</b>	<b>(\$3,696,797)</b>	<b>(\$127,796,800)</b>	<b>\$43,302,823</b>	<b>-</b>	<b>\$43,302,823</b>	<b>\$32,947,627</b>	<b>\$10,355,196</b>
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\* Not meeting current Financial Reserve Policy.

**FIVE YEAR FORECAST**  
**FY 2022 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

	07/01/2021 Opening Balance	FY 2022 Estimated Revenues	FY 2022 Operating Expenditures	FY 2022 Capital Equip & Projects	FY 2022 Debt Service Payments	FY 2022 Total Expenditures	FY 2022 Fund Balance Before Xfers	FY 2022 Fund Transfers	06/30/2022 Total Fund Balance	06/30/2022 Reserves & Designations	06/30/2022 Unreserved Balance
<b>General Fund Undesignated</b>	-	\$79,740,950	(\$78,929,522)	-	(\$480,050)	(\$79,409,572)	\$331,377	(\$480,744)	(\$1,800,035)		-
<i>Transfer from County Lots Parking Fund</i>								134,945			
<i>Transfer to Street Lighting Fund</i>								(214,022)			
<i>Transfer to Stormwater Fund</i>								(1,321,592)			
<i>Transfer to Pension Rate Stabilization Fund</i>								(250,000)			
<i>Financial Policy Designation</i>	15,401,170						15,401,170	480,744	15,881,914	15,881,914	
<i>Reserve for Economic Uncertainty</i>	2,512,199						2,512,199		2,512,199	712,163	
<b>Total General Fund Balance</b>	<b>\$17,913,369</b>	<b>\$79,740,950</b>	<b>(\$78,929,522)</b>	<b>-</b>	<b>(\$480,050)</b>	<b>(\$79,409,572)</b>	<b>\$18,244,746</b>	<b>(\$1,650,669)</b>	<b>\$16,594,077</b>	<b>\$16,594,077</b>	<b>-</b>
<b>Special Revenue Funds</b>											
Street Lighting & Landscape	-	\$410,953	(\$624,975)	-	-	(\$624,975)	(\$214,022)	\$214,022	-		-
Gas Tax	\$959,456	1,648,860	(29,131)	(1,250,000)	-	(1,279,131)	1,329,184		\$1,329,184		\$1,329,184
Asset Forfeiture & Safety Grants	104,253	8,323	(62,122)	-	-	(62,122)	50,454		50,454		50,454
Police Safety Grants	128,990	102,422	(145,656)	-	-	(145,656)	85,756		85,756		85,756
Federal & State Grants	(22,488)	-	-	-	-	-	(22,488)		(22,488)		(22,488)
Prop A	4,043	1,004,453	(1,003,282)	-	-	(1,003,282)	5,215	-	5,215		5,215
Prop C	97,299	688,401	(63,464)	(700,000)	-	(763,464)	22,236		22,236		22,236
AB 2766	143,914	48,186	(2,185)	-	-	(2,185)	189,914		189,914		189,914
Measure R	556,623	491,583	(22,889)	-	-	(22,889)	1,025,317	-	1,025,317		1,025,317
Measure M	526,816	524,799	(38,495)	-	-	(38,495)	1,013,120	-	1,013,120		1,013,120
<b>Total Special Revenue Funds Balance</b>	<b>\$2,498,905</b>	<b>\$4,927,979</b>	<b>(\$1,992,199)</b>	<b>(\$1,950,000)</b>	<b>-</b>	<b>(\$3,942,199)</b>	<b>\$3,484,686</b>	<b>\$214,022</b>	<b>\$3,698,708</b>	<b>-</b>	<b>\$3,698,708</b>
<b>Capital Project Funds</b>											
Capital Improvement Fund	\$69,311	\$1,820,941	(\$156,060)	(\$850,000)	(\$770,726)	(\$1,776,786)	\$113,467	-	\$113,467	-	\$113,467
Underground Utility Construction Fund	608,254	3,413	-	-	-	-	611,667		611,667		611,667
<b>Total Capital Project Funds Balance</b>	<b>\$677,566</b>	<b>\$1,824,354</b>	<b>(\$156,060)</b>	<b>(\$850,000)</b>	<b>(\$770,726)</b>	<b>(\$1,776,786)</b>	<b>\$725,134</b>	<b>-</b>	<b>\$725,134</b>	<b>-</b>	<b>\$725,134</b>
<b>Enterprise Funds</b>											
Water*	\$6,369,066	\$16,589,982	(\$13,010,499)	(\$1,500,000)	(\$174,479)	(\$14,684,978)	\$8,274,070	-	\$8,274,070	8,274,070	-
Stormwater*	-	369,680	(981,272)	(710,000)	-	(1,691,272)	(1,321,592)	1,321,592	-	-	-
Wastewater*	727,050	3,736,638	(1,809,538)	(2,500,000)	(85,845)	(4,395,384)	68,304	-	68,304	68,304	-
Refuse*	252,913	4,619,645	(4,560,511)	-	-	(4,560,511)	312,047	-	312,047	312,047	-
Parking*	276,041	2,606,471	(1,877,701)	-	(716,869)	(2,594,570)	287,942	-	287,942	287,942	-
County Parking Lots	-	793,500	(200,779)	-	(457,776)	(658,555)	134,945	(134,945)	-	-	-
State Pier & Parking*	591,979	619,561	(683,659)	(400,000)	-	(1,083,659)	127,881	-	127,881	127,881	-
<b>Enterprise Fund Reserves:</b>											
North Manhattan Beach BID Reserve	527,266	-	-	-	-	-	527,266	-	527,266	527,266	-
<b>Total Enterprise Funds Balance</b>	<b>\$8,744,315</b>	<b>\$29,335,477</b>	<b>(\$23,123,960)</b>	<b>(\$5,110,000)</b>	<b>(\$1,434,969)</b>	<b>(\$29,668,928)</b>	<b>\$8,410,863</b>	<b>\$1,186,646</b>	<b>\$9,597,510</b>	<b>\$9,597,510</b>	<b>-</b>

**Internal Service Funds**

Insurance Reserve	\$5,095,639	\$7,074,375	(\$6,955,026)	-	-	(\$6,955,026)	\$5,214,988	-	\$5,214,988	\$2,000,000	\$3,214,988
Information Technology	298,955	2,928,359	(2,470,813)	(200,000)	-	(2,670,813)	556,501	-	556,501	-	556,501
Fleet Management	3,738,029	2,691,644	(1,262,620)	(1,250,000)	-	(2,512,620)	3,917,053	-	3,917,053	-	3,917,053
Building Maintenance & Operations	46,103	2,166,700	(2,173,105)	-	-	(2,173,105)	39,698	-	39,698	-	39,698

<b>Total Insurance Service Funds Balance</b>	<b>\$9,178,725</b>	<b>\$14,861,078</b>	<b>(\$12,861,563)</b>	<b>(\$1,450,000)</b>	<b>-</b>	<b>(\$14,311,563)</b>	<b>\$9,728,240</b>	<b>-</b>	<b>\$9,728,240</b>	<b>\$2,000,000</b>	<b>\$7,728,240</b>
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**Trust & Agency Funds**

Underground Assessment Fund	\$2,633,917	\$1,003,986	-	-	(\$1,047,631)	(\$1,047,631)	\$2,590,272	-	\$2,590,272	\$2,590,272	-
Post-Employment Benefits Trust Fund	156,027	181,552	(250,736)	-	-	(250,736)	86,843	-	86,843	86,843	-
Pension Rate Stabilization Fund	1,500,000	-	-	-	-	-	1,500,000	250,000	1,750,000	1,750,000	-

<b>Total Trust Agency Funds Balance</b>	<b>\$4,289,944</b>	<b>\$1,185,538</b>	<b>(\$250,736)</b>	<b>-</b>	<b>(\$1,047,631)</b>	<b>(\$1,298,367)</b>	<b>\$4,177,115</b>	<b>\$250,000</b>	<b>\$4,427,115</b>	<b>\$4,427,115</b>	<b>-</b>
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<b>Grand Total</b>	<b>\$43,302,823</b>	<b>\$131,875,376</b>	<b>(\$117,314,040)</b>	<b>(\$9,360,000)</b>	<b>(\$3,733,375)</b>	<b>(\$130,407,415)</b>	<b>\$44,770,784</b>	<b>-</b>	<b>\$44,770,784</b>	<b>\$32,618,702</b>	<b>\$12,152,081</b>
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\* Not meeting current Financial Reserve Policy.

**FIVE YEAR FORECAST**

**FY 2023 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

	07/01/2022 Opening Balance	FY 2023 Estimated Revenues	FY 2023 Operating Expenditures	FY 2023 Capital Equip & Projects	FY 2023 Debt Service Payments	FY 2023 Total Expenditures	FY 2023 Fund Balance Before Xfers	FY 2023 Fund Transfers	06/30/2023 Total Fund Balance	06/30/2023 Reserves & Designations	06/30/2023 Unreserved Balance
<b>General Fund Undesignated</b>	-	\$82,124,071	(\$81,257,694)	-	(\$480,050)	(\$81,737,744)	\$386,326	(\$465,635)	(\$1,067,279)		-
<i>Transfer from County Lots Parking Fund</i>								120,345			
<i>Transfer to Street Lighting Fund</i>								(219,797)			
<i>Transfer to Stormwater Fund</i>								(638,518)			
<i>Transfer to Pension Rate Stabilization Fund</i>								(250,000)			
<i>Financial Policy Designation*</i>	15,881,914						15,881,914	465,635	16,347,549	15,992,434	
<i>Reserve for Economic Uncertainty</i>	712,163						712,163		712,163	-	
<b>Total General Fund Balance</b>	<b>\$16,594,077</b>	<b>\$82,124,071</b>	<b>(\$81,257,694)</b>	<b>-</b>	<b>(\$480,050)</b>	<b>(\$81,737,744)</b>	<b>\$16,980,404</b>	<b>(\$987,970)</b>	<b>\$15,992,434</b>	<b>\$15,992,434</b>	<b>-</b>
<b>Special Revenue Funds</b>											
Street Lighting & Landscape	-	\$419,172	(\$638,969)	-	-	(\$638,969)	(\$219,797)	\$219,797	-		-
Gas Tax	\$1,329,184	1,665,956	(29,714)	-	-	(29,714)	2,965,427		\$2,965,427		\$2,965,427
Asset Forfeiture & Safety Grants	50,454	8,490	(57,855)	-	-	(57,855)	1,089		1,089		1,089
Police Safety Grants	85,756	102,470	(148,569)	-	-	(148,569)	39,657		39,657		39,657
Federal & State Grants	(22,488)	-	-	-	-	-	(22,488)		(22,488)		(22,488)
Prop A	5,215	1,022,094	(1,019,818)	-	-	(1,019,818)	7,490	-	7,490		7,490
Prop C	22,236	702,169	(64,734)	-	-	(64,734)	659,672		659,672		659,672
AB 2766	189,914	48,680	(2,229)	-	-	(2,229)	236,366		236,366		236,366
Measure R	1,025,317	501,414	(23,347)	-	-	(23,347)	1,503,385	-	1,503,385		1,503,385
Measure M	1,013,120	535,295	(39,265)	-	-	(39,265)	1,509,150	-	1,509,150		1,509,150
<b>Total Special Revenue Funds Balance</b>	<b>\$3,698,708</b>	<b>\$5,005,740</b>	<b>(\$2,024,498)</b>	<b>-</b>	<b>-</b>	<b>(\$2,024,498)</b>	<b>\$6,679,950</b>	<b>\$219,797</b>	<b>\$6,899,748</b>	<b>-</b>	<b>\$6,899,748</b>
<b>Capital Project Funds</b>											
Capital Improvement Fund	\$113,467	\$1,870,099	(\$159,181)	-	(\$770,772)	(\$929,953)	\$1,053,613	-	\$1,053,613	-	\$1,053,613
Underground Utility Construction Fund	611,667	3,481	-	-	-	-	615,147		615,147		615,147
<b>Total Capital Project Funds Balance</b>	<b>\$725,134</b>	<b>\$1,873,579</b>	<b>(\$159,181)</b>	<b>-</b>	<b>(\$770,772)</b>	<b>(\$929,953)</b>	<b>\$1,668,760</b>	<b>-</b>	<b>\$1,668,760</b>	<b>-</b>	<b>\$1,668,760</b>
<b>Enterprise Funds</b>											
Water*	\$8,274,070	\$17,082,833	(\$13,360,310)	-	(\$174,487)	(\$13,534,798)	\$11,822,105	-	\$11,822,105	11,822,105	-
Stormwater*	-	370,221	(1,008,739)	-	-	(1,008,739)	(638,518)	638,518	-	-	-
Wastewater	68,304	3,847,471	(1,853,696)	-	(85,849)	(1,939,545)	1,976,230	-	1,976,230	646,515	1,329,715
Refuse*	312,047	4,757,950	(4,694,331)	-	-	(4,694,331)	375,666	-	375,666	375,666	-
Parking*	287,942	2,610,273	(1,922,545)	-	(716,898)	(2,639,442)	258,772	-	258,772	258,772	-
County Parking Lots	-	793,500	(206,223)	-	(466,932)	(673,155)	120,345	(120,345)	-	-	-
State Pier & Parking*	127,881	620,142	(701,038)	-	-	(701,038)	46,986	-	46,986	46,986	-
<b>Enterprise Fund Reserves:</b>											
North Manhattan Beach BID Reserve	527,266	-	-	-	-	-	527,266	-	527,266	527,266	-
<b>Total Enterprise Funds Balance</b>	<b>\$9,597,510</b>	<b>\$30,082,390</b>	<b>(\$23,746,881)</b>	<b>-</b>	<b>(\$1,444,166)</b>	<b>(\$25,191,047)</b>	<b>\$14,488,853</b>	<b>\$518,173</b>	<b>\$15,007,026</b>	<b>\$13,677,310</b>	<b>\$1,329,715</b>

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**Internal Service Funds**

Insurance Reserve	\$5,214,988	\$7,215,362	(\$7,162,980)	-	-	(\$7,162,980)	\$5,267,370	-	\$5,267,370	\$2,000,000	\$3,267,370
Information Technology	556,501	2,986,926	(2,534,244)	(200,000)	-	(2,734,244)	809,183	-	809,183	-	809,183
Fleet Management	3,917,053	2,744,977	(1,294,696)	(1,250,000)	-	(2,544,696)	4,117,334	-	4,117,334	-	4,117,334
Building Maintenance & Operations	39,698	2,209,534	(2,232,492)	-	-	(2,232,492)	16,740	-	16,740	-	16,740

<b>Total Insurance Service Funds Balance</b>	<b>\$9,728,240</b>	<b>\$15,156,799</b>	<b>(\$13,224,412)</b>	<b>(\$1,450,000)</b>	<b>-</b>	<b>(\$14,674,412)</b>	<b>\$10,210,627</b>	<b>-</b>	<b>\$10,210,627</b>	<b>\$2,000,000</b>	<b>\$8,210,627</b>
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**Trust & Agency Funds**

Underground Assessment Fund	\$2,590,272	\$1,024,066	-	-	(\$1,068,583)	(\$1,068,583)	\$2,545,755	-	\$2,545,755	\$2,545,755	-
Post-Employment Benefits Trust Fund	86,843	183,469	(255,751)	-	-	(255,751)	14,561	-	14,561	14,561	-
Pension Rate Stabilization Fund	1,750,000	-	-	-	-	-	1,750,000	250,000	2,000,000	2,000,000	-

<b>Total Trust Agency Funds Balance</b>	<b>\$4,427,115</b>	<b>\$1,207,535</b>	<b>(\$255,751)</b>	<b>-</b>	<b>(\$1,068,583)</b>	<b>(\$1,324,335)</b>	<b>\$4,310,315</b>	<b>\$250,000</b>	<b>\$4,560,315</b>	<b>\$4,560,315</b>	<b>-</b>
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<b>Grand Total</b>	<b>\$44,770,784</b>	<b>\$135,450,114</b>	<b>(\$120,668,417)</b>	<b>(\$1,450,000)</b>	<b>(\$3,763,571)</b>	<b>(\$125,881,988)</b>	<b>\$54,338,909</b>	<b>-</b>	<b>\$54,338,909</b>	<b>\$36,230,059</b>	<b>\$18,108,850</b>
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\* Not meeting current Financial Reserve Policy.

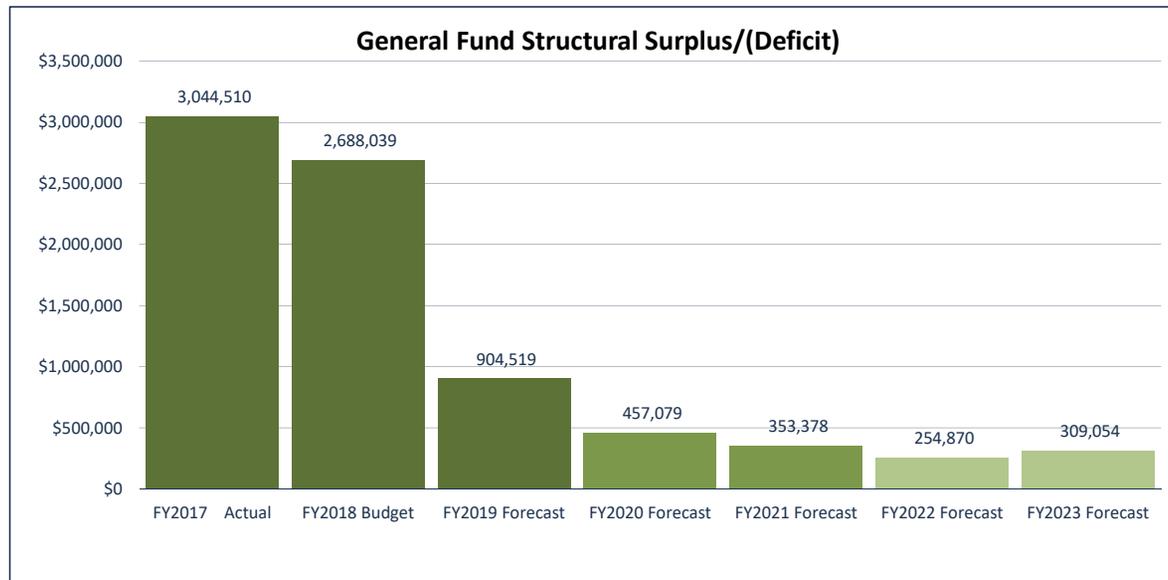
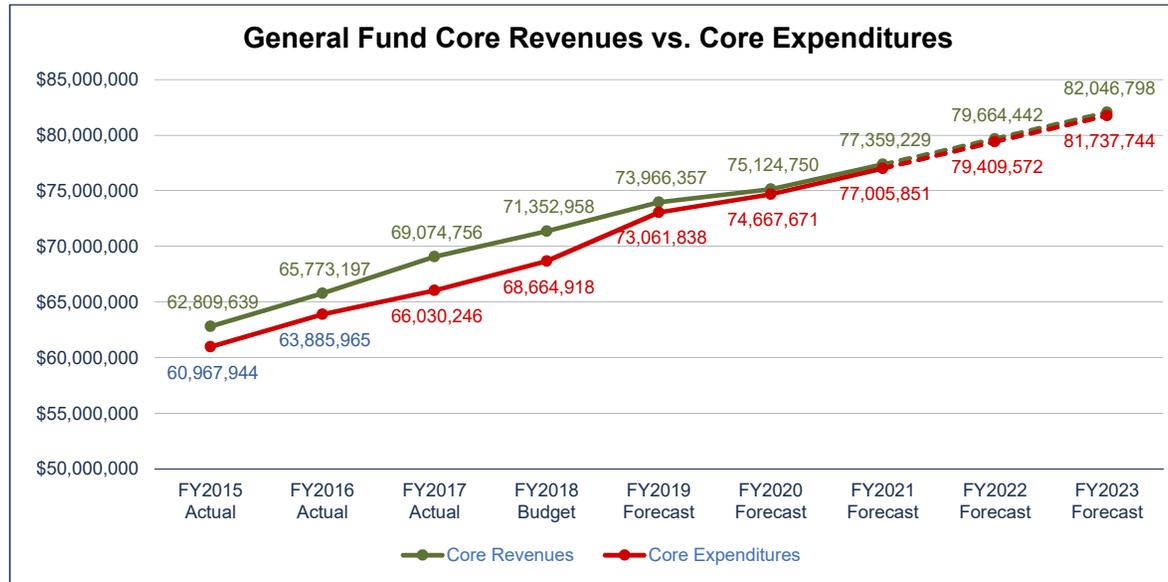
## General Fund Forecast

	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
	Actual	Actual	Actual	Estimate	Budget	Budget	Forecast	Forecast	Forecast
<b>BEGINNING FUND BALANCE</b>	19,198,336	21,115,623	20,086,641	23,501,369	22,161,633	20,715,733	19,138,630	17,913,369	16,594,078
100									
<b>Revenues</b>									
<b>Core Revenues</b>	<b>62,809,639</b>	<b>65,773,197</b>	<b>69,074,756</b>	<b>71,352,958</b>	<b>73,966,357</b>	<b>75,124,750</b>	<b>77,359,229</b>	<b>79,664,442</b>	<b>82,046,798</b>
<b>Non-core Revenues (One-time &amp; Grants)<sup>1</sup></b>	<b>185,715</b>	<b>1,074,052</b>	<b>2,503,002</b>	<b>95,035</b>	<b>1,538,760</b>	<b>75,000</b>	<b>75,750</b>	<b>76,508</b>	<b>77,273</b>
<b>Total Revenues &amp; Other Inflows (A)</b>	<b>\$62,995,354</b>	<b>\$66,847,249</b>	<b>\$71,577,758</b>	<b>\$71,447,993</b>	<b>\$75,505,117</b>	<b>\$75,199,750</b>	<b>\$77,434,979</b>	<b>\$79,740,950</b>	<b>\$82,124,071</b>
<b>Expenditures</b>									
<b>Core Expenditures</b>	<b>60,967,944</b>	<b>63,885,965</b>	<b>66,030,246</b>	<b>68,664,918</b>	<b>73,061,838</b>	<b>74,667,671</b>	<b>77,005,851</b>	<b>79,409,572</b>	<b>81,737,744</b>
<b>Non-core Expenditures (One-time &amp; Capital)<sup>2</sup></b>	<b>129,423</b>	<b>2,464,364</b>	<b>492,486</b>	<b>1,074,947</b>	<b>1,670,033</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures &amp; Other Outflows (B)</b>	<b>61,097,367</b>	<b>66,350,330</b>	<b>66,542,225</b>	<b>69,739,865</b>	<b>74,731,871</b>	<b>74,667,671</b>	<b>77,005,851</b>	<b>79,409,572</b>	<b>81,737,744</b>
Annual Structural (Core) Surplus/(Deficit)	1,841,695	1,887,231	3,044,510	2,688,039	904,519	457,079	353,378	254,870	309,054
Annual Surplus/(Deficit) Before Transfers	1,897,988	496,919	5,035,533	1,708,127	773,246	532,079	429,128	331,377	386,326
<b>Fund Equity Transfers (C)</b>	<b>19,300</b>	<b>(1,525,902)</b>	<b>(1,620,805)</b>	<b>(3,047,863)</b>	<b>(2,219,146)</b>	<b>(2,109,182)</b>	<b>(1,654,390)</b>	<b>(1,650,669)</b>	<b>(987,970)</b>
Annual Incr./((Decr.) in Fund Balance (=A-B+C)	1,917,287	(1,028,983)	3,414,728	(1,339,736)	(1,445,900)	(1,577,103)	(1,225,261)	(1,319,291)	(601,644)
<b>ENDING FUND BALANCE</b>	<b>\$21,115,623</b>	<b>\$20,086,641</b>	<b>\$23,501,369</b>	<b>\$22,161,633</b>	<b>\$20,715,733</b>	<b>\$19,138,630</b>	<b>\$17,913,369</b>	<b>\$16,594,078</b>	<b>\$15,992,434</b>
Financial Policy Designation <sup>3</sup>	12,140,241	12,713,032	13,481,208	14,080,053	14,946,374	14,933,534	15,401,170	15,881,914	15,992,434
Reserve for Economic Uncertainty	4,000,000	1,934,245	4,000,000	4,000,000	4,000,000	4,000,000	2,512,199	712,164	-
Undesignated Fund Balance	4,975,382	5,439,364	6,020,161	4,081,580	1,769,359	205,096	-	-	-

<sup>1</sup> Includes City Manager loan repayments in FY 2016-17 and FY 2018-19.

<sup>2</sup> FY2019 Includes Public Safety and Public Works radios (\$1,189,793), Permitting Software Solution (\$380,240) and two net new Public Works vehicles (\$100,000).

<sup>3</sup> Not meeting Financial Policy Reserve Requirement in FY 2023.



## Growth Factors for FY 2019 to FY 2023 Projections

	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
	Actual	Actual	Estimate	Budget	Budget	Forecast	Forecast	Forecast
<b>Core Revenues</b>								
Property Tax	7.8%	7.1%	7.4%	4.5%	3.7%	4.0%	4.0%	4.0%
Sales & Use Tax	1.9%	-4.1%	0.4%	1.7%	0.0%	2.0%	2.0%	2.0%
Other Taxes & Assessments	-6.3%	-8.7%	-1.2%	-4.5%	0.0%	2.0%	2.0%	2.0%
Transient Occupancy Tax	7.2%	0.4%	-4.0%	5.9%	2.0%	3.0%	3.0%	3.0%
Business License Tax	3.0%	5.2%	1.1%	3.0%	3.0%	2.5%	2.5%	2.5%
Charges for Services	3.9%	11.2%	2.3%	3.6%	-0.8%	3.0%	3.0%	3.0%
Building Permits	41.8%	-4.5%	11.1%	5.0%	-12.7%	2.5%	2.5%	2.5%
Building Plan Check Fees	-24.6%	78.0%	-4.9%	0.0%	0.0%	2.0%	2.0%	2.0%
Licenses & Permits	12.4%	-1.5%	4.3%	3.7%	-2.0%	2.5%	2.5%	2.5%
Fines	-0.1%	-0.4%	1.7%	0.4%	0.0%	1.0%	1.0%	1.0%
Interest Earnings	47.0%	20.4%	34.6%	2.9%	4.8%	2.0%	2.0%	2.0%
Rents & Leases	10.9%	9.5%	-15.4%	10.3%	1.1%	2.0%	2.0%	2.0%
Real Estate Transfer Tax	10.0%	-4.6%	-7.4%	7.1%	2.0%	2.5%	2.0%	2.0%
From Other Agencies	-47.9%	-45.1%	-6.2%	4.3%	1.5%	1.0%	1.0%	1.0%
Miscellaneous	-11.3%	37.1%	-14.5%	3.5%	0.0%	1.0%	1.0%	1.0%
Operating Transfers In	2.9%	0.0%	18.1%	0.9%	0.6%	1.0%	1.0%	1.0%
<b>Core Revenues</b>	<b>4.7%</b>	<b>5.0%</b>	<b>3.3%</b>	<b>3.7%</b>	<b>1.6%</b>	<b>3.0%</b>	<b>3.0%</b>	<b>3.0%</b>
<b>Non-Core Revenues</b>								
Unrealized Investment Gain/Loss	1989.1%	-306.9%	-100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Grants	-49.8%	-13.5%	24.6%	-21.1%	0.0%	1.0%	1.0%	1.0%
Lease Purchase Proceeds	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Property Transfer Fee	0.0%	-6.4%	-100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Non-core Revenues</b>	<b>478.3%</b>	<b>133.0%</b>	<b>-96.2%</b>	<b>1519.2%</b>	<b>-95.1%</b>	<b>1.0%</b>	<b>1.0%</b>	<b>1.0%</b>
<b>Total Revenues &amp; Other Inflows</b>	<b>6.1%</b>	<b>7.1%</b>	<b>-0.2%</b>	<b>5.7%</b>	<b>-0.4%</b>	<b>3.0%</b>	<b>3.0%</b>	<b>3.0%</b>
<b>Core Expenditures</b>								
Salary & Wages	4.4%	3.9%	2.8%	0.8%	1.6%	2.0%	2.0%	2.0%
Employee Benefits	10.5%	4.6%	4.9%	22.3%	7.1%	6.2%	6.0%	5.2%
Contract & Professional Services	5.7%	-2.3%	6.3%	12.9%	-4.2%	3.0%	3.0%	3.0%
Materials & Services	3.2%	-2.5%	6.6%	21.0%	0.6%	1.9%	1.9%	1.9%
Utilities	-1.7%	0.9%	1.1%	1.0%	3.0%	2.0%	2.0%	2.0%
Internal Service Charges	9.2%	7.8%	4.0%	-8.3%	2.8%	2.0%	2.0%	2.0%
Property Leases & Rentals	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Bond Debt Service	-67.9%	23.9%	4.2%	4.7%	0.2%	-0.9%	-0.2%	0.0%
Operating Transfers Out	122.6%	-59.1%	-5.0%	-10.4%	3.1%	2.0%	2.0%	2.0%
<b>Core Expenditures</b>	<b>4.8%</b>	<b>3.4%</b>	<b>4.0%</b>	<b>6.4%</b>	<b>2.2%</b>	<b>3.1%</b>	<b>3.1%</b>	<b>2.9%</b>
<b>Non-Core Expenditures</b>								
City Manager Loan	0.0%	-94.8%	-100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Property & Equipment	187.1%	3.4%	179.7%	55.4%	-100.0%	0.0%	0.0%	0.0%
Capital Improvement Projects	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Non-core Expenditures</b>	<b>1804.1%</b>	<b>-80.0%</b>	<b>118.3%</b>	<b>55.4%</b>	<b>-100.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Total Expenditures &amp; Other Outflows</b>	<b>8.6%</b>	<b>0.3%</b>	<b>4.8%</b>	<b>7.2%</b>	<b>-0.1%</b>	<b>3.1%</b>	<b>3.1%</b>	<b>2.9%</b>

# Capital Budget Summary

# SCHEDULE OF CAPITAL PROJECTS BY FUND

	Prior Year Appropriation <sup>1</sup>	Proposed 5-Year CIP				TOTAL Five-Year
		FY 2019	FY 2020	FY 2021	FY 2022	
<b>CIP Project Funding Summary</b>						
Streets & Highways Fund	4,016,985	1,750,000	1,250,000	1,290,000	1,250,000	10,236,985
Prop C Fund	20,936,435	700,000	700,000	700,000	700,000	25,036,435
Measure R Fund	1,030,680	450,000	420,000	-	-	2,150,680
Measure M Fund	180,000	-	840,000	245,000	-	1,465,000
CIP Fund	7,968,653	1,505,000	930,000	930,000	1,030,000	15,528,253
Water Fund	10,771,277	25,750,000	1,500,000	1,800,000	1,500,000	45,491,277
Stormwater Fund	250,000	710,000	1,210,000	710,000	710,000	4,050,000
Wastewater Fund	4,025,169	3,500,000	3,250,000	3,000,000	2,800,000	20,025,169
Refuse Fund	-	-	150,000	-	-	150,000
Parking Fund	520,871	-	-	-	-	1,020,871
State Pier & Parking Lot Fund	319,592	-	-	250,000	330,000	899,592
	<b>\$50,019,662</b>	<b>\$34,365,000</b>	<b>\$10,250,000</b>	<b>\$8,925,000</b>	<b>\$8,320,000</b>	<b>\$126,054,262</b>
<b>Unfunded Projects</b>	<b>\$160,230</b>	<b>\$615,000</b>	<b>\$28,055,000</b>	<b>\$25,420,000</b>	<b>\$1,970,000</b>	<b>\$56,475,230</b>

<sup>1</sup> Prior Year Appropriation column includes estimated carryover funding that will be expended as multi-year projects progress. Reported carryover funds reflect the amount of fund balance previously committed to projects in prior year adopted budgets, including FY 2018. In the Five Year Forecast, Opening Fund Balances include assumptions for Committed Capital Project expenditures and, where applicable, anticipated grant revenue.

