

**CITY OF  
MANHATTAN BEACH  
CALIFORNIA**

***PROPOSED***  
**FISCAL YEAR  
2015-2016  
OPERATING BUDGET**





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MANHATTAN BEACH  
CALIFORNIA



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FISCAL YEAR  
2015-2016  
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Mayor  
Wayne Powell



Mayor Pro Tem  
Mark Burton



Councilmember  
Tony D'Errico



*Elected Officials*



Councilmember  
David J. Lesser



Councilmember  
Amy Thomas Howorth



City Treasurer  
Tim Lilligren

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## Elected Officials & Executive Staff

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### Elected Officials

### Term Ends

<i>Mayor</i>	<i>Wayne Powell</i>	<i>March 2017</i>
<i>Mayor Pro-Tem</i>	<i>Mark Burton</i>	<i>March 2017</i>
<i>City Council Members</i>	<i>Tony D'Errico</i>	<i>March 2017</i>
	<i>David J. Lesser</i>	<i>March 2020</i>
	<i>Amy Thomas Howorth</i>	<i>March 2020</i>
<i>City Treasurer</i>	<i>Tim Lilligren</i>	<i>March 2017</i>

### Executive Staff

<i>City Manager</i>	Mark Danaj
<i>Assistant City Manager</i>	Nadine Nader
<i>City Attorney</i>	Quinn M. Barrow
<i>Finance Director</i>	Bruce Moe
<i>Interim Human Resources Director</i>	Derrick Abell
<i>Parks &amp; Recreation Director</i>	Mark Leyman
<i>Police Chief</i>	Eve R. Irvine
<i>Fire Chief</i>	Robert Espinosa
<i>Community Development Director</i>	Marisa Lundstedt
<i>Public Works Director</i>	Tony Olmos
<i>Information Technology Director</i>	Vacant

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# **INTRODUCTION**

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# CITY MANAGER'S BUDGET MESSAGE

Mayor Powell and Members of the City Council:

As a result of prudent policy decisions, support from City Employees, input from the community, and a recovering economy, 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. As I complete my first year as your City Manager, I am reminded of all we have accomplished together, and as a result, I am very excited to present the Fiscal Year (FY) 2015-2016 proposed operating budget for your consideration.

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 between the community, the Council and staff members.

While City staff and I developed this proposal, this was done after engaging the community and the Council before the development of the budget began this year. To that end, in developing this year's plan, we have included new and innovative methods for gathering the information needed to develop the budget to aid in your decision making.

In addition, over the course of the last year, I have worked closely with the Council on many important goals which include but are not limited to: presenting a balanced budget, including alternatives and metrics; initiating a strategic planning process; presenting new and innovative stakeholder engagement initiatives for Council consideration; implementing the technology master plan; developing a comprehensive Human Resources system with key components, including salary plan, performance management tools, labor relations strategy, organizational development components and modernized personnel rules; and improving Council reports to include new elements such as "executive summary" and "alternatives considered," as appropriate. Some of these items are highlighted in my budget message below, while other goals are incorporated into the appropriate sections in the overall budget document.

## **NEW BUDGET PROCESS AND EFFORTS**

In January, the City Council adopted new, expanded Budget Policies. These principles address 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 that is before you (the policies are presented in the Appendix of this document). These policies further build on the City's strong Financial Policies that have contributed to our Triple-A credit ratings from Moody's and Standard and Poors.

With these financial principles and policies in place, the City was ready to kick-start its new engagement process. In February and March, the City launched both a quantitative and a qualitative engagement process. In February, the City conducted a statistically valid resident satisfaction survey, which provided valuable feedback and information on what the City does well, and where improvement may be needed. This type of feedback is so important to gaining

an accurate and full perspective of what all of our residents need and want from their local government. Key findings included:

- Manhattan Beach residents have a very positive opinion of Manhattan Beach as a place to live
- Residents give their local government high marks for providing services as well as for being open, accessible and accountable
- Despite low intensity of concern about any issue, crime is the most salient and prominent issue among residents. In fact, nearly half of the respondents think crime has increased
- Residents expressed concern about parking, with the availability of parking Downtown topping the list of serious concerns, and seven in ten feeling there is a great need or some need for more parking Downtown
- Public Safety, Infrastructure and Environmental Programs top the list when asked to choose the most important priority to improve
- A high percentage of residents rated repairing and improving the City's storm drain system to prevent flooding and beach/ocean pollution as a medium or high priority

In March, we held a Community Budget Priorities Meeting, the purpose of which was to gauge residents' opinions on the current allocation of resources and services, and how we might improve in the new budget. Over 150 people joined this first-ever forum, which received positive feedback from those in attendance. Like the survey, this information has proved valuable during the creation of the FY 2015-2016 budget. The overall results were consistent with the Community Survey. The top funding priorities were Public Safety, Infrastructure, Parks and Recreation, and Environmental Programs.

But gathering of this important information is not limited to the duration of the budget creation. One of the major goals when the City Council hired me was to implement technology in an intelligent yet aggressive manner, using tools that will benefit our tech-savvy community. Expanded use of social media, on-line City Hall applications and improving the City's website are all goals for improving our digital presence.

For example, we have recently implemented a new web portal called Open City Hall. This tool provides residents the opportunity to weigh in on a number of topics, while ensuring that the polling is fair and not skewed through multiple comments from the same user. For example, the City can initiate a public forum on a topic, include background information, maps, charts, data and photos, to which residents can then comment while also viewing other participants' thoughts and suggestions. Information gathered may then assist the City Council in decision making with more complete information, which can even be stratified by the geo location of feedback.

Additionally, we have improved transparency of our financials through the OpenGov portal on our website. This tool puts the power in the user's hands for researching and viewing the City's fiscal performance, including the ability to drill down within a given department's expenditures over multiple fiscal years.



## **MAJOR CITY INITIATIVES**

As we enter FY 2015-2016, there are many exciting projects and initiatives ahead of us, which also address the survey and budget priorities meeting results.

### **Technology**

As technology continues to take a central role in daily operations and visioning of the future of the City, the Council recently approved the City's first Director of Information Technology position, and with it, the creation of new stand-alone department. This crucial role will give IT the prominence it needs within the organization to promote and succeed in accomplishing the deployment of technology going forward, including the myriad projects on the Information Systems Master Plan - a 3-5 year list of technology goals and initiatives designed to promote the use of technology and improve services both internally and externally. This new department is presented for the first time in the FY 2015-2016 budget.

One of the most anticipated technology projects is the Accela Permitting upgrade. This was approved by City Council this past year and is in the process of being implemented. Once operational, the system will facilitate online application and review processes as well as improve the timeline for multiple department review and approval. Field reporting by staff will also be facilitated. This new system will greatly improve efficiency and effectiveness of one of the highest demand work units within the City.

Another project that will benefit the community as well as City staff is the implementation of the new Document Management System. This upgrade will provide improved search capabilities of archived documents for both internal and external clients, which further enhances the City's transparency and open government efforts. It will also potentially reduce the amount of time needed to fulfill public records requests.

New technology has also been budgeted across all departments, with projects ranging from a new Human Resources Information System, Financial System upgrades and Geographic Information Systems expansion, to mobile data computers for Dial-A-Ride dispatch, data security, and audio upgrades for the Joslyn Center. A complete list of technology projects is located in the Appendix.

### **Economic Vitality**

In January, the City, in collaboration with Urban Land Institute (ULI), held a five-day advisory panel comprised of various land use experts from across the country to engage community stakeholders and evaluate the City's Downtown area. The purpose of the engagement process was to ensure the Downtown maintains and enhances its unique, quaint character and encourages business success and vitality. Over 100 stakeholders participated in this interactive process which will lead to the development of a plan for improving the Downtown district. Plan development is funded in the FY 2015-2016 budget. Ultimately, the plan will help address concerns from the survey regarding Downtown parking and overall development in the district.

Today's economic realities are different than in the past. We can no longer take a passive role and assume that businesses will automatically choose to locate in Manhattan Beach. We must proactively address our community's economic foundation. To that end, I am recommending funding the Economic Vitality Manager position in this year's budget. This position, which was reinforced through ULI's recommendations, will lead our efforts to promote Manhattan Beach as a business relocation destination, develop public-private partnerships, recruit and retain businesses in Manhattan Beach, and implement strategic and innovative approaches to economic development. More information is provided under the Management Services - City Manager section of the budget.

At its heart, economic development is about building healthy economies in order to have healthy communities. There are many benefits to having a focus on economic development at a local level, including quality of life, increased tax base, business retention, economic diversification and productive use of property. All of these result in a more vibrant community.

In addition to the Economic Vitality Manager, we have allocated \$100,000 in the FY 2015-2016 budget to support other economic development partnerships, which may include the Chamber of Commerce or other outside entities that can assist in our efforts.

### **Civic Engagement**

For the past year, we have concentrated our efforts on engaging the community in important dialog and decisions affecting the city. The best examples of the success of those efforts include the ULI process and the Community Budget Priorities meeting. Both of these resulted in a high number of participants sharing their thoughts and views, which were then factored into the processes. But more work is ahead, and continuous outreach takes time, effort and a certain skill set to be effective.

Engagement is more than utilizing contemporary mediums such as Facebook, Twitter, Instagram and Nixle. It also involves communicating consistently and clearly with a cohesive message both internally and externally, developing a brand, and leveraging the City's website and television/streaming (MBTV). Successful organizations often have a Civic Engagement staff member to integrate messaging and develop the branding.

While the City Council authorized the creation of the Civic Engagement Manager position in FY 2014-2015, I am recommending that the duties be accomplished through our current staffing with assistance from an external communications expert as an alternative delivery method as we further develop the City's broader civic engagement program initiatives and goals. More information on this contract can be found in the Management Services – City Manager section of the budget.

### **Historic Preservation**

With City Council approval of the Mills Act Property Tax Reduction Program for historic landmarks and the Historic Preservation Program in process in FY 2014-2015, this budget includes the funding necessary (\$234,000) to implement all aspects of the plan. An Historic Preservation Zoning Code update is being prepared, and an Historic Preservation Commission

will be established. Commission meetings will be held quarterly, and will be televised and streamed live. A part-time Administrative Clerk has also been included to assist with the ongoing workload from this new program. One time start-up costs for a resources survey and inventory (\$100,000) are included in the total cost, which are listed in the Community Development budget.

### **Key Major Organizational Investments**

The ULI study underscored the dynamic nature of our community. It is remarkable to think that 60% of our residents are new to the City since 2000, and that 25% arrived in the past five years. With this change come new and varied service level expectations to which we strive to meet. We look for ways to improve service delivery, and consider alternative methods in an effort to utilize resources efficiently and effectively.

When I arrived at the City last year, I was impressed with the service levels from our tremendously dedicated workforce, who care deeply about serving our community. Residents agree; in the Community Survey our team received high marks for being Courteous (88%), Knowledgeable (76%), Helpful (74%) and Timely (72%). The survey went further, stating that “residents are overwhelmingly satisfied with the job the City is doing in delivering services,” with 87% being satisfied. We are certainly fortunate to have the workforce that we do.

I strongly believe in professional training and development of our staff to further strengthen our already exemplary services. As a service organization, it is critically important that we invest in our resources to develop skills to maximize services levels as well as employee satisfaction. Doing so not only aids in retention, but creates an organizational climate of success, further attracting top talent to our community. To that end, we have increased the training budget to provide those opportunities to develop our staff. Specifically, we have included citywide customer service and supervisory training among other topics.

The other aspect of our staffing that impressed me was how lean we operate as a city. One metric that illustrates this is the staff-to-resident ratio. Manhattan Beach has 7.9 staff members for every 1,000 residents, which is below the average of 10.4 per thousand among our typical survey cities. This is remarkable given the service level demands on this organization. Ratios aside, it is clear to me that there are several areas where staffing is inadequate and is inhibiting our success as an organization, which need to be addressed with increased resources. As a result, I am recommending the following changes, which involve full and part-time employees, but with a net result of an increase of less than one (.8) full-time employee once we factor the reduction in part time employees where applicable.

### ***Plan Check Engineer***

As the economy has improved these past few years, so too has the Manhattan Beach real estate market, and with it, construction, both residential and commercial. As a result, the Community Development department is inundated with activity. In July 2011, the Principal Plan Check Engineer position was eliminated and combined with the Building Official position. This left only one in-house Senior Plan Check Engineer. Increasingly, the City has had to rely heavily on the outside plan check consultant to keep up with the growing volume of plan check activity. This required more funds to be dedicated to the plan check contract without the benefit

of the availability and access of the in-house Plan Check Engineer expertise at the public counter. The absence of a Plan Check Engineer has also impacted other departments such as Fire and Public Works seeking technical information from an experienced in-house Plan Check Engineer.

Restoring the Plan Check Engineer position is necessary to accommodate the increasing plan check work load and meet our target goal dates for plan review. It will enable us to perform more in-house plan checks and expedited plan checks rather than continuing to service those plan checks through an off-site vendor. Having a full-time on-site Plan Check Engineer will benefit our customers because they will receive more one-on-one customer service and more over the counter plan checks will be performed. The Plan Check Engineer will be present and able to answer phone calls and respond to e-mails pertaining to technical engineering and construction questions as well as educate the design and construction community, homeowners and business owners.

The cost for this position will be virtually offset by a reduction in the contract for off-site plan check services.

### *Emergency Services Manager*

One of the most important roles the City plays for our community is disaster preparedness. As the saying goes, "it is not a matter of if, it is a matter of when" the next disaster will occur. To this point, we have relied on Fire Department staff to develop and maintain these plans as time permits. We have also worked in conjunction with the Community Emergency Response Team (CERT) to leverage their volunteer resources for disaster preparedness. However, we recognize the need to place a greater emphasis on emergency planning. As a result, we are recommending a part-time Emergency Services Manager in the Fire Department.

This position will develop and coordinate the City's three multi-hazard plans (Emergency Operations, Hazard Mitigation and Tsunami) in accordance with the Standardized Emergency Management System (SEMS). It will also train City staff teams in emergency operations and procedures. The position will develop and coordinate a comprehensive disaster preparedness and response plan to ensure emergency response capabilities involving all City departments. It will also provide assistance and guidance to City departments and support organizations in the development of individual emergency preparedness response and recovery plans, and of standard operating procedures.

Most importantly, the position will set regular drills and tabletop exercises to reinforce roles and responsibilities, and maintain a highly skilled response team in the event of a disaster.

### *Temporary Management Fellow*

As an International City and County Management Association-credentialed City Manager, I am committed to the profession, and recognize the need to develop the next generation of public sector managers. Management Fellow programs offered through universities for graduate students pair these top-tier future leaders with progressive public agencies, which develops their skills while providing valuable assistance to the government hiring that student. The fellowship is a 12-month temporary assignment. Given the high level of policy analysis and

City Council projects, this type of assistance is beneficial to the organization. As a result, we have included funding in the FY 2015-2016 budget.

Other, less significant organizational changes are discussed within applicable departmental budgets including consolidation of multiple Parks and Recreation department part-time employees into full time Aquatics and Sports Coordinator positions; conversion of a vacant Public Works Maintenance Worker position to an Urban Forester position, and upgrading a part time Administrative Clerk to full-time in the City Clerk's office.

### **Other Initiatives**

MBTV is the City's television and streaming broadcast channel. Demand to broadcast increasing numbers of City Council, Town Hall, and special purpose public meetings has placed an additional burden on the staff we utilize to perform those duties: our Information Technology department. Their involvement in the process started in 2007 when the local cable franchise ended, and the franchise defaulted to a State dictated agreement which didn't require the cable company to provide broadcast services for public meetings. At that time, broadcasting City Council meetings and Planning Commission meetings was achievable due to the limited number of meetings and scope. But as the list of meetings has increased, and the technology that is used to accomplish it has expanded, the time it takes to perform these duties has grown, taking our technology staff away from their core duties. As a result, we are recommending a change in service delivery by contracting out the broadcasting duties to a third party, thereby better utilizing our IT staff for their core purpose.

Related to the change in broadcasting, improvements to the sound system at the Joslyn Center are included in the budget. With the recent completion of the project adding capabilities to broadcast and stream live from the community center, professional grade audio equipment will be installed which will improve sound quality both over television and on location. The majority of the funding for the project is from available PEG (Public, Education, Government) funds.

## **ECONOMIC OUTLOOK**

The City continues to see overall economic stability and expansion. Most major revenues are advancing along with the overall economy. The housing market is healthy and along with it the City's Property Tax revenue. Building activity is robust, and tourism and travel are strong. However, Sales Tax continues to be a challenge.

Retail sales activity has been flat or declining the last two years. Rapid growth in online sales continues to siphon sales tax revenues. More recently, the City received word that a significant sales tax producer, DeWitt Petroleum, was sold, and as a result, the sales office located in Manhattan Beach will no longer be active effective the end of April 2015. This will result in a loss of approximately \$350,000 per year.

With over 50% of the City's General Fund budget going to support public safety, the loss of this revenue is significant, and equates to three police officers in terms of salaries and benefits. In an effort to offset this loss, this budget recommends increasing Parking Citation fines by \$5 to \$53 for most cities, which is estimated to raise \$350,000 per year. This increase will put

Manhattan Beach citations equal to Hermosa Beach, slightly ahead of Redondo Beach (\$50), but still below the cities of Santa Monica (\$64), Newport Beach (\$58) and Beverly Hills (\$58).

The recent City Council adoption of new User Fees will also provide a boost in General Fund revenues. This budget conservatively estimates the additional fee revenue from these changes.

As previously stated, the City is a service organization. We deliver our services through our dedicated employees. But the costs of staffing are growing, and remain a focus of our attention as we balance those services with available resources.

Chief among the total compensation issues for the City is retirement system costs. For FY 2015-2016, the City is budgeting \$5.6 million to provide employees with defined benefit pension plans through the California Public Employees' Retirement System (CalPERS). This is an increase of \$738,023 or 15% over last year.

The cost of providing this benefit will continue to increase in the coming years as CalPERS implements changes to ensure adequate funding of pensions. Two years ago, CalPERS modified certain assumptions including life expectancy. As people live longer, pensions will be paid out for greater periods, resulting in additional costs, which are typically born by employers through higher rates. These higher costs, which are being phased-in beginning in FY 2016-2017, are projected to increase the City's annual contributions by approximately \$2.2 million by FY 2020-2021, a 40% increase from FY 2015-2016 levels.

On a positive note, in the last labor negotiations, City employees agreed to pay their portion of the total pension contribution, something other cities still have not done. In the case of the Police and Fire bargaining units, employees are also paying a portion of the City's contribution - a unique cost sharing arrangement that helps control pension costs.

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 approximately 80% funded as of the last actuarial report. Unfunded liabilities currently total approximately \$47.5 million. It is important to note that current and projected contribution rates and costing include a component to pay down those unfunded liabilities.

The other challenging trend we are experiencing is in workers compensation claims. As reported at the FY 2014-2015 First Quarter and Mid-Year Budget reports to the City Council, workers compensation claims were exceeding the adopted budget estimates, and required a mid-year budget adjustment. This trend is not limited to Manhattan Beach however. Other agencies within the risk pool we participate in are experiencing similar trends, as is the City of Los Angeles. We are proactively addressing these issues through the risk pool as well as internally with our own stakeholders. However, the impact to the FY 2015-2016 budget are important since ultimately these costs divert funds from other priorities. For FY 2015-2016, this added \$1.2 million to the Citywide expenditures. Additionally, an equity transfer of \$1.04 million from the General Fund to the Insurance Reserve Fund will need to be accomplished in FY 2014-2015 to replenish the fund to comply with Financial Policy levels.

On the topic of medical costs, the budget anticipates continued upward pressure on medical premiums. The City provides medical benefits to full-time employees through the Public Employees' Medical and Hospitalization Care Act (PEMHCA), which is administered by

CalPERS. Over the past five years, premiums have increased between .6% to over 10% each year. Without any clear trends, projecting medical costs remains a challenge. For FY 2015-2016, a seven percent increase has been included in the budget. This increase will also be shared by employees who now contribute 3% to 5% of medical premiums.

On a positive note for post-employment benefits: unlike many other cities, our actuarial accrued liabilities for retiree health benefits are fully funded at 106%. As a result, only the annual required contributions are necessary (there is no “catch up” for unfunded liabilities). The City’s limited retiree health benefits include a flat stipend with an end date that coincides with Medicare eligibility, coupled with a CalPERS mandated minimum retirement health contribution. The City’s plan assets have been deposited in the separate CalPERS employer trust for this purpose, with positive investment results contributing to the funding levels for these benefits.

As the main funding source for City services, the General Fund gets most of the attention. However, challenges exist in other funds as well, particularly Proposition “A,” the Storm Water utility, and the Street Lighting and Landscaping District Fund.

Proposition “A” funds are used primarily for the City’s Dial-A-Ride transportation services, although it also supports the Beach Cities Transit line and Ocean Express among other transportation purposes. Over the past few years, the City has expanded service levels without the benefit of increased revenues. As a result, the Proposition “A” fund has exhausted all of its resources and requires a subsidy from Measure “R” funds to maintain current service levels. Looking ahead, we will need to review service levels and funding alternatives for this operation vis-à-vis the City’s other transportation needs that Measure “R” funds could be used for such as pothole repairs, major street resurfacing, left-turn signals, bikeways, pedestrian improvements, streetscapes, traffic signal synchronization, etc.

As we know from multiple resident surveys, a clean ocean and beach are priorities for the community. The main funding source for this endeavor is the Storm Water Fund. Unfortunately, the fund continues to absorb additional costs without increased revenues from fees (any increase in fees requires a successful Proposition 218 vote). Further, because the fund operates at a deficit, there are insufficient funds with which to operate and construct needed capital improvements. As a result, the General Fund is subsidizing the Storm Water Fund, and as costs rise, so does the General Fund subsidy, drawing resources from other services and programs, including capital improvement funding.

With so much emphasis being placed on the environment, and more regulatory standards being enacted, the Storm Water Fund needs additional revenues. The City Council approved a preliminary study of costs and potential fee increases which were reviewed this past year, and ultimately directed staff to take the next steps to determine how to correct this situation. As a result, funds are included in this year’s budget for a public education campaign and further survey work.

Another area in need of fiscal attention is the Street Lighting and Landscape Fund. This fund pays for all costs associated with providing street lighting city-wide, and for the maintenance of Streetscape in the downtown district. This fund is supported by assessments which have not changed in 19 years (and cannot be adjusted without a Proposition 218 vote). As a result, the General Fund is subsidizing the Street Lighting Fund by \$217,649 in FY 2015-2016. This

deficit is likely to grow larger as energy costs and general maintenance costs rise. As the General Fund subsidy increases, it results in less available funding for such activities as Police, Fire, Paramedics, Parks and Recreation, Public Works, etc. A future vote will be necessary to properly fund operations. However, a recent study of the feasibility of increased assessments led to the Council's decision to put a higher priority on Storm Water fees and address Street Lighting at a later date.

### **Capital Improvements & Unmet Needs**

While the City is in overall good financial shape, there are always more needs than can possibly be funded. In order to provide clarity for the future, we are commencing the process of identifying those unmet needs so that the City Council can begin prioritizing these initiatives in a deliberate fashion. The list, which will be presented in the coming weeks, will include capital projects such as the future replacement of City Hall (now over 40 years old); aquatics facilities (Begg Pool replacement/enhancements); parking facilities and other infrastructure projects.

In the past, general capital improvements (e.g., projects not funded by enterprise or special revenue funds) were the top funding priority for year-end General Fund surpluses coupled with certain revenue sources dedicated to the CIP fund. With more demands being placed on the General Fund (e.g., subsidies of Storm Water, Street Lighting, etc.), and much of the dedicated CIP revenues being used to pay for the debt service on the Police/Fire headquarters, there are limited funds available for any future major projects.

While the recent survey indicated that residents see no need for additional funding of City services, further consideration must be given to informing the community of these unmet needs and enhancing funding sources to achieve long term goals. Possible options include an increase in the transient occupancy tax which would generate new revenue of approximately \$480,000 for each 1% increase in the rate, or the implementation of a sales transaction tax (STT) which could generate approximately \$2 million per quarter percent, both of which require a vote of the residents. If an election were held, the City would need approval of a simple majority of the voters if the revenues were used for general purposes and not dedicated to a specific purpose.

In the City's overall fiscal health, reserve levels play an important role. For more than fifteen years, the City by policy has retained twenty percent of the General Fund's annual budgeted expenditures in reserve (for FY 2015-2016 that amounts to \$12.7 million). Additionally, we prudently reserved an additional \$4 million for economic uncertainty. The City's financial policies state that the funds are to be used "in the event of significant financial emergency." Even during the financial crisis which challenged our abilities to fund our programs, the situation did not rise to the level of "significant financial emergency." Further, these reserves exist not to cover on-going long-term operational expenditures, but rather as an emergency cushion for such events as a natural disaster where insurance is insufficient (or non-existent) to cover major structural losses, or an unforeseen loss of revenue which needs to be addressed on an emergency basis. We should avoid allocating these reserve funds for anything other than the most severe of events. It is this approach that has been a contributing factor in obtaining our Triple-A credit ratings from Standard & Poors and Moody's.



As part of the budgeting process, a five-year forecast of revenues, expenditures and transfers is created. This tool provides clarity on the effects of immediate budget decisions on future years. It factors known events, such as the CalPERS pension rate increases in FY 2016-2017, as well as estimates on revenue development. The forecast will be provided separately and discussed in detail at the City Council meeting on May 5th during the budget overview report, and will address the effects of the Storm Water, Street Lighting and Proposition “A” fund subsidies on the General Fund, as well as pension and workers compensation costs.

We are pleased to present a budget that continues and enhances the City’s ability to provide exemplary municipal services.

## BUDGET OVERVIEW

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

Fund	Budgeted Revenues			Budgeted Expenditures		
	2014-2015	2015-2016	%-Change	2014-2015	2015-2016	%-Change
General	\$59,846,949	\$63,706,793	6.4%	\$60,701,205	\$63,328,305	4.3%
<u>Special Revenue Funds</u>						
Street Lighting & Landscape	399,620	397,180	(0.6%)	651,159	614,829	(5.6%)
Gas Tax	933,447	830,485	(11.0%)	1,715,000	2,752,541	60.5%
Asset Forfeiture & Safety Grants	7,300	7,300	0.0%	169,023	215,950	27.8%
Police Safety Grants	101,200	101,200	0.0%	105,000	105,000	0.0%
Federal & State Grants	-	-	0.0%	-	-	0.0%
Proposition A	637,699	670,395	5.1%	804,307	859,540	6.9%
Proposition C	5,284,829	563,514	(89.3%)	5,895,200	2,468,399	(58.1%)
AB 2766	51,712	51,712	0.0%	155,068	11,100	(92.8%)
Measure R	416,577	407,740	(2.1%)	335,000	335,000	0.0%
<u>Capital Project Funds</u>						
Capital Improvement Project	2,013,901	1,599,523	(20.6%)	2,925,055	8,110,434	177.3%
Underground Assessments District	1,200	1,200	0.0%	-	-	0.0%
<u>Enterprise Funds</u>						
Water	16,546,891	16,063,977	(2.9%)	13,541,621	13,445,860	(0.7%)
Stormwater	353,033	353,406	0.1%	1,215,651	1,722,344	41.7%
Wastewater	3,743,047	3,543,910	(5.3%)	1,919,373	2,462,565	28.3%
Refuse	3,968,705	4,190,074	5.6%	4,184,371	4,267,893	2.0%
Parking	2,385,078	2,503,797	5.0%	2,538,942	3,597,542	41.7%
County Parking Lots	775,510	809,000	4.3%	644,806	634,698	(1.6%)
State Pier & Parking Lot	581,729	617,274	6.1%	1,517,752	1,989,051	31.1%
<u>Internal Service Funds</u>						
Insurance Reserve	4,661,672	6,280,680	34.7%	4,702,745	6,244,606	32.8%
Information Systems	2,272,016	2,283,351	0.5%	2,685,985	2,532,368	(5.7%)
Fleet Management	2,223,625	2,447,895	10.1%	1,834,270	1,869,019	1.9%
Building Maintenance & Operations	1,699,779	1,781,814	4.8%	1,689,349	1,799,899	6.5%
<u>Trust &amp; Agency Funds</u>						
Special Assessment Redeption Fund	965,000	965,000	0.0%	953,389	950,038	(0.4%)
Pension Trust	180,900	171,900	(5.0%)	233,220	235,565	1.0%
<b>Budget Totals</b>	<b>\$110,051,419</b>	<b>\$110,349,120</b>	<b>0.3%</b>	<b>\$111,117,491</b>	<b>\$120,552,546</b>	<b>8.5%</b>

Fund Type	Funds	Year-Over-Year Change in Budget			
		Revenues	% Change	Expenditures	% Change
General	General	\$3,859,844	6.4%	\$2,627,100	4.3%
Special Revenue	Gas Tax, Prop A, Prop C, Asset Forfeiture, Street Lighting, etc.	(4,802,858)	(61.3%)	(2,467,398)	(25.1%)
Enterprise	Water, Wastewater, Refuse, Parking, etc.	(272,555)	(1.0%)	2,557,437	10.0%
Capital Projects	CIP Fund	(414,378)	(20.6%)	5,185,379	177.3%
Internal Service	Insurance, Information Systems, Fleet, Building Maintenance	1,936,648	17.8%	-	14.1%
Trust & Agency	Underground Assessment, Pension Trust, UAD Loan	(9,000)	(0.8%)	(1,006)	(0.1%)
	<b>Total Increase</b>	<b>\$297,701</b>	<b>0.3%</b>	<b>\$9,435,055</b>	<b>8.5%</b>

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

## Debt Service

Debt service for FY 2015-2016 approximates \$3.83 million (excluding administration fees) and includes: \$768,138 for the Police/Fire facility; \$254,850 for Water/Wastewater improvements; \$713,463 for the Metlox parking facility; \$506,231 for the financing of the Marine Avenue Sports Fields; and \$941,538 in underground utility bond debt which exists as an assessment pass-through appropriation on the City's books. Debt service also includes \$118,220 for lease payments on a fire pumper and \$79,639 for the lease of a sewer vacuum jet truck. Finally, there is \$450,000 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 2014-2015 indicate that revenues will exceed expenditures in the General Fund by \$463,569, thus adding that amount to unreserved fund balance.

The unreserved (available) General Fund balance on June 30, 2015 is projected to be \$2.4 million after accounting for financial policy designations. However, the FY 2015-2016 budget includes transfers of \$217,649 to the Street Lighting and Landscape Fund and \$841,266 to the Storm Water Fund to relieve deficits. Additionally, at the end of FY 2015-2016, the financial policy designation, which is based on 20% of General Fund expenditures, equals \$12,665,661, an increase of \$525,420 due to the increase in General Fund expenditures from the prior year. The Economic Uncertainty reserve remains at \$4 million.

FY 2015-2016 General Fund revenues total \$63,706,793. Expenditures total \$63,328,305, resulting in an operating budget surplus of \$378,488. As a result of the transfers and policy reserves, the unreserved General Fund balance is projected to total \$1.4 million on June 30, 2016. These moneys provide an opportunity to further fund capital improvements or bolster reserves as directed by the City Council.

*REVENUES:*

General Fund revenues are projected to be \$63,706,793, an increase of \$3,859,844 or 6.4% from last year’s adopted budget. Increases in Property Tax, Transient Occupancy Tax, Building and Planning fees all contribute to the rise in revenue. Specific revenue highlights include:

**Property Taxes:** For FY 2015-2016, we are expecting continued solid improvement in overall property tax revenues of \$1.6 million over FY 2014-2015 estimates (6.7%). With a continued strong housing market, and residential construction and remodeling rising, we are anticipating a continuation in future years of this upward trend in the General Fund’s largest revenue source.

FY 2012-2013 Actual:	\$21,626,175
FY 2013-2014 Actual:	\$23,353,738
FY 2014-2015 Budget:	\$23,911,150
FY 2014-2015 Estimate:	\$24,312,760
FY 2015-2016 Budget:	\$25,948,000

**Sales Tax:** The city’s second largest General Fund revenue source (13% of total revenue) is trending lower. At this point in time, staff is projecting that sales tax will fall short of budget by \$270,392 (3%). This is primarily due to slow growth of retail sales in Manhattan Beach, coupled with the sudden and unexpected loss of DeWitt Petroleum – a major tax producer. The most recent quarter reported (October-December 2014) had anemic growth of 1.8% compared to the same quarter one year prior. Overall trends within the State indicate that 12% of all General Consumer Goods purchases are now made on-line, compared to less than 8% on FY 2011-2012. This impacts point-of-sale tax revenues since much of the associated sales tax collected goes into a countywide pool and is allocated based on the City’s share of point-of-sale taxes countywide. This trend is expected to continue, impacting the City’s future sales tax revenues. DeWitt clearly factors into the future projections as well.

FY 2012-2013 Actual:	\$ 9,301,731
FY 2013-2014 Actual:	\$ 9,135,808
FY 2014-2015 Budget:	\$ 9,112,873
FY 2014-2015 Estimate:	\$ 8,842,481
FY 2015-2016 Budget:	\$ 8,450,000

**Transient Occupancy Tax (TOT):** This revenue continues its recent growth patterns, and is expected to generate approximately \$4.1 million in revenue, \$411,900 (11.2%) above the prior year budget and \$137,086 (3.5%) over the prior year estimate. 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 2012-2013 Actual:	\$ 3,221,069
FY 2013-2014 Actual:	\$ 3,565,093
FY 2014-2015 Budget:	\$ 3,669,000
FY 2014-2015 Estimate:	\$ 3,942,914
FY 2015-2016 Budget:	\$ 4,080,900

**Business License Tax:** Budget-to-budget, business license tax is projected to increase by \$40,000 (1.3%). 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 2012-2013 Actual:	\$ 3,122,503
FY 2013-2014 Actual:	\$ 3,140,274
FY 2014-2015 Budget:	\$ 3,125,000
FY 2014-2015 Estimate:	\$ 3,140,000
FY 2015-2016 Budget:	\$ 3,165,000

**Building Permits:** As the housing market has improved, so too has building activity. Building Permits revenue is expected to increase by \$520,000 (45%) in FY 2014-2015 over the prior year budget, and \$480,000 (40%) over year end estimates. Increases in the cost of building permits which are effective in July 2015, contribute to half of the rise, while increased activity accounts for the balance. Through March 2015, the number of demolitions (a leading indicator of construction activity) is up 41% from one year ago to an annualized level of 129 (compared to 98 for all of FY 2013-2014).

FY 2012-2013 Actual:	\$ 872,219
FY 2013-2014 Actual:	\$1,031,412
FY 2014-2015 Budget:	\$1,160,000
FY 2014-2015 Estimate:	\$1,200,000
FY 2015-2016 Budget:	\$1,680,000

**Plan Check Fees:** Similar to Building Permits, Plan Check Fees in FY 2014-2015 are expected to surpass the prior year budget by \$474,000 or 35%, and year end estimates by the same amount. The increased building activity in a rejuvenated housing market affects this revenue which is generated from the approval of plans prior to building permits being issued.

FY 2012-2013 Actual:	\$1,041,847
FY 2013-2014 Actual:	\$1,409,954
FY 2014-2015 Budget:	\$1,350,000
FY 2014-2015 Estimate:	\$1,350,000
FY 2015-2016 Budget:	\$1,824,000

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

*General Fund Expenditure Highlights:*

General Fund expenditures equal \$63,328,305, an increase from the FY 2014-2015 budget of \$2,627,100 (4.3%) and \$2,476,886 (4.1%) over FY 2014-2015 year-end estimates. The following chart illustrates the specific budget categories and the associated changes:

**General Fund Budgeted Expenditures by Category**

Expenditure Category	Budget 2014-2015	Estimated 2014-2015	Budget 2015-2016	Budget to Budget Var		Budget to Estimated Var	
				Change	Percent	Change	Percent
Salaries & Benefits	\$40,341,875	\$40,843,573	\$43,015,019	\$2,673,144	6.6%	\$2,171,446	5.3%
Materials and Services	\$11,980,240	\$12,652,944	\$12,575,894	595,654	5.0%	(77,050)	(0.6%)
Internal Service Charges	\$5,981,558	\$6,063,477	\$6,789,551	807,993	13.5%	726,074	12.0%
Capital Equipment	\$1,018,488	\$158,785	\$347,557	(\$670,931)	(65.9%)	\$188,772	118.9%
Debt Service	\$1,357,904	\$1,111,500	\$581,231	(776,673)	(57.2%)	(530,269)	(47.7%)
Interfund Transfers	\$21,140	\$21,140	\$19,053	(2,087)	(9.9%)	(2,087)	(9.9%)
<b>Totals</b>	<b>\$60,701,205</b>	<b>\$60,851,419</b>	<b>\$63,328,305</b>	<b>\$2,627,100</b>	<b>4.3%</b>	<b>\$2,476,886</b>	<b>4.1%</b>

With a \$2.7 million increase (6.6%) from the prior year budget, Salaries and Benefits represent the largest portion of the increase, and account for nearly 70% of General Fund expenditures. The increase includes the new positions previously described, as well as a placeholder for salary adjustments to be negotiated through new labor agreements during FY 2015-2016. CalPERS pension contributions, which are increasing by \$666,615 in the General Fund, are part of this category as well.

The decrease in debt service (\$776,673) is due to the public safety pension obligation bonds being paid off in FY 2014-2015.

Materials and Services are up 5% from last year's budget by \$595,654. Primary drivers of this increase include the annual assessment for the City's portion of the ownership of the South Bay Regional Public Communications Authority (911 dispatch center), which increased by \$144,989 (9.4%), and Training which went up by \$131,825 (64.3%). The RCC charges are allocated based on each agency's ownership percentage applied to the total operational costs. Training has been increased citywide to provide our employees with the skills needed for today's environment. City Council Contingency, which is included in this category, remains unchanged at \$100,000.

Internal Service Funds are increasing by \$807,993, or 13.5%. These funds include the Insurance Reserve, Fleet, Information Systems and Building Maintenance funds, and are used to capture and allocate common costs across all departments. The increases are mainly due to the Insurance allocation (up \$490,980) and the fleet maintenance allocation (up \$211,091).

Insurance reflects the high level of Workers Compensation and Liability claims activity recently, while the Fleet Maintenance allocation is the result of Workers Compensation costs in the Fleet operation.

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 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. The State's Workers' Compensation system continues to be in disrepair, which will challenge us fiscally as we adapt to inconsistent and unpredictable cost patterns.

The FY 2015-2016 budget includes a 4.6% vacancy factor for full-time staffing, which equates to \$1.8 million across all funds, and approximately \$1.6 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.

## **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 \$1,565,000 in FY 2015-2016. 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. Projects totaling \$7.3 million are included within the FY 2015-2016 budget as follows:

- General City Facilities Improvements and Projects (\$2.4 million)
- Strand Stairs Phase I (\$1.57 million)
- Downtown Streetscape (\$1.34 million)
- Safe Routes to Schools Cycle 3 (\$487,438)
- Community Development Block Grant Access Ramp Construction (\$313,000)
- Management Services office remodel (\$261,938)
- Fire Station No. 2 design (\$165,433)
- Veterans Park Phase I (\$135,000)
- Non-motorized transportation enhancements (\$100,000)
- City-wide street signage (\$40,000)
- Fire Station No. 1 Security (\$40,000)

The CIP fund is expected to have an unreserved fund balance of \$3.6 million at the end of FY 2015-2016 for use at the discretion of City Council.

#### **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 2015-2016 assessment basis remains fixed with no increase from the prior year. Because expenses for energy and maintenance are not fixed and continue to rise, the General Fund must contribute increased amounts each year in order to fund this service. For FY 2015-2016 that subsidy is estimated at \$217,649. In addition to the subsidy, the City contributes \$19,503 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.

The ***Gas Tax Fund*** accounts for moneys dedicated to roadway and sidewalk projects. This year's budget includes revenues of \$830,485 and expenditures of \$2,752,541. Projects include street resurfacing and construction projects, maintenance such as the annual slurry seal program, and annual concrete curb and gutter replacement.

The ***Asset Forfeiture Fund*** includes estimated revenues of \$7,300 consisting only of interest earnings on the fund balance. The City has made it a practice not to budget revenues from asset seizures because the revenue stream is unpredictable. By doing so, the City avoids the appearance of any impropriety in the seizing, sale or acquisition of forfeited property. FY 2015-2016 operational expenditures equal \$215,950, and include \$80,000 for front-line law enforcement equipment and supplies, \$49,496 for computer-related equipment, \$19,000 for departmental Strategic Planning and \$15,000 for training.

The ***Police Safety Grant Fund*** has \$101,200 of grant fund income, and \$105,000 in operating expenditures for law enforcement supplies and equipment. A replacement crisis negotiation phone is also included at a cost of \$25,000.

The **Federal and State Grant Fund** has no anticipated or known grant fund income. However, during the year if such grants are received, the budget will be adjusted accordingly. 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 2015-2016 revenues are estimated at \$670,395 with expenditures of \$859,540. This deficit (\$189,145) is covered through a transfer from Measure "R" funds. Sustaining the current service levels will require the City to utilize Measure "R" funds, or exchange General Fund moneys for Proposition "A" funds with another agency in the county, as was done in previous years. This year's budget includes salary and benefits for the transportation services operators; \$20,310 for Dial-A-Ride mobile data devices to aid dispatch (part of the Information Systems Master Plan); \$12,500 for support of the Beach Cities Transit replacement service for the MTA line 439 (which runs through Manhattan Beach); \$20,000 for the Ocean Express to support trips bringing visitors from LAX area hotels to Downtown and the Village Mall; \$14,000 for Taxi rides when Dial-A-Ride bus service is not available, and \$55,000 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 \$563,514 and capital expenditures of \$2,468,399 in FY 2015-2016. Revenues include \$533,514 in transit sales tax and \$30,000 in interest generated from existing fund balance. Funds totaling \$1.96 million are contributed to the Sepulveda Bridge Widening Project (funded from other sources), \$358,399 are allocated to Rosecrans utility and widening projects, and \$150,000 towards dual left hand turn lanes on Manhattan Beach Blvd. and Sepulveda.

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 \$51,712 and expenditures of \$11,100 support the City's clean air efforts in FY 2015-2016. These funds were most recently used in FY 2014-2015 to purchase a compressed natural gas Dial-A-Ride bus.

During FY 2009-2010, 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). We anticipate receiving \$407,740 in revenue for FY 2015-2016. Projects totaling \$335,000 include signalized crosswalks (\$235,000) and construction of raised medians (\$100,000). This year, \$189,145 will be transferred to the Proposition "A" to support on-going Dial-A-Ride services.

## **ENTERPRISE FUNDS**

FY 2015-2016 revenues in the **Water Fund** are estimated at \$16,063,977 while expenses and capital projects in this fund equal \$13,445,860. The budget incorporates capital projects totaling \$3.5 million, which includes \$1.7 million for pipe replacement and fire hydrant installations; \$305,546 for chlorination systems; \$300,000 to paint the Block 35 water tank; and \$285,798 for Utility Radio Telemetry. The Water Fund has over \$30 million of projects planned in the next five years which address the City's aging infrastructure.



Revenues in the **Waste Water Fund** are projected to be \$3,543,910 with expenses and capital estimated at \$2,462,565. Capital projects total \$1.2 million and include sewer main and lift station replacement for \$890,721 and \$173,491 towards the City Yard Cover project. Like the Water Fund, the Waste Water Fund has capital projects scheduled over the coming five years of over \$17 million to focus on infrastructure maintenance.

The **Storm Water Fund** includes revenues of \$353,406 and expenditures of \$1,722,344. The deficit of \$1,368,938 is funded through the use of remaining fund balance (\$527,672), and a \$841,266 General Fund transfer (as predicted during the 2013-2014 midyear budget review). The FY 2015-2016 budget allocates \$300,000 for storm drain projects; \$334,288 for street sweeping (which was transferred from the Refuse Fund in FY 2013-2014 to more closely align the purpose of the service with the benefit received); \$269,000 to mandated National Pollution Discharge Elimination System Permit Compliance Programs; and \$210,000 for a new catch basin project.

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 approved a preliminary study of costs and potential fee increases which were reviewed this past year, and ultimately directed staff to take the next steps to determine how to correct this situation. As a result, funds totaling \$125,000 are included in this year's budget for a public education campaign and further survey work.

The **Refuse Fund** includes revenues and expenses for the City's refuse and recycling activities. Revenues for FY 2015-2016 are projected to be \$4,190,074 and expenditures at \$4,267,893. The budget includes \$150,000 for City-owned refuse enclosure improvements, and \$131,853 for a portion of the City Yard Cover project. Projected year-end balance is \$529,704 which is held as a reserve in compliance with established City Council policies.

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 2015-2016 this fund is projected to have \$2,503,797 in revenues and \$3,597,542 in expenses, which includes \$1,031,500 for parking structure rehabilitation; debt service on the Metlox parking structure (\$713,463); \$118,629 for improvements to the North Manhattan Beach Business Improvement District; and \$100,000 for a retaining wall at parking Lot #1. 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 Business and Professional Association through a contractual agreement. The projected year-end fund balance is \$1.38 million and includes policy reserves of \$782,471.

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 \$809,000 in revenues and \$634,698 in operating expenditures. Excess funds (\$174,302) 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 \$617,274 in revenues. Expenditures total \$1,989,051 and include \$1.6 million in capital projects: \$1 million for pier improvements and

\$500,000 of roundhouse and comfort station improvements and \$100,000 for crash-rated bollards for the pier entrance. The balance of the funds 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 2015-2016 **Insurance Reserve Fund** budget contains revenues (derived from charge-outs) of \$6,280,680 and expenditures of \$6,244,606. The Insurance Reserve allocates charges to other funds based on recent experience. In FY 2015-2016 charge outs for liability claims paid are up by \$512,100 (32.9%), while Workers Compensation charge-outs are higher by \$1,172,100 (39.0%). Excess liability insurance premiums are increasing \$273,726 (33.8%) due to recent claims experience for the City as well as the risk pool in which we participate.

Workers compensation excess insurance premiums remain flat at \$300,000 and Property Insurance premiums remain unchanged at \$404,106. Overall, budgeted claims paid in FY 2015-2016 are estimated at \$689,000 for liability and \$3.5 million for workers compensation, with a combined increase of \$1.2 million from the prior year budget. 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.

As reported at the FY 2014-2015 mid-year budget report, Workers Compensation and Liability claims activity over the past twelve months exceeded budgetary estimates. Workers Compensation activity in particular was at record levels. The City has a stated policy to maintain a working capital balance of at least \$2 million. Due to the activity levels the policy reserve was not being maintained. As a result, an equity transfer of \$1.04 million from the General Fund to the Insurance Reserve Fund will need to be accomplished before the end of FY 2014-2015 to replenish the fund to comply with Financial Policy levels.

The **Information Systems Fund** provides for the operation of the City's Information Systems division, including maintenance of the City's computer network and hardware infrastructure. The division's budget is charged out to the departments based on the number of devices (workstations and printers) being utilized. In FY 2014-2015, Information Systems Fund revenues are \$2,283,351 and expenditures are \$2,532,368 (the difference is funded through available fund balance). In FY 2012-2013, City Council approved the Information Systems Master Plan which addresses the City's technology needs over a five-year period. This fund budget includes \$286,046 for replacement workstations, servers and network components (switches and wireless access point hardware); \$273,000 for wide area network expansion, and \$100,000 for data security encryption.

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 2015-2016 budget includes revenues of \$1,781,814 and expenditures of \$1,799,899. 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 budget includes \$453,873 for the purchase and outfitting of four vehicles (including two ambulances at \$180,000 each). A list of those vehicles is included in the Appendix of this document. The Fleet Management Fund is expected to have \$3.4 million in remaining balance at year-end 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 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, study sessions will be held May 7<sup>th</sup>, 11<sup>th</sup>, 21<sup>st</sup> and 26<sup>th</sup>, with an additional budget discussion at the June 2<sup>nd</sup> regular City Council meeting. Final consideration and budget adoption will take place on June 16<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 on line 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 Bruce Moe, Henry Mitzner, Libby Bretthauer, Jeanne O'Brien and Helga Foushanes.

Sincerely,



**Mark Danaj**  
**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, Budget Awards, and Organization Chart.

**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, uses and sources of funds, and service indicators.

**Appendix** - includes the City Council's Work Plan, the City's Financial Policies, Resolutions for the Adoption of the Budget and Appropriations Limit, Schedules of Funded Budget Requests Schedule of Administrative Service Charges, Summary of Debt Service Payments, and demographic information.

## 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

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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.

## **BASIC 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.

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# Budget User's Guide

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*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.

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*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.

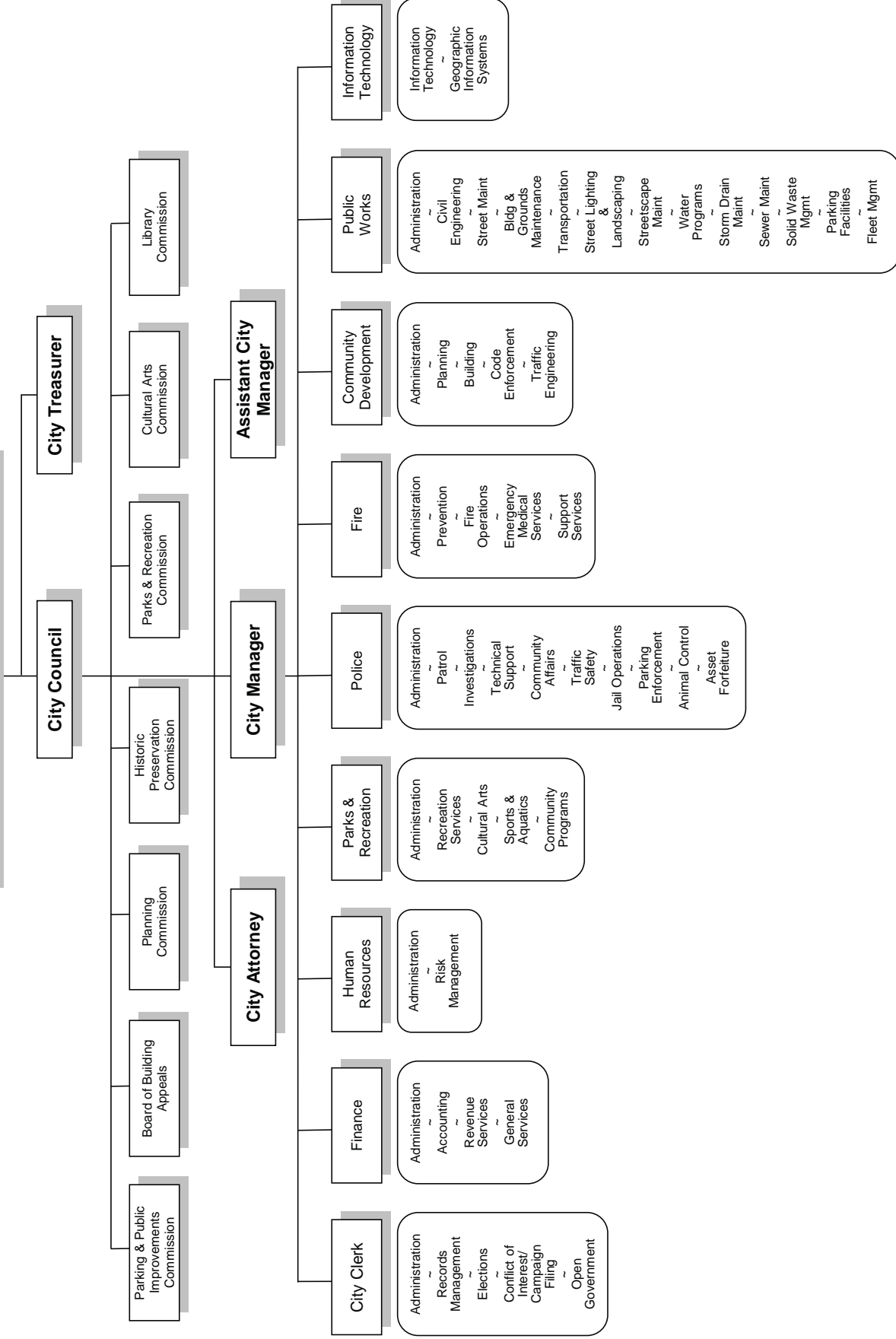
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**Department / Fund Matrix**

	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					✓				
Federal & State Grants Fund					✓			✓	
Prop A Fund				✓					
Prop C Fund								✓	
AB 2766 Fund								✓	
Measure R 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		✓							



# CITIZENS OF MANHATTAN BEACH





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Manhattan Beach  
California**

For the Fiscal Year Beginning

**July 1, 2014**

*Jeffrey R. Egan*

Executive Director



The Government Finance Officers Association  
of the United States and Canada

*presents this*

## CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

*to*

**Bruce Moe, Director of Finance  
City of Manhattan Beach, California**

*The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.*

Executive Director

Date

November 07, 2014



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# **SUMMARIES**

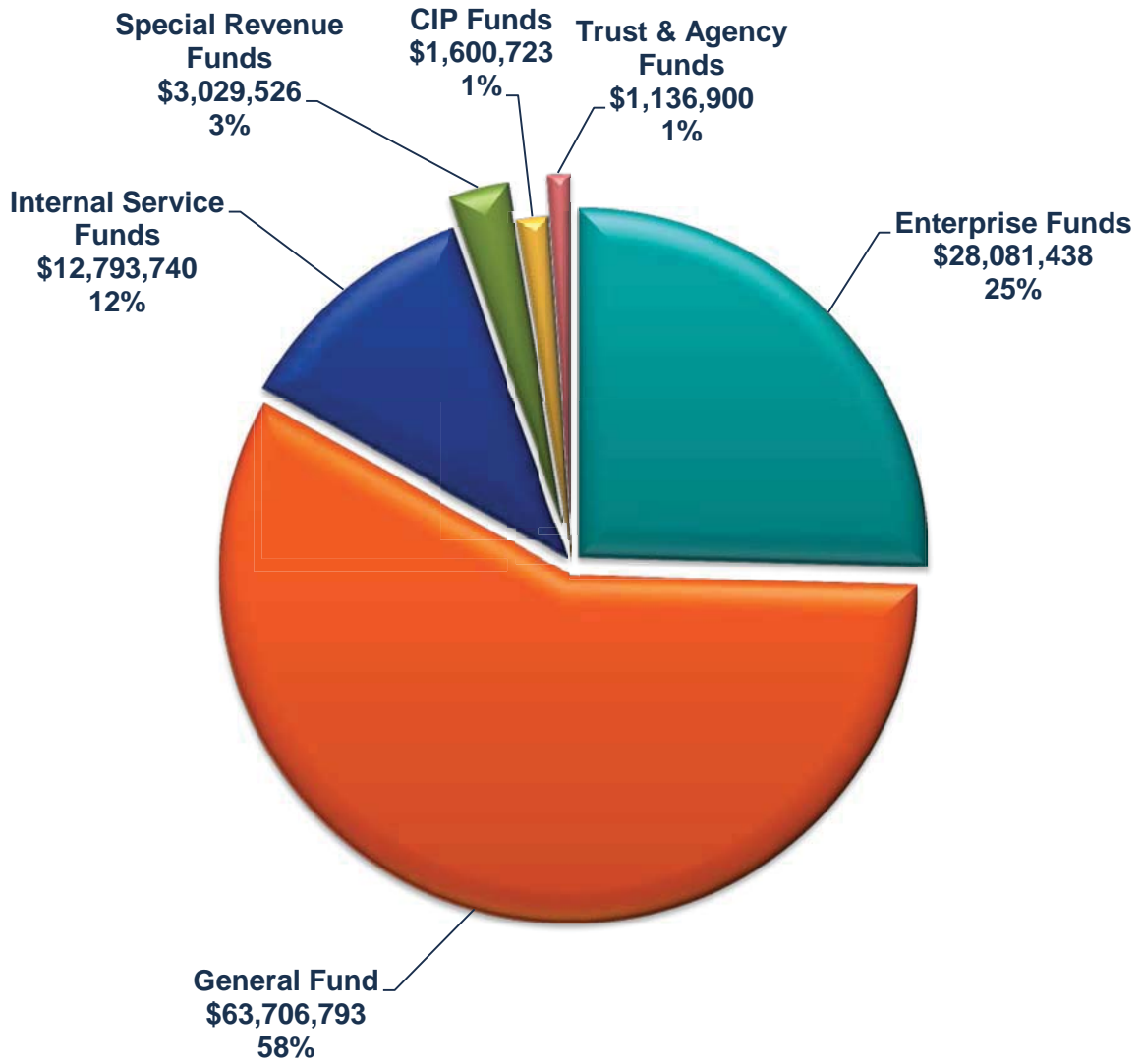
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# 2015-2016 SOURCE OF FUNDS BY FUND TYPE

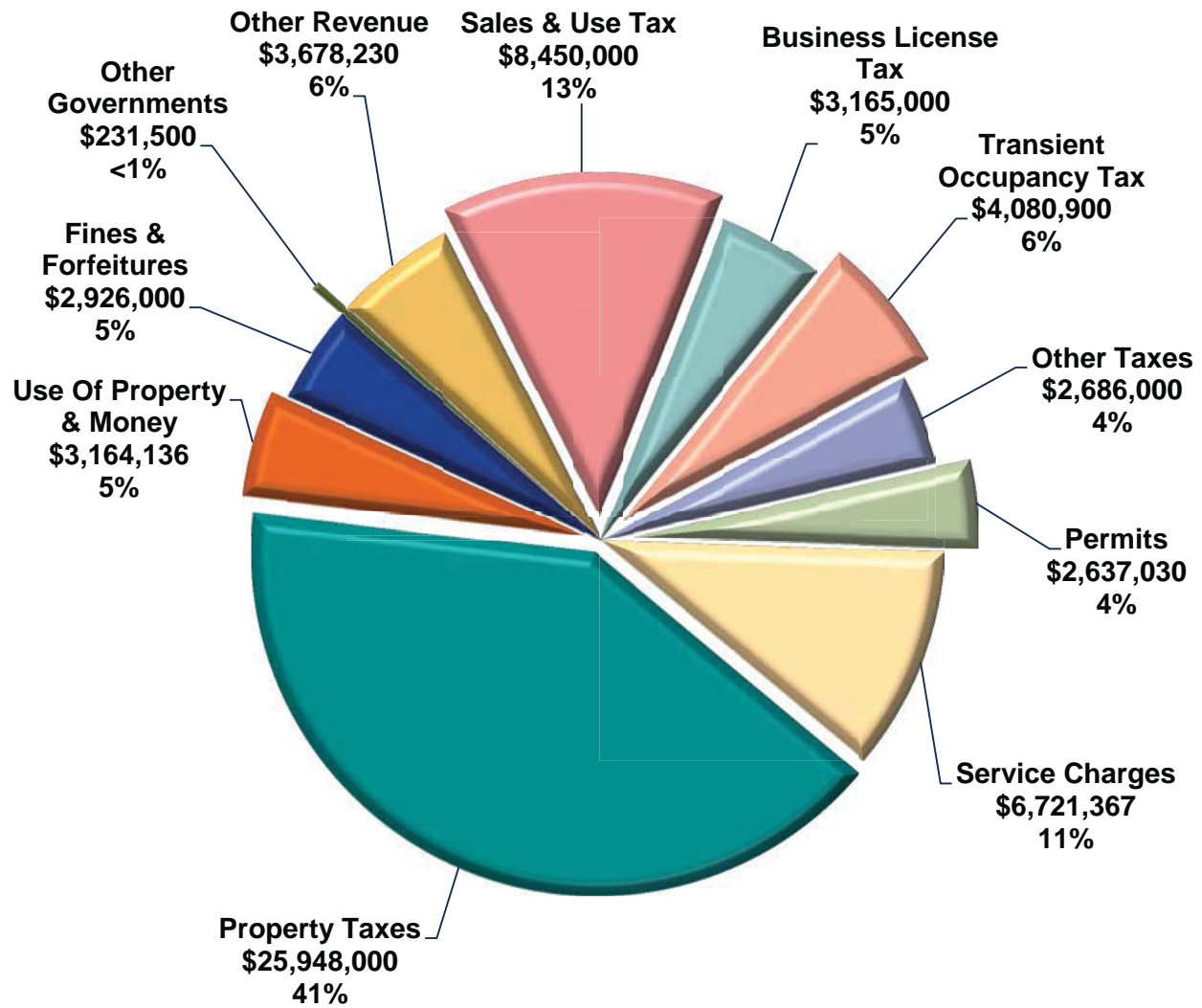
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Source of Funds - City-Wide = \$110,349,120