# SCHEDULE OF CAPITAL PROJECTS BY FUND

	Prior Year Appropriation <sup>1</sup>	Proposed 5-Year CIP			TOTAL Five-Year
		FY 2019	FY 2020	FY 2021	
<b>Streets &amp; Highways Fund</b>					
<b>Streets-Concrete Repairs</b>					
Annual Curb, Gutter and Ramp Replacement	612,643	365,000	365,000	365,000	2,072,643
Parkview Sidewalk Project	COMPLETED	-	-	-	-
<b>Streets-Concrete Repairs Total</b>	<b>\$612,643</b>	<b>\$365,000</b>	<b>\$365,000</b>	<b>\$365,000</b>	<b>\$365,000</b>
<b>Streets-Pavement Projects</b>					
Annual Slurry Seal Program	770,000	385,000	385,000	385,000	2,310,000
Annual Residential Street Resurfacing Program	-	500,000	500,000	500,000	2,000,000
Street Resurfacing Project: Rosecrans Avenue	750,000	-	-	-	830,000
Street Resurfacing: Marine from Sepulveda to Aviation					
Manhattan Ave/Highland Ave Improvement Project	COMPLETED	-	-	-	-
Morningside Drive: 10th to MBB	74,480	125,000	-	-	199,480
<b>Street Resurfacing: Blanche, Marine &amp; 27th</b>	<b>REAPPROPRIATE \$375,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Street Resurfacing : Liberty Village</b>	<b>275,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Village Field ADA Access Design</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Street Resurfacing: MB Blvd from Sepulveda to Aviation	COMPLETED	-	-	-	-
Street Resurfacing: Oak, Redondo & 11th	COMPLETED	-	-	-	-
Triennial Pavement Management System Update	COMPLETED	-	40,000	-	40,000
<b>Streets-Pavement Projects Total</b>	<b>\$1,594,480</b>	<b>\$1,385,000</b>	<b>\$885,000</b>	<b>\$925,000</b>	<b>\$885,000</b>
<b>Streets-Capacity Improvements</b>					
Aviation at Artesia, SB to WB Right-Turn Lane (SBHP Grant)	1,397,000	-	-	-	1,397,000
22 Intersection Pedestrian Improvements (HSIP Grant-Cycle 5)	206,561	-	-	-	206,561
Sepulveda & 8th St Intersection Improvements (HSIP Grant)	206,301	-	-	-	206,301
<b>Streets-Capacity Improvements Total</b>	<b>\$1,809,862</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Streets &amp; Highways Total</b>	<b>\$4,016,985</b>	<b>\$1,750,000</b>	<b>\$1,250,000</b>	<b>\$1,290,000</b>	<b>\$10,236,985</b>
<b>Estimated Total Ending Fund Balance</b>	<b>\$3,099,072</b>	<b>\$308,862</b>	<b>\$646,071</b>	<b>\$959,456</b>	<b>\$1,329,184</b>
<i>*See Five Year Forecast for Estimated Revenues, Expenditures, and Reserves</i>					
<b>Prop C Fund</b>					
<b>Streets-Pavement Projects</b>					
Street Resurfacing: Marine from Sepulveda to Aviation	451,760	-	-	-	851,760
Street Resurfacing: Arterial & Collector Roadways	-	700,000	700,000	700,000	2,800,000
<b>Streets-Pavement Projects Total</b>	<b>\$451,760</b>	<b>\$700,000</b>	<b>\$700,000</b>	<b>\$700,000</b>	<b>\$700,000</b>
<b>Streets-Capacity Improvements</b>					
Dual LT Lanes on MBB at Sepulveda (SBHP Grant)	1,290,497	-	-	-	1,290,497
Sepulveda Bridge (SBHP Grant)	8,774,236	-	-	-	8,774,236
Sepulveda Bridge Widening (MTA Call Grant)	6,813,325	-	-	-	6,813,325
Sepulveda Bridge Widening Prop C Local	2,621,177	-	-	-	2,621,177
Sepulveda Intersection Improvements	985,440	-	-	-	1,885,440
<b>Streets-Capacity Improvements Total</b>	<b>\$20,484,675</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Prop C Total</b>	<b>\$20,936,435</b>	<b>\$700,000</b>	<b>\$700,000</b>	<b>\$700,000</b>	<b>\$25,036,435</b>
<b>Estimated Total Ending Fund Balance</b>	<b>\$3,805,246</b>	<b>\$283,945</b>	<b>\$184,615</b>	<b>\$97,299</b>	<b>\$22,236</b>
<i>*See Five Year Forecast for Estimated Revenues, Expenditures, and Reserves</i>					

# SCHEDULE OF CAPITAL PROJECTS BY FUND

	Prior Year Appropriation <sup>1</sup>	Proposed 5-Year CIP			TOTAL Five-Year
		FY 2019	FY 2020	FY 2021	
<b>Measure R</b>					
<b>Streets-Pavement Projects</b>					
Street Resurfacing Project: 1100 Block of 3rd St	COMPLETED	-	-	-	-
Street Resurfacing: Liberty Village	745,680	-	-	-	745,680
<b>Streets-Pavement Projects Total</b>	<b>\$745,680</b>	-	-	-	-
<b>Streets-Capacity Improvements</b>					
Protected LT Lanes: MBB at Peck Ave	285,000	-	-	-	535,000
<b>Streets-Capacity Improvements Total</b>	<b>\$285,000</b>	-	-	-	-
<b>Streets-Pedestrian Improvements</b>					
Highland & 38th Improvements	COMPLETED	-	-	-	-
Raised Median Construction: MBB, West of Aviation	COMPLETED	-	-	-	-
Signalized Crosswalk: MBB at Target Driveway	COMPLETED	-	-	-	-
Ocean Drive Walkstreet Crossing	-	450,000	-	-	450,000
Aviation (West-side) and 33rd Sidewalk	-	-	420,000	-	420,000
<b>Streets-Pedestrian Improvements Total</b>	<b>-</b>	<b>\$450,000</b>	<b>\$420,000</b>	<b>-</b>	<b>420,000</b>
<b>Measure R Total</b>	<b>\$1,030,680</b>	<b>\$450,000</b>	<b>\$420,000</b>	<b>-</b>	<b>\$2,150,680</b>

**Estimated Total Ending Fund Balance** \$1,265,858 \$66,625 \$97,119 \$556,623 \$1,025,317

\*See Five Year Forecast for Estimated Revenues, Expenditures, and Reserves

<b>Measure M</b>					
ADA Transition Plan within Public Rights of Way	180,000	-	-	-	380,000
Rowell Avenue Sidewalk Connection (Curtis & 1st St.)	-	-	840,000	-	840,000
Intersection Improvements at Laurel & 31st	-	-	-	245,000	245,000
<b>Streets-Pedestrian Improvements Total</b>	<b>\$180,000</b>	<b>-</b>	<b>\$840,000</b>	<b>\$245,000</b>	<b>-</b>
<b>Measure M Total</b>	<b>\$180,000</b>	<b>-</b>	<b>\$840,000</b>	<b>\$245,000</b>	<b>\$1,465,000</b>

**Estimated Total Ending Fund Balance** \$550,743 \$91,113 \$229,847 \$616,970

\*See Five Year Forecast for Estimated Revenues, Expenditures, and Reserves

# SCHEDULE OF CAPITAL PROJECTS BY FUND

	Prior Year Appropriation <sup>1</sup>	Proposed 5-Year CIP			TOTAL Five-Year
		FY 2019	FY 2020	FY 2021	
<b>CIP Fund</b>					
<b>Facilities Projects</b>					
Facility Improvements	1,233,311	830,000	830,000	830,000	5,553,311
Street Light Purchase and LED Retrofit	1,226,927	-	-	-	1,226,927
City Hall 1st & 2nd Floor Restroom Remodel	438,723	-	-	-	888,723
Marine Ave Park Baseball Field Synthetic Turf	480,002	-	-	-	826,572
Miraposa Fitness Station	55,000	200,000	-	-	255,000
Village Field Replacement Turf & Light Fixtures	160,230	-	-	-	242,230
Ceramics Studio Renovation	267,000	-	-	-	267,000
Community Development Front Counter & Office Remodel	220,000	-	-	-	220,000
Engineering Division Space Planning	372,789	-	-	-	506,219
Fiber Master Plan	99,888	-	-	-	99,888
Field Netting at Dorsey, Live Oak and Manhattan Heights	COMPLETED	-	-	-	-
Fire Station 2 Design Development	243,000	-	-	-	810,600
Fire Station Security Card Installation	COMPLETED	-	-	-	-
Human Resources Offices Reconfiguration & Improvements	132,000	-	-	-	132,000
Park Master Plan	100,000	-	-	-	100,000
Replacement/Upgrade Fire Station 1 Diesel Exhaust Removal System	30,000	-	-	-	30,000
Veterans Parkway Landscape/Hardscape	375,065	-	-	-	375,065
Wayfinding Sign Program	COMPLETED	-	-	-	-
<b>Facilities Projects Total</b>	<b>\$5,433,935</b>	<b>\$1,030,000</b>	<b>\$830,000</b>	<b>\$830,000</b>	<b>\$830,000</b>
<b>Streets Projects</b>					
Downtown Streetscape Improvements: Traffic Signal Pole Replacement	893,593	-	-	-	893,593
Traffic Signal Battery Back-Up Installation	100,000	-	-	-	100,000
Traffic Signal Preemption Devices	COMPLETED	75,000	-	-	150,000
Sepulveda/Oak Neighborhood Intrusion Study	40,000	-	-	-	40,000
CDBG Access Ramp Construction (Village Field, Annual)	300,000	-	-	100,000	400,000
Cycle 10 Safe Routes to School Program	454,500	-	-	-	454,500
Cycle 3 Safe Routes to School Program	414,670	-	-	-	414,670
Annual Non-Motorized Transportation Program	272,715	100,000	100,000	100,000	852,715
Non-Motorized Transportation Project: Rosecrans Ave Bike Lane	289,240	-	-	-	619,240
Strand Bikeway Pier Undercrossing	REMOVED	-	-	-	-
Strand Stairs - Construction	COMPLETED	-	-	-	-
Veterans Parkway Pedestrian Access Master Plan	70,000	-	-	-	70,000
<b>Streets Projects Total</b>	<b>\$2,534,718</b>	<b>\$475,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$200,000</b>
<b>CIP Fund Total</b>	<b>\$7,968,653</b>	<b>\$1,505,000</b>	<b>\$930,000</b>	<b>\$930,000</b>	<b>\$1,030,000</b>
<b>Estimated Total Ending Fund Balance</b>	<b>\$9,083,320</b>	<b>\$296,561</b>	<b>\$70,927</b>	<b>\$69,311</b>	<b>\$113,467</b>

\*See Five Year Forecast for Estimated Revenues, Expenditures, and Reserves

# SCHEDULE OF CAPITAL PROJECTS BY FUND

	Prior Year Appropriation <sup>1</sup>	Proposed 5-Year CIP			TOTAL Five-Year
		FY 2019	FY 2020	FY 2021	
<b>Water Fund</b>					
<b>Water Projects</b>					
Annual Pipe Replacement Program	1,600,000	1,500,000	1,500,000	1,500,000	9,100,000
Water Meter Upgrade and Automation	5,340,000	-	-	-	8,010,000
<b>Pier Water Main Replacement</b>	-	-	-	-	-
Block 35 Ground Level Reservoir Replacement (Design Only)	-	1,200,000	-	-	1,200,000
Chloramination System at Wells 11 & 15	302,879	-	-	-	302,879
Larsson Street Booster Station Improvement	745,500	-	-	-	745,500
Paint Block 35 Elevated Tank	848,744	-	-	-	848,744
Peck Ground Level Reservoir Replacement	1,418,759	22,000,000	-	-	23,418,759
Redrill & Equip Well 15	300,000	350,000	-	-	650,000
Utility Radio Telemetry	215,395	-	-	-	215,395
Well Collection Line from Well 11A to Block 35 (Design Only)	-	700,000	-	-	700,000
Water Masterplan Update	-	-	300,000	-	300,000
<b>Water Projects Total</b>	<b>\$10,771,277</b>	<b>\$25,750,000</b>	<b>\$1,500,000</b>	<b>\$1,800,000</b>	<b>\$1,500,000</b>
<b>Water Total</b>	<b>\$10,771,277</b>	<b>\$25,750,000</b>	<b>\$1,800,000</b>	<b>\$1,500,000</b>	<b>\$45,491,277</b>

**Estimated Total Ending Fund Balance** \$36,811,447 \$4,897,996 \$6,369,066 \$8,274,070

\*See Five Year Forecast for Estimated Revenues, Expenditures, and Reserves

<b>Stormwater Fund</b>					
<b>Stormwater Projects</b>					
Storm Drain Debris Collection Devices	COMPLETED	210,000	210,000	210,000	1,050,000
Storm Drain Repairs	COMPLETED	500,000	500,000	500,000	2,000,000
Stormwater Masterplan Update	250,000	-	-	-	500,000
Joint Watershed Project: Hermosa Greenbelt	-	-	500,000	-	500,000
<b>Stormwater Projects Total</b>	<b>\$250,000</b>	<b>\$710,000</b>	<b>\$1,210,000</b>	<b>\$710,000</b>	<b>\$710,000</b>
<b>Stormwater Total</b>	<b>\$250,000</b>	<b>\$710,000</b>	<b>\$1,210,000</b>	<b>\$710,000</b>	<b>\$4,050,000</b>

**Estimated Total Ending Fund Balance** - - - -

\*See Five Year Forecast for Estimated Revenues, Expenditures, and Reserves

# SCHEDULE OF CAPITAL PROJECTS BY FUND

	Prior Year Appropriation <sup>1</sup>	Proposed 5-Year CIP			TOTAL Five-Year
		FY 2019	FY 2020	FY 2021	
<b>Wastewater Fund</b>					
<b>Wastewater Projects</b>					
Annual Rehabilitation of Gravity Sewer Mains	651,480	1,100,000	1,100,000	1,100,000	5,501,480
Poinsettia Sewage Lift Station and Force Main Replacement	3,298,080	-	-	-	6,298,080
Pier Pump Station Force Main Replacement	-	-	-	-	-
Pacific Lift Station Upgrade	75,609	-	-	-	2,400,000
Utility Radio Telemetry	-	-	-	-	75,609
Voorhees Lift Station Upgrade	-	2,150,000	-	-	2,150,000
Meadows Lift Station Upgrade	-	-	1,600,000	-	1,600,000
Wastewater Master Plan Update	-	-	300,000	-	300,000
Palm Lift Station Upgrade	-	-	-	1,700,000	1,700,000
<b>Wastewater Projects Total</b>	<b>\$4,025,169</b>	<b>\$3,500,000</b>	<b>\$3,250,000</b>	<b>\$3,000,000</b>	<b>\$2,800,000</b>
<b>Wastewater Total</b>	<b>\$4,025,169</b>	<b>\$3,500,000</b>	<b>\$3,000,000</b>	<b>\$2,800,000</b>	<b>\$20,025,169</b>

**Estimated Total Ending Fund Balance \$9,592,951 \$1,948,514 \$727,050 \$68,304**

\*See Five Year Forecast for Estimated Revenues, Expenditures, and Reserves

<b>Refuse Fund</b>					
<b>Facilities Projects</b>					
City-owned Refuse Enclosure Improvements Design	-	150,000	-	-	150,000
<b>Facilities Projects Total</b>	<b>-</b>	<b>\$150,000</b>	<b>-</b>	<b>-</b>	<b>\$150,000</b>
<b>Refuse Total</b>	<b>-</b>	<b>\$150,000</b>	<b>-</b>	<b>-</b>	<b>\$150,000</b>

**Estimated Total Ending Fund Balance \$944,315 \$1,100,437 \$252,913 \$312,047**

\*See Five Year Forecast for Estimated Revenues, Expenditures, and Reserves

# SCHEDULE OF CAPITAL PROJECTS BY FUND

	Prior Year Appropriation <sup>1</sup>	Proposed 5-Year CIP			TOTAL Five-Year
		FY 2019	FY 2020	FY 2021	
<b>Parking Fund (Includes NMBBID Reserve)</b>					
<b>Parking Projects</b>					
Lot 1 Retaining Wall (10th & Bayview)	COMPLETED	-	-	-	-
North MB Business Improvement District Streetscape	20,871	-	-	-	20,871
Parking Structure Structural Rehab Analysis (Lots 3 & 4)	500,000	-	-	-	1,000,000
<b>Parking Projects Total</b>	<b>\$520,871</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Parking Total</b>	<b>\$520,871</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$1,020,871</b>

**Estimated Total Ending Fund Balance** \$1,074,944 \$657,158 \$745,514 \$803,307 \$815,208

*\*See Five Year Forecast for Estimated Revenues, Expenditures, and Reserves*

<b>State Pier &amp; Lot Fund</b>					
<b>Facilities Projects</b>					
Pier Improvements (Includes Roundhouse & Comfort Station)	COMPLETED	-	-	-	-
Pier Roundhouse Aquarium (Design & Project Management)	299,592	-	-	-	299,592
<b>Facilities Projects Total</b>	<b>\$299,592</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Parking Projects</b>					
Pier Lot Safety Lighting	20,000	-	-	-	20,000
Pier Deck Repairs	-	-	250,000	-	250,000
<b>Pier Railings</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>330,000</b>	<b>330,000</b>
<b>Parking Projects Total</b>	<b>\$20,000</b>	<b>-</b>	<b>\$250,000</b>	<b>\$330,000</b>	<b>\$899,592</b>
<b>State Pier &amp; Lot Fund Total</b>	<b>\$319,592</b>	<b>-</b>	<b>\$250,000</b>	<b>\$330,000</b>	<b>\$899,592</b>

**Estimated Total Ending Fund Balance** \$957,588 \$921,289 \$889,652 \$591,979 \$127,881

*\*See Five Year Forecast for Estimated Revenues, Expenditures, and Reserves*

# SCHEDULE OF CAPITAL PROJECTS BY FUND

	Prior Year Appropriation <sup>1</sup>	Proposed 5-Year CIP			TOTAL Five-Year
		FY 2019	FY 2020	FY 2021	
<b>Unfunded Projects</b>					
<b>Facilities Projects</b>					
Begg Field Synthetic Turf & Light Fixture Replacement	1,250,000				1,250,000
Joslyn Center Raised Garden	-	-	-	-	75,000
Joslyn Center OASIS Patio and Outside Deck Installation	-	-	150,000	-	150,000
Repair, Upgrade, Standardize Picnic Pad at all parks	-	80,000	80,000	80,000	400,000
Replace three pairs of Banner Poles across streets	-	450,000	-	-	450,000
Replace Mobile EOC Shelter Storage Container with trailer unit	-	60,000	-	-	60,000
Begg Pool Remodel/Replacements	-	-	1,500,000	16,500,000	18,000,000
Village Field Restroom Upgrades	-	-	-	400,000	400,000
Security Cameras at Parks, Facilities, Fields and Skate Spot	-	-	-	90,000	180,000
Sand Dune Park Building Improvements	-	-	-	200,000	2,000,000
<b>Facilities Projects Total</b>	<b>\$1,250,000</b>	<b>\$590,000</b>	<b>\$1,580,000</b>	<b>\$17,420,000</b>	<b>\$22,965,000</b>
<b>Water Projects</b>					
Block 35 Ground Level Reservoir Replacement (Construction)	-	-	7,500,000	-	7,500,000
Well Collection Line from Well 11A to Block 35 (Construction)	-	-	5,750,000	-	5,750,000
<b>Water Projects Total</b>	<b>-</b>	<b>-</b>	<b>\$13,250,000</b>	<b>-</b>	<b>\$13,250,000</b>
<b>Stormwater Projects</b>					
Joint Watershed Project: Beach Outfall	-	-	8,000,000	-	8,000,000
<b>Stormwater Projects Total</b>	<b>-</b>	<b>-</b>	<b>\$8,000,000</b>	<b>-</b>	<b>\$8,000,000</b>
<b>Parking Structure Projects</b>					
Downtown Parking Facility Capital Investment Plan	-	-	-	-	100,000
Intelligent Parking Occupancy System (Lots 2, 3, Metlox & Civic Cen	-	25,000	225,000	-	250,000
Parking Structure Rehab Projects Per Structural Analysis	-	-	13,000,000	-	13,000,000
<b>Parking Structure Projects Total</b>	<b>-</b>	<b>\$25,000</b>	<b>\$13,225,000</b>	<b>-</b>	<b>\$13,350,000</b>
<b>Unfunded Projects Total</b>	<b>\$1,250,000</b>	<b>\$615,000</b>	<b>\$28,055,000</b>	<b>\$25,420,000</b>	<b>\$57,565,000</b>

RED FONT: PROGRAM and/or BUDGET CHANGES

BLUE FONT: COMPLETED PROJECTS

Grant Funded

## FY 2019 SCHEDULE OF CAPITAL PURCHASES - EQUIPMENT & VEHICLES

Department	Description / Vehicle to Be Replaced	Expenditure Type	Prior Year Carryforward	Proposed Expenditure	FY 2019 Proposed
<b>EQUIPMENT (Objects 6141 &amp; 6142)</b>					
Police Department	Motorola Radios	Replacement		\$1,014,814	\$1,014,814
Fire Department	Motorola Radios	Replacement	\$80,000	45,788	125,788
Community Development	Permitting Software	Replacement	143,013	237,227	380,240
Public Works	Motorola Radios	Replacement		133,290	133,290
Public Works	ERP - Utility Modules	Replacement		118,593	118,593
Public Works	Sewerline Push Camera	New		40,000	40,000
Information Technology	ERP - Finance/HR System <sup>1</sup>	Replacement		600,299	600,299
Information Technology	Enterprise Storage Area Network (SAN)	Replacement		409,216	409,216
Information Technology	Citywide Network Equipment Replacements	Replacement		37,719	37,719
Information Technology	Scanner Hardware for OnBase Hyland Upgrade	New		20,000	20,000
<b>Total Equipment Purchases</b>			<b>\$223,013</b>	<b>\$2,656,946</b>	<b>\$2,879,959</b>

<sup>1</sup> General Fund Carryforward budget amount of \$928,585 is greater than the revised project cost proposed in FY 2019.

### VEHICLES (Object 6131)

#### Replacement Vehicles for FY 2019

Parks and Recreation	Flatbed Golf Cart	New		\$13,500	\$13,500
Police Department	F-250 SD Supercab XTL 4x4	Replacement		79,722	79,722
Police Department	Ford Explorer	Replacement		61,058	61,058
Police Department	PD Scooter	Replacement	\$19,805		19,805
Police Department	PD Scooter	Replacement	19,805		19,805
Public Works	Truck for reinstated Public Works Inspector	New		50,000	50,000
Public Works	Truck for reinstated Electrician	New		50,000	50,000
Public Works	Tractor Skip Loader	Replacement		42,616	42,616
Public Works	Ford Ranger	Replacement		33,175	33,175
Public Works	CCTV Vehicle	New		30,000	30,000
Public Works	Electric Vehicle	New		30,000	30,000
<b>Total Vehicle Purchases</b>			<b>\$39,610</b>	<b>\$390,071</b>	<b>\$429,681</b>

<b>Total Funded Capital Purchases - Equipment &amp; Vehicles</b>	<b>\$262,623</b>	<b>\$3,047,017</b>	<b>\$3,309,640</b>
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#### TOTAL CAPITAL PURCHASES BY DEPARTMENT

Management Services	-	-	-
Finance	-	-	-
Human Resources	-	-	-
Parks and Recreation	-	13,500	13,500
Police Department	39,610	1,155,594	1,195,204
Fire Department	80,000	45,788	125,788
Community Development	143,013	237,227	380,240
Public Works	-	527,674	527,674
Information Technology	-	1,067,234	1,067,234
<b>Grand Total</b>	<b>\$262,623</b>	<b>\$3,047,017</b>	<b>\$3,309,640</b>

*Represents capital expenditures (units > \$5k) only.*

*A majority of the vehicles are purchased by Public Works through the Fleet Fund. A rental charge is then assessed to the respective departments for the estimated life of the vehicle.*

## FY 2020 SCHEDULE OF CAPITAL PURCHASES - EQUIPMENT & VEHICLES

Department	Description / Vehicle to Be Replaced	Expenditure Type	Prior Year Carryforward	Proposed Expenditure	FY 2020 Proposed
<b>EQUIPMENT (Objects 6141 &amp; 6142)</b>					
Public Works	CDS Trash Capture Device	New		\$800,000	\$800,000
Information Technology	Citywide Network Equipment Replacements	Replacement		57,719	57,719
<b>Total Equipment Purchases</b>			-	<b>\$857,719</b>	<b>\$857,719</b>
<b>VEHICLES (Object 6131)</b>					
<b>Replacement Vehicles for FY 2020</b>					
Community Development	Chevrolet Bolt	Replacement		\$71,917	\$71,917
Parks and Recreation	Portable Bandstand	Replacement		177,813	177,813
Parks and Recreation	Chevrolet Bolt	Replacement		26,937	26,937
Police Department	Chevrolet Tahoe	Replacement		60,683	60,683
Police Department	Chevrolet Tahoe	Replacement		60,420	60,420
Police Department	Chevrolet Tahoe PPV Supervisor	Replacement		60,028	60,028
Public Works	Freightliner FL-70 Aerial	Replacement		210,143	210,143
Public Works	Ford F250 Valve Cycle Truck	Replacement		167,000	167,000
<b>Total Vehicle Purchases</b>			-	<b>\$834,941</b>	<b>\$834,941</b>
<b>Total Funded Capital Purchases - Equipment &amp; Vehicles</b>			-	<b>\$1,692,660</b>	<b>\$1,692,660</b>
<b>TOTAL CAPITAL PURCHASES BY DEPARTMENT</b>					
Management Services			-	-	-
Finance			-	-	-
Human Resources			-	-	-
Parks and Recreation			-	204,750	204,750
Police Department			-	181,131	181,131
Fire Department			-	-	-
Community Development			-	71,917	71,917
Public Works			-	1,177,143	1,177,143
Information Technology			-	57,719	57,719
<b>Grand Total</b>			-	<b>\$1,692,660</b>	<b>\$1,692,660</b>

*Represents capital expenditures (units > \$5k) only.*

*A majority of the vehicles are purchased by Public Works through the Fleet Fund. A rental charge is then assessed to the respective departments for the estimated life of the vehicle.*



# **Strategic Plan & Performance Measures**

# City of Manhattan Beach Strategic Plan

The Manhattan Beach City Council approved a City-wide Strategic Plan in January 2016, after a significant process of input and engagement from City Council, staff and the community. The City uses its Strategic Plan to guide decision-making at all levels of the organization. It allows the City to focus on core functions and ensure that every department is working together towards common goals. Additionally, it is linked to each department's performances measures in order to align their processes and activities to the tenets outlined in the plan.

The City-wide Strategic Plan recognizes and seeks to encourage the Core Values of excellence, fiscal responsibility, ethical behavior, mutual respect, integrity, dedication to the community, professionalism and openness. It does so by establishing six Pillars of Success that were considered by the City Council as essential to the vibrant future of Manhattan Beach. They are:



Strong Governance that Values Meaningful Resident Engagement



Environmental Stewardship



Excellent Municipal Services Provided by an Aligned and Committed Workforce



Effective Physical Asset Management - Infrastructure, Facilities, Amenities



Financial Sustainability



Economic Vitality

Each of these pillars includes associated Governance Activities that offer more details on how the Pillars themselves can be incorporated into the City of Manhattan Beach on a day-to-day and long-term basis.

## Background

The City's previous Strategic Plan covered 2013-2015 and was updated every 6 months. In fall 2015, the City began a new Strategic Planning process, using a number of guiding documents to create core values and goals for the future. Those documents included:

- Goals established during the City Council Retreat in March 2015
- 2015 Manhattan Beach Resident Survey
- Community Priority Budget Meeting
- Urban Land Institute Visioning Report
- Downtown Specific Plan Community Input

## Community Engagement

The Strategic Planning process relied heavily on gathering input from residents of Manhattan Beach, as well as stakeholder groups, City Council and City employees. Through the process, stakeholders were invited to engage through a variety of methods, such as:

- Informational booths at multiple Manhattan Beach Farmer's Markets
- Community Input meetings that gathered feedback on core values and long-term planning priorities
- Open City Hall, the City's online engagement platform, offered residents the opportunity to weigh in on priorities outside of the regular meetings
- City Council Retreats where the pillars were discussed and finalized

## Future Long-term Planning

The City Council will use the Strategic Plan to inform its future long-term goals and objectives, including capital projects, infrastructure investment, program development and more. The six Pillars of Success have already been incorporated into the City's budget process through the tracking of Performance Measures for each department. In the following section, each Performance Measure is associated with a corresponding Pillar, indicating the commitment of each individual department to upholding this vision for the City.

## City of Manhattan Beach Performance Measures

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The City of Manhattan Beach is dedicated to providing excellent services to its community in a way that is efficient, responsive and transparent. To help the City achieve this, each department tracks key performance measures that help illustrate the progression towards these goals of both individual departments and the City as a whole.

These measures are not a comprehensive representation of all activities in the City; rather, they should be used as a gauge that indicates the progress of the City towards upholding the Pillars of Success outlined in the City-wide Strategic Plan. Each of these measures represents the outcomes of a specific activity or process that City departments consider illustrative of their efforts towards the collective goals of the City. The corresponding Pillar of Success to each performance measure is indicated on the left side. For more information about the City's Strategic Plan, visit the City's website: [www.citymb.info/2015strategicplan](http://www.citymb.info/2015strategicplan).

## Management Services

Indicator	Prior Year Actuals				Target	Target
	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget
 % - Residents that agree Manhattan Beach is a "good" or "excellent" place to live <sup>0</sup>	97%	No Data	100%	No Data	100%	100%
 % - Employees that feel "prepared" and "trained" to do their jobs <sup>1</sup>	60%	No Data	70%	No Data	70%	75%
 % - Increase of citizens engaging with the City on average via new online engagement tools including social media <sup>2</sup>	315%	59%	20%	25%	20%	25%
 % - City Council Agendas and Agenda Packets Posted within Mandated Timeframes	94%	100%	100%	100%	100%	100%
 % - Regular City Council Meeting Minutes Presented for Approval at Next Regular City Council Meeting <sup>4</sup>	74%	71%	95%	95%	100%	100%
 % - Public Records Requests responded to within mandated timeframes <sup>5</sup>	99%	98%	100%	99%	100%	100%
 % - Average annual portfolio yield	1.01%	1.23%	1.50%	1.55%	1.50%	1.50%
 Maintain sufficient liquidity to meet operating needs	Yes	Yes	Yes	Yes	Yes	Yes
 Update and adopt Investment Policy annually	Yes	Yes	Yes	Yes	Yes	Yes

<sup>1</sup>The City conducted a Community Survey in 2015 which established a baseline of 97%. This Performance Measure will be measured biennially via the Community Survey. The next measurement will be taken in 2018.

<sup>2</sup>The City conducted an in-depth employee survey in the FY 2015-2016. This Performance Measure will be measured every two to three years. The next measurement will be taken in FY 2018-2019.

<sup>3</sup>Online citizen engagement is defined as the number of followers and subscribers on the City's social media sites, including Twitter, Facebook and Open City Hall.

<sup>4</sup>Per the City's Sunshine Policy, two Agendas and Agenda Packets were posted in five days due to City Hall closures for mandated City Holidays (Columbus Day and Veteran's Day). One Agenda and Agenda packet was posted seven days before required timeframe, exceeding the posting timeframe mandated by the City's Sunshine Policy.

<sup>5</sup>During FY 2014-2015, there was a significant increase in the overall number of City Council Meetings. In addition to the regularly scheduled 24 City Council Meetings, there was an additional 42 meetings bringing the total to 66 for the FY 2014-2015. The volume of meetings, coupled with staffing shortages, led to the low percentage of City Council Meeting Minutes being presented for adoption at the next Regular Meeting.

**Finance Department**

Indicator	Prior Year Actuals				Target	Target
	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget
 Maintain AAA/Aaa GO Bond Rating	Yes	Yes	Yes	Yes	Yes	Yes
 Attain an Unmodified audit opinion	Yes	Yes	Yes	Yes	Yes	Yes
 Attain CSMFO and GFOA Annual Budget Awards	Yes	Yes	Yes	Yes	Yes	Yes
 Attain GFOA Annual Financial Reporting Achievement	Yes	Yes	Yes	Yes	Yes	Yes
 % - Monthly collection rate on residential utility bill	94%	95%	96%	96%	96%	96%
 % - Bi-monthly auto debit utility payments processed through Electronic Bill Presentment Payment (EBPP) Program	24%	34%	36%	36%	38%	38%
 % - Bi-monthly Electronic Bill Presentment Payment (EBPP) Program paperless customers	34%	30%	30%	30%	30%	30%
 % - Process purchase requests (<\$20k) w/in 5 business days	82%	93%	85%	85%	85%	85%

## Human Resources Department

Indicator	Prior Year Actuals				Target	Target
	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget
 # - Leadership Development Training per year	13	12	3	11	5	5
 % - New Employee onboarding follow up	100%	100%	100%	100%	100%	100%
 % - Complete recruitment process in 75 business days	63%	83%	90%	86%	90%	95%
 % - Employee Performance Reviews Completed	n/a	70%	100%	62%	100%	100%
 # - Workers' Comp Claims Days Lost	1,712	1,058	1,100	1,928	1,100	1,100
 % - Wellness program participation	38%	63%	40%	63%	50%	50%
 # - Liability claims average days open	365	318	200	282	250	250

## Parks and Recreation Department

Indicator	Prior Year Actuals				Target	Target
	2015-2016 Actual	2016-2017 Actual	2017-2018 Budget	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget
 % - Favorable customer rating of registration process	95%	92%	100%	98%	100%	100%
 % - Residents satisfied with Recreation Department's special events <sup>1</sup>	89%	No Data	95%	No Data	100%	100%
 % - Repeat customers	56%	62%	65%	65%	68%	70%
 % - Returning students in ceramics and art education programs	68%	70%	85%	85%	85%	85%
 % - Parks and Recreation employees satisfied with their job <sup>2</sup>	84%	90%	100%	No Data	100%	100%
 % - Teen Center/REC programs and camps rated favorably	88%	96%	100%	100%	100%	100%
 % - Facility, Park and Field reservations rated favorably	99%	99%	100%	97%	100%	100%
 % - Sports, fitness and aquatics classes/programs rated favorably	91%	93%	100%	97%	100%	100%
 % - Satisfaction from City residents for providing services and programs for seniors	61%	No Data	75%	75%	75%	75%
 % - Patrons rating Dial-A-Ride drivers favorably	100%	100%	100%	100%	100%	100%
<b>Workload Trends</b>						
 # - Sports league and tournament teams	350	331	450	295	333	352
 # - Hours donated by volunteers annually	23,410	19,200	20,000	20,000	20,000	20,000
 \$ - Annual savings from use of volunteers	\$546,233	\$449,664	\$468,400	\$468,400	\$468,400	\$468,400
 # - Manhattan Beach Arts Center participants	2,000	7,468	9,000	9,000	8,500	9,000

1 - A City wide survey is done every two years, next survey to be done in 2018/2019

2 - Department wide survey completed in 2016

## Police Department

Indicator	Prior Year Actuals				Target	Target
	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget
 % - Residents Feel Safe in Manhattan Beach <sup>1</sup>	95%	No Data	95%	No Data	95%	95%
 % - Resident Satisfaction with Police Services <sup>1</sup>	89%	No Data	90%	No Data	90%	90%
 # - Average response time to emergency calls (minutes)	1:51	1:58	1:59	1:59	1:59	1:59
 %- Reduce Violent Crimes by 3%	0%	0%	3% Reduction	3% Reduction	3% Reduction	3% Reduction
 %- Reduce Property Crime by 3%	0%	0%	3% Reduction	5% Reduction	3% Reduction	3% Reduction
 %- Increase Social Media Subscribers/Followers by 15%	55%	68%	15%	30%	15%	15%
 % - Maintain Vacancy Factor below 5%	2%	4%	<5%	10%	<5%	<5%
 % - Provide Perishable Skills Training <sup>2</sup> In-House Annually	100%	100%	100%	100%	100%	100%
 % - Public records requests completed within 10 days	95%	95%	95%	95%	95%	95%
 %- Increase DUI Enforcement Efforts by 5%	10%	10%	5%	15%	5%	5%
 % - Reduce Traffic Collisions by 5% <sup>3</sup>	19% Increase	7% Increase	5% Reduction	5% Reduction	5% Reduction	5% Reduction
 % - Maintain Compliance with all State/County jail inspections	100%	100%	100%	100%	100%	100%

<sup>1</sup>Baseline survey results from 2015 Community Survey. This performance measure will be measured via the 2018/2019 City-wide Community Survey.

<sup>2</sup>The Commission on Peace Officer Standards and Training (POST) requires that each sworn officer complete training on identified "perishable skills" once every two years; MBPD strives to provide each of these training courses on an annual basis to ensure that officers are trained to provide the highest level of service to our community and to reduce liability.

<sup>3</sup>Utilize traffic calming measures and proactive enforcement to ensure safe movement of vehicles and pedestrians; in partnership with the Traffic Engineer, analyze traffic patterns and work to minimize traffic problems through traffic calming measures.

## Fire Department

Indicator	Prior Year Actuals				Target	Target
	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget
 % - Total property loss (based on total property value) due to fire <sup>1</sup>	8%	4%	<10% of total property value of all	5%	<10% of total property value of all	<10% of total property value of all
 % - First-arriving paramedic within 5:00 min of an emergency call	73%	71%	90%	73%	90%	90%
 % - First-arriving unit to fire calls within 6:00 min	86%	100%	90%	100%	90%	90%
 % - Businesses which offer services or have processes requiring an operational permit that are issued a fire permit <sup>3</sup>	No Data	33%	>95%	37%	>95%	>95%
 % - Increase of citizens and community members that are trained as CERT or BERT (Community/Business Emergency Response Team) members <sup>4</sup>	No Data	1.4%	>1.4%	1.5%	>1.4%	>1.4%
 # - Community members that were educated or trained about fire services through planned outreach activities <sup>5</sup>	No Data	686*	1000	936	1000	1000
 % - Plans returned to contractors and developers for residential fire sprinkler, fire alarm and solar installation in less than 4 business days <sup>6</sup>	100%	100%	100%	100%	100%	100%
 % - Businesses or occupancies required to have an annual inspection that are code compliant <sup>7</sup>	95%	52%	>95%	48%	>95%	>95%

## Community Development

Indicator	Prior Year Actuals				Target	Target
	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget
 % - Review of discretionary planning applications for initial completeness within 30 days (Effectiveness)*	38%	43%	85%	85%	85%	85%
 % - Building plan checks of large projects (>\$250k) completed in six weeks (Efficiency)	93%	97%	90%	85%	90%	90%
 % - Building plan checks completed over-the-counter (Efficiency)	No Data	24%	30%	20%	30%	30%
 % - Code Enforcement cases with an initial response within two days (Efficiency)*	75%	56%	90%	50%	90%	90%
 % - Division level traffic and parking requests addressed within 10 days (Efficiency)*	No Data	52%	95%	65%	90%	95%
<b>Workload Trends</b>						
 # - Walk-in customers served at Permit Center <sup>1</sup>	20,410	21,117	22,600	15,000	15,000	15,000
 # - Discretionary planning applications reviewed	101	129	120	120	120	120
 # - Temporary encroachments issued (New)	No Data	No Data	No Data	200	300	300
 # - Code Enforcement cases	381	644	394	900	900	900
 # - Public Information and Civic Engagement Opportunities on Environmental Initiatives <sup>2</sup>	70	48	50	50	50	55
 # - Individuals Reached with Education on Environmental Initiatives <sup>3</sup>	NA	NA	NA	NA	2000	2150

\*Revised performance measures beginning FY 2019

<sup>1</sup> Community Development purchased new software to track counter traffic. Total numbers reported reduced due to an operational improvement for sign in procedures.

<sup>2</sup> Public Information and Civic Engagement Opportunities via community study sessions, Sustainability Task Force meetings, website announcements, citywide newsletter articles, community meetings, advertisements in the local papers, presentations to community groups, and staff reports on environmental initiatives. This public outreach effort serves to provide timely and relevant information to educate the

<sup>3</sup> This number only includes counts that can be made, such as individuals at presentations, meetings, tablings, events, etc. This number does NOT include web, newspaper, social media, and recordings/broadcasting outreach numbers.

## Public Works

Indicator	Prior Year Actuals				Target
	2015-2016 Actual	2016-2017 Actuals	2017-2018 Adopted	2017-2018 Estimate	2018-2019 Budget
 % - Project designs completed & contracts awarded	71%	59%	70%	74%	80%
 % - Potholes filled w/in 10 days of work order placement	98%	95%	95%	95%	95%
 % - Graffiti sites abated in one or less days	96%	96%	95%	95%	95%
 % - Facilities work orders responded to w/in 10 days	98%	93%	95%	95%	95%
 % - Imported water purchase reductions	7%	10%	22%	11%	15%
 % - Reduction of water use related to conservation, as compared to the baseline set in the 2010 Urban Water Management Plan	33%	32%	35%	27%	35%
 % - Parking meters repaired w/in 2 days of work order	100%	100%	100%	100%	100%
 % - Law Enforcement Vehicles Ready for Duty	86%	95%	90%	95%	95%

## Information Technology

Indicator	Prior Year Actuals				Target	Target
	2015-2016 Actual	2016-2017 Actual	2017-2018 Adopted	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget
 # - City Meetings/Events Broadcasted/Recorded	68	64	67	75	68	69
 # - Granicus internet viewers of City meetings	15,987	18,184	12,600	12,600	12,600	12,600
 # - Website e-Notification Subscribers	5,504	5,660	2,200	5,660	5,700	5,800
 \$ - I.T. Spending per Enterprise employee*	\$3,670	\$5,567	<=\$7,060	\$5,321	<=\$7,060	<=\$7,060



# Appendix

## FY 2019 SCHEDULE OF FULL-TIME POSITIONS

Department	FY 2016	FY 2017	FY 2018	FY 2019	Change
Management Services	17.0	17.0	17.0	15.0	(2.0)
Finance	17.0	17.0	17.0	18.0	1.0
Human Resources	8.0	8.0	8.0	8.0	-
Parks and Recreation	25.0	25.0	25.0	25.0	-
Police	104.8	106.8	106.8	107.8	1.0
Fire	31.2	31.2	31.2	31.2	-
Community Development	24.0	24.0	28.0	30.0	2.0
Public Works	56.0	56.0	60.0	62.0	2.0
Information Technology	9.0	9.0	9.0	9.0	-
<b>Total</b>	<b>292.0</b>	<b>294.0</b>	<b>302.0</b>	<b>306.0</b>	<b>4.0</b>

### Discussion of Changes in Full-Time Positions:

The Fiscal Year 2019 Budget includes 306 authorized full-time positions. The following staffing changes are introduced this budget cycle:

*Management Services:* Eliminated Assistant City Manager and Economic Vitality Manager positions; Upgraded Management Analyst to Senior Management Analyst.

*Finance:* Eliminated part-time Financial Analyst hours for the addition of a Management Analyst; Upgraded Financial Analyst to Senior Financial Analyst.

*Human Resources:* No changes.

*Parks and Recreation:* Eliminated one Recreation Services Manager; Upgraded one Recreation Manager to Senior Recreation Manager; Upgraded two Recreation Supervisor positions to Senior Recreation Supervisor; Added one Recreation Coordinator.

*Police:* Added Administrative Clerk I/II; Upgraded two Records Technicians to Lead Records Technicians.

*Fire:* No changes.

*Community Development:* Addition of Traffic Engineering Technician I/II; Eliminated part-time Administrative Clerk hours for the addition of a full-time Administrative Clerk I/II.

*Public Works:* Reinstatement of Public Works Inspector and Electrician positions; Downgrade one Maintenance Worker IV to Maintenance Worker III.

*Information Technology:* Eliminated IT Specialist for the addition of a Senior Management Analyst; Eliminated Network Administrator for the addition of an IT Analyst.

## FY 2019 FULL-TIME POSITION COUNT

Department/Title	Department/Title	Department/Title	Department/Title
<b>Management Services</b>	<b>Police</b>	<b>Public Works</b>	
Administrative Clerk I/II	Administrative Clerk I/II	Building Repair Craftsperson	4.0
City Clerk	Chief of Police	City Engineer	1.0
City Manager	Community Services Officer	Director	1.0
City Treasurer (Elected)	Executive Secretary	Electrician	2.0
Councilmember (Elected)	IS Specialist ( <i>shared with Fire</i> )	Engineering Technician I/II/III	1.0
Executive Assistant	Lead Records Technician	Equipment Mechanic I/II	3.0
Legal Secretary	Records Manager	Executive Secretary	1.0
Management Analyst	Park Enforcement Officer	Public Works Inspector	2.0
Receptionist Clerk	Police Captain	Maint Worker I/II	15.0
Senior Deputy City Clerk	Police Lieutenant	Maint Worker III	4.0
<b>Management Services Total</b>	<b>Police Officer</b>	Maint Worker IV	2.0
		Maintenance Superintendent	1.0
<b>Finance</b>	Police Sergeant	Meter Repair Worker	2.0
Accountant	Police Services Officer	Principal Engineer	1.0
Account Services Rep I	Records Technician	Secretary	3.0
Buyer	Secretary	Sewer Maint Worker	3.0
Controller	Senior Management Analyst	Senior Civil Engineer	6.0
Director	<b>Police Total</b>	Senior Management Analyst	2.0
Executive Secretary		Senior Plant Operator	1.0
Management Analyst	<b>Fire</b>	Supervisor	3.0
Manager	Battalion Chief	Urban Forester	1.0
Purchasing Clerk	Executive Secretary	Utilities Manager	1.0
Revenue Services Specialist	Fire Captain/Paramedic	Water Meter Reader	1.0
Senior Accountant	Fire Chief	Water Plant Operator	1.0
Senior Financial Analyst	Fire Engineer/Paramedic	<b>Public Works Total</b>	<b>62.0</b>
<b>Finance Total</b>	Fire Marshal/Captain		
	Firefighter/Paramedic	<b>Information Technology</b>	
<b>Human Resources</b>	IS Specialist ( <i>shared with Police</i> )	GIS Analyst	1.0
Director	<b>Fire Total</b>	GIS Tech	1.0
Executive Assistant		Director	1.0
Human Resources Assistant	<b>Community Development</b>	IS Specialist	2.0
Human Resources Analyst	Administrative Clerk I/II	IT Analyst	1.0
Hman Resources Manager	Assistant Planner	Manager	1.0
Human Resources Technician	Associate Planner	Network Administrator	1.0
Risk Manager	Building Official	Senior Management Analyst	1.0
<b>Human Resources Total</b>	Building Services Analyst	<b>Information Technology Total</b>	<b>9.0</b>
	Code Enforcement Officer		
<b>Parks and Recreation</b>	Director	<b>Total City-Wide</b>	<b>306.0</b>
Director	Executive Secretary		
Secretary	Environmental Prog. Manager		
Graphic Artist	Inspector		
Manager	Plan Check Engineer		
Management Analyst	Planning Manager		
Recreation Supervisor	Permits Technician		
Recreation Coordinator	Principal Building Inspector		
Reservation Clerk	Secretary		
Senior Manager	Senior Building Inspector		
Senior Recreation Supervisor	Senior Management Analyst		
Transportation Operator	Senior Permits Technician		
<b>Parks and Recreation Total</b>	Senior Plan Check Engineer		
	Traffic Engineer		
	Traffic Engineering Tech I/II		
	<b>Community Development Total</b>		

## FY 2020 SCHEDULE OF FULL-TIME POSITIONS

Department	FY 2017	FY 2018	FY 2019	FY 2020	Change
Management Services	17.0	17.0	15.0	15.0	-
Finance	17.0	17.0	18.0	18.0	-
Human Resources	8.0	8.0	8.0	8.0	-
Parks and Recreation	25.0	25.0	25.0	25.0	-
Police	106.8	106.8	107.8	107.8	-
Fire	31.2	31.2	31.2	31.2	-
Community Development	24.0	28.0	30.0	30.0	-
Public Works	56.0	60.0	62.0	62.0	-
Information Technology	9.0	9.0	9.0	9.0	-
<b>Total</b>	<b>294.0</b>	<b>302.0</b>	<b>306.0</b>	<b>306.0</b>	<b>-</b>

### Discussion of Changes in Full-Time Positions:

The Fiscal Year 2020 Budget includes 306 authorized full-time positions. The following staffing changes are introduced this budget cycle:

*Management Services:* No changes.

*Finance:* Upgrade Account Services Representatives I to I/II flex class.

*Human Resources:* No changes.

*Parks and Recreation:* No changes.

*Police:* No changes.

*Fire:* No changes.

*Community Development:* No changes.

*Public Works:* No changes.

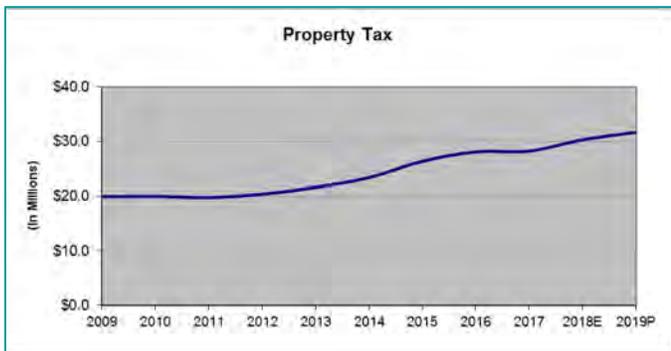
*Information Technology:* No changes.

## FY 2020 FULL-TIME POSITION COUNT

Department/Title	Department/Title	Department/Title	Department/Title
<b>Management Services</b>	<b>Police</b>	<b>Public Works</b>	
Administrative Clerk I/II	Administrative Clerk I/II	Building Repair Craftsperson	4.0
City Clerk	Chief of Police	City Engineer	1.0
City Manager	Community Services Officer	Director	1.0
City Treasurer (Elected)	Executive Secretary	Electrician	2.0
Councilmember (Elected)	IS Specialist <i>(shared with Fire)</i>	Engineering Technician I/II/III	1.0
Executive Assistant	Lead Records Technician	Equipment Mechanic I/II	3.0
Legal Secretary	Records Manager	Executive Secretary	1.0
Management Analyst	Park Enforcement Officer	Public Works Inspector	2.0
Receptionist Clerk	Police Captain	Maint Worker I/II	15.0
Senior Deputy City Clerk	Police Lieutenant	Maint Worker III	4.0
Senior Management Analyst	Police Officer	Maint Worker IV	2.0
<b>Management Services Total</b>	<b>15.0</b>	Maintenance Superintendent	1.0
		Meter Repair Worker	2.0
<b>Finance</b>		Principal Engineer	1.0
Accountant	Records Technician	Secretary	3.0
Account Services Rep I/II	Secretary	Sewer Maint Worker	3.0
Buyer	Senior Management Analyst	Senior Civil Engineer	6.0
Controller	<b>Police Total</b>	Senior Management Analyst	2.0
Director	<b>107.8</b>	Senior Plant Operator	1.0
Executive Secretary	<b>Fire</b>	Supervisor	3.0
Management Analyst	Battalion Chief	Urban Forester	1.0
Manager	Executive Secretary	Utilities Manager	1.0
Purchasing Clerk	Fire Captain/Paramedic	Water Meter Reader	1.0
Revenue Services Specialist	Fire Chief	Water Plant Operator	1.0
Senior Accountant	Fire Engineer/Paramedic	<b>Public Works Total</b>	<b>62.0</b>
Senior Financial Analyst	Fire Marshal/Captain		
<b>Finance Total</b>	Firefighter/Paramedic	<b>Information Technology</b>	
<b>18.0</b>	IS Specialist <i>(shared with Police)</i>	GIS Analyst	1.0
	<b>Fire Total</b>	GIS Tech	1.0
	<b>31.2</b>	Director	1.0
<b>Human Resources</b>	<b>Community Development</b>	IS Specialist	2.0
Director	Administrative Clerk I/II	IT Analyst	1.0
Executive Assistant	Assistant Planner	Manager	1.0
Human Resources Assistant	Associate Planner	Network Administrator	1.0
Human Resources Analyst	Building Official	Senior Management Analyst	1.0
Human Resources Manager	Building Services Analyst	<b>Information Technology Total</b>	<b>9.0</b>
Human Resources Technician	Code Enforcement Officer		
Risk Manager	Director	<b>Total City-Wide</b>	<b>306.0</b>
<b>Human Resources Total</b>	Executive Secretary		
<b>8.0</b>	Environmental Prog. Manager		
<b>Parks and Recreation</b>	Inspector		
Director	Plan Check Engineer		
Secretary	Planning Manager		
Graphic Artist	Permits Technician		
Manager	Principal Building Inspector		
Management Analyst	Secretary		
Recreation Supervisor	Senior Building Inspector		
Recreation Coordinator	Senior Management Analyst		
Reservation Clerk	Senior Permits Technician		
Senior Manager	Senior Plan Check Engineer		
Senior Recreation Supervisor	Traffic Engineer		
Transportation Operator	Traffic Engineering Tech I/II		
<b>Parks and Recreation Total</b>	<b>Community Development Total</b>		
<b>25.0</b>	<b>30.0</b>		

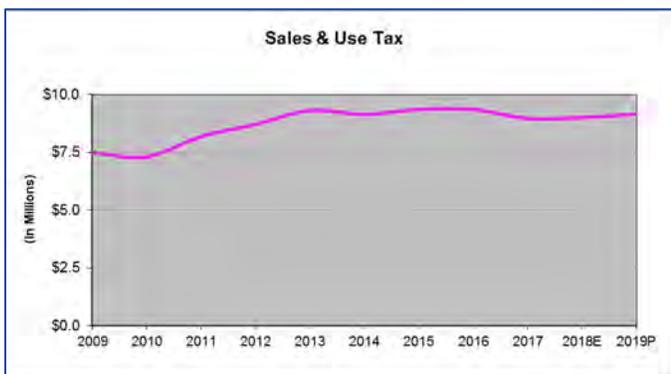
## Major Revenue Sources

The following are the major revenue sources and basis for estimates for the General Fund. These revenue sources comprise over 75% percent of the City's General Fund revenues. Other revenues not detailed here are estimated based on local economic trends and historical data.



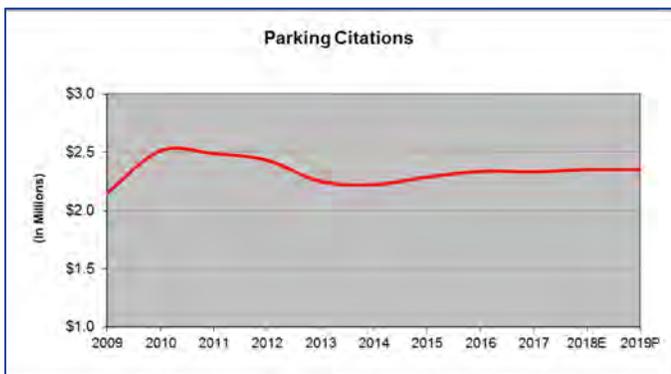
### Property Tax

Property Tax remains the largest component of General Fund revenues (44% of total), and is expected to increase by 4.5% from FY 2018. With a continued strong housing market, and residential construction and remodeling adding to the assessed valuation of properties, a measured continuation of steady growth is expected to continue. Property tax is estimated based on historical data, local economic trends, and independent third party analysis.