# 2015-2016 SOURCE OF FUNDS - GENERAL FUND

Source of Funds - General Fund = \$63,706,793





# 2015-2016 SCHEDULE OF REVENUES BY FUND & CATEGORY

	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed	Increase (Decrease)	Percent Change
<b>General Fund</b>						
Revenue from Property Taxes	\$23,353,738	\$23,911,150	\$24,312,760	\$25,948,000	\$2,036,850	8.52%
Revenue from Sales & Use Tax	9,135,808	9,112,873	8,842,481	8,450,000	(662,873)	(7.27%)
Revenue from Transient Occupancy Tax	3,565,093	3,669,000	3,942,914	4,080,900	411,900	11.23%
Revenue from Business License Tax	3,140,274	3,125,000	3,140,000	3,165,000	40,000	1.28%
Revenue from Other Taxes	2,539,729	2,449,785	2,655,428	2,686,000	236,215	9.64%
Revenue from Permits	1,730,109	1,910,705	2,153,070	2,637,030	726,325	38.01%
Revenue from Fines & Forfeitures	2,437,699	2,552,500	2,582,000	2,926,000	373,500	14.63%
Revenue from Use of Property & Money	3,391,986	3,003,245	3,157,909	3,164,136	160,891	5.36%
Revenue from Vehicle License Fee	15,631	15,630	15,099	15,630	-	-
Revenue from Other Governments	461,758	244,500	456,573	234,500	(10,000)	(4.09%)
Revenue from Service Charges	6,539,008	6,247,423	6,357,857	6,721,367	473,944	7.59%
Miscellaneous Revenues	3,434,789	3,605,138	3,708,897	3,678,230	73,092	2.03%
<b>Total General Fund</b>	<b>\$59,745,622</b>	<b>\$59,846,949</b>	<b>\$61,324,988</b>	<b>\$63,706,793</b>	<b>\$3,859,844</b>	<b>6.45%</b>
<b>Special Revenue Funds</b>						
Street Lighting & Landscaping	\$396,595	\$399,620	\$399,620	\$397,180	(\$2,440)	(0.61%)
Gas Tax	1,250,076	933,447	1,197,182	830,485	(102,962)	(11.03%)
Asset Forfeiture	59,889	7,300	52,978	7,300	-	-
Police Safety Grants	101,492	101,200	107,430	101,200	-	-
Federal & State Grants	-	-	-	-	-	-
Proposition A	632,324	637,699	613,799	670,395	32,696	5.13%
Proposition C	834,204	5,284,829	534,829	563,514	(4,721,315)	(89.34%)
AB 2766	33,702	51,712	51,712	51,712	-	-
Measure R	382,129	416,577	416,577	407,740	(8,837)	(2.12%)
<b>Total Special Revenue Funds</b>	<b>\$3,690,411</b>	<b>\$7,832,384</b>	<b>\$3,374,127</b>	<b>\$3,029,526</b>	<b>(\$4,802,858)</b>	<b>(61.32%)</b>
<b>Capital Project Funds</b>						
Capital Improvement	\$2,234,807	\$2,013,901	\$1,646,201	\$1,599,523	(\$414,378)	(20.58%)
<b>Total Capital Projects Funds</b>	<b>\$2,234,807</b>	<b>\$2,013,901</b>	<b>\$1,646,201</b>	<b>\$1,599,523</b>	<b>(\$414,378)</b>	<b>(20.58%)</b>
<b>Underground Utility Construction Fund</b>						
Underground Utility Construction	\$1,788	\$1,200	\$1,400	\$1,200	\$0	-
<b>Total Underground Utility Construction Fund</b>	<b>\$1,788</b>	<b>\$1,200</b>	<b>\$1,400</b>	<b>\$1,200</b>	<b>\$0</b>	<b>-</b>
<b>Enterprise Funds</b>						
Water	\$16,373,375	\$16,546,891	\$16,574,026	\$16,063,977	(\$482,914)	(2.92%)
Stormwater	350,632	353,033	349,336	353,406	373	0.11%
Wastewater	3,653,889	3,743,047	3,645,514	3,543,910	(199,137)	(5.32%)
Refuse	3,990,720	3,968,705	4,062,418	4,190,074	221,369	5.58%
Parking	2,448,841	2,385,078	2,556,238	2,503,797	118,719	4.98%
County Parking Lots	773,413	775,510	809,000	809,000	33,490	4.32%
State Pier & Parking Lot	592,246	581,729	612,854	617,274	35,545	6.11%
<b>Total Enterprise Funds</b>	<b>\$28,183,116</b>	<b>\$28,353,993</b>	<b>\$28,609,386</b>	<b>\$28,081,438</b>	<b>(\$272,555)</b>	<b>(0.96%)</b>
<b>Internal Service Funds</b>						
Insurance Reserve	\$5,344,611	\$4,661,672	\$4,861,772	\$6,280,680	\$1,619,008	34.73%
Information Technology	1,531,296	2,272,016	2,272,016	2,283,351	11,335	0.50%
Fleet Management	2,594,463	2,223,625	2,194,667	2,447,895	224,270	10.09%
Building Maintenance & Operations	1,748,742	1,699,779	1,764,996	1,781,814	82,035	4.83%
<b>Total Internal Service Funds</b>	<b>\$11,219,112</b>	<b>\$10,857,092</b>	<b>\$11,093,451</b>	<b>\$12,793,740</b>	<b>\$1,936,648</b>	<b>17.84%</b>
<b>Trust &amp; Agency Funds</b>						
Special Assessment Redemption Fund	\$975,982	\$965,000	\$965,000	\$965,000	\$0	-
Pension Trust	163,108	180,900	162,495	171,900	(9,000)	(4.98%)
<b>Total Trust &amp; Agency Funds</b>	<b>\$1,139,090</b>	<b>\$1,145,900</b>	<b>\$1,127,495</b>	<b>\$1,136,900</b>	<b>(\$9,000)</b>	<b>(0.79%)</b>
<b>Grand Total</b>	<b>\$106,213,946</b>	<b>\$110,051,419</b>	<b>\$107,177,048</b>	<b>\$110,349,120</b>	<b>\$297,701</b>	<b>0.27%</b>

# 2015-2016 SCHEDULE OF REVENUE DETAIL BY FUND

	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed	Increase (Decrease)	Percent Change	
<b>General Fund</b>							
3101	CYr Secured Property Tax	\$18,358,895	\$19,100,000	\$19,416,383	\$20,750,000	\$1,650,000	8.64%
3102	CYr Unsecured Property Tax	796,625	783,750	804,945	810,000	26,250	3.35%
3103	PYr Secured Property Tax	228,907	223,400	226,043	230,000	6,600	2.95%
3104	PYr Unsecured Property Tax	19,825	23,000	23,000	23,000	-	-
3105	Supplemental Property Tax	476,866	390,000	425,000	475,000	85,000	21.79%
3106	Property Tax Collection Administration	(52,165)	(282,000)	(279,546)	(290,000)	(8,000)	2.84%
3107	Interest & Penalties	124,152	120,000	108,341	120,000	-	-
3108	Property Tax in Lieu of VLF	3,400,633	3,553,000	3,588,594	3,830,000	277,000	7.80%
<b>Revenue from Property Tax</b>		<b>\$23,353,738</b>	<b>\$23,911,150</b>	<b>\$24,312,760</b>	<b>\$25,948,000</b>	<b>\$2,036,850</b>	<b>8.52%</b>
3201	Sales & Use Tax	\$6,463,633	\$6,630,118	\$6,572,481	\$6,250,000	(\$380,118)	(5.73%)
3202	Franchise Tax	1,441,769	1,407,385	1,420,000	1,425,000	17,615	1.25%
3203	Transient Occupancy Tax	3,565,093	3,669,000	3,942,914	4,080,900	411,900	11.23%
3204	Business License Tax	3,140,274	3,125,000	3,140,000	3,165,000	40,000	1.28%
3205	Property Tax In Lieu of Sales Tax	2,672,175	2,482,755	2,270,000	2,200,000	(282,755)	(11.39%)
3206	Real Estate Transfer Tax	642,718	595,000	750,000	775,000	180,000	30.25%
3207	PSAF Sales Tax	357,803	346,400	363,828	365,000	18,600	5.37%
3215	Vacation Rental TOT	97,282	100,000	120,000	120,000	20,000	20.00%
3216	SB 1186 Disability Access & Education	157	1,000	1,600	1,000	-	-
<b>Revenue from Other Taxes</b>		<b>\$18,380,904</b>	<b>\$18,356,658</b>	<b>\$18,580,823</b>	<b>\$18,381,900</b>	<b>\$25,242</b>	<b>0.14%</b>
3301	Building Permits	\$1,031,412	\$1,160,000	\$1,200,000	\$1,680,000	\$520,000	44.83%
3302	Other Construction Permits	364,885	390,000	390,000	420,000	30,000	7.69%
3303	Home Occupation Permits	4,160	4,500	4,200	4,100	(400)	(8.89%)
3304	Fire Code Permits - Annual	40,390	50,000	130,000	130,000	80,000	160.00%
3305	Fire Permits - One Time	-	-	33,000	33,000	33,000	-
3306	Outdoor Facilities Permits	-	-	420	480	480	-
3307	Film Permits	59,615	70,000	95,000	80,000	10,000	14.29%
3309	Building Permits Surcharge	99,567	116,000	120,000	129,000	13,000	11.21%
3310	Police Alarm Permits	76,517	64,100	80,000	60,000	(4,100)	(6.40%)
3311	Fire Construction Inspections	-	-	45,000	45,000	45,000	-
3350	Other Permits	2,030	3,105	3,450	3,450	345	11.11%
3361	Animal License Fees	51,533	53,000	52,000	52,000	(1,000)	(1.89%)
<b>Revenue from Permits</b>		<b>\$1,730,109</b>	<b>\$1,910,705</b>	<b>\$2,153,070</b>	<b>\$2,637,030</b>	<b>\$726,325</b>	<b>38.01%</b>
3401	Vehicle Code Fines	\$196,792	\$195,000	\$195,000	\$195,000	-	-
3402	Parking Citations	2,221,516	2,340,000	2,360,000	2,706,000	366,000	15.64%
3403	Fire Fines	300	-	-	-	-	-
3421	Municipal Code Fines	19,091	17,500	25,000	25,000	7,500	42.86%
3451	Other Fines	-	-	2,000	-	-	-
<b>Revenue from Fines &amp; Forfeitures</b>		<b>\$2,437,699</b>	<b>\$2,552,500</b>	<b>\$2,580,000</b>	<b>\$2,926,000</b>	<b>\$373,500</b>	<b>14.63%</b>
3501	Interest Earnings	\$546,078	\$486,600	\$566,000	\$516,350	\$29,750	6.11%
3505	Installment Fund Earnings	10	-	-	-	-	-
3506	Unrealized Investment Gain/Loss	25,600	-	-	-	-	-
3509	Other Interest Income	10,859	47,430	9,326	11,877	(35,553)	(74.96%)
3510	Loan Principal	432,000	-	38,104	51,244	51,244	-
3511	Misc. Rents & Concessions	39,003	37,080	37,080	37,000	(80)	(0.22%)
3512	Golf Course Rent	10,200	10,000	10,000	10,000	-	-
3513	Tennis Club Rent	264,459	265,312	269,291	269,200	3,888	1.47%
3514	Tennis Club Percent Rent	120,595	120,000	120,000	120,000	-	-
3515	Marriott Hotel Rent	944,327	920,000	995,000	995,000	75,000	8.15%
3516	Minimum Hotel Rent Payments	399,996	400,000	400,000	400,000	-	-
3517	Wireless Communication Income	134,590	145,082	150,000	145,000	(82)	(0.06%)
3518	1334 Building Lease	41,508	42,000	42,000	42,000	-	-
3519	Metlox Lease Payments	393,228	420,000	390,000	425,000	5,000	1.19%
3520	Investment Amortization	(177,373)	(98,038)	(76,700)	(66,300)	31,738	(32.37%)
3531	Tennis Club Parking Lot Lease	31,710	31,944	31,976	31,900	(44)	(0.14%)
3532	Mall Parking Lot Lease	126,130	126,766	126,766	126,800	34	0.03%
3533	Post Office Lease	42,801	42,800	42,801	42,800	-	-
3534	Library Parking Lot Lease	6,265	6,269	6,265	6,265	(4)	(0.06%)
<b>Revenue from Use of Property &amp; Money</b>		<b>\$3,391,986</b>	<b>\$3,003,245</b>	<b>\$3,157,909</b>	<b>\$3,164,136</b>	<b>\$160,891</b>	<b>5.36%</b>

# 2015-2016 SCHEDULE OF REVENUE DETAIL BY FUND

	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed	Increase (Decrease)	Percent Change
3601 Vehicle in Lieu	\$15,631	\$15,630	\$15,099	\$15,630	-	-
3602 Homeowners Property Tax Relief	143,514	150,000	150,000	150,000	-	-
3604 State Mandated Cost Reimbursement	14,604	13,000	92,640	13,000	-	-
3605 BCHD Grant	29,360	29,000	29,000	29,000	-	-
3607 STC Reimbursement	3,941	2,500	2,500	2,500	-	-
3608 POST Reimbursement	29,345	50,000	35,000	40,000	(10,000)	(20.00%)
3613 Miscellaneous Revenue	41,895	-	-	-	-	-
3618 Federal Grant Programs	121,208	-	75,902	-	-	-
3622 Proposition A Project Specific	77,891	-	71,531	-	-	-
<b>Revenue from Other Governments</b>	<b>\$477,389</b>	<b>\$260,130</b>	<b>\$471,672</b>	<b>\$250,130</b>	<b>(\$10,000)</b>	<b>(3.84%)</b>
3701 New Residential Unit Fee	\$3,610	1,400	\$4,900	\$4,200	\$2,800	200.00%
3702 Building Record Report Fees	65,125	\$56,000	56,000	58,000	2,000	3.57%
3703 Building Plan Check Fees	1,409,954	1,350,000	1,350,000	1,824,000	474,000	35.11%
3704 Planning Filing Fees	206,022	197,000	190,000	192,000	(5,000)	(2.54%)
3705 Microfilm Fees	97,041	100,000	106,000	112,000	12,000	12.00%
3706 Reproduction Fees	9,142	6,700	10,600	10,000	3,300	49.25%
3707 Police False Alarm Fees	68,055	82,000	118,000	110,000	28,000	34.15%
3708 Police Service Fees	123,370	155,000	230,000	160,000	5,000	3.23%
3709 Special Event OT Reimbursement	125,794	60,000	125,000	60,000	-	-
3710 DUI Cost Recovery	28,073	10,000	15,500	10,000	-	-
3711 Booking Fees	17,510	10,000	22,000	15,000	5,000	50.00%
3712 Book Removal	8,880	12,000	8,000	7,000	(5,000)	(41.67%)
3713 Vehicle Release Fee	89,136	90,000	90,000	65,000	(25,000)	(27.78%)
3714 Animal Impound Fees	3,235	3,000	3,000	3,000	-	-
3715 Fire Services Fees	195,395	150,000	200,000	200,000	50,000	33.33%
3716 Ambulance Fees	746,833	775,000	790,000	790,000	15,000	1.94%
3717 Fire Plan Check	70,884	70,000	75,000	75,000	5,000	7.14%
3718 Fire Inspection Fees	160,591	180,000	500	1,200	(178,800)	(99.33%)
3719 Public Works Misc Fees	64,742	55,400	55,400	57,000	1,600	2.89%
3734 Right of Way Permits	325,341	280,000	266,000	285,000	5,000	1.79%
3735 Inter-City Median Maintenance	7,275	7,000	7,000	7,000	-	-
3736 Sepulveda Sweeping Reimbursement	3,488	2,300	1,334	2,300	-	-
3771 Facility & Parks Reservations	420,540	358,071	427,000	420,000	61,929	17.30%
3772 Special Activities Classes	328,405	348,140	391,623	322,877	(25,263)	(7.26%)
3773 Special Events	194,187	162,800	141,271	152,750	(10,050)	(6.17%)
3774 Tennis Operations	158,433	151,605	144,108	178,440	26,835	17.70%
3776 Arts/Education Classes	221,517	214,000	225,000	196,000	(18,000)	(8.41%)
3777 Arts Festival	100	-	-	-	-	-
3778 Sports Leagues & Tournaments	324,073	322,500	260,000	319,000	(3,500)	(1.09%)
3779 Sports Classes	529,588	530,000	503,520	512,000	(18,000)	(3.40%)
3780 Swimming Classes	453,954	413,000	453,000	466,000	53,000	12.83%
3784 Concerts in the Park	10,720	28,000	21,501	40,000	12,000	42.86%
3786 Older Adults Activities	67,555	66,007	66,000	66,000	(7)	(0.01%)
3791 Returned Check Fees	440	500	600	600	100	20.00%
<b>Revenue from Service Charges</b>	<b>\$6,539,008</b>	<b>\$6,247,423</b>	<b>\$6,357,857</b>	<b>\$6,721,367</b>	<b>\$473,944</b>	<b>7.59%</b>
3896 Operating Service Transfers	\$2,913,324	\$2,913,338	\$2,913,338	\$2,996,530	\$83,192	2.86%
<b>Revenue from Interfund Charges &amp; Transfers</b>	<b>\$2,913,324</b>	<b>\$2,913,338</b>	<b>\$2,913,338</b>	<b>\$2,996,530</b>	<b>\$83,192</b>	<b>2.86%</b>
3902 Sale of Property	\$1,742	\$1,200	\$653	\$1,200	\$0	-
3904 AP Discounts Taken	\$0	\$0	\$27	\$0	\$0	-
3905 Cash Over/Short	-	-	(20)	-	-	-
3907 Resubmittal of Returned Checks	-	-	-	-	-	-
3909 Bad Debt Recovery	35,900	-	-	-	-	-
3913 Workers Comp Salary Continuation	423,855	619,100	735,210	619,100	-	-
3941 Employee Phone Charge Reimbursement	196	200	60	200	-	-
3943 Reimb-Phone Charges SBRPCA	6,109	6,200	5,702	6,200	-	-
3994 P-Card Incentive	10,296	10,000	17,032	15,000	5,000	50.00%
3995 Miscellaneous Revenues	43,367	55,100	36,895	40,000	(15,100)	(27.40%)
<b>Miscellaneous Revenue</b>	<b>\$521,465</b>	<b>\$691,800</b>	<b>\$795,559</b>	<b>\$681,700</b>	<b>(\$10,100)</b>	<b>(1.46%)</b>
<b>Total General Fund</b>	<b>\$59,745,622</b>	<b>\$59,846,949</b>	<b>\$61,324,988</b>	<b>\$63,706,793</b>	<b>\$3,859,844</b>	<b>6.45%</b>

# 2015-2016 SCHEDULE OF REVENUE DETAIL BY FUND

	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed	Increase (Decrease)	Percent Change
<b>Street Lighting &amp; Landscaping Fund</b>						
3211 C.Yr Assessments	\$266,430	\$267,980	\$267,980	\$267,721	(259)	(0.10%)
3212 P.Yr Assessments	1,607	3,000	3,000	2,900	(100)	(3.33%)
3213 C.Yr Streetscape Assessments	107,416	107,000	107,000	107,006	6	0.01%
3214 P.Yr Streetscape Assessments	277	500	500	500	-	-
3899 Transfers In	20,865	21,140	21,140	19,053	(2,087)	(9.87%)
<b>Total Street Lighting &amp; Landscaping Fund</b>	<b>\$396,595</b>	<b>\$399,620</b>	<b>\$399,620</b>	<b>\$397,180</b>	<b>(\$2,440)</b>	<b>(0.61%)</b>
<b>Gas Tax Fund</b>						
3211 C.Yr Assessments	\$3,616	-	\$121,472	-	-	-
3501 Interest Earnings	25,234	23,300	23,300	23,300	-	-
3506 Unrealized Investment Gain/Loss	1,586	-	-	-	-	-
3609 State Gas Tax 2105	248,310	160,000	224,989	210,493	50,493	31.56%
3610 State Gas Tax 2106	118,295	115,000	132,038	113,321	(1,679)	(1.46%)
3611 State Gas Tax 2107	271,626	250,000	313,167	293,782	43,782	17.51%
3613 Miscellaneous Grants	-	-	482	-	-	-
3614 SB 821 TDA	72,760	-	-	22,706	22,706	-
3637 State Gas Tax 2103	508,649	385,147	381,734	166,883	(218,264)	(56.67%)
<b>Total Gas Tax Fund</b>	<b>\$1,250,076</b>	<b>\$933,447</b>	<b>\$1,197,182</b>	<b>\$830,485</b>	<b>(\$102,962)</b>	<b>(11.03%)</b>
<b>Asset Forfeiture Fund</b>						
3501 Interest Earnings	\$7,442	\$7,300	\$7,300	\$7,300	-	-
3506 Unrealized Investment Gain/Loss	426	-	-	-	-	-
3615 Fed Forfeitures - DOJ Local	21,047	-	31,456	-	-	-
3627 State Forfeitures - Regional	30,974	-	11,653	-	-	-
3629 Fed Forfeitures - Treas Regional	-	-	2,569	-	-	-
<b>Total Asset Forfeiture Fund</b>	<b>\$59,889</b>	<b>\$7,300</b>	<b>\$50,409</b>	<b>\$7,300</b>	<b>\$0</b>	<b>-</b>
<b>Police Safety Grants Fund</b>						
3501 Interest Earnings	\$1,395	\$1,200	\$1,200	\$1,200	-	-
3506 Unrealized Investment Gain/Loss	97	-	-	-	-	-
3617 State SLES Program	100,000	100,000	106,230	100,000	-	-
<b>Total Federal Law Enforcement Services Fund</b>	<b>\$101,492</b>	<b>\$101,200</b>	<b>\$107,430</b>	<b>\$101,200</b>	<b>\$0</b>	<b>-</b>
<b>Proposition A Fund</b>						
3221 Transit Sales Tax	\$601,191	\$606,599	\$606,599	\$643,195	\$36,596	6.03%
3501 Interest Earnings	1,033	400	400	400	-	-
3506 Unrealized Investment Gain/Loss	114	-	-	-	-	-
3760 Dial-A-Ride Fares	4,322	4,500	4,800	4,800	300	6.67%
3761 Bus Pass Subsidies	7,839	6,200	2,000	2,000	(4,200)	(67.74%)
3995 Miscellaneous Revenues	17,825	20,000	-	20,000	-	-
<b>Total Proposition A Fund</b>	<b>\$632,324</b>	<b>\$637,699</b>	<b>\$613,799</b>	<b>\$670,395</b>	<b>\$32,696</b>	<b>5.13%</b>
<b>Proposition C Fund</b>						
3221 Transit Sales Tax	\$499,530	\$504,829	\$504,829	\$533,514	\$28,685	5.68%
3501 Interest Earnings	32,137	30,000	30,000	30,000	-	-
3506 Unrealized Investment Gain/Loss	2,358	-	-	-	-	-
3639 MTA Call For Grants	-	-	-	-	-	-
3640 Safetea-Lu Earmark	300,179	200,000	-	-	(200,000)	-
3641 Measure R SB Highway	-	4,550,000	-	-	(4,550,000)	-
<b>Total Proposition C Fund</b>	<b>\$834,204</b>	<b>\$5,284,829</b>	<b>\$534,829</b>	<b>\$563,514</b>	<b>(\$4,721,315)</b>	<b>(89.34%)</b>
<b>AB 2766 Fund</b>						
3501 Interest Earnings	\$1,350	\$3,100	\$3,100	\$3,100	\$0	-
3506 Unrealized Investment Gain/Loss	(101)	-	-	-	-	-
3621 AB 2766 Air Quality	32,453	48,612	48,612	48,612	-	-
<b>Total AB 2766 Fund</b>	<b>\$33,702</b>	<b>\$51,712</b>	<b>\$51,712</b>	<b>\$51,712</b>	<b>\$0</b>	<b>-</b>
<b>Measure R</b>						
3224 Proposition R Sales Tax	\$372,155	\$408,977	\$408,977	\$400,140	(\$8,837)	(2.16%)
3501 Interest Earnings	9,280	7,600	7,600	7,600	-	-
3506 Unrealized Investment Gain/Loss	694	-	-	-	-	-
<b>Total Measure R Fund</b>	<b>\$382,129</b>	<b>\$416,577</b>	<b>\$416,577</b>	<b>\$407,740</b>	<b>(\$8,837)</b>	<b>(2.12%)</b>

# 2015-2016 SCHEDULE OF REVENUE DETAIL BY FUND

	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed	Increase (Decrease)	Percent Change
<b>Capital Improvement Fund</b>						
3202 Franchise Tax	-	-	-	-	-	-
3203 Transient Occupancy Tax	\$626,636	\$647,000	695,000	\$720,000	\$73,000	11.28%
3308 Park Development/Quimby	29,072	36,340	18,170	34,523	(1,817)	(5.00%)
3402 Parking Citations	128,736	126,961	133,000	133,000	6,039	4.76%
3505 Installment Fund Earnings	3	-	-	-	-	-
3509 Other Interest Income	3,917	3,000	-	-	(3,000)	-
3617 State Grant Programs	-	-	88,031	-	-	-
3618 Federal Grant Programs	2,310	490,600	-	-	(490,600)	-
3751 Parking Meters	732,288	710,000	712,000	712,000	2,000	0.28%
3902 Sale of Property	691,871	-	-	-	-	-
3910 Contributions from Private Parties	19,974	-	-	-	-	-
<b>Total Capital Improvement Fund</b>	<b>\$2,234,807</b>	<b>\$2,013,901</b>	<b>\$1,646,201</b>	<b>\$1,599,523</b>	<b>(\$414,378)</b>	<b>(20.58%)</b>
<b>Underground Utility Construction Fund</b>						
3501 Interest Earnings	\$1,654	1,200	1,400	\$1,200	\$0	-
3506 Unrealized Investment Gain/Loss	134	-	-	-	-	-
<b>Total Underground Utility Construction Fund</b>	<b>\$1,788</b>	<b>1,200</b>	<b>1,400</b>	<b>\$1,200</b>	<b>\$0</b>	<b>-</b>
<b>Water Fund</b>						
3501 Interest Earnings	\$130,675	\$83,900	\$176,000	\$150,000	\$66,100	78.78%
3506 Unrealized Investment Gain/Loss	12,064	-	-	-	-	-
3520 Investment Amortization	(51,004)	(31,009)	(39,574)	(26,023)	4,986	(16.08%)
3737 Utility Service Charge	16,079,165	16,300,000	16,186,000	15,700,000	(600,000)	(3.68%)
3738 Utility Connection Fees	102,778	92,000	105,000	105,000	13,000	14.13%
3740 Meter Installation	44,958	40,000	54,000	54,000	14,000	35.00%
3746 Penalties	49,583	49,000	50,600	50,000	1,000	2.04%
3902 Sale of Property	12,526	20,000	20,000	20,000	-	-
3909 Bad Debt Recovery	9,543	7,000	9,000	7,000	-	-
3916 Bad Debt Writeoff	(22,965)	(20,000)	(2,000)	(2,000)	18,000	(90.00%)
3995 Miscellaneous Revenues	6,052	6,000	15,000	6,000	-	-
<b>Total Water Fund</b>	<b>\$16,373,375</b>	<b>\$16,546,891</b>	<b>\$16,574,026</b>	<b>\$16,063,977</b>	<b>(\$482,914)</b>	<b>(2.92%)</b>
<b>Stormwater Fund</b>						
3501 Interest Earnings	\$9,077	\$9,500	\$6,000	\$9,500	\$0	-
3506 Unrealized Investment Gain/Loss	457	-	-	-	-	-
3520 Investment Amortization	(3,459)	(2,467)	(1,664)	(1,094)	1,373	(55.65%)
3617 State Grant Programs	-	-	-	-	-	-
3737 Utility Service Charge	344,557	346,000	345,000	345,000	(1,000)	(0.29%)
<b>Total Stormwater Fund</b>	<b>\$350,632</b>	<b>\$353,033</b>	<b>\$349,336</b>	<b>\$353,406</b>	<b>\$373</b>	<b>0.11%</b>
<b>Wastewater Fund</b>						
3351 Fats, Oil, Grease Permit	15,175	\$15,000	\$10,000	\$15,000	-	-
3501 Interest Earnings	30,380	22,400	42,000	40,000	\$17,600	78.57%
3506 Unrealized Investment Gain/Loss	2,509	-	-	-	-	-
3520 Investment Amortization	(11,809)	(7,353)	(9,262)	(6,090)	1,263	(17.18%)
3737 Utility Service Charges	3,540,070	3,610,000	3,520,000	3,415,000	(195,000)	(5.40%)
3738 Utility Connection Fees	70,903	96,000	67,000	67,000	(29,000)	(30.21%)
3746 Penalties	12,848	13,000	13,000	13,000	-	-
3916 Bad Debt Writeoff	(6,187)	(6,000)	-	-	6,000	-
3995 Miscellaneous Revenues	-	-	2,776	-	-	-
<b>Total Wastewater Fund</b>	<b>\$3,653,889</b>	<b>\$3,743,047</b>	<b>\$3,642,738</b>	<b>\$3,543,910</b>	<b>(\$199,137)</b>	<b>(5.32%)</b>
<b>Refuse Fund</b>						
3501 Interest Earnings	\$7,286	\$7,300	\$5,000	\$7,300	\$0	-
3506 Unrealized Investment Gain/Loss	408	-	-	-	-	-
3520 Investment Amortization	(2,741)	(2,095)	(982)	(646)	1,449	(69.16%)
3613 Miscellaneous Grants	19,880	10,000	-	10,000	-	-
3732 Residential City Cost Recovery	322,191	323,000	324,000	284,200	(38,800)	(12.01%)
3733 Commercial City Cost Recovery	224,094	226,000	225,000	197,500	(28,500)	(12.61%)
3742 Residential Refuse Fee	1,958,203	1,956,000	2,015,000	2,120,420	164,420	8.41%
3743 Commercial Refuse Fee	1,388,955	1,392,000	1,400,000	1,479,000	87,000	6.25%
3746 Penalties	7,772	8,000	9,100	8,000	-	-
3747 Recycling	30,000	31,000	31,000	31,000	-	-
3748 Street Sweeping	1	-	-	-	-	-
3750 Waste Management Plan	41,017	25,000	61,000	60,000	35,000	140.00%
3916 Bad Debt Writeoff	(6,346)	(7,500)	(7,000)	(7,000)	500	(6.67%)
3995 Miscellaneous Revenues	-	-	300	300	300	-
<b>Total Refuse Fund</b>	<b>\$3,990,720</b>	<b>\$3,968,705</b>	<b>\$4,062,118</b>	<b>\$4,189,774</b>	<b>\$221,069</b>	<b>5.57%</b>

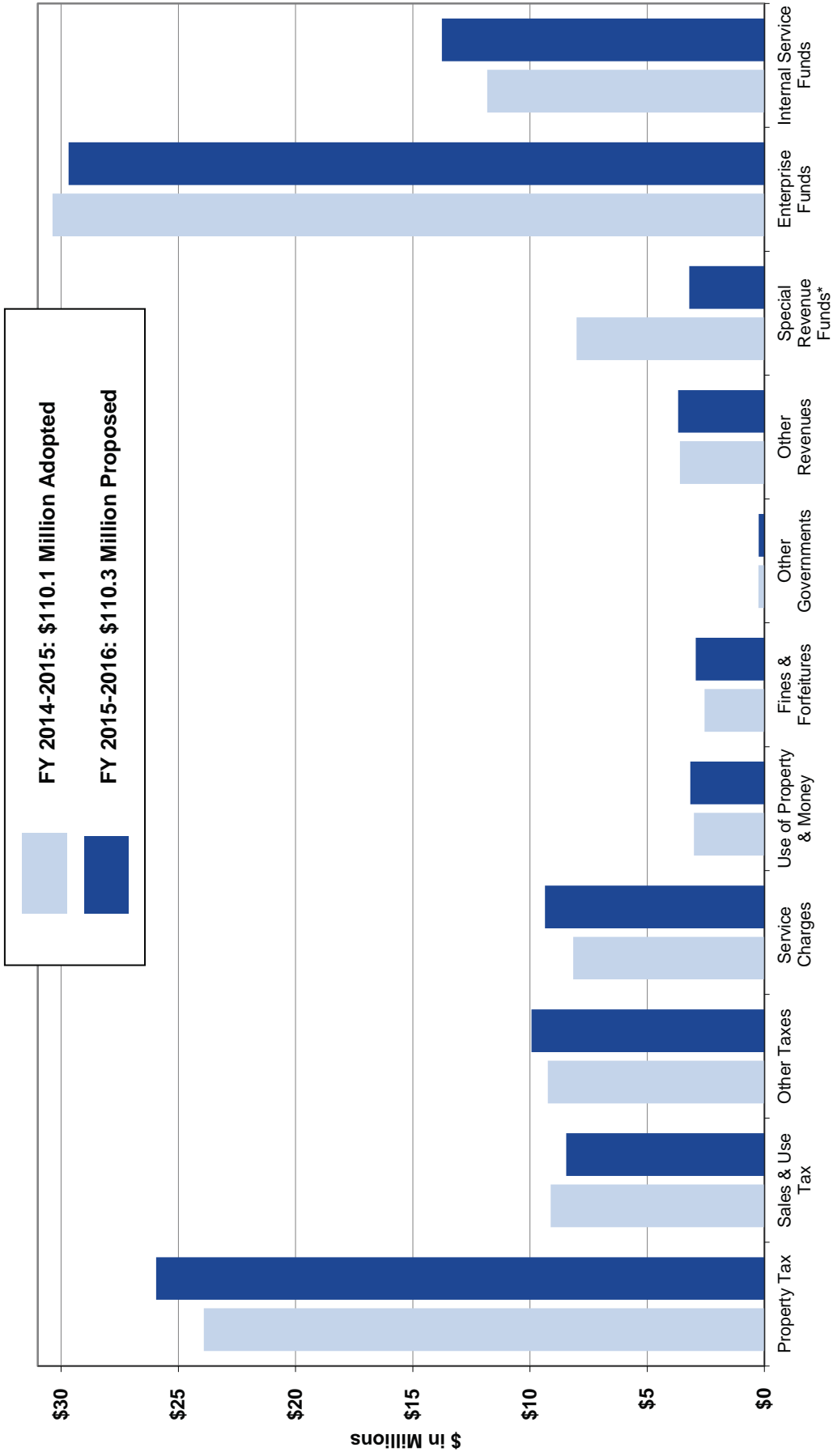
## 2015-2016 SCHEDULE OF REVENUE DETAIL BY FUND

		2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed	Increase (Decrease)	Percent Change
<b>Parking Fund</b>							
3209	BID - A License Surcharge	\$108,836	\$102,000	\$108,000	\$108,000	6,000	5.88%
3210	BID - B License Surcharge	29,060	22,000	29,000	29,000	7,000	31.82%
3501	Interest Earnings	23,277	24,700	24,000	24,000	(700)	(2.83%)
3505	Installment Fund Earnings	20	-	-	-	-	-
3506	Unrealized Investment Gain/Loss	1,162	-	-	-	-	-
3520	Investment Amortization	(8,572)	(6,122)	(4,872)	(3,203)	2,919	(47.68%)
3751	Parking Meters	2,053,159	2,010,000	2,140,000	2,100,000	90,000	4.48%
3752	Parking Lot Spaces	223,490	210,000	220,000	220,000	10,000	4.76%
3758	Cash Key Parking Program	(3,348)	-	-	-	-	-
3759	Permit Parking Program	1,615	2,500	6,000	6,000	3,500	140.00%
3910	Contribution From Private Parties	-	-	15,390	-	-	-
3995	Miscellaneous Revenues	20,142	20,000	18,720	20,000	-	-
<b>Total Parking Meter Fund</b>		<b>\$2,448,841</b>	<b>\$2,385,078</b>	<b>\$2,556,238</b>	<b>\$2,503,797</b>	<b>\$118,719</b>	<b>4.98%</b>
<b>County Parking Lots Fund</b>							
3753	Parking Lot B Meters	\$158,173	\$145,000	\$174,000	\$174,000	\$29,000	20.00%
3754	Parking Lot C Meters	601,680	617,000	621,000	621,000	4,000	0.65%
3755	Parking Lot B Spaces	2,520	2,510	2,000	2,000	(510)	(20.32%)
3756	Parking Lot C Spaces	11,040	11,000	12,000	12,000	1,000	9.09%
<b>Total County Parking Lots Fund</b>		<b>\$773,413</b>	<b>\$775,510</b>	<b>\$809,000</b>	<b>\$809,000</b>	<b>\$33,490</b>	<b>4.32%</b>
<b>State Pier &amp; Parking Lot Fund</b>							
3501	Interest Earnings	\$17,942	\$16,400	\$20,000	\$20,000	\$3,600	21.95%
3506	Unrealized Investment Gain/Loss	1,139	-	-	-	-	-
3520	Investment Amortization	(6,900)	(4,671)	(4,146)	(2,726)	1,945	(41.64%)
3751	Parking Meters	575,721	570,000	597,000	600,000	30,000	5.26%
3995	Miscellaneous Revenues	4,344	-	-	-	-	-
<b>Total State Pier &amp; Parking Lot Fund</b>		<b>\$592,246</b>	<b>\$581,729</b>	<b>\$612,854</b>	<b>\$617,274</b>	<b>\$35,545</b>	<b>6.11%</b>
<b>Insurance Reserve Fund</b>							
3850	Workers Comp Billing	\$3,245,520	\$3,004,140	\$3,004,140	\$4,176,240	\$1,172,100	39.02%
3851	Unemployment Billings	75,120	50,112	50,112	34,920	(15,192)	(30.32%)
3852	Liability Insurance Billings	1,832,820	1,557,420	1,557,420	2,069,520	512,100	32.88%
3901	Damage Claims	3,487	-	-	-	-	-
3906	Insurance Recoveries	167,801	50,000	100,000	-	(50,000)	-
3911	Cobra Payments	561	-	100	-	-	-
3914	Excess of SIR Recoveries	19,302	-	150,000	-	-	-
<b>Total Insurance Reserve fund</b>		<b>\$5,344,611</b>	<b>\$4,661,672</b>	<b>\$4,861,772</b>	<b>\$6,280,680</b>	<b>\$1,619,008</b>	<b>34.73%</b>
<b>Information Technology Fund</b>							
3860	Information Technology Charge	\$1,531,296	\$2,272,016	\$2,272,016	\$2,283,351	\$11,335	0.50%
<b>Total Information Technology Fund</b>		<b>\$1,531,296</b>	<b>\$2,272,016</b>	<b>\$2,272,016</b>	<b>\$2,283,351</b>	<b>\$11,335</b>	<b>0.50%</b>
<b>Fleet Management Fund</b>							
3853	Fleet Rental Charge	1,143,168	\$1,223,650	1,223,650	\$1,215,640	(\$8,010)	(0.65%)
3854	Fleet Maintenance Charge	1,077,419	975,975	946,076	1,208,255	232,280	23.80%
3899	Transfers In	184,238	-	-	-	-	-
3902	Sale of Property	163,891	-	-	-	-	-
3942	Reimbursement Gas Charges MBUSD	25,233	24,000	24,941	24,000	-	-
3995	Miscellaneous Revenues	514	-	-	-	-	-
<b>Total Fleet Management Fund</b>		<b>\$2,594,463</b>	<b>\$2,223,625</b>	<b>\$2,194,667</b>	<b>\$2,447,895</b>	<b>\$224,270</b>	<b>10.09%</b>
<b>Building Maintenance &amp; Operations Fund</b>							
3861	Building Maintenance	\$1,637,148	\$1,580,084	\$1,641,312	\$1,665,929	\$85,845	5.43%
3862	Warehouse Sales	85,709	94,695	90,684	90,885	(3,810)	(4.02%)
3863	Garage Sales	25,115	25,000	33,000	25,000	-	-
3995	Miscellaneous Revenues	770	-	-	-	-	-
<b>Total Building Maintenance &amp; Operation Fund</b>		<b>\$1,748,742</b>	<b>\$1,699,779</b>	<b>\$1,764,996</b>	<b>\$1,781,814</b>	<b>\$82,035</b>	<b>4.83%</b>
<b>Special Assessment Redemption Fund</b>							
3211	CYr Assessments	\$956,796	\$965,000	\$965,000	\$965,000	-	-
3936	Bond Redemption	19,186	-	-	-	-	-
<b>Total Special Assessment Redemption Fund</b>		<b>\$975,982</b>	<b>\$965,000</b>	<b>\$965,000</b>	<b>\$965,000</b>	<b>-</b>	<b>-</b>

## 2015-2016 SCHEDULE OF REVENUE DETAIL BY FUND

	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed	Increase (Decrease)	Percent Change
<b>Pension Trust Fund</b>						
3501 Interest Earnings	\$15,876	\$15,900	\$14,000	\$15,900	\$0	-
3506 Unrealized Investment Gain/Loss	852	-	-	-	-	-
3945 Reimbursement Ca Emplr Ret Ben Trust	146,380	165,000	148,495	156,000	(9,000)	(5.45%)
<b>Total Pension Trust Fund</b>	<b>\$163,108</b>	<b>\$180,900</b>	<b>\$162,495</b>	<b>\$171,900</b>	<b>(\$9,000)</b>	<b>(4.98%)</b>
<b>Grand Total</b>	<b>\$106,213,946</b>	<b>\$110,051,419</b>	<b>\$107,177,048</b>	<b>\$110,349,120</b>	<b>\$297,701</b>	<b>0.27%</b>

# COMPARISON OF BUDGETED REVENUES



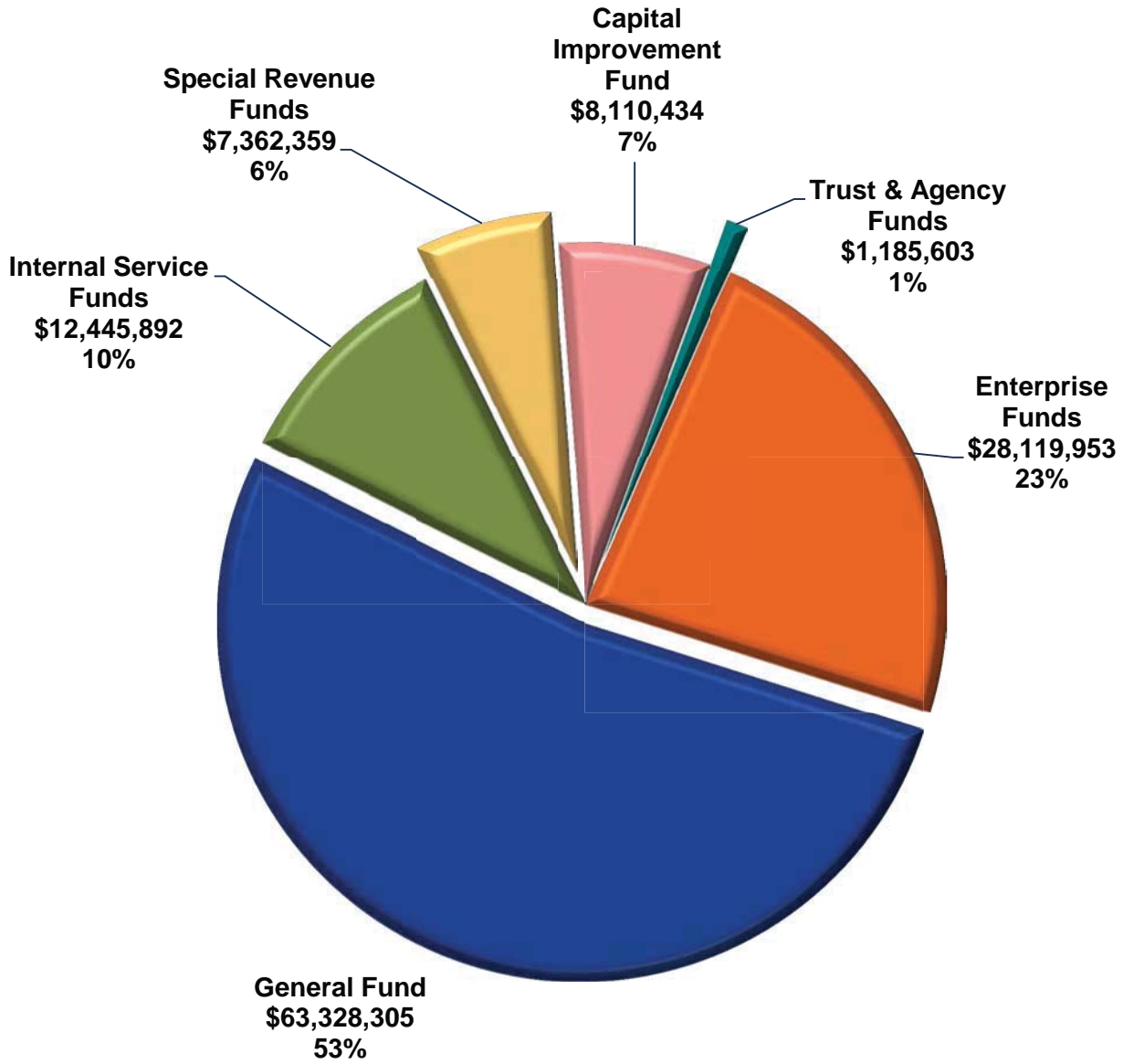
\* Includes Trust Funds



# 2015-2016 USE OF FUNDS BY FUND TYPE

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Use of Funds - City-Wide = \$120,552,546



## 2015-2016 SCHEDULE OF EXPENDITURES BY FUND

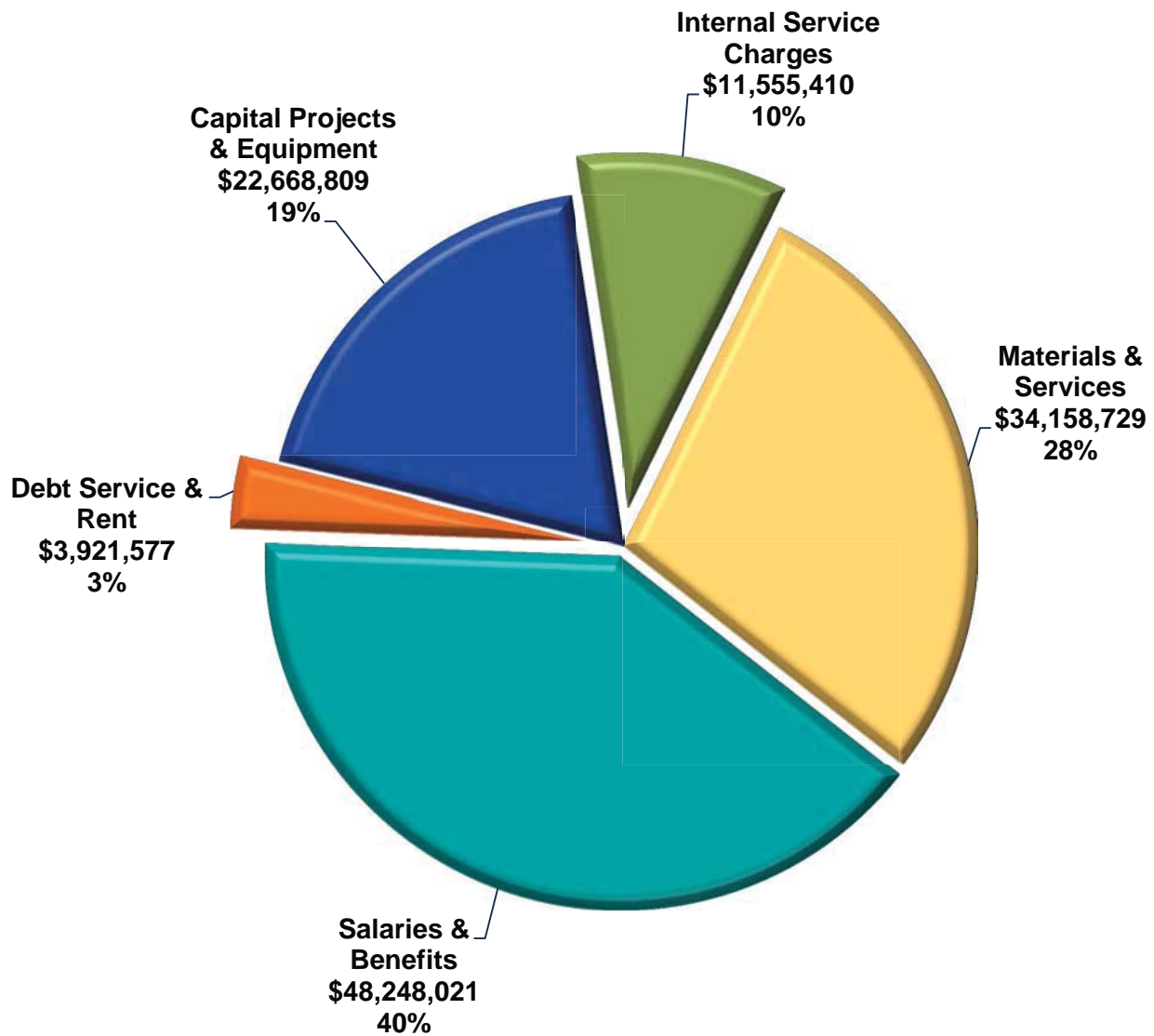
	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed	Increase (Decrease)	Percent Change
<b>General Fund</b>	<b>\$58,898,108</b>	<b>\$60,701,205</b>	<b>\$60,851,419</b>	<b>\$63,328,305</b>	<b>\$2,627,100</b>	<b>4.33%</b>
Street Lighting & Landscaping Fund	\$639,919	\$651,159	\$650,061	\$614,829	(\$36,330)	(5.58%)
Gas Tax Fund	1,271,807	1,715,000	1,445,501	2,752,541	1,037,541	60.50%
Asset Forfeiture Fund	87,843	169,023	142,685	215,950	46,927	27.76%
Police Safety Grants Fund	62,783	105,000	103,000	105,000	-	0.00%
Federal & State Grants Fund	-	-	-	-	-	-
Proposition A Fund	865,458	804,307	763,884	859,540	55,233	6.87%
Proposition C Fund	358,488	5,895,200	565,460	2,468,399	(3,426,801)	(58.13%)
AB 2766 Fund	9,528	155,068	154,068	11,100	(143,968)	(92.84%)
Measure R Fund	25,299	335,000	-	335,000	-	0.00%
<b>Total Special Revenue Funds</b>	<b>\$3,321,125</b>	<b>\$9,829,757</b>	<b>\$3,824,659</b>	<b>\$7,362,359</b>	<b>(\$2,467,398)</b>	<b>(25.10%)</b>
Capital Improvement Fund	\$1,868,461	\$2,925,055	\$1,078,141	\$8,110,434	\$5,185,379	177.27%
<b>Total Capital Improvement Fund</b>	<b>\$1,868,461</b>	<b>\$2,925,055</b>	<b>\$1,078,141</b>	<b>\$8,110,434</b>	<b>\$5,185,379</b>	<b>177.27%</b>
Water Fund	\$9,008,045	\$13,541,621	\$10,867,269	\$13,445,860	(\$95,761)	(0.71%)
Stormwater Fund	651,607	1,215,651	789,066	1,722,344	506,693	41.68%
Wastewater Fund	2,278,087	1,919,373	1,679,763	2,462,565	543,192	28.30%
Refuse Fund	3,897,935	4,184,371	3,987,362	4,267,893	83,522	-
Parking Fund	2,448,239	2,538,942	2,051,379	3,597,542	1,058,600	41.69%
County Parking Lots Fund	572,954	644,806	629,019	634,698	(10,108)	(1.57%)
State Pier & Parking Lot Fund	455,538	1,517,752	455,671	1,989,051	471,299	31.05%
<b>Total Enterprise Funds</b>	<b>\$19,312,405</b>	<b>\$25,562,516</b>	<b>\$20,459,529</b>	<b>\$28,119,953</b>	<b>\$2,557,437</b>	<b>10.00%</b>
Insurance Reserve Fund	\$5,182,606	\$4,702,745	\$6,387,735	\$6,244,606	\$1,541,861	32.79%
Information Technology Fund	1,463,418	2,685,985	2,434,475	2,532,368	(153,617)	(5.72%)
Fleet Management Fund	3,390,260	1,834,270	1,148,513	1,869,019	34,749	1.89%
Building Maintenance & Operations Fund	1,709,475	1,689,349	1,748,771	1,799,899	110,550	6.54%
<b>Total Internal Service Funds</b>	<b>\$11,745,760</b>	<b>\$10,912,349</b>	<b>\$11,719,494</b>	<b>\$12,445,892</b>	<b>\$1,533,543</b>	<b>14.05%</b>
Special Assessment Redemption Fund	\$955,836	\$953,389	\$953,799	\$950,038	(\$3,351)	(0.35%)
Pension Trust Fund	216,391	233,220	219,333	235,565	2,345	1.01%
<b>Total Trust &amp; Agency Funds</b>	<b>\$1,172,227</b>	<b>\$1,186,609</b>	<b>\$1,173,132</b>	<b>\$1,185,603</b>	<b>(\$1,006)</b>	<b>(0.08%)</b>
<b>Grand Total</b>	<b>\$96,318,085</b>	<b>\$111,117,491</b>	<b>\$99,106,374</b>	<b>\$120,552,546</b>	<b>\$9,435,055</b>	<b>8.49%</b>
<b>Total Operating Expenses</b>	<b>\$92,643,073</b>	<b>\$94,060,666</b>	<b>\$95,279,285</b>	<b>\$99,365,741</b>	<b>\$5,305,075</b>	<b>5.64%</b>
<b>Total Capital Projects*</b>	<b>\$3,675,012</b>	<b>\$17,056,825</b>	<b>\$3,827,089</b>	<b>\$21,186,805</b>	<b>\$4,129,980</b>	<b>24.21%</b>

\*FY2014-2015 estimate includes carryover projects from the prior year.

# 2015-2016 USE OF FUNDS BY CATEGORY

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Use of Funds - City-Wide = \$120,552,546

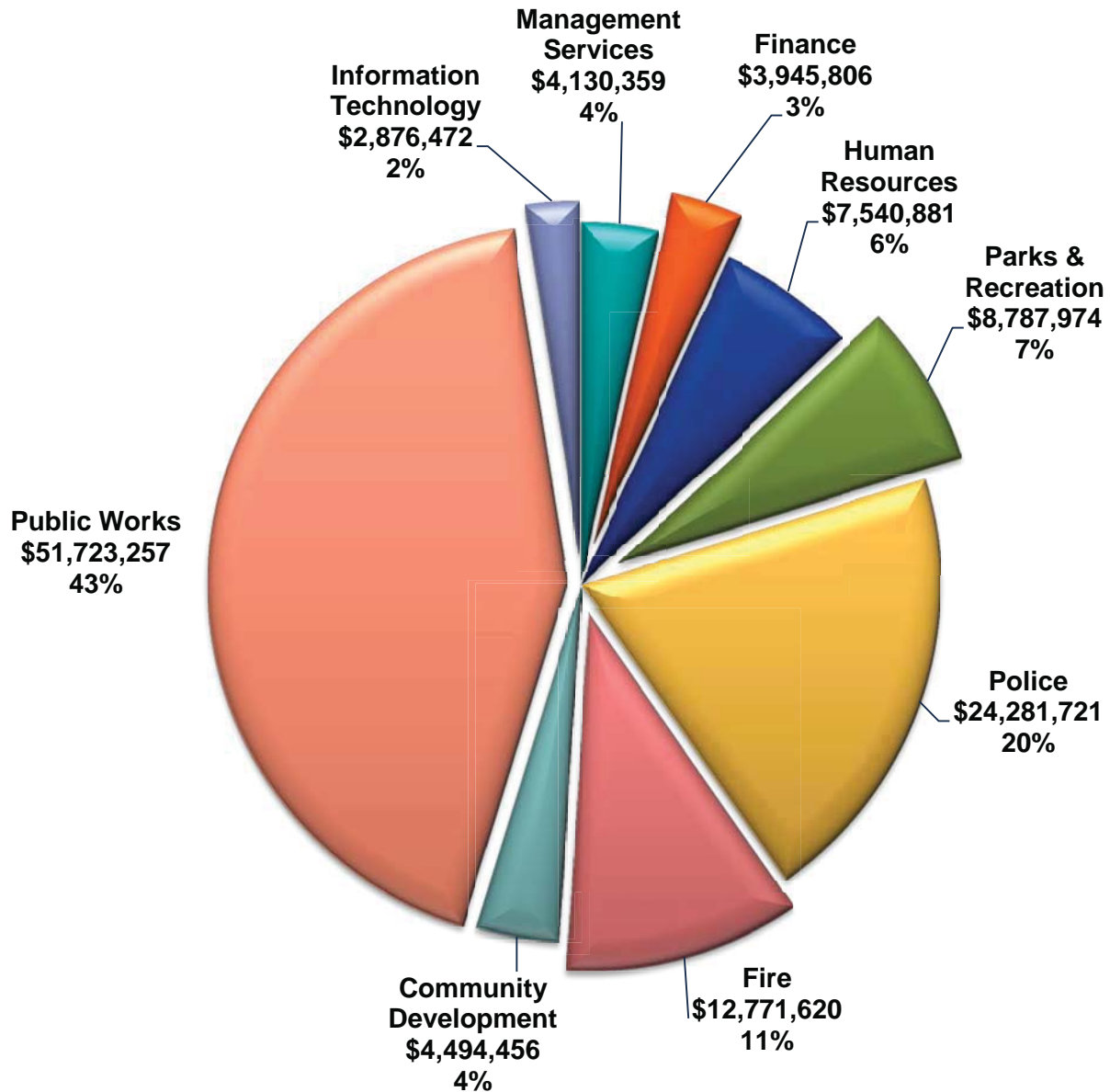


## 2015-2016 SCHEDULE OF EXPENDITURES BY FUND & CATEGORY

	Salaries & Benefits	Materials & Services	Capital Projects & Equipment	Debt Service & Rent	Internal Service Charge	Total	Percent of Total
General Fund	\$43,015,019	\$11,792,636	\$347,557	\$581,231	\$7,591,862	\$63,328,305	52.53%
Street Lighting & Landscaping Fund	-	543,537	-	-	71,292	614,829	0.51%
Gas Tax Fund	-	-	2,752,541	-	-	2,752,541	2.28%
Asset Forfeiture Fund	30,454	136,000	49,496	-	-	215,950	0.18%
Police Safety Grants Fund	-	80,000	25,000	-	-	105,000	0.09%
Federal & State Grants Fund	-	-	-	-	-	-	-
Proposition A Fund	627,460	159,734	-	-	72,346	859,540	0.71%
Proposition C Fund	-	-	2,468,399	-	-	2,468,399	2.05%
AB 2766 Fund	9,000	-	-	-	2,100	11,100	0.01%
Measure R Fund	-	-	335,000	-	-	335,000	0.28%
Capital Improvement Fund	-	2,400	7,335,898	772,136	-	8,110,434	6.73%
Water Fund	1,078,702	6,639,530	3,542,153	171,312	2,014,163	13,445,860	11.15%
Stormwater Fund	88,401	862,020	600,215	-	171,708	1,722,344	1.43%
Wastewater Fund	506,426	155,103	1,162,867	84,238	553,931	2,462,565	2.04%
Refuse Fund	129,806	3,615,932	281,853	-	240,302	4,267,893	3.54%
Parking Fund	159,272	1,050,251	1,250,129	714,763	423,127	3,597,542	2.98%
County Parking Lot Fund	31,912	118,235	-	450,000	34,551	634,698	0.53%
State Pier & Parking Lot Fund	35,172	258,516	1,600,000	-	95,363	1,989,051	1.65%
Insurance Reserve Fund	276,581	5,924,400	-	-	43,625	6,244,606	5.18%
Information Technology Fund	1,120,943	911,054	463,828	-	36,543	2,532,368	2.10%
Fleet Management Fund	475,187	662,066	453,873	197,859	80,034	1,869,019	1.55%
Building Maintenance Fund	428,121	1,247,315	-	-	124,463	1,799,899	1.49%
Special Assessment Redemption Bon	-	-	-	950,038	-	950,038	0.79%
Pension Trust Fund	235,565	-	-	-	-	235,565	0.20%
<b>Grand Total 2015-2016</b>	<b>\$48,248,021</b>	<b>\$34,158,729</b>	<b>\$22,668,809</b>	<b>\$3,921,577</b>	<b>\$11,555,410</b>	<b>\$120,552,546</b>	<b>100.00%</b>
<b>Grand Total 2014-2015 Adopted</b>	<b>\$44,565,612</b>	<b>\$31,060,179</b>	<b>\$20,165,468</b>	<b>\$4,684,054</b>	<b>\$10,642,178</b>	<b>\$111,117,491</b>	
<b>Dollar Change</b>	<b>\$3,682,409</b>	<b>\$3,098,550</b>	<b>\$2,503,341</b>	<b>(\$762,477)</b>	<b>\$913,232</b>	<b>\$9,435,055</b>	
<b>Percent Change</b>	<b>8.26%</b>	<b>9.98%</b>	<b>12.41%</b>	<b>(16.28%)</b>	<b>8.58%</b>	<b>8.49%</b>	

# 2015-2016 USE OF FUNDS BY DEPARTMENT

Use of Funds - City-Wide = \$120,552,546



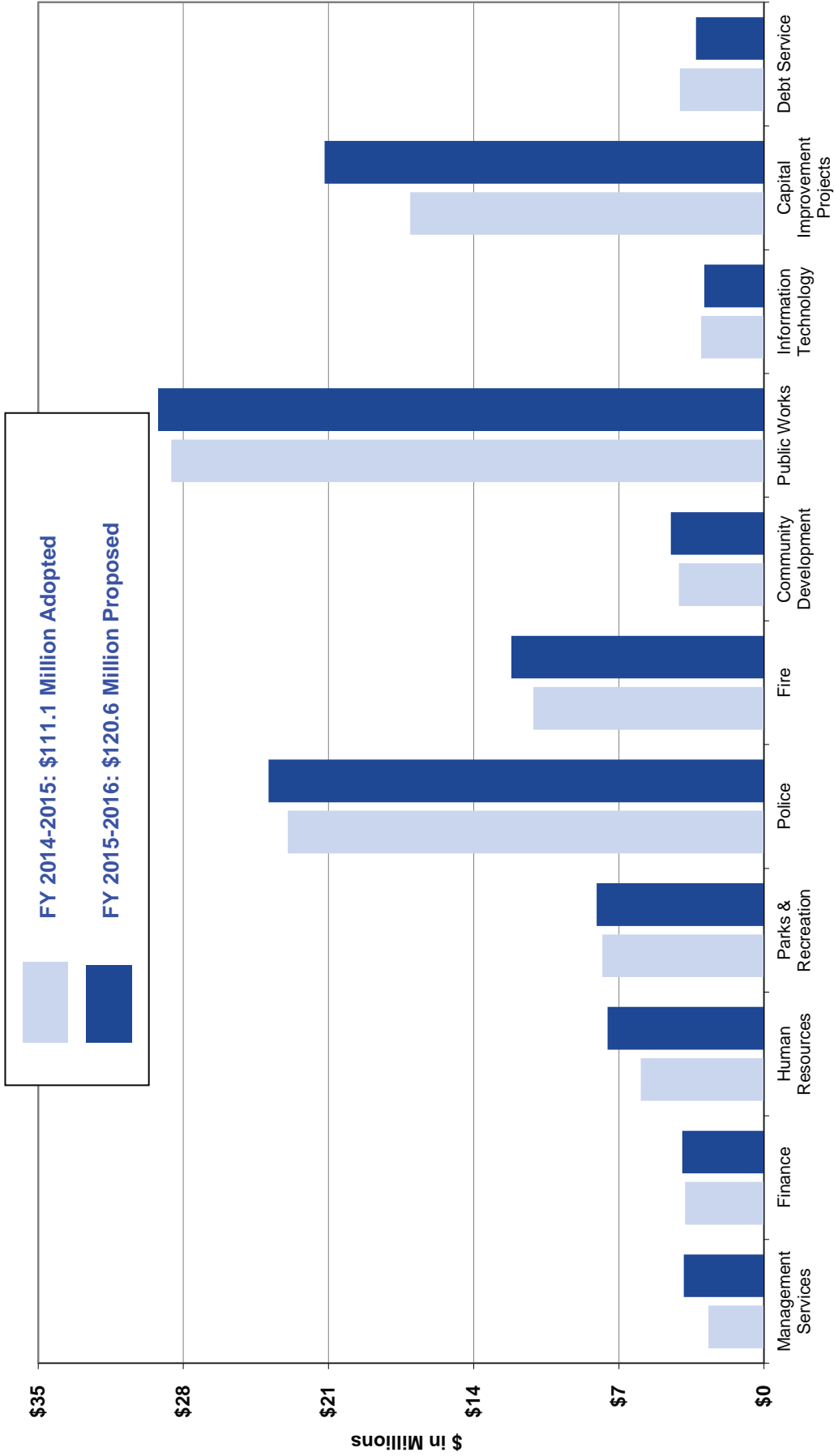
# 2015-2016 EXPENDITURES BY DEPARTMENT PROGRAM

	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed	\$ Change Prior Year	% Change Prior Year
<b>Management Services</b>						
City Council	\$621,914	\$419,973	\$464,263	\$473,371	\$53,398	12.71%
City Manager	2,435,314	1,085,818	883,902	2,350,164	1,264,346	116.44%
City Treasurer	31,046	39,047	34,780	40,306	1,259	3.22%
City Clerk	508,064	809,400	546,481	665,750	(143,650)	(17.75%)
City Attorney	711,774	592,154	743,133	600,768	8,614	1.45%
<b>Total Management Services</b>	<b>\$4,308,112</b>	<b>\$2,946,392</b>	<b>\$2,672,559</b>	<b>\$4,130,359</b>	<b>\$1,183,967</b>	<b>40.18%</b>
<b>Finance</b>						
Administration	\$1,138,877	\$1,452,474	\$1,207,756	\$1,545,900	\$93,426	6.43%
Accounting	621,942	622,756	714,915	677,230	54,474	8.75%
Revenue Services	958,120	1,108,730	1,131,579	1,081,529	(27,201)	(2.45%)
General Services	602,243	619,347	623,656	641,147	21,800	3.52%
<b>Total Finance</b>	<b>\$3,321,182</b>	<b>\$3,803,307</b>	<b>\$3,677,906</b>	<b>\$3,945,806</b>	<b>\$142,499</b>	<b>3.75%</b>
<b>Human Resources</b>						
Administration	\$834,964	\$1,238,160	\$1,059,068	\$1,296,275	\$58,115	4.69%
Risk Management	5,182,606	4,702,745	6,387,735	6,244,606	1,541,861	32.79%
<b>Total Human Resources</b>	<b>\$6,017,570</b>	<b>\$5,940,905</b>	<b>\$7,446,803</b>	<b>\$7,540,881</b>	<b>\$1,599,976</b>	<b>26.93%</b>
<b>Parks &amp; Recreation</b>						
Administration	\$2,789,144	\$2,891,816	\$2,524,796	\$3,038,346	\$146,530	5.07%
Recreation Services	2,093,676	2,234,649	2,233,827	2,184,528	(50,121)	(2.24%)
Cultural Arts	505,685	620,898	661,118	688,580	67,682	10.90%
Sports & Aquatics	1,203,951	1,494,261	1,311,471	1,518,131	23,870	1.60%
Volunteers	140,523	146,998	150,787	150,404	3,406	2.32%
Older Adults	319,484	333,341	348,733	348,445	15,104	4.53%
Transportation	865,458	804,307	763,884	859,540	55,233	6.87%
<b>Total Parks &amp; Recreation</b>	<b>\$7,917,920</b>	<b>\$8,526,270</b>	<b>\$7,994,616</b>	<b>\$8,787,974</b>	<b>\$261,704</b>	<b>3.07%</b>
<b>Police</b>						
Administration	\$5,933,121	\$5,387,664	\$5,476,731	\$5,553,177	\$165,513	3.07%
Patrol	8,996,352	8,577,940	8,659,336	8,375,743	(202,197)	(2.36%)
Investigations	2,503,566	2,640,318	2,698,364	2,636,988	(3,330)	(0.13%)
Technical Support Services	2,376,602	2,454,279	2,499,918	2,563,527	109,248	4.45%
Crime Prevention	275,991	306,155	313,831	304,453	(1,702)	(0.56%)
Traffic Safety	1,372,959	1,606,424	1,470,954	1,937,009	330,585	20.58%
Jail Operations	569,361	629,791	636,039	616,109	(13,682)	(2.17%)
Parking Enforcement	1,662,634	1,669,940	1,671,934	1,654,166	(15,774)	(0.94%)
Animal Control	335,040	323,436	333,880	319,599	(3,837)	(1.19%)
Asset Forfeiture	87,843	169,023	142,685	215,950	46,927	27.76%
Law Enforcement Grants	62,783	105,000	103,000	105,000	-	0.00%
<b>Total Police</b>	<b>\$24,176,252</b>	<b>\$23,869,970</b>	<b>\$24,006,672</b>	<b>\$24,281,721</b>	<b>\$411,751</b>	<b>1.72%</b>
<b>Fire</b>						
Administration	\$2,260,080	\$3,110,516	\$2,586,437	\$3,232,532	\$122,016	3.92%
Prevention	685,630	770,231	784,359	761,735	(8,496)	(1.10%)
Fire Operations	6,239,838	6,013,123	6,537,160	6,372,845	359,722	5.98%
Emergency Medical Services	1,767,883	1,705,259	1,762,277	1,778,149	72,890	4.27%
Support Services	415,884	622,107	549,030	626,359	4,252	0.68%
<b>Total Fire</b>	<b>\$11,369,314</b>	<b>\$12,221,236</b>	<b>\$12,219,263</b>	<b>\$12,771,620</b>	<b>\$550,384</b>	<b>4.50%</b>
<b>Community Development</b>						
Administration	\$688,957	\$776,447	\$921,225	\$1,121,220	\$344,773	44.40%
Planning	1,036,501	1,024,800	1,206,170	915,621	(109,179)	(10.65%)
Building	1,693,668	1,721,040	1,790,442	1,909,525	188,485	10.95%
Code Enforcement	229,885	231,737	239,931	235,194	3,457	1.49%
Traffic Engineering	251,082	350,011	308,184	312,896	(37,115)	(10.60%)
<b>Total Community Development</b>	<b>\$3,900,094</b>	<b>\$4,104,035</b>	<b>\$4,465,952</b>	<b>\$4,494,456</b>	<b>\$390,421</b>	<b>9.51%</b>