### Sales & Use Tax

The city's second largest General Fund revenue source (12% of total revenue) is trending on par with the FY 2018 Budget. Staff is projecting that sales tax in 2019 will exceed the current year estimate by \$150,000 (1.7%). Industry groups performing positively within the City include Restaurants & Hotels and Food & Drugs. The Manhattan Village Mall revitalization project currently underway is expected to bolster the General Consumer Goods category.



### Parking Citations

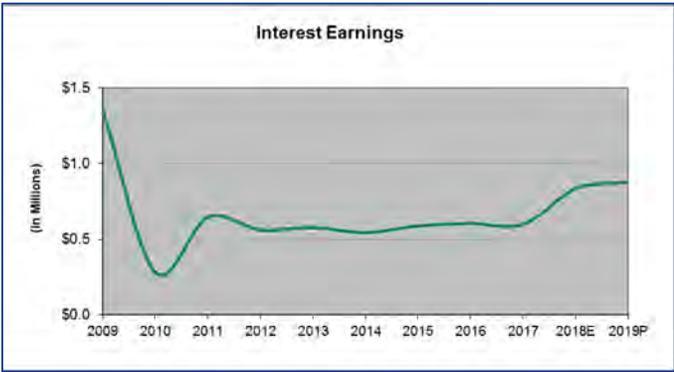
Parking Citation fees were increased in FY 2016 in an effort to offset losses in sales tax revenues. The new fine of \$53 for most cites is aligned with neighboring cities. A portion of parking citation revenues (\$4 of all citations except expired meter cites) is dedicated to the Capital Improvement Fund (not included in the figures here). Additionally, \$12.50 of each citations goes to the County and State Construction Trust Funds.



### Transient Occupancy Tax

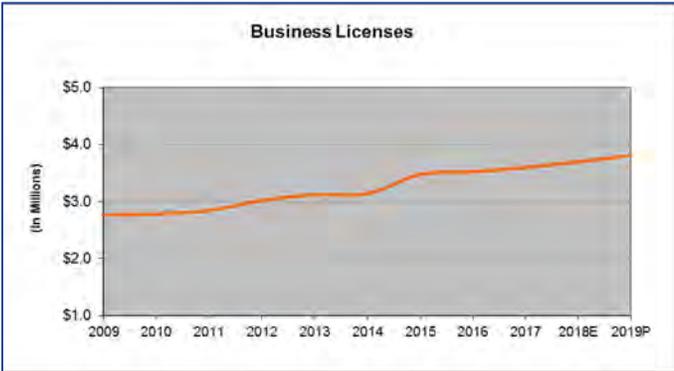
This revenue is expected to generate approximately \$4.5 million in revenue in FY 2019, or \$250,000 (5.9%) over the current year estimate, which was negatively impacted when a significant TOT producer underwent a remodel in FY 2018. The loss of revenue due to the remodel and minimal growth at other hotels in FY 2018 resulted in the year-end estimate to be under budget by 6.1% or \$276,500. With the contemporary accommodations now completed, TOT revenues are expected to bounce back in FY 2019 and see modest growth in FY 2020. TOT revenue also affects the CIP Fund since 15% of the total TOT is dedicated to that fund.

# Major Revenue Sources



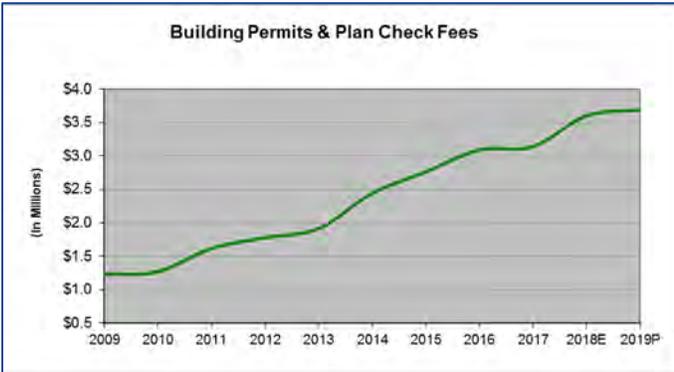
## Interest Earnings

The City invests a portion of its reserved funds as authorized by the Investment Policy. These high-grade investments include Federal agency securities, medium-term notes, and certificates of deposit. Recent moves by the Fed have increased rates slightly, resulting in the City’s maturing investments to be reinvested at slightly higher rates. The portfolio was recently yielding 1.615% in January 2018, up from 1.236% one year prior. Additional interest rate increases are predicted in the near future.



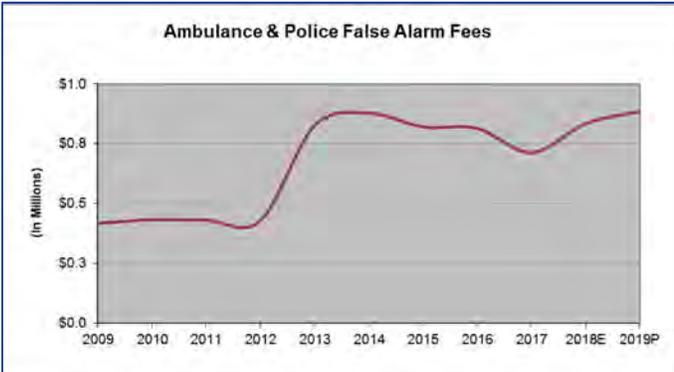
## Business License Tax

The City issues approximately 5,000 business licenses annually, and revenue from this tax is based primarily on the type of business and gross receipts reported. This tax has been resilient in economic downturns and has remained consistent over the past few years. Revenue from Business Licenses is expected to grow 2.0% based on prior year trends. Business License Tax is anticipated to outperform budget by \$100,000 (2.78%) in FY 2018.



## Building Permits & Plan Check Fees

Residential and Commercial building activity remains strong within the City. Building Permit and Plan Check fees are currently at all-time highs due to several large commercial projects, including the Manhattan Village Mall remodel. A new study will be conducted in FY 2019. At the current fee structure, fees from Building Permits and Plan Check Services are expected to increase by \$90,000 (2.5%) over year-end estimates in FY 2019.



## Ambulance and Police False Alarm Fees

Since FY 2010-2011, ambulance service fees are matched to those of Los Angeles County, and the number of free police false alarms per 12-month period was reduced from two to one resulting in a jump in those fees that year. Since then, these fees have leveled off and are expected to remain steady in future years. Ambulance fees are based on the total number of Advanced Life Support (ALS) and Basic Life Support (BLS) transports.



## SCHEDULE OF ADMINISTRATIVE SERVICE CHARGES

In Fiscal Year 2014-2015, the City retained the services of Matrix Consulting Group, a firm that specializes in municipal cost allocations. Based on their analysis, the following funds receive support from the General Fund in the form of salary and benefits of support staff, utilities, depreciation on buildings, and other indirect costs. A new study will be performed in FY 2019.

Fund	General Fund Support Cost	
	FY 2019	FY 2020
Street Lighting & Landscape Fund	\$51,139	\$51,139
AB 2766 Fund	2,100	2,100
Water Fund	1,643,157	1,643,157
Stormwater Fund	161,191	161,191
Wastewater Fund	430,226	430,226
Refuse Fund	191,142	191,142
Parking Fund	392,161	392,161
County Parking Lot Fund	34,551	34,551
State Pier & Parking Lot Fund	90,863	90,863
<b>Total</b>	<b>\$2,996,530</b>	<b>\$2,996,530</b>

*Administrative service charges do not apply to Metropolitan Transportation Authority funds, funds supported by subventions, and internal service funds.*



## **SCHEDULE OF DEBT SERVICE & LEASE PAYMENTS**

### **Marine Sports Fields Lease**

In Fiscal Year 2001, the City entered into a Sale/Leaseback transaction with the Beach Cities Health District (BCHD). This transaction was a result of the City purchasing from TRW (now Northrup Grumman) seven acres of property located at the corner of Marine and Aviation within the City of Manhattan Beach. The City subsequently sold the property to BCHD with an exclusive agreement to lease back six of the seven acres. The lease authorized BCHD to spend funds up to \$2.5 million to construct recreational facilities on the property. These improvements were completed in Fiscal Year 2000-2001. In Fiscal Year 2002, the City issued variable rate Certificates of Participation to effect a full internal financing of the Sports Fields. The proceeds were used to pay in full all principal and interest obligations under the aforementioned lease with BCHD.

In Fiscal Year 2017, the City refunded the variable rate Certificates of Participation and issued fixed rate Certificates of Participation to secure lower interest rate payments through the maturity date of 2033. Debt service payments can be found in the Parks & Recreation administration budget.

### **Metlox Refunding Certificates of Participation**

In January 2003 the City issued Certificates of Participation to Finance public improvements at the Metlox site. These funds were used to construct a two-level underground parking garage as well as a 45,000 square foot town square open space to complement the retail developments. The amount of the bond was \$13,350,000. In July 2012, with the call date of January 2013 approaching, the City determined to take advantage of a substantially improved interest rate environment by issuing \$10,210,000 of Certificates of Participation to refund the 2003 Metlox Public Improvements Certificates of Participation. The refunding took place in January 2013.

### **Water/Wastewater Refunding Certificates of Participation**

In Fiscal Year 2013, the City was able to take advantage of the current interest rate market and refund existing debt that carried interest rates that were substantially higher than current rates. The existing debt, issued in 1996 was used to finance 1996 and 1997 water and wastewater projects. Since these bonds could be called without penalty, the City issued \$2,765,000 of Certificate of Participation refunding bonds in July 2012 (concurrent with the Metlox refunding bonds) and the 1996 issue was refunded in August 2012.

### **Police/Fire Facility Refunding Certificates of Participation**

In February 2013, the City issued \$10,510,000 of Certificates of Participation to advance refund the 2004 Police Fire Facility Certificates of Participation. This refunding mirrors that of the Metlox and Water/Wastewater refunding in that the City took advantage of the reduced interest rate environment. This advance refunding will reduce debt service payments over 19 years by \$3,608,790. The 2004 Certificates of Participation were redeemed in January 2014. The original certificates were issued to complete financing for the January 2007 construction of the Police/Fire/Civic Center.

### **Underground Utility Assessment Bonds**

In fiscal years 2005 and 2006 the City issued 1915 Act Underground Utility Assessment Bonds that financed the undergrounding of overhead appurtenances in five districts within the City. The two series were refinanced in FY 2018 to take advantage of lower interest rates. These bonds are not debt of the City, which acts a conduit between the property owners and the bond holders. Assessments are placed on the property tax bill in order to fund annual debt service.

### **Legal Debt Limit**

The City is subject to a legal general bonded debt limit equal to 3.75 percent of the total assessed value of property in Manhattan Beach. The City's total net taxable assessed property value is approximately \$16.4 billion, resulting in a legal general bonded debt limit of \$615,000,000. The City has no general bonded debt subject to the debt limit.

## FY 2019 SCHEDULE OF DEBT SERVICE & LEASE PAYMENTS

Description	Fund	FY 2019		FY 2019		FY 2019		FY 2019		Total Remaining
		Principal	Interest	Lease	Total	Principal Remaining	Interest Remaining			
Marine Avenue Sports Field Bonds	General	\$295,000	\$185,975		\$480,975	\$5,345,000	\$1,319,675		\$6,664,675	
Water/Wastewater Refunding Bonds	Water/Wastewater	195,000	59,350		254,350	1,610,000	209,225		1,819,225	
Metlox Refunding Bonds	Parking	440,000	269,463		709,463	7,430,000	1,861,494		9,291,494	
Police/Fire Facility Refunding Bonds	Capital Improvement	500,000	270,463		770,463	7,680,000	1,757,150		9,437,150	
Utility Assessment Districts	Spec Assess Redemption	-	149,850		149,850	4,995,000	556,275		5,551,275	
<b>Total Bonded Debt Service</b>		<b>\$1,430,000</b>	<b>\$935,100</b>		<b>\$2,365,100</b>	<b>\$27,060,000</b>	<b>\$5,703,819</b>		<b>\$32,763,819</b>	
Operating Leases - County Lots	County Parking Lots			\$440,000	\$440,000					
<b>Total Operating Lease</b>				<b>\$440,000</b>	<b>\$440,000</b>					
<b>Total Lease Payments</b>				<b>\$440,000</b>	<b>\$440,000</b>					
<b>Total</b>		<b>\$1,430,000</b>	<b>\$935,100</b>	<b>\$440,000</b>	<b>\$2,805,100</b>	<b>\$27,060,000</b>	<b>\$5,703,819</b>		<b>\$32,763,819</b>	

*Excludes Administration Costs. Interest calculated on modified accrual basis.*

## FY 2020 SCHEDULE OF DEBT SERVICE & LEASE PAYMENTS

Description	Fund	FY 2020		FY 2020		FY 2020		FY 2020		Total
		Principal	Interest	Lease	Total	Principal Remaining	Interest Remaining	Total Remaining		
Marine Avenue Sports Field Bonds	General	\$305,000	\$176,975		\$481,975	\$5,040,000	\$1,142,700		\$6,182,700	
Water/Wastewater Refunding Bonds	Water/Wastewater	205,000	52,375		257,375	1,405,000	156,850		1,561,850	
Metlox Refunding Bonds	Parking	460,000	253,763		713,763	6,970,000	1,607,731		8,577,731	
Police/Fire Facility Refunding Bonds	Capital Improvement	515,000	255,238		770,238	7,165,000	1,501,913		8,666,913	
Utility Assessment Districts	Spec Assess Redemption	860,000	136,950		996,950	4,135,000	419,325		4,554,325	
<b>Total Bonded Debt Service</b>		<b>\$2,345,000</b>	<b>\$875,300</b>		<b>\$3,220,300</b>	<b>\$24,715,000</b>	<b>\$4,828,519</b>		<b>\$29,543,519</b>	
Operating Leases - County Lots	County Parking Lots			\$440,000	\$440,000					
<b>Total Operating Lease</b>				<b>\$440,000</b>	<b>\$440,000</b>					
<b>Total Lease Payments</b>				<b>\$440,000</b>	<b>\$440,000</b>					
<b>Total</b>		<b>\$2,345,000</b>	<b>\$875,300</b>	<b>\$440,000</b>	<b>\$3,660,300</b>	<b>\$24,715,000</b>	<b>\$4,828,519</b>		<b>\$29,543,519</b>	

*Excludes Administration Costs. Interest calculated on modified accrual basis.*

## SCHEDULE OF EXPENDITURE DETAIL - CITY-WIDE

Object Description	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
4101 Salaries & Allowances	\$15,377,138	\$16,532,511	\$15,850,412	\$16,945,246	11.4%	\$17,240,594	13.6%
4102 Sworn Employee Salaries	13,674,592	13,120,543	13,350,867	13,117,842	8.8%	13,350,722	10.5%
4103 Part Time Employee Salaries	2,535,469	2,441,342	2,652,974	2,658,211	1.8%	2,664,157	2.1%
4111 Overtime Regular Employees	372,704	356,476	460,640	378,763	0.3%	391,898	0.3%
4112 Overtime Sworn Employees	3,328,091	3,114,500	3,461,440	3,464,398	2.3%	3,535,748	2.8%
4113 Overtime Mutual Aid	1,000	161,280	260,000	165,312	0.1%	169,344	0.1%
4114 Overtime Special Events	273,476	251,376	433,533	299,288	0.2%	308,512	0.2%
4115 Cooperative Resources	54,561	173,976	81,500	72,384	0.0%	69,600	0.1%
4116 Overtime Training & Special Detail	224,725	219,000	181,321	224,400	0.2%	230,400	0.2%
4120 Supplemental Pension Plan	21,340	21,900	21,000	22,000	0.0%	23,000	0.0%
4121 Single Highest Year Plan	52,928	54,000	53,000	54,000	0.0%	56,000	0.0%
4123 Commuter Pay	11,880	9,200	13,500	15,000	0.0%	15,000	0.0%
4124 Fire Retiree's Health Ins	23,816	28,000	24,000	25,000	0.0%	26,000	0.0%
4125 Police Retiree's Health Plan	84,239	87,000	84,000	84,000	0.1%	87,000	0.1%
4126 Miscellaneous Retirees Health Plan	49,716	53,000	46,000	47,000	0.0%	49,000	0.0%
4201 Group Medical Insurance	4,006,356	4,478,956	4,333,329	4,806,277	3.2%	4,984,886	3.9%
4202 Medicare	482,847	453,967	501,189	457,397	0.3%	466,826	0.4%
4203 Unemployment	34,920	34,920	34,920	25,020	0.0%	25,020	0.0%
4204 401A Plan City	253,397	284,776	254,306	296,845	0.2%	298,712	0.2%
4205 Workers Compensation	3,699,780	3,858,840	3,858,840	4,933,680	3.3%	4,933,680	3.9%
4211 PERS Regular Contributions	2,138,730	2,500,196	2,175,931	1,581,133	1.1%	1,649,364	1.3%
4212 PERS Sworn Contributions	4,034,373	4,458,389	4,214,266	2,473,214	1.7%	2,517,941	2.0%
4218 PERS Regular Liability Contribution	-	-	-	1,311,270	0.9%	1,630,999	1.3%
4219 PERS Sworn Liability Contribution	-	-	-	2,734,689	1.8%	3,418,800	2.7%
4220 Accrued Leave	633	-	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$50,736,711</b>	<b>\$52,694,148</b>	<b>\$52,346,968</b>	<b>\$56,192,369</b>	<b>37.7%</b>	<b>\$58,143,203</b>	<b>45.9%</b>
5101 Contract Services	\$17,716,388	\$18,181,325	\$18,569,848	\$20,154,665	13.5%	\$20,673,119	16.3%
5103 Audit Services	49,387	66,000	58,400	66,000	0.0%	96,000	0.1%
5104 Computer Contract Services	745,070	907,109	1,083,636	1,249,804	0.8%	1,131,365	0.9%
5105 Elections	88,659	2,220	800	129,192	0.1%	8,080	0.0%
5106 SBRPCA Communications	1,728,437	2,002,647	1,727,451	2,004,775	1.3%	1,783,374	1.4%
5107 Physical/Psychological Exams	40,213	55,690	50,840	50,590	0.0%	50,870	0.0%
5108 Legal Services	756,436	495,000	705,000	813,000	0.5%	753,000	0.6%
5109 Background Investigations	6,789	32,584	18,164	7,584	0.0%	7,684	0.0%
5201 Office Supplies	123,308	121,000	124,981	149,300	0.1%	151,600	0.1%
5202 Memberships & Dues	104,833	117,415	123,166	137,276	0.1%	139,777	0.1%
5203 Reference Books & Periodicals	10,794	14,458	11,765	15,633	0.0%	23,469	0.0%
5204 Conferences & Meetings	217	-	-	-	-	-	-
5205 Training, Conferences & Meetings	406,835	661,762	592,389	747,765	0.5%	757,065	0.6%
5206 Uniforms/Safety Equipment	238,844	233,694	233,248	271,967	0.2%	256,405	0.2%
5207 Advertising	106,147	122,246	95,126	118,996	0.1%	119,664	0.1%
5208 Postage	96,268	94,230	96,686	99,107	0.1%	99,107	0.1%
5209 Tools & Minor Equipment	4,351	6,895	13,726	9,300	0.0%	9,400	0.0%
5210 Computers, Supplies & Software	477,835	530,326	473,671	711,138	0.5%	647,784	0.5%
5211 Automotive Parts	33,968	26,000	25,000	25,000	0.0%	25,000	0.0%
5212 Office Equipment Maintenance	395	3,575	2,250	3,250	0.0%	3,350	0.0%
5213 Computer Maintenance & Repairs	12,185	23,340	12,142	24,434	0.0%	24,434	0.0%
5214 Employee Awards & Events	16,789	27,450	21,450	38,950	0.0%	39,000	0.0%
5215 Mileage Reimbursement	25	-	-	-	-	-	-
5216 Tuition Reimbursement	23,064	27,000	23,000	32,000	0.0%	32,000	0.0%
5217 Departmental Supplies	1,785,931	2,125,224	2,096,692	2,240,088	1.5%	2,269,526	1.8%
5218 Recruitment Costs	37,990	49,844	39,294	49,844	0.0%	49,844	0.0%
5219 STC Training	3,850	2,950	3,200	3,850	0.0%	3,850	0.0%
5220 POST Training	46,450	60,900	35,000	43,700	0.0%	43,700	0.0%
5221 Automotive Repair Services	64,653	70,035	70,035	72,100	0.0%	72,100	0.1%
5222 Warehouse Inventory Purchases	75,470	90,000	80,000	80,000	0.1%	80,000	0.1%
5223 Bus Pass Subsidies	5,288	6,600	5,000	6,600	0.0%	6,600	0.0%
5224 Recreation Bus Trips	53,461	57,222	57,222	57,222	0.0%	59,225	0.0%
5225 Printing	124,719	178,997	173,814	175,979	0.1%	181,473	0.1%
5226 Automotive Fuel	244,869	402,110	400,000	398,500	0.3%	426,250	0.3%

## SCHEDULE OF EXPENDITURE DETAIL - CITY-WIDE

Object Description	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
5227 City Store Purchases	-	-	-	10,000	0.0%	10,000	0.0%
5231 Bank Service Charge	610,811	554,000	572,000	632,000	0.4%	647,000	0.5%
5240 Assessments & Taxes	97,554	773,915	302,835	773,140	0.5%	793,960	0.6%
5250 Insurance Premiums	1,710,109	965,099	713,326	809,293	0.5%	868,633	0.7%
5251 Claims Paid	4,445,872	4,300,000	4,969,276	4,300,000	2.9%	4,300,000	3.4%
5252 Claims Administration	210,107	233,600	232,106	235,829	0.2%	242,658	0.2%
5253 Miscellaneous Bonds/Insurance	3,861	3,450	3,450	8,450	0.0%	9,106	0.0%
5254 Unemployment Claims	9,901	35,000	20,000	25,000	0.0%	25,000	0.0%
5255 Property Insurance	240,607	246,571	164,805	240,000	0.2%	276,000	0.2%
5260 Council Contingencies	-	100,000	-	100,000	0.1%	100,000	0.1%
5262 Public Service Events	39,139	42,875	40,000	44,375	0.0%	44,375	0.0%
5263 City Funds Match	2,394	10,500	5,000	6,000	0.0%	8,000	0.0%
5264 City Funds Exchange	-	-	-	161,000	0.1%	161,000	0.1%
5265 Service Agency Contributions	9,329	37,315	37,315	37,315	0.0%	37,315	0.0%
5266 DMBBPA Allocation	111,484	108,000	109,525	110,000	0.1%	110,000	0.1%
5267 UAD Loan Program	2,422	-	2,200	-	-	-	-
5269 M.B. School Support	-	-	1,000,000	-	-	-	-
5270 City Manager Loan	108,224	-	-	-	-	-	-
5501 Telephone	253,451	231,254	239,048	210,728	0.1%	217,049	0.2%
5502 Electricity	1,180,648	1,472,612	1,265,931	1,302,336	0.9%	1,341,409	1.1%
5503 Natural Gas	129,961	107,842	118,430	116,181	0.1%	119,666	0.1%
5504 Water	534,780	556,935	552,310	564,192	0.4%	581,117	0.5%
5601 Administrative Service Charge	2,996,532	3,671,483	3,539,744	3,572,530	2.4%	3,594,530	2.8%
<b>Total Materials &amp; Services</b>	<b>\$37,927,098</b>	<b>\$40,246,299</b>	<b>\$40,910,297</b>	<b>\$43,245,978</b>	<b>29.0%</b>	<b>\$43,510,933</b>	<b>34.3%</b>
5611 Warehouse Purchases	\$82,560	\$96,329	\$100,241	\$105,894	0.1%	\$106,975	0.1%
5612 Garage Purchases	28,929	25,000	25,000	25,000	0.0%	25,000	0.0%
5621 Information Systems Allocation	2,293,140	2,283,337	2,283,337	2,718,124	1.8%	2,814,647	2.2%
5631 Insurance Allocation	3,059,940	3,179,100	3,179,100	1,843,020	1.2%	1,843,020	1.5%
5641 Fleet Rental Allocation	1,038,420	1,038,420	1,038,420	1,342,998	0.9%	1,363,488	1.1%
5642 Fleet Maintenance Allocation	993,867	1,170,000	1,002,919	1,161,768	0.8%	1,199,607	0.9%
5651 Building & Operations Allocation	1,540,121	1,762,640	1,789,526	1,922,340	1.3%	1,951,560	1.5%
<b>Total Internal Services</b>	<b>\$9,036,976</b>	<b>\$9,554,826</b>	<b>\$9,418,543</b>	<b>\$9,119,144</b>	<b>6.1%</b>	<b>\$9,304,297</b>	<b>7.3%</b>
9101 Transfers Out	\$19,493	\$18,007	\$124,485	\$60,091	0.0%	\$17,112	0.0%
<b>Total Transfers</b>	<b>\$19,493</b>	<b>\$18,007</b>	<b>\$124,485</b>	<b>\$60,091</b>	<b>0.0%</b>	<b>\$17,112</b>	<b>0.0%</b>
<b>Total Operating Expenditures</b>	<b>\$97,720,279</b>	<b>\$102,513,280</b>	<b>\$102,800,293</b>	<b>\$108,617,582</b>	<b>72.8%</b>	<b>\$110,975,545</b>	<b>87.5%</b>
6111 Furniture & Fixtures	\$38,152	-	\$0	-	-	-	-
6121 Machinery & Equipment	61,537	\$45,000	28,595	40,000	0.0%	800,000	0.6%
6131 Vehicles	1,015,578	2,085,376	1,869,831	429,681	0.3%	834,941	0.7%
6141 Computer Equipment & Software	596,774	2,022,294	236,919	2,121,067	1.4%	57,719	0.0%
6142 ERP Implementation	-	-	-	718,892	0.5%	171,675	0.1%
6151 Land	-	-	551,340	-	-	-	-
6212 CIP Bldg & Facility - CYr	1,580,531	5,960,000	2,189,259	24,960,000	16.7%	1,360,000	1.1%
6222 CIP Street Improvements - CYr	1,966,539	3,035,000	3,460,132	3,375,000	2.3%	3,310,000	2.6%
6232 CIP Utility Improvements - CYr	15,981	2,670,000	-	-	-	-	-
6242 CIP Line Improvements - CYr	1,262,280	1,100,000	1,392,178	5,000,000	3.4%	4,750,000	3.7%
6252 CIP Landscape & Site - CYr	2,241,679	-	35,958	-	-	-	-
6263 Infrastructure Improvements	255,547	1,930,000	302,247	1,030,000	0.7%	830,000	0.7%
<b>Total Capital Projects &amp; Equipment</b>	<b>\$9,034,597</b>	<b>\$18,847,670</b>	<b>\$10,066,459</b>	<b>\$37,674,640</b>	<b>25.3%</b>	<b>\$12,114,335</b>	<b>9.6%</b>
7101 Bond Principal	\$1,950,000	\$1,980,000	\$2,110,000	\$1,434,000	1.0%	\$2,345,000	1.8%
7102 Bond Interest	1,160,613	1,156,290	1,000,966	935,102	0.6%	875,301	0.7%
7103 Bond Administration Fee	41,083	15,275	15,570	16,700	0.0%	17,700	0.0%
7301 Land Leases	391,107	436,000	420,000	440,000	0.3%	440,000	0.3%
7302 Property & Equipment Principal	147,506	643,079	147,506	-	-	-	-
7303 Property & Equipment Interest	4,141	69,445	1,095	-	-	-	-
<b>Total Debt Service</b>	<b>\$3,694,450</b>	<b>\$4,300,089</b>	<b>\$3,695,137</b>	<b>\$2,825,802</b>	<b>1.9%</b>	<b>\$3,678,001</b>	<b>2.9%</b>
<b>Total Capital Expenditures &amp; Debt Service</b>	<b>\$12,729,047</b>	<b>\$23,147,759</b>	<b>\$13,761,596</b>	<b>\$40,500,442</b>	<b>27.2%</b>	<b>\$15,792,336</b>	<b>12.5%</b>
<b>Total City-Wide Expenditures</b>	<b>\$110,449,326</b>	<b>\$125,661,039</b>	<b>\$116,561,890</b>	<b>\$149,118,024</b>	<b>100.0%</b>	<b>\$126,767,881</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL - GENERAL FUND