## 2015-2016 EXPENDITURES BY DEPARTMENT PROGRAM

	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed	\$ Change Prior Year	% Change Prior Year
<b>Public Works</b>						
Administration	\$1,229,830	\$1,531,284	\$1,545,488	\$1,598,874	\$67,590	4.41%
Civil Engineering	2,682,350	9,058,916	3,021,726	8,965,501	(93,415)	(1.03%)
Street Maintenance	3,492,564	4,944,048	3,880,011	7,578,761	2,634,713	53.29%
Building & Grounds	2,811,270	2,939,907	3,027,485	2,965,220	25,313	0.86%
Transportation	9,528	155,068	154,068	11,100	(143,968)	(92.84%)
Street Lighting & Landscaping	431,270	439,760	439,633	424,304	(15,456)	(3.51%)
Streetscape Maintenance	208,649	211,399	210,428	190,525	(20,874)	(9.87%)
Water Administration	1,814,816	6,053,746	3,176,337	5,299,467	(754,279)	(12.46%)
Water Source of Supply	4,487,541	4,796,571	4,797,224	5,019,157	222,586	4.64%
Water Pumping/Treatment	1,496,410	1,443,084	1,613,565	1,593,623	150,539	10.43%
Water Maintenance	1,209,278	1,248,220	1,280,143	1,533,613	285,393	22.86%
Storm Drain Maintenance	651,607	1,215,651	789,066	1,722,344	506,693	41.68%
Sewer Maintenance	2,278,087	1,919,373	1,679,763	2,462,565	543,192	28.30%
Solid Waste Management	3,897,935	4,184,371	3,987,362	4,267,893	83,522	2.00%
Parking Facilities	3,476,731	4,701,500	3,136,069	6,221,291	1,519,791	32.33%
Fleet Maintenance	3,390,260	1,834,270	1,148,513	1,869,019	34,749	1.89%
<b>Total Public Works</b>	<b>\$33,568,128</b>	<b>\$46,677,168</b>	<b>\$33,886,881</b>	<b>\$51,723,257</b>	<b>\$5,046,089</b>	<b>10.81%</b>
<b>Information Technology</b>						
Information Technology	\$1,739,513	\$3,028,208	\$2,735,722	\$2,876,472	(\$151,736)	(5.01%)
<b>Total Information Technology</b>	<b>\$1,739,513</b>	<b>\$3,028,208</b>	<b>\$2,735,722</b>	<b>\$2,876,472</b>	<b>(\$151,736)</b>	<b>(5.01%)</b>
<b>Grand Total</b>	<b>\$96,318,085</b>	<b>\$111,117,491</b>	<b>\$99,106,374</b>	<b>\$120,552,546</b>	<b>\$9,435,055</b>	<b>8.49%</b>

# COMPARISON OF BUDGETED EXPENDITURES

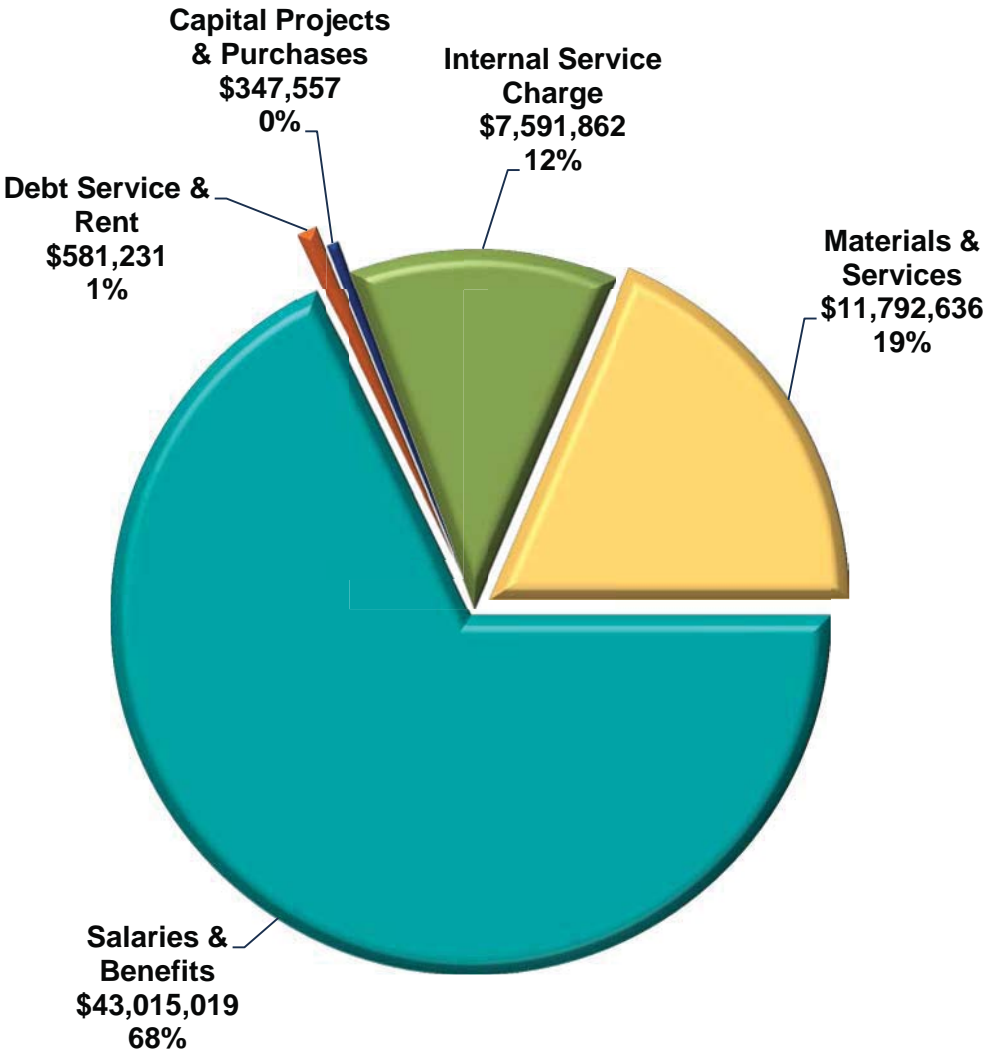




# 2015-2016 USE OF FUNDS BY CATEGORY - GENERAL FUND

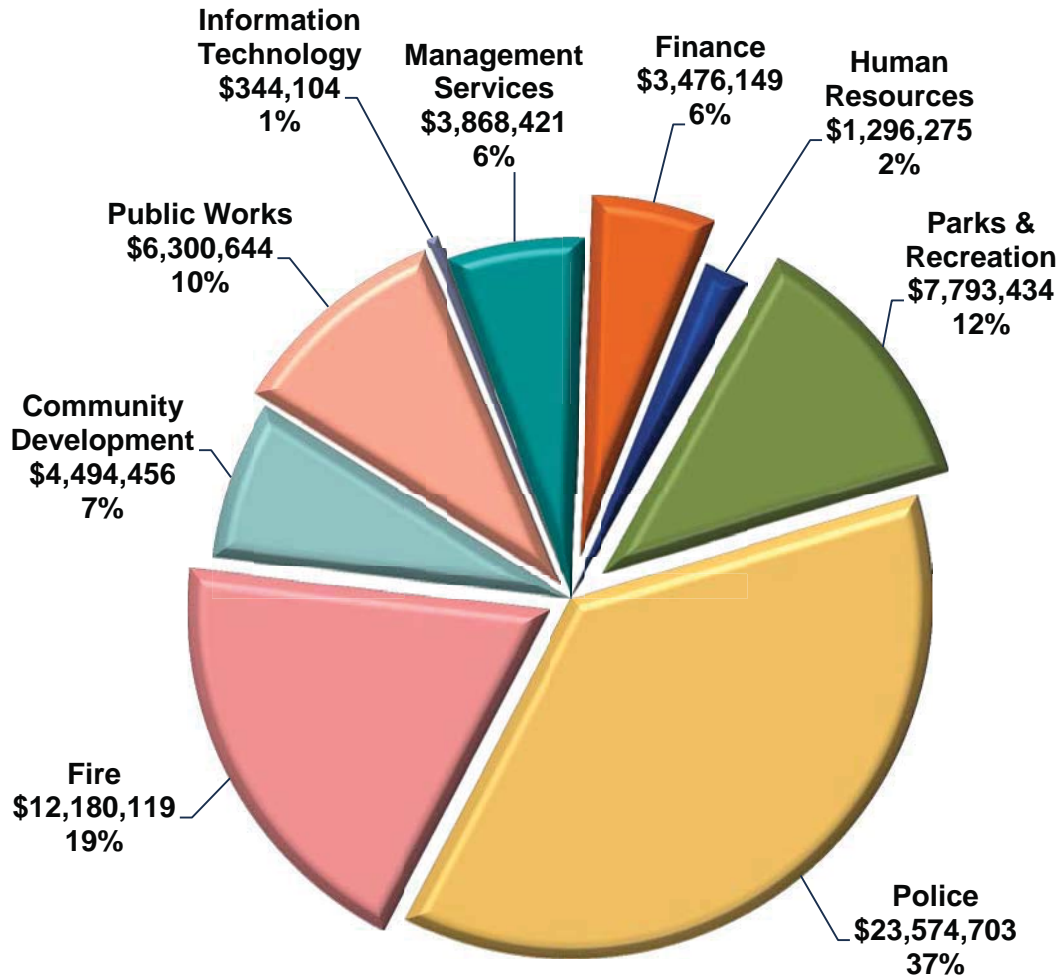
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Use of Funds - General Fund = \$63,328,305



# 2015-2016 USE OF FUNDS BY DEPT - GENERAL FUND

Use of Funds - General Fund = \$63,328,305



**FIVE YEAR FORECAST  
FY 2015-2016 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

	07/01/2015	2015-2016	2015-2016	2015-2016	2015-2016	2015-2016	2015-2016	2015-2016	2015-2016	06/30/2016	06/30/2016	06/30/2016
	Opening Balance	Estimated Revenues	Operating Expenditures	Capital Projects & Equipment	Total Expenditures	Fund Balance Before Xfers	Fund Transfers	Fund Balance	Total Fund Balance	Reserves & Designations	Unreserved Balance	
<b>General Fund Undesignated</b>	\$2,422,649	\$63,706,793	(\$62,980,748)	(\$347,557)	(\$63,328,305)	\$2,801,137	(\$525,420)	\$1,391,104	\$1,391,104		\$1,391,104	
<i>Transfer from County Lots Parking Fund</i>	-						174,302					
<i>Transfer to Street Lighting Fund</i>	-						(217,649)					
<i>Transfer to Stormwater Fund</i>	12,140,241					12,140,241	(841,266)			12,665,661		
<i>Financial Policy Designation</i>	4,000,000					4,000,000	525,420			4,000,000		
<i>Reserve for Economic Uncertainty</i>	-											
<i>Debt Service Reserve</i>	-											
<b>Total General Fund Balance</b>	<b>\$18,562,890</b>	<b>\$63,706,793</b>	<b>(\$62,980,748)</b>	<b>(\$347,557)</b>	<b>(\$63,328,305)</b>	<b>\$18,941,378</b>	<b>(\$884,613)</b>	<b>\$18,056,765</b>	<b>\$18,056,765</b>	<b>\$16,665,661</b>	<b>\$1,391,104</b>	
<b>Special Revenue Funds</b>												
Street Lighting & Landscape	-	\$397,180	(\$614,829)	(2,752,541)	(\$614,829)	(\$217,649)	\$217,649	-	-			
Gas Tax	\$2,948,449	830,485	(166,454)	(49,496)	(2,752,541)	1,026,393		\$1,026,393	\$1,026,393		\$1,026,393	
Asset Forfeiture & Safety Grants	799,557	7,300	(80,000)	(25,000)	(105,000)	590,907		590,907	590,907		590,907	
Police Safety Grants	199,706	101,200				195,906		195,906	195,906		195,906	
Federal & State Grants	(22,488)	-				(22,488)		(22,488)	(22,488)		(22,488)	
Prop A	4,017,320	670,395	(859,540)	-	(859,540)	(189,145)	189,145	-	-		-	
Prop C	67,620	563,514	(11,100)	(2,468,399)	(2,468,399)	2,112,435		2,112,435	2,112,435		2,112,435	
AB 2766	1,445,788	51,712			(11,100)	108,232		108,232	108,232		108,232	
Measure R	-	407,740		(335,000)	(335,000)	1,518,528	(189,145)	1,329,383	1,329,383		1,329,383	
<b>Total Special Revenue Funds Balance</b>	<b>\$9,455,952</b>	<b>\$3,029,526</b>	<b>(\$1,731,923)</b>	<b>(\$5,630,436)</b>	<b>(\$7,362,359)</b>	<b>\$5,123,119</b>	<b>\$217,649</b>	<b>\$5,340,768</b>	<b>\$5,340,768</b>	<b>-</b>	<b>\$5,340,768</b>	
<b>Capital Project Funds</b>												
Capital Improvement Fund	\$10,078,444	\$1,599,523	(\$774,536)	(\$7,335,898)	(\$8,110,434)	\$3,567,533		\$3,567,533	\$3,567,533		\$3,567,533	
Underground Utility Construction Fund	589,782	1,200				590,982		590,982	590,982		590,982	
<b>Total Capital Project Funds Balance</b>	<b>\$10,668,226</b>	<b>\$1,600,723</b>	<b>(\$774,536)</b>	<b>(\$7,335,898)</b>	<b>(\$8,110,434)</b>	<b>\$4,158,515</b>	<b>-</b>	<b>\$4,158,515</b>	<b>\$4,158,515</b>	<b>-</b>	<b>\$4,158,515</b>	
<b>Enterprise Funds</b>												
Water	\$25,243,189	\$16,063,977	(\$9,903,707)	(\$3,542,153)	(\$13,445,860)	\$27,861,306		\$27,861,306	\$27,861,306	\$3,301,236	\$24,560,070	
Stormwater* (a)	527,672	353,406	(1,122,129)	(600,215)	(1,722,344)	(841,266)	841,266	-	-		-	
Wastewater	6,462,447	3,543,910	(1,299,698)	(1,162,867)	(2,462,565)	7,543,792		7,543,792	7,543,792	433,233	7,110,559	
Refuse*	607,523	4,190,074	(3,986,040)	(281,853)	(4,267,893)	529,704		529,704	529,704	529,704	-	
Parking	1,938,896	2,503,797	(2,347,413)	(1,250,129)	(3,597,542)	845,151		845,151	845,151	782,471	62,680	
County Parking Lots	-	809,000	(634,698)		(634,698)	174,302	(174,302)	-	-		-	
State Pier & Parking	2,339,781	617,274	(389,051)	(1,600,000)	(1,989,051)	968,004		968,004	968,004	129,684	838,320	
<b>Enterprise Fund Reserves:</b>												
North Manhattan Beach BID Reserve	532,510					532,510		532,510	532,510			
<b>Total Enterprise Funds Balance</b>	<b>\$37,652,018</b>	<b>\$28,081,438</b>	<b>(\$19,682,736)</b>	<b>(\$8,437,217)</b>	<b>(\$28,119,953)</b>	<b>\$37,613,503</b>	<b>\$666,964</b>	<b>\$38,280,467</b>	<b>\$38,280,467</b>	<b>\$5,708,837</b>	<b>\$32,571,630</b>	

### FIVE YEAR FORECAST FY 2015-2016 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES

	07/01/2015 Opening Balance	2015-2016 Estimated Revenues	2015-2016 Operating Expenditures	2015-2016 Capital Projects & Equipment	2015-2016 Total Expenditures	2015-2016 Fund Balance Before Xfers	2015-2016 Fund Transfers	06/30/2016 Total Fund Balance	06/30/2016 Reserves & Designations	06/30/2016 Unreserved Balance
<b>Internal Service Funds</b>										
Insurance Reserve	\$3,834,476	\$6,280,680	(\$6,244,606)		(\$6,244,606)	\$3,870,550		\$3,870,550	\$2,000,000	\$1,870,550
Information Technology	255,634	2,283,351	(2,068,540)	(463,828)	(2,532,368)	6,600		6,600		6,600
Fleet Management	2,784,406	2,447,895	(1,415,146)	(453,873)	(1,869,019)	3,363,282		3,363,282		3,363,282
Building Maintenance & Operations	18,085	1,781,814	(1,799,899)	-	(1,799,899)	-		-		-
<b>Total Insurance Service Funds Balance</b>	<b>\$6,892,601</b>	<b>\$12,793,740</b>	<b>(\$11,528,191)</b>	<b>(\$917,701)</b>	<b>(\$12,445,892)</b>	<b>\$7,240,432</b>	<b>-</b>	<b>\$7,240,432</b>	<b>\$2,000,000</b>	<b>\$5,240,432</b>
<b>Trust &amp; Agency Funds</b>										
Underground Assessment Fund	\$1,826,314	\$965,000	(\$950,038)		(\$950,038)	\$1,841,276		\$1,841,276	\$1,841,276	
Pension Trust	324,035	171,900	(235,565)		(235,565)	260,370		260,370	260,370	
<b>Total Trust Agency Funds Balance</b>	<b>\$2,150,349</b>	<b>\$1,136,900</b>	<b>(\$1,185,603)</b>	<b>-</b>	<b>(\$1,185,603)</b>	<b>\$2,101,646</b>	<b>-</b>	<b>\$2,101,646</b>	<b>\$2,101,646</b>	<b>-</b>
<b>Grand Total - Adopted Budget</b>	<b>\$85,382,035</b>	<b>\$110,349,120</b>	<b>(\$97,883,737)</b>	<b>(\$22,668,809)</b>	<b>(\$120,552,546)</b>	<b>\$75,178,592</b>	<b>-</b>	<b>\$75,178,592</b>	<b>\$26,476,144</b>	<b>\$48,702,449</b>

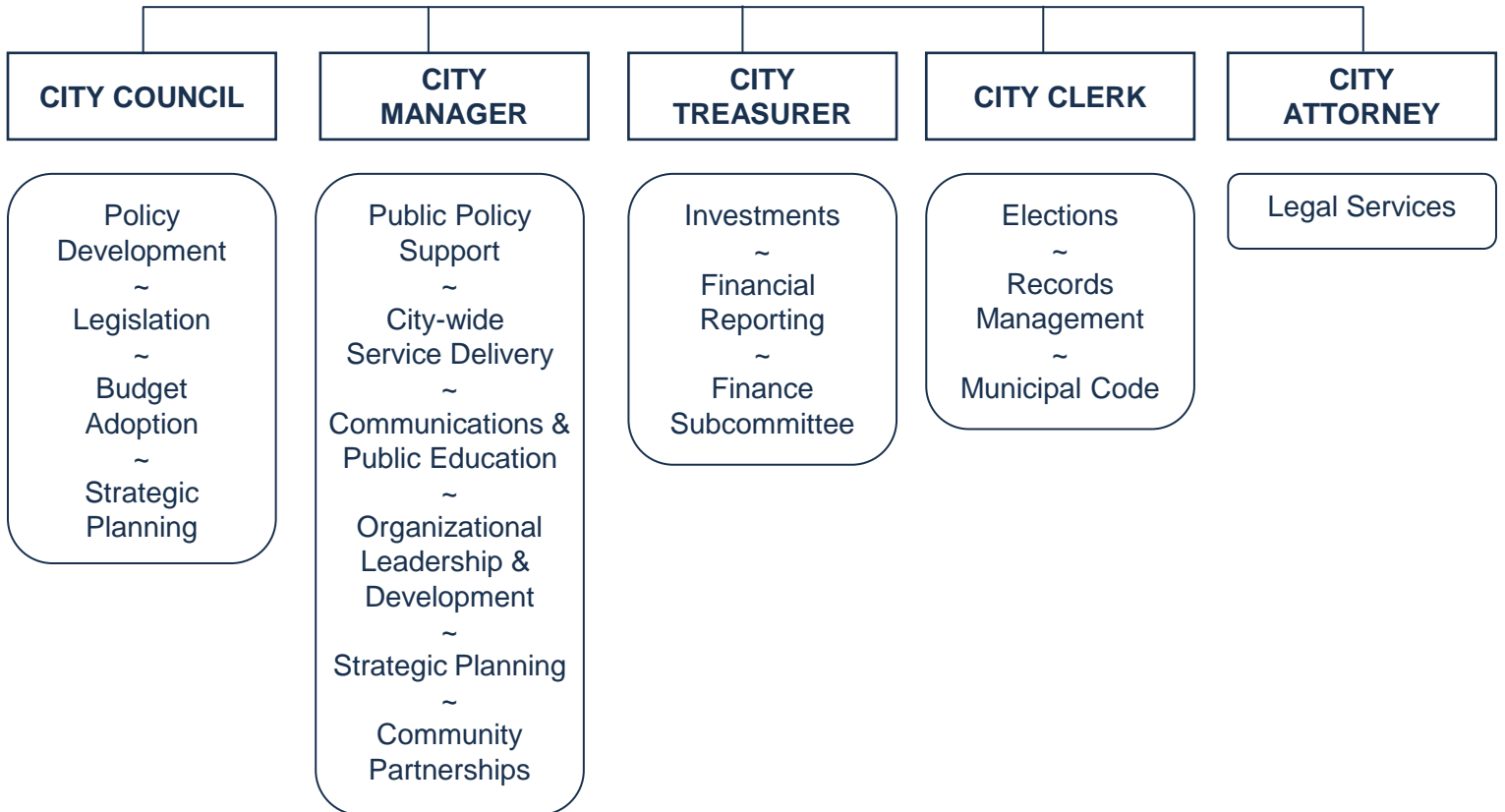
\* Not meeting current Financial Reserve Policy.

**MANAGEMENT SERVICES  
DEPARTMENT**

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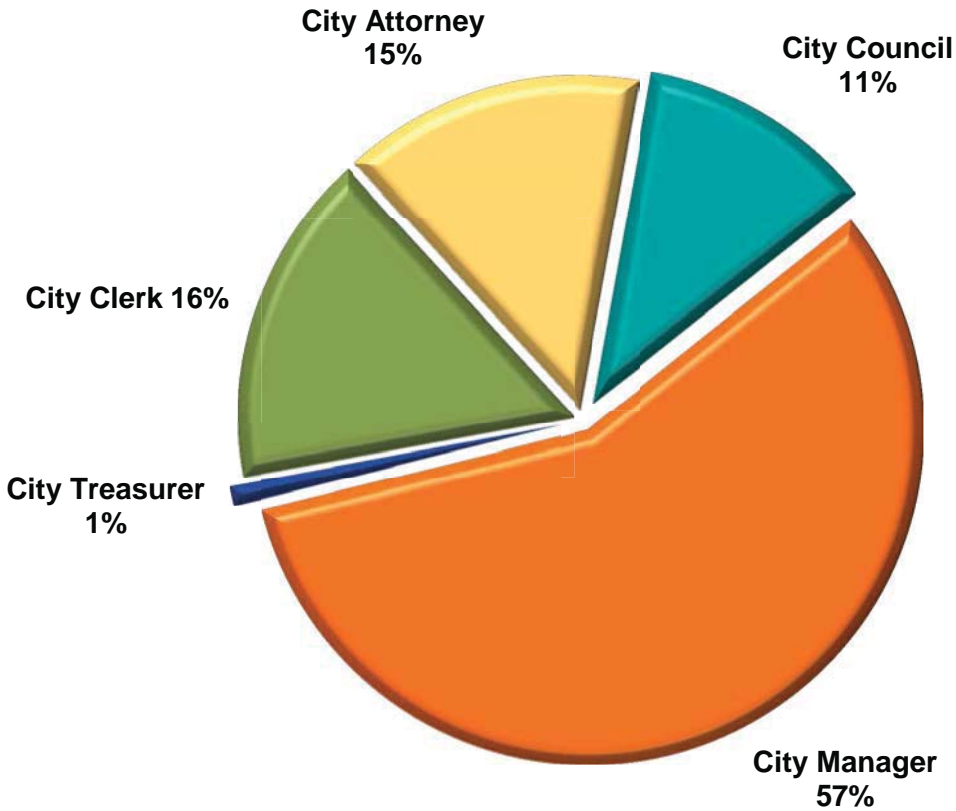


# City of Manhattan Beach Management Services



# Management Services

FY 2015-2016  
Department Expenditure by Program

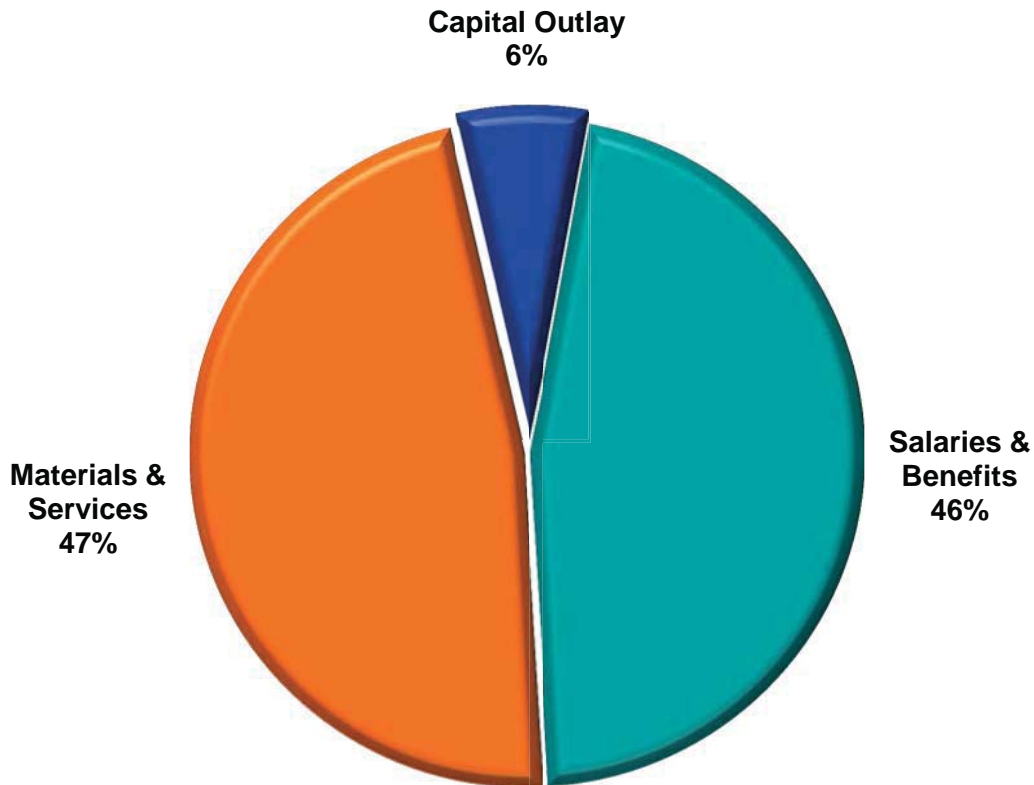


	2013-2014	2014-2015	2014-2015	2015-2016
Program Expenditures	Actual	Adopted	Estimate	Proposed
City Council	\$621,914	\$419,973	\$464,263	\$473,371
City Manager	2,435,314	1,085,818	883,902	2,350,164
City Treasurer	31,046	39,047	34,780	40,306
City Clerk	508,064	809,400	546,481	665,750
City Attorney	711,774	592,154	743,133	600,768
<b>Total</b>	<b>\$4,308,112</b>	<b>\$2,946,392</b>	<b>\$2,672,559</b>	<b>\$4,130,359</b>
<b>Full-Time Positions</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>17</b>



# Management Services

FY 2015-2016  
Department Expenditure by Category



Category Expenditures	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed
Salaries & Benefits	\$1,143,412	\$1,288,823	\$1,304,160	\$1,913,992
Materials & Services	3,164,700	1,192,569	1,366,399	1,954,429
Capital Outlay	-	465,000	2,000	261,938
<b>Total</b>	<b>\$4,308,112</b>	<b>\$2,946,392</b>	<b>\$2,672,559</b>	<b>\$4,130,359</b>

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## **Mission**

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*The City of Manhattan Beach is dedicated to providing exemplary municipal services, preserving our small beach town character and enhancing 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 eight 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 is responsible for the posting of meeting agendas, preparing meeting minutes, records management including responding to Public Records Act requests, and to conduct the municipal election every other year. An elected City Treasurer oversees the investment of City funds.

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## 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 service 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 seven advisory boards and commissions.

<b>Authorized Full-Time Positions</b>	<b>2012-2013 Adopted</b>	<b>2013-2014 Adopted</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</b>
City Councilmembers	5	5	5	5

### Accomplishment Highlights FY 2014/15

- Welcomed new leadership by appointing a new City Manager and Assistant City Manager to lead and transform the City in order to meet evolving community needs.
- Approved Urban Land Institute engagement efforts to provide recommendations for the redevelopment of Downtown Manhattan Beach.
- Authorized the implementation of a Downtown Specific Plan to facilitate redevelopment efforts of the City's downtown.
- Held two City Council retreats emphasizing roles and responsibilities, including in-depth discussions on Policy Governance.

### Objectives FY 2015/16

In FY 2015-2016, the City Council will continue to undertake initiatives and establish policies to address environmental issues and sustainability; focus on local economic development including making progress on a Downtown Specific Plan; enhance the City's finances; engage in the development of an updated policy governance framework; embark on the next generation of strategic planning; and address the City's infrastructure and capital facility needs.

## Management Services | City Council

City Council		2013-2014	2014-2015	2014-2015	2015-2016	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2015 Y/E	Total
4101	Salaries & Allowances	\$66,291	\$63,763	\$66,965	\$64,676	(3.4%)	13.7%
4103	Part-time Salaries	1,363	1,201	1,800	1,800	-	0%
4201	Group Medical Insurance	27,796	26,968	33,495	39,212	17.1%	8.3%
4202	Medicare Contributions	950	568	960	525	(45.3%)	0.1%
4211	PERS Regular Contribution	4,960	4,655	5,100	5,033	(1.3%)	1.1%
<b>Total Salaries &amp; Benefits</b>		<b>\$101,361</b>	<b>\$97,155</b>	<b>\$108,320</b>	<b>\$111,246</b>	<b>2.7%</b>	<b>23.5%</b>
5101	Contract Services	\$58,196	\$1,800	\$29,800	\$10,800	(63.8%)	2.3%
5105	Elections	-	-	-	-	-	-
5108	Legal Services	1,080	-	-	-	-	-
5201	Office Supplies	53	-	-	-	-	-
5202	Membership & Dues	40,962	46,975	46,975	46,580	(0.8%)	9.8%
5203	Reference Materials	73	100	100	100	-	0.0%
5204	Conferences & Meetings	13,564	27,525	27,525	30,025	9.1%	6.3%
5205	Training	8,628	11,400	18,900	21,900	15.9%	4.6%
5207	Advertising	6,526	4,148	4,150	4,150	-	0.9%
5208	Postage	240	225	217	215	(0.9%)	0.0%
5210	Computer Supplies & Software	-	-	550	-	(100.0%)	-
5217	Departmental Supplies	23,573	19,900	20,000	23,500	17.5%	5.0%
5218	Recruitment Costs	64	-	-	-	-	-
5225	Printing	349	600	600	600	-	0.1%
5240	Assessments & Taxes	1,714	1,715	2,452	2,500	2.0%	0.5%
5260	Council Contingencies	-	100,000	90,000	100,000	11.1%	21.1%
5262	Public Relations	24,715	17,375	20,875	27,875	33.5%	5.9%
5501	Telephone	68	75	66	70	6.1%	0.0%
<b>Total Materials &amp; Services</b>		<b>\$179,805</b>	<b>\$231,838</b>	<b>\$262,210</b>	<b>\$268,315</b>	<b>2.3%</b>	<b>56.7%</b>
5611	Warehouse Services	\$85	\$250	\$250	\$250	-	0.1%
5621	Information Technology Allocation	19,632	29,128	29,128	29,194	0.2%	6.2%
5631	Insurance Allocation	262,560	4,800	4,800	3,960	(17.5%)	0.8%
5651	Building & Operations Allocation	58,472	56,802	59,555	60,406	1.4%	12.8%
<b>Total Internal Services</b>		<b>\$340,748</b>	<b>\$90,980</b>	<b>\$93,733</b>	<b>\$93,810</b>	<b>0.1%</b>	<b>19.8%</b>
<b>Total Operating Expenditures</b>		<b>\$621,914</b>	<b>\$419,973</b>	<b>\$464,263</b>	<b>\$473,371</b>	<b>2.0%</b>	<b>100.0%</b>
<b>Source of Funds</b>						-	
General Fund		\$621,914	\$419,973	\$464,263	\$473,371	2.0%	100.0%
<b>Total Sources</b>		<b>\$621,914</b>	<b>\$419,973</b>	<b>\$464,263</b>	<b>\$473,371</b>	<b>2.0%</b>	<b>100.0%</b>

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### 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.*

### Accomplishment Highlights FY 2014/15

- Implemented several new community civic engagement efforts, including:
  - Downtown Visioning Effort: Solicited the services of the Urban Land Institute to study the downtown area and begin the visioning process.
  - New Budget Process: Launched a new budget process that includes more community and City Council input at the beginning of the budget process.
  - Community Survey: Fielded a statistically sound survey using a professional public opinion research firm.
  - Community Budget Priority Meeting: Held a community priority budget meeting, which was attended by 150 residents, to solicit budget priorities for the upcoming budget process.
  - Open City Hall: Implemented a new online tool to increase resident participation in policy development and decision-making.
- Conducted two City Council retreats in August 2014 and March 2015 that focused on topics such as the expectations of the City Manager and City Council; governance; fostering City Council collaboration; and strategic planning efforts.
- Implemented a new Information Memo process that increased transparency by providing residents information on important issues, such as the ULI effort and Manhattan Village Mall Updates.
- Provided balanced policy support for the expansion of the Manhattan Beach Village Mall Project.
- Initiated a Strategic Planning Process.

- Began development of a Sunshine Ordinance and implemented other open government initiatives, including a more detailed tentative City Council agenda document, Information Memos, increased use of social media and the use of the City’s website for outbound information.
- Created a new City Council report format incorporating three new sections to provide more information on outreach, background, and policy alternatives to assist City Council with policy making decisions.

## Objectives FY 2015/16

- Continue to develop civic engagement opportunities through more social media and online engagement tools in addition to the traditional engagement mediums.
- Continue to solicit community input regarding budget priorities by holding additional Community Budget Priority Meetings.
- Continue Downtown Manhattan Beach visioning process based on recommendations provided by the Urban Land Institute.
- Launched new Strategic Planning process.
- Focus on Open Government Initiatives in order to maintain and increase transparency.
- Work collaboratively with labor groups on upcoming labor contracts.
- Fill key executive level positions including a new Information Technology Director and Human Resources Director.
- Increase organizational leadership and development efforts by providing more training opportunities for staff, conduct a comprehensive internal survey to assess morale and improve efficiency efforts, and holding more city-wide All Hands Meetings.

Performance Measures	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Adopted	Proposed
% Percent of residents that agree that Manhattan Beach is a “good” or “excellent” place to live <sup>1</sup>	n/a	n/a	94%	100%
% Percent of employees that feel “prepared” and “trained” to do their jobs <sup>2</sup>	n/a	n/a	n/a	n/a
% Percent of increase of citizens engaging with the City on average via new online engagement tools including social media <sup>3</sup>	n/a	n/a	n/a	10%

<sup>1</sup>Baseline survey results from the 2006 Community Survey were 94% and was used as the target for the FY 2014-2015. The City recently conducted a Community Survey in 2015 which established a new baseline of 97%. This Performance Measure will be measured biennially via the Community Survey.

<sup>2</sup>The City will be conducting an in-depth employee survey in the FY 2015-2016.

<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.

## Major Service Delivery Changes

### Economic Vitality Manager

One of the primary roles of the Economic Vitality Manager is to assess the status of the current market demand and determine how to best match businesses’ needs with available resources. Additional responsibilities of the position are to attract new investment, create a portfolio of available properties as investment opportunities, and to market the community in a manner which allows for public and private investment to be made. The Economic Vitality Manager will also build a catalog of available sites and

match potential buyers with sellers, meet regularly with key City departments, and regularly inform stakeholders of relevant regulatory processes. The Economic Vitality Manager will be instrumental in interfacing with the business development community and residents, facilitating redevelopment projects, developing incentive programs, and implementing portions of the downtown specific plan, as well as other key initiatives. This position will act as the point person for outreach to the downtown businesses/commercial property owners and actively seek public/private partnerships for the redevelopment of recommended downtown sites.

The Economic Vitality Manager will also provide skilled facilitation and community outreach to residents and neighbors regarding potential development proposals, and would also be instrumental in promoting development and redevelopment of key sites such as: 1) Rite Aid site, 2) Von's site, 3) lower beach parking lots, 4) Sepulveda Corridor, and 5) the Manhattan Village Mall and Phase 3 (Fry's site). The hiring of this position will be key to the continued success of our community.

To this end, the City Manager's office will establish an Economic Vitality Manager position to address the following key focus areas of need:

- **Promote:** Proactively increase business relocations to Manhattan Beach and develop a strategy to retain existing businesses; develop and increase external brand awareness of the City; develop and promote effective advertising campaigns to attract new businesses to the City, including the use of social media and the Internet for digital marketing efforts; identify, advocate and implement a variety of complex public and private funding sources; develop and implement potential funding sources including assessment districts and bond programs; serve as principal City liaison to the Chamber of Commerce, and to regional and statewide economic development and real estate organizations.
- **Recruit:** Act as primary contact for businesses seeking information regarding opportunities to locate or expand operations in Manhattan Beach; develop a recruiting outreach plan; work to produce a guide for prospective businesses, which includes the permit application process, basic zoning overview, economic incentives, other important information, and FAQs; develop a listing of prospective businesses (both local and national) in targeted industries; maintain an inventory of available real estate parcels (including raw land) and actively promote and market these key sites.
- **Partner and Facilitate:** Target and recruit high growth companies by cluster; embrace a solution and customer-focused approach to partnering with businesses; serve as the primary City business representative to a variety of significant business groups within the City, including the Downtown Business and Professional Association (DBPA), the Manhattan Beach Property Owners Association (MBCPOA), as well as the Downtown and North Manhattan Business Improvement Districts (BIDs); establish and maintain effective working relationships with the local real estate community and business organizations; provide skilled facilitation and community outreach to residents and neighbors regarding potential development proposals.
- **Implement:** Lead Manhattan Beach in strategic and innovative approaches to economic development; coordinate and support planned development of the Sepulveda Corridor; coordinate with the Community Development Department and support planned redevelopment of key focus areas; assist in implementing key ULI initiatives for the downtown area.

### Enhanced Civic Engagement/Outreach Efforts

The City Manager's office has implemented several new approaches to civic engagement. Below are a few of the efforts that will be implemented in this Fiscal Year to further enhance the City's online presence, and increase its civic engagement and outreach efforts.

## Management Services | City Manager

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A new online civic engagement platform titled Open City Hall will be implemented through the City's website. This new online tool will augment and diversify the traditional methods of public participation.

The City Manager's office will work with a civic engagement expert to develop a more precise and focused civic engagement and outreach program. These efforts will consist of: creating a robust and engaging social media platform - focus on Facebook; utilize Twitter as story sources for community and news media; developing weekly news content to push out to the public and to media for publication; developing a Communications Plan for both inbound and external communications; and establishing consistent branding for City programs, including Parks and Recreation Programs.

The expanded civic engagement and outreach program will consist of the creation of information centered around the following themes:

- Well Run City
- Economic Vitality
- Environmentally Sustainable
- Public Transparency
- Meaningful Civic Engagement
- Infrastructure - News & General Updates

### Temporary Management Fellow

The City Manager's office will establish a Management Fellow position in order to support the division's mission. This new classification will be assigned many responsibilities such as analyzing and developing protocols for City departments, researching and recommending policy considerations, and providing analytical and logistical support for the entire organization on special projects. This will be a 12 month appointment.

Authorized Full-Time Positions	2012-2013 Adopted	2013-2014 Adopted	2014-2015 Adopted	2015-2016 Proposed
City Manager	1	1	1	1
Assistant City Manager	-	-	-	1
Economic Vitality Manager	-	-	-	1
Assistant to the City Manager	-	-	1	-
Senior Management Analyst	1	1	-	-
Management Analyst	-	-	-	0.5
Temporary Management Fellow	-	-	-	1
Administrative Assistant to the City Manager	1	1	1	1
Receptionist Clerk	-	-	-	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>6.5</b>

## Management Services | City Manager

City Manager		2013-2014	2014-2015	2014-2015	2015-2016	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2015 Y/E	Total
4101	Salaries & Allowances	\$298,251	\$489,955	\$491,221	\$826,977	68.4%	35.2%
4103	Part-time Salaries	105,421	18,355	25,484	-	(100.0%)	-
4111	Overtime Regular Employees	12,918	6,000	6,000	6,000	-	0.3%
4201	Group Medical Insurance	32,058	61,504	55,732	108,849	95.3%	4.6%
4202	Medicare Contributions	5,498	7,622	7,387	12,305	66.6%	0.5%
4203	Unemployment	1,020	684	684	480	(29.8%)	0.0%
4204	401A Plan City Contributions	9,093	19,961	26,884	38,244	42.3%	1.6%
4205	Worker's Compensation	105,180	6,240	6,240	119,820	1820.2%	5.1%
4206	Medical Retirement Contributions	3,839	4,260	4,260	4,260	-	0.2%
4211	PERS Regular Contribution	30,928	53,809	56,408	104,066	84.5%	4.4%
<b>Total Salaries &amp; Benefits</b>		<b>\$604,208</b>	<b>\$668,390</b>	<b>\$680,300</b>	<b>\$1,221,001</b>	<b>79.5%</b>	<b>52.0%</b>
5101	Contract Services	\$33,906	\$30,840	\$55,000	\$81,060	47.4%	3.4%
5102	Contract Personnel	-	-	-	-	-	-
5104	Computer Contract Services	45	-	110	150	36.4%	0.0%
5108	Legal Services	1,290	-	-	-	-	-
5201	Office Supplies	7,432	5,000	6,000	8,000	33.3%	0.3%
5202	Membership & Dues	4,444	5,400	5,500	6,025	9.5%	0.3%
5203	Reference Materials	275	500	500	400	(20.0%)	0.0%
5204	Conferences & Meetings	4,821	11,550	11,550	34,750	200.9%	1.5%
5205	Training	610	11,480	15,880	33,480	110.8%	1.4%
5207	Advertising	340	-	-	-	-	-
5208	Postage	122	120	116	120	3.4%	0.0%
5210	Computer Supplies & Software	-	-	-	4,800	-	0.2%
5217	Departmental Supplies	4,728	3,000	22,500	17,600	(21.8%)	0.7%
5225	Printing	675	250	650	500	(23.1%)	0.0%
5270	City Manager Home Loan	1,700,000	-	-	-	-	-
5501	Telephone	2,030	2,300	2,015	2,100	4.2%	0.1%
<b>Total Materials &amp; Services</b>		<b>\$1,760,717</b>	<b>\$70,440</b>	<b>\$119,821</b>	<b>\$188,985</b>	<b>57.7%</b>	<b>8.0%</b>
5611	Warehouse Services	\$13	-	\$100	-	(100.0%)	-
5621	Information Technology Allocation	\$19,632	\$29,128	\$29,128	\$48,657	67.0%	2.1%
5631	Insurance Allocation	15,660	18,780	18,780	593,340	3059.4%	25.2%
5651	Building & Operations Allocation	35,083	34,080	35,773	36,243	1.3%	1.5%
<b>Total Internal Services</b>		<b>\$70,389</b>	<b>\$81,988</b>	<b>\$83,781</b>	<b>\$678,240</b>	<b>709.5%</b>	<b>28.9%</b>
<b>Total Operating Expenditures</b>		<b>\$2,435,314</b>	<b>\$820,818</b>	<b>\$883,902</b>	<b>\$2,088,226</b>	<b>136.3%</b>	<b>88.9%</b>
6212	CIP Bldg & Facilities - CYr	-	\$265,000	-	\$261,938	-	11.1%
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>\$265,000</b>	<b>-</b>	<b>\$261,938</b>	<b>-</b>	<b>11.1%</b>
<b>Total Expenditures</b>		<b>\$2,435,314</b>	<b>\$1,085,818</b>	<b>\$883,902</b>	<b>\$2,350,164</b>	<b>165.9%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$2,435,314	\$820,818	\$883,902	\$2,088,226	136.3%	88.9%
Capital Improvement Fund		-	265,000	-	261,938	-	11.1%
<b>Total Sources</b>		<b>\$2,435,314</b>	<b>\$1,085,818</b>	<b>\$883,902</b>	<b>\$2,350,164</b>	<b>165.9%</b>	<b>100.0%</b>

## Program Overview

The City Clerk's Office is dedicated to working together with the 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, collaboration and accountability. City Clerk serves as the ultimate resource for information for the public, the City Council, City staff and other governmental agencies; manages legal requirements for public notices and filing of referendums and initiatives; and keeps complete and accurate records of Council proceedings. The City Clerk's Office continues to work diligently with the City's Information Systems Division to provide broadcasting of City Council and Planning Commission meetings on Manhattan Beach Local Community Cable, Time Warner Channel 8 and Verizon Channel 35, and City Website Live Streaming Video, ensuring public information and access to the local government process.

As a custodian of the City's official records, the office is devoted to maintaining all official City document archives and legislative history and ensuring the preservation, protection and integrity of the public records. The City Clerk's Office commits an ample amount of time coordinating the dissemination of information and managing public requests in a timely manner. 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.

## Accomplishment Highlights FY 2014/15

- Conducted March 2015 General Municipal Election.
- Completed the Update of the Records Retention Schedule.
- Implemented Closed Captioning (CC) for Regular City Council Meetings.

## Objectives FY 2015/16

- Continue to enhance the availability of public information and communication on government activities through advanced technology.
- Implement City-wide Document Imaging Conversion Program.
- Continue to support the City Council's open and transparent government and meeting management initiatives including social media, closed captioning and e-government.

<b>Performance Measures</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</b>
<b>Prepare City Council Agendas and Agenda Packets:</b>				
% A) Percent of City Council Agendas and Agenda Packets Posted within Mandated Timeframes	n/a	n/a	100%	100%
# B) Number of City Council Agendas and Agenda Packets Prepared*	n/a	n/a	n/a	36
<b>City Council Minutes Prepared:</b>				
% A) Percent of City Council Minutes Presented for Approval at Next Regular City Council Meeting	n/a	n/a	100%	90%
# B) Number of City Council Minutes Prepared*	n/a	n/a	n/a	36
<b>Public Records Act Requests Received and Processed:</b>				
% A) Percent of Requests Responded to within Mandated Timeframes*	n/a	n/a	n/a	100%
% B) Percent of Requests with Same-Day Responses*	n/a	n/a	n/a	15%
# C) Number of Requests Received and Processed	n/a	n/a	400	700

\* New FY 2015-2016 Performance Measure

## Major Service Delivery Changes

In support of the functions of City Clerk’s Office, a full-time Administrative Clerk position is proposed to replace one of the two part-time Administrative Clerk positions to address the growing volume of services provided by the department. For current Fiscal Year 2014-2015, the number of public records act requests is closed to 600 and the number of processed City Council meeting agenda packets is 27. Further, part-time staff turnover (due to seeking full-time employment) imposes additional challenges to the office daily operations. If the position is approved, the remaining part-time Administrative Clerk position will be reduced from 30 hours to 24 hours per week. Converting the Administrative Clerk part-time position to full-time is necessary not only to ensure consistency in the workflow and processes, but also to increase efficiency and effectiveness in the daily operations of the Management Services department in support of City Council, Treasurer, City Manager, City Attorney, Assistant City Manager, City Clerk, Department Heads and the public.

<b>Authorized Full-Time Positions</b>	<b>2012-2013 Adopted</b>	<b>2013-2014 Adopted</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</b>
City Clerk	1	1	1	1
Senior Deputy City Clerk	1	1	1	1
Management Analyst	-	1	1	0.5
Administrative Clerk I/II	-	-	-	1
<b>Total</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3.5</b>

## Management Services | City Clerk

City Clerk		2013-2014	2014-2015	2014-2015	2015-2016	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2015 Y/E	Total
4101	Salaries & Allowances	\$223,251	\$285,505	\$275,650	\$301,869	9.5%	45.3%
4103	Part-time Salaries	19,040	18,355	26,130	25,060	(4.1%)	3.8%
4111	Overtime Regular Employees	85	1,632	1,632	15,112	826.0%	2.3%
4201	Group Medical Insurance	34,606	51,014	35,890	52,120	45.2%	7.8%
4202	Medicare Contributions	3,427	4,578	4,343	4,747	9.3%	0.7%
4204	401A Plan City Contributions	6,323	6,011	8,257	10,460	26.7%	1.6%
4206	Medical Retirement Contributions	2,519	2,796	2,796	2,796	-	0.4%
4211	PERS Regular Contribution	26,870	31,973	33,897	41,545	22.6%	6.2%
<b>Total Salaries &amp; Benefits</b>		<b>\$316,121</b>	<b>\$401,864</b>	<b>\$388,595</b>	<b>\$453,709</b>	<b>16.8%</b>	<b>68.2%</b>
5101	Contract Services	\$121,074	\$18,120	\$22,700	\$24,800	9.3%	3.7%
5104	Computer Contract Services	-	22,372	22,375	74,875	234.6%	11.2%
5105	Elections	1,038	86,930	27,250	2,180	(92.0%)	0.3%
5202	Membership & Dues	665	662	867	1,002	15.6%	0.2%
5204	Conferences & Meetings	945	2,100	2,100	4,340	106.7%	0.7%
5205	Training	7,897	2,700	2,700	21,900	711.1%	3.3%
5207	Advertising	3,055	2,000	2,000	6,000	200.0%	0.9%
5208	Postage	366	350	337	350	3.9%	0.1%
5212	Office Equip Maintenance	-	250	250	250	-	0.0%
5217	Departmental Supplies	609	550	2,500	3,050	22.0%	0.5%
5225	Printing	57	100	320	350	9.4%	0.1%
5501	Telephone	126	135	118	125	5.9%	0.0%
<b>Total Materials &amp; Services</b>		<b>\$135,831</b>	<b>\$136,269</b>	<b>\$83,517</b>	<b>\$139,222</b>	<b>66.7%</b>	<b>20.9%</b>
5621	Information Technology Allocation	\$32,724	\$48,547	\$48,547	\$48,657	0.2%	7.3%
5651	Building & Operations Allocation	23,388	22,720	23,822	24,162	1.4%	3.6%
<b>Total Internal Services</b>		<b>\$56,112</b>	<b>\$71,267</b>	<b>\$72,369</b>	<b>\$72,819</b>	<b>0.6%</b>	<b>10.9%</b>
<b>Total Operating Expenditures</b>		<b>\$508,064</b>	<b>\$609,400</b>	<b>\$544,481</b>	<b>\$665,750</b>	<b>22.3%</b>	<b>100.0%</b>
6141	Computer Equipment & Software	-	\$200,000	\$2,000	-	(100.0%)	-
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>\$200,000</b>	<b>\$2,000</b>	<b>-</b>	<b>(100.0%)</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$508,064</b>	<b>\$809,400</b>	<b>\$546,481</b>	<b>\$665,750</b>	<b>21.8%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$508,064	\$809,400	\$546,481	\$665,750	21.8%	100.0%
<b>Total Sources</b>		<b>\$508,064</b>	<b>\$809,400</b>	<b>\$546,481</b>	<b>\$665,750</b>	<b>21.8%</b>	<b>100.0%</b>





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## 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 \$60 to \$70 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.

## Accomplishment Highlights FY 2014/15

- Safely invested the City's idle funds

## Objectives FY 2015/16

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

<b>Authorized Full-Time Positions</b>	<b>2012-2013 Adopted</b>	<b>2013-2014 Adopted</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</b>
City Treasurer	1	1	1	1

<b>Performance Measures</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</b>
% - Average annual portfolio yield	0.83%	0.84%	0.80%	0.80%

*The City invests its idle funds in a variety of high-credit, low-risk investments including government securities, high-grade corporate bonds and certificates of deposit consistent with the adopted investment policy. The portfolio yield is the interest income on these investments. Due to the historically and sustained low interest rate environment, our average annual portfolio yield has declined from prior years.*

**Maintain sufficient liquidity to meet operating needs** Yes      Yes      Yes      Yes

*Maintaining sufficient liquidity to meeting operating requirements is mandated by the City's adopted Investment Policy. The City manages this by investing some of its funds in the Local Agency Investment Fund (LAIF), a program that offers local agencies an opportunity to invest in a major, pooled portfolio, and allows immediate withdrawals of investment monies.*

**Update and adopt Investment Policy annually** No      Yes      Yes      Yes

*The City endeavors to update and then formally adopt its Investment Policy on an annual basis in order to ensure it is including new state rules and regulations, and ensure the City Council is aware of changing legislation pertaining to the investment of City funds.*

City Treasurer		2013-2014	2014-2015	2014-2015	2015-2016	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2015 Y/E	Total
4101	Salaries & Allowances	\$7,774	\$12,038	\$7,603	\$12,225	60.8%	30.3%
4201	Group Medical Insurance	18,852	19,220	19,297	18,354	(4.9%)	45.5%
4202	Medicare Contributions	113	99	110	94	(14.5%)	0.2%
4211	PERS Regular Contribution	1,161	1,110	1,190	1,188	(0.2%)	2.9%
<b>Total Salaries &amp; Benefits</b>		<b>\$27,900</b>	<b>\$32,467</b>	<b>\$28,200</b>	<b>\$31,861</b>	<b>13.0%</b>	<b>79.0%</b>
5104	Computer Contract Services	\$3,096	\$3,220	\$3,220	\$3,285	2.0%	8.2%
5202	Membership & Dues	-	300	300	300	-	0.7%
5204	Conferences & Meetings	50	3,060	3,060	3,060	-	7.6%
5205	Training	-	-	-	1,800	-	4.5%
<b>Total Materials &amp; Services</b>		<b>\$3,146</b>	<b>\$6,580</b>	<b>\$6,580</b>	<b>\$6,645</b>	<b>1.0%</b>	<b>16.5%</b>
<b>Total Operating Expenditures</b>		<b>\$31,046</b>	<b>\$39,047</b>	<b>\$34,780</b>	<b>\$40,306</b>	<b>15.9%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$31,046	\$39,047	\$34,780	\$40,306	15.9%	100.0%
<b>Total Sources</b>		<b>\$31,046</b>	<b>\$39,047</b>	<b>\$34,780</b>	<b>\$40,306</b>	<b>15.9%</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 is 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 in the form of criminal misdemeanors or through an administrative process.

The City Attorney's Office drafts ordinances, resolutions and agreements as well as provides general legal services and advice, oral and written, to all City Councilmembers and City departments on a daily and routine basis. Attorneys specializing in areas of real estate, finance, California Environmental Quality 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.

## Accomplishment Highlights FY 2014/15

- Drafted ordinances to reflect recent developments in case law and statutory law, and updated and modernized the Municipal Code.
- Developed templates for public contract agreements, professional service agreements, requests for proposals, ordinances and resolutions.
- Advised the City Clerk on legal matters associated with the March 2015 Municipal Election.
- Reviewed the City's code enforcement and prosecutorial approach and activities.
- Provided training to City Departments on contracts, request for proposals, and related matters.
- Provided periodic updates on recent developments in the law and pending litigation.
- Provided a quarterly report for the first quarter of 2015 regarding pending litigation and claims.
- Provided legal advice on Federal and State law including the Brown Act, Public Records Act, Political Reform Act, Public Contracting Law, NPDES, the Clean Water Act and CEQA.
- Evaluated the process, infrastructure, and responsiveness to requests made under the Public Records Act and recommended innovation and improvements to the process.

## Objectives FY 2015/16

- Litigation Status
  - Provide regular and quarterly reporting on all litigation, lawsuits and claims including the status of existing and potential litigation, and significant litigation.
- Risk Management
  - Work with City Manager's Office and the Human Resources Department to evaluate the City's Risk Management Program.
- Public Records
  - Evaluate new process, infrastructure, and responsiveness to requests made under the Public Records Act.

- Legal Opinions
  - Develop a set of guidelines and processes for City Council, and individual Councilmember requests, for legal opinions and the development and dissemination of those opinions.
  - Continue to provide legal advice on Federal and State law including: the Brown Act, Public Records Act, Political Reform Act, Public Contracting Law, NPDES, the Clean Water Act and CEQA.
- 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.

Authorized Full-Time Positions	2012-2013 Adopted	2013-2014 Adopted	2014-2015 Adopted	2015-2016 Proposed
City Attorney (In-House)	-	-	-	-
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	2013-2014 Actual	2014-2015 Adopted	2014-2015 Y/E Est	2015-2016 Proposed	Var from FY 2015 Y/E	% of Total
4101 Salaries & Allowances	\$68,750	\$65,913	\$73,950	\$69,806	(5.6%)	11.6%
4201 Group Medical Insurance	10,990	9,909	11,044	11,757	6.5%	2.0%
4202 Medicare Contributions	980	996	1,046	1,012	(3.3%)	0.2%
4204 401A Plan City Contributions	2,899	2,988	3,070	3,054	(0.5%)	0.5%
4206 Medical Retirement Contributions	1,511	1,680	1,680	1,680	-	0.3%
4211 PERS Regular Contribution	8,693	7,461	7,955	8,866	11.5%	1.5%
<b>Total Salaries &amp; Benefits</b>	<b>\$93,823</b>	<b>\$88,947</b>	<b>\$98,745</b>	<b>\$96,175</b>	<b>(2.6%)</b>	<b>16.0%</b>
5101 Contract Services	\$150,498	\$104,128	\$152,400	\$104,128	(31.7%)	17.3%
5108 Legal Services	419,797	354,000	446,010	354,000	(20.6%)	58.9%
5203 Reference Materials	8,928	1,000	1,000	1,000	-	0.2%
5205 Training	417	100	100	100	-	0.0%
5208 Postage	144	140	135	140	3.7%	0.0%
5217 Departmental Supplies	242	100	100	100	-	0.0%
5501 Telephone	1,444	1,600	1,402	1,500	7.0%	0.2%
<b>Total Materials &amp; Services</b>	<b>\$581,471</b>	<b>\$461,068</b>	<b>\$601,147</b>	<b>\$460,968</b>	<b>(23.3%)</b>	<b>76.7%</b>
5621 Information Technology Allocation	13,092	19,419	19,419	19,463	0.2%	3.2%
5651 Building & Operations Allocation	23,388	22,720	23,822	24,162	1.4%	4.0%
<b>Total Internal Services</b>	<b>\$36,480</b>	<b>\$42,139</b>	<b>\$43,241</b>	<b>\$43,625</b>	<b>0.9%</b>	<b>7.3%</b>
<b>Total Operating Expenditures</b>	<b>\$711,774</b>	<b>\$592,154</b>	<b>\$743,133</b>	<b>\$600,768</b>	<b>(19.2%)</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$711,774	\$592,154	\$743,133	\$600,768	(19.2%)	100.0%
<b>Total Sources</b>	<b>\$711,774</b>	<b>\$592,154</b>	<b>\$743,133</b>	<b>\$600,768</b>	<b>(19.2%)</b>	<b>100.0%</b>

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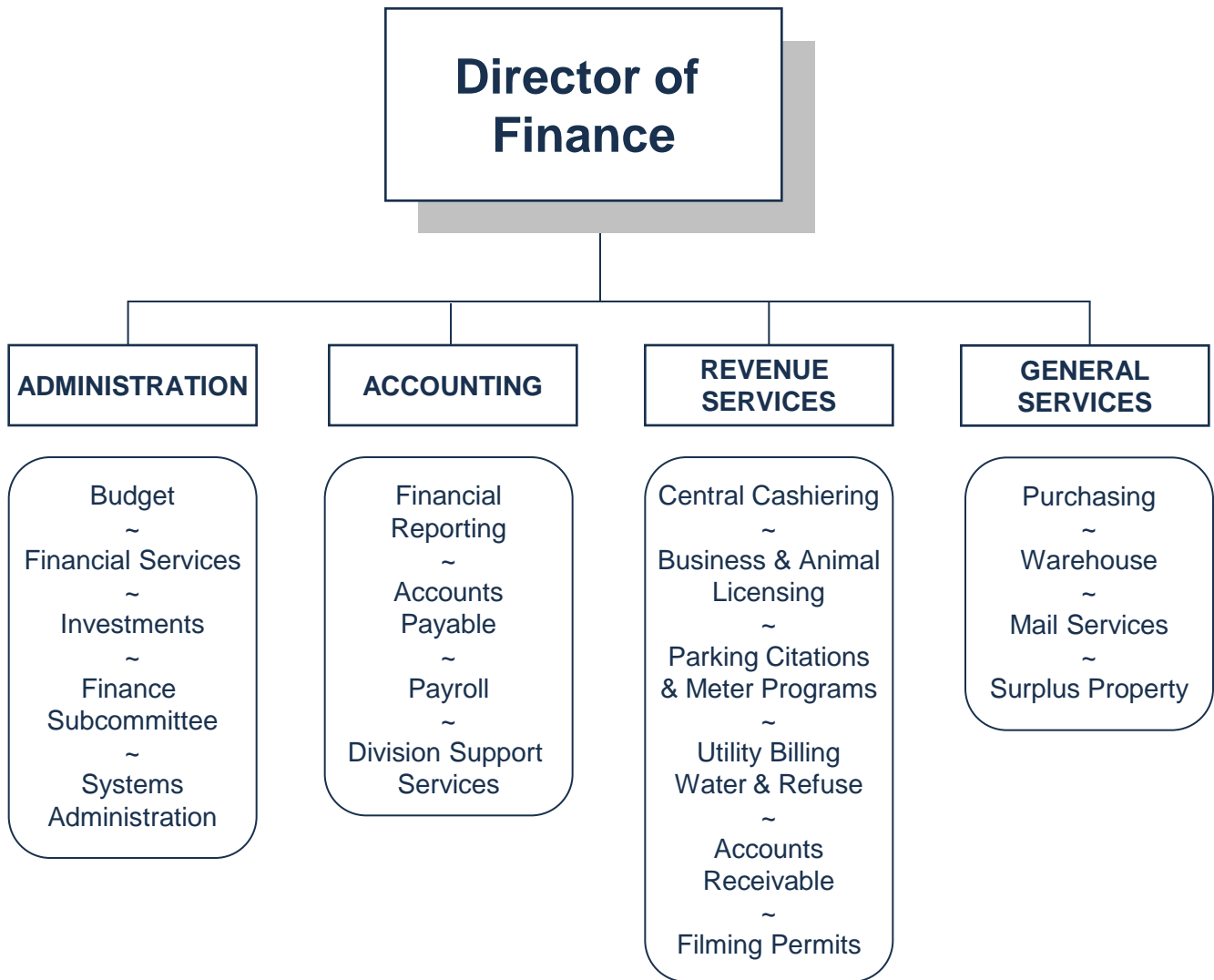
**FINANCE  
DEPARTMENT**

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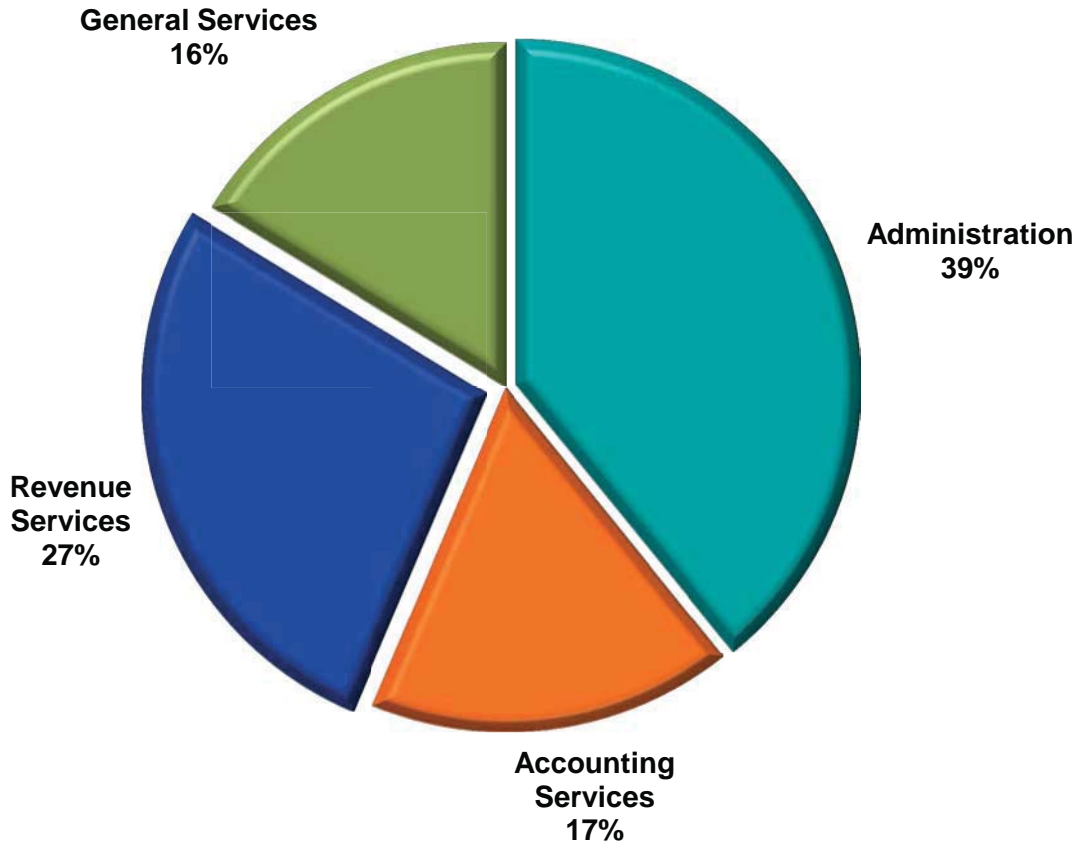


# City of Manhattan Beach Finance Department



# Finance Department

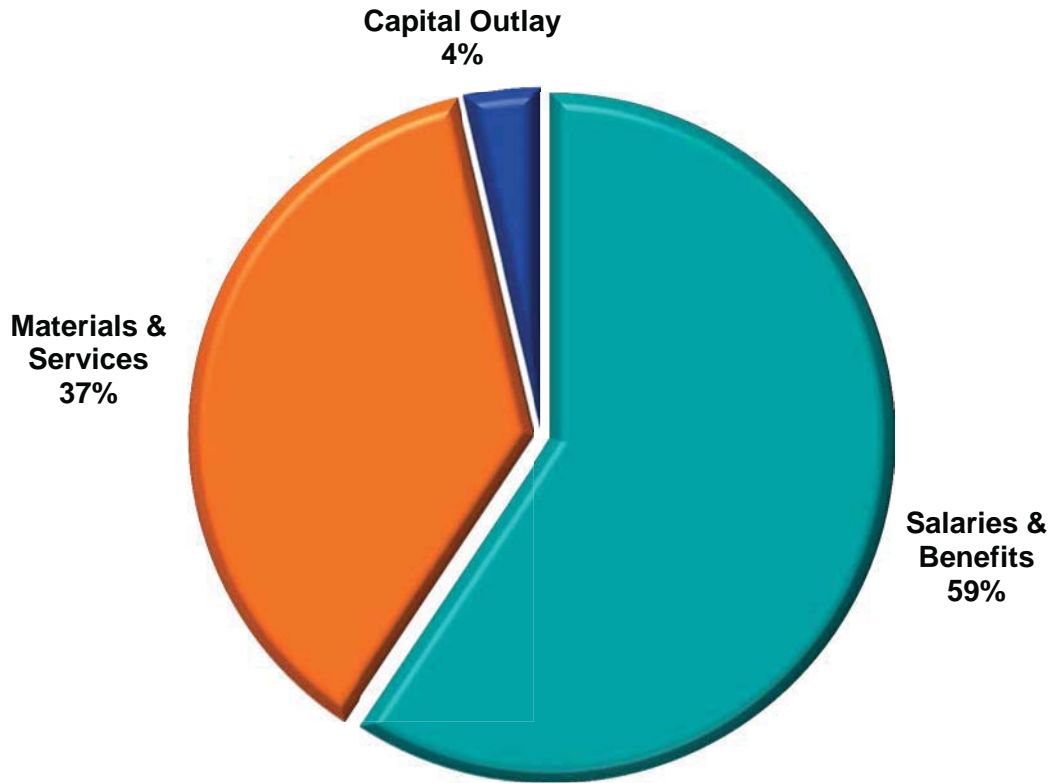
FY 2015-2016  
Department Expenditure by Program



	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed
<b>Program Expenditures</b>				
Administration	\$1,138,877	\$1,452,474	\$1,207,756	\$1,545,900
Accounting Services	621,942	622,756	714,915	677,230
Revenue Services	958,120	1,108,730	1,131,579	1,081,529
General Services	602,243	619,347	623,656	641,147
<b>Total</b>	<b>\$3,321,182</b>	<b>\$3,803,307</b>	<b>\$3,677,906</b>	<b>\$3,945,806</b>
<b>Full-Time Positions</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>

# Finance Department

FY 2015-2016  
Department Expenditure by Category



Category Expenditures	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed
Salaries & Benefits	\$2,116,985	\$2,241,119	\$2,296,616	\$2,338,702
Materials & Services	1,204,197	1,302,188	1,343,790	1,467,104
Capital Outlay	-	260,000	37,500	140,000
<b>Total</b>	<b>\$3,321,182</b>	<b>\$3,803,307</b>	<b>\$3,677,906</b>	<b>\$3,945,806</b>

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## **Mission**

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

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## **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:

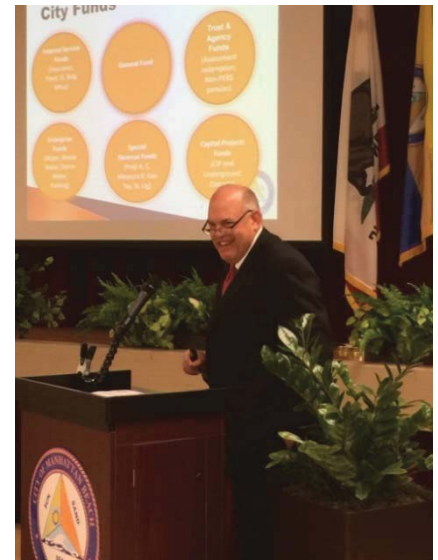
- Budget and Accounting
- Business and Animal Licensing
- Water and Refuse Billing
- Parking Services
- Filming Permits
- Purchasing

The City has maintained its Aaa/AAA rating from Moody's and 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.

## 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 concert with the Accounting Division. Administration also oversees and supports the other divisions in the Finance department.



## Accomplishment Highlights FY 2014/15

- New Budget Policies adopted for upcoming budget year
- Added enhanced budget outreach efforts to obtain community input earlier in the budget process
- Received GFOA's Distinguished Budget Presentation Award for the City's FY 2014-15 Budget document
- Received the Award for Budget Excellence issued by the California Society of Municipal Finance Officers (CSMFO)

## Objectives FY 2015/16

- Support the City Council, Treasurer and City Manager in the development of long-term sustainable financial plans, including capital financing
- Complete all financial plans, including budget and monthly updates, in a timely manner
- Ensure safety of the City's investment of idle cash
- Formally document all desk procedures and established internal controls
- Maintain high standards of excellence through the continuance of the City's AAA/Aaa bond rating, unmodified audit opinions, and various budgeting and financial reporting awards

Performance Measures	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed
<b>Maintain AAA/Aaa GO Bond Rating</b> <i>A AAA/Aaa rating is the highest possible rating assigned to government obligation bonds by credit rating agencies and indicates an exceptional degree of creditworthiness. Few cities within California hold this rating.</i>	Yes	Yes	Yes	Yes
<b>Attain an Unmodified audit opinion</b> <i>An unmodified audit opinion indicates that the auditor has no reservations concerning the financial statements presented, and that no deficiencies in the financial statements or the auditing of accounting standards employed were found.</i>	Yes	Yes	Yes	Yes
<b>Attain CSMFO and GFOA Annual Budget Awards</b> <i>Awards for excellence in budget presentation are presented by the California Society of Municipal Finance Officers and the Government Finance Officers Association, professional organizations that oversee government agencies.</i>	Yes	Yes	Yes	Yes

## Major Service Delivery Changes

In 2015, the City Council approved a standalone Information Technology Department. All prior year expenditures and staffing were moved to the new Information Technology Department to allow for variance analysis.

# Finance Department | Administration

<b>Authorized Full-Time Positions</b>		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>		
		<b>Adopted</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Proposed</b>		
Director		1	1	1	1		
Financial Analyst		1	1	1	1		
Executive Secretary		1	1	1	1		
<b>Total</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		

<b>Administration</b>		<b>2013-2014</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>Var from</b>	<b>% of</b>
<b>Object Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2015 Y/E</b>	<b>Total</b>	
4101 Salaries & Allowances	\$293,757	\$332,672	\$315,217	\$356,354	13.1%	23.1%	
4103 Part-time Salaries	35,111	51,788	22,314	51,788	132.1%	3.4%	
4111 Overtime Regular Employees	482	-	-	500	-	0.0%	
4120 Supplemental Pension Plan	20,117	20,519	20,360	20,849	2.4%	1.3%	
4121 Single Highest Year Plan	49,893	50,701	50,478	51,716	2.5%	3.3%	
4124 Fire Retiree's Health Plan	19,274	23,000	22,580	24,000	6.3%	1.6%	
4125 Police Retiree's Health Plan	84,324	93,000	80,632	83,000	2.9%	5.4%	
4126 Miscellaneous Retiree's Health Plan	42,782	46,000	45,283	56,000	23.7%	3.6%	
4201 Group Medical Insurance	33,780	41,652	30,990	37,278	20.3%	2.4%	
4202 Medicare Contributions	4,711	5,776	4,949	5,647	14.1%	0.4%	
4203 Unemployment	1,020	684	684	480	(29.8%)	0.0%	
4204 401A Plan City Contributions	8,758	8,079	9,786	10,943	11.8%	0.7%	
4205 Worker's Compensation	11,760	37,800	37,800	42,960	13.7%	2.8%	
4206 Medical Retirement Contributions	3,659	4,056	4,056	4,056	-	0.3%	
4211 PERS Regular Contribution	39,571	43,109	38,954	48,390	24.2%	3.1%	
<b>Total Salaries &amp; Benefits</b>	<b>\$648,998</b>	<b>\$758,836</b>	<b>\$684,083</b>	<b>\$793,961</b>	<b>16.1%</b>	<b>51.4%</b>	
5101 Contract Services	\$21,301	\$8,191	\$40,000	\$15,861	(60.3%)	1.0%	
5103 Audit Services	-	10,000	-	43,200	-	2.8%	
5104 Computer Contract Services	32,290	49,449	28,200	50,365	78.6%	3.3%	
5201 Office Supplies	4,125	4,000	5,200	5,500	5.8%	0.4%	
5202 Membership & Dues	1,055	1,055	265	1,130	326.4%	0.1%	
5203 Reference Materials	377	550	200	-	(100.0%)	-	
5204 Conferences & Meetings	-	4,973	1,500	8,306	453.7%	0.5%	
5205 Training	-	400	-	900	-	0.1%	
5207 Advertising	1,194	300	700	300	(57.1%)	0.0%	
5210 Computer Supplies & Software	-	-	1,400	-	(100.0%)	-	
5214 Employee Awards & Events	163	400	450	450	-	0.0%	
5217 Departmental Supplies	700	825	1,300	1,300	-	0.1%	
5225 Printing	3,969	3,957	3,957	8,000	102.2%	0.5%	
5231 Bank Service Charge	143,192	120,000	144,000	144,000	-	9.3%	
5265 Contributions to Service Agencies	36,329	37,315	37,315	37,315	-	2.4%	
5267 UAD Loan Program	4,792	4,792	3,612	2,400	(33.6%)	0.2%	
5501 Telephone	3,880	4,200	3,679	4,000	8.7%	0.3%	
<b>Total Materials &amp; Services</b>	<b>\$253,367</b>	<b>\$250,407</b>	<b>\$271,778</b>	<b>\$323,027</b>	<b>18.9%</b>	<b>20.9%</b>	
5611 Warehouse Services	\$2,417	\$2,200	\$1,500	\$2,200	46.7%	0.1%	
5621 Information Technology Allocation	19,632	29,128	29,128	29,194	0.2%	1.9%	
5631 Insurance Allocation	15,660	18,780	18,780	52,140	177.6%	3.4%	
5651 Building & Operations Allocation	198,803	193,123	202,487	205,378	1.4%	13.3%	
<b>Total Internal Services</b>	<b>\$236,512</b>	<b>\$243,231</b>	<b>\$251,895</b>	<b>\$288,912</b>	<b>14.7%</b>	<b>18.7%</b>	
<b>Total Operating Expenditures</b>	<b>\$1,138,877</b>	<b>\$1,252,474</b>	<b>\$1,207,756</b>	<b>\$1,405,900</b>	<b>16.4%</b>	<b>90.9%</b>	
6141 Computer Equipment & Software	-	\$200,000	-	\$140,000	-	9.1%	
<b>Total Capital Projects &amp; Equipment</b>	<b>-</b>	<b>\$200,000</b>	<b>-</b>	<b>\$140,000</b>	<b>-</b>	<b>9.1%</b>	
<b>Total Expenditures</b>	<b>\$1,138,877</b>	<b>\$1,452,474</b>	<b>\$1,207,756</b>	<b>\$1,545,900</b>	<b>28.0%</b>	<b>100.0%</b>	
<b>Source of Funds</b>							
General Fund	\$917,695	\$1,214,462	\$984,811	\$1,307,935	32.8%	84.6%	
Capital Improvement Fund	4,792	4,792	3,612	2,400	(33.6%)	0.2%	
Pension Trust	216,391	233,220	219,333	235,565	7.4%	15.2%	
<b>Total Sources</b>	<b>\$1,138,877</b>	<b>\$1,452,474</b>	<b>\$1,207,756</b>	<b>\$1,545,900</b>	<b>28.0%</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 the external auditors, and works closely with Finance Administration to prepare the City's Comprehensive Annual Financial Report (CAFR). The Accounting Division 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 manages 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 biweekly 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. With the purchasing card (Pcard) program a continued reduction in number of accounts payable checks is anticipated. 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.

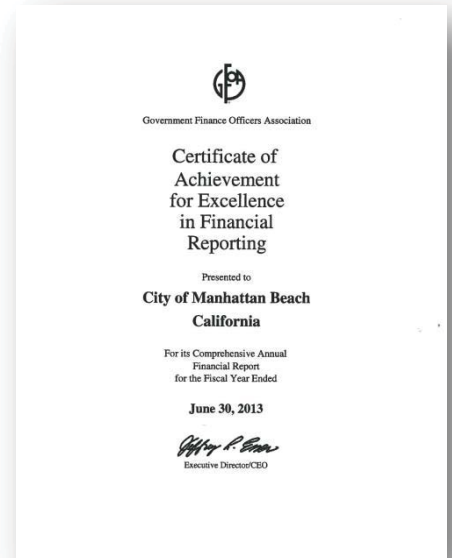
The Division's accounting function involves the maintenance of the City's general ledger, including the generation and posting of journal entries, preparation of monthly and annual reports, and reconciliation of bank accounts. Specific responsibilities include preparation of State Controller's Reports, Streets and Highways Report, Proposition A and Proposition C 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.

## Accomplishment Highlights FY 2014/15

- Received the Certificate of Achievement for Excellence in Financial Reporting issued by the Government Finance Officers Association (GFOA)

## Objectives FY 2015/16

- Cross training of staff functions to ensure proper process knowledge redundancy
- Uphold high accounting standards to ensure continued clean audit opinions
- Implement new accounting standards as issued by the Governmental Accounting Standards Board
- Document desk procedures for audit compliance
- Increase payroll and accounts payable efficiency by minimizing the number of paper checks issued and reissues due to errors.





Performance Measures	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed
<b>Attain GFOA Annual Financial Reporting Achievement</b>	Yes	Yes	Yes	Yes
<i>Awards for excellence in financial reporting are presented by the Government Finance Officers Association, a professional organization that oversees government agencies.</i>				

Authorized Full-Time Positions	2012-2013 Adopted	2013-2014 Adopted	2014-2015 Adopted	2015-2016 Proposed
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>

Accounting Object Description	2013-2014 Actual	2014-2015 Adopted	2014-2015 Y/E Est	2015-2016 Proposed	Var from FY 2015 Y/E	% of Total
4101 Salaries & Allowances	\$376,895	\$364,603	\$438,568	\$388,328	(11.5%)	57.3%
4103 Part-time Salaries	26,852	27,000	28,200	28,200	-	4.2%
4111 Overtime Regular Employees	20	1,000	4,000	3,000	(25.0%)	0.4%
4201 Group Medical Insurance	48,583	51,489	57,196	54,960	(3.9%)	8.1%
4202 Medicare Contributions	3,706	3,805	4,489	3,928	(12.5%)	0.6%
4204 401A Plan City Contributions	8,814	9,156	9,364	9,409	0.5%	1.4%
4206 Medical Retirement Contributions	3,839	4,260	4,260	4,260	-	0.6%
4211 PERS Regular Contribution	51,735	45,742	47,820	53,644	12.2%	7.9%
4216 Excise Taxes	48	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$520,492</b>	<b>\$507,055</b>	<b>\$593,897</b>	<b>\$545,729</b>	<b>(8.1%)</b>	<b>80.6%</b>
5101 Contract Services	\$14,738	\$2,000	\$14,000	\$15,000	7.1%	2.2%
5103 Audit Services	45,128	50,000	47,000	52,300	11.3%	7.7%
5202 Membership & Dues	150	300	300	300	-	0.0%
5203 Reference Materials	739	1,000	1,045	1,200	14.8%	0.2%
5204 Conferences & Meetings	-	4,304	-	4,304	-	0.6%
5205 Training	244	400	400	600	50.0%	0.1%
5207 Advertising	140	350	350	440	25.7%	0.1%
5208 Postage	4,104	3,900	3,754	4,000	6.6%	0.6%
5217 Departmental Supplies	867	1,000	1,600	1,000	(37.5%)	0.1%
5225 Printing	-	1,100	1,569	1,100	(29.9%)	0.2%
5501 Telephone	2,617	2,800	2,453	2,600	6.0%	0.4%
<b>Total Materials &amp; Services</b>	<b>\$68,726</b>	<b>\$67,154</b>	<b>\$72,471</b>	<b>\$82,844</b>	<b>14.3%</b>	<b>12.2%</b>
5621 Information Technology Allocation	\$32,724	\$48,547	\$48,547	\$48,657	0.2%	7.2%
<b>Total Internal Services</b>	<b>\$32,724</b>	<b>\$48,547</b>	<b>\$48,547</b>	<b>\$48,657</b>	<b>0.2%</b>	<b>7.2%</b>
<b>Total Operating Expenditures</b>	<b>\$621,942</b>	<b>\$622,756</b>	<b>\$714,915</b>	<b>\$677,230</b>	<b>(5.3%)</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$621,942	\$622,756	\$714,915	\$677,230	(5.3%)	100.0%
<b>Total Sources</b>	<b>\$621,942</b>	<b>\$622,756</b>	<b>\$714,915</b>	<b>\$677,230</b>	<b>(5.3%)</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 by monitoring, protecting and increasing City resources. The Revenue Services Division administers the billing, cash controls and collection of City revenues, including: business licenses, miscellaneous accounts receivable, central cashing, animal licenses, parking citation payments, digital check scanning and daily deposits, collections, transient occupancy tax from hotels and vacation rentals, and residential/commercial water and refuse service billings. Revenue Services staff administers the taxi cab franchise program, motion picture film coordination within the City, and is responsible for the analysis and creation of the City-wide user fees and cost allocation plan. The Division collects Senate Bill 1186 State fees for disability access education. Revenue Services also coordinates the lease of City commercial parking lot spaces to local merchants, manages the residential overnight parking program and override parking programs. The Division prepares the annual possessory interest report to the Los Angeles County Assessor.



### Accomplishment Highlights FY 2014/15

- Revenue Services, in conjunction with Matrix Consulting Group, conducted a comprehensive User Fee Study and Cost Allocation Plan to ensure that the City is accurately identifying and recovering costs for providing services. User fees were evaluated and adjusted based on the direct and indirect costs associated with providing services. This study will be conducted again during fiscal year 2019-20.
- The City updated technology by adding digital check scanning and deposits checks directly into a bank account. This eliminates trips to the bank to make check deposits. Automates the deposit preparation process and consolidates deposits from a remote location. The City receives credit for deposits sooner and has access to real-time information on deposits activity. Ultimately streamlining processing, posting and reconciliation.
- A new five year taxi cab franchise was awarded to four companies to operate within the City. These four companies have served the community well and continue in providing excellent taxi transportation services. Additionally, the City's clean air vehicle ordinance was amended to reflect elevated restrictions in minimum emission requirements.

### Objectives FY 2015/16

- Maintain department efficiency through automation and technology.
- Deliver e-commerce services through Electronic Bill Presentment Payment Program (EBPP) to allow customer to make any form of payment online.
- Provide paperless bill delivery by email to water and refuse utility customers.
- Maintain a high percentage rate on collection from utility billing.
- Deliver expedient and professional customer service at the cashier.

Performance Measures	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed
<b>% - Monthly collection rate on residential utility bill</b>	93%	94%	94%	95%
<i>The City has 13,000 residential water and refuse utility customers billed bi-monthly. The collection rate of greater than 90% is above municipality standards.</i>				
<b># - Bi-monthly auto debit utility payments EBPP</b>	12%	13%	13%	17%
<i>Revenue Services initiated the Electronic Bill Presentment Program (EBPP) in December 2012 providing customer with e-commerce solution to make any form of online payment.</i>				
<b># - Bi-monthly EBPP paperless customers</b>	15%	16%	16%	20%
<i>Revenue Services initiated electronic bill presentment program in 2012-13 allowing customers the option to receive a paperless water and refuse bill by email.</i>				

Authorized Full-Time Positions	2012-2013 Adopted	2013-2014 Adopted	2014-2015 Adopted	2015-2016 Proposed
Revenue Services Manager	1	1	1	1
Revenue Services Specialist	-	1	1	1
Account Services Representative I	5	5	5	5
<b>Total</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>

Revenue Services Object Description	2013-2014 Actual	2014-2015 Adopted	2014-2015 Y/E Est	2015-2016 Proposed	Var from FY 2015 Y/E	% of Total
4101 Salaries & Allowances	\$418,946	\$462,893	\$484,521	\$465,074	(4.0%)	43.0%
4103 Part-time Salaries	32,372	-	-	-	-	-
4111 Overtime Regular Employees	178	3,127	1,549	1,713	10.6%	0.2%
4201 Group Medical Insurance	86,454	95,889	102,087	100,719	(1.3%)	9.3%
4202 Medicare Contributions	6,391	6,978	6,856	6,744	(1.6%)	0.6%
4204 401A Plan City Contributions	4,616	5,721	5,742	5,621	(2.1%)	0.5%
4206 Medical Retirement Contributions	5,924	6,552	6,552	6,552	-	0.6%
4211 PERS Regular Contribution	53,020	52,691	54,570	59,355	8.8%	5.5%
<b>Total Salaries &amp; Benefits</b>	<b>\$607,901</b>	<b>\$633,851</b>	<b>\$661,877</b>	<b>\$645,778</b>	<b>(2.4%)</b>	<b>59.7%</b>
5101 Contract Services	\$93,845	\$115,240	\$117,550	\$118,950	1.2%	11.0%
5104 Computer Contract Services	154,059	166,049	184,785	183,225	(0.8%)	16.9%
5202 Membership & Dues	110	125	100	150	50.0%	0.0%
5204 Conferences & Meetings	880	5,400	3,900	5,500	41.0%	0.5%
5205 Training	-	1,200	1,100	1,500	36.4%	0.1%
5207 Advertising	70	200	150	150	-	0.0%
5208 Postage	38,781	36,890	35,891	37,150	3.5%	3.4%
5209 Tools & Minor Equip	-	-	-	-	-	-
5210 Computer Supplies & Software	-	-	-	-	-	-
5212 Office Equip Maintenance	445	500	445	-	(100.0%)	-
5217 Departmental Supplies	1,249	1,150	1,118	1,275	14.1%	0.1%
5225 Printing	5,124	6,500	6,250	6,300	0.8%	0.6%
5501 Telephone	2,933	3,150	2,760	2,950	6.9%	0.3%
<b>Total Materials &amp; Services</b>	<b>\$297,496</b>	<b>\$336,404</b>	<b>\$354,049</b>	<b>\$357,150</b>	<b>0.9%</b>	<b>33.0%</b>
5611 Warehouse Services	\$368	\$800	\$478	\$750	56.9%	0.1%
5621 Information Technology Allocation	52,356	77,675	77,675	77,851	0.2%	7.2%
<b>Total Internal Services</b>	<b>\$52,724</b>	<b>\$78,475</b>	<b>\$78,153</b>	<b>\$78,601</b>	<b>0.6%</b>	<b>7.3%</b>
<b>Total Operating Expenditures</b>	<b>\$958,120</b>	<b>\$1,048,730</b>	<b>\$1,094,079</b>	<b>\$1,081,529</b>	<b>(1.1%)</b>	<b>100.0%</b>
6121 Machinery & Equipment	-	-	\$7,500	-	(100.0%)	-
6141 Computer Equipment & Software	-	\$60,000	\$30,000	-	(100.0%)	-
<b>Total Capital Projects &amp; Equipment</b>	<b>-</b>	<b>\$60,000</b>	<b>\$30,000</b>	<b>-</b>	<b>(100.0%)</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$958,120</b>	<b>\$1,108,730</b>	<b>\$1,131,579</b>	<b>\$1,081,529</b>	<b>(4.4%)</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$958,120	\$1,108,730	\$1,131,579	\$1,081,529	(4.4%)	100.0%
<b>Total Sources</b>	<b>\$958,120</b>	<b>\$1,108,730</b>	<b>\$1,131,579</b>	<b>\$1,081,529</b>	<b>(4.4%)</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; maintaining adequate warehouse stock to meet City-wide department needs; efficient mail processing and utilization of courier/delivery services; and obtaining the best return for surplus property.



## Accomplishment Highlights FY 2014/15

- Deployed the Dcard (department card) program primarily for Parks & Recreation Department staff to purchase goods valued below \$2,500. It has increased efficiency and oversight on these purchases and the monthly average spend for the program is \$41,000.
- Tested the Universal Fleet Fuel card, which is a credit card program that allows for fuel purchases at most fuel stations but allots for the exemption of Federal Excise tax and captures vehicle data. This augments the City Yard's fueling station and allows for Fire Department strike teams to fuel vehicles while deployed and Dial-A-Ride bus fueling while in transit.
- Subsequent to FY 2013/14 replacement of forty-four vehicles and equipment, the focus has been the outfitting and deployment of these vehicles.
- Aided with several bids including bulk fuel contract, enterprise content management, signage program telecommunications platform, SB 90 consulting services, fencing materials, update to the City's Hazard Mitigation Plan & Emergency Operations plan, beach concession and replacement pier bollards.
- Explored other vendor outreach methods to increase participation on formal bids.

## Objectives FY 2015/16

- Continue with efforts on establishing an automated calendar to better prioritize formal bids on multi-year contracts for all departments. A static calendar has been established but automation features are still being explored including the possibility of using the enterprise content management system.
- Deploy the Universal Fleet Fuel card.
- Publish a guide for preparing "Request for Proposals" to assist staff with writing clear and concise specifications; evaluating the responses in a fair and equitable manner; establishing timeframes; and understanding the steps needed to accomplish the project goals.

Performance Measures	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed
<b>% - Process purchase requests (&lt;\$20k) w/in 5 business day</b>	68%	79%	90%	85%
<i>Purchase requests for materials and goods below \$20,000 do not require a formal bidding process, and can be fulfilled by the Purchasing Manager. The timely issuance of purchase orders ensures that the requesting department receives the desired product or service in order to meet their delivery requirements.</i>				

## Finance Department | General Services

<b>Authorized Full-Time Positions</b>	<b>2012-2013 Adopted</b>	<b>2013-2014 Adopted</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</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>

<b>General Services</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>Var from</b>	<b>% of</b>
<b>Object Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2015 Y/E</b>	<b>Total</b>
4101 Salaries & Allowances	\$257,426	\$253,643	\$266,211	\$257,877	(3.1%)	40.2%
4103 Part-time Salaries	5,960	10,627	10,627	10,627	-	1.7%
4111 Overtime Regular Employees	152	1,289	450	900	100.0%	0.1%
4201 Group Medical Insurance	35,707	36,801	39,340	40,847	3.8%	6.4%
4202 Medicare Contributions	3,660	3,985	3,841	3,910	1.8%	0.6%
4204 401A Plan City Contributions	2,996	3,105	3,160	3,122	(1.2%)	0.5%
4206 Medical Retirement Contributions	2,903	3,216	3,216	3,216	-	0.5%
4211 PERS Regular Contribution	30,791	28,711	29,914	32,735	9.4%	5.1%
<b>Total Salaries &amp; Benefits</b>	<b>\$339,595</b>	<b>\$341,377</b>	<b>\$356,759</b>	<b>\$353,234</b>	<b>(1.0%)</b>	<b>55.1%</b>
5101 Contract Services	\$111,517	\$109,870	\$108,300	\$119,217	10.1%	18.6%
5202 Membership & Dues	510	570	570	570	-	0.1%
5204 Conferences & Meetings	4,118	4,512	800	4,910	513.8%	0.8%
5205 Training	-	1,300	1,300	1,300	-	0.2%
5206 Uniforms/Safety Equip	759	1,090	1,090	1,090	-	0.2%
5208 Postage	721	690	664	800	20.5%	0.1%
5211 Automotive Parts	22,315	25,000	23,000	24,000	4.3%	3.7%
5217 Departmental Supplies	234	200	200	200	-	0.0%
5222 Warehouse Purchases	83,235	82,345	78,000	82,345	5.6%	12.8%
5501 Telephone	993	1,100	964	1,100	14.1%	0.2%
<b>Total Materials &amp; Services</b>	<b>\$224,402</b>	<b>\$226,677</b>	<b>\$214,888</b>	<b>\$235,532</b>	<b>9.6%</b>	<b>36.7%</b>
5611 Warehouse Services	\$6,847	\$5,740	\$6,540	\$6,540	-	1.0%
5621 Information Technology Allocation	26,172	38,838	38,838	38,925	0.2%	6.1%
5641 Fleet Rental Allocation	3,564	3,990	3,990	5,050	26.6%	0.8%
5642 Fleet Maintenance Allocation	1,663	2,725	2,641	1,866	(29.3%)	0.3%
<b>Total Internal Services</b>	<b>\$38,246</b>	<b>\$51,293</b>	<b>\$52,009</b>	<b>\$52,381</b>	<b>0.7%</b>	<b>8.2%</b>
<b>Total Operating Expenditures</b>	<b>\$602,243</b>	<b>\$619,347</b>	<b>\$623,656</b>	<b>\$641,147</b>	<b>2.8%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$378,389	\$396,802	\$408,156	\$409,455	0.3%	63.9%
Building Maintenance & Operations Fund	223,854	222,545	215,500	231,692	7.5%	36.1%
<b>Total Sources</b>	<b>\$602,243</b>	<b>\$619,347</b>	<b>\$623,656</b>	<b>\$641,147</b>	<b>2.8%</b>	<b>100.0%</b>

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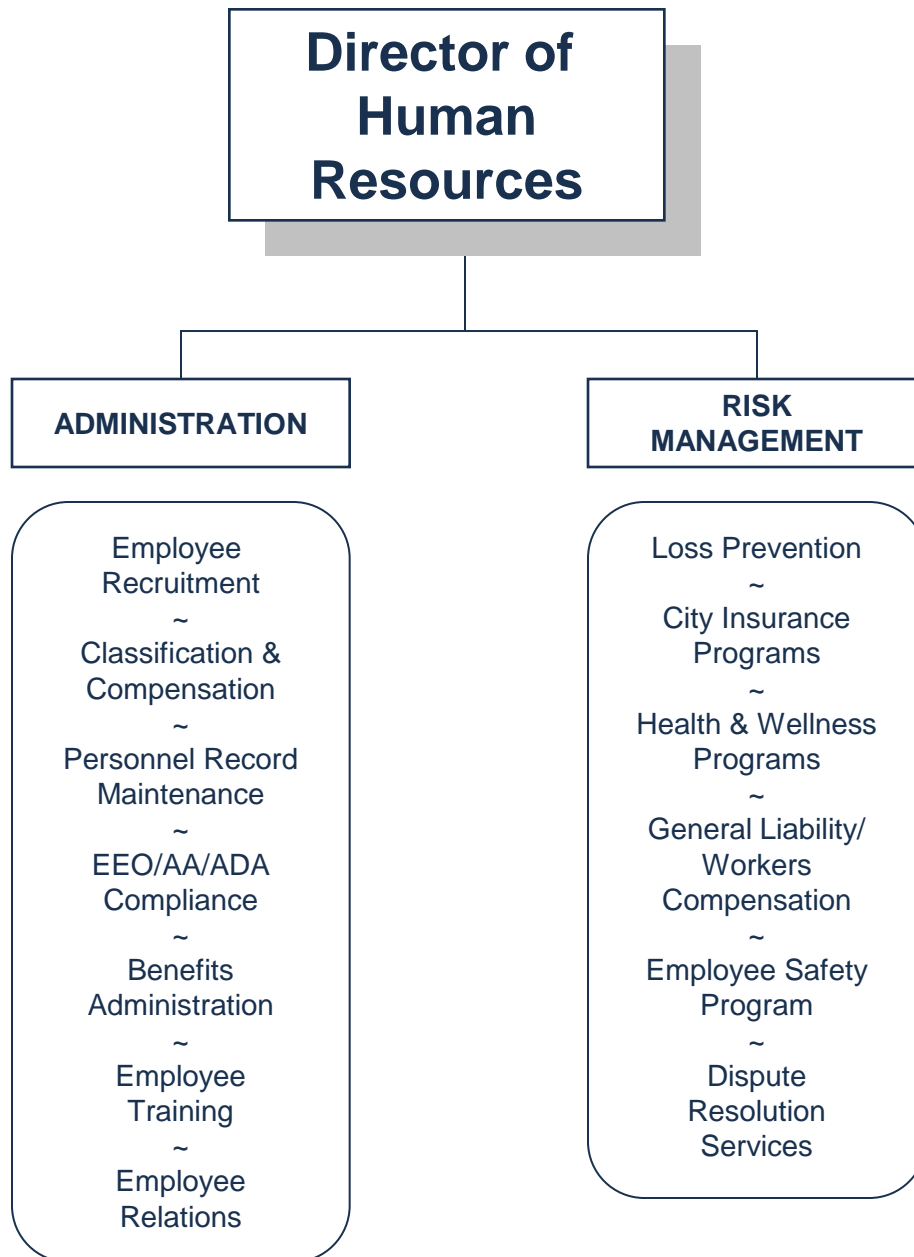
**HUMAN RESOURCES  
DEPARTMENT**

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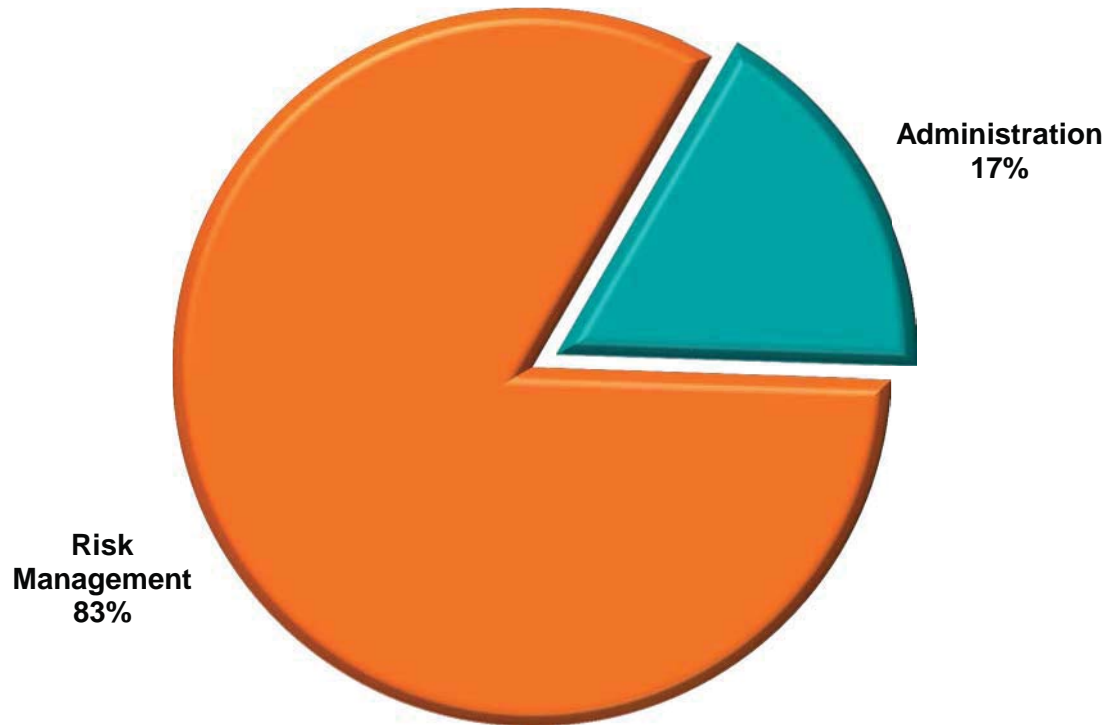


# City of Manhattan Beach Human Resources Department



# Human Resources Department

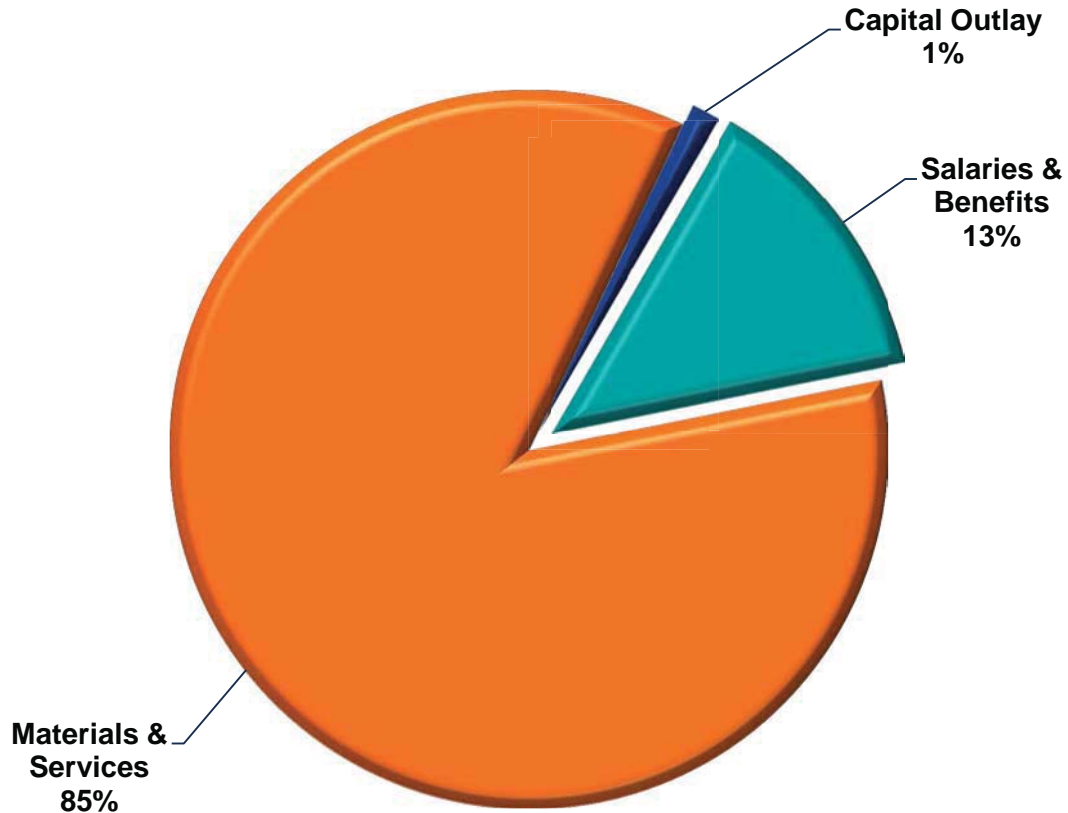
FY 2015-2016  
Department Expenditure by Program



	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed
<b>Program Expenditures</b>				
Administration	\$834,964	\$1,238,160	\$1,059,068	\$1,296,275
Risk Management	5,182,606	4,702,745	6,387,735	6,244,606
<b>Total</b>	<b>\$6,017,570</b>	<b>\$5,940,905</b>	<b>\$7,446,803</b>	<b>\$7,540,881</b>
<b>Full-Time Positions</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

# Human Resources Department

FY 2015-2016  
Department Expenditure by Category



Category Expenditures	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed
Salaries & Benefits	\$681,059	\$991,726	\$1,017,020	\$1,017,293
Materials & Services	5,336,512	4,849,179	6,425,783	6,423,588
Capital Outlay	-	100,000	4,000	100,000
<b>Total</b>	<b>\$6,017,570</b>	<b>\$5,940,905</b>	<b>\$7,446,803</b>	<b>\$7,540,881</b>

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## **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, wellness initiatives and workers' compensation. The department secures proper insurance for all City property and various areas of risk exposure.

## 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, interpretation of rules, regulations and policies, and employment/labor legal compliance.

The department is in the process of reviewing an HRIS system in order to upgrade current applicant tracking and employee database systems in conjunction with the City IS Master Plan.

The department will be seeing input from customers on ways to improve the support services provided by Human Resources. This opportunity will allow the department to forge new ideas and refresh other processes in order to better support all City Departments.

## Accomplishment Highlights FY 2014/15

- New Employee Recognition celebration, recognizing all employees that reached a service milestone in 2014
- Implementation of Affordable Care Act regulations for Flexible Spending Account with Finance Department
- Implemented Affordable Care Act benefits for eligible part-time employees
- Harassment training for all employees
- Worked with department staff to recruit and hire 31 full-time employees and 12 part-time employees

## Objectives FY 2015/16

- Support upcoming labor negotiation process
- Find new leadership development training opportunities
- Issue a Request for Proposal for a new HRIS system and implement new HRIS system by FY 16/17

Performance Measures & Workload Indicators	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed
<b># - Leadership Development Training per year*</b> <i>Supporting employees with appropriate training to perform job duties and for potential career advancement</i>	n/a	n/a	n/a	3
<b>% - New Employee onboarding follow up*</b> <i>New employees will receive follow up contact from Human Resources every 3 to 6 months in their first year of employment to ensure questions are answered and adequate initial training for Microsoft Office is conducted. Allow new employees the proper tools and resources to be successful in their first year of work.</i>	n/a	n/a	n/a	100%
<b>% - Complete recruitment process in 75 business days</b> <i>The recruitment process for each new hire is lengthy, from the announcement of open position to the completion of the hiring process. 75 days is the current standard for government agencies of this size and the department endeavors to complete the entire process as quickly and efficiently as possible.</i>	54%	75%	100%	100%

\*\* New for fiscal year 2015-2016

## Major Service Delivery Changes

The Human Resources Department underwent a complete organizational assessment conducted by Management Partners to cultivate short and long term strategic plans.

# Human Resources Department | Administration

Authorized Full-Time Positions	2012-2013 Adopted	2013-2014 Adopted	2014-2015 Adopted	2015-2016 Proposed
Director	0.75	0.75	0.75	0.75
Risk Manager	0.25	0.25	0.25	0.25
Senior Human Resources Analyst	1	1	1	1
Human Resources Analyst	1	1	1	1
Human Resources Technician	1	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

Administration		2013-2014	2014-2015	2014-2015	2015-2016	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2015 Y/E	Total
4101	Salaries & Allowances	293,925	392,460	428,109	408,983	(4.5%)	31.6%
4103	Part-time Salaries	60,384	82,132	61,269	89,856	46.7%	6.9%
4111	Overtime Regular Employees	4,335	1,722	1,569	628	(60.0%)	0.0%
4201	Group Medical Insurance	41,485	60,367	43,324	65,996	52.3%	5.1%
4202	Medicare Contributions	4,949	6,884	6,827	6,472	(5.2%)	0.5%
4203	Unemployment	1,020	684	684	480	(29.8%)	0.0%
4204	401A Plan City Contributions	11,470	14,745	15,913	15,098	(5.1%)	1.2%
4205	Worker's Compensation	19,500	120,120	120,120	95,880	(20.2%)	7.4%
4206	Medical Retirement Contributions	5,675	6,288	6,288	6,288	-	0.5%
4211	PERS Regular Contribution	37,130	43,605	34,567	51,031	47.6%	3.9%
<b>Total Salaries &amp; Benefits</b>		<b>\$479,872</b>	<b>\$729,007</b>	<b>\$718,670</b>	<b>\$740,712</b>	<b>3.1%</b>	<b>57.1%</b>
5101	Contract Services	36,196	63,596	45,190	18,378	(59.3%)	1.4%
5104	Computer Contract Services	8,864	6,769	6,787	6,940	2.3%	0.5%
5107	Physical/Psych Exams	21,316	21,215	16,359	18,845	15.2%	1.5%
5108	Legal Services	86,405	70,000	40,000	80,000	100.0%	6.2%
5201	Office Supplies	2,590	2,500	2,000	2,500	25.0%	0.2%
5202	Membership & Dues	785	2,019	1,566	2,489	58.9%	0.2%
5203	Reference Materials	456	435	192	447	133.4%	0.0%
5204	Conferences & Meetings	6,513	10,480	4,358	10,608	143.4%	0.8%
5205	Training	16,508	15,618	9,200	56,868	518.1%	4.4%
5208	Postage	2,928	2,800	2,695	2,700	0.2%	0.2%
5214	Employee Awards & Events	3,088	13,500	9,307	13,500	45.0%	1.0%
5216	Tuition Reimbursement	19,565	24,000	20,000	24,000	20.0%	1.9%
5217	Departmental Supplies	71	-	30	-	(100.0%)	-
5218	Recruitment Costs	27,368	29,874	29,874	34,874	16.7%	2.7%
5225	Printing	-	100	150	150	-	0.0%
5501	Telephone	2,346	2,500	2,190	2,400	9.6%	0.2%
<b>Total Materials &amp; Services</b>		<b>\$234,999</b>	<b>\$265,406</b>	<b>\$189,897</b>	<b>\$274,699</b>	<b>44.7%</b>	<b>21.2%</b>
5611	Warehouse Services	157	200	200	200	-	0.0%
5621	Information Technology Allocation	45,804	67,966	67,966	68,119	0.2%	5.3%
5631	Insurance Allocation	15,660	18,780	18,780	52,140	177.6%	4.0%
5651	Building & Operations Allocation	58,472	56,801	59,555	60,405	1.4%	4.7%
<b>Total Internal Services</b>		<b>\$120,093</b>	<b>\$143,747</b>	<b>\$146,501</b>	<b>\$180,864</b>	<b>23.5%</b>	<b>14.0%</b>
<b>Total Operating Expenditures</b>		<b>\$834,964</b>	<b>\$1,138,160</b>	<b>\$1,055,068</b>	<b>\$1,196,275</b>	<b>13.4%</b>	<b>92.3%</b>
6141	Computer Equipment & Software	-	100,000	4,000	100,000	2400.0%	7.7%
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>\$100,000</b>	<b>\$4,000</b>	<b>\$100,000</b>	<b>2400.0%</b>	<b>7.7%</b>
<b>Total Expenditures</b>		<b>\$834,964</b>	<b>\$1,238,160</b>	<b>\$1,059,068</b>	<b>\$1,296,275</b>	<b>22.4%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$834,964	\$1,238,160	\$1,059,068	\$1,296,275	22.4%	100.0%
<b>Total Sources</b>		<b>\$834,964</b>	<b>\$1,238,160</b>	<b>\$1,059,068</b>	<b>\$1,296,275</b>	<b>22.4%</b>	<b>100.0%</b>

## 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 finding new ideas, training and programs to help employees stay safe while working. Supporting and introducing new wellness programs will help employees focus on their health for safety and longevity for their careers at the City. Risk Management continues to review and find innovative ways to keep employees healthy, safe and motivated at work.

## Accomplishment Highlights FY 2014/15

- CalOSHA mandatory Blood Borne Pathogens training
- CPR/Fire Extinguisher training
- Implemented a revised Injury and Illness Prevention Program (IIPP) (May 2015)
- City wide training for revised IIPP (June 2015)
- Created an Affordable Care Act Policy

## Objectives FY 2015/16

- Create and implement a new Safety program
- Provide CalOSHA required Hearing Conservation evaluations and Hazard Communications training
- Issue a Request for Proposal for a Wellness Program vendor
- Update the City Insurance policy and provide appropriate training to various departments
- Provide Workers' Compensation informational sessions for Supervisors and employees

	2012-2013	2013-2014	2014-2015	2015-2016
Performance Measures & Workload Indicators	Actual	Actual	Adopted	Proposed
# - Workers Comp claims average days open	91	269	n/a	n/a
<i>Workload Indicator - Average number of days a claims stay open in a fiscal year.</i>				
% - Wellness program participation	n/a	n/a	30%	30%
<i>The employee wellness program is focused on improving employees health and wellness, and ensuring a more balanced and enjoyable work environment for overall increased productivity.</i>				
# - Liability claims average days open	111	236	n/a	n/a
<i>Workload Indicator - average number of days a claim stay open in a fiscal year.</i>				

## Major Service Delivery Changes

The Human Resources Department underwent a complete organizational assessment conducted by Management Partners to cultivate short and long term strategic plans.

	2012-2013	2013-2014	2014-2015	2015-2016
Authorized Full-Time Positions	Adopted	Adopted	Adopted	Proposed
Director	0.25	0.25	0.25	0.25
Risk Manager	0.75	0.75	0.75	0.75
Human Resources Technician	1	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>



## Human Resources Department | Risk Management

<b>Risk Management</b>		<b>2013-2014</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2015 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	147,672	191,733	228,987	201,357	(12.1%)	3.2%
4111	Overtime Regular Employees	2,198	3,443	800	1,237	54.6%	0.0%
4201	Group Medical Insurance	23,261	34,246	34,025	36,606	7.6%	0.6%
4202	Medicare Contributions	2,061	2,896	3,206	2,919	(9.0%)	0.0%
4204	401A Plan City Contributions	6,018	7,335	8,364	7,558	(9.6%)	0.1%
4206	Medical Retirement Contributions	1,451	1,608	1,608	1,608	-	0.0%
4211	PERS Regular Contribution	18,526	21,458	21,360	25,296	18.4%	0.4%
<b>Total Salaries &amp; Benefits</b>		<b>\$201,187</b>	<b>\$262,719</b>	<b>\$298,350</b>	<b>\$276,581</b>	<b>(7.3%)</b>	<b>4.4%</b>
5101	Contract Services	18,177	60,837	21,339	61,114	186.4%	1.0%
5202	Membership & Dues	365	440	440	470	6.8%	0.0%
5203	Reference Materials	180	305	305	305	-	0.0%
5204	Conferences & Meetings	1,209	2,445	565	2,725	382.3%	0.0%
5205	Training	17,083	8,000	7,303	8,000	9.5%	0.1%
5214	Employee Awards & Events	-	5,000	5,000	5,000	-	0.1%
5250	Insurance Premiums	706,091	810,000	904,141	1,083,726	19.9%	17.4%
5251	Claims Paid	3,650,533	2,952,000	4,569,000	4,189,000	(8.3%)	67.1%
5252	Claims Admin	123,278	124,004	123,279	124,004	0.6%	2.0%
5253	Faithful Performance Bond	2,536	2,550	2,706	2,750	1.6%	0.0%
5254	Unemployment Claims	34,876	20,000	36,285	35,000	(3.5%)	0.6%
5255	Property Insurance	383,302	404,106	368,598	404,106	9.6%	6.5%
5501	Telephone	7,309	8,200	7,183	8,200	14.2%	0.1%
<b>Total Materials &amp; Services</b>		<b>\$4,944,939</b>	<b>\$4,397,887</b>	<b>\$6,046,144</b>	<b>\$5,924,400</b>	<b>(2.0%)</b>	<b>94.9%</b>
5621	Information Systems Allocation	13,092	19,419	19,419	19,463	0.2%	0.3%
5651	Building & Operations Allocation	23,388	22,720	23,822	24,162	1.4%	0.4%
<b>Total Internal Services</b>		<b>\$36,480</b>	<b>\$42,139</b>	<b>\$43,241</b>	<b>\$43,625</b>	<b>0.9%</b>	<b>0.7%</b>
<b>Total Operating Expenditures</b>		<b>\$5,182,606</b>	<b>\$4,702,745</b>	<b>\$6,387,735</b>	<b>\$6,244,606</b>	<b>(2.2%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Insurance Reserve Fund		\$5,182,606	\$4,702,745	\$6,387,735	\$6,244,606	(2.2%)	100.0%
<b>Total Sources</b>		<b>\$5,182,606</b>	<b>\$4,702,745</b>	<b>\$6,387,735</b>	<b>\$6,244,606</b>	<b>(2.2%)</b>	<b>100.0%</b>

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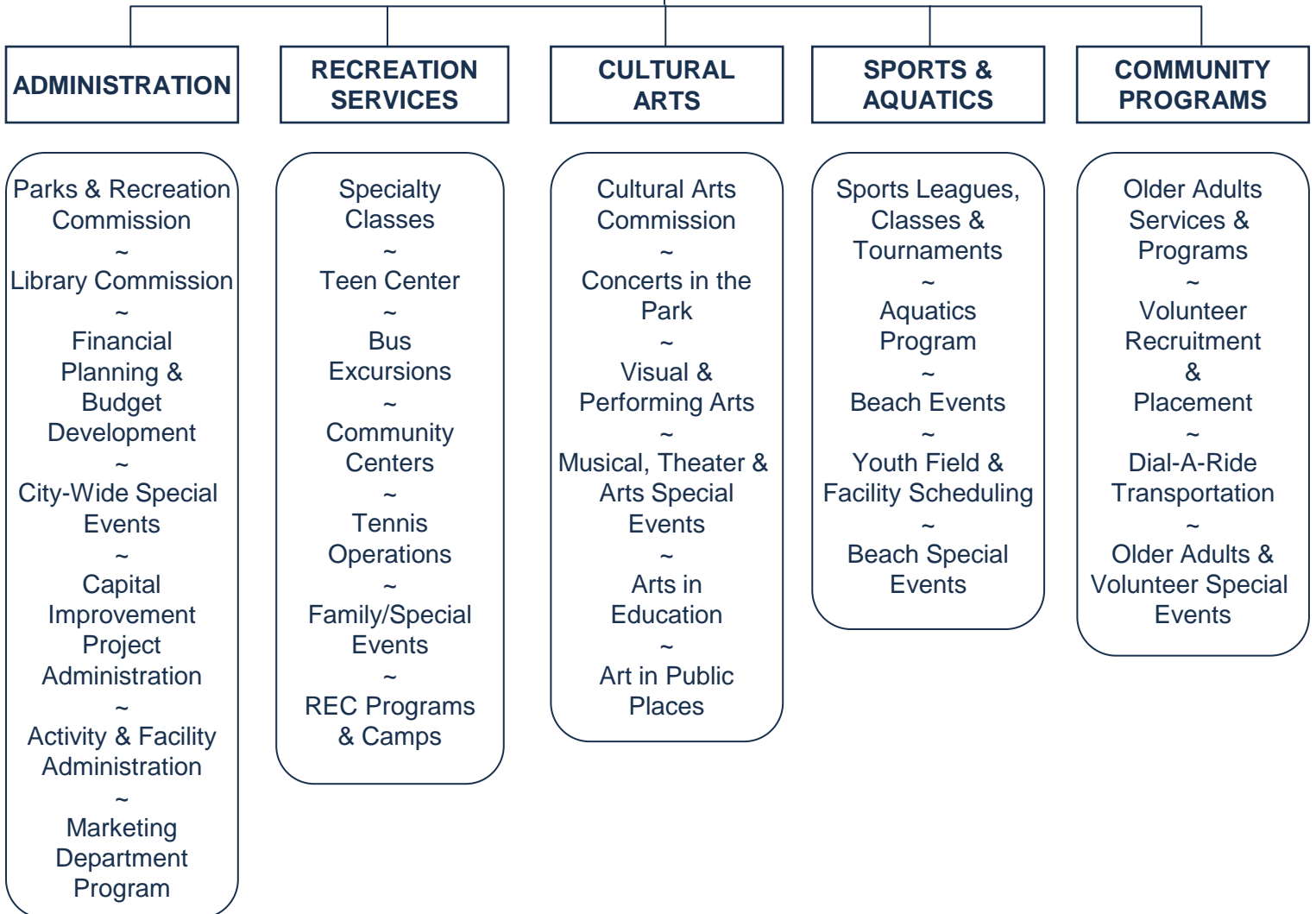
**PARKS AND RECREATION  
DEPARTMENT**

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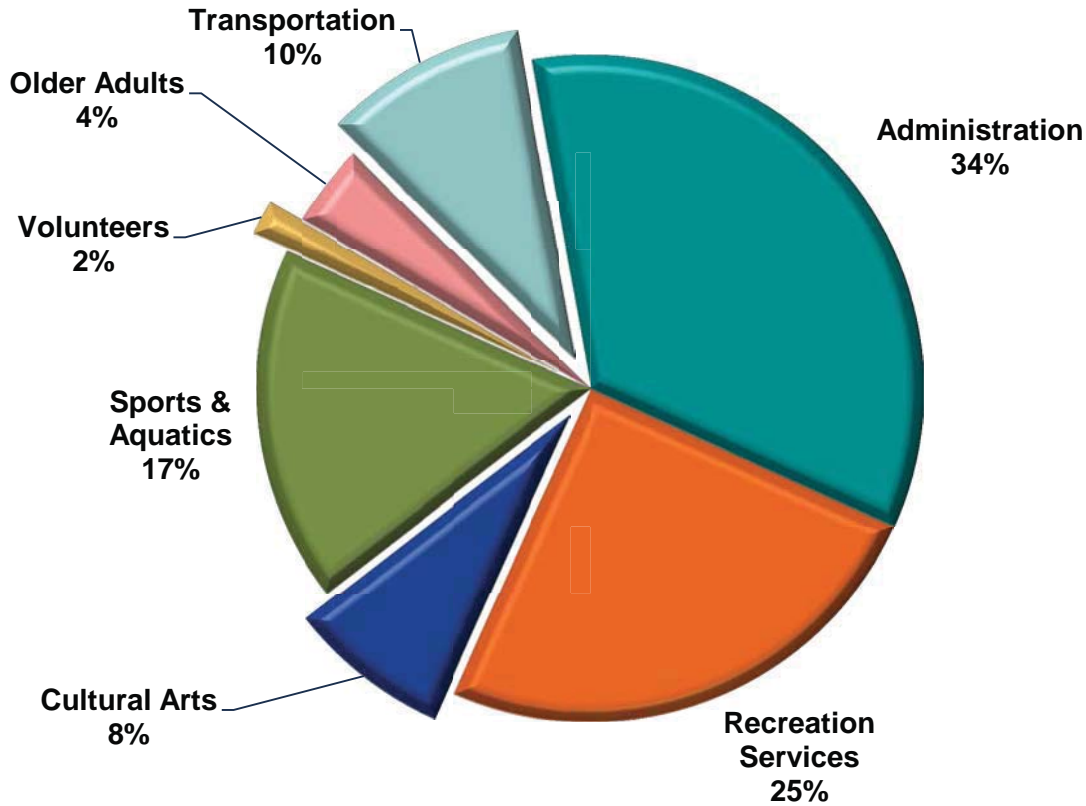
# City of Manhattan Beach Parks & Recreation Department

**Director of  
Parks and  
Recreation**



# Parks & Recreation Department

FY 2015-2016  
Department Expenditure by Program

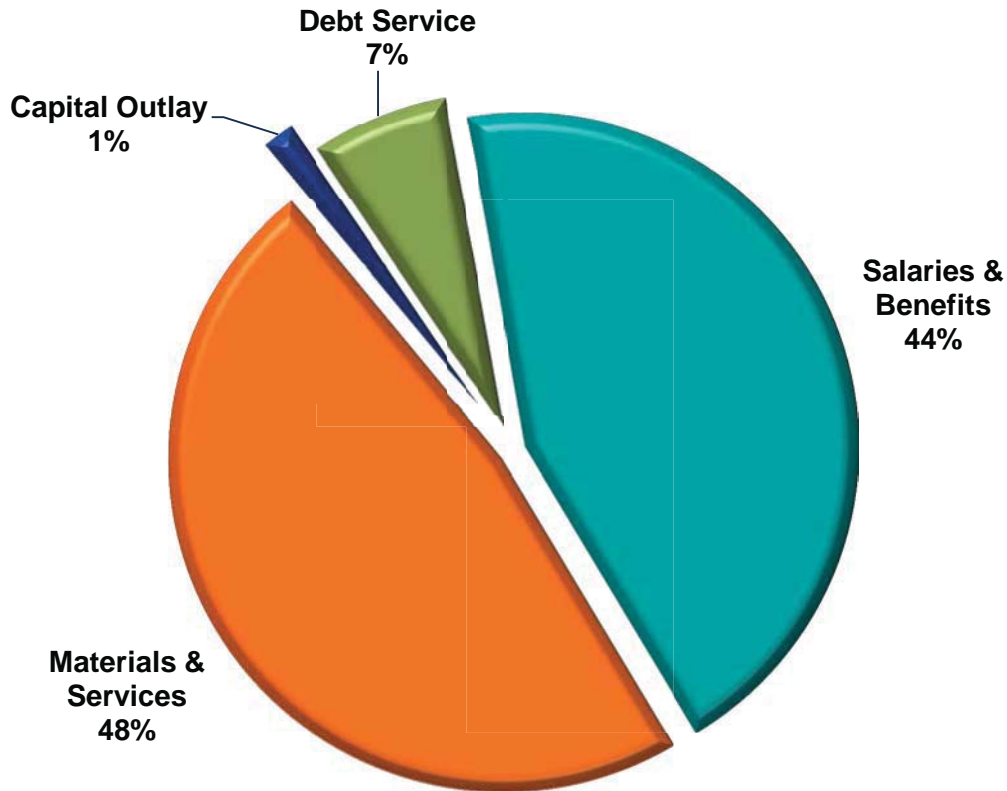


Program Expenditures	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed
Administration	\$2,789,144	\$2,891,816	\$2,524,796	\$3,038,346
Recreation Services	2,093,676	2,234,649	2,233,827	2,184,528
Cultural Arts	505,685	620,898	661,118	688,580
Sports & Aquatics	1,203,951	1,494,261	1,311,471	1,518,131
Volunteers	140,523	146,998	150,787	150,404
Older Adults	319,484	333,341	348,733	348,445
Transportation	865,458	804,307	763,884	859,540
<b>Total</b>	<b>\$7,917,920</b>	<b>\$8,526,270</b>	<b>\$7,994,616</b>	<b>\$8,787,974</b>

Program Revenues	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed
Recreation Services	\$1,101,565	\$1,020,616	\$1,104,002	\$1,074,067
Cultural Arts	232,337	242,000	246,501	236,000
Sports & Aquatics	1,307,615	1,265,500	1,216,520	1,297,000
Older Adults	67,555	66,007	66,000	66,000
<b>Total</b>	<b>\$2,709,072</b>	<b>\$2,594,123</b>	<b>\$2,633,023</b>	<b>\$2,673,067</b>
<b>Full-Time Positions</b>	<b>21</b>	<b>23</b>	<b>23</b>	<b>24</b>

# Parks & Recreation Department

FY 2015-2016  
Department Expenditure by Category



Category Expenditures	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed
Salaries & Benefits	\$3,278,906	\$3,767,673	\$3,644,441	\$3,885,110
Materials & Services	3,283,252	3,894,070	3,912,690	4,186,633
Capital Outlay	825,875	271,623	90,985	135,000
Debt Service	345,649	592,904	346,500	581,231
Interfund Transfers	184,238	-	-	-
<b>Total</b>	<b>\$7,917,920</b>	<b>\$8,526,270</b>	<b>\$7,994,616</b>	<b>\$8,787,974</b>

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## **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 divisions: Administration, Recreation Services, Cultural Arts, Sports and Aquatics, Volunteers, Older Adults, and Transportation.