Object	Description	FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
		Actual	Adopted	Estimate	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$12,360,893	\$13,264,417	\$12,821,580	\$13,583,361	18.2%	\$13,787,436	18.5%
4102	Sworn Employee Salaries	13,674,592	13,120,543	13,350,867	13,117,842	17.6%	13,350,722	17.9%
4103	Part Time Employee Salaries	2,191,346	2,134,767	2,324,725	2,309,717	3.1%	2,310,616	3.1%
4111	Overtime Regular Employees	237,388	255,294	342,136	266,766	0.4%	277,751	0.4%
4112	Overtime Sworn Employees	3,291,546	3,080,660	3,427,940	3,429,198	4.6%	3,500,548	4.7%
4113	Overtime Mutual Aid	1,000	161,280	260,000	165,312	0.2%	169,344	0.2%
4114	Overtime Special Events	270,796	250,376	431,233	297,288	0.4%	306,312	0.4%
4115	Cooperative Resources	54,561	173,976	81,500	72,384	0.1%	69,600	0.1%
4116	Overtime Training & Special Detail	224,725	219,000	181,321	224,400	0.3%	230,400	0.3%
4123	Commuter Pay	-	-	-	15,000	0.0%	15,000	0.0%
4201	Group Medical Insurance	3,531,316	3,893,239	3,814,036	4,175,623	5.6%	4,330,766	5.8%
4202	Medicare	434,563	402,112	450,857	404,048	0.5%	412,157	0.6%
4203	Unemployment	34,920	34,920	34,920	25,020	0.0%	25,020	0.0%
4204	401A Plan City	216,674	245,832	215,738	250,197	0.3%	250,920	0.3%
4205	Workers Compensation	3,253,620	3,393,600	3,393,600	4,610,040	6.2%	4,610,040	6.2%
4211	PERS Regular Contributions	1,708,002	1,985,235	1,738,954	1,238,074	1.7%	1,298,543	1.7%
4212	PERS Sworn Contributions	4,034,373	4,458,389	4,214,266	2,473,214	3.3%	2,517,941	3.4%
4218	PERS Regular Liability Contribution	-	-	-	1,041,822	1.4%	1,295,849	1.7%
4219	PERS Sworn Liability Contribution	-	-	-	2,734,689	3.7%	3,418,800	4.6%
<b>Total Salaries &amp; Benefits</b>		<b>\$45,520,315</b>	<b>\$47,073,640</b>	<b>\$47,083,673</b>	<b>\$50,433,995</b>	<b>67.5%</b>	<b>\$52,177,765</b>	<b>69.9%</b>
5101	Contract Services	\$5,108,610	\$5,583,884	\$5,704,689	\$6,213,090	8.3%	\$6,248,619	8.4%
5103	Audit Services	49,387	66,000	58,400	66,000	0.1%	96,000	0.1%
5104	Computer Contract Services	462,007	542,020	497,019	604,276	0.8%	528,717	0.7%
5105	Elections	88,659	2,220	800	129,192	0.2%	8,080	0.0%
5106	SBRPCA Communications	1,728,437	2,002,647	1,727,451	2,004,775	2.7%	1,783,374	2.4%
5107	Physical/Psychological Exams	40,213	55,690	50,840	50,590	0.1%	50,870	0.1%
5108	Legal Services	756,436	495,000	705,000	813,000	1.1%	753,000	1.0%
5109	Background Investigations	6,789	32,584	18,164	7,584	0.0%	7,684	0.0%
5201	Office Supplies	122,231	119,850	124,050	148,150	0.2%	150,450	0.2%
5202	Memberships & Dues	93,074	104,261	106,333	120,286	0.2%	122,042	0.2%
5203	Reference Books & Periodicals	9,514	13,198	10,555	13,903	0.0%	21,739	0.0%
5204	Conferences & Meetings	217	-	-	-	-	-	-
5205	Training, Conferences & Meetings	356,527	548,042	474,492	614,360	0.8%	622,460	0.8%
5206	Uniforms/Safety Equipment	200,394	196,835	190,637	205,795	0.3%	204,318	0.3%
5207	Advertising	100,906	110,546	83,426	105,296	0.1%	102,964	0.1%
5208	Postage	94,557	92,580	92,606	97,730	0.1%	97,730	0.1%
5209	Tools & Minor Equipment	160	1,500	3,426	1,500	0.0%	1,500	0.0%
5210	Computers, Supplies & Software	21,019	25,260	49,166	62,706	0.1%	39,391	0.1%
5212	Office Equipment Maintenance	395	3,575	2,250	3,250	0.0%	3,350	0.0%
5214	Employee Awards & Events	16,789	22,450	21,450	33,950	0.0%	34,000	0.0%
5215	Mileage Reimbursement	25	-	-	-	-	-	-
5216	Tuition Reimbursement	23,064	27,000	23,000	32,000	0.0%	32,000	0.0%
5217	Departmental Supplies	1,078,578	1,009,322	1,046,620	1,079,418	1.4%	1,096,483	1.5%
5218	Recruitment Costs	37,990	49,844	39,294	49,844	0.1%	49,844	0.1%
5219	STC Training	3,850	2,950	3,200	3,850	0.0%	3,850	0.0%
5220	POST Training	46,450	60,900	35,000	43,700	0.1%	43,700	0.1%
5221	Automotive Repair Services	63,246	70,035	70,035	72,100	0.1%	72,100	0.1%
5225	Printing	118,697	164,300	156,228	161,117	0.2%	165,561	0.2%
5227	City Store Purchases	-	-	-	10,000	0.0%	10,000	0.0%
5231	Bank Service Charge	178,389	155,000	182,000	175,000	0.2%	178,000	0.2%
5240	Assessments & Taxes	2,736	3,575	2,835	2,800	0.0%	2,800	0.0%
5251	Claims Paid	5,000	-	-	-	-	-	-
5260	Council Contingencies	-	100,000	-	100,000	0.1%	100,000	0.1%
5262	Public Service Events	39,139	42,875	40,000	44,375	0.1%	44,375	0.1%
5263	City Funds Match	2,394	10,500	5,000	6,000	0.0%	8,000	0.0%
5264	City Funds Exchange	-	-	-	161,000	0.2%	161,000	0.2%
5265	Service Agency Contributions	9,329	37,315	37,315	37,315	0.0%	37,315	0.0%
5269	M.B. School Support	-	-	1,000,000	-	-	-	-
5270	City Manager Loan	108,224	-	-	-	-	-	-

## SCHEDULE OF EXPENDITURE DETAIL - GENERAL FUND

Object Description	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
5501 Telephone	152,939	136,914	131,917	117,556	0.2%	121,082	0.2%
5502 Electricity	525,275	639,017	545,484	563,850	0.8%	580,766	0.8%
5503 Natural Gas	28,427	27,209	23,898	23,444	0.0%	24,147	0.0%
5504 Water	432,075	465,503	450,194	458,401	0.6%	472,153	0.6%
<b>Total Materials &amp; Services</b>	<b>\$12,112,146</b>	<b>\$13,020,401</b>	<b>\$13,712,775</b>	<b>\$14,437,203</b>	<b>19.3%</b>	<b>\$14,079,464</b>	<b>18.9%</b>
5611 Warehouse Purchases	\$32,500	\$37,519	\$35,713	\$39,204	0.1%	\$39,767	0.1%
5621 Information Systems Allocation	2,117,460	2,108,351	2,108,351	2,360,722	3.2%	2,501,662	3.4%
5631 Insurance Allocation	2,874,060	2,983,140	2,983,140	1,496,220	2.0%	1,496,220	2.0%
5641 Fleet Rental Allocation	868,080	868,080	868,080	1,153,948	1.5%	1,174,438	1.6%
5642 Fleet Maintenance Allocation	839,486	988,260	847,131	975,440	1.3%	1,006,348	1.3%
5651 Building & Operations Allocation	1,330,206	1,521,604	1,544,813	1,664,040	2.2%	1,689,420	2.3%
<b>Total Internal Services</b>	<b>\$8,061,792</b>	<b>\$8,506,954</b>	<b>\$8,387,228</b>	<b>\$7,689,574</b>	<b>10.3%</b>	<b>\$7,907,855</b>	<b>10.6%</b>
9101 Transfers Out	\$19,493	\$18,007	\$18,517	\$16,591	0.0%	\$17,112	0.0%
<b>Total Transfers</b>	<b>\$19,493</b>	<b>\$18,007</b>	<b>\$18,517</b>	<b>\$16,591</b>	<b>0.0%</b>	<b>\$17,112</b>	<b>0.0%</b>
<b>Total Operating Expenditures</b>	<b>\$65,713,747</b>	<b>\$68,619,002</b>	<b>\$69,202,193</b>	<b>\$72,577,363</b>	<b>97.1%</b>	<b>\$74,182,196</b>	<b>99.3%</b>
6111 Furniture & Fixtures	\$11,933	-	-	-	-	-	-
6121 Machinery & Equipment	32,727	45,000	28,595	-	-	-	-
6131 Vehicles	-	-	-	100,000	0.1%	-	-
6141 Computer Equipment & Software	339,601	1,118,585	46,352	1,570,033	2.1%	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$384,262</b>	<b>\$1,163,585</b>	<b>\$74,947</b>	<b>\$1,670,033</b>	<b>2.2%</b>	<b>-</b>	<b>-</b>
7101 Bond Principal	\$280,000	\$265,000	\$265,000	\$295,000	0.4%	\$305,000	0.4%
7102 Bond Interest	135,002	194,375	194,375	185,975	0.2%	176,975	0.2%
7103 Bond Administration Fee	29,214	3,350	3,350	3,500	0.0%	3,500	0.0%
7302 Property & Equipment Principal	-	134,103	-	-	-	-	-
7303 Property & Equipment Interest	-	20,850	-	-	-	-	-
<b>Total Debt Service</b>	<b>\$444,216</b>	<b>\$617,678</b>	<b>\$462,725</b>	<b>\$484,475</b>	<b>0.6%</b>	<b>\$485,475</b>	<b>0.7%</b>
<b>Total Capital Expenditures &amp; Debt Service</b>	<b>\$828,478</b>	<b>\$1,781,263</b>	<b>\$537,672</b>	<b>\$2,154,508</b>	<b>2.9%</b>	<b>\$485,475</b>	<b>0.7%</b>
<b>Total General Fund Expenditures</b>	<b>\$66,542,225</b>	<b>\$70,400,265</b>	<b>\$69,739,865</b>	<b>\$74,731,871</b>	<b>100.0%</b>	<b>\$74,667,671</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Management Services

Object	Description	FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
		Actual	Adopted	Estimate	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$1,466,379	\$1,307,528	\$1,270,607	\$1,128,104	28.4%	\$1,018,039	27.1%
4103	Part Time Employee Salaries	17,498	30,660	28,200	33,960	0.9%	33,960	0.9%
4111	Overtime Regular Employees	4,777	18,112	1,100	5,000	0.1%	5,000	0.1%
4201	Group Medical Insurance	252,801	254,162	229,561	206,454	5.2%	214,295	5.7%
4202	Medicare	20,975	21,573	17,915	14,488	0.4%	14,738	0.4%
4203	Unemployment	480	480	480	420	0.0%	420	0.0%
4204	401A Plan City	51,539	52,371	43,301	39,247	1.0%	40,033	1.1%
4205	Workers Compensation	1,860	1,920	1,920	59,820	1.5%	59,820	1.6%
4211	PERS Regular Contribution	172,817	191,735	157,329	84,254	2.1%	85,738	2.3%
4218	PERS Regular Liability Contribution	-	-	-	74,167	1.9%	92,252	2.5%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,989,125</b>	<b>\$1,878,541</b>	<b>\$1,750,413</b>	<b>\$1,645,914</b>	<b>41.5%</b>	<b>\$1,564,295</b>	<b>41.6%</b>
5101	Contract Services	\$312,522	\$338,844	\$354,831	\$356,840	9.0%	\$326,840	8.7%
5104	Computer Contract Services	49,616	100,150	86,692	94,360	2.4%	94,600	2.5%
5105	Elections	88,659	2,220	800	129,192	3.3%	8,080	0.2%
5108	Legal Services	618,052	390,000	600,000	625,000	15.7%	625,000	16.6%
5201	Office Supplies	8,113	8,500	11,500	12,000	0.3%	12,500	0.3%
5202	Memberships & Dues	54,165	58,775	59,675	62,375	1.6%	62,375	1.7%
5203	Reference Books & Periodicals	309	1,600	440	1,600	0.0%	1,600	0.0%
5205	Training, Conferences & Meetings	58,563	151,670	93,585	142,965	3.6%	142,665	3.8%
5207	Advertising	10,054	14,830	11,500	19,830	0.5%	20,330	0.5%
5208	Postage	861	830	822	401	0.0%	401	0.0%
5210	Computers, Supplies & Software	7,742	-	900	-	-	-	-
5212	Office Equipment Maintenance	395	250	250	250	0.0%	250	0.0%
5214	Employee Awards & Events	-	-	-	11,500	0.3%	11,500	0.3%
5217	Departmental Supplies	51,068	49,650	55,700	48,200	1.2%	48,300	1.3%
5225	Printing	711	1,450	600	1,450	0.0%	1,500	0.0%
5227	City Store Purchases	-	-	-	10,000	0.3%	10,000	0.3%
5240	Assessments & Taxes	2,736	3,575	2,835	2,800	0.1%	2,800	0.1%
5251	Claims Paid	5,000	-	-	-	-	-	-
5260	Council Contingencies	-	100,000	-	100,000	2.5%	100,000	2.7%
5262	Public Service Events	39,139	42,875	40,000	44,375	1.1%	44,375	1.2%
5269	M.B. School Support	-	-	1,000,000	-	-	-	-
5270	City Manager Loan	108,224	-	-	-	-	-	-
5501	Telephone	4,749	3,714	3,983	5,502	0.1%	5,666	0.2%
<b>Total Materials &amp; Services</b>		<b>\$1,420,679</b>	<b>\$1,268,933</b>	<b>\$2,324,113</b>	<b>\$1,668,640</b>	<b>42.0%</b>	<b>\$1,518,782</b>	<b>40.4%</b>
5611	Warehouse Purchases	\$397	\$250	\$100	\$250	0.0%	\$250	0.0%
5621	Information Technology Allocation	146,340	145,812	145,812	264,167	6.7%	279,939	7.4%
5631	Insurance Allocation	733,080	759,120	759,120	224,400	5.7%	224,400	6.0%
5651	Building & Operations Allocation	133,249	151,778	154,094	167,340	4.2%	169,980	4.5%
<b>Total Internal Services</b>		<b>\$1,013,066</b>	<b>\$1,056,960</b>	<b>\$1,059,126</b>	<b>\$656,157</b>	<b>16.5%</b>	<b>\$674,569</b>	<b>18.0%</b>
<b>Total Operating Expenditures</b>		<b>\$4,422,869</b>	<b>\$4,204,434</b>	<b>\$5,133,652</b>	<b>\$3,970,711</b>	<b>100.0%</b>	<b>\$3,757,646</b>	<b>100.0%</b>
6141	Computer Equipment & Software	\$34,212	-	\$16,157	-	-	-	-
6212	CIP Bldg & Facility - CYr	\$14,202	-	50,000	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$48,414</b>	<b>-</b>	<b>\$66,157</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$4,471,283</b>	<b>\$4,204,434</b>	<b>\$5,199,809</b>	<b>\$3,970,711</b>	<b>100.0%</b>	<b>\$3,757,646</b>	<b>100.0%</b>
<b>Source of Funds</b>								
General Fund		\$4,457,081	\$4,204,434	\$5,149,809	\$3,970,711	100.0%	\$3,757,646	100.0%
Capital Improvement Fund		14,202	-	50,000	-	-	-	-
<b>Total Source of Funds</b>		<b>\$4,471,283</b>	<b>\$4,204,434</b>	<b>\$5,199,809</b>	<b>\$3,970,711</b>	<b>100.0%</b>	<b>\$3,757,646</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Finance

Object	Description	FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
		Actual	Adopted	Estimate	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$1,546,053	\$1,489,214	\$1,547,003	\$1,574,106	39.8%	\$1,615,417	40.7%
4103	Part Time Employee Salaries	38,878	97,296	43,372	48,365	1.2%	48,365	1.2%
4111	Overtime Regular Employees	3,006	7,128	2,067	12,602	0.3%	18,017	0.5%
4120	Supplemental Pension Plan	21,340	21,900	21,000	22,000	0.6%	23,000	0.6%
4121	Single Highest Year Plan	52,928	54,000	53,000	54,000	1.4%	56,000	1.4%
4124	Fire Retiree's Health Insurance	23,816	28,000	24,000	25,000	0.6%	26,000	0.7%
4125	Police Retiree's Health Plan	84,239	87,000	84,000	84,000	2.1%	87,000	2.2%
4126	Miscellaneous Retirees Health Plan	49,716	53,000	46,000	47,000	1.2%	49,000	1.2%
4201	Group Medical Insurance	240,268	262,408	246,856	261,038	6.6%	270,791	6.8%
4202	Medicare	19,914	20,204	20,150	21,267	0.5%	21,819	0.5%
4203	Unemployment	480	480	480	420	0.0%	420	0.0%
4204	401A Plan City	29,978	29,722	30,049	41,424	1.0%	42,254	1.1%
4205	Workers Compensation	50,280	52,500	52,500	44,520	1.1%	44,520	1.1%
4211	PERS Regular Contribution	205,249	225,728	200,554	141,826	3.6%	145,342	3.7%
4218	PERS Regular Liability Contribution	-	-	-	116,016	2.9%	144,303	3.6%
<b>Total Salaries &amp; Benefits</b>		<b>\$2,366,147</b>	<b>\$2,428,581</b>	<b>\$2,371,031</b>	<b>\$2,493,584</b>	<b>63.0%</b>	<b>\$2,592,248</b>	<b>65.3%</b>
5101	Contract Services	\$299,864	\$282,915	\$344,497	\$350,887	8.9%	\$301,387	7.6%
5103	Audit Services	49,387	66,000	58,400	66,000	1.7%	96,000	2.4%
5104	Computer Contract Services	182,981	223,357	184,181	213,271	5.4%	134,350	3.4%
5201	Office Supplies	8,275	13,400	8,500	10,500	0.3%	10,500	0.3%
5202	Memberships & Dues	2,080	2,515	2,560	2,825	0.1%	2,825	0.1%
5203	Reference Books & Periodicals	1,490	1,300	333	1,100	0.0%	1,100	0.0%
5205	Training, Conferences & Meetings	25,805	30,760	21,300	39,975	1.0%	38,700	1.0%
5206	Uniforms/Safety Equipment	632	1,090	1,090	1,290	0.0%	1,290	0.0%
5207	Advertising	938	1,890	1,360	2,100	0.1%	1,950	0.0%
5208	Postage	40,389	40,750	40,730	44,870	1.1%	44,870	1.1%
5210	Computer Supplies & Software	1,554	-	-	2,300	0.1%	-	-
5211	Automotive Parts	33,968	26,000	25,000	25,000	0.6%	25,000	0.6%
5214	Employee Awards & Events	603	600	250	600	0.0%	600	0.0%
5217	Departmental Supplies	10,815	3,630	7,130	7,450	0.2%	7,450	0.2%
5218	Recruitment Costs	-	-	174	-	-	-	-
5222	Warehouse Inventory Purchases	75,470	90,000	80,000	80,000	2.0%	80,000	2.0%
5225	Printing	10,392	15,300	8,495	13,337	0.3%	13,837	0.3%
5231	Bank Service Charge	178,389	155,000	182,000	175,000	4.4%	178,000	4.5%
5267	UAD Loan Program	2,422	-	2,200	-	-	-	-
5501	Telephone	12,837	10,503	11,266	6,274	0.2%	6,462	0.2%
<b>Total Materials &amp; Services</b>		<b>\$938,289</b>	<b>\$965,010</b>	<b>\$979,465</b>	<b>\$1,042,779</b>	<b>26.4%</b>	<b>\$944,321</b>	<b>23.8%</b>
5611	Warehouse Purchases	\$8,346	\$12,490	\$11,333	\$12,530	0.3%	\$12,530	0.3%
5621	Information Technology Allocation	195,180	194,420	194,420	156,849	4.0%	166,217	4.2%
5631	Insurance Allocation	13,860	15,480	15,480	6,600	0.2%	6,600	0.2%
5641	Fleet Rental Allocation	5,100	5,100	5,100	5,050	0.1%	5,050	0.1%
5642	Fleet Maintenance Allocation	1,478	1,740	1,491	1,935	0.0%	2,001	0.1%
5651	Building & Operations Allocation	188,770	214,959	218,238	237,000	6.0%	240,840	6.1%
<b>Total Internal Services</b>		<b>\$412,734</b>	<b>\$444,189</b>	<b>\$446,062</b>	<b>\$419,964</b>	<b>10.6%</b>	<b>\$433,238</b>	<b>10.9%</b>
<b>Total Operating Expenditures</b>		<b>\$3,717,169</b>	<b>\$3,837,780</b>	<b>\$3,796,558</b>	<b>\$3,956,327</b>	<b>100.0%</b>	<b>\$3,969,807</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Finance

Object	Description	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
6141	Computer Equipment & Software	-	828,585	6,846	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		-	<b>\$828,585</b>	<b>\$6,846</b>	-	-	-	-
7302	Property & Equipment Principal	-	\$118,122	-	-	-	-	-
7303	Property & Equipment Interest	-	\$18,750	-	-	-	-	-
<b>Total Debt Service</b>		-	<b>\$136,872</b>	-	-	-	-	-
<b>Total Capital Expenditures &amp; Debt Service</b>		-	<b>\$965,457</b>	<b>\$6,846</b>	-	-	-	-
<b>Total Expenditures</b>		<b>\$3,717,169</b>	<b>\$4,803,237</b>	<b>\$3,803,405</b>	<b>\$3,956,327</b>	<b>100.0%</b>	<b>\$3,969,807</b>	<b>100.0%</b>
<b>Source of Funds</b>								
General Fund		\$3,252,810	\$4,298,770	\$3,325,818	<b>\$3,476,840</b>	87.9%	<b>\$3,481,320</b>	87.7%
Capital Improvement Fund		2,422	-	2,200	-	-	-	-
Building Maintenance & Operations Fund		229,900	260,567	247,387	<b>247,487</b>	6.3%	<b>247,487</b>	6.2%
Pension Trust Fund		232,038	243,900	228,000	<b>232,000</b>	5.9%	<b>241,000</b>	6.1%
<b>Total Source of Funds</b>		<b>\$3,717,169</b>	<b>\$4,803,237</b>	<b>\$3,803,405</b>	<b>\$3,956,327</b>	<b>100.0%</b>	<b>\$3,969,807</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Human Resources

Object	Description	FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
		Actual	Adopted	Estimate	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$758,201	\$830,281	\$846,018	\$817,150	10.6%	\$833,179	10.7%
4103	Part Time Employee Salaries	16,549	-	718	-	-	-	-
4111	Overtime Regular Employees	437	2,500	625	2,500	0.0%	2,500	0.0%
4123	Commuter Pay	-	-	-	15,000	0.2%	15,000	0.2%
4201	Group Medical Insurance	105,140	120,757	139,251	139,053	1.8%	144,290	1.8%
4202	Medicare	10,845	12,039	11,834	11,848	0.2%	12,081	0.2%
4203	Unemployment	480	480	480	420	0.0%	420	0.0%
4204	401A Plan City	29,865	32,867	31,710	31,097	0.4%	31,716	0.4%
4205	Workers Compensation	27,060	28,200	28,200	51,960	0.7%	51,960	0.7%
4211	PERS Regular Contribution	100,322	121,847	107,666	68,158	0.9%	69,521	0.9%
4218	PERS Regular Liability Contribution	-	-	-	64,977	0.8%	80,821	1.0%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,048,899</b>	<b>\$1,148,971</b>	<b>\$1,166,502</b>	<b>\$1,202,163</b>	<b>15.5%</b>	<b>\$1,241,488</b>	<b>15.9%</b>
5101	Contract Services	\$104,441	\$222,806	\$207,543	\$266,992	3.5%	\$260,940	3.3%
5104	Computer Contract Services	7,120	7,093	7,308	7,545	0.1%	1,767	0.0%
5107	Physical/Psychological Exams	29,613	35,040	35,040	36,090	0.5%	36,090	0.5%
5108	Legal Services	116,485	90,000	100,000	180,000	2.3%	120,000	1.5%
5201	Office Supplies	2,787	3,050	3,050	8,450	0.1%	8,450	0.1%
5202	Memberships & Dues	2,648	2,914	2,798	2,859	0.0%	2,859	0.0%
5203	Reference Books & Periodicals	238	1,180	1,180	930	0.0%	930	0.0%
5205	Training, Conferences & Meetings	60,126	94,305	79,605	84,075	1.1%	88,575	1.1%
5208	Postage	2,800	2,700	2,665	887	0.0%	887	0.0%
5214	Employee Awards & Events	9,100	18,500	13,500	18,500	0.2%	18,500	0.2%
5215	Mileage Reimbursement	25	-	-	-	-	-	-
5216	Tuition Reimbursement	23,064	27,000	23,000	32,000	0.4%	32,000	0.4%
5217	Departmental Supplies	316	1,500	1,500	1,500	0.0%	1,500	0.0%
5218	Recruitment Costs	33,185	44,300	34,300	44,300	0.6%	44,300	0.6%
5225	Printing	48	150	100	150	0.0%	150	0.0%
5250	Insurance Premiums	1,710,109	965,099	713,326	809,293	10.5%	868,633	11.1%
5251	Claims Paid	4,440,872	4,300,000	4,969,276	4,300,000	55.6%	4,300,000	55.1%
5252	Claims Administration	210,107	233,600	232,106	235,829	3.0%	242,658	3.1%
5253	Miscellaneous Bonds/Insurance	3,861	3,450	3,450	8,450	0.1%	9,106	0.1%
5254	Unemployment	9,901	35,000	20,000	25,000	0.3%	25,000	0.3%
5255	Property Insurance	240,607	246,571	164,805	240,000	3.1%	276,000	3.5%
5501	Telephone	12,652	10,352	11,103	3,404	0.0%	3,506	0.0%
<b>Total Materials &amp; Services</b>		<b>\$7,020,104</b>	<b>\$6,344,610</b>	<b>\$6,625,655</b>	<b>\$6,306,254</b>	<b>81.5%</b>	<b>\$6,341,851</b>	<b>81.2%</b>
5611	Warehouse Purchases	\$26	\$200	\$200	\$300	0.0%	\$300	0.0%
5621	Information Technology Allocation	87,780	87,405	87,405	120,572	1.6%	116,829	1.5%
5631	Insurance Allocation	13,860	15,480	15,480	6,960	0.1%	6,960	0.1%
5651	Building & Operations Allocation	77,729	88,537	89,888	97,620	1.3%	99,120	1.3%
<b>Total Internal Services</b>		<b>\$179,395</b>	<b>\$191,622</b>	<b>\$192,973</b>	<b>\$225,452</b>	<b>2.9%</b>	<b>\$223,209</b>	<b>2.9%</b>
<b>Total Operating Expenditures</b>		<b>\$8,248,397</b>	<b>\$7,685,203</b>	<b>\$7,985,129</b>	<b>\$7,733,869</b>	<b>100.0%</b>	<b>\$7,806,548</b>	<b>100.0%</b>
6141	Computer Equipment & Software	-	\$100,000	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>\$100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$8,248,397</b>	<b>\$7,785,203</b>	<b>\$7,985,129</b>	<b>\$7,733,869</b>	<b>100.0%</b>	<b>\$7,806,548</b>	<b>100.0%</b>
<b>Source of Funds</b>								
General Fund		\$1,101,075	\$1,270,836	\$1,144,426	\$1,299,170	16.8%	\$1,245,190	16.0%
Insurance Reserve		7,147,323	6,514,367	6,840,704	6,434,699	83.2%	6,561,358	84.0%
<b>Total Source of Funds</b>		<b>\$8,248,397</b>	<b>\$7,785,203</b>	<b>\$7,985,129</b>	<b>\$7,733,869</b>	<b>100.0%</b>	<b>\$7,806,548</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Parks and Recreation