The Parks and Recreation Department has a team of 24 full time and over one hundred seasonal and part-time professional staff who provide innovative, collaborative, effective and efficient programs and services. The Department has adopted the “Parks Make Life Better” brand promise to promote the benefits of Parks and Recreation listed above.

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## Program Overview

The Parks and Recreation Department provides a comprehensive level of leisure and community services to enhance the quality of life for the residents of Manhattan Beach. The Department strives to provide these programs in a professional and cost-efficient manner, while being responsive to changing community needs and priorities.



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 plan and coordination of City-wide community events. This division provides vision, direction, and support resources to Department staff and City Council.

## Accomplishment Highlights FY 2014/15

- Collaborative Efforts with the following organizations enabled additional programming to be offered: Beach Cities Health District, Manhattan Beach Rotary Club, Grand View Elementary; Southern California Golf Association (SCGA); AARP; Manhattan Beach Country Club; Manhattan Beach Downtown Business Professional Association (MBDBPA); Cal State University, Dominguez Hills; Medicare Health Insurance Counseling and Advocacy Program, Alzheimer's Association, Los Angeles County Beaches & Harbor, Department of Mental Health, South Bay Family Health Care and the Marriott Golf Club.
- New programs include a Rec Lunchtime Program, summer surf movie series, Song Jam Sing-a-Long, Hawaiian Expressions Hula Class, Tai-chi for Older Adults, Art camps, Teen Night Out and cooking and dance classes for special needs participants.
- Two new special events added in Polliwog Park:
  - Feel Good Festival , an all-ages festival featured yoga in the park with live music in the background, exquisite chefs, dance performances, arts and crafts, local organic cuisine, health and wellness exhibits, and ended with an eclectic concert in the park
  - "Salute to the Troops" event featured a band and food
- Partnerships with MBUSD including a Mira Costa High School Internship program, Art Curator Program, Intergenerational Program and Rec Lunchtime Program at Grandview Elementary School
- The department adopted its first marketing plan which focuses our marketing objectives on developing partnerships with surrounding schools, communicating the vision and building awareness for the department.
- Launched social media pilot program.
- MB FIT Workplace Wellness Program was established and offers a comprehensive wellness program including lunch and learns, beach clean-ups, walks to the Pier, circuit training, yoga, tennis, and a variety of off-site events. The program started in July 2014 and has grown from a handful of employees to over 150. The program has received a Gold Level Fit Friendly Workplace designation from the American Heart Association. This designation is awarded by the American Heart Association's My Heart. My Life. initiative for implementing at least nine criteria as outlined by the American Heart Association in the areas of physical activity, nutrition and culture.
- Adopted new Facility Use Policies and Procedures.

## Objectives FY 2015/16

- 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 on-line reservations through the ActiveNet registration system
- Publish four activity guides and continue to develop an interactive digital City-wide activities guide that includes hyperlinks, web-clips and interactive pictures
- Provide a safe and positive park environment through the department's Parks Services Enforcement Officer
- Develop a strategic communication plan to support the department through social media channels
- Continue to review and update department policies.

Performance Measures	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed
<b>% - Favorable customer rating of registration process</b>	<b>100%</b>	<b>86%</b>	<b>100%</b>	<b>100%</b>
<i>Surveys are administered quarterly via email to all class participants. Surveys were only distributed during the fall session.</i>				
<b># - Online transaction processed</b>	<b>8,100</b>	<b>9,214</b>	<b>10,000</b>	<b>11,000</b>
<i>The number of online transactions processed - registrations, transfers or refunds. The City implemented the online registration process in the Summer of 2004.</i>				
<b># - In-house transactions processed</b>	<b>5,374</b>	<b>5,761</b>	<b>5,000</b>	<b>6,500</b>
<i>As online registrations increase, this number is expected to decrease. Most in-house registrations are made by older adults and those not wishing to pay a convenience fee.</i>				

## Major Service Delivery Changes

The Fiscal Year 2015-2016 Budget includes estimated General Fund revenue of \$2.7 million from class registration activities, facility reservations and recreation events, and debt service cost of \$0.6 million for the previous acquisition of the Marine Avenue sports field facility (Land Leases, 7100 object series).

Authorized Full-Time Positions	2012-2013 Adopted	2013-2014 Adopted	2014-2015 Adopted	2015-2016 Proposed
Director	1	1	1	1
Executive Secretary	1	1	1	1
Park Services Enforcement Officer	1	1	1	1
Graphic Artist	-	-	1	1
Administrative Clerk II	1	1	1	1
Receptionist Clerk	1	1	1	-
<b>Total</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>5</b>

## Parks and Recreation Department | Administration

Administration		2013-2014	2014-2015	2014-2015	2015-2016	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2015 Y/E	Total
4101	Salaries & Allowances	342,054	428,102	404,349	388,622	(3.9%)	12.8%
4103	Part-time Salaries	39,902	4,858	18,000	144	(99.2%)	0.0%
4111	Overtime Regular Employees	1,388	5,511	2,000	3,012	50.6%	0.1%
4201	Group Medical Insurance	59,155	76,583	73,350	72,833	(0.7%)	2.4%
4202	Medicare Contributions	5,444	7,002	6,063	5,635	(7.1%)	0.2%
4203	Unemployment	24,240	16,164	16,164	11,280	(30.2%)	0.4%
4204	401A Plan City Contributions	6,546	8,737	7,241	7,204	(0.5%)	0.2%
4205	Worker's Compensation	15,180	37,500	37,500	22,200	(40.8%)	0.7%
4206	Medical Retirement Contributions	5,351	5,940	5,940	5,940	-	0.2%
4211	PERS Regular Contribution	44,193	51,918	48,697	49,239	1.1%	1.6%
<b>Total Salaries &amp; Benefits</b>		<b>\$543,453</b>	<b>\$642,315</b>	<b>\$619,304</b>	<b>\$566,109</b>	<b>(8.6%)</b>	<b>18.6%</b>
5101	Contract Services	586,989	580,675	600,675	598,518	(0.4%)	19.7%
5201	Office Supplies	42,504	43,500	43,500	43,500	-	1.4%
5202	Membership & Dues	1,605	1,700	2,125	2,010	(5.4%)	0.1%
5203	Reference Materials	270	300	300	500	66.7%	0.0%
5204	Conferences & Meetings	639	90	1,000	350	(65.0%)	0.0%
5205	Training	1,318	3,000	3,000	6,980	132.7%	0.2%
5206	Uniforms/Safety Equip	260	200	275	200	(27.3%)	0.0%
5207	Advertising	5,819	9,559	9,559	10,210	6.8%	0.3%
5208	Postage	26,226	26,800	31,526	31,500	(0.1%)	1.0%
5210	Computer Supplies & Software	3,012	700	885	420	(52.5%)	0.0%
5217	Departmental Supplies	10,801	8,965	15,000	9,000	(40.0%)	0.3%
5218	Recruitment Costs	1,522	1,600	1,800	4,520	151.1%	0.1%
5225	Printing	62,427	64,198	64,198	64,398	0.3%	2.1%
5501	Telephone	8,664	9,400	8,325	9,000	8.1%	0.3%
<b>Total Materials &amp; Services</b>		<b>\$752,057</b>	<b>\$750,687</b>	<b>\$782,168</b>	<b>\$781,106</b>	<b>(0.1%)</b>	<b>25.7%</b>
5611	Warehouse Services	1,063	1,000	1,100	1,000	(9.1%)	0.0%
5621	Information Technology Allocation	78,528	116,514	116,514	107,045	(8.1%)	3.5%
5631	Insurance Allocation	158,460	442,680	442,680	647,520	46.3%	21.3%
5641	Fleet Rental Allocation	30,816	48,420	48,420	46,370	(4.2%)	1.5%
5642	Fleet Maintenance Allocation	27,392	25,974	25,178	27,992	11.2%	0.9%
5651	Building & Operations Allocation	140,332	136,322	142,932	144,973	1.4%	4.8%
<b>Total Internal Services</b>		<b>\$436,590</b>	<b>\$770,910</b>	<b>\$776,824</b>	<b>\$974,900</b>	<b>25.5%</b>	<b>32.1%</b>
<b>Total Operating Expenditures</b>		<b>\$1,732,100</b>	<b>\$2,163,912</b>	<b>\$2,178,296</b>	<b>\$2,322,115</b>	<b>6.6%</b>	<b>76.4%</b>
6252	CIP Landscape & Site - CYr	711,395	135,000	-	135,000	-	4.4%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$711,395</b>	<b>\$135,000</b>	<b>-</b>	<b>\$135,000</b>	<b>-</b>	<b>4.4%</b>
7101	Bond Principal	255,000	265,000	265,000	270,000	1.9%	8.9%
7102	Bond Interest	7,027	245,904	6,500	236,231	3534.3%	7.8%
7103	Bond Administration Fee	83,622	82,000	75,000	75,000	-	2.5%
<b>Total Debt Service</b>		<b>\$345,649</b>	<b>\$592,904</b>	<b>\$346,500</b>	<b>\$581,231</b>	<b>67.7%</b>	<b>19.1%</b>
<b>Total Expenditures</b>		<b>\$2,789,144</b>	<b>\$2,891,816</b>	<b>\$2,524,796</b>	<b>\$3,038,346</b>	<b>20.3%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$2,077,749	\$2,756,816	\$2,524,796	\$2,903,346	15.0%	95.6%
Capital Improvement Fund		711,395	135,000	-	135,000	-	4.4%
<b>Total Sources</b>		<b>\$2,789,144</b>	<b>\$2,891,816</b>	<b>\$2,524,796</b>	<b>\$3,038,346</b>	<b>20.3%</b>	<b>100.0%</b>

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## Program Overview

The Recreation Services Division oversees a variety of large community wide special events; facility, park and field reservations and operations; tennis operations and reservations; specialty classes; nature and outdoor recreation activities; Afterschool REC Program; summer and Vacation Rec Camps; and the Teen Center. The Recreation Services Division strives to implement the department's brand "Parks Make Life Better" promise, core values, vision and missions by providing 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.



## Accomplishment Highlights FY 2014/15

- Initiated Teen Center Garden project as part of the Teen Center After-school and Vacation Programs, allowing participants to work hands-on to learn about gardening and seasonal produce. Also worked with a local Boy Scout to upgrade garden amenities as part of his Eagle Scout service project.
- Two Recreation Supervisors trained as *Certified Playground Safety Inspectors* who complete monthly inspections of playground facilities.
- Held new Teen Center Open House and Safety Expo event, partnering with MBPD, CERT, and other organizations to raise awareness of after-school safety and emergency preparedness for youth.
- Maintained a high customer satisfaction rating of 94% for all 2498 registrations –in classes where all specialty classes and activities had close to 25,090 attendees.

## Objectives FY 2015/16

- Increase to 23,000 Special event participants with 90% rating events favorably.
- Expand specialty class offerings and increase number of specialty class participants to 30,000.
- Maintain at least 95% customer satisfaction rating for specialty classes.
- Maintain at least 95% customer satisfaction rating for facility reservations.
- Maintain at least 95% customer satisfaction rating for REC and Teen Center programs.
- Increase Tennis reservation participation to 51,000 players per year.
- Implement Skate Board Park project as directed.
- Continue to implement "Parks Make Life Better" branding campaign in all division activities.
- Continue to implement department marketing and sponsorship campaign in all division activities.
- Continue to implement city disaster preparedness activities in staff training / development and facility operations.

## Parks and Recreation Department | Recreation Services

<b>Performance Measures</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</b>
<b>% - Specialty classes rated favorably</b> <i>In 2013-2014, 2,498 participants participated in specialty classes including, dog obedience, cooking and tennis classes. Surveys are administered quarterly via email to class participants.</i>	99%	94%	100%	100%
<b>% - Teen Center programs rated favorably</b> <i>Customer satisfaction with the Teen Center is measured by how well it engages teens in programs that increase physical, social, and mental well-being. Surveys are administered quarterly via email to the parents of all participants.</i>	95%	93%	100%	100%
<b>% - Playground programs rated favorably</b> <i>Customer satisfaction for the Playground programs is measured by how well it engages school-age children in programs that increase physical, social, and mental well-being. Surveys are administered quarterly via email to the parents of all class</i>	95%	94%	100%	100%

<b>Authorized Full-Time Positions</b>	<b>2012-2013 Adopted</b>	<b>2013-2014 Adopted</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</b>
Recreation Services Manager	1	1	1	1
Recreation Supervisor*	2.0	2.0	2.5	2.4
Facilities Reservations Clerk	1	1	1	1
Recreation Services Manager (allocated)*	0.30	0.34	0.37	0.33
Administrative Clerk I/II (allocated)*	0.30	0.34	0.37	0.33
<b>Total</b>	<b>4.60</b>	<b>4.68</b>	<b>5.24</b>	<b>5.06</b>

\* The Recreation Services Manager and Admin Clerk I/II are charged to multiple programs based on actual time spent in those programs. One Recreation Supervisor is split 40% / 60% between Recreation Services and Sports and Aquatics.



## Parks and Recreation Department | Recreation Services

<b>Recreation Services</b>		<b>2013-2014</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2015 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$322,726	\$362,796	\$368,282	\$356,135	(3.3%)	16.3%
4103	Part-time Salaries	712,486	750,357	724,324	793,091	9.5%	36.3%
4111	Overtime Regular Employees	5,407	1,654	9,883	2,398	(75.7%)	0.1%
4201	Group Medical Insurance	53,615	61,474	56,800	52,836	(7.0%)	2.4%
4202	Medicare Contributions	14,951	16,349	16,282	16,354	0.4%	0.7%
4204	401A Plan City Contributions	3,253	3,465	3,538	3,407	(3.7%)	0.2%
4206	Medical Retirement Contributions	4,473	4,968	4,968	4,968	-	0.2%
4211	PERS Regular Contribution	59,986	73,245	66,826	73,540	10.0%	3.4%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,176,897</b>	<b>\$1,274,308</b>	<b>\$1,250,903</b>	<b>\$1,302,729</b>	<b>4.1%</b>	<b>59.6%</b>
5101	Contract Services	\$330,317	\$424,361	\$445,300	\$414,030	(7.0%)	19.0%
5202	Membership & Dues	1,472	1,300	1,278	2,300	80.0%	0.1%
5204	Conferences & Meetings	25	-	2,159	-	(100.0%)	-
5205	Training	8,802	12,662	15,434	15,517	0.5%	0.7%
5206	Uniforms/Safety Equip	9,044	8,500	8,500	8,500	-	0.4%
5207	Advertising	22,281	26,750	26,842	29,060	8.3%	1.3%
5210	Computer Supplies & Software	-	-	25,000	1,457	(94.2%)	0.1%
5217	Departmental Supplies	123,028	103,900	131,000	79,300	(39.5%)	3.6%
5218	Recruitment Costs	683	1,920	1,000	-	(100.0%)	-
5225	Printing	6,789	7,080	5,150	9,300	80.6%	0.4%
5501	Telephone	4,422	4,800	5,431	5,200	(4.3%)	0.2%
5502	Electricity	225,196	240,744	218,264	219,355	0.5%	10.0%
5503	Natural Gas	8,382	8,649	7,891	7,930	0.5%	0.4%
<b>Total Materials &amp; Services</b>		<b>\$740,443</b>	<b>\$840,666</b>	<b>\$893,249</b>	<b>\$791,949</b>	<b>(11.3%)</b>	<b>36.3%</b>
5611	Warehouse Services	\$9,511	\$12,000	\$12,000	\$12,000	-	0.5%
5621	Information Technology Allocation	52,344	77,675	77,675	77,850	0.2%	3.6%
<b>Total Internal Services</b>		<b>\$61,855</b>	<b>\$89,675</b>	<b>\$89,675</b>	<b>\$89,850</b>	<b>0.2%</b>	<b>4.1%</b>
<b>Total Operating Expenditures</b>		<b>\$1,979,195</b>	<b>\$2,204,649</b>	<b>\$2,233,827</b>	<b>\$2,184,528</b>	<b>(2.2%)</b>	<b>100.0%</b>
6111	Furniture & Fixtures	\$9,906	-	-	-	-	-
6141	Computer Equipment & Software	-	30,000	-	-	-	-
6212	CIP Bldg & Facilities - CYr	104,574	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$114,480</b>	<b>\$30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$2,093,676</b>	<b>\$2,234,649</b>	<b>\$2,233,827</b>	<b>\$2,184,528</b>	<b>(2.2%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$1,989,102	\$2,234,649	\$2,233,827	\$2,184,528	(2.2%)	100.0%
Capital Improvement Fund		104,574	-	-	-	-	-
<b>Total Sources</b>		<b>\$2,093,676</b>	<b>\$2,234,649</b>	<b>\$2,233,827</b>	<b>\$2,184,528</b>	<b>(2.2%)</b>	<b>100.0%</b>

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## Program Overview

The Sports & Aquatics Division's goal is to promote health and safety 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.



## Accomplishment Highlights FY 2014/15

- Relocated swim programs to Mira Costa High School Pool from Begg Pool, including swim team, enabling expansion program offerings at Begg Pool.
- Maintained division revenue at 100% of division expenditures.
- Coordinated the Junior Golf Event with Southern California Golf Association (SCGA).
- Coordinated the MBUSD lunch program at Grandview Elementary School.
- Collaborated with Manhattan Beach Downtown Business & Professional Association (MBDBPA) to offer a free summer surf movie series.
- Implemented the Feel Good Festival, a health and wellness event.
- Developed an internship program with Mira Costa High School.

## Objectives FY 2015/16

- 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, Feel Good Festival, and summer surf movie series.
- Expand adult sport leagues
- Manage the City adult and youth sports leagues and the sports field allocation program in collaboration with youth sport organizations.

## Parks and Recreation Department | Sports & Aquatics

<b>Performance Measures</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</b>
<b>% - Swim programs rated favorably</b>	<b>98%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<i>In 2013-2014, 2,303 participants participated in swim programs, including swim lessons, swim team programs, Junior Guard programs, lap swim, pool parties, and water aerobics. Surveys are administered quarterly via email to all class participants.</i>				
<b>% - Sports and fitness programs rated favorably **</b>		<b>96% new measure</b>		<b>100%</b>
<i>In 2013-2014, 2,873 participants participated in sports and fitness programs, including adult fitness classes, tot and youth sports classes and camps, yoga, beach volleyball, and surf classes and camps. Surveys are administered to all participants quarterly.</i>				
<b># - Sports league teams</b>	<b>386</b>	<b>382</b>	<b>350</b>	<b>350</b>
<i>Total number of teams in sports leagues. Sports league teams include Softball, 7 on 7 and Kickball and Youth Sunset Basketball</i>				

### Major Service Delivery Changes

The Sports & Aquatics Division consolidated 5 part-time positions into two full-time Coordinator positions, which will create stability and provide an opportunity to expand athletic programs. A full-time sports coordinator position will be responsible for coordinating adult and youth sport leagues and tournaments and youth sport field allocations. The aquatics coordinator will be responsible for coordinating programs at Begg Pool, including the junior guard prep class, swim team, swim lessons, and provide oversight to onsite staff.

<b>Authorized Full-Time Positions</b>	<b>2012-2013 Adopted</b>	<b>2013-2014 Adopted</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</b>
Recreation Services Manager	1	1	1	1
Recreation Supervisor*	1.0	2.0	1.5	1.6
Sports Coordinator	-	-	-	1
Aquatics Coordinator	-	-	-	1
Recreation Services Manager (allocated)*	0.55	0.51	0.48	0.50
Administrative Clerk I/II (allocated)*	0.55	0.51	0.48	0.50
<b>Total</b>	<b>3.10</b>	<b>4.02</b>	<b>3.46</b>	<b>5.60</b>

\* The Recreation Services Manager and Admin Clerk I/II are charged to multiple programs based on actual time spent in those programs. One Recreation Supervisor is split 40% / 60% between Recreation Services and Sports and Aquatics.

## Parks and Recreation Department | Sports & Aquatics

<b>Sports &amp; Aquatics</b>		<b>2013-2014</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2015 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$170,505	\$273,468	\$240,910	\$376,378	56.2%	24.8%
4103	Part-time Salaries	259,862	307,260	250,000	190,747	(23.7%)	12.6%
4111	Overtime Regular Employees	5,941	6,684	3,650	2,756	(24.5%)	0.2%
4201	Group Medical Insurance	22,889	42,528	33,442	50,188	50.1%	3.3%
4202	Medicare Contributions	6,254	8,248	6,719	7,797	16.0%	0.5%
4204	401A Plan City Contributions	2,766	3,611	3,318	3,703	11.6%	0.2%
4206	Medical Retirement Contributions	2,901	3,216	3,216	3,216	-	0.2%
4211	PERS Regular Contribution	35,233	31,513	35,943	48,134	33.9%	3.2%
<b>Total Salaries &amp; Benefits</b>		<b>\$506,351</b>	<b>\$676,528</b>	<b>\$577,198</b>	<b>\$682,919</b>	<b>18.3%</b>	<b>45.0%</b>
5101	Contract Services	\$558,903	\$593,990	\$560,000	\$607,170	8.4%	40.0%
5202	Membership & Dues	2,264	4,775	2,588	5,974	130.8%	0.4%
5205	Training	911	4,000	3,000	10,000	233.3%	0.7%
5206	Uniforms/Safety Equip	2,217	2,500	1,100	2,000	81.8%	0.1%
5207	Advertising	7,546	12,000	6,079	12,000	97.4%	0.8%
5217	Departmental Supplies	86,142	144,620	95,000	144,800	52.4%	9.5%
5218	Recruitment Costs	174	-	775	-	(100.0%)	-
5225	Printing	-	200	-	200	-	0.0%
5501	Telephone	5,879	6,400	5,601	6,000	7.1%	0.4%
<b>Total Materials &amp; Services</b>		<b>\$664,035</b>	<b>\$768,485</b>	<b>\$674,143</b>	<b>\$788,144</b>	<b>16.9%</b>	<b>51.9%</b>
5611	Warehouse Services	\$1,094	\$2,000	\$1,000	\$2,000	100.0%	0.1%
5621	Information Technology Allocation	26,172	38,838	38,838	38,925	0.2%	2.6%
5641	Fleet Rental Allocation	2,196	5,050	5,050	1,540	(69.5%)	0.1%
5642	Fleet Maintenance Allocation	4,103	3,360	3,257	4,603	41.3%	0.3%
6121	Machinery & Equipment	-	-	11,985	-	(100.0%)	-
<b>Total Internal Services</b>		<b>\$33,565</b>	<b>\$49,248</b>	<b>\$48,145</b>	<b>\$47,068</b>	<b>(2.2%)</b>	<b>3.1%</b>
<b>Total Operating Expenditures</b>		<b>\$1,203,951</b>	<b>\$1,494,261</b>	<b>\$1,311,471</b>	<b>\$1,518,131</b>	<b>15.8%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$1,203,951	\$1,494,261	\$1,311,471	\$1,518,131	15.8%	100.0%
<b>Total Sources</b>		<b>\$1,203,951</b>	<b>\$1,494,261</b>	<b>\$1,311,471</b>	<b>\$1,518,131</b>	<b>15.8%</b>	<b>100.0%</b>

## Program Overview

The Cultural Arts Division provides the community with visual, literary and performing arts programs. The division manages the Manhattan Beach Art Center, the Live Oak Ceramics Studio, a full range of educational programming and a Public Arts Program.



## Accomplishment Highlights FY 2014/15

- Rebrand the Manhattan Beach Art Center and remodel the galleries.
- Reorganize staffing and programs at the Manhattan Beach Art Center.
- Develop a new exhibition program with a programmatic calendar extending out two years.
- Produce collaborative programs with the Sports Division and Mira Costa High School.
- Enhance the quality of the Summer Concerts in the Park series.
- Install the Centennial art Project, Light Gate and restore the Harold Roach Sculpture.
- Draft a decommissioning policy for Public Art Program.

## Objectives FY 2015/16

- Reorganize and develop a new arts education program focusing on Family Days, specialized art center workshops and programs, class offerings, Art Lab, and the Feel Good Festival collaboration.
- Redevelop the Live Oak Ceramics studio program including: facilities, studio classes, lectures, workshops, and staffing.
- Develop a strategic plan for the Arts Commission including the support of arts education, arts in the community, and public art commissions.
- Upgrade the entry area to be more customer service friendly.

Performance Measures	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Adopted	Proposed
<b>% - Overall programs rated favorably</b>	96%	91%	100%	100%
<i>In 2013-2014, 1677 participants participated in art classes, including visual and performing arts, music and ceramics. Surveys are</i>				
<b>\$ - Concert donation/sponsorship (including in-kind)</b>	\$11,028	\$10,700	\$20,000	\$30,000
<i>Total donations received to help offset the costs of the Concerts in the Park, an annual summer series that showcases local talent at Polliwog Park. The City hosts the free event in conjunction with local sponsors.</i>				
<b># - Manhattan Beach Arts Center participants</b>	5,183	4,800	5,100	6,000
<i>The number of attendees annually to art programs, exhibits, lectures, and classes</i>				

## Major Service Delivery Changes

In order to better serve the visitors to the Manhattan Beach Art Center, the Proposed Budget includes funds to relocate the front desk to face the entrance. Other outdoor features are also planned to better identify the Manhattan Beach Art Center as you drive down Manhattan Beach Blvd.

<b>Authorized Full-Time Positions</b>	<b>2012-2013 Adopted</b>	<b>2013-2014 Adopted</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</b>
Cultural Arts Manager	1	1	1	1
Recreation Supervisor	1	1	1	1
Recreation Services Manager (allocated)*	0.12	0.12	0.12	0.13
Administrative Clerk I/II (allocated)*	0.12	0.12	0.12	0.13
<b>Total</b>	<b>2.24</b>	<b>2.24</b>	<b>2.24</b>	<b>2.26</b>

\* The Recreation Services Manager and Admin Clerk I/II are charged to multiple programs based on actual time spent in those programs.

<b>Cultural Arts Object Description</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Adopted</b>	<b>2014-2015 Y/E Est</b>	<b>2015-2016 Proposed</b>	<b>Var from FY 2015 Y/E</b>	<b>% of Total</b>
4101 Salaries & Allowances	\$103,641	\$178,514	\$198,858	\$194,718	(2.1%)	28.3%
4103 Part-time Salaries	100,739	101,808	88,030	96,584	9.7%	14.0%
4111 Overtime Regular Employees	7,049	1,314	15,200	1,314	(91.4%)	0.2%
4201 Group Medical Insurance	11,028	30,693	33,939	32,977	(2.8%)	4.8%
4202 Medicare Contributions	3,047	4,202	4,212	3,583	(14.9%)	0.5%
4204 401A Plan City Contributions	1,361	4,889	4,763	4,766	0.1%	0.7%
4206 Medical Retirement Contributions	2,206	2,448	2,448	2,448	-	0.4%
4211 PERS Regular Contribution	14,367	20,049	22,611	24,454	8.2%	3.6%
<b>Total Salaries &amp; Benefits</b>	<b>\$243,438</b>	<b>\$343,917</b>	<b>\$370,061</b>	<b>\$360,844</b>	<b>(2.5%)</b>	<b>52.4%</b>
5101 Contract Services	\$185,905	\$182,802	\$190,560	\$219,590	15.2%	31.9%
5202 Membership & Dues	427	640	1,000	655	(34.5%)	0.1%
5203 Reference Materials	210	200	150	200	33.3%	0.0%
5205 Training	1,579	3,000	-	5,500	-	0.8%
5207 Advertising	1,083	7,492	5,800	12,184	110.1%	1.8%
5217 Departmental Supplies	35,495	28,400	39,000	33,200	(14.9%)	4.8%
5218 Recruitment Costs	136	-	-	-	-	-
5225 Printing	2,712	4,750	4,000	5,750	43.8%	0.8%
<b>Total Materials &amp; Services</b>	<b>\$227,547</b>	<b>\$227,284</b>	<b>\$240,510</b>	<b>\$277,079</b>	<b>15.2%</b>	<b>40.2%</b>
5611 Warehouse Services	\$1,976	\$1,150	\$2,000	\$2,000	-	0.3%
5621 Information Technology Allocation	32,724	48,547	48,547	48,657	0.2%	7.1%
<b>Total Internal Services</b>	<b>\$34,700</b>	<b>\$49,697</b>	<b>\$50,547</b>	<b>\$50,657</b>	<b>0.2%</b>	<b>7.4%</b>
<b>Total Operating Expenditures</b>	<b>\$505,685</b>	<b>\$620,898</b>	<b>\$661,118</b>	<b>\$688,580</b>	<b>4.2%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$505,685	\$620,898	\$661,118	\$688,580	4.2%	100.0%
<b>Total Sources</b>	<b>\$505,685</b>	<b>\$620,898</b>	<b>\$661,118</b>	<b>\$688,580</b>	<b>4.2%</b>	<b>100.0%</b>

## 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, table games, outdoor activities, drama, literature, movies, creative writing, educational programs, discussion groups, luncheons and dance.



## Accomplishment Highlights FY 2014/15

- Increased Lunch Bunch program to twice weekly
- Successful Older Adult Health Fair offering free and low cost medical screening and information
- Continued collaborations with the Alzheimer's Association, American Association of Retired People (AARP), Arthritis Foundation, Beach Cities Health District, Braille Institute, Center for Health Care Rights, L.A. County Department of Health, L.A. County Department of Mental Health, Manhattan Beach Unified School District, Medicare HICAP, the Rotary Club, and California State University Dominguez Hills, bringing the Osher Lifelong Learning Institute (OLLI) to Manhattan Beach
- Continued collaboration with volunteers to offer programs such as Song Jam Sing-a-long, On the Move Riders Club, Your Book Club, Pickleball, Tai Chi, Healthier Living-Managing Ongoing Health Conditions, Computer training, and the Hawaiian Expressions Hula Class

## Objectives FY 2015/16

- Continue to create programs to meet the needs of the older adult population
- Reach out to all older adults in the City of Manhattan Beach by conducting three to four outreach activities each month, and maintain at least four health & wellness programs a year
- Establish relationships and build a network of service providers to address the needs of older adult residents of Manhattan Beach
- Initiate and maintain new volunteer ambassador program at Joslyn Center
- Increase volunteer opportunities for older adults in the Older Adults program, including maintaining the new volunteer ambassador position at the Joslyn Center

Performance Measures	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed
<b>% -Older Adult programs rated favorably</b>	95%	98%	100%	100%
<i>Surveys are distributed to get feedback on older adult activities. Surveys are distributed at Lunch Bunch, health fair, special classes, seminars, Osher Lifelong Learning Institute and trips. For the current year, a survey will be sent to all 900+ people on the</i>				
<b># - Outreach activities</b>	19	43	36	45
<i>Outreach activities include collaborations with outside organizations like CSUDH for OLLI, Medicare for HICAP Counseling, AARP for Income tax assistance.</i>				
<b># - Health &amp; Wellness programs participants</b>	1,589	1,459	1500	1500
<i>The number of participants annually in Health &amp; Wellness programs</i>				



## Major Service Delivery Changes

The Older Adult Program added an additional \$3000 under contract services (account 5101) to cover the costs of coordination of medical screenings at the annual Older Adult Health Fair. Staffing hours also increased to adequately cover the second day of lunch bunch program, as well as increased programming.

	2012-2013 Adopted	2013-2014 Adopted	2014-2015 Adopted	2015-2016 Proposed
<b>Authorized Full-Time Positions</b>				
Older Adults Programs Supervisor	1	1	1	1
Recreation Services Manager (allocated)*	0.03	0.03	0.03	0.04
Administrative Clerk I/II (allocated)*	0.03	0.03	0.03	0.04
<b>Total</b>	<b>1.06</b>	<b>1.06</b>	<b>1.06</b>	<b>1.08</b>

\* The Recreation Services Manager and Admin Clerk I/II are charged to multiple programs based on actual time spent in those programs.

Older Adults Object Description	2013-2014 Actual	2014-2015 Adopted	2014-2015 Y/E Est	2015-2016 Proposed	Var from FY 2015 Y/E	% of Total
4101 Salaries & Allowances	\$77,728	\$79,145	\$82,005	\$83,045	1.3%	23.8%
4103 Part-time Salaries	92,509	107,096	107,096	103,812	(3.1%)	29.8%
4111 Overtime Regular Employees	162	66	166	66	(60.2%)	0.0%
4201 Group Medical Insurance	7,131	6,621	7,146	6,960	(2.6%)	2.0%
4202 Medicare Contributions	2,465	2,550	2,700	2,424	(10.2%)	0.7%
4204 401A Plan City Contributions	3,247	3,366	3,439	3,432	(0.2%)	1.0%
4206 Medical Retirement Contributions	1,007	1,116	1,116	1,116	-	0.3%
4211 PERS Regular Contribution	16,667	10,959	15,807	12,478	(21.1%)	3.6%
<b>Total Salaries &amp; Benefits</b>	<b>\$200,916</b>	<b>\$210,919</b>	<b>\$219,475</b>	<b>\$213,333</b>	<b>(2.8%)</b>	<b>61.2%</b>
5101 Contract Services	\$66,931	\$64,510	\$66,810	\$75,253	12.6%	21.6%
5202 Membership & Dues	1,280	1,320	1,320	1,320	-	0.4%
5203 Reference Materials	344	250	250	875	250.0%	0.3%
5204 Conferences & Meetings	-	250	250	-	(100.0%)	-
5205 Training	-	1,000	1,000	1,250	25.0%	0.4%
5207 Advertising	1,740	6,264	5,000	5,264	5.3%	1.5%
5217 Departmental Supplies	26,582	18,500	24,100	20,756	(13.9%)	6.0%
5225 Printing	1,871	1,000	1,200	1,000	(16.7%)	0.3%
<b>Total Materials &amp; Services</b>	<b>\$98,749</b>	<b>\$93,094</b>	<b>\$99,930</b>	<b>\$105,718</b>	<b>5.8%</b>	<b>30.3%</b>
5611 Warehouse Services	\$187	\$200	\$200	\$200	-	0.1%
5621 Information Technology Allocation	\$19,632	\$29,128	\$29,128	\$29,194	0.2%	8.4%
<b>Total Internal Services</b>	<b>\$19,819</b>	<b>\$29,328</b>	<b>\$29,328</b>	<b>\$29,394</b>	<b>0.2%</b>	<b>8.4%</b>
<b>Total Operating Expenditures</b>	<b>\$319,484</b>	<b>\$333,341</b>	<b>\$348,733</b>	<b>\$348,445</b>	<b>(0.1%)</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$319,484	\$333,341	\$348,733	\$348,445	(0.1%)	100.0%
<b>Total Sources</b>	<b>\$319,484</b>	<b>\$333,341</b>	<b>\$348,733</b>	<b>\$348,445</b>	<b>(0.1%)</b>	<b>100.0%</b>

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## 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, recreation 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 Fiscal Year 2014-2015 budget includes \$20,000 for the continuation of the Ocean Express Trolley and \$11,000 for the continuation of Beach Cities Transit Bus Service.

## Accomplishment Highlights FY 2014/15

- 17% increase in ridership
- Addition of new vehicle as a result of increased ridership

## Objectives FY 2015/16

- 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
- Collaborate with senior housing facilities and MBUSD Special Education programs to provide effective transportation options as needed
- Provide 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

Performance Measures	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed
<b>% - Patrons rating DAR drivers favorably</b> <i>Surveys are distributed to all riders every two years. Recent results were received in January 2015.</i>	100%	100%	100%	100%
<b>% Patrons rating DAR dispatchers favorably</b> <i>Surveys are distributed to all riders every two years. Recent results were received in January 2015.</i>	99%	99%	new measure	100%
<b>\$ - Cost per DAR passenger mile</b> <i>The cost per passenger mile is calculated by dividing the total budget for DAR of \$649,773 by the number of passenger miles.</i>	\$10.09	\$10.67	\$9.75	\$11.00

## Major Service Delivery Changes

Dial-A-Ride added an additional bus to the existing fleet (account 6131) last fiscal year, delivery to occur in fiscal year 2015-16. Increased hours for part-time staff are included in the fiscal year 2015-16 budget in the amount of \$10,000 in order to maintain a high level of customer service and accommodate increases in ridership, which is trending 17% higher at mid-year 2014-15. A full-time driver replaced a part-time driver due to the increase in ridership and demand in the 2014-15 fiscal year as well. The Mobile Data System project will be carried over to the fiscal year 2015-16, which will include tablets on all buses for drivers to record trip data and receive their schedule, rather than maintain trip sheets. Additionally, one full-time Administrative Clerk 2 position will be changed to a Recreation Coordinator position to better reflect the current responsibilities of the position.

<b>Authorized Full-Time Positions</b>	<b>2012-2013 Adopted</b>	<b>2013-2014 Adopted</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</b>
Transportation Services Operator	2	2	3	3
Administrative Clerk II	1	1	1	-
Recreation Coordinator	-	-	-	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>

## Parks and Recreation Department | Transportation

Transportation		2013-2014	2014-2015	2014-2015	2015-2016	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2015 Y/E	Total
4101	Salaries & Allowances	\$170,948	\$210,691	\$168,927	\$214,673	27.1%	25.0%
4103	Part-time Salaries	219,344	183,406	220,000	193,406	(12.1%)	22.5%
4111	Overtime Regular Employees	5,222	4,382	4,000	4,382	9.6%	0.5%
4201	Group Medical Insurance	26,363	28,856	25,621	32,363	26.3%	3.8%
4202	Medicare Contributions	5,706	6,307	5,923	6,873	16.0%	0.8%
4205	Worker's Compensation	13,560	6,060	6,060	115,020	1798.0%	13.4%
4206	Medical Retirement Contributions	2,903	3,216	3,216	3,216	-	0.4%
4211	PERS Regular Contribution	41,006	49,734	43,382	57,527	32.6%	6.7%
<b>Total Salaries &amp; Benefits</b>		<b>\$485,052</b>	<b>\$492,652</b>	<b>\$477,129</b>	<b>\$627,460</b>	<b>31.5%</b>	<b>73.0%</b>
5101	Contract Services	\$39,680	\$47,300	\$47,300	\$47,700	0.8%	5.5%
5104	Computer Contract Services	12,210	12,210	12,500	33,619	169.0%	3.9%
5202	Membership & Dues	785	965	965	965	-	0.1%
5205	Training	2,243	2,235	2,235	4,250	90.2%	0.5%
5206	Uniforms/Safety Equip	2,800	3,360	3,360	3,360	-	0.4%
5208	Postage	1,715	1,700	1,637	1,650	0.8%	0.2%
5217	Departmental Supplies	4,793	5,390	5,390	5,390	-	0.6%
5218	Recruitment Costs	-	250	50	-	(100.0%)	-
5223	Bus Pass Subsidies	21,398	3,000	6,600	6,600	-	0.8%
5224	Recreation Bus Trips	34,257	55,000	55,000	55,000	-	6.4%
5225	Printing	477	600	650	600	(7.7%)	0.1%
5501	Telephone	517	600	585	600	2.6%	0.1%
<b>Total Materials &amp; Services</b>		<b>\$120,873</b>	<b>\$132,610</b>	<b>\$136,272</b>	<b>\$159,734</b>	<b>17.2%</b>	<b>18.6%</b>
5611	Warehouse Services	\$531	\$400	\$500	\$500	-	0.1%
5621	Information Technology Allocation	19,632	29,128	29,128	29,194	0.2%	3.4%
5631	Insurance Allocation	27,540	9,000	9,000	3,960	(56.0%)	0.5%
5642	Fleet Maintenance Allocation	27,592	33,894	32,855	38,692	17.8%	4.5%
<b>Total Internal Services</b>		<b>\$75,295</b>	<b>\$72,422</b>	<b>\$71,483</b>	<b>\$72,346</b>	<b>1.2%</b>	<b>8.4%</b>
<b>Total Operating Expenditures</b>		<b>\$681,220</b>	<b>\$697,684</b>	<b>\$684,884</b>	<b>\$859,540</b>	<b>25.5%</b>	<b>100.0%</b>
6131	Vehicles	-	\$79,000	\$79,000	-	(100.0%)	-
6141	Computer Equipment & Software	-	\$27,623	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>\$106,623</b>	<b>\$79,000</b>	<b>-</b>	<b>(100.0%)</b>	<b>-</b>
9101	Transfers Out	\$184,238	-	-	-	-	-
<b>Total Transfers</b>		<b>\$184,238</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$865,458</b>	<b>\$804,307</b>	<b>\$763,884</b>	<b>\$859,540</b>	<b>12.5%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Prop A		\$811,986	\$759,687	\$613,799	\$670,395	9.2%	78.0%
Measure R Transfer		53,472	44,620	150,085	189,145	26.0%	22.0%
<b>Total Sources</b>		<b>\$865,458</b>	<b>\$804,307</b>	<b>\$763,884</b>	<b>\$859,540</b>	<b>12.5%</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 other volunteers, special event positions, playground and pool assistants, sports league coaches, and various positions within the Police Department.



## Accomplishment Highlights FY 2014/15

- Volunteers donated over 19,000 hours of service resulting in a savings of over \$450,000 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.

## Objectives FY 2015/16

- Increase volunteer opportunities for Older Adults for ongoing related programs
- Reinstate the volunteer ambassador position at the Joslyn Center
- Continue to coordinate with the Police Department to offer annual Volunteer Recognition event(s) for City volunteers
- Collaborate with schools and community groups to offer volunteer service opportunities that enhance parks and open space areas in the community
- Offer diverse volunteer opportunities and maintain a high level of volunteer satisfaction
- Meet the volunteer needs of City departments
- Increase the number of volunteer hours for increased savings to the City.

Performance Measures	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed
# - "Active" volunteers <i>Total number of active volunteers. Active volunteers are defined as those who have volunteered in the past year.</i>	388	374	400	380
# - Hours donated by volunteers annually <i>The hours indicated as donated by volunteers annually include ongoing volunteer hours, as well as special event volunteer hours.</i>	18,955	19,425	19,000	19,500
\$ - Annual savings from use of volunteers <i>\$23.42/ hour.</i>	\$443,926	\$454,933	\$444,980	\$455,000

Authorized Full-Time Positions	2012-2013 Adopted	2013-2014 Adopted	2014-2015 Adopted	2015-2016 Proposed
Recreation Services Manager	1	1	1	1

## Parks and Recreation Department | Volunteers

<b>Volunteers</b>		<b>2013-2014</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2015 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$94,355	\$98,782	\$103,972	\$104,492	0.5%	69.5%
4103	Part-time Salaries	5,673	4,177	4,800	8,353	74.0%	5.6%
4201	Group Medical Insurance	5,873	8,074	4,392	1,154	(73.7%)	0.8%
4202	Medicare Contributions	1,452	1,553	1,565	1,515	(3.2%)	1.0%
4204	401A Plan City Contributions	2,278	2,440	2,492	2,469	(0.9%)	1.6%
4206	Medical Retirement Contributions	947	1,044	1,044	1,044	-	0.7%
4211	PERS Regular Contribution	12,221	10,964	12,106	12,689	4.8%	8.4%
<b>Total Salaries &amp; Benefits</b>		<b>\$122,799</b>	<b>\$127,034</b>	<b>\$130,371</b>	<b>\$131,716</b>	<b>1.0%</b>	<b>87.6%</b>
5101	Contract Services	\$7,377	\$6,500	\$6,500	\$6,500	-	4.3%
5202	Membership & Dues	170	250	309	262	(15.2%)	0.2%
5205	Training	385	-	-	-	-	-
5207	Advertising	-	300	-	-	-	-
5217	Departmental Supplies	1,723	1,745	1,745	1,745	-	1.2%
5218	Recruitment Costs	1,076	1,000	1,750	-	(100.0%)	-
5501	Telephone	415	460	403	450	11.7%	0.3%
<b>Total Materials &amp; Services</b>		<b>\$11,146</b>	<b>\$10,255</b>	<b>\$10,707</b>	<b>\$8,957</b>	<b>(16.3%)</b>	<b>6.0%</b>
5611	Warehouse Services	\$39	-	-	-	-	-
5621	Information Technology Allocation	\$6,540	\$9,709	\$9,709	\$9,731	0.2%	6.5%
<b>Total Internal Services</b>		<b>\$6,540</b>	<b>\$9,709</b>	<b>\$9,709</b>	<b>\$9,731</b>	<b>0.2%</b>	<b>6.5%</b>
<b>Total Operating Expenditures</b>		<b>\$140,523</b>	<b>\$146,998</b>	<b>\$150,787</b>	<b>\$150,404</b>	<b>(0.3%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$140,523	\$146,998	\$150,787	\$150,404	(0.3%)	100.0%
<b>Total Sources</b>		<b>\$140,523</b>	<b>\$146,998</b>	<b>\$150,787</b>	<b>\$150,404</b>	<b>(0.3%)</b>	<b>100.0%</b>

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**POLICE  
DEPARTMENT**

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# 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  
~  
Professional Standards / Internal Affairs  
~  
Budget  
~  
Information Technology  
~  
Social Media  
~  
Grants  
~  
Strategic Planning

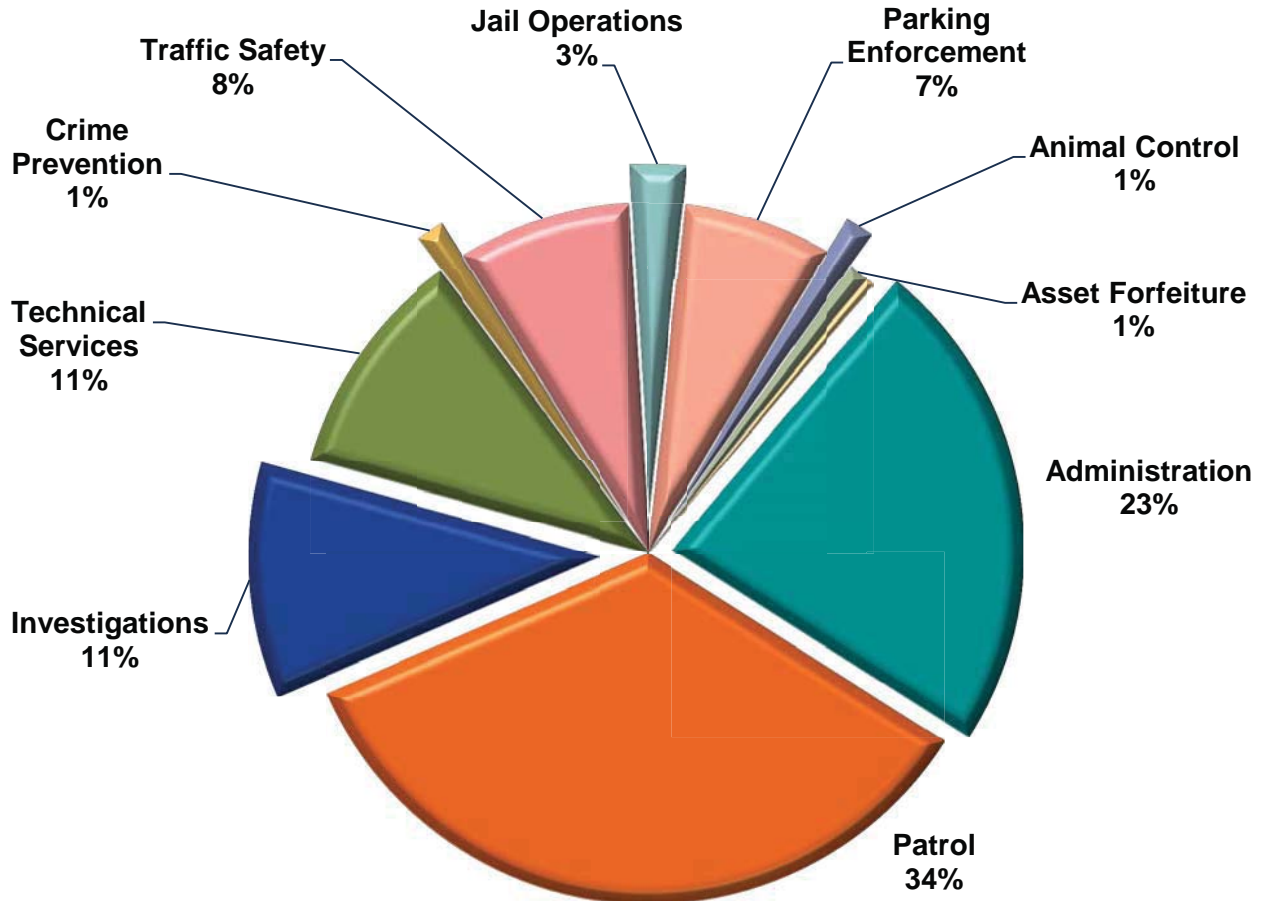
Investigations  
~  
Technical Support Services / Records  
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Community Affairs  
~  
Volunteer Programs  
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School Resource Officer Program  
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Court Liaison  
~  
Narcotics  
~  
Communications/ Dispatch  
~  
Property & Evidence

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

Traffic Enforcement  
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Traffic Collision Investigations  
~  
DUI Enforcement  
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Special Events  
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Permits  
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Parking Enforcement  
~  
Municipal Code Enforcement  
~  
Animal Control  
~  
Fleet Management  
~  
Facility Management

# Police Department

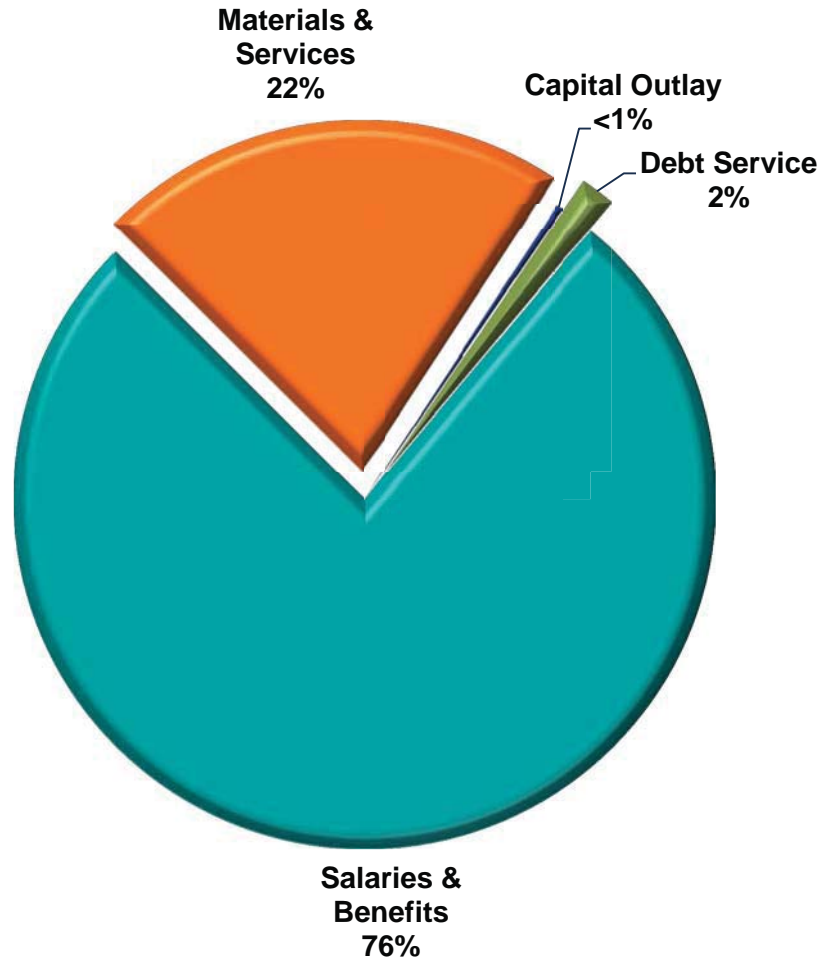
FY 2015-2016  
Department Expenditure by Program



Program Expenditures	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed
Administration	\$5,933,121	\$5,387,664	\$5,476,731	\$5,553,177
Patrol	8,996,352	8,577,940	8,659,336	8,375,743
Investigations	2,503,566	2,640,318	2,698,364	2,636,988
Technical Services	2,376,602	2,454,279	2,499,918	2,563,527
Crime Prevention	275,991	306,155	313,831	304,453
Traffic Safety	1,372,959	1,606,424	1,470,954	1,937,009
Jail Operations	569,361	629,791	636,039	616,109
Parking Enforcement	1,662,634	1,669,940	1,671,934	1,654,166
Animal Control	335,040	323,436	333,880	319,599
Asset Forfeiture	87,843	169,023	142,685	215,950
Law Enforcement Grants	62,783	105,000	103,000	105,000
<b>Total</b>	<b>\$24,176,252</b>	<b>\$23,869,970</b>	<b>\$24,006,672</b>	<b>\$24,281,721</b>
<b>Full-Time Positions</b>	<b>105</b>	<b>104.8</b>	<b>104.8</b>	<b>104.8</b>

# Police Department

## FY 2015-2016 Department Expenditure by Category



Category Expenditures	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed
Salaries & Benefits	\$17,906,675	\$17,693,548	\$17,861,181	\$18,543,434
Materials & Services	5,040,451	5,225,086	5,218,155	5,277,723
Capital Outlay	50,240	44,000	20,000	74,496
Debt Service	1,178,887	907,336	907,336	386,068
<b>Total</b>	<b>\$24,176,252</b>	<b>\$23,869,970</b>	<b>\$24,006,672</b>	<b>\$24,281,721</b>

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## **Mission**

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*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 is staffed by a dedicated, hard-working team of 65 sworn and 40 civilian full-time employees, and 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 way we communicate with our community. In October 2013, the Police Department launched 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. Since the service was launched, the community response has been tremendously positive, reaching approximately 6,000 subscribers to date. To begin receiving text and/or email alerts and tips from Manhattan Beach Police, sign up at [www.nixle.com](http://www.nixle.com).

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 nearly 500 residents currently participating as Neighborhood Watch block captains, covering the majority of our four square miles.

We are in the final year of our 2013 – 2015 Strategic Plan and we have much to report on our progress and accomplishments. 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: Our Police Department is a highly effective organization where community members are engaged and employees have the resources they need to carry out the Department's mission.

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## Police Department

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Goal 2: Our employees are trained to deliver the highest levels of police services to the City of Manhattan Beach.

Goal 3: Our Police Department operates as a professional and committed team of community-minded, dependable, proactive, responsive, and caring employees.

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.



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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, social media communication with the public, 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.



## Accomplishment Highlights FY 2014/15

- Conducted Department-wide Training Needs Assessment and created a Master Training Plan for every full-time position in the Department
- Recruited and hired excellent staff with a goal to achieve full-staffing levels in coming months
- Completed the Taser replacement project
- Nearing the completion of the 2013-2015 Police Department Strategic Plan; we are completing stated goals by their due dates and reporting progress to the community every six months
- Supervisors participated in a POST-certified Team Building Workshop as a first step in the creation of the new 2016-2018 Strategic Plan. Plans are underway for various line level and community workshops and surveys as we create the Police Department's roadmap for the next three years
- Implementation of software solutions is in progress: Scheduling Software, Administrative Management Software, and Training Management Software
- Expanded the use of Social Media through Nixle public notification service, with approximately 6,000 subscribers

## Objectives FY 2015/16

- Maintain compliance with Peace Officer Standards and Training (POST) and Standards and Training for Corrections (STC)
- Offer career development and provide policy and procedure training for sworn and civilian personnel

- Provide in-house training programs to maintain and enhance skills while minimizing operational disruptions and reducing expenses
- Enhance internal communication
- Provide leadership in the completion of the 2013-2015 Police Department Strategic Plan and creation of the 2016-2018 Police Department Strategic Plan; report progress to the community
- Enhance communication with the public through social media
- Continue to provide a high level of service to the community

<b>Performance Measures</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</b>
<b>% - Provide Perishable Skills Training In-House Annually</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<i>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. Offering the courses in-house minimizes operational disruption, keeps costs low, and allows the training to be tailored to Department and community needs.</i>				
<b>% Maintain Vacancy Factor below 5%</b>	<b>6%</b>	<b>7%</b>	<b>&lt;5%</b>	<b>&lt;5%</b>
<i>Continue to recruit and hire qualified individuals to fill Department full-time sworn and civilian vacancies to maintain at least 95% staffing (less than a 5% vacancy factor) in order to have the personnel resources needed to provide police services to the</i>				
<b>% Increase Social Media Subscribers/Followers by 10%</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>15%</b>
<i>The Police Department's partnership with the community is our greatest asset. MBPD launched Nixle in October 2013 as a means by which to expand our communication with residents, and is exploring additional social media communication tools in order to reach as many residents as possible. As of March 2015, MBPD has connected with over 5,800 subscribers..</i>				

<b>Authorized Full-Time Positions</b>	<b>2012-2013 Adopted</b>	<b>2013-2014 Adopted</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</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
Management Analyst	1	1	-	-
Executive Secretary	2	2	2	2
Information Systems Specialist*	-	-	0.8	0.8
<b>Total</b>	<b>8.0</b>	<b>8.0</b>	<b>8.8</b>	<b>8.8</b>

\*Position is shared with Fire Department.

# Police Department | Administration

Administration		2013-2014	2014-2015	2014-2015	2015-2016	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2015 Y/E	Total
4101	Salaries & Allowances	\$247,482	\$270,895	\$280,004	\$274,293	(2.0%)	4.9%
4102	Sworn Salaries	789,928	923,621	986,176	964,852	(2.2%)	17.4%
4103	Part-time Salaries	60,228	60,649	50,000	60,649	21.3%	1.1%
4111	Overtime Regular Employees	1,902	4,021	3,500	5,128	46.5%	0.1%
4112	Overtime Sworn Employees	13,630	18,391	18,000	20,347	13.0%	0.4%
4201	Group Medical Insurance	109,474	132,990	137,119	162,614	18.6%	2.9%
4202	Medicare Contributions	16,041	18,972	17,018	18,498	8.7%	0.3%
4203	Unemployment	26,940	17,964	17,964	12,480	(30.5%)	0.2%
4204	401A Plan City Contributions	7,708	7,382	9,150	9,136	(0.2%)	0.2%
4205	Worker's Compensation	2,279,580	1,657,740	1,657,740	1,995,840	20.4%	35.9%
4206	Medical Retirement Contributions	3,971	4,404	4,404	4,404	-	0.1%
4211	PERS Regular Contribution	29,117	30,688	30,090	34,844	15.8%	0.6%
4212	PERS Sworn Contribution	239,894	261,431	265,283	300,143	13.1%	5.4%
<b>Total Salaries &amp; Benefits</b>		<b>\$3,825,895</b>	<b>\$3,409,148</b>	<b>\$3,476,448</b>	<b>\$3,863,228</b>	<b>11.1%</b>	<b>69.6%</b>
5101	Contract Services	\$22,954	\$32,684	\$32,000	\$30,625	(4.3%)	0.6%
5104	Computer Contract Services	1,259	1,260	1,260	1,260	-	0.0%
5107	Physical/Psych Exams	14,875	13,000	13,000	13,250	1.9%	0.2%
5108	Legal Services	6,658	25,000	10,000	20,000	100.0%	0.4%
5109	Background Investigations	8,853	8,960	8,500	8,760	3.1%	0.2%
5201	Office Supplies	23,974	27,900	27,900	27,900	-	0.5%
5202	Membership & Dues	4,195	3,670	4,500	4,570	1.6%	0.1%
5203	Reference Materials	859	1,650	1,250	1,250	-	0.0%
5204	Conferences & Meetings	3,942	5,180	7,280	7,280	-	0.1%
5205	Training	6,227	8,450	8,500	9,250	8.8%	0.2%
5206	Uniforms/Safety Equip	19,239	66,419	66,419	25,955	(60.9%)	0.5%
5207	Advertising	-	300	300	300	-	0.0%
5214	Employee Awards & Events	636	1,500	1,500	1,500	-	0.0%
5217	Departmental Supplies	49,503	36,060	40,000	49,200	23.0%	0.9%
5219	STC Training	2,243	2,850	2,500	2,850	14.0%	0.1%
5220	POST Training	39,068	49,700	49,700	49,700	-	0.9%
5263	City Funds Match	12,995	12,000	12,000	12,000	-	0.2%
5501	Telephone	27,865	30,000	27,915	30,000	7.5%	0.5%
5502	Electricity	126,941	132,810	153,495	154,263	0.5%	2.8%
5503	Natural Gas	6,770	6,785	4,848	4,872	0.5%	0.1%
5504	Water	12,291	12,203	16,912	16,912	-	0.3%
<b>Total Materials &amp; Services</b>		<b>\$391,346</b>	<b>\$478,381</b>	<b>\$489,779</b>	<b>\$471,697</b>	<b>(3.7%)</b>	<b>8.5%</b>
5621	Information Technology Allocation	\$111,252	\$165,068	\$165,068	\$175,171	6.1%	3.2%
5631	Insurance Allocation	674,880	449,940	449,940	216,720	(51.8%)	3.9%
5641	Fleet Rental Allocation	16,128	16,170	16,170	16,490	2.0%	0.3%
5642	Fleet Maintenance Allocation	4,990	6,811	6,603	9,331	41.3%	0.2%
5651	Building & Operations Allocation	415,034	397,381	407,958	414,472	1.6%	7.5%
<b>Total Internal Services</b>		<b>\$1,222,284</b>	<b>\$1,035,370</b>	<b>\$1,045,739</b>	<b>\$832,184</b>	<b>(20.4%)</b>	<b>15.0%</b>
<b>Total Operating Expenditures</b>		<b>\$5,439,524</b>	<b>\$4,922,899</b>	<b>\$5,011,966</b>	<b>\$5,167,109</b>	<b>3.1%</b>	<b>93.0%</b>
6111	Furniture & Fixtures	-	20,000	20,000	-	(100.0%)	-
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>-</b>	<b>(100.0%)</b>	<b>-</b>
7101	Bond Principal	\$320,776	\$281,433	\$281,433	\$227,500	(19.2%)	4.1%
7102	Bond Interest	169,708	162,232	162,232	156,568	(3.5%)	2.8%
7103	Bond Administration Fee	3,113	1,100	1,100	2,000	81.8%	0.0%
7106	Bond Redemption Call	-	-	-	-	-	-
<b>Total Debt Service</b>		<b>\$493,597</b>	<b>\$444,765</b>	<b>\$444,765</b>	<b>\$386,068</b>	<b>(13.2%)</b>	<b>7.0%</b>
<b>Total Expenditures</b>		<b>\$5,933,121</b>	<b>\$5,387,664</b>	<b>\$5,476,731</b>	<b>\$5,553,177</b>	<b>1.4%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$5,524,365	\$4,999,332	\$5,088,399	\$5,167,109	1.5%	93.0%
Capital Improvement Fund		408,756	388,332	388,332	386,068	(0.6%)	7.0%
<b>Total Sources</b>		<b>\$5,933,121</b>	<b>\$5,387,664</b>	<b>\$5,476,731</b>	<b>\$5,553,177</b>	<b>1.4%</b>	<b>100.0%</b>

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## 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.

## Accomplishment Highlights FY 2014/15

- Maintained an emergency response time of under two minutes
- Continue to implement innovative crime fighting efforts to combat the effects of AB109 Realignment and Proposition 47 with crime-reducing results, including: burglary suppression details, Crime Impact Team, Holiday Patrols, marked and unmarked Crime Suppression Patrols, South Bay AB109 Realignment taskforce participation (Full-time grant-funded assignment)
- Augmented the Bicycle Patrol Program to enhance crime fighting efforts and increase visibility in areas like the Downtown, parks, greenbelt, the Strand, Manhattan Village Mall, and in residential neighborhoods. Eight Police Officers have completed POST-certified Bicycle Patrol training.
- Implemented the 3/12.5 patrol work schedule on a permanent basis

## Objectives FY 2015/16

- 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
- 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

<b>Performance Measures</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</b>
<b>Minutes - Average response time to emergency calls</b> <i>Be prompt in responding to emergency calls for service. (Emergency Calls are crimes in progress involving life threatening circumstances and situations that are likely to produce serious bodily injury)</i>	<b>2:09</b>	<b>1:55</b>	<b>2:00</b>	<b>1:59</b>
<b>Minutes - Average response time to priority 1 calls</b> <i>Be prompt in responding to priority 1 calls for service. (Priority 1 calls include felony crimes in progress or that have just occurred, or incidents in progress that present the potential for injury or property damage/loss.)</i>	<b>4:51</b>	<b>5:09</b>	<b>4:30</b>	<b>4:30</b>
<b>Minutes - Average response time to priority 2 calls</b> <i>Be prompt in responding to priority 2 calls for service. (Priority 2 calls include misdemeanor crimes in progress or that have just occurred, suspicious circumstances with no threat of injury, and incidents that do not require an officer immediately, but need investigation, mediation, or intervention.)</i>	<b>5:58</b>	<b>6:12</b>	<b>5:30</b>	<b>5:30</b>
<b>% Reduce Violent Crimes by 3%</b> <i>Improve quality of life through the reduction of Part One Violent Crimes (Murder, Rape, Robbery, Assault), as defined by the Federal Bureau of Investigations Uniform Crime Reporting Program.</i>	<b>n/a</b>	<b>n/a</b>	<b>3% Reduction</b>	<b>3% Reduction</b>
<b>% Reduce Property Crime by 3%</b> <i>Improve quality of life through the reduction of Part One Property Crimes (Burglary, Theft, Motor Vehicle Theft), as defined by the Federal Bureau of Investigations Uniform Crime Reporting Program.</i>	<b>n/a</b>	<b>n/a</b>	<b>3% Reduction</b>	<b>3% Reduction</b>

## Major Service Delivery Changes

The proposed Fiscal Year 2015/2016 budget reallocates the third patrol Lieutenant back to the Traffic Section, where it has traditionally been budgeted. In Fiscal Year 2012/2013, the Traffic Lieutenant position was reassigned to Patrol to provide a third Lieutenant to ensure consistent oversight over all three patrol shifts (day shift, swing shift, and graveyard shift). When the Department implemented the trial period for the 3/12.5 work schedule, the new two-shift work schedule allowed the Traffic Lieutenant to return to his primary duties in the Traffic Section; however the budget was not formally adjusted because the 3/12.5 was still in the trial phase. Now that the 3/12.5 schedule has been formally adopted (August 2014), it is appropriate to reallocate the Traffic Lieutenant position back to the Traffic Section.

<b>Authorized Full-Time Positions*</b>	<b>2012-2013 Adopted</b>	<b>2013-2014 Adopted</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</b>
Captain	1	1	1	1
Lieutenant	3	3	3	2
Sergeant	7	7	7	7
Police Officer	28	29	29	29
<b>Total</b>	<b>39</b>	<b>40</b>	<b>40</b>	<b>39</b>

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

## Police Department | Patrol

Patrol Object Description	2013-2014 Actual	2014-2015 Adopted	2014-2015 Y/E Est	2015-2016 Proposed	Var from FY 2015 Y/E	% of Total
4101 Salaries & Allowances	\$9,373	-	\$48,202	-	(100.0%)	-
4102 Sworn Salaries	4,606,117	4,555,216	4,528,458	4,510,031	(0.4%)	53.8%
4111 Overtime Regular Employees	859	1,800	1,000	1,400	40.0%	0.0%
4112 Overtime Sworn Employees	951,314	744,268	894,000	910,892	1.9%	10.9%
4114 Overtime Special Events	165,198	313,566	165,000	163,566	(0.9%)	2.0%
4201 Group Medical Insurance	524,418	521,410	539,790	509,398	(5.6%)	6.1%
4202 Medicare Contributions	78,342	66,536	75,329	65,763	(12.7%)	0.8%
4206 Medical Retirement Contributions	39,135	43,416	43,416	43,416	-	0.5%
4211 PERS Regular Contribution	1,032	-	5,524	-	(100.0%)	-
4212 PERS Sworn Contribution	1,271,957	1,253,406	1,290,409	1,345,570	4.3%	16.1%
<b>Total Salaries &amp; Benefits</b>	<b>\$7,647,744</b>	<b>\$7,499,618</b>	<b>\$7,591,128</b>	<b>\$7,550,036</b>	<b>(0.5%)</b>	<b>90.1%</b>
5101 Contract Services	\$70,932	\$21,050	\$21,000	\$21,050	0.2%	0.3%
5202 Membership & Dues	968	1,385	1,300	1,275	(1.9%)	0.0%
5204 Conferences & Meetings	1,100	2,585	2,700	3,085	14.3%	0.0%
5205 Training	12,647	11,200	11,000	14,300	30.0%	0.2%
5206 Uniforms/Safety Equip	33,951	35,712	35,712	33,077	(7.4%)	0.4%
5217 Departmental Supplies	25,039	27,450	29,215	19,950	(31.7%)	0.2%
5501 Telephone	334	370	324	350	8.0%	0.0%
<b>Total Materials &amp; Services</b>	<b>\$144,970</b>	<b>\$99,752</b>	<b>\$101,251</b>	<b>\$93,087</b>	<b>(8.1%)</b>	<b>1.1%</b>
5611 Warehouse Services	175	-	500	600	20.0%	0.0%
5621 Information Technology Allocation	58,896	87,385	87,385	68,119	(22.0%)	0.8%
5641 Fleet Rental Allocation	203,352	177,320	177,320	165,560	(6.6%)	2.0%
5642 Fleet Maintenance Allocation	469,398	395,389	383,276	498,341	30.0%	5.9%
<b>Total Internal Services</b>	<b>\$731,821</b>	<b>\$660,094</b>	<b>\$648,481</b>	<b>\$732,620</b>	<b>13.0%</b>	<b>8.7%</b>
<b>Total Operating Expenditures</b>	<b>\$8,524,536</b>	<b>\$8,259,464</b>	<b>\$8,340,860</b>	<b>\$8,375,743</b>	<b>0.4%</b>	<b>100.0%</b>
7101 Bond Principal	\$455,857	\$318,476	\$318,476	-	(100.0%)	-
7102 Bond Interest	15,959	-	-	-	-	-
<b>Total Debt Service</b>	<b>\$471,816</b>	<b>\$318,476</b>	<b>\$318,476</b>	<b>-</b>	<b>(100.0%)</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$8,996,352</b>	<b>\$8,577,940</b>	<b>\$8,659,336</b>	<b>\$8,375,743</b>	<b>(3.3%)</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$8,996,352	\$8,577,940	\$8,659,336	\$8,375,743	(3.3%)	100.0%
<b>Total Sources</b>	<b>\$8,996,352</b>	<b>\$8,577,940</b>	<b>\$8,659,336</b>	<b>\$8,375,743</b>	<b>(3.3%)</b>	<b>100.0%</b>



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



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.

The Fiscal Year 2015-2016 Contract Services budget (object 5101) includes analysis of fingerprints collected at crime scenes, sexual assault exams, police online records searches, and radio and technology repair.

## Accomplishment Highlights FY 2014/15

- Coordinated the Juvenile Diversion Program (offered to juveniles suspected of minor crimes as an alternative to formal court proceedings; operated in partnership with the City's Prosecutor).
- Assigned two officers to serve full-time on regional crime suppression taskforces - the South Bay AB109 Task Force and the Los Angeles Interagency Metropolitan Police Apprehension Task Force. (MBPD's participation in these task forces is a valuable investment in the protection of our community as we can call upon them to aid us in resource-intensive investigations, and it provides our officers direct access to regional crime information and trends.)
- Hosted Every 15 Minutes (June 2015), a two-day educational program (coordinated in partnership with Mira Costa High School) that reminds of the dangers associated with driving while under the influence.

## Objectives FY 2015/16

- 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
- Be responsive and compassionate with crime victims
- Promote and maintain a safe environment in and around the local schools.

## Police Department | Investigations

Performance Measures	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed
<b>% - Contact victims of assigned cases</b>	<b>100%</b>	<b>100%</b>	<b>&gt;98%</b>	<b>&gt;98%</b>
<i>Detectives make every effort to communicate with crime victims to ensure successful prosecution of offenders and to address the victims' concerns.</i>				

Authorized Full-Time Positions*	2012-2013 Adopted	2013-2014 Adopted	2014-2015 Adopted	2015-2016 Proposed
Sergeant	1	1	1	1
Police Officer	12	11	11	11
Secretary	1	1	1	1
Administrative Clerk II	1	1	1	1
<b>Total</b>	<b>15</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	2013-2014 Actual	2014-2015 Adopted	2014-2015 Y/E Est	2015-2016 Proposed	Var from FY 2015 Y/E	% of Total
4101 Salaries & Allowances	\$108,179	\$107,373	\$87,424	\$98,488	12.7%	3.7%
4102 Sworn Salaries	1,296,333	1,355,385	1,418,999	1,386,619	(2.3%)	52.6%
4111 Overtime Regular Employees	-	484	480	505	5.2%	0.0%
4112 Overtime Sworn Employees	142,815	122,041	128,400	138,751	8.1%	5.3%
4201 Group Medical Insurance	159,358	180,018	165,141	164,657	(0.3%)	6.2%
4202 Medicare Contributions	21,677	22,216	23,004	21,666	(5.8%)	0.8%
4206 Medical Retirement Contributions	15,000	16,632	16,632	16,632	-	0.6%
4211 PERS Regular Contribution	11,976	12,305	10,047	12,654	25.9%	0.5%
4212 PERS Sworn Contribution	357,506	381,366	407,668	424,829	4.2%	16.1%
<b>Total Salaries &amp; Benefits</b>	<b>\$2,112,843</b>	<b>\$2,197,820</b>	<b>\$2,257,795</b>	<b>\$2,264,801</b>	<b>0.3%</b>	<b>85.9%</b>
5101 Contract Services	\$13,045	\$21,590	\$21,200	\$21,210	0.0%	0.8%
5202 Membership & Dues	475	755	660	665	0.8%	0.0%
5204 Conferences & Meetings	2,368	3,150	3,100	3,650	17.7%	0.1%
5205 Training	480	1,400	1,640	1,400	(14.6%)	0.1%
5206 Uniforms/Safety Equip	8,399	9,349	9,300	10,049	8.1%	0.4%
5217 Departmental Supplies	6,456	6,895	9,500	6,895	(27.4%)	0.3%
5501 Telephone	8,534	9,200	8,093	8,400	3.8%	0.3%
<b>Total Materials &amp; Services</b>	<b>\$39,756</b>	<b>\$52,339</b>	<b>\$53,493</b>	<b>\$52,269</b>	<b>(2.3%)</b>	<b>2.0%</b>
5621 Information Technology Allocation	\$85,068	\$126,223	\$126,223	\$126,508	0.2%	4.8%
5641 Fleet Rental Allocation	65,100	76,050	76,050	85,770	12.8%	3.3%
5642 Fleet Maintenance Allocation	71,552	100,645	97,562	107,640	10.3%	4.1%
<b>Total Internal Services</b>	<b>\$221,720</b>	<b>\$302,918</b>	<b>\$299,835</b>	<b>\$319,918</b>	<b>6.7%</b>	<b>12.1%</b>
<b>Total Operating Expenditures</b>	<b>\$2,374,319</b>	<b>\$2,553,077</b>	<b>\$2,611,123</b>	<b>\$2,636,988</b>	<b>1.0%</b>	<b>100.0%</b>
7101 Bond Principal	\$124,874	\$87,241	\$87,241	-	(100.0%)	-
7102 Bond Interest	4,372	-	-	-	-	-
<b>Total Debt Service</b>	<b>\$129,246</b>	<b>\$87,241</b>	<b>\$87,241</b>	<b>-</b>	<b>(100.0%)</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$2,503,566</b>	<b>\$2,640,318</b>	<b>\$2,698,364</b>	<b>\$2,636,988</b>	<b>(2.3%)</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$2,503,566	\$2,640,318	\$2,698,364	\$2,636,988	(2.3%)	100.0%
<b>Total Sources</b>	<b>\$2,503,566</b>	<b>\$2,640,318</b>	<b>\$2,698,364</b>	<b>\$2,636,988</b>	<b>(2.3%)</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.

Contract services (object 5101) includes Department-wide photocopier, scanner, fax, and printer usage, maintenance and repairs to station video security system, shredding services, emergency subscriber telephone list updates, and maintenance for the livescan fingerprint machine.

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).

## Accomplishment Highlights FY 2014/15

- Transitioned to a new Reverse 9-1-1 callout provider
- Provided Safe Drug Disposal options for controlled substances (Drug Drop Box in the Police Station lobby and DEA Take Back Events)

## Objectives FY 2015/16

- 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
- Provide continued support for the jail and officers in conducting matron duties
- Timely prepare monthly crime reports and respond to public records requests
- Continually review, update, and revise Department forms to ensure completeness, currency, and viability.

## Police Department | Technical Support Services

Performance Measures	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed
<b>% - Uniform Crime Report completed by 15th of month</b> <i>Timely completion of the monthly Uniform Crime Report for the FBI; uniform crime statistics collected for the FBI's Uniform Crime Reporting (UCR) Program.</i>	100%	100%	100%	100%
<b>% - Public records requests responded to within 10 days</b> <i>Timely response to public records requests.</i>	100%	100%	100%	100%
<b>% - Public records requests completed within 10 days</b> <i>Timely completion of public records requests within 10 days, whenever possible.</i>	n/a	95%	>95%	>95%

Authorized Full-Time Positions	2012-2013 Adopted	2013-2014 Adopted	2014-2015 Adopted	2015-2016 Proposed
Police Records Manager	1	1	1	1
Police Services Officer	1	1	1	1
Police Records Technician/Matron	9	9	9	9
Administrative Clerk I	-	1	1	1
Information Systems Specialist	-	1	-	-
<b>Total</b>	<b>11</b>	<b>13</b>	<b>12</b>	<b>12</b>

Technical Support Object Description	2013-2014 Actual	2014-2015 Adopted	2014-2015 Y/E Est	2015-2016 Proposed	Var from FY 2015 Y/E	% of Total
4101 Salaries & Allowances	\$710,586	\$714,113	\$739,322	\$717,009	(3.0%)	28.0%
4103 Part-time Salaries	30,078	47,252	47,250	47,252	0.0%	1.8%
4111 Overtime Regular Employees	26,240	17,522	25,000	23,767	(4.9%)	0.9%
4201 Group Medical Insurance	103,447	118,216	110,354	100,292	(9.1%)	3.9%
4202 Medicare Contributions	10,827	11,471	12,151	10,837	(10.8%)	0.4%
4204 401A Plan City Contributions	1,947	2,033	2,076	2,058	(0.9%)	0.1%
4206 Medical Retirement Contributions	10,584	11,736	11,736	11,736	-	0.5%
4211 PERS Regular Contribution	79,284	81,481	86,218	91,047	5.6%	3.6%
<b>Total Salaries &amp; Benefits</b>	<b>\$972,993</b>	<b>\$1,003,824</b>	<b>\$1,034,107</b>	<b>\$1,003,998</b>	<b>(2.9%)</b>	<b>39.2%</b>
5101 Contract Services	\$56,475	\$57,815	\$58,000	\$59,789	3.1%	2.3%
5104 Computer Contract Services	51,689	64,995	65,000	71,960	10.7%	2.8%
5106 SBRPCA Communications	1,170,648	1,157,752	1,173,769	1,266,494	7.9%	49.4%
5202 Membership & Dues	145	255	185	185	-	0.0%
5204 Conferences & Meetings	6,935	5,775	5,300	5,775	9.0%	0.2%
5206 Uniforms/Safety Equip	2,498	7,100	6,500	6,600	1.5%	0.3%
5208 Postage	5,780	5,500	5,306	5,900	11.2%	0.2%
5210 Computer Supplies & Software	3,035	1,600	3,200	3,200	-	0.1%
5217 Departmental Supplies	8,002	6,160	7,000	7,960	13.7%	0.3%
5225 Printing	9,742	13,650	11,500	11,050	(3.9%)	0.4%
5501 Telephone	2,689	2,830	3,028	3,040	0.4%	0.1%
<b>Total Materials &amp; Services</b>	<b>\$1,317,639</b>	<b>\$1,323,432</b>	<b>\$1,338,788</b>	<b>\$1,441,953</b>	<b>7.7%</b>	<b>56.2%</b>
5611 Warehouse Services	\$903	\$800	\$800	\$800	-	0.0%
5621 Information Technology Allocation	85,068	126,223	126,223	116,776	(7.5%)	4.6%
<b>Total Internal Services</b>	<b>\$85,971</b>	<b>\$127,023</b>	<b>\$127,023</b>	<b>\$117,576</b>	<b>(7.4%)</b>	<b>4.6%</b>
<b>Total Operating Expenditures</b>	<b>\$2,376,602</b>	<b>\$2,454,279</b>	<b>\$2,499,918</b>	<b>\$2,563,527</b>	<b>2.5%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$2,376,602	\$2,454,279	\$2,499,918	\$2,563,527	2.5%	100.0%
<b>Total Sources</b>	<b>\$2,376,602</b>	<b>\$2,454,279</b>	<b>\$2,499,918</b>	<b>\$2,563,527</b>	<b>2.5%</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.



Neighborhood Watch, together with the Manhattan Beach Fire Department, offers disaster response training for neighborhoods known as Map Your Neighborhood (MYN). This specialized training helps prepare residents to care for themselves and their neighborhoods in the event of a disaster. The active participation of nearly 500 block captains in the Neighborhood Watch Program, coupled with new and innovative programs like the Map Your Neighborhood program, 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%.

The Fiscal Year 2015-2016 budget includes funding for the annual Volunteer Appreciation Dinner, Youth Volunteer Appreciation Event, Police Department Open House, Police Memorial Ceremony, Community Police Academy, and National Night Out. It also includes Child Safety information and pamphlets, Child Fingerprinting Kits, and handouts/supplies for community presentations, station tours, Victim Assistance, Neighborhood Watch, Volunteers in Policing, and other community events (Object 5217).

## Accomplishment Highlights FY 2014/15

- Volunteers contributed over 1,000 hours each month
- Hosted Community Events to promote Community Engagement: Town Hall Meetings, Neighborhood Watch Meetings, Coffee with a Cop Program, Tip-A-Cop Event (All proceeds for the Special Olympics), Community Police Academy, and Map Your Neighborhood Training to name a few
- Continue to promote "Lock it or Lose it" community awareness campaign

## Objectives FY 2015/16

- Present crime prevention and safety presentations to residents, businesses, and community groups
- Coordinate volunteer programs
- Provide opportunities for positive face-to-face interaction with the public through Department-hosted events
- Support Neighborhood Watch activities
- 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

## Police Department | Community Affairs

- Produce and distribute press releases and maintain contact with local media.

Performance Measures	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed
<b># - False alarms</b>	983	905	<1000	<1000
<i>Reduce false alarm activations through the management of the false alarm program.</i>				

Authorized Full-Time Positions	2012-2013 Adopted	2013-2014 Adopted	2014-2015 Adopted	2015-2016 Proposed
Police Officer	1	1	1	1

Community Affairs Object Description	2013-2014 Actual	2014-2015 Adopted	2014-2015 Y/E Est	2015-2016 Proposed	Var from FY 2015 Y/E	% of Total
4101 Salaries & Allowances	(\$344)	-	-	-	-	-
4102 Sworn Salaries	\$118,785	\$116,007	\$120,883	\$118,646	(1.9%)	39.0%
4103 Part-time Salaries	14,054	33,293	26,000	33,293	28.1%	10.9%
4111 Overtime Regular Employees	3,126	-	6,750	-	(100.0%)	-
4112 Overtime Sworn Employees	11,938	6,863	6,000	7,086	18.1%	2.3%
4201 Group Medical Insurance	19,532	19,600	22,868	20,719	(9.4%)	6.8%
4202 Medicare Contributions	2,135	2,245	2,190	2,061	(5.9%)	0.7%
4206 Medical Retirement Contributions	1,067	1,188	1,188	1,188	-	0.4%
4212 PERS Sworn Contribution	32,748	32,154	34,328	35,752	4.1%	11.7%
<b>Total Salaries &amp; Benefits</b>	<b>\$203,385</b>	<b>\$211,350</b>	<b>\$220,207</b>	<b>\$218,745</b>	<b>(0.7%)</b>	<b>71.8%</b>
5101 Contract Services	\$2,296	\$3,200	\$3,000	\$3,000	-	1.0%
5104 Computer Contract Services	4,200	4,670	4,326	4,400	1.7%	1.4%
5202 Membership & Dues	155	420	300	290	(3.3%)	0.1%
5205 Training	508	1,725	1,700	1,425	(16.2%)	0.5%
5206 Uniforms/Safety Equip	703	1,700	1,500	1,550	3.3%	0.5%
5217 Departmental Supplies	12,171	15,225	14,950	14,925	(0.2%)	4.9%
5225 Printing	1,872	1,600	1,600	1,600	-	0.5%
5501 Telephone	126	140	123	130	5.7%	0.0%
<b>Total Materials &amp; Services</b>	<b>\$22,030</b>	<b>\$28,680</b>	<b>\$27,499</b>	<b>\$27,320</b>	<b>(0.7%)</b>	<b>9.0%</b>
5621 Information Technology Allocation	\$39,264	\$58,257	\$58,257	\$58,388	0.2%	19.2%
<b>Total Internal Services</b>	<b>\$39,264</b>	<b>\$58,257</b>	<b>\$58,257</b>	<b>\$58,388</b>	<b>0.2%</b>	<b>19.2%</b>
<b>Total Operating Expenditures</b>	<b>\$264,335</b>	<b>\$298,287</b>	<b>\$305,963</b>	<b>\$304,453</b>	<b>(0.5%)</b>	<b>100.0%</b>
7101 Bond Principal	\$11,262	\$7,868	\$7,868	-	(100.0%)	-
7102 Bond Interest	394	-	-	-	-	-
<b>Total Debt Service</b>	<b>\$11,656</b>	<b>\$7,868</b>	<b>\$7,868</b>	<b>-</b>	<b>(100.0%)</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$275,991</b>	<b>\$306,155</b>	<b>\$313,831</b>	<b>\$304,453</b>	<b>(3.0%)</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$275,991	\$306,155	\$313,831	\$304,453	(3.0%)	100.0%
<b>Total Sources</b>	<b>\$275,991</b>	<b>\$306,155</b>	<b>\$313,831</b>	<b>\$304,453</b>	<b>(3.0%)</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.

The Traffic Section participates in the South Bay Regional DUI Task Force, a group of officers representing agencies across the South Bay who participate in monthly deployments, DUI checkpoints, and DUI-related warrant sweeps.

The Fiscal Year 2015-2016 contract services budget (object 5101) includes funding for crossing guard services at 21 locations throughout the City to ensure the safe passage of children to and from school, private security services to augment police staffing at special events, and maintenance and repairs to radar equipment and portable alcohol screening devices.

## Accomplishment Highlights FY 2014/15

- Installed 4 new pole-mounted speed radar signs, will plans to add two additional signs (purchased with grant funds) next fiscal year)
- Participated in Distracted Driver Awareness month (April) to enhance safety of our roadways
- Hosted the Bike Safety Rodeo in partnership with Parks and Recreation
- Worked with the Traffic Engineer and Public Works Department to install "Walk Your Bike" flashing light signs at the base of the pier to enhance pedestrian safety
- Continue to encourage safe movement of vehicles in and around school zones through education and enforcement



## Objectives FY 2015/16

- 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

Performance Measures	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed
<b>% Increase DUI Enforcement Efforts by 5%</b> <i>Make roadways safer through increased DUI patrols and participation in DUI Checkpoints</i>	n/a	n/a	n/a	5%
<b>% Reduce Traffic Collisions by 5%</b> <i>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. A negative percentage indicates a reduction in traffic collisions, a positive percentage indicates an increase in traffic collisions.</i>	(15%)	7%	(5%)	(5%)
<b>% - Special Events Operation Plans Reviewed Annually</b> <i>Manhattan Beach is host to numerous special events. Special event operational plans are reviewed annually to ensure the safety of residents and visitors.</i>	100%	100%	100%	100%

## Major Service Delivery Changes

The proposed Fiscal Year 2015/2016 budget reallocates the third patrol Lieutenant back to the Traffic Section, where it has traditionally been budgeted. In Fiscal Year 2012/2013, the Traffic Lieutenant position was reassigned to Patrol to provide a third Lieutenant to ensure consistent oversight over all three patrol shifts (day shift, swing shift, and graveyard shift). When the Department implemented the trial period for the 3/12.5 work schedule, the new two-shift work schedule allowed the Traffic Lieutenant to return to his primary duties in the Traffic Section; however the budget was not formally adjusted because the 3/12.5 was still in the trial phase. Now that the 3/12.5 schedule has been formally adopted (August 2014), it is appropriate to reallocate the Traffic Lieutenant position back to the Traffic Section.

Authorized Full-Time Positions	2012-2013 Adopted	2013-2014 Adopted	2014-2015 Adopted	2015-2016 Proposed
Lieutenant	-	-	-	1
Sergeant	1	1	1	1
Police Officer	5	5	5	5
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>7</b>

## Police Department | Traffic Safety

<b>Traffic Safety</b>		<b>2013-2014</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2015 Y/E</b>	<b>Total</b>
4102	Sworn Salaries	\$576,469	\$693,476	\$621,718	\$920,262	48.0%	47.5%
4112	Overtime Sworn Employees	70,723	95,296	80,000	98,309	22.9%	5.1%
4201	Group Medical Insurance	42,044	71,796	43,515	72,030	65.5%	3.7%
4202	Medicare Contributions	9,319	10,536	9,743	10,649	9.3%	0.5%
4206	Medical Retirement Contributions	6,551	7,272	7,272	7,272	-	0.4%
4212	PERS Sworn Contribution	159,437	195,709	178,577	262,478	47.0%	13.6%
<b>Total Salaries &amp; Benefits</b>		<b>\$864,544</b>	<b>\$1,074,085</b>	<b>\$940,825</b>	<b>\$1,371,000</b>	<b>45.7%</b>	<b>70.8%</b>
5101	Contract Services	\$227,150	\$252,000	\$252,000	\$252,300	0.1%	13.0%
5202	Membership & Dues	-	36	36	36	-	0.0%
5205	Training	28	565	350	400	14.3%	0.0%
5206	Uniforms/Safety Equip	6,058	8,960	8,500	7,775	(8.5%)	0.4%
5217	Departmental Supplies	5,656	4,787	5,200	5,960	14.6%	0.3%
5225	Printing	794	2,000	2,500	2,000	(20.0%)	0.1%
5501	Telephone	632	700	613	650	6.0%	0.0%
<b>Total Materials &amp; Services</b>		<b>\$240,317</b>	<b>\$269,048</b>	<b>\$269,199</b>	<b>\$269,121</b>	<b>(0.0%)</b>	<b>13.9%</b>
5611	Warehouse Services	\$806	\$500	\$500	\$500	-	0.0%
5621	Information Technology Allocation	52,356	77,676	77,676	97,314	25.3%	5.0%
5641	Fleet Rental Allocation	55,152	59,060	59,060	85,760	45.2%	4.4%
5642	Fleet Maintenance Allocation	87,213	77,069	74,708	113,314	51.7%	5.8%
<b>Total Internal Services</b>		<b>\$195,527</b>	<b>\$214,305</b>	<b>\$211,944</b>	<b>\$296,888</b>	<b>40.1%</b>	<b>15.3%</b>
<b>Total Operating Expenditures</b>		<b>\$1,300,388</b>	<b>\$1,557,438</b>	<b>\$1,421,968</b>	<b>\$1,937,009</b>	<b>36.2%</b>	<b>100.0%</b>
7101	Bond Principal	\$70,117	\$48,986	\$48,986	-	(100.0%)	-
7102	Bond Interest	2,455	-	-	-	-	-
<b>Total Debt Service</b>		<b>\$72,572</b>	<b>\$48,986</b>	<b>\$48,986</b>	<b>-</b>	<b>(100.0%)</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$1,372,959</b>	<b>\$1,606,424</b>	<b>\$1,470,954</b>	<b>\$1,937,009</b>	<b>31.7%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$1,372,959	\$1,606,424	\$1,470,954	\$1,937,009	31.7%	100.0%
<b>Total Sources</b>		<b>\$1,372,959</b>	<b>\$1,606,424</b>	<b>\$1,470,954</b>	<b>\$1,937,009</b>	<b>31.7%</b>	<b>100.0%</b>

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## Police Department | Parking Enforcement

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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.



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 enforcement, sidewalk parking, etc. 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 planners for parking management, and assist in enforcement of environmental laws.

The Fiscal Year 2015-2016 budget includes funding for part-time, seasonal Community Services Officers (object 4103) who are deployed as needed for summer weekends, holidays and major events.

### Accomplishment Highlights FY 2014/15

- Improved Parking and Animal Control Customer Service window with the installation of an intercom system
- Implemented individual voicemail boxes for all full-time personnel to enhance communication with internal and external customers
- Expanded Parking and Animal Control Desk hours based on community needs, now open 7:00 a.m. – 5:00 p.m. Monday through Friday
- Deployed foot patrols, bike patrols, and Electric Personal Mobility Device (EMPD) patrols to increase visibility and face to face contact with our community
- Continue to encourage safe parking habits and safe movement of vehicles in and around school zones through education and enforcement

### Objectives FY 2015/16

- 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

## Police Department | Parking Enforcement

- 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.

<b>Performance Measures</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</b>
<b>% - Accuracy of parking citations issued</b>	<b>99.8%</b>	<b>99.6%</b>	<b>&gt;99.5%</b>	<b>&gt;99.5</b>
<i>Audit citations issued; ensure accurate and appropriately documented parking citations.</i>				
<b>% - 72-hr violations checked within move date</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<i>Vehicles parked on public streets are required to be moved within 72 hours; all vehicles marked for 72 hour parking violations will be checked within the must-move date to ensure parking turnover.</i>				

### Major Service Delivery Changes

The fiscal year 2015-2016 Budget includes the upgrade of two existing Community Services Officer (CSO) positions to Lead CSO positions, at a cost of approximately \$11,000 additional dollars per officer (includes salaries and benefits). Currently, the span of supervision is insufficient; one sergeant supervises a unit with 15 full-time Community Services Officers, 10 part-time Community Services Officers and 1 Administrative Clerk. The CSOs provide services to the community 7 days a week (365 days a year), with 2 shifts which together provide coverage 5:30 am – 1:00 am. The new lead officer positions will assist the Sergeant with daily operations; one will be assigned to dayshift and one on swing shift.

<b>Authorized Full-Time Positions</b>	<b>2012-2013 Adopted</b>	<b>2013-2014 Adopted</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</b>
Sergeant	1	1	1	1
Lead Community Services Officer	-	-	-	2
Community Services Officer	11	12	12	10
Administrative Clerk I	-	1	1	1
<b>Total</b>	<b>12</b>	<b>14</b>	<b>14</b>	<b>14</b>

# Police Department | Parking Enforcement

Parking Enforcement		2013-2014	2014-2015	2014-2015	2015-2016	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2015 Y/E	Total
4101	Salaries & Allowances	\$705,450	\$728,963	\$756,124	\$763,865	1.0%	46.2%
4102	Sworn Salaries	154,906	152,771	140,436	154,212	9.8%	9.3%
4103	Part-time Salaries	112,101	114,509	118,000	123,185	4.4%	7.4%
4111	Overtime Regular Employees	19,693	24,890	24,000	25,327	5.5%	1.5%
4112	Overtime Sworn Employees	8,829	5,655	5,600	5,744	2.6%	0.3%
4201	Group Medical Insurance	141,513	167,992	149,351	154,435	3.4%	9.3%
4202	Medicare Contributions	12,447	13,201	12,586	12,567	(0.2%)	0.8%
4205	Worker's Compensation	178,200	116,580	116,580	38,700	(66.8%)	2.3%
4206	Medical Retirement Contributions	11,663	12,924	12,924	12,924	-	0.8%
4211	PERS Regular Contribution	80,124	85,349	88,355	98,420	11.4%	5.9%
4212	PERS Sworn Contribution	42,959	42,468	40,378	47,222	16.9%	2.9%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,467,886</b>	<b>\$1,465,302</b>	<b>\$1,464,334</b>	<b>\$1,436,601</b>	<b>(1.9%)</b>	<b>86.8%</b>
5101	Contract Services	\$4,999	\$7,200	\$7,200	\$7,200	-	0.4%
5104	Computer Contract Services	16,616	17,200	17,000	17,200	1.2%	1.0%
5205	Training	-	150	150	750	400.0%	0.0%
5206	Uniforms/Safety Equip	8,018	10,680	10,600	10,880	2.6%	0.7%
5217	Departmental Supplies	30,681	1,955	6,000	3,355	(44.1%)	0.2%
5225	Printing	7,285	10,700	10,700	10,700	-	0.6%
5501	Telephone	3,021	3,000	3,003	3,100	3.2%	0.2%
<b>Total Materials &amp; Services</b>		<b>\$70,620</b>	<b>\$50,885</b>	<b>\$54,653</b>	<b>\$53,185</b>	<b>(2.7%)</b>	<b>3.2%</b>
5611	Warehouse Services	\$45	\$200	\$200	\$200	-	0.0%
5621	Information Technology Allocation	45,804	67,966	67,966	68,119	0.2%	4.1%
5631	Insurance Allocation	1,680	4,800	4,800	3,960	(17.5%)	0.2%
5641	Fleet Rental Allocation	52,644	54,450	54,450	50,050	(8.1%)	3.0%
5642	Fleet Maintenance Allocation	23,955	26,337	25,531	42,051	64.7%	2.5%
<b>Total Internal Services</b>		<b>\$124,128</b>	<b>\$153,753</b>	<b>\$152,947</b>	<b>\$164,380</b>	<b>7.5%</b>	<b>9.9%</b>
<b>Total Operating Expenditures</b>		<b>\$1,662,634</b>	<b>\$1,669,940</b>	<b>\$1,671,934</b>	<b>\$1,654,166</b>	<b>(1.1%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$1,662,634	\$1,669,940	\$1,671,934	\$1,654,166	(1.1%)	100.0%
<b>Total Sources</b>		<b>\$1,662,634</b>	<b>\$1,669,940</b>	<b>\$1,671,934</b>	<b>\$1,654,166</b>	<b>(1.1%)</b>	<b>100.0%</b>

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## 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.



Animal Control Officers attend training classes which keep them well-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.

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.

## Accomplishment Highlights FY 2014/15

- Managed the Lost and Found Pets web page to help reunite pets with their owners
- Implemented individual voicemail boxes for Animal Control Officers to enhance communication with internal and external customers
- Provided patrols several times weekly at dog parks
- Provided animal control training to patrol officers and community services officers

## Objectives FY 2015/16

- 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
- Facilitate the safe return of pets to their owners
- Communicate with the public regarding animal laws and issues



## Police Department | Animal Control

Performance Measures	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed
<b>% - Domestic animals returned to owner</b>	60%	67%	75%	75%
<i>Facilitate the safe return of pets to their owners, including checking every stray animal for microchips and posting lost animals to the lost and found pet page of the city website.</i>				

Authorized Full-Time Positions	2012-2013 Adopted	2013-2014 Adopted	2014-2015 Adopted	2015-2016 Proposed
Community Services Officer	3	3	3	3

Animal Control		2013-2014	2014-2015	2014-2015	2015-2016	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Proposed	FY 2015 Y/E	Total	
4101 Salaries & Allowances	\$204,089	\$196,029	\$205,139	\$184,223	(10.2%)	57.6%	
4111 Overtime Regular Employees	7,671	5,948	5,500	5,948	8.1%	1.9%	
4201 Group Medical Insurance	28,087	29,652	29,723	28,819	(3.0%)	9.0%	
4202 Medicare Contributions	3,041	2,760	3,005	2,671	(11.1%)	0.8%	
4205 Worker's Compensation	11,700	6,060	6,060	6,840	12.9%	2.1%	
4206 Medical Retirement Contributions	2,903	3,216	3,216	3,216	-	1.0%	
4211 PERS Regular Contribution	21,470	20,940	22,338	23,669	6.0%	7.4%	
<b>Total Salaries &amp; Benefits</b>	<b>\$278,962</b>	<b>\$264,605</b>	<b>\$274,981</b>	<b>\$255,386</b>	<b>(7.1%)</b>	<b>79.9%</b>	
5101 Contract Services	\$10,996	\$9,720	\$10,500	\$10,920	4.0%	3.4%	
5205 Training	475	2,600	2,400	2,600	8.3%	0.8%	
5206 Uniforms/Safety Equip	551	2,000	1,850	1,850	-	0.6%	
5217 Departmental Supplies	2,785	2,950	3,000	3,150	5.0%	1.0%	
<b>Total Materials &amp; Services</b>	<b>\$14,807</b>	<b>\$17,270</b>	<b>\$17,750</b>	<b>\$18,520</b>	<b>4.3%</b>	<b>5.8%</b>	
5611 Warehouse Services	\$54	\$200	\$200	\$200	-	0.1%	
5631 Insurance Allocation	1,680	4,800	4,800	3,960	(17.5%)	1.2%	
5641 Fleet Rental Allocation	23,124	23,120	23,120	23,120	-	7.2%	
5642 Fleet Maintenance Allocation	16,413	13,441	13,029	18,413	41.3%	5.8%	
<b>Total Internal Services</b>	<b>\$41,271</b>	<b>\$41,561</b>	<b>\$41,149</b>	<b>\$45,693</b>	<b>11.0%</b>	<b>14.3%</b>	
<b>Total Operating Expenditures</b>	<b>\$335,040</b>	<b>\$323,436</b>	<b>\$333,880</b>	<b>\$319,599</b>	<b>(4.3%)</b>	<b>100.0%</b>	
<b>Source of Funds</b>							
General Fund	\$335,040	\$323,436	\$333,880	\$319,599	(4.3%)	100.0%	
<b>Total Sources</b>	<b>\$335,040</b>	<b>\$323,436</b>	<b>\$333,880</b>	<b>\$319,599</b>	<b>(4.3%)</b>	<b>100.0%</b>	

## 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. Jailers obtain DNA samples from eligible arrestees where required by State Proposition 69. Samples are sent to the State of California DNA bank to help identify felony suspects and solve serious crimes.

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.



In Fiscal Year 2015-2016, the Police Department budget includes funding for blood-alcohol lab analysis of DUI suspects, inmate pre-booking medical screenings and emergency medical care, jail cleaning services to meet Health Code requirements, and Los Angeles County booking fees (object 5101). The Jail budget also includes inmate meals, uniforms, and repair/maintenance of jail equipment and security systems (object 5217).

## Accomplishment Highlights FY 2014/15

- Conducted monthly internal jail inspections to ensure that the jail facility and operations meet all applicable local, state, and federal jail safety standards and regulations
- Completed Jail video surveillance system upgrade
- Jail Automated Door System replacement is in progress
- Transitioned to a new inmate medical care provider, at a cost savings of approximately \$4,000 per year
- Provided safe housing for inmates

## Objectives FY 2015/16

- Comply with all State and County jail regulations
- Provide on-going professional training to all jail staff
- Conduct DNA collection from eligible arrestees
- Provide safe housing for inmates

## Police Department | Jail Operations

Performance Measures	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed
<b>% - Maintain Compliance with all State/County jail inspect</b>	100%	100%	100%	100%
<i>Reduce liability and ensure a safe environment for our inmates and jailers by achieving compliance with all State/County Jail inspections (i.e. Los Angeles County Grand Jury and the County Board of Health; in line with Title 15 jail standards).</i>				
<b>% - DNA collection from eligible arrestees</b>	100%	100%	100%	100%
<i>Jailers obtain DNA samples from eligible arrestees, where required by State Proposition 69. Samples are sent to the State of California DNA bank to help identify felony suspects and solve serious crimes.</i>				

Authorized Full-Time Positions	2012-2013 Adopted	2013-2014 Adopted	2014-2015 Adopted	2015-2016 Proposed
Police Services Officer	6	6	6	6

Jail Operations Object Description	2013-2014 Actual	2014-2015 Adopted	2014-2015 Y/E Est	2015-2016 Proposed	Var from FY 2015 Y/E	% of Total
4101 Salaries & Allowances	\$355,761	\$372,695	\$396,443	\$376,479	(5.0%)	61.1%
4103 Part-time Salaries	-	486	-	-	-	-
4111 Overtime Regular Employees	52,129	48,480	46,000	48,480	5.4%	7.9%
4201 Group Medical Insurance	61,044	62,308	68,902	64,909	(5.8%)	10.5%
4202 Medicare Contributions	4,697	4,662	5,244	4,515	(13.9%)	0.7%
4206 Medical Retirement Contributions	5,795	6,432	6,432	6,432	-	1.0%
4211 PERS Regular Contribution	39,277	42,710	45,650	48,370	6.0%	7.9%
<b>Total Salaries &amp; Benefits</b>	<b>\$518,703</b>	<b>\$537,773</b>	<b>\$568,671</b>	<b>\$549,185</b>	<b>(3.4%)</b>	<b>89.1%</b>
5101 Contract Services	\$20,737	\$27,530	\$25,000	\$24,550	(1.8%)	4.0%
5206 Uniforms/Safety Equip	1,374	3,900	3,900	3,900	-	0.6%
5217 Departmental Supplies	8,632	7,090	9,000	8,990	(0.1%)	1.5%
<b>Total Materials &amp; Services</b>	<b>\$30,743</b>	<b>\$38,520</b>	<b>\$37,900</b>	<b>\$37,440</b>	<b>(1.2%)</b>	<b>6.1%</b>
5611 Warehouse Services	\$283	\$370	\$340	\$290	(14.7%)	0.0%
5621 Information Technology Allocation	19,632	29,128	29,128	29,194	0.2%	4.7%
<b>Total Internal Services</b>	<b>\$19,915</b>	<b>\$29,498</b>	<b>\$29,468</b>	<b>\$29,484</b>	<b>0.1%</b>	<b>4.8%</b>
<b>Total Operating Expenditures</b>	<b>\$569,361</b>	<b>\$605,791</b>	<b>\$636,039</b>	<b>\$616,109</b>	<b>(3.1%)</b>	<b>100.0%</b>
6141 Computer Equipment & Software	-	24,000	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>-</b>	<b>\$24,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$569,361</b>	<b>\$629,791</b>	<b>\$636,039</b>	<b>\$616,109</b>	<b>(3.1%)</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$569,361	\$629,791	\$636,039	\$616,109	(3.1%)	100.0%
<b>Total Sources</b>	<b>\$569,361</b>	<b>\$629,791</b>	<b>\$636,039</b>	<b>\$616,109</b>	<b>(3.1%)</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.

## Accomplishment Highlights FY 2014/15

- Completed Jail/Station video surveillance system upgrade, purchased with Asset Forfeiture Funds

## Objectives FY 2015/16

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

Asset Forfeiture/Grants		2013-2014	2014-2015	2014-2015	2015-2016	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2015 Y/E	Total
4112	Overtime Sworn Employees	\$12,529	\$30,023	\$30,000	\$30,454	1.5%	9.5%
4201	Group Medical Insurance	1,355	-	2,367	-	(100.0%)	-
4202	Medicare Contributions	181	-	318	-	(100.0%)	-
<b>Total Salaries &amp; Benefits</b>		<b>\$14,065</b>	<b>\$30,023</b>	<b>\$32,685</b>	<b>\$30,454</b>	<b>(6.8%)</b>	<b>9.5%</b>
5101	Contract Services	\$4,425	\$35,800	\$25,000	\$48,000	92.0%	15.0%
5104	Computer Contract Services	12,778	-	-	-	-	-
5205	Training	-	15,000	12,000	15,000	25.0%	4.7%
5206	Uniforms/Safety Equip	9,112	7,200	11,000	7,200	(34.5%)	2.2%
5210	Computer Supplies & Software	12,642	12,000	10,000	12,000	20.0%	3.7%
5217	Departmental Supplies	47,364	174,000	155,000	133,800	(13.7%)	41.7%
<b>Total Materials &amp; Services</b>		<b>\$86,321</b>	<b>\$244,000</b>	<b>\$213,000</b>	<b>\$216,000</b>	<b>1.4%</b>	<b>67.3%</b>
<b>Total Operating Expenditures</b>		<b>\$100,386</b>	<b>\$274,023</b>	<b>\$245,685</b>	<b>\$246,454</b>	<b>0.3%</b>	<b>76.8%</b>
6121	Machinery & Equipment	\$50,240	-	-	\$25,000	-	7.8%
6141	Computer Equipment & Software	-	-	-	49,496	-	15.4%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$50,240</b>	<b>-</b>	<b>-</b>	<b>\$74,496</b>	<b>-</b>	<b>23.2%</b>
<b>Total Expenditures</b>		<b>\$150,626</b>	<b>\$274,023</b>	<b>\$245,685</b>	<b>\$320,950</b>	<b>30.6%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Asset Forfeiture		\$87,843	\$169,023	\$142,685	\$215,950	51.3%	67.3%
SLES Grant		62,783	105,000	103,000	105,000	1.9%	32.7%
<b>Total Sources</b>		<b>\$150,626</b>	<b>\$274,023</b>	<b>\$245,685</b>	<b>\$320,950</b>	<b>30.6%</b>	<b>100.0%</b>

**FIRE  
DEPARTMENT**

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# City of Manhattan Beach Fire Department

**Fire Chief**

**ADMINISTRATION**

- Budget
- ~
- Capital Improvement
- ~
- Personnel
- ~
- Public Information
- ~
- Health & Safety
- ~
- Policy

**PREVENTION**

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

**FIRE OPERATIONS**

- Fire Suppression
- ~
- Training
- ~
- Special Operations
- ~
- Mutual & Auto Aid
- ~
- Joint Apprenticeship

**EMERGENCY MEDICAL SRVS**

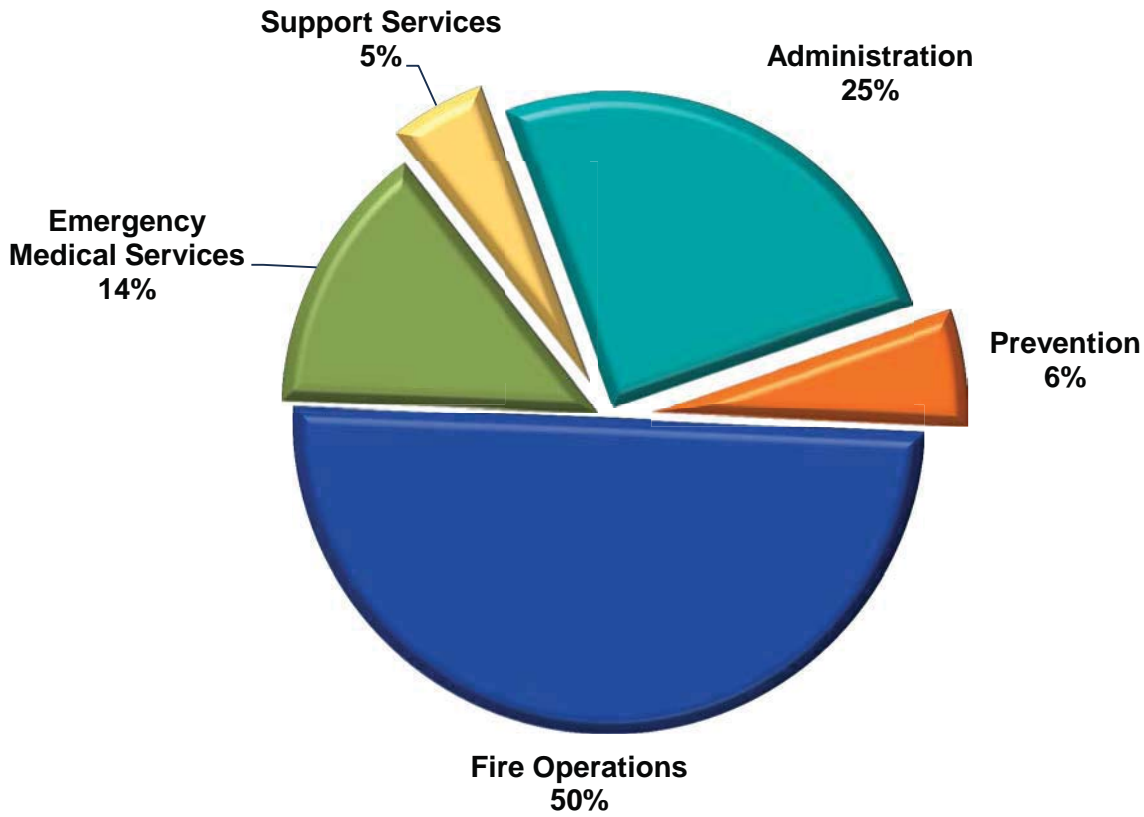
- Advance Life Support
- ~
- Basic Life Support
- ~
- Ambulance Transport
- ~
- Medical Equipment
- ~
- Quality Assurance
- ~
- State & Local Regulation
- ~
- Hospital Liaison

**SUPPORT SERVICES**

- Emergency Preparedness
- ~
- Emergency Ops Center
- ~
- Fire Reserves
- ~
- Communications
- ~
- CERT
- ~
- Public Education
- ~
- Planning

# Fire Department

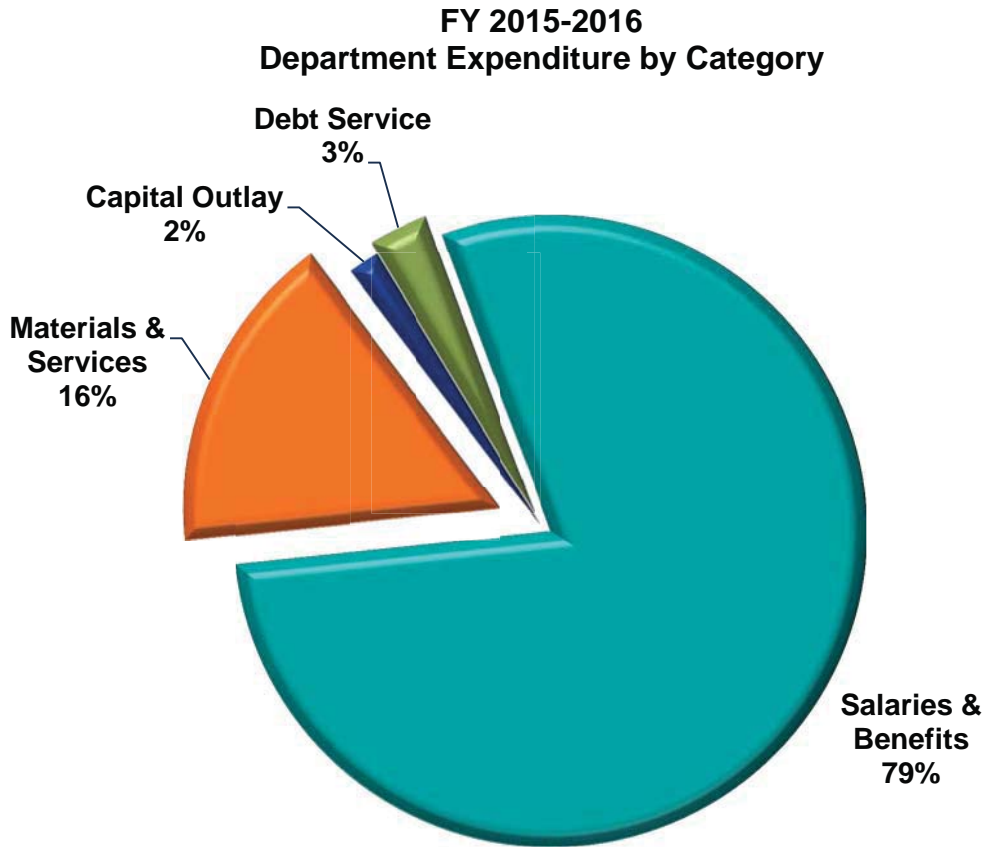
## FY 2015-2016 Department Expenditure by Program



	2013-2014	2014-2015	2014-2015	2015-2016
Program Expenditures	Actual	Adopted	Estimate	Proposed
Administration	\$2,260,080	\$3,110,516	\$2,586,437	\$3,232,532
Prevention	685,630	770,231	784,359	761,735
Fire Operations	6,239,838	6,013,123	6,537,160	6,372,845
Emergency Medical Services	1,767,883	1,705,259	1,762,277	1,778,149
Support Services	415,884	622,107	549,030	626,359
<b>Total</b>	<b>\$11,369,314</b>	<b>\$12,221,236</b>	<b>\$12,219,263</b>	<b>\$12,771,620</b>
<b>Full-Time Positions</b>	<b>31</b>	<b>32.2</b>	<b>32.2</b>	<b>32.2</b>



# Fire Department



Category Expenditures	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed
Salaries & Benefits	\$8,733,232	\$9,006,111	\$9,486,685	\$10,075,041
Materials & Services	1,718,733	1,948,798	2,038,251	2,105,078
Capital Outlay	142,914	632,000	60,000	205,433
Debt Service	774,434	634,327	634,327	386,068
<b>Total</b>	<b>\$11,369,314</b>	<b>\$12,221,236</b>	<b>\$12,219,263</b>	<b>\$12,771,620</b>

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## **Mission**

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*To preserve life, property, and the environment through decisive action, strong leadership, team work and dedicated community partnerships*

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## **Department Overview**

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

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

The Fire Department continues to receive high ratings in its service provided to the public. Through continued partnerships between other City departments and the community, this department seeks out new opportunities to serve our customers better in the future.

A professional, dedicated team of 31 full time employees staffs the Fire Department.

## Program Overview

The primary mission of Fire Administration is to support the activities of each of the Department's Divisions: Fire Prevention, Fire Operations, Emergency Medical Services, and Support Services. The Fire Chief manages the Administrative Division and is responsible for providing equipment, training, resources, and financial management to achieve the department's goals. This is accomplished through procurement, budgetary control, information management, strategic planning, supporting volunteer programs, and management of local and area emergencies.

The Administration Bureau establishes annual priorities with the Office of the City Manager to maximize operational efficiencies and service expectations, and with the Finance Department to minimize the financial impact to the community.



## Accomplishment Highlights FY 2014/15

- Advanced CERT Rescue Training- heavy rescue and trauma triage
- Town Hall meetings- Map Your Neighborhood, Neighborhood Watch
- 2014 Fire Department Volunteer Recognition Muster
- Promoted a Battalion Chief and Captain
- CERT- 45 academy graduates

## Objectives FY 2015/16

- Provide specific and customized training using qualified instructors and a structured programs
- Provide CERT academy and advanced emergency preparedness training to CERT volunteers to keep team members engaged, qualified, and challenged
- Provide fire academy and firefighter recruit level training to the volunteer Fire Reserves to prepare them for full-time positions
- Provide instruction and training for city employees to complete ICS training
- Review the adopted fee schedule and bill appropriately to recovery costs of services

	2012-2013	2013-2014	2014-2015	2015-2016
Performance Measures & Workload Indicators	Actual	Actual	Adopted	Proposed
<b># - Avg training hours in leadership &amp; mgmt techniques</b>	n/a	4	20	17
<i>Administration is focused on succession planning and the career development of its internal workforce. Average training hours are on a per person basis for Battalion Chiefs and Fire Captains.</i>				
<b># - Reduce hrs timeoff for work-related injuries/illnesses</b>	n/a	4,581	2,592	4,356
<i>Fire Administration has assigned a Health and Safety Officer to develop a compliant program using a National Fire Protection Association Program.</i>				
<b># - Annual Volunteer hours</b>	n/a	16,635	12,000	18,000
<i>The department is investing time, money, and resources in support of our volunteer corps. We believe that if we create positive experiences and meet the expectations of the volunteer, the city, community and volunteer will all benefit.</i>				

## Major Service Delivery Changes

Fire Administration started using Telestaff for payroll and maintaining daily rosters, and detailed overtime reports can be provided. Leadership and Coaching training has been added to provide individual and group training, and

counseling for managers and line supervisors. This training will help individuals deal with personnel issues, personal productivity, team building, and career planning.