Object	Description	FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
		Actual	Adopted	Estimate	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$1,783,485	\$1,838,149	\$1,818,077	\$1,904,429	19.7%	\$1,952,919	19.7%
4103	Part Time Employee Salaries	1,725,851	1,638,528	1,726,604	1,762,698	18.2%	1,767,748	17.9%
4111	Overtime Regular Employees	36,191	25,486	23,923	29,986	0.3%	29,989	0.3%
4201	Group Medical Insurance	294,483	322,250	314,636	353,824	3.7%	366,885	3.7%
4202	Medicare	50,124	55,436	53,332	50,606	0.5%	51,450	0.5%
4203	Unemployment	11,280	11,280	11,280	8,100	0.1%	8,100	0.1%
4204	401A Plan City	24,589	25,930	23,988	40,391	0.4%	36,913	0.4%
4205	Workers Compensation	2,640	2,640	2,640	106,800	1.1%	106,800	1.1%
4211	PERS Regular Contribution	340,011	358,409	342,448	283,196	2.9%	319,588	3.2%
4218	PERS Regular Liability Contribution	-	-	-	153,499	1.6%	190,928	1.9%
<b>Total Salaries &amp; Benefits</b>		<b>\$4,268,655</b>	<b>\$4,278,108</b>	<b>\$4,316,928</b>	<b>\$4,693,529</b>	<b>48.6%</b>	<b>\$4,831,320</b>	<b>48.8%</b>
5101	Contract Services	\$2,054,175	\$2,179,762	\$2,200,871	\$2,181,565	22.6%	\$2,222,666	22.5%
5104	Computer Contract Services	19,135	15,982	15,982	17,745	0.2%	18,670	0.2%
5201	Office Supplies	44,250	37,500	37,500	37,500	0.4%	37,500	0.4%
5202	Memberships & Dues	8,667	11,837	11,609	15,398	0.2%	15,398	0.2%
5203	Reference Books & Periodicals	1,492	1,393	2,006	1,738	0.0%	1,774	0.0%
5204	Conferences & Meetings	217	-	-	-	-	-	-
5205	Training, Conferences & Meetings	31,874	58,402	51,565	60,100	0.6%	60,100	0.6%
5206	Uniforms/Safety Equipment	11,837	14,147	12,647	18,547	0.2%	14,345	0.1%
5207	Advertising	64,358	73,026	53,566	58,366	0.6%	58,534	0.6%
5208	Postage	34,926	33,650	33,925	32,016	0.3%	32,016	0.3%
5210	Computer Supplies & Software	2,228	420	2,820	6,316	0.1%	5,316	0.1%
5217	Departmental Supplies	395,643	334,802	339,036	347,638	3.6%	350,801	3.5%
5218	Recruitment Costs	4,805	5,544	4,820	5,544	0.1%	5,544	0.1%
5223	Bus Pass Subsidies	5,288	6,600	5,000	6,600	0.1%	6,600	0.1%
5224	Recreation Bus Trips	53,461	57,222	57,222	57,222	0.6%	59,225	0.6%
5225	Printing	81,890	106,412	105,517	106,642	1.1%	109,726	1.1%
5264	City Funds Exchange	-	-	-	161,000	1.7%	161,000	1.6%
5265	Service Agency Contributions	9,329	37,315	37,315	37,315	0.4%	37,315	0.4%
5501	Telephone	26,473	20,654	20,099	20,000	0.2%	20,600	0.2%
5502	Electricity	205,530	243,404	214,432	219,224	2.3%	225,801	2.3%
5503	Natural Gas	7,345	8,069	6,266	6,147	0.1%	6,331	0.1%
<b>Total Materials &amp; Services</b>		<b>\$3,062,921</b>	<b>\$3,246,141</b>	<b>\$3,212,198</b>	<b>\$3,396,623</b>	<b>35.2%</b>	<b>\$3,449,262</b>	<b>34.9%</b>
5611	Warehouse Purchases	\$16,029	\$17,734	\$16,330	\$17,984	0.2%	\$18,465	0.2%
5621	Information Technology Allocation	341,580	340,110	340,110	511,023	5.3%	541,533	5.5%
5631	Insurance Allocation	713,280	740,160	740,160	279,360	2.9%	279,360	2.8%
5641	Fleet Rental Allocation	46,620	46,620	46,620	40,600	0.4%	42,800	0.4%
5642	Fleet Maintenance Allocation	58,817	69,240	59,353	69,129	0.7%	76,456	0.8%
5651	Building & Operations Allocation	133,249	151,719	154,033	167,280	1.7%	169,980	1.7%
<b>Total Internal Services</b>		<b>\$1,309,575</b>	<b>\$1,365,583</b>	<b>\$1,356,606</b>	<b>\$1,085,376</b>	<b>11.2%</b>	<b>\$1,128,594</b>	<b>11.4%</b>
<b>Total Operating Expenditures</b>		<b>\$8,641,151</b>	<b>\$8,889,831</b>	<b>\$8,885,732</b>	<b>\$9,175,528</b>	<b>95.0%</b>	<b>\$9,409,176</b>	<b>95.1%</b>

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Parks and Recreation

Object	Description	FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
		Actual	Adopted	Estimate	Proposed	Total	Proposed	Total
6111	Furniture & Fixtures	\$400	-	-	-	-	-	-
6121	Machinery & Equipment	\$6,275	45,000	-	-	-	-	-
6141	Computer Equipment & Software	\$8,707	-	-	-	-	-	-
6252	CIP Landscape & Site - CYr	457,423	-	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$472,805</b>	<b>\$45,000</b>	<b>\$44,826</b>	<b>\$0</b>	<b>-</b>	<b>\$0</b>	<b>-</b>
7101	Bond Principal	\$280,000	\$265,000	\$265,000	<b>\$295,000</b>	3.1%	<b>\$305,000</b>	3.1%
7102	Bond Interest	135,002	194,375	194,375	<b>185,975</b>	1.9%	<b>176,975</b>	1.8%
7103	Bond Administration Fee	29,214	3,350	3,350	<b>3,500</b>	0.0%	<b>3,500</b>	0.0%
<b>Total Debt Service</b>		<b>\$444,216</b>	<b>\$462,725</b>	<b>\$462,725</b>	<b>\$484,475</b>	<b>5.0%</b>	<b>\$485,475</b>	<b>4.9%</b>
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>\$917,022</b>	<b>\$507,725</b>	<b>\$507,551</b>	<b>\$484,475</b>	<b>5.0%</b>	<b>\$485,475</b>	<b>4.9%</b>
<b>Total Expenditures</b>		<b>\$9,558,173</b>	<b>\$9,397,556</b>	<b>\$9,393,283</b>	<b>\$9,660,003</b>	<b>100.0%</b>	<b>\$9,894,651</b>	<b>100.0%</b>
<b>Source of Funds</b>								
General Fund		\$8,200,176	\$8,501,515	\$8,427,608	<b>\$8,714,025</b>	90.2%	<b>\$8,924,663</b>	90.2%
Proposition A Fund		900,573	896,041	920,849	<b>945,978</b>	9.8%	<b>969,988</b>	9.8%
Capital Improvement Fund		457,423	-	44,826	-	-	-	-
<b>Total Source of Funds</b>		<b>\$9,558,173</b>	<b>\$9,397,556</b>	<b>\$9,393,283</b>	<b>\$9,660,003</b>	<b>100.0%</b>	<b>\$9,894,651</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Police

Object	Description	FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
		Actual	Adopted	Estimate	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$2,616,034	\$2,618,636	\$2,672,745	\$2,751,541	9.3%	\$2,822,324	9.6%
4102	Sworn Employee Salaries	8,875,278	8,421,236	8,415,036	8,282,102	28.1%	8,446,711	28.8%
4103	Part Time Employee Salaries	332,151	230,905	366,000	372,628	1.3%	372,628	1.3%
4111	Overtime Regular Employees	152,158	117,495	248,400	148,132	0.5%	161,949	0.6%
4112	Overtime Sworn Employees	1,480,870	1,320,860	1,671,840	1,575,890	5.3%	1,608,986	5.5%
4113	Overtime Mutual Aid	451	-	-	-	-	-	-
4114	Overtime Special Events	229,692	200,326	380,000	239,150	0.8%	246,150	0.8%
4201	Group Medical Insurance	1,438,261	1,505,504	1,519,523	1,677,923	5.7%	1,739,810	5.9%
4202	Medicare	180,564	158,877	184,189	160,200	0.5%	163,562	0.6%
4203	Unemployment	12,480	12,480	12,480	8,700	0.0%	8,700	0.0%
4204	401A Plan City	11,166	11,629	12,027	11,597	0.0%	11,829	0.0%
4205	Workers Compensation	2,108,760	2,199,600	2,199,600	2,697,660	9.1%	2,697,660	9.2%
4211	PERS Regular Contribution	358,735	394,003	343,268	241,094	0.8%	247,113	0.8%
4212	PERS Sworn Contributions	2,731,659	3,026,429	2,802,405	1,604,377	5.4%	1,636,621	5.6%
4218	PERS Regular Liability Contribution	-	-	-	217,575	0.7%	270,625	0.9%
4219	PERS Sworn Liability Contribution	-	-	-	1,895,498	6.4%	2,354,801	8.0%
<b>Total Salaries &amp; Benefits</b>		<b>\$20,528,259</b>	<b>\$20,217,980</b>	<b>\$20,827,513</b>	<b>\$21,884,067</b>	<b>74.2%</b>	<b>\$22,789,469</b>	<b>77.7%</b>
5101	Contract Services	\$491,469	\$555,609	\$595,150	\$677,690	2.3%	\$723,790	2.5%
5104	Computer Contract Services	108,042	99,350	99,400	173,450	0.6%	178,150	0.6%
5106	SBRPCA Communications	1,297,692	1,501,985	1,295,588	1,499,207	5.1%	1,337,531	4.6%
5107	Physical/Psychological Exams	7,975	13,450	13,500	13,700	0.0%	13,900	0.0%
5108	Legal Services	1,908	15,000	5,000	8,000	0.0%	8,000	0.0%
5109	Background Investigations	3,789	8,520	7,500	6,720	0.0%	6,820	0.0%
5201	Office Supplies	35,010	32,200	36,000	48,200	0.2%	49,600	0.2%
5202	Memberships & Dues	7,659	8,755	8,185	8,755	0.0%	9,105	0.0%
5203	Reference Books & Periodicals	1,138	1,330	1,100	1,140	0.0%	1,140	0.0%
5205	Training, Conferences & Meetings	87,191	74,200	97,700	110,645	0.4%	112,395	0.4%
5206	Uniforms/Safety Equipment	127,296	119,120	128,650	147,255	0.5%	137,355	0.5%
5207	Advertising	5,225	300	3,000	6,000	0.0%	3,000	0.0%
5208	Postage	6,118	5,900	5,824	8,959	0.0%	8,959	0.0%
5210	Computer Supplies & Software	6,972	18,500	9,500	24,500	0.1%	8,600	0.0%
5214	Employee Awards & Events	2,314	2,850	2,700	2,850	0.0%	2,900	0.0%
5217	Departmental Supplies	209,769	310,675	317,325	330,900	1.1%	334,500	1.1%
5219	STC Training	3,850	2,950	3,200	3,850	0.0%	3,850	0.0%
5220	POST Training	46,450	60,900	35,000	43,700	0.1%	43,700	0.1%
5225	Printing	14,361	24,600	23,650	17,800	0.1%	17,800	0.1%
5240	Assessments & Taxes	-	-	-	-	-	-	-
5263	City Funds Match	2,394	10,500	5,000	6,000	0.0%	8,000	0.0%
5501	Telephone	45,266	48,322	39,287	47,984	0.2%	49,424	0.2%
5502	Electricity	140,512	177,200	145,065	151,013	0.5%	155,543	0.5%
5503	Natural Gas	6,523	5,690	5,469	5,365	0.0%	5,526	0.0%
5504	Water	15,377	14,975	20,371	16,105	0.1%	16,588	0.1%
<b>Total Materials &amp; Services</b>		<b>\$2,674,299</b>	<b>\$3,112,881</b>	<b>\$2,903,164</b>	<b>\$3,359,788</b>	<b>11.4%</b>	<b>\$3,236,176</b>	<b>11.0%</b>
5611	Warehouse Purchases	\$1,685	\$2,745	\$2,450	\$2,000	0.0%	\$2,000	0.0%
5621	Information Technology Allocation	741,540	738,277	738,277	646,037	2.2%	684,605	2.3%
5631	Insurance Allocation	967,020	1,000,620	1,000,620	541,440	1.8%	541,440	1.8%
5641	Fleet Rental Allocation	445,500	445,500	445,500	468,870	1.6%	479,300	1.6%
5642	Fleet Maintenance Allocation	638,776	751,980	644,594	711,846	2.4%	736,471	2.5%
5651	Building & Operations Allocation	385,987	444,538	451,319	478,680	1.6%	485,400	1.7%
<b>Total Internal Services</b>		<b>\$3,180,508</b>	<b>\$3,383,660</b>	<b>\$3,282,760</b>	<b>\$2,848,873</b>	<b>9.7%</b>	<b>\$2,929,216</b>	<b>10.0%</b>
<b>Total Operating Expenditures</b>		<b>\$26,383,065</b>	<b>\$26,714,521</b>	<b>\$27,013,437</b>	<b>\$28,092,728</b>	<b>95.2%</b>	<b>\$28,954,861</b>	<b>98.7%</b>

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Police

Object	Description	FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
		Actual	Adopted	Estimate	Proposed	Total	Proposed	Total
6111	Furniture & Fixtures	\$26,219	-	-	-	-	-	-
6141	Computer Equipment & Software	307,321	800,000	15,264	<b>1,014,814</b>	3.4%	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$333,539</b>	<b>\$800,000</b>	<b>\$15,264</b>	<b>\$1,014,814</b>	<b>3.4%</b>	<b>\$0</b>	<b>-</b>
7101	Bond Principal	\$232,500	\$240,000	\$240,000	<b>\$250,000</b>	0.8%	<b>\$257,500</b>	0.9%
7102	Bond Interest	149,669	142,581	142,581	<b>135,232</b>	0.5%	<b>127,619</b>	0.4%
7103	Bond Administration	825	1,100	1,000	<b>1,100</b>	0.0%	<b>1,100</b>	0.0%
7302	Property & Equipment Principal	-	133,173	-	-	-	-	-
7303	Property & Equipment Interest	-	17,500	-	-	-	-	-
<b>Total Debt Service</b>		<b>\$382,994</b>	<b>\$383,681</b>	<b>\$383,581</b>	<b>\$386,332</b>	<b>1.3%</b>	<b>\$386,219</b>	<b>1.3%</b>
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>\$716,533</b>	<b>\$1,334,354</b>	<b>\$398,845</b>	<b>\$1,401,146</b>	<b>4.8%</b>	<b>\$386,219</b>	<b>1.3%</b>
<b>Total Expenditures</b>		<b>\$27,099,598</b>	<b>\$28,048,875</b>	<b>\$27,412,282</b>	<b>\$29,493,874</b>	<b>100.0%</b>	<b>\$29,341,080</b>	<b>100.0%</b>
<b>Source of Funds</b>								
General Fund		\$26,479,483	\$26,519,081	\$26,692,433	<b>\$28,803,042</b>	97.7%	<b>\$28,661,161</b>	97.7%
Asset Forfeiture		153,479	1,041,113	231,268	<b>164,500</b>	0.6%	<b>153,700</b>	0.5%
Police Safety Grants Fund		83,642	105,000	105,000	<b>140,000</b>	0.5%	<b>140,000</b>	0.5%
Capital Improvement Fund		382,994	383,681	383,581	<b>386,332</b>	1.3%	<b>386,219</b>	1.3%
<b>Total Source of Funds</b>		<b>\$27,099,598</b>	<b>\$28,048,875</b>	<b>\$27,412,282</b>	<b>\$29,493,874</b>	<b>100.0%</b>	<b>\$29,341,080</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Fire

Object	Description	FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
		Actual	Adopted	Estimate	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$82,874	\$86,314	\$90,987	<b>\$90,715</b>	0.6%	<b>\$92,055</b>	0.6%
4102	Sworn Employee Salaries	4,799,315	4,699,308	4,935,831	<b>4,835,740</b>	33.2%	<b>4,904,011</b>	33.1%
4103	Part Time Employee Salaries	138,599	282,532	267,051	<b>301,477</b>	2.1%	<b>301,477</b>	2.0%
4111	Overtime Regular Employees	11,821	46,080	25,248	<b>25,000</b>	0.2%	<b>25,000</b>	0.2%
4112	Overtime Sworn Employees	1,847,221	1,793,640	1,789,600	<b>1,888,508</b>	13.0%	<b>1,926,762</b>	13.0%
4113	Overtime Mutual Aid	549	161,280	260,000	<b>165,312</b>	1.1%	<b>169,344</b>	1.1%
4114	Overtime Special Events	11,965	16,720	17,903	<b>17,138</b>	0.1%	<b>17,412</b>	0.1%
4115	Cooperative Resources	54,561	173,976	81,500	<b>72,384</b>	0.5%	<b>69,600</b>	0.5%
4116	Overtime Training & Special Detail	224,725	219,000	181,321	<b>224,400</b>	1.5%	<b>230,400</b>	1.6%
4201	Group Medical Insurance	617,506	647,095	679,653	<b>671,225</b>	4.6%	<b>696,047</b>	4.7%
4202	Medicare	96,238	66,637	101,079	<b>71,961</b>	0.5%	<b>72,924</b>	0.5%
4203	Unemployment	1,260	1,260	1,260	<b>420</b>	0.0%	<b>420</b>	0.0%
4204	401A Plan City	5,545	5,466	5,666	<b>5,422</b>	0.0%	<b>5,531</b>	0.0%
4205	Workers Compensation	1,056,120	1,101,660	1,101,660	<b>1,512,780</b>	10.4%	<b>1,512,780</b>	10.2%
4211	PERS Regular Contribution	14,703	17,154	17,083	<b>19,789</b>	0.1%	<b>19,903</b>	0.1%
4212	PERS Sworn Contributions	1,302,714	1,431,960	1,411,861	<b>868,837</b>	6.0%	<b>881,320</b>	5.9%
4218	PERS Regular Liability Contribution	-	-	-	<b>7,354</b>	0.1%	<b>9,148</b>	0.1%
4219	PERS Sworn Liability Contribution	-	-	-	<b>839,191</b>	5.8%	<b>1,063,999</b>	7.2%
<b>Total Salaries &amp; Benefits</b>		<b>\$10,265,716</b>	<b>\$10,750,081</b>	<b>\$10,967,703</b>	<b>\$11,617,653</b>	<b>79.7%</b>	<b>\$11,998,133</b>	<b>81.0%</b>
5101	Contract Services	\$208,899	\$230,041	\$220,292	<b>\$276,681</b>	1.9%	<b>\$280,501</b>	1.9%
5104	Computer Contract Services	35,107	40,850	40,850	<b>42,650</b>	0.3%	<b>48,850</b>	0.3%
5106	SBRPCA Communications	430,745	500,662	431,863	<b>505,568</b>	3.5%	<b>445,843</b>	3.0%
5107	Physical/Psychological Exams	2,625	7,200	2,300	<b>800</b>	0.0%	<b>880</b>	0.0%
5109	Background Investigations	3,000	24,064	10,664	<b>864</b>	0.0%	<b>864</b>	0.0%
5201	Office Supplies	4,856	7,000	6,500	<b>6,400</b>	0.0%	<b>6,400</b>	0.0%
5202	Memberships & Dues	3,938	4,724	4,325	<b>5,724</b>	0.0%	<b>6,135</b>	0.0%
5203	Reference Books & Periodicals	1,176	3,650	3,100	<b>3,650</b>	0.0%	<b>3,650</b>	0.0%
5205	Training, Conferences & Meetings	85,764	130,150	114,750	<b>130,150</b>	0.9%	<b>131,800</b>	0.9%
5206	Uniforms/Safety Equipment	72,720	64,075	57,025	<b>62,075</b>	0.4%	<b>62,165</b>	0.4%
5207	Advertising	56	-	-	-	-	-	-
5208	Postage	1,011	600	593	<b>214</b>	0.0%	<b>214</b>	0.0%
5209	Tools & Minor Equipment	160	-	283	-	-	-	-
5214	Employee Awards & Events	3,071	4,000	3,500	<b>4,000</b>	0.0%	<b>4,000</b>	0.0%
5217	Departmental Supplies	185,473	205,170	205,000	<b>212,100</b>	1.5%	<b>216,825</b>	1.5%
5221	Automotive Repair Services	63,246	70,035	70,035	<b>72,100</b>	0.5%	<b>72,100</b>	0.5%
5225	Printing	184	2,650	1,900	<b>2,350</b>	0.0%	<b>2,250</b>	0.0%
5501	Telephone	31,450	26,533	28,703	<b>18,079</b>	0.1%	<b>18,621</b>	0.1%
5502	Electricity	72,560	91,585	75,304	<b>78,392</b>	0.5%	<b>80,744</b>	0.5%
5503	Natural Gas	6,732	6,439	5,320	<b>5,219</b>	0.0%	<b>5,376</b>	0.0%
5504	Water	9,012	7,307	10,427	<b>7,802</b>	0.1%	<b>8,036</b>	0.1%
<b>Total Materials &amp; Services</b>		<b>\$1,221,786</b>	<b>\$1,426,735</b>	<b>\$1,292,734</b>	<b>\$1,434,818</b>	<b>9.8%</b>	<b>\$1,395,254</b>	<b>9.4%</b>
5611	Warehouse Purchases	\$5,443	\$6,700	\$6,700	<b>\$6,500</b>	0.0%	<b>\$6,500</b>	0.0%
5621	Information Technology Allocation	156,120	155,498	155,498	<b>335,802</b>	2.3%	<b>355,846</b>	2.4%
5631	Insurance Allocation	64,500	67,740	67,740	<b>48,600</b>	0.3%	<b>48,600</b>	0.3%
5641	Fleet Rental Allocation	212,760	212,760	212,760	<b>371,880</b>	2.6%	<b>371,880</b>	2.5%
5642	Fleet Maintenance Allocation	41,793	49,200	42,173	<b>65,415</b>	0.4%	<b>67,676</b>	0.5%
5651	Building & Operations Allocation	144,725	166,694	169,237	<b>179,520</b>	1.2%	<b>182,040</b>	1.2%
<b>Total Internal Services</b>		<b>\$625,342</b>	<b>\$658,592</b>	<b>\$654,108</b>	<b>\$1,007,717</b>	<b>6.9%</b>	<b>\$1,032,542</b>	<b>7.0%</b>
<b>Total Operating Expenditures</b>		<b>\$12,112,844</b>	<b>\$12,835,408</b>	<b>\$12,914,546</b>	<b>\$14,060,188</b>	<b>96.5%</b>	<b>\$14,425,929</b>	<b>97.4%</b>

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Fire

Object	Description	FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
		Actual	Adopted	Estimate	Proposed	Total	Proposed	Total
6111	Furniture & Fixtures	\$11,533	-	-	-	-	-	-
6121	Machinery & Equipment	\$16,871	-	28,595	-	-	-	-
6141	Computer Equipment & Software	5,989	80,000	8,085	<b>125,788</b>	0.9%	-	-
6212	CIP Bldg & Facility - CYr	26,000	-	90,638	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$48,860</b>	<b>\$80,000</b>	<b>\$127,318</b>	<b>\$125,788</b>	<b>0.9%</b>	-	-
7101	Bond Principal	\$232,500	\$240,000	\$240,000	<b>\$250,000</b>	1.7%	<b>\$257,500</b>	1.7%
7102	Bond Interest	149,669	142,581	142,581	<b>135,232</b>	0.9%	<b>127,619</b>	0.9%
7103	Bond Administration	825	1,100	1,000	<b>1,100</b>	0.0%	<b>1,100</b>	0.0%
7302	Property & Equipment Principal	-	15,981	-	-	-	-	-
7303	Property & Equipment Interest	-	2,100	-	-	-	-	-
<b>Total Debt Service</b>		<b>\$382,994</b>	<b>\$401,762</b>	<b>\$383,581</b>	<b>\$386,332</b>	<b>2.7%</b>	<b>\$386,219</b>	<b>2.6%</b>
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>\$443,388</b>	<b>\$481,762</b>	<b>\$510,899</b>	<b>\$512,120</b>	<b>3.5%</b>	<b>\$386,219</b>	<b>2.6%</b>
<b>Total Expenditures</b>		<b>\$12,556,231</b>	<b>\$13,317,170</b>	<b>\$13,425,445</b>	<b>\$14,572,308</b>	<b>100.0%</b>	<b>\$14,812,148</b>	<b>100.0%</b>
<b>Source of Funds</b>								
General Fund		\$12,147,237	\$12,933,489	\$12,951,226	<b>\$14,185,976</b>	97.3%	<b>\$14,425,929</b>	97.4%
Capital Improvement Fund		408,994	383,681	474,219	<b>386,332</b>	2.7%	<b>386,219</b>	2.6%
<b>Total Source of Funds</b>		<b>\$12,556,231</b>	<b>\$13,317,170</b>	<b>\$13,425,445</b>	<b>\$14,572,308</b>	<b>100.0%</b>	<b>\$14,812,148</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Public Works

Object	Description	FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
		Actual	Adopted	Estimate	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$4,154,576	\$4,926,334	\$4,239,425	\$4,965,690	7.2%	\$5,097,441	10.7%
4103	Part Time Employee Salaries	85,914	43,500	71,221	68,919	0.1%	68,919	0.1%
4111	Overtime Regular Employees	103,091	77,176	105,920	96,878	0.1%	94,600	0.2%
4114	Overtime Special Events	31,820	34,330	35,630	43,000	0.1%	44,950	0.1%
4123	Commuter Pay	11,880	9,200	13,500	-	-	-	-
4201	Group Medical Insurance	650,526	867,720	707,765	919,969	1.3%	954,584	2.0%
4202	Medicare	59,002	68,475	61,671	72,004	0.1%	73,911	0.2%
4203	Unemployment	7,980	7,980	7,980	6,120	0.0%	6,120	0.0%
4204	401A Plan City	60,186	71,937	60,788	69,234	0.1%	70,617	0.1%
4205	Workers Compensation	447,480	466,560	466,560	348,780	0.5%	348,780	0.7%
4211	PERS Regular Contribution	547,401	690,932	563,845	431,096	0.6%	442,299	0.9%
4218	PERS Regular Liability Contribution	-	-	-	388,895	0.6%	483,721	1.0%
4220	Accrued Leave	633	-	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$6,160,489</b>	<b>\$7,264,144</b>	<b>\$6,334,305</b>	<b>\$7,410,585</b>	<b>10.7%</b>	<b>\$7,685,942</b>	<b>16.1%</b>
5101	Contract Services	\$13,332,197	\$13,300,513	\$13,495,422	\$14,581,165	21.0%	\$15,080,675	31.5%
5104	Computer Contract Services	40,307	29,445	49,683	59,610	0.1%	81,000	0.2%
5108	Legal Services	19,991	-	-	-	-	-	-
5201	Office Supplies	12,819	11,100	13,000	11,500	0.0%	11,500	0.0%
5202	Memberships & Dues	17,213	11,330	18,440	20,550	0.0%	21,350	0.0%
5203	Reference Books & Periodicals	1,043	1,180	1,280	1,650	0.0%	4,250	0.0%
5205	Training, Conferences & Meetings	30,468	33,470	44,575	81,000	0.1%	82,200	0.2%
5206	Uniforms/Safety Equipment	23,100	29,262	27,614	35,900	0.1%	35,250	0.1%
5207	Advertising	20,907	12,200	12,200	14,200	0.0%	17,200	0.0%
5208	Postage	5,600	5,400	5,331	4,818	0.0%	4,818	0.0%
5209	Tools & Minor Equipment	4,191	5,395	10,300	7,800	0.0%	7,900	0.0%
5210	Computer Supplies & Software	4,134	18,500	39,760	58,150	0.1%	13,350	0.0%
5212	Office Equipment Maintenance	-	2,000	2,000	2,000	0.0%	2,100	0.0%
5214	Employee Awards & Events	1,385	1,000	1,000	1,000	0.0%	1,000	0.0%
5217	Departmental Supplies	924,769	1,183,347	1,135,957	1,255,850	1.8%	1,273,700	2.7%
5221	Automotive Repair Service	1,407	-	-	-	-	-	-
5225	Printing	5,301	14,985	17,000	14,900	0.0%	16,800	0.0%
5226	Automotive Fuel	244,869	402,110	400,000	398,500	0.6%	426,250	0.9%
5231	Banking Service Fees	432,422	399,000	390,000	457,000	0.7%	469,000	1.0%
5240	Assessments & Taxes	94,818	770,340	300,000	770,340	1.1%	791,160	1.7%
5266	DMBBPA Allocation	111,484	108,000	109,525	110,000	0.2%	110,000	0.2%
5501	Telephone	105,904	98,762	112,036	95,079	0.1%	97,930	0.2%
5502	Electricity	762,046	960,423	831,130	853,707	1.2%	879,321	1.8%
5503	Natural Gas	109,360	87,644	101,375	99,450	0.1%	102,433	0.2%
5504	Water	510,391	534,653	521,512	540,285	0.8%	556,493	1.2%
<b>Total Materials &amp; Services</b>		<b>\$16,816,125</b>	<b>\$18,020,059</b>	<b>\$17,639,140</b>	<b>\$19,474,454</b>	<b>28.1%</b>	<b>\$20,085,680</b>	<b>42.0%</b>
5601	Administrative Service Charge	\$2,996,532	\$3,671,483	\$3,539,744	\$3,572,530	5.2%	\$3,594,530	7.5%
5611	Warehouse Purchases	49,357	54,610	60,465	63,530	0.1%	64,030	0.1%
5612	Garage Purchases	28,929	25,000	25,000	25,000	0.0%	25,000	0.1%
5621	Information Technology Allocation	361,080	359,482	359,482	438,149	0.6%	1,209,495	2.5%
5631	Insurance Allocation	526,620	549,540	549,540	665,700	1.0%	665,700	1.4%
5641	Fleet Rental Allocation	319,920	319,920	319,920	382,380	0.6%	390,240	0.8%
5642	Fleet Maintenance Allocation	239,140	281,520	241,319	298,998	0.4%	302,059	0.6%
5651	Building & Operations Allocation	\$221,019	\$253,622	\$257,490	\$275,100	0.4%	\$279,180	0.6%
<b>Total Internal Services</b>		<b>\$4,742,596</b>	<b>\$5,515,177</b>	<b>\$5,352,960</b>	<b>\$5,721,387</b>	<b>8.3%</b>	<b>\$6,530,234</b>	<b>13.6%</b>