<b>Authorized Full-Time Positions</b>	<b>2012-2013 Adopted</b>	<b>2013-2014 Adopted</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</b>
Fire Chief	1	1	1	1
Executive Secretary	1	1	1	1
Information Systems Specialist*	-	-	0.2	0.2
<b>Total</b>	<b>2.0</b>	<b>2.0</b>	<b>2.2</b>	<b>2.2</b>

*\*Position is shared with Police Department.*

## Fire Department | Administration

Administration		2013-2014	2014-2015	2014-2015	2015-2016	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2015 Y/E	Total
4101	Salaries & Allowances	\$71,458	\$80,357	\$84,025	\$82,424	(1.9%)	2.5%
4102	Sworn Salaries	216,866	214,935	223,853	221,737	(0.9%)	6.9%
4103	Part-time Salaries	70,834	41,125	43,000	42,546	(1.1%)	1.3%
4111	Overtime Regular Employees	-	-	500	-	(100.0%)	-
4112	Overtime Sworn Employees	-	106,560	60,000	103,968	73.3%	3.2%
4201	Group Medical Insurance	30,425	32,710	33,477	37,039	10.6%	1.1%
4202	Medicare Contributions	5,178	5,065	5,349	5,099	(4.7%)	0.2%
4203	Unemployment	2,700	1,800	1,800	1,260	(30.0%)	0.0%
4204	401A Plan City Contributions	4,965	5,198	5,309	5,261	(0.9%)	0.2%
4205	Worker's Compensation	527,460	786,960	786,960	1,192,560	51.5%	36.9%
4206	Medical Retirement Contributions	947	1,044	1,044	1,044	-	0.0%
4211	PERS Regular Contribution	7,730	9,209	9,727	10,589	8.9%	0.3%
4212	PERS Sworn Contribution	55,694	51,418	53,545	59,815	11.7%	1.9%
<b>Total Salaries &amp; Benefits</b>		<b>\$994,257</b>	<b>\$1,336,381</b>	<b>\$1,308,589</b>	<b>\$1,763,342</b>	<b>34.8%</b>	<b>54.5%</b>
5101	Contract Services	\$38,836	\$55,530	\$55,530	\$48,178	(13.2%)	1.5%
5104	Computer Contract Services	29,052	38,510	38,510	40,110	4.2%	1.2%
5106	SBRPCA Communications	389,887	385,917	390,713	422,164	8.0%	13.1%
5107	Physical/Psych Exams	-	800	800	800	-	0.0%
5108	Legal Services	1,538	-	-	-	-	-
5109	Background Investigations	-	614	3,000	864	(71.2%)	0.0%
5201	Office Supplies	3,991	3,800	5,000	5,200	4.0%	0.2%
5202	Membership & Dues	3,149	2,979	2,979	2,979	-	0.1%
5204	Conferences & Meetings	4,757	8,430	8,400	8,430	0.4%	0.3%
5205	Training	771	2,300	2,300	2,300	-	0.1%
5206	Uniforms/Safety Equip	3,621	5,600	8,200	5,600	(31.7%)	0.2%
5214	Employee Awards & Events	2,093	3,500	3,500	3,500	-	0.1%
5217	Departmental Supplies	77,098	6,000	6,000	6,000	-	0.2%
5501	Telephone	21,395	21,500	18,934	20,000	5.6%	0.6%
5503	Natural Gas	4,710	4,655	6,057	6,087	0.5%	0.2%
<b>Total Materials &amp; Services</b>		<b>\$580,898</b>	<b>\$540,135</b>	<b>\$549,923</b>	<b>\$572,212</b>	<b>4.1%</b>	<b>17.7%</b>
5611	Warehouse Services	-	\$200	\$200	\$200	-	0.0%
5621	Information Technology Allocation	19,632	29,128	29,128	29,194	0.2%	0.9%
5631	Insurance Allocation	76,860	79,920	79,920	113,340	41.8%	3.5%
5641	Fleet Rental Allocation	5,448	5,450	5,450	5,450	-	0.2%
5642	Fleet Maintenance Allocation	1,663	1,362	1,321	1,866	41.3%	0.1%
5651	Building & Operations Allocation	155,638	149,018	152,984	155,427	1.6%	4.8%
<b>Total Internal Services</b>		<b>\$259,241</b>	<b>\$265,078</b>	<b>\$269,003</b>	<b>\$305,477</b>	<b>13.6%</b>	<b>9.5%</b>
<b>Total Operating Expenditures</b>		<b>\$1,834,395</b>	<b>\$2,141,594</b>	<b>\$2,127,515</b>	<b>\$2,641,031</b>	<b>24.1%</b>	<b>81.7%</b>
6141	Computer Equipment & Software	-	100,000	60,000	-	(100.0%)	-
6212	CIP Bldg & Facilities - CYr	-	470,000	-	205,433	-	6.4%
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>\$570,000</b>	<b>\$60,000</b>	<b>\$205,433</b>	<b>242.4%</b>	<b>6.4%</b>
7101	Bond Principal	\$255,160	\$235,591	\$235,591	\$227,500	(3.4%)	7.0%
7102	Bond Interest	167,412	162,231	162,231	156,568	(3.5%)	4.8%
7103	Bond Administration Fee	3,113	1,100	1,100	2,000	81.8%	0.1%
<b>Total Debt Service</b>		<b>\$425,684</b>	<b>\$398,922</b>	<b>\$398,922</b>	<b>\$386,068</b>	<b>(3.2%)</b>	<b>11.9%</b>
<b>Total Expenditures</b>		<b>\$2,260,080</b>	<b>\$3,110,516</b>	<b>\$2,586,437</b>	<b>\$3,232,532</b>	<b>25.0%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$1,851,324	\$2,252,185	\$2,198,106	\$2,641,031	20.2%	81.7%
Capital Improvement		408,756	858,331	388,331	591,501	52.3%	18.3%
<b>Total Sources</b>		<b>\$2,260,080</b>	<b>\$3,110,516</b>	<b>\$2,586,437</b>	<b>\$3,232,532</b>	<b>25.0%</b>	<b>100.0%</b>

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## Program Overview

The Fire Operations Division’s primary responsibility is to prepare personnel to respond to fires, medical emergencies, accidents, ocean rescues, hazardous conditions, service calls, and requests for mutual and automatic aid.

The Division also has responsibility for providing comprehensive training and development programs for our employees. These programs include specialty, technical and career development components. All of this training is designed to improve our firefighters knowledge, skills and abilities, which results in an enhanced level of response to our community.



## Accomplishment Highlights FY 2014/15

- Initiated a five city joint firefighter survival training program
- Respond to several ocean rescues at the pier
- Completing ocean rescue certification training for fire personnel
- Continued training for mutual aid responses on wildland fires

## Objectives FY 2015/16

- Coordinate training opportunities with South Bay and other Los Angeles County fire departments
- Provide disaster worker training during realistic and challenging exercises for city employees
- Ensure a firefighter arrives to a fire call in six minutes or less after dispatch notification using the 90th percentile measurement for response times
- Create a pre-incident database of information pertinent to building and structure of interest accessible using mobile devices

	2012-2013	2013-2014	2014-2015	2015-2016
Performance Measures & Workload Indicators	Actual	Actual	Adopted	Proposed
<b># - Hours of field exercises with FFs &amp; city employees</b>	n/a	n/a	24	24
<i>Many emergencies, small or large, require intervention by multiple city departments and employees. The 9 firefighters (FFs) staffed each day manage numerous emergency responses, but often assistance is needed due to the quantity and magnitude of some incidents.</i>				
<b>% - First-arriving paramedic within 5:00 min</b>	73.7%	74%	90%	90%
<i>In many circumstances, a patient's outcome is determined by the definitive care received in the first few minutes of advanced life support intervention. This response time measure the time in which the first paramedic arrives on scene of a medical aid call.</i>				
<b>% - First-arriving unit to fire calls within 6:00 min</b>	71.9%	90%	90%	90%
<i>Response times to fire calls are critical to life safety for the public and first responders. There are as many as six timed components used to analyze emergency response. Reducing these times can affect life and property losses.</i>				

## Major Service Delivery Changes

Through an updated automatic aid agreement with Hermosa Beach, all of the fire and paramedic units from both cities are dispatched on a first alarm fire dispatch to either Manhattan Beach or Hermosa Beach. This will increase firefighter safety and reduce fire loss through a shorter on-scene time.



## Fire Department | Operations

Authorized Full-Time Positions	2012-2013 Adopted	2013-2014 Adopted	2014-2015 Adopted	2015-2016 Proposed
Fire Battalion Chief (a)	1	1	2	2
Fire Captain/Paramedic	6	6	6	6
Fire Engineer/Paramedic	6	6	6	6
Firefighter/Paramedic (b)	-	6	6	6
<b>Total</b>	<b>13</b>	<b>19</b>	<b>20</b>	<b>20</b>

(a) A temporary Fire Battalion Chief position was added to cover the Fire Battalion Chief that is on medical leave.

(b) Reflects move of six firefighter/paramedics from Emergency Medical Services to more accurately reflect staffing of fire engines.

Fire Operations	2013-2014	2014-2015	2014-2015	2015-2016	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Proposed	FY 2015 Y/E	Total
4102 Sworn Salaries	\$2,918,819	\$3,048,990	\$3,024,573	\$3,142,725	3.9%	49.3%
4112 Overtime Sworn Employees	1,402,112	911,504	1,400,000	1,140,038	(18.6%)	17.9%
4113 Overtime Mutual Aid	139,655	74,000	110,000	114,000	3.6%	1.8%
4114 Overtime Special Events	5,806	11,840	11,840	10,944	(7.6%)	0.2%
4115 Cooperative Resources	-	-	925	28,800	3013.5%	0.5%
4116 Training & Special Detail	-	177,600	124,320	164,160	32.0%	2.6%
4201 Group Medical Insurance	345,338	349,958	369,818	375,813	1.6%	5.9%
4202 Medicare Contributions	50,674	38,198	57,733	37,973	(34.2%)	0.6%
4206 Medical Retirement Contributions	12,349	13,704	13,704	13,704	-	0.2%
4212 PERS Sworn Contribution	661,043	651,830	653,094	767,791	17.6%	12.0%
<b>Total Salaries &amp; Benefits</b>	<b>\$5,535,796</b>	<b>\$5,277,624</b>	<b>\$5,766,007</b>	<b>\$5,795,948</b>	<b>0.5%</b>	<b>90.9%</b>
5101 Contract Services	\$9,452	\$15,700	\$15,700	\$19,250	22.6%	0.3%
5203 Reference Materials	794	750	820	800	(2.4%)	0.0%
5204 Conferences & Meetings	816	1,600	3,000	4,100	36.7%	0.1%
5205 Training	25,940	48,300	48,300	51,800	7.2%	0.8%
5206 Uniforms/Safety Equip	32,305	34,402	63,500	36,302	(42.8%)	0.6%
5208 Postage	634	600	583	600	2.9%	0.0%
5209 Tools & Minor Equip	-	-	120	-	(100.0%)	-
5210 Computer Supplies & Software	-	1,000	1,000	-	(100.0%)	-
5217 Departmental Supplies	33,301	56,630	56,630	62,500	10.4%	1.0%
5218 Recruitment Costs	-	-	4,200	-	(100.0%)	-
5221 Auto Repair	49,825	66,700	66,700	66,700	-	1.0%
5225 Printing	411	400	400	400	-	0.0%
5501 Telephone	4,157	4,400	4,194	4,500	7.3%	0.1%
5502 Electricity	67,133	70,432	79,833	80,232	0.5%	1.3%
5503 Natural Gas	1,068	1,255	1,081	1,086	0.5%	0.0%
5504 Water	6,019	6,776	9,534	9,534	-	0.1%
<b>Total Materials &amp; Services</b>	<b>\$231,854</b>	<b>\$308,945</b>	<b>\$355,595</b>	<b>\$337,804</b>	<b>(5.0%)</b>	<b>5.3%</b>
5611 Warehouse Services	\$4,652	\$4,500	\$6,500	\$6,500	-	0.1%
5621 Information Technology Allocation	52,356	77,676	77,676	77,851	0.2%	1.2%
5641 Fleet Rental Allocation	142,116	141,950	141,950	137,200	(3.3%)	2.2%
5642 Fleet Maintenance Allocation	15,637	16,166	15,670	17,542	11.9%	0.3%
<b>Total Internal Services</b>	<b>\$214,761</b>	<b>\$240,292</b>	<b>\$241,796</b>	<b>\$239,093</b>	<b>(1.1%)</b>	<b>3.8%</b>
<b>Total Operating Expenditures</b>	<b>\$5,982,411</b>	<b>\$5,826,861</b>	<b>\$6,363,398</b>	<b>\$6,372,845</b>	<b>0.1%</b>	<b>100.0%</b>
6121 Machinery & Equipment	-	\$12,500	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>-</b>	<b>\$12,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
7101 Bond Principal	\$248,719	\$173,762	\$173,762	-	(100.0%)	-
7102 Bond Interest	8,707	-	-	-	-	-
<b>Total Debt Service</b>	<b>\$257,426</b>	<b>\$173,762</b>	<b>\$173,762</b>	<b>-</b>	<b>(100.0%)</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$6,239,838</b>	<b>\$6,013,123</b>	<b>\$6,537,160</b>	<b>\$6,372,845</b>	<b>(2.5%)</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$6,239,838	\$6,013,123	\$6,537,160	\$6,372,845	(2.5%)	100.0%
<b>Total Sources</b>	<b>\$6,239,838</b>	<b>\$6,013,123</b>	<b>\$6,537,160</b>	<b>\$6,372,845</b>	<b>(2.5%)</b>	<b>100.0%</b>

## Program Overview

The major function of the Fire Prevention Division is to prevent fires and reduce fire loss. This is accomplished by adopting and enforcing the California Fire Code (with local amendments), providing routine annual inspections, completing plan checks, conducting permit inspections, issuing permits, providing public education, and delivering other prevention services as needed.

The most effective way to protect people and property from the hazards of fires is to prevent fires from occurring. Through comprehensive inspection and education programs, the Fire Prevention Division reduces the number of fires and fire loss in the community. The role of the Fire Prevention program has evolved from dealing strictly with fire safety issues to educating the public on topics such as home and workplace safety.



## Accomplishment Highlights FY 2014/15

- Provided numerous FSO shifts to support safe filming at the Manhattan Beach Studios
- On Schedule for meeting current performance measures
- Five part-time inspectors complete core classes towards Fire Inspector 1 State certification
- Provided community outreach to seniors about safety in their homes

## Objectives FY 2015/16

- Create an inspection inventory of building and processes that require scheduled fire inspections
- Provide training for part time Fire Inspectors to perform a variety of inspection types
- Provide emergency exit drills and procedures for older adult multi-unit resident buildings
- Provide fire and emergency exit drills to public and private schools (K-12)

	2012-2013	2013-2014	2014-2015	2015-2016
Performance Measures & Workload Indicators	Actual	Actual	Adopted	Proposed
<b># - City occupancies inspected</b>	65%	841	1500	1000
<i>Fire Code requires annual inspections of many occupancies and processes. Additionally, new construction projects will require multiple re-inspections before Fire Prevention approves a certificate of occupancy.</i>				
<b>% - On-site plan check completed in 4 working days</b>	100%	100%	100%	100%
<i>Quick turn-around of construction plans saves developers and homeowners time and money. Improves construction efficiency for residential and commercial projects.</i>				
<b>% - Working residential smoke detectors inspected</b>	n/a	n/a	80%	100%
<i>Firefighters will offer to test residential smoke detectors for the community. Statistics show working smoke detectors saves lives and property. If a detector fails a test, firefighters will replace the batteries or the entire unit if defective or missing.</i>				

	2012-2013	2013-2014	2014-2015	2015-2016
Authorized Full-Time Positions	Adopted	Adopted	Adopted	Proposed
Fire Battalion Chief	1	-	-	-
Fire Captain/Paramedic	1	1	1	1
Firefighter/Paramedic (assigned as Fire Inspector)	1	1	1	1
<b>Total</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>

## Fire Department | Prevention

Prevention		2013-2014	2014-2015	2014-2015	2015-2016	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2015 Y/E	Total
4102	Sworn Salaries	\$355,795	\$353,420	\$368,538	\$342,807	(7.0%)	45.0%
4103	Part-time Salaries	65,181	42,043	42,043	42,043	-	5.5%
4111	Overtime Regular Employees	-	-	345	-	(100.0%)	-
4112	Overtime Sworn Employees	41,348	48,240	38,000	36,176	(4.8%)	4.7%
4115	Cooperative Resources	-	91,200	91,200	91,200	-	12.0%
4201	Group Medical Insurance	26,654	29,558	31,381	37,099	18.2%	4.9%
4202	Medicare Contributions	5,081	3,488	4,459	3,161	(29.1%)	0.4%
4206	Medical Retirement Contributions	1,391	1,536	1,536	1,536	-	0.2%
4212	PERS Sworn Contribution	77,736	74,276	77,327	82,561	6.8%	10.8%
<b>Total Salaries &amp; Benefits</b>		<b>\$573,187</b>	<b>\$643,761</b>	<b>\$654,829</b>	<b>\$636,583</b>	<b>(2.8%)</b>	<b>83.6%</b>
5101	Contract Services	\$30,713	\$28,940	\$30,740	\$33,000	7.4%	4.3%
5202	Membership & Dues	480	1,035	1,225	1,235	0.8%	0.2%
5203	Reference Materials	1,665	1,750	2,750	2,250	(18.2%)	0.3%
5205	Training	2,801	12,600	12,600	17,600	39.7%	2.3%
5206	Uniforms/Safety Equip	1,205	7,400	7,400	4,200	(43.2%)	0.6%
5217	Departmental Supplies	1,163	550	1,000	2,200	120.0%	0.3%
5225	Printing	431	750	750	750	-	0.1%
5501	Telephone	1,263	1,400	1,226	1,400	14.2%	0.2%
<b>Total Materials &amp; Services</b>		<b>\$39,722</b>	<b>\$54,425</b>	<b>\$57,691</b>	<b>\$62,635</b>	<b>8.6%</b>	<b>8.2%</b>
5621	Information Technology Allocation	\$19,632	\$29,128	\$29,128	\$29,194	0.2%	3.8%
5641	Fleet Rental Allocation	9,420	17,650	17,650	14,910	(15.5%)	2.0%
5642	Fleet Maintenance Allocation	8,206	6,721	6,515	18,413	182.6%	2.4%
<b>Total Internal Services</b>		<b>\$37,258</b>	<b>\$53,499</b>	<b>\$53,293</b>	<b>\$62,517</b>	<b>17.3%</b>	<b>8.2%</b>
<b>Total Operating Expenditures</b>		<b>\$650,166</b>	<b>\$751,685</b>	<b>\$765,813</b>	<b>\$761,735</b>	<b>(0.5%)</b>	<b>100.0%</b>
6121	Machinery & Equipment	\$7,987	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$7,987</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
7101	Bond Principal	\$26,547	\$18,546	\$18,546	-	(100.0%)	-
7102	Bond Interest	929	-	-	-	-	-
<b>Total Debt Service</b>		<b>\$27,476</b>	<b>\$18,546</b>	<b>\$18,546</b>	<b>-</b>	<b>(100.0%)</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$685,630</b>	<b>\$770,231</b>	<b>\$784,359</b>	<b>\$761,735</b>	<b>(2.9%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$685,630	\$770,231	\$784,359	\$761,735	(2.9%)	100.0%
<b>Total Sources</b>		<b>\$685,630</b>	<b>\$770,231</b>	<b>\$784,359</b>	<b>\$761,735</b>	<b>(2.9%)</b>	<b>100.0%</b>

## Program Overview

The Emergency Medical Services Division provides Advanced Life Support (ALS) and Basic Life Support (BLS) emergency services to all residents and visitors. All personnel up to and including the rank of Fire Captain are certified Paramedics. Nearly 65 percent of the Department's responses are requests for emergency medical assistance.

ALS is emergency medical care that requires paramedic level treatment: intravenous fluids, medications, heart monitoring, defibrillation, and other advanced medical treatment. In conjunction with the Reserve Firefighter program, the Division is able to provide ALS and BLS transportation with Fire Department personnel in Fire Department ambulances.



## Accomplishment Highlights FY 2014/15

- In fiscal year 2014-2015 as in years past, an annual audit by the Los Angeles County Department of Health Services Emergency Medical Service Authority (EMSA).
- All paramedics have completed the required continuing education requirements to maintain their certifications with the State and Los Angeles County
- Sidewalk CPR and AED training for residents

## Objectives FY 2015/16

- Provide employee training for documentation and reporting
- Obtain software and equipment to ensure compliance
- Ensure a paramedic arrives to a medical aid call within five minutes or less from dispatch using the 90th percentile measurement for response times
- Provide community training and awareness for AED's

	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed
<b>Performance Measures &amp; Workload Indicators</b>				
<b>% - BLS ambulance transports by MBFD</b>	n/a	47%	75%	75%
<i>Transporting patients to local hospitals via a Manhattan Beach Fire Department (MBFD) basic life support ambulance reduces the time spend on location by advance life support units and keeps paramedics available for critical care of citizens.</i>				
<b>% - Patient data records sent electronically</b>	n/a	n/a	50%	50%
<i>In January 2016, the Emergency Medical Services Authority in Los Angeles County has an unfunded mandated that we submit patient care reports electronically.</i>				
<b># - Attendance for AED classes</b>	n/a	135	100	100
<i>Early external defibrillation of a person having a critical cardiac problem provides best chance for a full recovery. The department has placed and maintains automatic external defibrillators (AED) in public facilities and provides training to city employees and residents.</i>				

	2012-2013 Adopted	2013-2014 Adopted	2014-2015 Adopted	2015-2016 Proposed
<b>Authorized Full-Time Positions</b>				
Fire Battalion Chief	1	1	1	1
Firefighter/Paramedic*	12	6	6	6
<b>Total</b>	<b>13</b>	<b>7</b>	<b>7</b>	<b>7</b>

\* Reflects move of six firefighter/paramedics to Fire Operations to more accurately reflect staffing of fire engines.

## Fire Department | Emergency Medical Services

<b>Emergency Medical Services</b>		<b>2013-2014</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2015 Y/E</b>	<b>Total</b>
4102	Sworn Salaries	\$816,363	\$812,932	\$889,363	\$873,312	(1.8%)	49.1%
4112	Overtime Sworn Employees	228,031	197,876	210,000	193,063	(8.1%)	10.9%
4114	Overtime Special Events	6,251	5,328	5,000	4,925	(1.5%)	0.3%
4115	Cooperative Resources	-	53,280	53,280	54,720	2.7%	3.1%
4116	Training & Special Detail	-	44,400	20,000	20,520	2.6%	1.2%
4201	Group Medical Insurance	81,263	92,477	84,076	106,927	27.2%	6.0%
4202	Medicare Contributions	12,120	9,293	13,112	12,715	(3.0%)	0.7%
4206	Medical Retirement Contributions	4,091	4,548	4,548	4,548	-	0.3%
4212	PERS Sworn Contribution	191,656	176,444	165,156	215,859	30.7%	12.1%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,339,776</b>	<b>\$1,396,578</b>	<b>\$1,444,535</b>	<b>\$1,486,589</b>	<b>2.9%</b>	<b>83.6%</b>
5101	Contract Services	\$31,680	\$40,175	\$40,175	\$44,200	10.0%	2.5%
5205	Training	-	7,200	4,000	7,200	80.0%	0.4%
5206	Uniforms/Safety Equip	4,217	4,201	4,201	3,600	(14.3%)	0.2%
5217	Departmental Supplies	48,283	62,300	75,000	79,500	6.0%	4.5%
<b>Total Materials &amp; Services</b>		<b>\$84,180</b>	<b>\$113,876</b>	<b>\$123,376</b>	<b>\$134,500</b>	<b>9.0%</b>	<b>7.6%</b>
5621	Information Technology Allocation	\$13,092	\$19,419	\$19,419	\$19,463	0.2%	1.1%
5641	Fleet Rental Allocation	115,896	117,940	117,940	117,940	-	6.6%
5642	Fleet Maintenance Allocation	26,838	14,349	13,910	19,657	41.3%	1.1%
<b>Total Internal Services</b>		<b>\$155,826</b>	<b>\$151,708</b>	<b>\$151,269</b>	<b>\$157,060</b>	<b>3.8%</b>	<b>8.8%</b>
<b>Total Operating Expenditures</b>		<b>\$1,579,781</b>	<b>\$1,662,162</b>	<b>\$1,719,180</b>	<b>\$1,778,149</b>	<b>3.4%</b>	<b>100.0%</b>
6121	Machinery & Equipment	\$124,254	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$124,254</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
7101	Bond Principal	\$61,688	\$43,097	\$43,097	-	(100.0%)	-
7102	Bond Interest	2,160	-	-	-	-	-
<b>Total Debt Service</b>		<b>\$63,848</b>	<b>\$43,097</b>	<b>\$43,097</b>	<b>-</b>	<b>(100.0%)</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$1,767,883</b>	<b>\$1,705,259</b>	<b>\$1,762,277</b>	<b>\$1,778,149</b>	<b>0.9%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$1,767,883	\$1,705,259	\$1,762,277	\$1,778,149	0.9%	100.0%
<b>Total Sources</b>		<b>\$1,767,883</b>	<b>\$1,705,259</b>	<b>\$1,762,277</b>	<b>\$1,778,149</b>	<b>0.9%</b>	<b>100.0%</b>

## Program Overview

The Support Services Division encompasses Emergency Preparedness, Community Emergency Response Team (CERT), Reserve Firefighter volunteer program, Communications, and Public Education.

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



## Accomplishment Highlights FY 2014/15

- Instituted a child safety seat program
- Assumed the Map Your Neighborhood program from the Police Department
- Conducted two CERT academies
- Exit Drills in the Home for second graders
- Sidewalk CPR for residents

## Objectives FY 2015/16

- Conduct multiple Community Emergency Response Team exercises and advanced training in first aid, search and rescue, triage and treatment skills
- Support CERT instructors with planning, recruiting, developing curriculum for two academies
- Develop outreach programs that address all ages and demographics
- Conduct training to prepare city management to staff the EOC, and conduct field exercises that prepare mid and upper managers to integrate into incident command positions in the field
- Recruit, train, and provide opportunities for volunteer Fire Reserves to become skilled entry level firefighters
- Employ software mapping, routing, and vehicle location

	2012-2013	2013-2014	2014-2015	2015-2016
Performance Measures & Workload Indicators	Actual	Actual	Adopted	Proposed
<b># - Hours of CERT training provided by MBFD</b>	n/a	100	100	100
<i>The Fire Department partners with CERT instructors to provide training by experienced first responders in realistic training environments. This accompanies the goals to increase volunteer hours by providing a valuable experience</i>				
<b>% - 2nd graders participating in Home Exit Plan</b>	n/a	n/a	80%	80%
<i>The Fire Department endorses the National Fire Prevention Week campaign by educating second grade students in fire/life safety. This campaign encourages students to create a home exit drill for them and their family.</i>				
<b>% - Shifts Basic Life Support Ambulance is Staffed</b>	n/a	43%	90%	90%
<i>The Fire Department uses Fire Reserves to staff the basic life support ambulance to improve services to the community and provides Fire Reserves with positive experiences as volunteers.</i>				

## Major Service Delivery Changes

Map Your Neighborhood and Child Safety Seats are two new programs now provided by the Fire Department. The addition of a part time Emergency Services Manager will improve overall emergency preparedness coordination in the community and the departments within the City and ensure all emergency plans and training are meeting the requirements of FEMA and Cal OES.

<b>Authorized Full-Time Positions</b>	<b>2012-2013 Adopted</b>	<b>2013-2014 Adopted</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</b>
Fire Battalion Chief	-	1	1	1

<b>Support Services Object Description</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Adopted</b>	<b>2014-2015 Y/E Est</b>	<b>2015-2016 Proposed</b>	<b>Var from FY 2015 Y/E</b>	<b>% of Total</b>
4102 Sworn Salaries	\$196,018	\$201,140	\$209,296	\$207,215	(1.0%)	33.1%
4103 Part-time Salaries	\$600	\$31,000	\$12,000	\$65,000	441.7%	10.4%
4112 Overtime Sworn Employees	21,296	49,506	22,200	42,970	93.6%	6.9%
4201 Group Medical Insurance	17,669	19,062	16,633	19,104	14.9%	3.1%
4202 Medicare Contributions	3,127	3,497	3,114	3,014	(3.2%)	0.5%
4212 PERS Sworn Contribution	51,506	47,562	49,482	55,276	11.7%	8.8%
<b>Total Salaries &amp; Benefits</b>	<b>\$290,216</b>	<b>\$351,767</b>	<b>\$312,725</b>	<b>\$392,579</b>	<b>25.5%</b>	<b>62.7%</b>
5101 Contract Services	\$41,808	\$99,620	\$99,140	\$78,960	(20.4%)	12.6%
5107 Physical/Psych Exams	-	6,400	3,200	6,400	100.0%	1.0%
5109 Background Investigations	-	4,000	5,600	23,200	314.3%	3.7%
5202 Membership & Dues	-	150	-	-	-	-
5204 Conferences & Meetings	332	750	-	750	-	0.1%
5205 Training	8,183	20,750	12,250	25,350	106.9%	4.0%
5206 Uniforms/Safety Equip	21,290	21,600	48,600	24,350	(49.9%)	3.9%
5209 Tools & Minor Equip	1,080	-	-	-	-	-
5210 Computer Supplies & Software	11,604	-	1,745	-	(100.0%)	-
5214 Employee Awards & Events	147	1,000	-	1,000	-	0.2%
5217 Departmental Supplies	26,809	64,770	64,770	72,270	11.6%	11.5%
5225 Printing	-	1,800	1,000	1,500	50.0%	0.2%
<b>Total Materials &amp; Services</b>	<b>\$111,253</b>	<b>\$220,840</b>	<b>\$236,305</b>	<b>\$233,780</b>	<b>(1.1%)</b>	<b>37.3%</b>
5611 Warehouse Services	3,741	-	-	-	-	-
<b>Total Internal Services</b>	<b>\$3,741</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operating Expenditures</b>	<b>\$405,211</b>	<b>\$572,607</b>	<b>\$549,030</b>	<b>\$626,359</b>	<b>14.1%</b>	<b>100.0%</b>
6141 Computer Equipment & Software	\$10,673	\$49,500	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$10,673</b>	<b>\$49,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$415,884</b>	<b>\$622,107</b>	<b>\$549,030</b>	<b>\$626,359</b>	<b>14.1%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$415,884	\$622,107	\$549,030	\$626,359	14.1%	100.0%
<b>Total Sources</b>	<b>\$415,884</b>	<b>\$622,107</b>	<b>\$549,030</b>	<b>\$626,359</b>	<b>14.1%</b>	<b>100.0%</b>

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**COMMUNITY DEVELOPMENT  
DEPARTMENT**

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# City of Manhattan Beach Community Development Department

**Director of  
Community  
Development**

**ADMINISTRATION**

Department  
Administration  
~  
Training  
~  
Budget  
Development

**PLANNING**

Advance Planning /  
Special Studies  
~  
Current  
Planning  
~  
Plan Review  
~  
Planning  
Commission

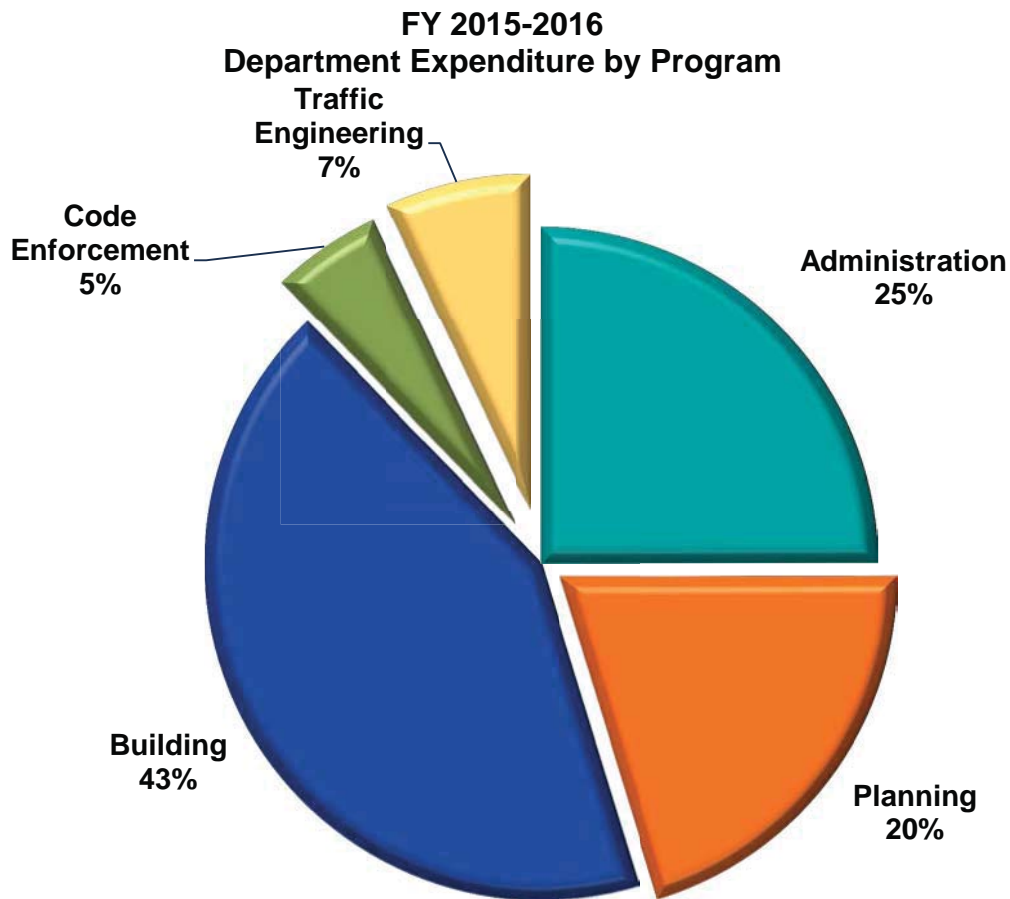
**BUILDING**

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  
~  
Parking & Public  
Improvements  
Commission

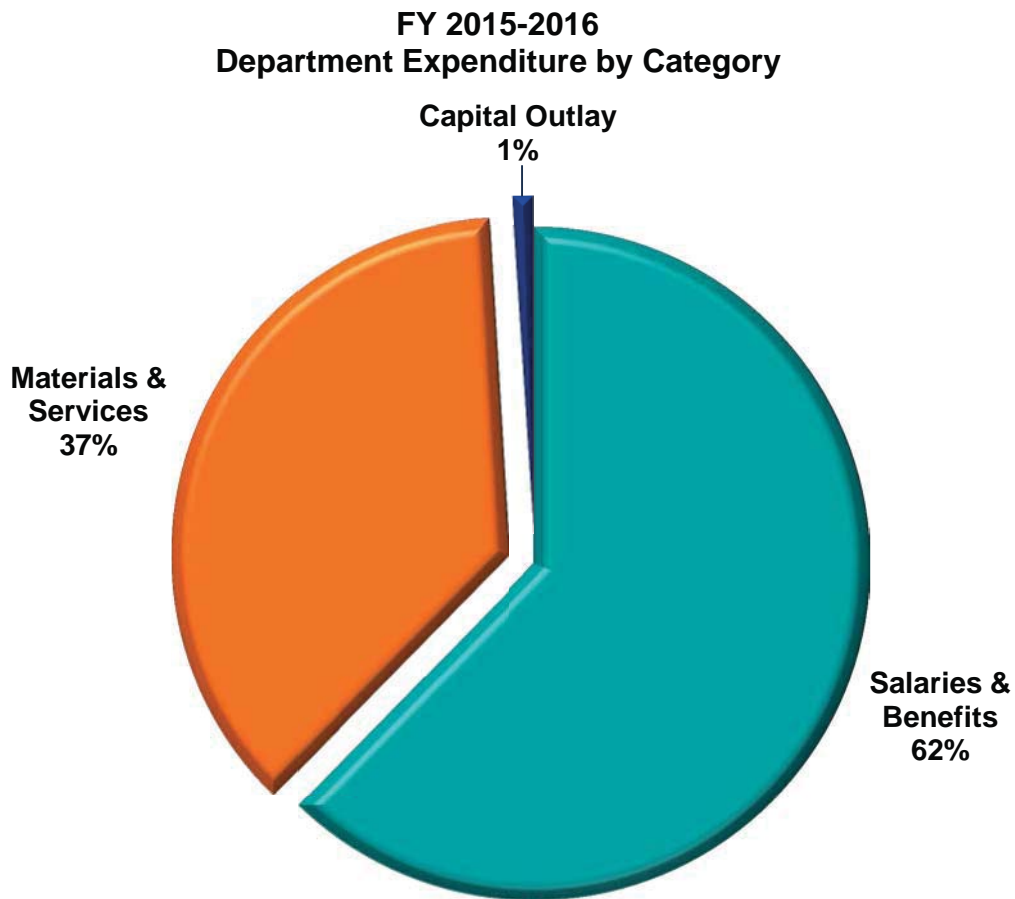
# Community Development Department



<b>Program Expenditures</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Adopted</b>	<b>2014-2015 Estimate</b>	<b>2015-2016 Proposed</b>
Administration	\$688,957	\$776,447	\$921,225	\$1,121,220
Planning	1,036,501	1,024,800	1,206,170	915,621
Building	1,693,668	1,721,040	1,790,442	1,909,525
Code Enforcement	229,885	231,737	239,931	235,194
Traffic Engineering	251,082	350,011	308,184	312,896
<b>Total</b>	<b>\$3,900,094</b>	<b>\$4,104,035</b>	<b>\$4,465,952</b>	<b>\$4,494,456</b>

<b>Program Revenues</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Adopted</b>	<b>2014-2015 Estimate</b>	<b>2015-2016 Proposed</b>
Building Permits	\$1,130,979	\$1,276,000	\$1,320,000	\$1,809,000
Other Permits	696,416	677,605	664,070	713,030
Plan Check Fees	1,409,954	1,350,000	1,350,000	1,824,000
Plan Filing & Report Fees	368,188	353,000	352,000	362,000
<b>Total</b>	<b>\$3,605,537</b>	<b>\$3,656,605</b>	<b>\$3,686,070</b>	<b>\$4,708,030</b>
<b>Full-Time Positions</b>	<b>21</b>	<b>22</b>	<b>22</b>	<b>23</b>

# Community Development Department



Category Expenditures	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed
Salaries & Benefits	\$2,336,601	\$2,672,542	\$2,659,953	\$2,799,218
Materials & Services	1,563,493	1,431,493	1,805,999	1,652,817
Capital Outlay	-	-	-	42,421
<b>Total</b>	<b>\$3,900,094</b>	<b>\$4,104,035</b>	<b>\$4,465,952</b>	<b>\$4,494,456</b>

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## **Mission**

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*To preserve and enhance the quality and harmony of our community's neighborhoods and commercial areas by providing superior building, planning, code enforcement, right-of-way and traffic engineering services*

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## **Department Overview**

The Community Development Department is responsible for reviewing all private development proposals, issuing permits, preparing ordinances related to land use and building regulations, code enforcement services and parking and transportation review and analysis. The Department's four Divisions, which include Administration, Planning, Building & Safety and Traffic Engineering, provide the following services:

- Current and Advanced Planning
- Plan Review
- Building Plan Check
- Building Permits
- Building Inspection
- Residential and Commercial Code Enforcement Services
- Transportation Planning
- Right-of-Way Permits

Currently, Manhattan Beach boasts more than \$26 million in active and planned development, and construction activity continues to trend upward with nearly a 20 percent increase compared to FY 2014-2015. The demand for Departmental services has increased with over 80 customers visiting the counter each day, and the issuance of over 1,600 various permits this last year.

As one of the most visible and busiest counters at City Hall, the Department's friendly and knowledgeable staff of 22 professionals provides "one-stop shop" services to our residents and construction community to obtain the necessary permits for construction and other private property activities.

### Program Overview

Administration oversees and provides support to three other divisions within the Department which include Planning, Building & Safety and Traffic Engineering. Administration aims to provide effective and efficient management of the Department in order to achieve individual program goals. Responsibilities include payroll, accounting, budget management, records management coordination, and support services to the Planning Commission, Parking and Public Improvements Commission and Board of Building Appeals. The Department manages special projects including the Downtown Specific Plan, the Mobility Plan Update and the yearly budget process. In addition, Administration provides valuable support to the City's wellness program, MB FIT, which promotes the well-being of City Employees through fitness classes and other activities that support a healthy and balanced lifestyle.



### Accomplishment Highlights FY 2014/15

- With Community Development staff leading the project, the City sponsored the Urban Land Institute (ULI) and completed a five-day Advisory Services Panel to evaluate the Downtown area. This intense, week-long visioning charrette brought together 123 stakeholders from throughout the community to participate in small group stakeholder interviews, and two well-attended public events with over 200 community members attending a public reception and public presentation.
- Fifteen department staff members participated in nearly 240 MB FIT activities focusing on improving health and well-being.

### Objectives FY 2015/16

- Initiate projects identified in the City Council Strategic Plan and provide status updates through information memos, staff reports and presentations to City Council
- Implement various recommendations by the Urban Land Institute
- Seek opportunities to educate and train staff on efficient and effective customer service skills and techniques
- Complete and adopt the Mobility Plan Update to replace the Circulation Plan within the General Plan

### Major Service Delivery Changes

In FY 2014-2015, the City Council approved a full-time Traffic Engineer position for the department, which resulted in the Senior Management Analyst position transferring from the Traffic Engineering Division to Administration. This position focuses on management of special projects which are mainly funded in the Advanced Planning Contract Services (5101) Program budget.



## Community Development Department | Administration

Authorized Full-Time Positions	2012-2013 Adopted	2013-2014 Adopted	2014-2015 Adopted	2015-2016 Proposed
Director	1	1	1	1
Senior Management Analyst	-	-	-	1
Executive Secretary	1	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>

Administration Object Description	2013-2014 Actual	2014-2015 Adopted	2014-2015 Y/E Est	2015-2016 Proposed	Var from FY 2015 Y/E	% of Total
4101 Salaries & Allowances	\$241,303	\$238,849	\$332,726	\$324,886	(2.4%)	29.0%
4103 Part-time Salaries	29,608	79,520	30,685	99,070	222.9%	8.8%
4111 Overtime Regular Employees	-	-	415	800	92.8%	0.1%
4201 Group Medical Insurance	24,054	19,258	20,690	38,027	83.8%	3.4%
4202 Medicare Contributions	3,887	4,181	4,607	5,161	12.0%	0.5%
4203 Unemployment	1,020	684	684	480	(29.8%)	0.0%
4204 401A Plan City Contributions	7,446	7,635	7,687	11,192	45.6%	1.0%
4205 Worker's Compensation	11,700	6,060	6,060	-	(100.0%)	-
4206 Medical Retirement Contributions	2,519	2,796	2,796	2,796	-	0.2%
4211 PERS Regular Contribution	35,205	31,838	33,105	46,214	39.6%	4.1%
<b>Total Salaries &amp; Benefits</b>	<b>\$356,742</b>	<b>\$390,821</b>	<b>\$439,455</b>	<b>\$528,626</b>	<b>20.3%</b>	<b>47.1%</b>
5101 Contract Services	\$111,750	\$124,880	\$124,880	\$308,520	147.1%	27.5%
5104 Computer Contract Services	128,789	34,550	148,000	72,800	(50.8%)	6.5%
5108 Legal Services	-	-	-	4,000	-	0.4%
5201 Office Supplies	3,800	3,500	3,760	5,500	46.3%	0.5%
5202 Membership & Dues	790	755	755	2,790	269.5%	0.2%
5203 Reference Materials	-	-	430	780	81.4%	0.1%
5204 Conferences & Meetings	2,865	5,126	5,126	14,000	173.1%	1.2%
5205 Training	-	-	-	750	-	0.1%
5207 Advertising	-	-	-	3,100	-	0.3%
5208 Postage	141	170	191	275	44.0%	0.0%
5210 Computer Supplies & Software	-	20,733	2,000	18,983	849.2%	1.7%
5212 Office Equip Maintenance	-	325	325	325	-	0.0%
5214 Employee Awards & Events	-	-	-	500	-	0.0%
5217 Departmental Supplies	3,390	8,330	8,330	5,345	(35.8%)	0.5%
5225 Printing	149	100	100	4,225	4125.0%	0.4%
5501 Telephone	1,444	1,500	1,314	1,500	14.2%	0.1%
<b>Total Materials &amp; Services</b>	<b>\$253,117</b>	<b>\$199,969</b>	<b>\$295,211</b>	<b>\$443,393</b>	<b>50.2%</b>	<b>39.5%</b>
5611 Warehouse Services	\$786	\$1,000	\$800	\$1,300	62.5%	0.1%
5621 Information Technology Allocation	39,264	58,257	58,257	68,119	16.9%	6.1%
5631 Insurance Allocation	15,660	103,680	103,680	55,620	(46.4%)	5.0%
5651 Building & Operations Allocation	23,388	22,720	23,822	24,162	1.4%	2.2%
<b>Total Internal Services</b>	<b>\$79,098</b>	<b>\$185,657</b>	<b>\$186,559</b>	<b>\$149,201</b>	<b>(20.0%)</b>	<b>13.3%</b>
<b>Total Operating Expenditures</b>	<b>\$688,957</b>	<b>\$776,447</b>	<b>\$921,225</b>	<b>\$1,121,220</b>	<b>21.7%</b>	<b>100.0%</b>
6141 Computer Equipment & Software	-	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$688,957</b>	<b>\$776,447</b>	<b>\$921,225</b>	<b>\$1,121,220</b>	<b>21.7%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$688,957	\$776,447	\$921,225	\$1,121,220	21.7%	100.0%
<b>Total Sources</b>	<b>\$688,957</b>	<b>\$776,447</b>	<b>\$921,225</b>	<b>\$1,121,220</b>	<b>21.7%</b>	<b>100.0%</b>

## Program Overview

The core services provided by the Planning Division include the review of all discretionary land use applications such as use permits, variances, and coastal permits, as well as updates to 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). The City has a certified Local Coastal Program so we are able to generally issue our own coastal permits instead of relying on the California Coastal Commission. 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.



## Accomplishment Highlights FY 2014/15

- Approved the Manhattan Village Shopping Center Enhancement Project
- Approved the Historic Preservation and Mills Act Property Tax Incentives Program
- Adopted the Housing Element Zoning Code and related Local Coastal Program Amendments
- Adopted and implemented regulations related to fishing on the Pier

## Objectives FY 2015/16

- Complete initial plan checks application reviews within a timely manner
- Continue progress on the City's Historic Preservation program
- Continue ongoing work efforts on the Community Development Block Grant program, Congestion Management Plan, Encroachment Permits, Tree permits and telecom permits
- Provide support to other divisions and departments, as well as facilitate progress on key economic development projects
- Maintain high standards of customer service

Performance Measures	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed
<b>% - Initial plan check performed within 6 weeks**</b>	38	n/a	35	85.00%
<i>The building plan checks that are less complex are completed first, which take less time, while more complex projects will take additional time. Very basic applications are approved over-the-counter the same day that they are submitted, instead of taken in through the formal plan check process. These over-the-counter plan checks, which account for about 55% of the total, are not shown in these statistics.</i>				
<b>% - Review applications for completeness within 30 days**</b>	900	n/a	1,030	90.00%
<i>Applicants need to be notified in a timely manner of any deficiencies in their applications as soon as possible after they submit. They can then provide the additional information and the project can be reviewed and action taken.</i>				

## Major Service Delivery Changes

In FY 2015-16, funding was added to various programs in the Division budget to support the new Historic Preservation and Mills Act Programs which includes hiring a consultant, a part-time Administration Clerk, a Historic Preservation Commission and other support and resources.

Authorized Full-Time Positions	2012-2013 Adopted	2013-2014 Adopted	2014-2015 Adopted	2015-2016 Proposed
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>

Planning Object Description	2013-2014 Actual	2014-2015 Adopted	2014-2015 Y/E Est	2015-2016 Proposed	Var from FY 2015 Y/E	% of Total
4101 Salaries & Allowances	\$529,720	\$537,064	\$522,445	\$513,693	(1.7%)	56.1%
4103 Part-time Salaries	14,809	17,200	17,200	17,200	-	1.9%
4111 Overtime Regular Employees	3,750	3,286	3,350	5,508	64.4%	0.6%
4201 Group Medical Insurance	71,446	71,825	73,169	71,327	(2.5%)	7.8%
4202 Medicare Contributions	7,768	8,361	7,599	7,619	0.3%	0.8%
4204 401A Plan City Contributions	2,908	3,038	3,120	3,104	(0.5%)	0.3%
4206 Medical Retirement Contributions	5,806	6,432	6,432	6,432	-	0.7%
4211 PERS Regular Contribution	60,294	61,191	59,497	65,603	10.3%	7.2%
<b>Total Salaries &amp; Benefits</b>	<b>\$696,501</b>	<b>\$708,397</b>	<b>\$692,812</b>	<b>\$690,486</b>	<b>(0.3%)</b>	<b>75.4%</b>
5101 Contract Services	\$165,855	\$119,000	\$306,500	\$19,300	(93.7%)	2.1%
5202 Membership & Dues	1,520	2,365	2,365	2,365	-	0.3%
5203 Reference Materials	277	200	234	200	(14.5%)	0.0%
5204 Conferences & Meetings	-	2,900	1,200	3,000	150.0%	0.3%
5205 Training	541	2,340	1,200	2,340	95.0%	0.3%
5207 Advertising	4,370	3,000	6,700	4,000	(40.3%)	0.4%
5208 Postage	1,775	1,680	1,617	1,800	11.3%	0.2%
5217 Departmental Supplies	-	-	3,300	-	(100.0%)	-
5225 Printing	28	250	450	250	(44.4%)	0.0%
5501 Telephone	2,888	3,100	2,716	2,950	8.6%	0.3%
<b>Total Materials &amp; Services</b>	<b>\$177,253</b>	<b>\$134,835</b>	<b>\$326,282</b>	<b>\$36,205</b>	<b>(88.9%)</b>	<b>4.0%</b>
5621 Information Technology Allocation	\$45,804	\$67,966	\$67,966	\$68,119	0.2%	7.4%
5651 Building & Operations Allocation	116,943	113,602	119,110	120,811	1.4%	13.2%
<b>Total Internal Services</b>	<b>\$162,747</b>	<b>\$181,568</b>	<b>\$187,076</b>	<b>\$188,930</b>	<b>1.0%</b>	<b>20.6%</b>
<b>Total Operating Expenditures</b>	<b>\$1,036,501</b>	<b>\$1,024,800</b>	<b>\$1,206,170</b>	<b>\$915,621</b>	<b>(24.1%)</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$1,036,501	\$1,024,800	\$1,206,170	\$915,621	(24.1%)	100.0%
<b>Total Sources</b>	<b>\$1,036,501</b>	<b>\$1,024,800</b>	<b>\$1,206,170</b>	<b>\$915,621</b>	<b>(24.1%)</b>	<b>100.0%</b>

## Program Overview

The core services provided by the Building and Safety Division include regulating building construction activity through plan review, permit processing, inspection and education to protect the health, safety and welfare of the community. The Building Official, Senior Plan Check Engineer and Building Inspectors review submitted plans for compliance with all applicable local and State codes. Building Inspectors perform daily inspections throughout the construction lifecycle 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 Department and Fire Department. The Division’s staff is known for providing excellent customer service to residents, business owners and the construction community. Such services include intake and plan review, building and planning permit issuance, scheduling and documentation of inspections, preparing Building Report records and all other matters related to construction activity. The Division also assists customers with accessing digitized records and producing records requests.

## Accomplishment Highlights FY 2014/15

- Initiated Accela Automation to streamline permit processing
- Processed and permitted new key businesses and tenants
- Performed community outreach and education to the construction community on California Building Codes and construction rules
- Formally documented all permitting procedures for Permits Technician staff
- Supported the on-going demand of Public Records Requests, by digitizing plans and documents for all completed projects to increase responsiveness and efficiency in records production

## Objectives FY 2015/16

- Perform plan checks within a timely manner
- Perform inspections by the next business day
- Launch Accela Automation permitting system
- Maintain high standards of customer service

Performance Measures	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Adopted	Proposed
% - Inspections performed by next business day	98%	98%	98%	98%
<i>Inspections will be performed on the next business day to keep projects moving forward and meet construction schedules.</i>				
% - Plan checks performed within 6 weeks	85%	85%	85%	85%
<i>Plan check turnaround, will be completed within 4-6 weeks.</i>				

## Major Service Delivery Changes

In 2014, the Community Development Department initiated an upgrade from the existing Permits Plus system to Accela Automation. This web-based system will greatly enhance overall customer service for external and internal users by streamlining permit processing, plan checking, inspections and other land management services. Slated as a two-year implementation process, Accela Automation is targeted for completion in Summer 2016. Expenditures related to implementation of Accela have been allocated in Administration Contract Services (5101) and Computer Contract Services (5104) program budget.

## Community Development Department | Building

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In 2012, the Principal Plan Check Engineer position was eliminated, and those responsibilities were added to the Building Official position. The eliminated Principal Plan Check Engineer position, which was at a higher level, is being restored with a Plan Check Engineer. There has been a significant and sustained increase in building activity over the last five years to support restoring this position. This position is necessary to address the effects of a past loss of staffing during a time that the Department continues servicing unprecedented rates of increased building activity and additional customer service needs. The restoration of this position will also enable the Building Division to perform more in-house and expedited plan checks rather than continuing to service those plan checks through an off-site contractor. It will also result in more consistent and personalized one-on-one customer service via counter interactions, phone calls and emails, increased efficiency in over-the-counter plan checks being performed, and equally important, meeting target goal dates for plan review.

<b>Authorized Full-Time Positions</b>	<b>2012-2013 Adopted</b>	<b>2013-2014 Adopted</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</b>
Building Official	1	1	1	1
Senior Plan Check Engineer	1	1	1	1
Plan Check Engineer	-	-	-	1
Principal Building Inspector/Safety	1	1	1	1
Senior Building Inspector/Safety	2	2	2	2
Building Inspector	1	1	1	1
Senior Permits Technician	1	1	1	1
Permits Technician	1	2	2	2
Secretary	1	1	1	1
<b>Total</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>11</b>

## Community Development Department | Building

<b>Building</b>		<b>2013-2014</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>Var from</b>	<b>% of</b>
<b>Object Description</b>		<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2015 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$729,211	\$833,329	\$844,601	\$929,936	10.1%	49.8%
4103	Part-time Salaries	27,813	6,000	27,868	10,500	(62.3%)	0.6%
4111	Overtime Regular Employees	2,455	100	6,000	3,600	(40.0%)	0.2%
4201	Group Medical Insurance	102,059	130,943	114,611	119,701	4.4%	6.4%
4202	Medicare Contributions	10,833	12,675	12,529	13,824	10.3%	0.7%
4204	401A Plan City Contributions	6,259	6,504	6,663	6,616	(0.7%)	0.4%
4206	Medical Retirement Contributions	8,698	9,648	9,648	9,648	-	0.5%
4211	PERS Regular Contribution	90,345	94,787	99,575	122,231	22.8%	6.5%
<b>Total Salaries &amp; Benefits</b>		<b>\$977,674</b>	<b>\$1,093,986</b>	<b>\$1,121,495</b>	<b>\$1,216,056</b>	<b>8.4%</b>	<b>65.1%</b>
5101	Contract Services	\$495,878	\$378,200	\$408,550	\$382,200	(6.4%)	20.5%
5202	Membership & Dues	1,592	2,510	2,180	2,510	15.1%	0.1%
5203	Reference Materials	6,609	2,400	1,700	2,000	17.6%	0.1%
5204	Conferences & Meetings	2,689	5,575	8,000	5,900	(26.3%)	0.3%
5205	Training	6,661	8,000	6,720	11,200	66.7%	0.6%
5206	Uniforms/Safety Equip	568	2,840	3,500	3,500	-	0.2%
5208	Postage	1,775	1,680	1,617	1,800	11.3%	0.1%
5210	Computer Supplies & Software	2,375	1,200	3,000	1,500	(50.0%)	0.1%
5217	Departmental Supplies	-	480	750	250	(66.7%)	0.0%
5225	Printing	5,360	4,000	9,200	10,000	8.7%	0.5%
5501	Telephone	3,790	4,000	3,504	3,800	8.4%	0.2%
<b>Total Materials &amp; Services</b>		<b>\$527,298</b>	<b>\$410,885</b>	<b>\$448,721</b>	<b>\$424,660</b>	<b>(5.4%)</b>	<b>22.7%</b>
5621	Information Technology Allocation	\$65,436	\$97,095	\$97,095	\$97,313	0.2%	5.2%
5641	Fleet Rental Allocation	15,732	16,750	16,750	16,750	-	0.9%
5642	Fleet Maintenance Allocation	13,974	11,443	11,093	15,676	41.3%	0.8%
5651	Building & Operations Allocation	93,555	90,881	95,288	96,649	1.4%	5.2%
<b>Total Internal Services</b>		<b>\$188,696</b>	<b>\$216,169</b>	<b>\$220,226</b>	<b>\$226,388</b>	<b>2.8%</b>	<b>12.1%</b>
<b>Total Operating Expenditures</b>		<b>\$1,693,668</b>	<b>\$1,721,040</b>	<b>\$1,790,442</b>	<b>\$1,867,104</b>	<b>4.3%</b>	<b>100.0%</b>
6141	Computer Equipment & Software	-	-	-	\$42,421	-	3.8%
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>\$42,421</b>	<b>-</b>	<b>3.8%</b>
<b>Total Expenditures</b>		<b>\$1,693,668</b>	<b>\$1,721,040</b>	<b>\$1,790,442</b>	<b>\$1,909,525</b>	<b>6.7%</b>	<b>170.3%</b>
<b>Source of Funds</b>							
General Fund		\$1,693,668	\$1,721,040	\$1,790,442	\$1,909,525	6.7%	100.0%
<b>Total Sources</b>		<b>\$1,693,668</b>	<b>\$1,721,040</b>	<b>\$1,790,442</b>	<b>\$1,909,525</b>	<b>6.7%</b>	<b>100.0%</b>

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## Program Overview

The core services provided by Code Enforcement are to 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 a Residential Construction Officer (RCO) and a Code Enforcement Officer who are responsible for conducting inspections of reported violations, addressing violations and working with involved parties to resolve issues, and most importantly, educating involved parties to ensure future compliance. The RCO has successfully reduced a number of construction related complaints by acting as a liaison between residents and builders to resolve construction related concerns.



Code Enforcement Officers work cooperatively with property owners, residents, the construction community and businesses to initially gain code compliance which ultimately results in maintaining the community's high living standards and quality of life for the City's residents and merchants.

## Accomplishment Highlights FY 2014/15

- Implemented amended Construction Rules
- Performed community outreach and education to the construction community on amended construction rules and Clean Water Act State mandates
- Reduced the number of construction-related complaints (ex: noise, tree protection, parking issues, fencing, debris)
- Acknowledged and confirmed complaints received within one business day, and conducted initial inspections in a timely manner
- Proactively assisted residents and builders to remedy violation issues

## Objectives FY 2015/16

- Maintain a two-day turnaround to address code violations upon intake
- Proactively work with residents and the construction community and continue to conduct pre-construction office and on-site meetings for all projects to address construction and neighborhood concerns
- Continue to conduct multiple daily inspections of areas with high volume construction activity (hot spots)
- Proactively enforce recently adopted codes related to environmental programs.

Performance Measures	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed
% - Annual cases resolved completely	83%	83%	85%	85%
<i>Staff will resolve cases by educating the public about the codes and ordinances and to obtain "voluntary compliance" on all issues.</i>				

Authorized Full-Time Positions	2012-2013 Adopted	2013-2014 Adopted	2014-2015 Adopted	2015-2016 Proposed
Code Enforcement Officer	2	2	2	2



## Community Development Department | Code Enforcement

Code Enforcement		2013-2014	2014-2015	2014-2015	2015-2016	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2015 Y/E	Total
4101	Salaries & Allowances	\$160,334	\$153,331	\$160,334	\$154,659	(3.5%)	65.8%
4111	Overtime Regular Employees	-	-	29	-	(100.0%)	-
4201	Group Medical Insurance	24,373	24,855	25,323	24,270	(4.2%)	10.3%
4202	Medicare Contributions	2,272	2,316	2,266	2,243	(1.0%)	1.0%
4206	Medical Retirement Contributions	1,955	2,172	2,172	2,172	-	0.9%
4211	PERS Regular Contribution	17,662	17,572	18,374	19,871	8.1%	8.4%
<b>Total Salaries &amp; Benefits</b>		<b>\$206,596</b>	<b>\$200,246</b>	<b>\$208,498</b>	<b>\$203,215</b>	<b>(2.5%)</b>	<b>86.4%</b>
5202	Membership & Dues	\$75	\$275	\$275	\$275	-	0.1%
5203	Reference Materials	-	175	175	175	-	0.1%
5204	Conferences & Meetings	1,161	1,900	1,255	500	(60.2%)	0.2%
5205	Training	1,008	950	500	800	60.0%	0.3%
5206	Uniforms/Safety Equip	465	1,110	1,034	1,110	7.4%	0.5%
5208	Postage	366	390	375	480	28.0%	0.2%
5225	Printing	1,216	1,200	2,400	2,600	8.3%	1.1%
5501	Telephone	235	250	219	250	14.2%	0.1%
<b>Total Materials &amp; Services</b>		<b>\$4,526</b>	<b>\$6,250</b>	<b>\$6,233</b>	<b>\$6,190</b>	<b>(0.7%)</b>	<b>2.6%</b>
5621	Information Technology Allocation	\$13,092	\$19,419	\$19,419	\$19,463	0.2%	8.3%
5641	Fleet Rental Allocation	4,008	4,460	4,460	4,460	-	1.9%
5642	Fleet Maintenance Allocation	1,663	1,362	1,321	1,866	41.3%	0.8%
<b>Total Internal Services</b>		<b>\$18,763</b>	<b>\$25,241</b>	<b>\$25,200</b>	<b>\$25,789</b>	<b>2.3%</b>	<b>11.0%</b>
<b>Total Operating Expenditures</b>		<b>\$229,885</b>	<b>\$231,737</b>	<b>\$239,931</b>	<b>\$235,194</b>	<b>(2.0%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$229,885	\$231,737	\$239,931	\$235,194	(2.0%)	100.0%
<b>Total Sources</b>		<b>\$229,885</b>	<b>\$231,737</b>	<b>\$239,931</b>	<b>\$235,194</b>	<b>(2.0%)</b>	<b>100.0%</b>

## Program Overview

The Traffic Engineering Division is responsible for all parking and traffic-related services in the public rights-of-way. This Division is headed by a licensed Traffic Engineer to ensure that safety and liability issues are thoroughly analyzed before implementing any traffic control measures. The Traffic Engineer’s duties include reviewing traffic requests; implementing traffic control measures; enhancing pedestrian and bicycle facilities, as well as conducting various transportation and parking studies to improve overall circulation throughout the City. The Division administers and manages various traffic engineering projects and programs, including Safe Routes to School grants, Active Transportation Programs, and other regional transportation projects.

The Traffic Engineer works closely with the Planning Division and Public Works Department to address potential parking and traffic concerns related to public and private development, and also with the Police Department to ensure all streets are properly signed for enforcement, as well as to maintain the safety and welfare of the community. In addition, the Traffic Engineer provides staff support to the Parking and Public Improvements Commission, and prepares traffic related reports for the City Council. The Division is highly customer-service oriented with daily interaction at the public counter, on-site, via email and by phone related to parking and traffic concerns.