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Public Works

Object	Description	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
9101	Transfers Out	\$19,493	\$18,007	\$124,485	\$60,091	0.1%	\$17,112	0.0%
<b>Total Transfers</b>		<b>\$19,493</b>	<b>\$18,007</b>	<b>\$124,485</b>	<b>\$60,091</b>	<b>0.1%</b>	<b>\$17,112</b>	<b>0.0%</b>
<b>Total Operating Expenditures</b>		<b>\$27,738,704</b>	<b>\$30,817,387</b>	<b>\$29,450,890</b>	<b>\$32,666,517</b>	<b>47.1%</b>	<b>\$34,318,968</b>	<b>71.7%</b>
6121	Machinery & Equipment	\$38,391	-	-	\$40,000	0.1%	-	-
6131	Vehicles	1,015,578	2,085,376	1,869,831	429,681	0.6%	834,941	1.7%
6141	Computer Equipment & Software	2,786	100,000	-	133,290	0.2%	-	-
6142	ERP Implementation	-	-	-	118,593	0.2%	19,788	0.0%
6151	Land	-	-	551,340	-	-	-	-
6212	CIP Bldg. & Facility - CYr	1,540,329	5,960,000	2,003,795	24,960,000	36.0%	1,360,000	2.8%
6222	CIP Street Improvements - CYr	1,966,539	3,035,000	3,460,132	3,375,000	4.9%	3,310,000	6.9%
6232	CIP Utility Improvements - CYr	15,981	2,670,000	-	-	-	-	-
6242	CIP Line Improvements - CYr	1,262,280	1,100,000	1,392,178	5,000,000	7.2%	4,750,000	9.9%
6252	CIP Landscape & Site - CYr	1,784,255	-	35,958	-	-	-	-
6263	Infrastructure Improvements	255,547	1,930,000	302,247	1,030,000	1.5%	830,000	1.7%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$7,881,686</b>	<b>\$16,880,376</b>	<b>\$9,615,481</b>	<b>\$35,086,564</b>	<b>50.6%</b>	<b>\$11,104,729</b>	<b>23.2%</b>
7101	Bond Principal	\$1,205,000	\$1,235,000	\$1,365,000	\$639,000	0.9%	\$1,525,000	3.2%
7102	Bond Interest	726,273	676,753	521,429	478,663	0.7%	443,088	0.9%
7103	Bond Administration	10,219	9,725	10,220	11,000	0.0%	12,000	0.0%
<b>Total Debt Service</b>		<b>\$1,941,492</b>	<b>\$1,921,478</b>	<b>\$1,896,649</b>	<b>\$1,128,663</b>	<b>1.6%</b>	<b>\$1,980,088</b>	<b>4.1%</b>
7301	Land Leases	\$391,107	\$436,000	\$420,000	\$440,000	0.6%	\$440,000	0.9%
7302	Property & Equipment Principal	147,506	375,803	147,506	-	-	-	-
7303	Property & Equipment Interest	4,141	31,095	1,095	-	-	-	-
<b>Total Property &amp; Equipment Leases</b>		<b>\$542,754</b>	<b>\$842,898</b>	<b>\$568,601</b>	<b>\$440,000</b>	<b>0.6%</b>	<b>\$440,000</b>	<b>0.9%</b>
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>\$10,365,932</b>	<b>\$19,644,752</b>	<b>\$12,080,731</b>	<b>\$36,655,227</b>	<b>52.9%</b>	<b>\$13,524,817</b>	<b>28.3%</b>
<b>Total Expenditures</b>		<b>\$38,104,636</b>	<b>\$50,462,139</b>	<b>\$41,531,621</b>	<b>\$69,321,744</b>	<b>100.0%</b>	<b>\$47,843,785</b>	<b>100.0%</b>
<b>Source of Funds</b>								
General Fund		\$6,292,640	\$7,296,448	\$6,640,087	\$7,602,578	11.0%	\$7,684,214	16.1%
Street Lighting & Landscape Fund		624,952	619,794	596,321	582,061	0.8%	597,930	1.2%
Gas Tax		611,831	532,060	1,708,541	1,777,000	2.6%	1,278,000	2.7%
Proposition C Fund		311,615	1,369,183	1,253,327	759,000	1.1%	761,000	1.6%
AB 2766 Fund		13,980	11,300	121,568	45,600	0.1%	2,100	0.0%
Measure R		168,821	275,311	538,810	472,000	0.7%	442,000	0.9%
Measure M		-	242,185	22,000	36,000	0.1%	877,000	1.8%
Capital Improvement Fund		2,895,947	2,883,738	1,002,737	1,649,000	2.4%	1,080,000	2.3%
Underground Assessment Districts		-	-	-	-	-	-	-
Water Fund		10,992,011	15,618,197	10,998,744	38,078,963	54.9%	14,013,603	29.3%
Stormwater Fund		1,130,095	1,336,655	1,800,568	1,615,767	2.3%	2,138,215	4.5%
Wastewater Fund		2,251,133	5,533,400	2,360,979	5,349,957	7.7%	5,062,073	10.6%
Refuse Fund		3,995,821	4,219,000	4,165,271	4,198,200	6.1%	5,257,552	11.0%
Parking Fund		2,713,419	3,151,239	2,755,033	2,494,513	3.6%	2,510,722	5.2%
County Parking Lots Fund		539,801	619,319	603,024	626,714	0.9%	630,165	1.3%
State Pier and Parking Lot Fund		1,018,080	477,439	1,345,386	633,283	0.9%	650,070	1.4%
Fleet Management Fund		2,163,800	3,704,647	3,021,351	1,460,369	2.1%	2,033,468	4.3%
Building Maintenance & Operations Fund		1,436,025	1,624,783	1,672,855	1,781,889	2.6%	1,818,723	3.8%
Special Assessment Redemption Fund		944,665	947,439	925,019	158,850	0.2%	1,006,950	2.1%
<b>Total Source of Funds</b>		<b>\$38,104,636</b>	<b>\$50,462,139</b>	<b>\$41,531,621</b>	<b>\$69,321,744</b>	<b>100.0%</b>	<b>\$47,843,785</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Community Development

Object	Description	FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
		Actual	Adopted	Estimate	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$2,037,366	\$2,483,707	\$2,419,709	\$2,713,783	42.7%	\$2,784,236	45.2%
4103	Part Time Employee Salaries	150,964	62,295	118,630	29,694	0.5%	30,590	0.5%
4111	Overtime Regular Employees	8,627	30,470	17,450	21,867	0.3%	16,867	0.3%
4201	Group Medical Insurance	290,373	367,516	365,414	433,373	6.8%	449,427	7.3%
4202	Medicare	30,796	36,001	35,833	39,682	0.6%	40,633	0.7%
4203	Unemployment	480	480	480	420	0.0%	420	0.0%
4204	401A Plan City	22,398	36,701	28,381	32,282	0.5%	32,928	0.5%
4205	Workers Compensation	4,260	4,440	4,440	48,960	0.8%	48,960	0.8%
4211	PERS Regular Contribution	280,150	359,680	323,314	228,070	3.6%	234,061	3.8%
4218	PERS Regular Liability Contribution	-	-	-	209,050	3.3%	260,022	4.2%
<b>Total Salaries &amp; Benefits</b>		<b>\$2,825,413</b>	<b>\$3,381,291</b>	<b>\$3,313,651</b>	<b>\$3,757,181</b>	<b>59.1%</b>	<b>\$3,898,144</b>	<b>63.3%</b>
5101	Contract Services	\$848,431	\$966,638	\$1,049,132	\$1,346,348	21.2%	\$1,359,823	22.1%
5201	Office Supplies	6,122	7,100	8,000	13,600	0.2%	14,000	0.2%
5202	Memberships & Dues	6,307	13,755	13,399	16,390	0.3%	17,330	0.3%
5203	Reference Books & Periodicals	3,731	2,325	1,876	3,325	0.1%	8,525	0.1%
5205	Training, Conferences & Meetings	13,441	39,450	41,850	47,700	0.8%	51,275	0.8%
5206	Uniforms/Safety Equipment	3,259	6,000	6,222	6,900	0.1%	6,000	0.1%
5207	Advertising	4,609	20,000	13,500	18,500	0.3%	18,650	0.3%
5208	Postage	4,563	4,400	4,345	6,942	0.1%	6,942	0.1%
5209	Tools & Minor Equipment	-	1,500	3,143	1,500	0.0%	1,500	0.0%
5210	Computer Supplies & Software	3,021	7,540	14,726	14,990	0.2%	15,675	0.3%
5212	Office Equipment Maintenance	-	325	-	-	-	-	-
5214	Employee Awards & Events	316	500	500	500	0.0%	500	0.0%
5217	Departmental Supplies	6,469	35,150	34,069	34,150	0.5%	34,150	0.6%
5225	Printing	11,652	12,650	14,450	18,550	0.3%	18,610	0.3%
5501	Telephone	11,049	9,901	9,876	9,163	0.1%	9,439	0.2%
<b>Total Materials &amp; Services</b>		<b>\$922,970</b>	<b>\$1,127,234</b>	<b>\$1,215,088</b>	<b>\$1,538,558</b>	<b>24.2%</b>	<b>\$1,562,419</b>	<b>25.4%</b>
5611	Warehouse Purchases	\$868	\$1,300	\$2,000	\$2,000	0.0%	\$2,100	0.0%
5621	Information Technology Allocation	263,520	262,333	262,333	245,525	3.9%	260,183	4.2%
5631	Insurance Allocation	13,860	15,480	15,480	63,420	1.0%	63,420	1.0%
5641	Fleet Rental Allocation	8,520	8,520	8,520	74,218	1.2%	74,218	1.2%
5642	Fleet Maintenance Allocation	13,863	16,320	13,989	14,445	0.2%	14,944	0.2%
5651	Building & Operations Allocation	222,082	252,845	256,700	278,880	4.4%	283,320	4.6%
<b>Total Internal Services</b>		<b>\$522,713</b>	<b>\$556,798</b>	<b>\$559,022</b>	<b>\$678,488</b>	<b>10.7%</b>	<b>\$698,185</b>	<b>11.3%</b>
<b>Total Operating Expenditures</b>		<b>\$4,271,096</b>	<b>\$5,065,323</b>	<b>\$5,087,761</b>	<b>\$5,974,227</b>	<b>94.0%</b>	<b>\$6,158,748</b>	<b>100.0%</b>
6141	Computer Equipment & Software	\$25,787	-	-	\$380,240	6.0%	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$25,787</b>	<b>-</b>	<b>-</b>	<b>\$380,240</b>	<b>6.0%</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$4,296,883</b>	<b>\$5,065,323</b>	<b>\$5,087,761</b>	<b>\$6,354,467</b>	<b>100.0%</b>	<b>\$6,158,748</b>	<b>100.0%</b>
<b>Source of Funds</b>								
General Fund		\$4,296,883	\$5,065,323	\$5,087,761	\$6,354,467	100.0%	\$6,158,748	100.0%
<b>Total Source of Funds</b>		<b>\$4,296,883</b>	<b>\$5,065,323</b>	<b>\$5,087,761</b>	<b>\$6,354,467</b>	<b>100.0%</b>	<b>\$6,158,748</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Information Technology

Object	Description	FY 2017	FY 2018	FY 2018	FY 2019	% of	FY 2020	% of
		Actual	Adopted	Estimate	Proposed	Total	Proposed	Total
4101	Salaries & Allowances	\$932,171	\$952,349	\$945,841	\$999,728	24.7%	\$1,024,984	32.2%
4103	Part Time Employee Salaries	29,064	55,625	31,178	40,470	1.0%	40,470	1.3%
4111	Overtime Regular Employees	52,596	32,029	35,907	36,798	0.9%	37,976	1.2%
4201	Group Medical Insurance	116,997	131,543	130,670	143,418	3.5%	148,757	4.7%
4202	Medicare	14,388	14,724	15,186	15,341	0.4%	15,708	0.5%
4204	401A Plan City	18,130	18,153	18,396	26,151	0.6%	26,891	0.8%
4205	Workers Compensation	1,320	1,320	1,320	62,400	1.5%	62,400	2.0%
4211	PERS Regular Contribution	119,343	140,709	120,424	83,650	2.1%	85,799	2.7%
4218	PERS Regular Liability Contribution	-	-	-	79,737	2.0%	99,179	3.1%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,284,009</b>	<b>\$1,346,451</b>	<b>\$1,298,922</b>	<b>\$1,487,693</b>	<b>36.7%</b>	<b>\$1,542,164</b>	<b>48.4%</b>
5101	Contract Services	\$64,390	\$104,197	\$102,110	\$116,497	2.9%	\$116,497	3.7%
5104	Computer Contract Services	302,761	390,882	599,541	641,173	15.8%	573,978	18.0%
5201	Office Supplies	1,076	1,150	931	1,150	0.0%	1,150	0.0%
5202	Memberships & Dues	2,156	2,810	2,175	2,400	0.1%	2,400	0.1%
5203	Reference Books & Periodicals	178	500	450	500	0.0%	500	0.0%
5205	Training, Conferences & Meetings	13,604	49,355	47,459	51,155	1.3%	49,355	1.6%
5208	Postage	-	-	2,451	-	-	-	-
5210	Computer Supplies & Software	452,184	485,366	405,965	604,882	14.9%	604,843	19.0%
5212	Office Equipment Maintenance	-	1,000	-	1,000	0.0%	1,000	0.0%
5213	Computer Maintenance & Repair	12,185	23,340	12,142	24,434	0.6%	24,434	0.8%
5217	Departmental Supplies	1,609	1,300	975	2,300	0.1%	2,300	0.1%
5225	Printing	180	800	2,102	800	0.0%	800	0.0%
5501	Telephone	3,071	2,513	2,695	5,243	0.1%	5,401	0.2%
<b>Total Materials &amp; Services</b>		<b>\$853,394</b>	<b>\$1,063,213</b>	<b>\$1,178,996</b>	<b>\$1,451,534</b>	<b>35.8%</b>	<b>\$1,382,658</b>	<b>43.4%</b>
5611	Warehouse Purchases	\$409	\$300	\$663	\$800	0.0%	\$800	0.0%
5631	Insurance Allocation	13,860	15,480	15,480	6,540	0.2%	6,540	0.2%
5651	Building & Operations Allocation	33,312	37,948	38,527	40,920	1.0%	41,700	1.3%
<b>Total Internal Services</b>		<b>\$47,581</b>	<b>\$53,728</b>	<b>\$54,670</b>	<b>\$48,260</b>	<b>1.2%</b>	<b>\$49,040</b>	<b>1.5%</b>
<b>Total Operating Expenditures</b>		<b>\$2,184,984</b>	<b>\$2,463,392</b>	<b>\$2,532,588</b>	<b>\$2,987,487</b>	<b>73.7%</b>	<b>\$2,973,862</b>	<b>93.4%</b>
6111	Furniture & Fixtures	-	-	-	-	-	-	-
6121	Machinery & Equipment	-	-	-	-	-	-	-
6141	Computer Equipment & Software	\$211,972	\$113,709	190,567	466,935	11.5%	57,719	1.8%
6142	ERP Implementation	-	-	-	600,299	14.8%	151,887	4.8%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$211,972</b>	<b>\$113,709</b>	<b>\$190,567</b>	<b>\$1,067,234</b>	<b>26.3%</b>	<b>\$209,606</b>	<b>6.6%</b>
<b>Total Expenditures</b>		<b>\$2,396,956</b>	<b>\$2,577,101</b>	<b>\$2,723,155</b>	<b>\$4,054,721</b>	<b>100.0%</b>	<b>\$3,183,468</b>	<b>100.0%</b>
<b>Source of Funds</b>								
General Fund		\$314,839	\$310,369	\$320,698	\$325,062	0.0802	\$328,800	0.1033
Capital Improvement Fund		-	-	-	-	-	-	-
Information Systems Fund		2,082,116	2,266,732	2,402,457	3,729,659	92.0%	2,854,668	89.7%
<b>Total Source of Funds</b>		<b>\$2,396,956</b>	<b>\$2,577,101</b>	<b>\$2,723,155</b>	<b>\$4,054,721</b>	<b>100.0%</b>	<b>\$3,183,468</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE BY MINOR PROGRAM

Program	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
<b>Management Services</b>							
City Council	\$397,466	\$533,787	\$1,385,381	\$590,472	0.4%	\$579,102	0.5%
City Manager	2,323,846	2,284,578	2,107,302	1,448,477	1.0%	1,352,155	1.1%
City Treasurer	35,582	44,111	36,054	44,385	0.0%	45,322	0.0%
City Clerk	721,889	691,744	700,170	896,416	0.6%	784,862	0.6%
City Attorney	992,500	650,214	970,902	990,961	0.7%	996,205	0.8%
<b>Total Management Services</b>	<b>\$4,471,283</b>	<b>\$4,204,434</b>	<b>\$5,199,809</b>	<b>\$3,970,711</b>	<b>2.7%</b>	<b>\$3,757,646</b>	<b>3.0%</b>
<b>Finance</b>							
Administration	\$1,321,436	\$2,315,685	\$1,330,230	\$1,394,705	0.9%	\$1,380,312	1.1%
Accounting	706,169	698,955	688,536	733,897	0.5%	753,907	0.6%
Revenue Services	485,592	532,632	545,841	616,170	0.4%	613,476	0.5%
Business Licensing	120,942	122,435	126,208	106,655	0.1%	107,817	0.1%
Parking Citations	226,467	243,231	226,530	222,354	0.1%	230,127	0.2%
Utility Billing	192,048	194,263	199,711	197,533	0.1%	186,149	0.1%
Purchasing	434,616	435,469	438,961	437,526	0.3%	450,532	0.4%
General Services	229,900	260,567	247,387	247,487	0.2%	247,487	0.2%
<b>Total Finance</b>	<b>\$3,717,169</b>	<b>\$4,803,237</b>	<b>\$3,803,405</b>	<b>\$3,956,327</b>	<b>2.7%</b>	<b>\$3,969,807</b>	<b>3.1%</b>
<b>Human Resources</b>							
Administration	\$1,101,075	\$1,270,836	\$1,144,426	\$1,299,170	0.9%	\$1,245,190	1.0%
Risk Management	512,366	711,217	718,311	764,526	0.5%	796,220	0.6%
Liability	2,035,652	1,365,876	1,831,851	1,286,572	0.9%	1,350,965	1.1%
Workers Compensation	4,599,305	4,437,274	4,290,542	4,383,601	2.9%	4,414,173	3.5%
<b>Total Human Resources</b>	<b>\$8,248,397</b>	<b>\$7,785,203</b>	<b>\$7,985,129</b>	<b>\$7,733,869</b>	<b>5.2%</b>	<b>\$7,806,548</b>	<b>6.2%</b>
<b>Parks &amp; Recreation</b>							
Administration	\$3,185,239	\$3,024,853	\$3,096,257	\$2,937,215	2.0%	\$3,004,678	2.4%
Recreation Services	1,135,373	1,164,584	1,044,250	1,121,904	0.8%	1,170,892	0.9%
Teen Drop In Center	116,880	123,596	104,708	181,505	0.1%	184,134	0.1%
Special Activity Classes	313,575	347,232	323,010	140,085	0.1%	141,130	0.1%
Special Events	307,480	267,327	311,334	484,012	0.3%	489,664	0.4%
Tennis Operations	146,144	157,474	152,020	386,106	0.3%	388,642	0.3%
Facility & Parks Reservations	392,187	367,797	304,633	429,924	0.3%	444,240	0.4%
Cultural Arts	441,368	410,044	400,135	498,566	0.3%	510,048	0.4%
Art Classes	389,338	413,538	314,810	253,697	0.2%	258,605	0.2%
Concerts In The Park	107,457	75,646	101,374	69,805	0.0%	70,943	0.1%
Sports Leagues & Tournaments	373,599	334,368	382,605	211,489	0.1%	215,657	0.2%
Sports Classes	460,766	476,567	502,939	539,307	0.4%	545,030	0.4%
Swimming Activities	478,961	546,760	507,689	543,422	0.4%	557,141	0.4%
Sports & Aquatics Administration	190,794	183,743	199,101	191,947	0.1%	197,616	0.2%
Volunteers	173,862	156,338	180,755	194,797	0.1%	201,729	0.2%
Older Adults Activities	134,557	113,486	141,594	153,088	0.1%	158,000	0.1%
Senior Services	310,019	338,164	405,220	377,156	0.3%	386,514	0.3%
Transportation	900,573	896,041	920,849	945,978	0.6%	969,988	0.8%
<b>Total Parks &amp; Recreation</b>	<b>\$9,558,173</b>	<b>\$9,397,556</b>	<b>\$9,393,283</b>	<b>\$9,660,003</b>	<b>6.5%</b>	<b>\$9,894,651</b>	<b>7.8%</b>
<b>Police Department</b>							
Administration	\$6,450,068	\$6,574,288	\$6,773,424	\$6,779,415	4.5%	\$6,899,359	5.4%
Patrol	9,032,612	8,854,900	9,180,469	9,606,921	6.4%	10,088,885	8.0%
Investigations	2,950,681	3,049,053	2,799,432	2,770,838	1.9%	2,891,109	2.3%
School Resource Officer	13,093	22,440	17,169	32,332	0.0%	32,547	0.0%
Technical Support Services	1,593,985	1,467,475	1,291,561	2,574,310	1.7%	1,624,765	1.3%
Communications	1,298,273	1,502,739	1,311,400	1,499,757	1.0%	1,338,098	1.1%
Crime Prevention	487,127	534,733	607,230	584,110	0.4%	610,424	0.5%
Traffic Safety	2,170,868	2,120,946	2,195,477	2,284,331	1.5%	2,397,796	1.9%
Jail Operations	686,913	660,714	644,034	714,592	0.5%	737,240	0.6%
Parking Enforcement	1,813,053	1,818,255	1,870,689	2,042,818	1.4%	2,110,059	1.7%
Animal Control	365,803	297,219	385,129	299,950	0.2%	317,098	0.3%
DOJ Regional	153,479	1,041,113	231,268	164,500	0.1%	153,700	0.1%
State SLES Grant	83,642	105,000	105,000	140,000	0.1%	140,000	0.1%
<b>Total Police Department</b>	<b>\$27,099,598</b>	<b>\$28,048,875</b>	<b>\$27,412,282</b>	<b>\$29,493,874</b>	<b>19.8%</b>	<b>\$29,341,080</b>	<b>23.1%</b>

## SCHEDULE OF EXPENDITURE BY MINOR PROGRAM

Program	FY 2017 Actual	FY 2018 Adopted	FY 2018 Estimate	FY 2019 Proposed	% of Total	FY 2020 Proposed	% of Total
<b>Fire Department</b>							
Administration	\$2,825,062	\$3,041,637	\$2,984,230	\$3,434,397	2.3%	\$3,411,981	2.7%
Prevention	694,065	780,321	750,906	827,095	0.6%	853,373	0.7%
Fire Investigation	25,377	31,920	28,722	35,368	0.0%	35,368	0.0%
Fire Operations	6,464,878	6,676,711	6,911,027	7,217,436	4.8%	7,469,909	5.9%
Emergency Medical Services	2,045,604	2,037,125	2,037,823	2,368,107	1.6%	2,457,889	1.9%
Support Services	315,290	333,957	359,260	319,935	0.2%	336,485	0.3%
Emergency Preparedness	46,854	48,900	60,655	128,456	0.1%	129,011	0.1%
Fire Reserves	89,063	249,490	174,956	-	0.0%	-	0.0%
CERT	21,946	27,020	19,100	25,940	0.0%	26,520	0.0%
Communications	7,170	57,070	74,265	183,978	0.1%	59,730	0.0%
Public Education	20,921	33,020	24,500	31,596	0.0%	31,882	0.0%
<b>Total Fire Department</b>	<b>\$12,556,231</b>	<b>\$13,317,170</b>	<b>\$13,425,445</b>	<b>\$14,572,308</b>	<b>9.8%</b>	<b>\$14,812,148</b>	<b>11.7%</b>
<b>Community Development</b>							
Administration	\$700,611	\$753,463	\$734,896	\$1,190,579	0.8%	\$834,236	0.7%
Current Planning	490,672	781,303	634,959	1,302,654	0.9%	1,361,789	1.1%
Advance Planning	497,099	442,564	489,325	-	0.0%	-	0.0%
Plan Check	1,056,791	1,049,569	1,348,347	1,466,284	1.0%	1,445,694	1.1%
Inspection	863,900	1,072,243	968,274	1,124,240	0.8%	1,170,469	0.9%
Code Enforcement	387,140	407,254	407,397	439,245	0.3%	459,641	0.4%
Traffic Engineering	300,670	318,815	328,376	460,056	0.3%	510,497	0.4%
Environmental Sustainability	-	240,112	176,187	371,409	0.2%	376,422	0.3%
<b>Total Community Development</b>	<b>\$4,296,883</b>	<b>\$5,065,323</b>	<b>\$5,087,761</b>	<b>\$6,354,467</b>	<b>4.3%</b>	<b>\$6,158,748</b>	<b>4.9%</b>
<b>Public Works</b>							
Administration	\$1,205,328	\$1,295,920	\$1,177,050	\$1,246,201	0.8%	\$1,289,766	1.0%
Civil Engineering	4,581,041	6,544,818	4,266,113	4,314,816	2.9%	4,983,184	3.9%
Street Repair	3,690,712	3,809,627	4,705,386	4,685,708	3.1%	4,604,690	3.6%
Sidewalk Repair	62,115	-	126,947	365,000	0.2%	365,000	0.3%
Traffic Control	301,902	371,097	348,403	375,164	0.3%	387,378	0.3%
Bldg & Grounds Maintenance	1,454,981	1,644,823	1,691,867	1,781,889	1.2%	1,818,723	1.4%
Parks Maintenance	943,733	1,171,235	1,089,002	1,170,327	0.8%	1,192,757	0.9%
School District Maintenance	255,694	333,627	358,608	297,212	0.2%	306,389	0.2%
Transportation	13,980	11,300	121,568	45,600	0.0%	2,100	0.0%
Street Lighting	425,523	425,138	404,960	411,857	0.3%	422,454	0.3%
Arbolado Tract Lighting	4,493	7,079	6,195	4,285	0.0%	4,354	0.0%
Streetscape Maintenance	194,935	187,577	185,166	165,919	0.1%	171,122	0.1%
Water Division	10,992,011	15,618,197	10,998,744	38,078,963	25.5%	14,013,603	11.1%
Storm Drain Maintenance	1,130,095	1,336,655	1,800,568	1,615,767	1.1%	2,138,215	1.7%
Sewer Maintenance	2,251,133	5,533,400	2,360,979	5,349,957	3.6%	5,062,073	4.0%
Refuse Management	3,995,821	4,219,000	4,165,271	4,198,200	2.8%	5,257,552	4.1%
Environmental Programs	166,038	-	-	-	0.0%	-	0.0%
Street Meters & City Lots	2,713,419	3,151,239	2,755,033	2,494,513	1.7%	2,510,722	2.0%
State Lot A Pier	1,018,080	477,439	1,345,386	633,283	0.4%	650,070	0.5%
County Lot B - 26th St	128,233	172,644	175,553	176,965	0.1%	178,618	0.1%
County Lot C - El Porto	411,568	446,676	427,471	449,749	0.3%	451,547	0.4%
Fleet Maintenance	993,867	1,212,373	1,002,919	1,160,688	0.8%	1,198,527	0.9%
Fleet Replacement	1,169,933	2,492,274	2,018,432	299,681	0.2%	834,941	0.7%
<b>Total Public Works</b>	<b>\$38,104,636</b>	<b>\$50,462,139</b>	<b>\$41,531,621</b>	<b>\$69,321,744</b>	<b>46.5%</b>	<b>\$47,843,785</b>	<b>37.7%</b>
<b>Information Technology</b>							
Information Technology	2,082,116	2,266,732	2,402,457	3,729,659	2.5%	2,854,668	2.3%
Geographic Information Services	314,839	310,369	320,698	325,062	0.2%	328,800	0.3%
<b>Total Information Technology</b>	<b>\$2,396,956</b>	<b>\$2,577,101</b>	<b>\$2,723,155</b>	<b>\$4,054,721</b>	<b>2.7%</b>	<b>\$3,183,468</b>	<b>2.5%</b>
<b>Total</b>	<b>\$110,449,326</b>	<b>\$125,661,039</b>	<b>\$116,561,890</b>	<b>\$149,118,024</b>	<b>100.0%</b>	<b>\$126,767,881</b>	<b>100.0%</b>



# ***City of Manhattan Beach***



## **Financial Policies**

Revised/Adopted by City Council June 21, 2011

## **Statement of Purpose**

The financial integrity of our City government is of utmost importance. To discuss, write, and adopt a set of financial policies is a key element to maintaining this integrity. Our City has evolved with a variety of financial policies that can be found in many different sources, including: City Council Resolutions; Budget documents; and Capital Improvement Programs. The set of policies within this document, adopted contemporaneously each year with our budget, serves as a central reference point of the most important of our policies, which are critical to the continued financial health of our local government. .

Written, adopted financial policies have many benefits, such as assisting the elected officials and staff in the financial management of the City, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City's stability, efficiency and effectiveness.

The following policies are divided into eight (8) general categories for ease of reference. These categories include: **1) General Policies; 2) Accounting, Auditing, and Financial Reporting Policies; 3) General Fund Balance Policies; 4) Debt Policies; 5) Revenue Policies; 6) Capital Improvement Policies; 7) Capitalization & Depreciation Policies; 8) Cash Management Investment Policies; and 9) Operating Budget Policies.** Except as otherwise noted, all policies included in this document are currently adhered to.

## GENERAL POLICIES

The City will:

- ❖ manage its financial assets in a sound and prudent manner;
- ❖ maintain and further develop programs to ensure its long term ability to pay all costs necessary to provide the level and quality of service required by its citizens;
- ❖ establish and maintain investment policies that are in accordance with State laws;

## ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES

### **FINANCIAL INFORMATION**

It is the policy of the City of Manhattan Beach to provide all financial information in a thorough, timely fashion, and in a format that is easy for Council, citizens, and City employees to understand and utilize.

### **ACCOUNTING STANDARDS**

The City's accounting of financial systems shall be maintained in accordance with Generally Accepted Accounting Principles (GAAP), standards of the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA).

### **ANNUAL AUDIT**

An independent public accounting firm will perform an annual audit and its opinions will be included in the comprehensive annual financial report.

The independent audit firm will be selected through a competitive process at least once every five years. The contract will be for an initial period of three years with two additional one-year options at the City Council's discretion. The Finance Subcommittee, City Manager and Finance Director will review the qualifications of prospective firms and make a recommendation to the City Council. The audit contract, and any extensions, will be awarded by the City Council.

An Annual Financial Report shall be prepared within six months of the close of the previous fiscal year. It will be reviewed with the Finance Subcommittee, and presented to the City Council and community at a public meeting no later than February 1<sup>st</sup> of the following year.

It is the City's goal to maintain accounting records, processes and procedures in such a manner as to receive an unqualified audit opinion and to maintain a Certificate of Achievement for Excellence in Financial Reporting from the GFOA.

## FUND BALANCE POLICIES

The City utilizes a variety of accounting funds for recording revenues and expenditures. At each fiscal year-end, budgeted/appropriated expenditure authority lapses with the exception of capital project spending, and operating expenses that have been incurred but not paid (encumbered). The remaining dollars left in each fund that are Unassigned constitute available funds of the City. The Unassigned fund balance shall include the City's Financial Policy components. The Council authorizes the City Manager or Director of Finance to make assignment of funds. Where Council has not established a formal policy the Governmental Accounting Standards Board Statement 54 will be operative.

### **GENERAL FUND**

The General Fund Unassigned Fund Balance will be maintained in an amount equal to at least 20 percent of the annual General Fund expenditure budget. These funds are designed to be used in the event of significant financial emergency. Council may, at its discretion, set aside additional funds above the 20% minimum. Such additional amounts may be allocated for specific purposes, such as capital projects or for known significant future cost items. Any residual balance shall be available for general operational working capital uses.

### **CITY COUNCIL CONTINGENCY ACCOUNT**

A contingency account in an amount not to exceed one-half of one percent (0.5 percent) of the City's General Fund expenditure budget will be maintained annually in the City Council's budget. This account will be available for unanticipated, unbudgeted expenditures and will require City Council approval to spend. The purpose of this account is to provide some flexibility for unforeseen events without the necessity to appropriate additional funds from the City's Unassigned Fund Balance.

### **ENTERPRISE FUNDS**

The City's Enterprise Funds will maintain reserves equal to four months of operating expenses.

### **FLEET MANAGEMENT FUND**

Through the use of the Fleet Management Fund, the City will annually budget sufficient funds to provide for the orderly maintenance, repair and replacement of the City's vehicles. This fund is supported by charges to user departments which are adjusted annually based on the department's proportionate share of estimated fleet management expenses. Sufficient working capital will be maintained in the fund to provide for the scheduled replacement of fleet vehicles at the end of their useful lives.

### **INFORMATION SYSTEMS FUND**

Through the use of the Information Systems Fund, the City will annually budget sufficient funds to provide for the orderly maintenance, repair and replacement of the City's technology infrastructure. This fund is supported by charges to user departments which are adjusted annually based on departments' proportionate share of estimated expenses. Such share may be determined based upon the departments' number of devices supported by the IS Division. Sufficient reserves will be maintained in the fund to provide for the scheduled replacement of equipment at the end of their useful lives.

## **RISK MANAGEMENT FUND**

The City maintains a self-insurance fund for the purpose of property, liability, and workers' compensation expenses. This fund pays insurance premiums, benefit and settlement payments, and administrative and operating expenses. The Risk Management Fund is supported by charges to other City funds for the services it provides. These annual charges for service shall reflect historical experience and shall be established to approximately equal the annual expenses of the fund. Separate reserves shall be maintained for current and long term general liability and workers' compensation liability at a level which will adequately fund the City's potential loss exposure in each area as determined by historical loss data. The Risk Management Fund shall maintain an annual working capital balance of \$2 million.

## **TRUST AND AGENCY FUNDS**

The City maintains funds on a trustee basis for a number of purposes, including City-sponsored post employment benefits programs and trust accounts for such purposes as utility underground projects. These funds shall be segregated from the City's general funds.

The estimated cost of City-sponsored retirement programs will be actuarially valued biennially. Ongoing annual normal costs for such programs will be budgeted in the department receiving the benefit. Unfunded liabilities will be disclosed and accounted for in accordance with Generally Accepted Accounting Principles (GAAP).

## **DEBT POLICIES**

### **ISSUANCE OF DEBT**

The City will not use long-term debt to pay for current operations.

The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.

The term of the debt shall never extend beyond the useful life of the improvements to be financed.

### **CREDIT RATING**

It is the City's goal to maintain our AAA/Aaa credit rating from all three major rating agencies. The factors that contribute to our high rating include the City's strong financial management, low debt levels, budgetary and fiscal controls, and accountability. To support this policy, the City will continue to maintain its position of full financial disclosure and proactive fiscal planning.

### **LEASE-PURCHASE**

The City will lease-purchase equipment if necessary because of funding availability, or if lease rates are more favorable than the rate attained from investment return. Equipment may also be leased if the lease terms compare favorably when reviewing the total life cycle cost of the equipment. In no case shall the City lease-purchase equipment whose useful life is not greater than the term of the lease.

## REVENUE POLICIES

### **GENERAL FUND REVENUE**

The City will strive to develop and maintain a diversified and reliable revenue stream so as to avoid becoming overly dependent on any single type of revenue. Efforts will be directed to optimize existing revenue sources while periodically reviewing potential new revenue sources.

Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies or reliable economic forecasters when available.

If revenues from “one-time” or limited duration sources are used to balance the City’s annual operating budget, it is to be fully disclosed and explained at the time the budget is presented. It is the City’s goal to not rely on these types of revenues to balance the operating budget.

The City will pursue revenue collection and auditing to assure that moneys due the City are accurately received in a timely manner.

The City will seek reimbursement for State and Federal mandated costs whenever possible.

### **GRANTS AND GIFTS**

The City shall actively pursue federal, state and other grant opportunities when deemed appropriate. Before accepting any grant the City shall thoroughly consider the implications in terms of ongoing obligations that will be required in connection with acceptance of said grant.

### **ENTERPRISE FUND CHARGES**

The City will set user fees for each enterprise fund at a rate that fully covers direct and indirect costs of providing the service, as well as planned capital improvements that may be necessary from time to time.

### **PARKS AND RECREATION FEES**

All Parks and Recreation department expenses and revenues will flow through the General Fund (except those transactions related to Proposition A). The goal of the Parks and Recreation Department shall be to generate General Fund revenue equal to at least 35 percent of the total General Fund expenditures of the department.

Recreation fees for such activities as classes and room rentals shall be established and reviewed periodically. The purpose of these fees is to recover the direct cost of the program, and to generate additional revenues to support the overall operation of the Parks and Recreation department and programs. As appropriate within the marketing of the recreation programs, higher non-resident fees are charged, as well as priority registration procedures for Manhattan Beach residents.

## **USER SERVICE FEES**

The City may impose user fees wherever appropriate. Such fees will recover the cost of providing the service, including all direct and indirect costs, administrative overhead, depreciation, etc. By policy, Council may direct certain fees to be lowered for particular purposes. Waivers of user fees will be presented for Council approval as appropriate. Fees will be reviewed periodically, but not less than every five years, to ensure that full cost recovery levels are identified.

Fees such as space rental, parking meter rates, etc. are based upon market conditions and are not subject to the limitations of cost recovery. These fees may be adjusted periodically by the City Council.

## **CAPITAL IMPROVEMENT POLICIES**

### **DEDICATED CIP FUNDING SOURCES**

Most of the City's infrastructure has a designated revenue source to pay for its upgrade or replacement as appropriate. For example, water/wastewater rates fund utility infrastructure needs; gas tax revenues fund street needs; and storm drainage needs are paid for with related fees and assessments. However, our public buildings and our park system are the primary beneficiaries of the City's Capital Improvement Fund (CIP). Specific revenue sources have been designated to provide permanent funding in support of general operational infrastructure. In particular, the City has dedicated:

- ❖ 15% of annual hotel transient occupancy tax (1.5% of the 10% tax);
- ❖ Fifty cents of the per hour charge for all on-street city parking meter collections;
- ❖ \$4 of each parking citation (with the exception of expired meter cites).

Transfers into the CIP Fund will be processed by the Finance Department on a monthly basis and recorded as such in the annual adopted budget.

### **FIVE YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)**

The City shall annually prepare a capital improvement spending program projecting capital needs for a five year period. This CIP shall address all of the City's funds.

The first year of the five year CIP will be consistent with, and adopted as a component of, the annual operating budget.

In the development of the Capital Improvement Program, the operating costs associated with the capital project will be projected and considered in conjunction with the CIP.

### **ENTERPRISE FUND CAPITAL IMPROVEMENTS**

Capital Improvements funded from the Enterprise Funds shall be paid for in combination of "pay-as-you-go" financing and the use of long-term debt. The City shall periodically review its enterprise capital needs and establish capital spending plans that are appropriate and reflect a combination of debt and "pay-as-you-go," while attempting to keep our rates competitive with those in the surrounding area.

## CAPITALIZATION & DEPRECIATION POLICIES

The City shall capitalize equipment and facilities within the following parameters:

Equipment - \$5,000 per unit  
Buildings & Facilities - \$100,000

Minor equipment that falls below the \$5,000 threshold, but is subject to shrinkage, such as cellular telephones and computers, shall have a non-numbered City of Manhattan Beach property tag affixed when placed into City service.

The City shall depreciate capital assets such as machinery, equipment, buildings and improvements, and infrastructure (roads, sidewalks, parks, etc.). Depreciation shall be performed on a straight line basis over the expected useful life of the asset and in accordance with Generally Accepted Accounting Principles (GAAP).

## CASH MANAGEMENT & INVESTMENT POLICIES

The Finance Subcommittee & City Council shall annually review and update, or modify as appropriate, the City's investment policy. Reviews shall take place at public meetings and the policy shall be adopted by minute action of the City Council based upon the Finance Subcommittee's recommendations

Reports on the City's investment portfolio and cash position shall be developed and presented to the City Council monthly. Additionally, expenditure reporting showing year-to-date budgeted and actual expenditures shall be prepared monthly and distributed to all departments.

City funds will be managed in a prudent and diligent manner with emphasis on safety, liquidity, and yield, in that order.

## OPERATING BUDGET POLICIES

### **BALANCED OPERATING BUDGET**

It is the City's policy to adopt a balanced budget where operating revenues are equal to, or exceed, operating expenditures. In the event a balanced budget is not attainable, and the cause of the imbalance is expected to last for no more than one year, the planned use of reserves to balance the budget is permitted. In the event that a budget shortfall is expected to continue beyond one year, the planned use of reserves must be developed as part of a corresponding strategic financial plan to close the gap through revenue increases or expenditure decreases.

Any year end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and will be available for capital projects and/or "one-time only" General Fund expenditures.

## **BUDGET DOCUMENT**

The operating budget shall serve as the annual financial plan for the City. It will serve as the policy document of the City Council for implementing Council goals and objectives. The budget shall provide the staff the resources necessary to accomplish City Council determined service levels.

The City Manager shall annually prepare and present a proposed operating budget to the City Council no later than the second regular Council meeting in May of each year; and Council will adopt said budget no later than June 30 of each year. Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the City Council.

The City's annual budget will be presented by department, with a logical breakdown of programs and proposed expenses. The budget document will also summarize expenditures at the personnel, operating and maintenance, and capital levels.

Where practical, the City's annual budget will include measures of workload, efficiency, and effectiveness.

## **BUDGET CONTROL AND ACCOUNTABILITY**

Budget control is maintained at the departmental level. The City Manager has the authority to approve appropriation transfers between programs or departments. In no case may total expenditures of a particular fund exceed that which is appropriated by the City Council without a budget amendment. Amendments to the budget are approved by the City Council with the exception of the appropriation and transfer of funds from employee leave reserves to a specific department's program budget to cover unplanned customary termination leave expenditures within a given year. Such amendments may be approved by the City Manager.

Budget accountability rests primarily with the operating departments of the City.

## **CAPITAL PLANT AND EQUIPMENT**

The annual budget will provide for adequate maintenance and replacement of capital assets.

## **ENTERPRISE FUNDS**

The Enterprise Funds shall be supported by their own rates and not subsidized by the General Fund.

The Enterprise Funds will pay their share of overhead services provided by the General Fund.



### GENERAL BUDGET POLICY

The budget process consists of activities that encompass the development, implementation, and evaluation of a plan for the provision of services and capital assets. The mission of the budget process is to help the City Council make informed choices about the provision of those services and capital assets, and to promote stakeholder participation in the process. According to the National Advisory Council on State and Local Budgeting, the budget process:

- Incorporates a long-term perspective;
- Establishes linkages to broad organizational goals;
- Focuses budget decisions on results and outcomes;
- Involves and promotes effective communication with stakeholders; and
- Provides incentives to government management and employees.

In addition to these key characteristics, the City has Financial Policies (located in the Appendix of the annual budget), and general Budget Policies which are the basis on which staff develops budget recommendations and establishes funding priorities within the limited revenues the City has available to provide municipal services. These Budget Policies are as follows:

#### 1) Overall Budget Tenets

- a. The budget shall be a performance, financing and spending plan approved by the City Council. It will contain information and data regarding expected revenues and expenditures, as well as goals and performance metrics.
- b. The Finance Director shall prepare and present a budget preparation calendar to City Council by the end of January each year. The calendar will include review dates as well as City Council budget study session dates.
- c. Biennially, prior to the first year of the biennial budget, the City Manager will prepare and refine written policies and goals to guide the preparation of performance, financing and spending plans for the City's two-year budget. Adopted budgets will comply with the adopted budget policies and City Council priorities.
- d. The City's budget presentation shall display the City's plan in a Council Constituent-friendly format. The City will use a program budgeting format to convey the purposes and goals of the City operations. The City will also prepare and post on its website the line item detail for those who wish to review that information.
- e. Decision making for capital improvements will be coordinated with the operating budget to make effective use of the City's limited resources for operating and maintaining facilities. Under the biennial budget format, the first year of the spending plan will focus on the operating budget, while the second year will emphasize the five year capital improvement plan.
- f. The City Manager has primary responsibility for formulating budget proposals in line with City Council priority directions, and implementing those proposals once they are approved.
- g. The budget will be developed with an understanding of what the City is required to do versus what it has chosen to do.

## Budget Policies – FY 2019 & FY 2020

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- h. Consideration shall be given to alternative service delivery options and opportunities to innovate.
- i. Staff will pursue streamlining of processes and reducing costs wherever possible.
- j. The City shall actively pursue federal, state and other grant opportunities when deemed appropriate.
- k. Total compensation will be considered when negotiating/setting employee salaries and benefits.
- l. Staffing will be set at a level appropriate to the service needs of the community vis-à-vis the City's other financial priorities.

### 2) Fiscal Integrity

- a. Ongoing operating expenditure budgets will not exceed the amount of ongoing revenue budgets. New program requests will identify either a new ongoing source of revenue or identify offsetting/ongoing expenditures to be eliminated.
- b. Any year end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and will be available for capital projects and/or "one-time only" expenditures.
- c. The City will maintain the fiscal integrity of its operating and capital improvement budgets which provide services and maintain certain public facilities, streets and utilities. It is the City's intent to maximize the level of public goods and services while minimizing the level of debt.
- d. The City will maintain a structurally balanced operating budget which is defined as projected on-going (core) revenues equal to or in excess of planned expenditures, excluding approved one-time capital purchases.
  - a. Prior year budgetary savings resulting from vacant full-time positions ("vacancy savings") will be analyzed with each budget cycle. Vacancy savings may be included in the operating budget provided that:
    - i. The vacancy factor used to estimate savings is based on a three-year simple moving average of prior year trends.
    - ii. The vacancy factor does not exceed 4.0% of salaries in line with the City's conservative budgeting approach.
- e. Restricted funds and non-General Fund moneys shall be utilized first when appropriate.
- f. One time resources shall not be used for on-going expenses.
- g. Long term debt shall not be utilized to fund on-going operations.
- h. Adequate reserves shall be maintained and enhanced, and reviewed annually by the City Council through the budget process.

### 3) Revenues

- a. Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies or reliable economic forecasters when available.
- b. Generally, revenue estimates shall not assume growth rates in excess of inflation and scheduled rate increases.

- c. If revenues from “one-time” or limited duration sources are used to balance the City’s annual operating budget, it is to be fully disclosed and explained at the time the budget is presented. It is the City’s goal to not rely on these types of revenues to balance the operating budget.

#### 4) Funding Non-Current Liabilities

- a. Maintenance and Replacement funding will be prioritized each year to ensure that capital facilities and equipment are sufficiently maintained to avoid service disruptions and minimize future costs. A schedule of equipment replacements will be maintained and included in the five year projections.
- b. The City obtains Valuation Reports containing actuarially determined contributions (ADC) for the purpose of funding the long-term costs of benefits provided to employees and annuitants through Pension and Other Post-Employment Benefits (OPEB) plans. The ADC includes the “Normal Cost” for current service and Amortization of any under-funded amount. The City will review all Valuation Reports to validate the completeness and accuracy of the member census data and the reasonableness of the actuarial assumptions.
  - i. Pension and OPEB costs will be budgeted no less than the full amount of the ADC, including the Normal Cost (as a percent of current payroll) and Amortization to collect any under-funded amount.
  - ii. The funding status of the City’s Pension and OPEB plans will be presented during annual budget presentations to assist the City Council in resource allocation decisions. In addition to the ADC, additional funds (e.g. budgetary surpluses or unanticipated one-time revenues) may also be allocated to the City’s Pension Rate Stabilization Trust Fund or OPEB Trust Fund to prefund future obligations.

#### 5) Internal Services Charges

The City will utilize Internal Service Funds to allocate costs incurred across multiple departments, including fleet, technology, insurance costs including workers compensation and liability, and building maintenance and operational costs.

##### a. Fleet Management Fund

- i. Through the use of the Fleet Management Fund, the City will annually budget sufficient funds to provide for the orderly maintenance, repair and replacement of the City’s vehicles. This fund is supported by charges to user departments which are adjusted annually based on the department’s proportionate share of estimated fleet management expenses. Sufficient working capital will be maintained in the fund to provide for the scheduled replacement of fleet vehicles at the end of their useful lives.
- ii. In order to maintain an optimal working fleet and minimize repair costs, it is the City’s intent to follow the established vehicle replacement schedule.

##### b. Information Technology Fund



- c. City Council budget study sessions shall be broadcast live to make available real-time information on the budget to those not able to attend in person.
- 8) Capital Budget – Fiscal Policies
- a. Capital project proposals shall include substantially complete, reliable and attainable cost estimates. Project cost estimates for the Capital Budget should be based upon a preliminary analysis of the project and are expected to be as reliable as the level of detail known about the project.
  - b. Proposals shall include a comprehensive project sheet. The project sheet shall include a detailed description of the scope of the project, approximate schedule, and proposed funding plan. The plan should indicate resources necessary to complete any given phase of the project, e.g., design, rights-of-way acquisition, construction, project management, contingency, etc.
  - c. All proposals for capital projects will be presented to the City Council within the framework of a Capital Budget (year 2 of the Biennial Budget). Consideration will be given to the commitment of capital funds outside the presentation of the annual capital budget review process for emergency capital projects, time sensitive projects, projects funded through grants or other non-city funding sources and for projects that present and answer the following questions for Council consideration: 1) Impacts to other projects, and 2) Funding sources.
  - d. Capital project proposals shall include all reasonably attainable cost estimates for operating and maintenance costs necessary for the life cycle of the asset.
  - e. Major changes in project cost must be presented to the City Council for review and approval. These changes are typically reviewed by City Council as part of the biennial CIP process or through specific recommended actions for individual projects.
  - f. Staff shall seek ways of ensuring administrative costs of implementing the Capital Budget are kept at appropriate levels.
  - g. The Capital Budget shall contain only those projects that can be reasonably expected to be accomplished during the budget period, unless the project is a multi-year funded project. The detail sheet for each project shall contain a project schedule with milestones indicated.
  - h. Capital projects that are not expensed during the budget period will be re-budgeted or carried over to the next fiscal period except as reported to the City Council for its approval. Multi-year projects with unexpended funds will be carried over to the next fiscal period.
  - i. A capital project will not be budgeted unless there is a reasonable expectation that funding is available.
  - j. Whenever feasible, practical and allowable, salaries and benefits for Public Works Engineers will be charged against enterprise, special revenue or grant funds utilized for the design and construction of capital projects.

*\*As Presented for Approval on January 3, 2018*

## Glossary of Terms & Abbreviations

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**Administrative Service Charge:** A transfer of moneys to the General Fund to reimburse the General Fund for work performed in other funds by an employee whose salary is budgeted in the General Fund.

**Appropriation:** Legal authorization by the City Council to make expenditures and to incur obligations for specific purposes.

**Appropriations Limit:** Article XIII B, of the California Constitution, was amended by Proposition 4, "The Gann Initiative," in 1979. This Article limits growth in government spending to changes in population and inflation, by multiplying the limit for the prior year, by the percentage change in the cost of living (or per capital personal income, whichever is lower); then multiplying the figure resulting from the first step, by the percentage change in population. The base year limit (FY 1978-79) amount consists of all tax proceeds appropriated in that year. The Appropriations Limit calculation worksheet can be found in the Appendix of the budget.

**ARRA:** American Recovery and Reinvestment Act

**Assessed Valuation:** A dollar value placed upon real estate or other property, by Los Angeles County, as a basis for levying property taxes.

**Beginning Fund Balance:** Fund balance of a fund, from the end of the prior year, including both available, designated and restricted reserves carrying over into the following year.

**BIDs:** Business Improvement Districts

**Bond:** A city may raise capital by issuing a written promise to pay a specified sum of money called the face value, or principal amount, at a specified date or dates in the future, together with periodic interest, at a special rate.

**Budget:** The financial plan for the operation of a program or organization that includes an estimate of proposed expenditures for a given period of time and the proposed means of financing those expenditures.

**Budget Message:** A general outline of the budget which includes comments regarding the City's financial status at the time of the message, and recommendations regarding the financial policies for the coming period.

**Capital Improvement Plan (CIP):** A financial plan of proposed capital improvement projects. CIP projects typically improve City owned assets such as buildings, parks, streets and other infrastructure components. Capital projects often span more than one fiscal year.

**Capital Projects & Purchases:** A budget category which budgets major equipment purchases and capital improvement projects.

**Capital Projects:** Improvements costing \$10,000 or more, that have a useful life of one year or more, and selected studies costing in excess of \$5,000, that are expected to lead to a capital project. Examples include constructing a new park, street resurfacing, building remodels/repairs, and construction of water mains.

**CIP:** Capital Improvement Project/Capital Improvement Plan/Capital Improvement Program.

**Debt Service:** Annual principal and interest payments owed on money has borrowed.

**Department:** An organizational unit comprised of divisions, or programs. The City of Manhattan Beach has nine departments: Management Services, Finance, Personnel, Parks & Recreation, Police, Fire, Community Development, Public Works and Information Technology.

**Division:** A program, or activity, within a department, which furthers the objectives of the City Council by providing services, or a product.

**Encumbrances:** Financial commitments related to unperformed contracts for goods, or services, for which part of an appropriation is reserved. Encumbrances end when the obligations are paid, or otherwise terminated.

**Enterprise Funds:** Funds established to account for the total costs of those governmental facilities and services that are operated in a manner similar to private enterprise. These programs are entirely, or predominately, self-supporting.

**Expenditure:** The cost of goods received or services rendered for the government unit.

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## Glossary of Terms & Abbreviations

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**Fiscal Year:** A 12-month period of time to which an annual operating budget applies. The City of Manhattan Beach's fiscal year is July 1 through June 30.

**Fund:** A self-balancing set of accounts. Governmental accounting information is organized into funds, each with separate revenues, expenditures and fund balances. There are four major types of funds: General, Proprietary, Special Revenue, and Trust & Agency.

**Fund Balance:** The difference between a fund's assets and its liabilities. Portions of the fund balance may be reserved for various purposes, such as contingencies or encumbrances.

**GAAP:** Generally Accepted Accounting Principles

**GASB:** Governmental Accounting Standards Board

**General Fund:** The primary fund of the City, used to account for all revenues and expenditures of the City not legally required to be accounted for in another fund.

**GFOA:** Government Finance Officers Association

**Grant:** Contributions, or gifts of cash, or other assets from another entity. Grants are typically to be used, or expended for a specific purpose.

**HVAC:** Heating, Ventilation & Air Conditioning

**Infrastructure:** The underlying foundation or basic framework of a system or organization, such as the roads, sewers, and storm drains, etc.

**Internal Service Charge:** A charge to departments' budgets designed to provide the operation, maintenance and replacement of some shared City function. The City of Manhattan Beach uses internal service charges to provide for its City-wide computer network, operation and replacement of its vehicle fleet, allocation of insurance costs and the maintenance and operation of City facilities.

**Internal Service Fund:** The City of Manhattan Beach operates four internal service funds: Insurance Reserve; Information Systems; Fleet Management and Building Maintenance and Operation. Internal service funds provide for the operation, maintenance and replacement of some shared City functions.

**Line-item:** Refers to any individual expenditure object or appropriation detailed in the department's budget.

**Materials & Services:** This budget category accounts for all non-personnel, and non-capital expenses. Such expenditures include building maintenance, contract services, equipment maintenance, office supplies, and utility costs.

**MTA:** Metropolitan Transportation Authority

**Municipal Code:** The collection of City Council approved ordinances currently in effect. The Municipal Code defines City policy in various categories (i.e., building regulations, planning and zoning regulations, sanitation and health standards, and traffic regulations).

**Operating Budget:** The financial plan for the operation of a program or organization that includes an estimate of proposed expenditures for a given period of time and the proposed means of financing those expenditures.

**Ordinance:** A formal legislative enactment by the City Council. An ordinance has the full force and effect of law within the City boundaries, unless it is in conflict with any higher form of law, such as a State statute or constitutional provision. An ordinance has a higher legal standing than a resolution.

**Overhire:** An authorized position without moneys budgeted for salary and fringe benefits. The overhire concept assumes that a department (particularly Police and Fire) experiences several position vacancies during a fiscal year, and that the salary and fringe benefit savings from these vacancies will off-set the cost of the overhire personnel. The overhire personnel in-turn ensures that the department will not be forced to limit operations because of staffing shortages and can better control overtime expenditures.

**Performance Measure:** Indicators used in budgets to show, for example, the amount of work accomplished, the efficiency with which tasks are accomplished, or the effectiveness of a program.

**Program:** An activity, or division, within a department, which furthers the objectives of the City Council, by

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## Glossary of Terms & Abbreviations

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providing services or a product.

**RCC:** South Bay Regional Public Communications Authority (SBRPCA)

**Reserve:** Used to earmark a portion of the fund balance as segregated for a specific use.

**Resolution:** A special order of the City Council, which requires less legal formality than an ordinance in terms of public notice and the number of public readings prior to approval. A resolution has lower legal standing than an ordinance. The Operating Budget is approved by resolution, and requires a majority vote of the Council Members present.

**Salaries & Benefits:** A budget category, which accounts for full-time and part-time employees, overtime expenses, and fringe benefits.

**Service Indicator:** Indicators used in budgets to show, for example, the amount of work accomplished, the efficiency with which tasks are accomplished, or the effectiveness of a program.

**Special Revenue Funds:** Funds used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**TOT:** Transient Occupancy Tax

**Transfer:** Moneys appropriated from one fund to another, in order to reimburse the fund for expenses, or to finance the operation of the other fund. Transfers between a Proprietary Fund and a Governmental Fund are budgeted as revenues and expenditures in the various funds, to comply with governmental accounting principles.

**Trust & Agency Funds:** A classification of funds, which temporarily holds cash for other agencies or legal entities.

**UUT:** Utility User Tax



City of  
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