## Accomplishment Highlights FY 2014/15

- Completed design of two Safe Routes to School projects and two Highway Safety Grant projects
- Designed and completed installation of new bike lanes on Rosecrans Avenue
- Completed and approved a multi-jurisdictional Mini-Bike Corral Plan
- Increased efficiency in completing traffic requests from an average of 16 days to 6 days

## Objectives FY 2015/16

- Meet or exceed schedule to complete traffic projects and work program directives approved by the City Council
- Provide exemplary citizen responsiveness and process traffic and parking requests in a timely manner
- Pursue transportation related grant funding
- Initiate an update to the Downtown Parking Management Plan as recommended by the Urban Land Institute

	2012-2013	2013-2014	2014-2015	2015-2016
Performance Measures	Actual	Actual	Adopted	Proposed
% - Traffic/parking requests processed within 30 days	81%	53%	80%	90%
<i>The Division aims to process 90% of all traffic requests within 30 days. Responding to requests in a timely manner helps improve traffic flow and safety as well as ensures that traffic regulations are properly signed and marked for enforcement purposes.</i>				

## Major Service Delivery Changes

The Traffic Engineering Division added a full-time City Traffic Engineer in November 2014 (replacing a contract Traffic Engineer) which resulted in the Senior Management Analyst position transferring to Administration commencing FY 2015-16.

<b>Authorized Full-Time Positions</b>	<b>2012-2013 Adopted</b>	<b>2013-2014 Adopted</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</b>
Traffic Engineer	-	-	1	1
Senior Management Analyst	1	1	1	-
<b>Total</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>

<b>Traffic Engineering Object Description</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Adopted</b>	<b>2014-2015 Y/E Est</b>	<b>2015-2016 Proposed</b>	<b>Var from FY 2015 Y/E</b>	<b>% of Total</b>
4101 Salaries & Allowances	\$68,418	\$208,676	\$146,149	\$121,005	(17.2%)	38.7%
4201 Group Medical Insurance	17,757	35,135	25,916	16,576	(36.0%)	5.3%
4202 Medicare Contributions	949	3,077	2,034	1,754	(13.8%)	0.6%
4204 401A Plan City Contributions	2,686	7,953	6,358	5,306	(16.5%)	1.7%
4206 Medical Retirement Contributions	947	1,044	1,044	1,044	-	0.3%
4211 PERS Regular Contribution	8,332	23,207	16,192	15,150	(6.4%)	4.8%
<b>Total Salaries &amp; Benefits</b>	<b>\$99,089</b>	<b>\$279,092</b>	<b>\$197,693</b>	<b>\$160,835</b>	<b>(18.6%)</b>	<b>51.4%</b>
5101 Contract Services	\$133,515	\$44,400	\$84,750	\$130,400	53.9%	41.7%
5202 Membership & Dues	-	75	850	850	-	0.3%
5203 Reference Materials	12	-	-	1,380	-	0.4%
5204 Conferences & Meetings	2,308	2,925	1,265	4,480	254.2%	1.4%
5205 Training	-	300	300	620	106.7%	0.2%
5207 Advertising	1,280	2,000	2,000	2,500	25.0%	0.8%
5209 Tools & Minor Equip	-	-	-	250	-	0.1%
5217 Departmental Supplies	-	-	111	-	(100.0%)	-
5225 Printing	538	500	500	500	-	0.2%
5501 Telephone	1,249	1,300	1,288	1,350	4.8%	0.4%
<b>Total Materials &amp; Services</b>	<b>\$138,901</b>	<b>\$51,500</b>	<b>\$91,064</b>	<b>\$142,330</b>	<b>56.3%</b>	<b>45.5%</b>
5611 Warehouse Services	-	-	\$8	-	(100.0%)	-
5621 Information Technology Allocation	13,092	19,419	19,419	9,731	(49.9%)	3.1%
<b>Total Internal Services</b>	<b>\$13,092</b>	<b>\$19,419</b>	<b>\$19,427</b>	<b>\$9,731</b>	<b>(49.9%)</b>	<b>3.1%</b>
<b>Total Operating Expenditures</b>	<b>\$251,082</b>	<b>\$350,011</b>	<b>\$308,184</b>	<b>\$312,896</b>	<b>1.5%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$251,082	\$350,011	\$308,184	\$312,896	1.5%	100.0%
<b>Total Sources</b>	<b>\$251,082</b>	<b>\$350,011</b>	<b>\$308,184</b>	<b>\$312,896</b>	<b>1.5%</b>	<b>100.0%</b>

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**PUBLIC WORKS  
DEPARTMENT**

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# City of Manhattan Beach Public Works Department

**Director of  
Public Works**

**ADMINISTRATION**

Public Information  
~  
Legislative  
Analysis  
~  
Contract  
Management  
~  
Capital  
Improvement  
Plan  
Administration  
~  
Budget  
Coordination

**MAINTENANCE**

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

**ENVIRONMENTAL**

Environmental  
Programs  
~  
Street Sweeping  
~  
Refuse  
~  
Recycling  
~  
Household  
Hazardous Waste  
~  
Stormwater  
Management

**UTILITIES**

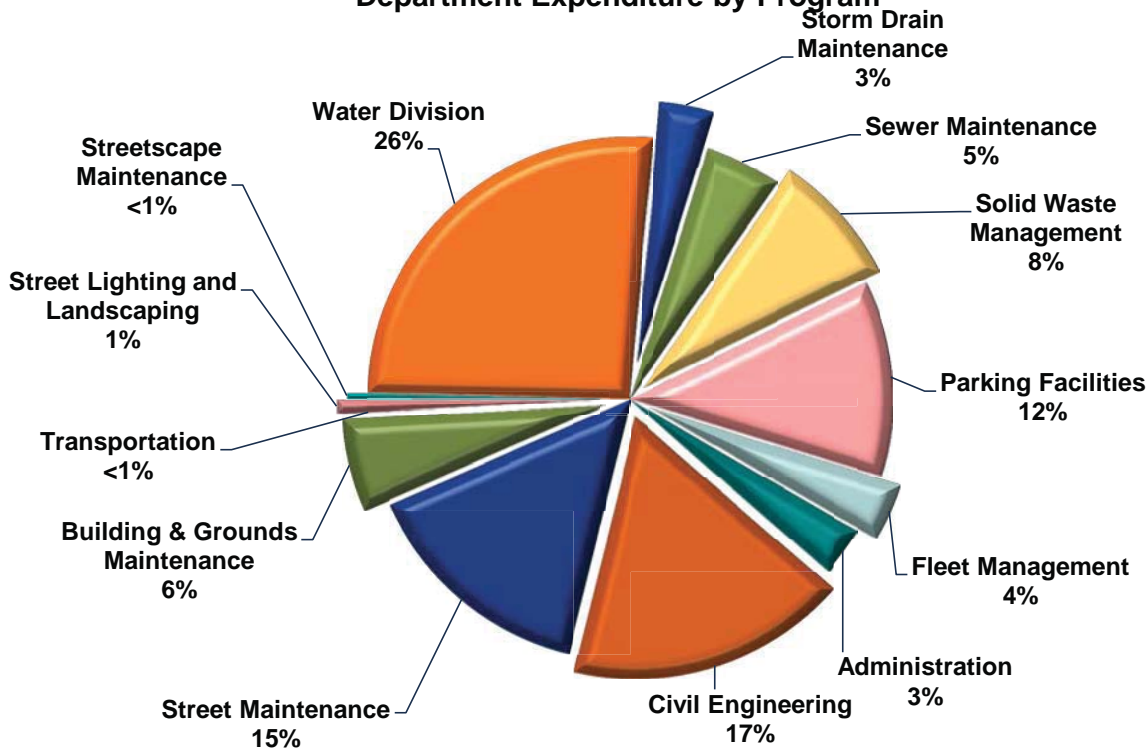
Water Plant  
Operations  
~  
Sewer Maintenance  
~  
Water Maintenance  
~  
Storm Drain  
Maintenance  
~  
Parking Meter  
Collection  
Maintenance

**ENGINEERING**

Construction  
Management  
~  
Capital  
Improvements  
~  
Project  
Design  
~  
Infrastructure  
Records  
~  
Pub Works  
Inspection

# Public Works Department

FY 2015-2016  
Department Expenditure by Program



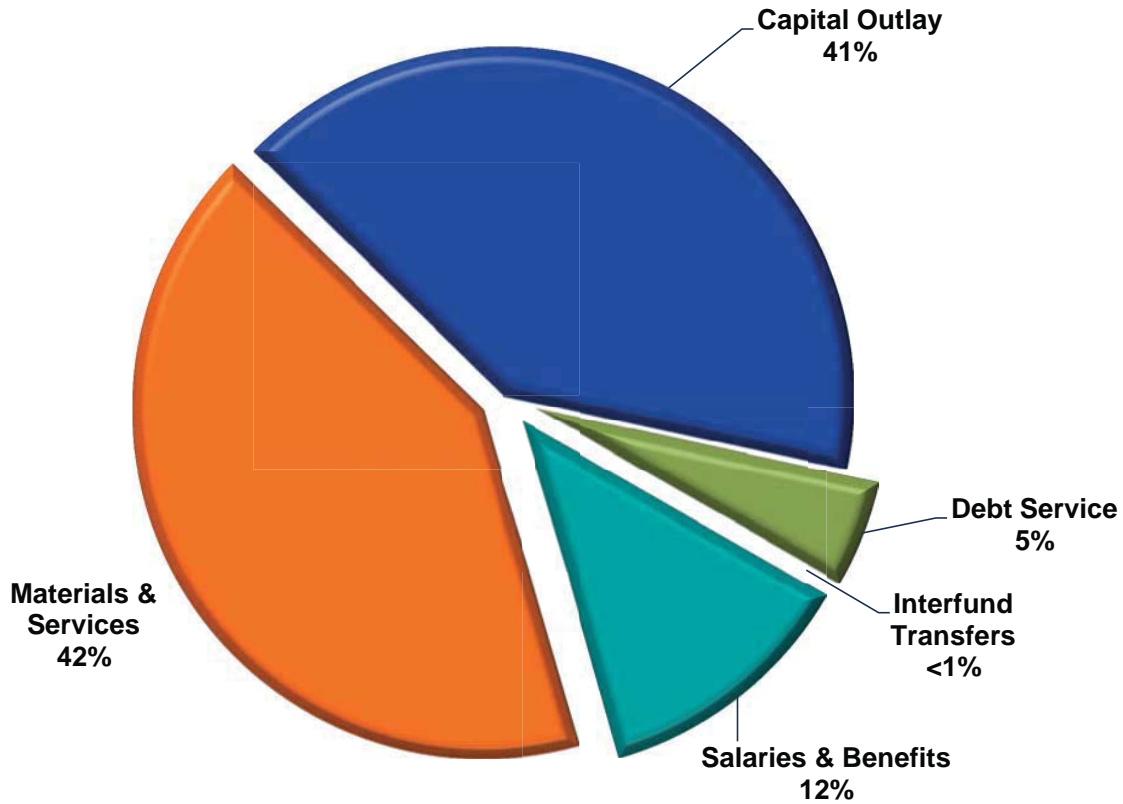
Program Expenditures	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed
Administration	\$1,229,830	\$1,531,284	\$1,545,488	\$1,598,874
Civil Engineering	2,682,350	9,058,916	3,021,726	8,965,501
Street Maintenance	3,492,564	4,944,048	3,880,011	7,578,761
Building & Grounds Maintenance*	2,811,270	2,939,907	3,027,485	2,965,220
Transportation	9,528	155,068	154,068	11,100
Street Lighting and Landscaping	431,270	439,760	439,633	424,304
Streetscape Maintenance	208,649	211,399	210,428	190,525
Water Division	9,008,045	13,541,621	10,867,269	13,445,860
Storm Drain Maintenance	651,607	1,215,651	789,066	1,722,344
Sewer Maintenance	2,278,087	1,919,373	1,679,763	2,462,565
Solid Waste Management	3,897,935	4,184,371	3,987,362	4,267,893
Parking Facilities	3,476,731	4,701,500	3,136,069	6,221,291
Fleet Management	3,390,260	1,834,270	1,148,513	1,869,019
<b>Total</b>	<b>\$33,568,128</b>	<b>\$46,677,168</b>	<b>\$33,886,881</b>	<b>\$51,723,257</b>

Enterprise Revenues	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed
Water	\$16,373,375	\$16,546,891	\$16,574,026	\$16,063,977
Stormwater	350,632	353,033	349,336	353,406
Wastewater	3,653,889	3,743,047	3,645,514	3,543,910
Refuse	3,990,720	3,968,705	4,062,418	4,190,074
Parking	2,448,841	2,385,078	2,556,238	2,503,797
State & County Lots	1,365,659	1,357,239	1,421,854	1,426,274
<b>Total</b>	<b>\$28,183,116</b>	<b>\$28,353,993</b>	<b>\$28,609,386</b>	<b>\$28,081,438</b>
<b>Full-Time Positions</b>	<b>56</b>	<b>56</b>	<b>56</b>	<b>56</b>



# Public Works Department

## FY 2015-2016 Department Expenditure by Category



Category Expenditures	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed
Salaries & Benefits	\$5,207,415	\$5,907,949	\$5,761,016	\$6,336,895
Materials & Services	20,644,990	21,020,815	21,492,419	21,608,542
Capital Outlay	5,130,583	17,177,777	4,062,314	21,190,557
Debt Service	2,564,274	2,549,487	2,549,992	2,568,210
Interfund Transfers	20,865	21,140	21,140	19,053
<b>Total</b>	<b>\$33,568,128</b>	<b>\$46,677,168</b>	<b>\$33,886,881</b>	<b>\$51,723,257</b>

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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 five divisions including Administration, Engineering, Utilities, Maintenance, and Environmental Programs. 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, and street sweeping. Environmental Programs implements the City's goals towards sustainability including energy efficiency and environmental policies. Environmental Programs also oversees the City's refuse contract, which includes waste hauling and the City's recycling programs in conformance with State laws.

This 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.

## **Accomplishment Highlights FY 2014/15**

### **Utilities Division**

- Water Section installed 1,350 water meters as the City's 10 year water meter replacement program enters its seventh year
- Closed Circuit Television Inspections and Condition Assessment study of the system's entire 20 miles of storm drain line and manholes, enabling the development of operations, maintenance and Capital Improvement programs for the next 10 years.

### **Maintenance Division**

- Street Section completed Section 2 concrete repairs, including six ADA ramps and sidewalks adjoining Meadows Elementary. Included in the Section 2 Project were the repair, sealcoating and striping of school parking lots and play areas. Pacific School, Pennekamp School, Grandview Elementary School, Robinson Elementary School, Meadows Elementary School and Manhattan Beach Middle School were all completed in their entirety.
- A street tree inventory was completed, and the City contracted with West Coast Arborists to provide comprehensive tree care.
- Live Oak Park Tot Lot refurbishment, funded by Leadership Manhattan, was performed by Public Works staff.

# Public Works Department

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- A new Petanque court was installed near the Joslyn Center, funded by the Kiwanis organization. A volunteer honeybee rescue program was implemented, and a new Teen Center Garden was planted at Manhattan Heights.
- All street trees under City maintenance were inspected and trimmed as needed.
- Crews continue to work on the street name sign replacement project with completion in FY 14/15.
- Facilities Section constructed a small remodel project at Fire Station 2 to allow better space utilization, HVAC ducting repairs, sleeping quarters privacy and fresh paint.
- Live Oak Tennis Monitor Office restrooms were gutted and rebuilt and will serve as our new park restroom construction template.
- Facilities crews remodeled the old Engineering Division space at City Hall into the new Information Systems area, which included programmable LED lighting to maximize efficiency and control in the remodeled space. Crews also updated the City Hall HVAC controls to extend the useful life of the existing system.
- Southern California Edison light surveys and County traffic light surveys were conducted.
- Crews also successfully converted the Mira Costa pool storage room into useable office space to support the City's aquatics program per the MBUSD Master Use Agreement.
- 25 vehicles were purchased and put into service or are in the process of going into service.

## Engineering Division

- Substantially Completed Capital Improvement projects including the Pathway to the Sea, Sepulveda Water Main, Strand Wall Enhancement, Section 2 and 3 Water Pipe Replacement, Sepulveda Boulevard / Marine Intersection Improvements, and City Yard Cover projects.
- Initiated the concept of multi-discipline engineering contracts to help streamline the consultant procurement process and expedite completion of capital improvement projects.
- Coordinated with SCE on their 4KV to 16KV Electrical infrastructure Project that encompassed almost two thirds of the City.
- Coordinated with Southern California Gas Company on the installation of their smart meters to allow residents to more closely monitor and track their gas usage.
- Worked closely with Los Angeles County on the completion of the new State-of-the-Art library.

## Environmental Programs

- Received a certificate from the South Bay COG and Edison for reaching the Platinum Level in the Energy Leader program. This certificate represents significant electricity savings in energy efficiency and education for the community.
- Chamber of Commerce recognized the City with a "Best of Manhattan" Environmentally Conscious Organization Award.
- City continued to host several community programs and educational events in FY 2014-2015, including a presentation on Sharks in the South Bay, and a free series of sustainable landscaping courses provided to the community through a partnership with the Manhattan Beach Botanical Garden.
- In addition to annual participation of the City's environmental programs in Hometown Fair and the Earth Day Celebration at Polliwog Park, the City also hosted the 2<sup>nd</sup> Annual Parking Day event to promote living streets and open space, combined its annual reusable bag event with the Holiday Lighting ceremony, and co-sponsored the 10<sup>th</sup> Annual Solar Homes Tour in the community.
- Initiated the design work on a grant-funded project to improve accessibility and landscaping on Veteran's Parkway.

- The City will utilize MSRC and AB2766 funding to install four additional public Electric Vehicle charging stations, two each in the Metlox and Lot 3 parking garages (the City currently has four EV stations at the City Hall lot, and two at Lot 4). Two stations for city-owned fleet are located at the Public Works Yard.
- Continued its first commercial and residential food waste collection pilot program, with over 20 commercial and 775 residential participants, diverting food waste from the landfill. Presented Council with option for full implementation.
- Smoke-Free Public Places ordinance was adopted by City Council on June 17, 2014, expanding the City's existing smoking ban to include a prohibition on electronic cigarettes wherever smoking is prohibited. The City's Fats, Oil, and Grease (FOG) inspections now include measures to track whether food service establishments are adhering to the City's plastic bag and polystyrene ordinances.
- City Council adopted a resolution to explore the feasibility of a Community Choice Aggregation (CCA) program for Manhattan Beach. A CCA program would bring sustainable energy alternatives to the community and ties into the City's greenhouse gas emissions reduction goals, and efforts to update its Climate Action Plan.

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### Program Overview

The responsibilities within the Administration Division include customer service; preparing department billing and payroll; filing and management of Public Works grants; managing government contracts; providing administrative support to the various functions of the Public Works Department; and housing the City's Environmental Program. The Department's budget and the City's Capital Improvement Plan are created and managed by the Administrative, Streets, Water and Engineering staff.

Environmental initiatives have been an area of priority for the community, and Fiscal Year 2014-2015 saw the successful implementation of the initiatives outlined in the City's Environmental Work Plan relating to energy efficiency and renewable energy, sustainable landscaping and water conservation, and waste reduction initiatives. These efforts will be carried forward into the 2015-2016 fiscal year. Many of the program efforts align with the City's Strategic Goals to "Maintain and Enhance City Facilities, Programs, and Infrastructure" and "Enhance, Preserve, and Protect the Environment and Health of our Beach Community."

Major program initiatives include: energy efficiency strategies, community-wide electric vehicle policy, sustainable landscape efforts to promote water conservation, and implementation of policies that impact pollution prevention through ordinances that restrict smoking, polystyrene, and plastic bag use.

### Objectives FY 2015/16

- 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
- Continue environmental sustainability initiatives through the City's Environmental Program, with emphasis on energy efficiency and water conservation
- Continue work on Community Choice Aggregation (CCA) programs for transitioning to renewable energy sources



## Public Works | Administration

<b>Performance Measures &amp; Workload Indicators</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</b>
<b>% - Govt Outreach Surveys w/ Superior/Good Ratings</b>	n/a	n/a	95%	95%
<i>Surveys are automatically sent to those who include an email address in their Government Outreach Work Order. The survey requests a rating from Superior to Poor for Employee Effectiveness, Time to Respond, and Employee Courtesy. This measure averages the percentage of those who rated PW with Superior or Good in those categories, which keeps Staff accountable for great customer service.</i>				
<b># - Public Information Outreach Pieces on Environmental Initiatives</b>	n/a	n/a	12	25
<i>The Environmental Programs Manager delivers timely public information via website announcements, citywide newsletter articles, 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 community and promote the City's ongoing environmental sustainability work.</i>				
<b># - Civic Engagement Events on Environmental Initiatives</b>	n/a	n/a	6	10
<i>The Environmental Programs Manager oversees community-wide events to raise awareness on climate change, energy efficiency, water conservation, sustainable landscape, and pollution prevention. Increasing the number of events promotes sustainability and encourages the community to partner with the City to improve the environmental quality of our planet.</i>				

<b>Authorized Full-Time Positions</b>	<b>2012-2013 Adopted</b>	<b>2013-2014 Adopted</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</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
Environmental Programs Manager	1	1	1	1
Senior Management Analyst (Refuse/Admin)	0.25	0.25	0.25	0.25
Senior Management Analyst (Engineering/Admin)	-	0.75	0.50	0.50
Management Analyst	1	-	-	-
Executive Secretary	1	1	1	1
<b>Total</b>	<b>7.25</b>	<b>7.00</b>	<b>6.75</b>	<b>6.75</b>



Administration		2013-2014	2014-2015	2014-2015	2015-2016	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2015 Y/E	Total
4101	Salaries & Allowances	\$728,998	\$794,290	\$825,689	\$832,941	0.9%	52.1%
4103	Part-time Salaries	-	12,950	19,200	33,950	76.8%	2.1%
4111	Overtime Regular Employees	283	-	250	500	100.0%	0.0%
4201	Group Medical Insurance	83,203	99,621	95,809	94,824	(1.0%)	5.9%
4202	Medicare Contributions	10,417	11,997	11,960	12,308	2.9%	0.8%
4203	Unemployment	1,020	684	684	480	(29.8%)	0.0%
4204	401A Plan City Contributions	27,363	29,450	31,260	32,220	3.1%	2.0%
4205	Worker's Compensation	11,700	29,400	29,400	840	(97.1%)	0.1%
4206	Medical Retirement Contributions	7,883	8,736	8,736	8,736	-	0.5%
4211	PERS Regular Contribution	90,279	89,504	91,399	104,909	14.8%	6.6%
<b>Total Salaries &amp; Benefits</b>		<b>\$961,146</b>	<b>\$1,076,632</b>	<b>\$1,114,387</b>	<b>\$1,121,708</b>	<b>0.7%</b>	<b>70.2%</b>
5101	Contract Services	\$44,243	\$29,080	\$40,000	\$30,764	(23.1%)	1.9%
5108	Legal Services	780	-	-	-	-	-
5201	Office Supplies	9,382	10,500	10,500	10,500	-	0.7%
5202	Membership & Dues	3,629	4,460	5,000	4,939	(1.2%)	0.3%
5203	Reference Materials	25	100	100	300	200.0%	0.0%
5204	Conferences & Meetings	1,623	4,500	3,000	4,500	50.0%	0.3%
5205	Training	-	500	925	500	(45.9%)	0.0%
5207	Advertising	8,743	12,000	12,000	12,000	-	0.8%
5208	Postage	205	190	183	190	3.8%	0.0%
5210	Computers, Supplies & Software	3,610	1,745	3,070	2,245	(26.9%)	0.1%
5214	Employee Awards & Events	122	-	-	500	-	0.0%
5217	Departmental Supplies	13,842	24,655	24,655	25,000	1.4%	1.6%
5225	Printing	237	150	350	150	(57.1%)	0.0%
5501	Telephone	8,358	8,600	7,617	8,300	9.0%	0.5%
5502	Electricity	27,756	27,943	33,495	33,663	0.5%	2.1%
5503	Natural Gas	8,695	8,301	7,024	7,523	7.1%	0.5%
<b>Total Materials &amp; Services</b>		<b>\$131,249</b>	<b>\$132,724</b>	<b>\$147,919</b>	<b>\$141,074</b>	<b>(4.6%)</b>	<b>8.8%</b>
5611	Warehouse Services	\$1,761	\$1,000	\$1,500	\$1,500	-	0.1%
5621	Information Technology Allocation	58,896	87,385	87,385	87,582	0.2%	5.5%
5631	Insurance Allocation	32,460	32,760	32,760	74,340	126.9%	4.6%
5641	Fleet Rental Allocation	6,276	18,200	18,200	14,570	(19.9%)	0.9%
5642	Fleet Maintenance Allocation	12,310	11,443	11,093	11,073	(0.2%)	0.7%
<b>Total Internal Services</b>		<b>\$111,703</b>	<b>\$150,788</b>	<b>\$150,938</b>	<b>\$189,065</b>	<b>25.3%</b>	<b>11.8%</b>
<b>Total Operating Expenditures</b>		<b>\$1,204,099</b>	<b>\$1,360,144</b>	<b>\$1,413,244</b>	<b>\$1,451,847</b>	<b>2.7%</b>	<b>90.8%</b>
6141	Computer Equipment & Software	-	\$150,000	-	\$10,000	-	0.6%
6212	CIP Bldg & Facilities - CYr	4,866	-	111,104	117,974	6.2%	7.4%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$4,866</b>	<b>\$150,000</b>	<b>\$111,104</b>	<b>\$127,974</b>	<b>15.2%</b>	<b>8.0%</b>
9101	Transfers Out	\$20,865	\$21,140	\$21,140	\$19,053	(9.9%)	1.2%
<b>Total Transfers</b>		<b>\$20,865</b>	<b>\$21,140</b>	<b>\$21,140</b>	<b>\$19,053</b>	<b>(9.9%)</b>	<b>1.2%</b>
<b>Total Expenditures</b>		<b>\$1,229,830</b>	<b>\$1,531,284</b>	<b>\$1,545,488</b>	<b>\$1,598,874</b>	<b>3.5%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$1,224,964	\$1,531,284	\$1,434,384	\$1,480,900	3.2%	92.6%
Capital Improvement		4,866	-	111,104	117,974	6.2%	7.4%
Parking Fund		-	-	-	-	-	-
<b>Total Sources</b>		<b>\$1,229,830</b>	<b>\$1,531,284</b>	<b>\$1,545,488</b>	<b>\$1,598,874</b>	<b>3.5%</b>	<b>100.0%</b>



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## Program Overview

The Engineering Division of the Public Works Department is tasked with improving the City's infrastructure and facility assets. The Division completes capital improvement projects to improve City streets, sewers, water mains, storm drains, pump stations, City buildings, parks and other City-owned assets. The Engineering Division also manages traffic signal maintenance, and reviews and inspects private development work in the public right-of-way.

Significant projects to be pursued in Fiscal Year 2015-2016 include the Sepulveda Boulevard Bridge Widening Project, as well as other transportation related improvement projects including the installation of marked crosswalks and pedestrian countdown signals at 22 intersections, dual left turn lanes on Manhattan Beach Boulevard at Sepulveda Boulevard, Downtown Streetscape improvements, and various street resurfacing projects throughout the City.



Design will be initiated for City water system improvements at the Larsson pump station, and Peck Avenue reservoir sites. Resurfacing of the streets at Manhattan Avenue/Highland Avenue (1st Street to 8th Street) will be performed. Design will start on street improvements for Manhattan Beach Boulevard (Sepulveda Blvd to Aviation Blvd) and Morningside Drive (10th Place to Manhattan Beach Blvd). Strand Stairs Improvements constructed with an estimated start date for Fall 2015. Design will also start for City sewer system improvements including sewer mains east of Sepulveda Boulevard and upgrades at the Poinsettia lift station site. An annual City facility building rehabilitation project and a City parking structure rehabilitation project will be performed based on findings of assessment studies completed in FY 2013-2014. In addition, design will begin for the Pier Improvements project which includes rehabilitation of the Roundhouse, comfort station and Pier utilities.

## Objectives FY 2015/16

- Implement water and wastewater system improvement projects
- Work with Community Development Department staff to implement community vehicle, bicycle and pedestrian improvements.
- Complete design and begin construction of the Sepulveda Bridge Widening Project
- Provide coordination and oversight of utility undergrounding work including design, construction, assessments and Proposition 218 balloting

## Public Works | Civil Engineering

	2012-2013	2013-2014	2014-2015	2015-2016
<b>Performance Measures &amp; Workload Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
<b>% - Projects: completed design/awarded contracts</b>	n/a	n/a	30%	60%
<i>The Engineering Division oversees capital improvement projects. Most projects are multi-year phased and this measure highlights progress of projects authorized by the City Council. Awarded contracts for construction phase only. Continuing progress on Capital Improvement Projects increases improvements to infrastructure.</i>				
<b>% - First development plan checks processed</b>	n/a	n/a	n/a	90%
<i>Process first development plan checks within 10 business days of receipt. The efficiency of this process assists the developer community in completing projects in a timely matter, which ultimately benefits the resident or business owner who is pursuing</i>				

	2012-2013	2013-2014	2014-2015	2015-2016
<b>Authorized Full-Time Positions</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Proposed</b>
City Engineer	1	1	1	1
Principal Civil Engineer	1	1	1	1
Senior Civil Engineer	2	2	2	2
Engineering Technician I/II	1	1	1	1
GIS Analyst*	1	-	-	-
Public Works Inspector	1	1	1	1
Senior Management Analyst (Engineering/Admin)	-	0.25	0.50	0.50
Secretary	1	1	1	1
GIS Technician*	0.2	-	-	-
<b>Total</b>	<b>8.20</b>	<b>7.25</b>	<b>7.50</b>	<b>7.50</b>

\*GIS Analyst & Technician moved to Finance from Public Works beginning in Fiscal Year 2013-2014.

Civil Engineering		2013-2014	2014-2015	2014-2015	2015-2016	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2015 Y/E	Total
4101	Salaries & Allowances	\$560,255	\$755,558	\$773,803	\$778,596	0.6%	8.7%
4103	Part-time Salaries	-	12,240	12,240	12,240	-	0.1%
4111	Overtime Regular Employees	225	1,015	400	1,015	153.8%	0.0%
4201	Group Medical Insurance	69,130	88,269	88,132	85,720	(2.7%)	1.0%
4202	Medicare Contributions	7,869	11,589	11,149	11,500	3.1%	0.1%
4204	401A Plan City Contributions	10,910	16,072	17,293	18,274	5.7%	0.2%
4206	Medical Retirement Contributions	7,811	8,664	8,664	8,664	-	0.1%
4211	PERS Regular Contribution	68,352	85,775	86,892	98,937	13.9%	1.1%
<b>Total Salaries &amp; Benefits</b>		<b>\$724,551</b>	<b>\$979,182</b>	<b>\$998,573</b>	<b>\$1,014,946</b>	<b>1.6%</b>	<b>11.3%</b>
5101	Contract Services	\$256,948	\$111,220	\$111,220	\$2,820	(97.5%)	0.0%
5104	Computer Contract Services	-	2,000	7,000	2,000	(71.4%)	0.0%
5201	Office Supplies	399	-	-	-	-	-
5202	Membership & Dues	710	915	1,000	915	(8.5%)	0.0%
5203	Reference Materials	492	500	700	350	(50.0%)	0.0%
5204	Conferences & Meetings	1,133	2,235	1,420	2,235	57.4%	0.0%
5205	Training	534	1,500	1,500	1,500	-	0.0%
5206	Uniforms/Safety Equip	334	335	348	604	73.6%	0.0%
5207	Advertising	112	750	1,595	1,200	(24.8%)	0.0%
5208	Postage	7,986	8,000	7,701	5,400	(29.9%)	0.1%
5210	Computer Supplies & Software	5,718	-	1,250	5,000	300.0%	0.1%
5212	Office Equip Maintenance	1,560	3,000	2,500	2,000	(20.0%)	0.0%
5217	Departmental Supplies	1,289	3,010	3,000	3,010	0.3%	0.0%
5225	Printing	726	150	3,800	550	(85.5%)	0.0%
5501	Telephone	7,670	8,000	7,008	7,700	9.9%	0.1%
<b>Total Materials &amp; Services</b>		<b>\$285,613</b>	<b>\$141,615</b>	<b>\$150,042</b>	<b>\$35,284</b>	<b>(76.5%)</b>	<b>0.4%</b>
5611	Warehouse Services	\$334	\$650	\$650	\$650	-	0.0%
5621	Information Technology Allocation	52,356	77,676	77,676	77,851	0.2%	0.9%
5641	Fleet Rental Allocation	9,276	12,720	12,720	13,300	4.6%	0.1%
5642	Fleet Maintenance Allocation	5,766	4,723	4,578	6,469	41.3%	0.1%
5651	Building & Operations Allocation	70,165	68,161	71,466	72,486	1.4%	0.8%
<b>Total Internal Services</b>		<b>\$137,897</b>	<b>\$163,930</b>	<b>\$167,090</b>	<b>\$170,756</b>	<b>2.2%</b>	<b>1.9%</b>
<b>Total Operating Expenditures</b>		<b>\$1,148,062</b>	<b>\$1,284,727</b>	<b>\$1,315,705</b>	<b>\$1,220,986</b>	<b>(7.2%)</b>	<b>13.6%</b>
6202	Studies, Audits & Analysis	95,440	-	-	-	-	-
6222	CIP Street Improvement - CYr	358,368	5,895,200	565,460	1,960,000	246.6%	21.9%
6232	CIP Utility Improvements - CYr	-	-	-	358,399	-	4.0%
6252	CIP Landscape & Site - CYr	124,645	-	186,762	1,572,910	742.2%	17.5%
6263	Infrastructure Improvements	-	925,600	-	2,903,168	-	32.4%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$578,453</b>	<b>\$6,820,800</b>	<b>\$752,222</b>	<b>\$6,794,477</b>	<b>803.3%</b>	<b>75.8%</b>
7101	Bond Principal	\$525,000	\$545,000	\$545,000	\$565,000	3.7%	6.3%
7102	Bond Interest	422,916	400,389	400,389	376,538	(6.0%)	4.2%
7103	Bond Administration Fee	7,920	8,000	8,410	8,500	1.1%	0.1%
<b>Total Debt Service</b>		<b>\$955,836</b>	<b>\$953,389</b>	<b>\$953,799</b>	<b>\$950,038</b>	<b>(0.4%)</b>	<b>10.6%</b>
<b>Total Expenditures</b>		<b>\$2,682,350</b>	<b>\$9,058,916</b>	<b>\$3,021,726</b>	<b>\$8,965,501</b>	<b>196.7%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$1,148,062	\$1,284,727	\$1,315,705	\$1,220,986	(7.2%)	13.6%
Prop C		358,368	5,895,200	565,460	2,318,399	310.0%	25.9%
Capital Improvement		220,085	925,600	186,762	4,476,078	2296.7%	49.9%
Underground Assessment		-	-	-	-	-	-
Special Assessment Redemption Fund		955,836	953,389	953,799	950,038	(0.4%)	10.6%
<b>Total Sources</b>		<b>\$2,682,350</b>	<b>\$9,058,916</b>	<b>\$3,021,726</b>	<b>\$8,965,501</b>	<b>196.7%</b>	<b>100.0%</b>



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### 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 have supplies and materials on hand to abate minor tagging when encountered

The Fiscal Year 2015-2016 initiatives include the continued application of long lasting MMA pavement markings on concrete streets to complement thermoplastic pavement markings on asphaltic surfaces. Also, having completed a full cycle of sidewalk repairs, annual capital costs associated with this repair program are forecast to drop. The budget includes funds for landscaping, tree trimming, street medians maintenance, and supplies such as cement, concrete, asphalt, and other related materials as budgeted in departmental supplies (object 5217).



### Objectives FY 2015/16

- Maintain thermoplastic markings and continue addition of MMA (meth methacrylate) resin markings to concrete streets to complement pavement marking program.
- Complete Section 4 concrete repairs through the identification of displaced sidewalks and the notification of property owners
- Fully implement field gathered metrics to 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.

## Public Works | Street Maintenance

	2012-2013	2013-2014	2014-2015	2015-2016
<b>Performance Measures &amp; Workload Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
<b>% - Potholes filled w/in 10 days of work order placement</b>	<b>98%</b>	<b>85%</b>	<b>99%</b>	<b>90%</b>
<i>Timely pothole repair stops water infiltration into the roadbed, arresting further damage. Asphalt repairs maintain street safety, ride, and appearance. The City's pothole repair program is also coordinated with the annual slurry seal program, reducing the number of pothole calls from the public. The City employs a state of the art pothole repair truck that is heated and insulated, which has allowed Public Works to quickly and efficiently keep up on smaller asphalt repairs.</i>				
<b>% - Graffiti sites abated in one or less days</b>	<b>90%</b>	<b>89%</b>	<b>90%</b>	<b>95%</b>
<i>The City prides itself on its aggressive graffiti abatement program, which results in many reported sites being abated the same day. During normal business hours, staff makes every effort to remove reported graffiti within 24 hours as stated in the Municipal Code . The City believes that an aggressive removal policy results in a reduction in this type of crime over time. This ordinance also extends to private property. In order for City staff to enter and abate graffiti on private property, a release waiver signed by the property owner is required, which slightly delays remediation efforts.</i>				

## Major Service Delivery Changes

New this year is the proposed Urban Forester position. The soon to be delivered Urban Forest Master Plan recommends a dedicated professional manage the City's trees and maintain the current tree inventory database. Reassignment of a currently vacant position will allow dedicated tree contract management, inspection, risk assessment and resident outreach. Typically, the Urban Forester position is a certified arborist with duties that include tree species selection, inspection, trimming, permitting, removals, and any potential utility or hardscape conflicts. Tree management is currently handled by several individuals through the Community Development Department and Public Works.

	2012-2013	2013-2014	2014-2015	2015-2016
<b>Authorized Full-Time Positions</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Proposed</b>
Maintenance Worker IV	2	2	2	2
Secretary	1	1	1	1
Maintenance Worker III	1	-	-	-
Maintenance Worker I/II	9	10.5	10.5	9.5
Urban Forester	-	-	-	1.0
Electrician	0.2	0.2	-	-
<b>Total</b>	<b>13.2</b>	<b>13.7</b>	<b>13.5</b>	<b>13.5</b>



## Public Works | Street Maintenance

Street Maintenance		2013-2014	2014-2015	2014-2015	2015-2016	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2015 Y/E	Total
4101	Salaries & Allowances	\$779,707	\$824,114	\$694,018	\$824,575	18.8%	10.9%
4111	Overtime Regular Employees	8,702	9,830	13,400	9,830	(26.6%)	0.1%
4114	Overtime Special Events	22,652	26,080	24,000	26,080	8.7%	0.3%
4201	Group Medical Insurance	154,962	171,361	142,879	167,766	17.4%	2.2%
4202	Medicare Contributions	10,360	11,065	9,148	10,739	17.4%	0.1%
4203	Unemployment	16,140	10,764	10,764	7,500	(30.3%)	0.1%
4204	401A Plan City Contributions	3,876	4,109	4,197	4,158	(0.9%)	0.1%
4205	Worker's Compensation	36,600	181,500	181,500	-	(100.0%)	-
4206	Medical Retirement Contributions	13,175	15,384	15,384	15,384	-	0.2%
4211	PERS Regular Contribution	87,299	93,098	78,277	105,735	35.1%	1.4%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,133,473</b>	<b>\$1,347,305</b>	<b>\$1,173,567</b>	<b>\$1,171,767</b>	<b>(0.2%)</b>	<b>15.5%</b>
5101	Contract Services	\$332,057	\$256,800	\$256,800	\$253,070	(1.5%)	3.3%
5108	Legal Services	1,498	-	-	-	-	-
5202	Membership & Dues	-	320	320	320	-	0.0%
5203	Reference Materials	72	-	-	-	-	-
5204	Conferences & Meetings	75	-	-	-	-	-
5205	Training	348	2,340	2,340	2,645	13.0%	0.0%
5206	Uniforms/Safety Equip	5,414	6,120	6,120	6,919	13.1%	0.1%
5207	Advertising	448	-	300	300	-	0.0%
5209	Tools & Minor Equip	185	-	-	-	-	-
5210	Computer Supplies & Software	-	3,490	7,345	6,590	(10.3%)	0.1%
5217	Departmental Supplies	151,582	181,020	217,820	139,855	(35.8%)	1.8%
5502	Electricity	38,134	39,780	38,595	38,788	0.5%	0.5%
5504	Water	66,889	54,044	80,413	65,719	(18.3%)	0.9%
<b>Total Materials &amp; Services</b>		<b>\$596,702</b>	<b>\$543,914</b>	<b>\$610,053</b>	<b>\$514,206</b>	<b>(15.7%)</b>	<b>6.8%</b>
5611	Warehouse Services	\$5,041	\$7,395	\$4,500	\$4,000	(11.1%)	0.1%
5621	Information Technology Allocation	45,804	67,966	67,966	68,119	0.2%	0.9%
5631	Insurance Allocation	140,040	302,820	302,820	148,980	(50.8%)	2.0%
5641	Fleet Rental Allocation	142,644	177,310	177,310	182,280	2.8%	2.4%
5642	Fleet Maintenance Allocation	115,714	99,338	96,294	112,393	16.7%	1.5%
<b>Total Internal Services</b>		<b>\$449,243</b>	<b>\$654,829</b>	<b>\$648,890</b>	<b>\$515,772</b>	<b>(20.5%)</b>	<b>6.8%</b>
<b>Total Operating Expenditures</b>		<b>\$2,179,419</b>	<b>\$2,546,048</b>	<b>\$2,432,510</b>	<b>\$2,201,745</b>	<b>(9.5%)</b>	<b>29.1%</b>
6121	Machinery & Equipment	\$10,682	-	\$2,000	-	(100.0%)	-
6222	CIP Street Improvement - CYr	1,302,463	2,398,000	1,445,501	5,377,016	272.0%	70.9%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$1,313,145</b>	<b>\$2,398,000</b>	<b>\$1,447,501</b>	<b>\$5,377,016</b>	<b>271.5%</b>	<b>70.9%</b>
<b>Total Expenditures</b>		<b>\$3,492,564</b>	<b>\$4,944,048</b>	<b>\$3,880,011</b>	<b>\$7,578,761</b>	<b>95.3%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$2,190,101	\$2,546,048	\$2,434,510	\$2,201,745	(9.6%)	29.1%
Gas Tax Fund		1,271,807	1,715,000	1,445,501	2,752,541	90.4%	36.3%
Federal & State Grants Fund		-	-	-	-	-	-
Prop C		120	-	-	150,000	-	2.0%
Measure R		25,299	335,000	-	335,000	-	4.4%
Capital Improvement Fund		5,237	348,000	-	2,139,475	-	28.2%
<b>Total Sources</b>		<b>\$3,492,564</b>	<b>\$4,944,048</b>	<b>\$3,880,011</b>	<b>\$7,578,761</b>	<b>95.3%</b>	<b>100.0%</b>



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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 2015/16

- 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 Comfort Station Rehabilitation project flows smoothly and to highest quality standards
- Assist Engineering project team with implementation of rehabilitation and repair projects as identified in the Facilities Master Plan
- 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 new County Library.
- Utilize all sustainable environmental practices at the City's disposal to implement City's Green Initiative
- Develop and implement new janitorial maintenance contract to maximize budget savings without compromising sanitary and cleanliness standards
- Track electrical performance and assess needs through Government Outreach work order application
- Renovate Sand Dune Park Restrooms and adjacent area.
- Renovate Manhattan Heights Building 6 Restrooms.

## Public Works | Building & Grounds

	2012-2013	2013-2014	2014-2015	2015-2016
Performance Measures & Workload Indicators	Actual	Actual	Adopted	Proposed
<b>% - All work orders requiring emergency response</b>	2%	2%	1%	2%
<i>Emergency work orders are those that require immediate attention such as clogged drains, broken valves or pipes, tripped electrical circuits, and unscheduled requests that demand immediate response. Active preventative maintenance is key to the reduction of emergency responses. Less emergency work translates to less disruptions and increased productivity.</i>				
<b>% - Facilities work orders responded to w/in 10 days</b>	n/a	n/a	100%	95%
<i>Facilities refers to the physical structures, including civic buildings, restrooms, and storage and maintenance facilities. This will measure proper management of staff and staffing levels. Unattended work orders can become emergency work orders if not addressed in a timely manner. Emergency work comes at a premium cost, and proper managing and correct staffing are critical to minimizing response time. Quick response to facilities work orders minimizes down time and allows facilities to be back in service for community or staff use.</i>				

## Major Service Delivery Changes

The overall Buildings & Grounds budget will decrease due to the implementation of the first group of projects identified in the Facilities Assessment Report. The majority of cost savings is in painting contracts. In addition, the Electrician has been reallocated to more accurately reflect the actual time spent on in-house electrical work.

	2012-2013	2013-2014	2014-2015	2015-2016
Authorized Full-Time Positions	Adopted	Adopted	Adopted	Proposed
Maintenance Worker IV	1	1	1	1
Building Repair Craftsperson	3	3	4	4
Maintenance Worker I/II	1	1	1	1
Electrician*	1.2	1.2	-	-
<b>Total</b>	<b>6.2</b>	<b>6.2</b>	<b>6.0</b>	<b>6.0</b>

\* In Fiscal Year 2011-2012, the Electrical program was rolled into Building & Grounds. Historicals have been adjusted to reflect that change.

## Public Works | Building & Grounds

<b>Building &amp; Grounds</b>		<b>2013-2014</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2015 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$403,157	\$371,072	\$404,924	\$381,482	(5.8%)	12.9%
4111	Overtime Regular Employees	13,513	5,720	15,200	7,020	(53.8%)	0.2%
4201	Group Medical Insurance	63,279	63,568	64,751	63,408	(2.1%)	2.1%
4202	Medicare Contributions	5,665	5,561	6,083	5,532	(9.1%)	0.2%
4204	401A Plan City Contributions	1,958	2,054	2,110	2,100	(0.5%)	0.1%
4205	Worker's Compensation	-	-	-	360	-	0.0%
4206	Medical Retirement Contributions	5,926	5,784	5,784	5,784	-	0.2%
4211	PERS Regular Contribution	44,817	42,105	45,171	48,910	8.3%	1.6%
<b>Total Salaries &amp; Benefits</b>		<b>\$538,315</b>	<b>\$495,864</b>	<b>\$544,023</b>	<b>\$514,596</b>	<b>(5.4%)</b>	<b>17.4%</b>
5101	Contract Services	\$1,180,483	\$1,491,170	\$1,499,170	\$1,439,230	(4.0%)	48.5%
5202	Membership & Dues	199	-	-	-	-	-
5203	Reference Materials	144	-	-	-	-	-
5205	Training	4,443	10,120	4,000	4,500	12.5%	0.2%
5206	Uniforms/Safety Equip	3,652	4,320	3,716	4,070	9.5%	0.1%
5207	Advertising	448	1,000	1,000	1,000	-	0.0%
5209	Tools & Minor Equip	267	1,000	-	-	-	-
5210	Computer Supplies & Software	4,008	10,140	10,140	4,973	(51.0%)	0.2%
5217	Departmental Supplies	404,959	236,105	259,900	279,149	7.4%	9.4%
5225	Printing	-	150	150	150	-	0.0%
5501	Telephone	513	230	810	830	2.5%	0.0%
5502	Electricity	151,266	157,061	158,517	159,309	0.5%	5.4%
5503	Natural Gas	4,037	4,047	7,035	6,809	(3.2%)	0.2%
5504	Water	389,663	394,550	410,698	410,698	-	13.9%
<b>Total Materials &amp; Services</b>		<b>\$2,144,081</b>	<b>\$2,309,893</b>	<b>\$2,355,136</b>	<b>\$2,310,718</b>	<b>(1.9%)</b>	<b>77.9%</b>
5611	Warehouse Services	\$17,985	\$24,660	\$19,660	\$19,660	-	0.7%
5621	Information Technology Allocation	19,632	29,128	29,128	27,434	(5.8%)	0.9%
5631	Insurance Allocation	2,040	4,800	4,800	12,300	156.3%	0.4%
5641	Fleet Rental Allocation	29,556	48,680	48,680	48,290	(0.8%)	1.6%
5642	Fleet Maintenance Allocation	32,827	26,882	26,058	32,222	23.7%	1.1%
<b>Total Internal Services</b>		<b>\$102,040</b>	<b>\$134,150</b>	<b>\$128,326</b>	<b>\$139,906</b>	<b>9.0%</b>	<b>4.7%</b>
<b>Total Operating Expenditures</b>		<b>\$2,784,435</b>	<b>\$2,939,907</b>	<b>\$3,027,485</b>	<b>\$2,965,220</b>	<b>(2.1%)</b>	<b>100.0%</b>
6111	Furniture & Fixtures	26,835	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$26,835</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$2,811,270</b>	<b>\$2,939,907</b>	<b>\$3,027,485</b>	<b>\$2,965,220</b>	<b>(2.1%)</b>	<b>39.1%</b>
<b>Source of Funds</b>							
General Fund		\$1,325,649	\$1,473,103	\$1,494,214	\$1,397,013	(6.5%)	47.1%
Building Maintenance		1,485,621	1,466,804	1,533,271	1,568,207	2.3%	52.9%
<b>Total Sources</b>		<b>\$2,811,270</b>	<b>\$2,939,907</b>	<b>\$3,027,485</b>	<b>\$2,965,220</b>	<b>(2.1%)</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.

In Fiscal Year 2014-2015, the assessment rate was reviewed and recommendations developed through an assessment engineering study were presented to City Council. There are no expected changes to the assessment expected in Fiscal Year 2015-2016. The General Fund currently subsidizes the current fund in order to cover operating costs.



## Objectives FY 2015/16

- Continue to seek grant funding to offset energy efficient lighting retrofits costs throughout the City
- Continued use of the Government Outreach web application to manage failed lamp reporting
- 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		2013-2014	2014-2015	2014-2015	2015-2016	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2015 Y/E	Total
5101	Contract Services	\$11,090	\$15,000	\$16,750	\$11,000	(34.3%)	2.6%
5207	Advertising	-	-	\$400	\$400	-	0.1%
5217	Departmental Supplies	4,280	9,950	9,950	6,000	(39.7%)	1.4%
5502	Electricity	290,780	291,009	297,099	298,584	0.5%	70.4%
5503	Natural Gas	81,873	80,551	72,184	72,545	0.5%	17.1%
<b>Total Materials &amp; Services</b>		<b>\$388,022</b>	<b>\$396,510</b>	<b>\$396,383</b>	<b>\$388,529</b>	<b>(2.0%)</b>	<b>91.6%</b>
5601	Administrative Service Charge	\$43,248	\$43,250	\$43,250	\$35,775	(17.3%)	8.4%
<b>Total Internal Services</b>		<b>\$43,248</b>	<b>\$43,250</b>	<b>\$43,250</b>	<b>\$35,775</b>	<b>(17.3%)</b>	<b>8.4%</b>
<b>Total Operating Expenditures</b>		<b>\$431,270</b>	<b>\$439,760</b>	<b>\$439,633</b>	<b>\$424,304</b>	<b>(3.5%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Street Lighting & Landscaping		\$268,038	\$270,980	\$270,853	\$270,621	(0.1%)	63.8%
Subsidy from General Fund (Transfer In)		163,232	168,780	168,780	153,683	(8.9%)	36.2%
<b>Total Sources</b>		<b>\$431,270</b>	<b>\$439,760</b>	<b>\$439,633</b>	<b>\$424,304</b>	<b>(3.5%)</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.

In Fiscal Year 2014-2015 the total assessments collected for this zone, which have remained unchanged for several years, will total approximately \$107,500, while total operating expenditures exceed the assessment revenue. The City's General Fund subsidizes this shortfall. An Assessment District vote would be required to correct this imbalance. The Fiscal Year 2015-2016 budget includes power washing, landscape maintenance and pest control which appear under Contract Services (object 5101).



## Objectives FY 2015/16

- Work in conjunction with Engineering staff, Downtown Business Association, and all other stakeholders in developing a rehabilitation plan for Downtown Streetscape
- Assist in completing a refreshing of the downtown area including stamped asphalt pavement treatments to deteriorating tile in crosswalks, minor pavement repairs, slurry seal, and new traffic markings.
- Ensure high level landscape and custodial maintenance in the Downtown area through continued weekend powerwashing service during peak season (April through September)
- Continue monitoring maintenance contract

Authorized Full-Time Positions	2012-2013 Adopted	2013-2014 Adopted	2014-2015 Adopted	2015-2016 Proposed
Maintenance Worker I/II	0.5	-	-	-

Streetscape Maintenance Object Description	2013-2014 Actual	2014-2015 Adopted	2014-2015 Y/E Est	2015-2016 Proposed	Var from FY 2015 Y/E	% of Total
5101 Contract Services	\$127,478	\$116,055	\$116,055	\$118,555	2.2%	62.2%
5206 Uniforms/Safety Equip	-	-	-	-	-	-
5217 Departmental Supplies	3,540	17,000	17,000	18,900	11.2%	9.9%
5502 Electricity	9,621	9,830	10,821	10,875	0.5%	5.7%
5504 Water	7,052	8,464	6,678	6,678	-	3.5%
<b>Total Materials &amp; Services</b>	<b>\$147,691</b>	<b>\$151,349</b>	<b>\$150,554</b>	<b>\$155,008</b>	<b>3.0%</b>	<b>81.4%</b>
5601 Administrative Service Charge	\$41,988	\$41,986	\$41,986	\$15,364	(63.4%)	8.1%
5611 Warehouse Services	-	345	342	345	0.9%	0.2%
5641 Fleet Rental Allocation	12,072	12,070	12,070	12,070	-	6.3%
5642 Fleet Maintenance Allocation	6,898	5,649	5,476	7,738	41.3%	4.1%
<b>Total Internal Services</b>	<b>\$60,958</b>	<b>\$60,050</b>	<b>\$59,874</b>	<b>\$35,517</b>	<b>(40.7%)</b>	<b>18.6%</b>
<b>Total Operating Expenditures</b>	<b>\$208,649</b>	<b>\$211,399</b>	<b>\$210,428</b>	<b>\$190,525</b>	<b>(9.5%)</b>	<b>100.0%</b>
<b>Source of Funds</b>						
Streetlighting & Landscape	\$128,558	\$128,640	\$127,669	\$126,559	(0.9%)	66.4%
Subsidy from General Fund (Transfer In)	80,091	82,759	82,759	63,966	(22.7%)	33.6%
<b>Total Sources</b>	<b>\$208,649</b>	<b>\$211,399</b>	<b>\$210,428</b>	<b>\$190,525</b>	<b>(9.5%)</b>	<b>100.0%</b>

## Program Overview

### Administration

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; five emergency generators at the wells and booster stations; approximately 112 miles of water distribution pipelines ranging in diameter from 4" to 24"; 1700 gate valves; and 230 backflow devices.



### Objectives FY 2015/16

- 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.
- Operate and maintain the water Plant and Distribution systems infrastructure consistent with industry-wide preventative maintenance standards.
- Perform water conservation outreach to the community emphasizing the need to continue conserving water, and encourage water conservation measures that permanently reduce water in conformance to State mandated levels.
- Maintain reporting requirements to all regulatory agencies, including the Environmental Protection Agency and the California Department of Health.

<b>Authorized Full-Time Positions*</b>	<b>2012-2013 Adopted</b>	<b>2013-2014 Adopted</b>	<b>2014-2015 Adopted</b>	<b>2015-2016 Proposed</b>
GIS Technician	0.5	-	-	-
<b>Total</b>	<b>0.5</b>	<b>-</b>	<b>-</b>	<b>-</b>

*\*Historically, this budget document presented all employees across all Water programs in Water Administration. However to accurately reflect program financials, these full-time positions have been allocated to the Water programs (Water Pumping, Water Maintenance) in which they charge.*



<b>Water Administration</b>		<b>2013-2014</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2015 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	-	-	-	-	-	-
4201	Group Medical Insurance	-	-	-	-	-	-
4202	Medicare Contributions	-	-	-	-	-	-
4206	Medical Retirement Contributions	-	-	-	-	-	-
4211	PERS Regular Contribution	-	-	-	-	-	-
4220	Accrued Leave	(398)	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>(\$398)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
5101	Contract Services	1,780	1,597	2,500	-	(100.0%)	-
5202	Membership & Dues	500	500	500	-	(100.0%)	-
5217	Departmental Supplies	314	250	250	-	(100.0%)	-
5225	Printing	114	250	250	-	(100.0%)	-
5231	Bank Service Charge	22,537	22,000	25,000	25,000	-	0.5%
5501	Telephone	2,339	2,300	2,379	2,400	0.9%	0.0%
5503	Natural Gas	184	184	326	328	0.6%	0.0%
<b>Total Materials &amp; Services</b>		<b>\$27,768</b>	<b>\$27,081</b>	<b>\$31,205</b>	<b>\$27,728</b>	<b>(11.1%)</b>	<b>0.5%</b>
5601	Administrative Service Charge	\$1,349,184	\$1,349,188	\$1,349,188	\$1,643,157	21.8%	31.0%
5611	Warehouse Services	-	50	50	-	(100.0%)	-
5641	Fleet Rental Allocation	4,164	8,170	8,170	5,710	(30.1%)	0.1%
5642	Fleet Maintenance Allocation	3,327	-	-	1,866	-	0.0%
5651	Building & Operations Allocation	124,510	119,214	122,387	124,341	1.6%	2.3%
<b>Total Internal Services</b>		<b>\$1,481,185</b>	<b>\$1,476,622</b>	<b>\$1,479,795</b>	<b>\$1,775,074</b>	<b>20.0%</b>	<b>33.5%</b>
<b>Total Operating Expenditures</b>		<b>\$1,508,554</b>	<b>\$1,503,703</b>	<b>\$1,511,000</b>	<b>\$1,802,802</b>	<b>19.3%</b>	<b>34.0%</b>
6212	CIP Bldg & Facilities - CYr	\$43,643	\$2,000,000	\$80,438	\$841,228	945.8%	15.9%
6232	CIP Utility Improvements - CYr	-	705,125	159,579	763,606	378.5%	14.4%
6242	CIP Line Improvements - CYr	90,333	1,675,900	1,256,282	1,720,519	37.0%	32.5%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$133,976</b>	<b>\$4,381,025</b>	<b>\$1,496,299</b>	<b>\$3,325,353</b>	<b>122.2%</b>	<b>62.7%</b>
7101	Bond Principal	\$110,591	\$110,591	\$110,591	\$117,293	6.1%	2.2%
7102	Bond Interest	61,361	58,077	58,077	53,519	(7.8%)	1.0%
7103	Bond Administration Fee	333	350	370	500	35.1%	0.0%
<b>Total Debt Service</b>		<b>\$172,285</b>	<b>\$169,018</b>	<b>\$169,038</b>	<b>\$171,312</b>	<b>1.3%</b>	<b>3.2%</b>
<b>Total Expenditures</b>		<b>\$1,814,816</b>	<b>\$6,053,746</b>	<b>\$3,176,337</b>	<b>\$5,299,467</b>	<b>66.8%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Water		\$1,814,816	\$6,053,746	\$3,176,337	\$5,299,467	66.8%	100.0%
<b>Total Sources</b>		<b>\$1,814,816</b>	<b>\$6,053,746</b>	<b>\$3,176,337</b>	<b>\$5,299,467</b>	<b>66.8%</b>	<b>100.0%</b>

**Source of Supply**

Approximately 65% (1.15 billion gallons) of the City’s water supply is provided by the Metropolitan Water District (MWD) and 35% (680 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. The City is in negotiations with a local groundwater purveyor to lease 950 acre feet of water to decrease purchases of MWD water by 17%.

**Objectives FY 2015/16**

- Decrease use of higher-cost imported water.
- Achieve and maintain the State mandated reduction in water demand through a water conservation outreach program to address the current water drought and to comply with the water conservation requirement of the Urban Water Management Plan. The outreach program will include water conservation messages on street banners, billing inserts and mailers, public events and through the City’s website.
- The City will collaborate with the 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.

Performance Measures & Workload Indicators	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed
% - Imported water purchase reductions	22%	22%	21%	22%
<i>In order to provide the community with the highest quality water at the least possible cost, the City reduces imported water costs by 65% by leasing lower cost groundwater.</i>				
% - Reduction of water use related to conservation	16%	18%	18%	35%
<i>California water purveyors are mandated to reduce water use by 25%. The City has committed to exceed that target.</i>				

Water Source of Supply Object Description	2013-2014 Actual	2014-2015 Adopted	2014-2015 Y/E Est	2015-2016 Proposed	Var from FY 2015 Y/E	% of Total
5101 Contract Services	\$4,475,512	\$4,783,571	\$4,783,571	\$5,016,013	4.9%	99.9%
5202 Membership & Dues	10,681	11,696	12,311	1,796	(85.4%)	0.0%
5217 Departmental Supplies	49	-	-	-	-	-
5502 Electricity	1,300	1,304	1,342	1,348	0.4%	0.0%
<b>Total Materials &amp; Services</b>	<b>\$4,487,541</b>	<b>\$4,796,571</b>	<b>\$4,797,224</b>	<b>\$5,019,157</b>	<b>4.6%</b>	<b>100.0%</b>
<b>Total Operating Expenditures</b>	<b>\$4,487,541</b>	<b>\$4,796,571</b>	<b>\$4,797,224</b>	<b>\$5,019,157</b>	<b>4.6%</b>	<b>100.0%</b>
6212 CIP Bldg & Facilities - CYr	-	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$4,487,541</b>	<b>\$4,796,571</b>	<b>\$4,797,224</b>	<b>\$5,019,157</b>	<b>4.6%</b>	<b>100.0%</b>
<b>Source of Funds</b>					-	
Water	\$4,487,541	\$4,796,571	\$4,797,224	\$5,019,157	4.6%	100%
<b>Total Sources</b>	<b>\$4,487,541</b>	<b>\$4,796,571</b>	<b>\$4,797,224</b>	<b>\$5,019,157</b>	<b>4.6%</b>	<b>100.0%</b>

## Pumping & Treatment

All cities and water agencies who own ground water rights pay an administrative assessment fee to the Water Replenishment District (WRD) to preserve the quantity and quality of the ground water basin. The WRD was appointed by the State Water Master to perform these functions. For the City of Manhattan Beach, this payment is found in the "Assessments & Taxes" account 5240.



## Objectives FY 2015/16

- Assure that all water quality regulations, monitored by the State Water Resources Control Board, are strictly adhered to through routine testing, annual flushing of the water pipelines and reservoirs, and maintaining appropriate disinfection levels in the water system at all times.
- 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 and disinfection systems.
- Complete upgrade of the computerized water system control center (Supervisory Control and Data Acquisition) to include radio frequency and fiber optics redundant control capabilities.
- Implement enhanced best management practices, infrastructure improvements and equipment installations that enhance water disinfection effectiveness system wide to assure delivery of high quality water.

Performance Measures & Workload Indicators	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Adopted	Proposed
<b># - Additional exercising of isolation valves at critical facilities</b>	112	40	112	112
<i>Exercising of the valves once a year as opposed to the American Water Works standard of once every three years allows for rapid emergency isolation of critical water facilities in the event of catastrophic failure due to an earth quake. Isolating a failed facility from the remaining of the water system would be necessary in order to preserve the ability to deliver water to the remaining water</i>				

Authorized Full-Time Positions	2012-2013	2013-2014	2014-2015	2015-2016
	Adopted	Adopted	Adopted	Proposed
Water Distribution Supervisor	-	0.5	0.5	0.5
Senior Water Plant Operator	1	1	1	1
Water Plant Operator	1	1	1	1
Maintenance Worker IV	0.5	-	-	-
Electrician	0.20	0.20	0.35	0.35
<b>Total</b>	<b>2.70</b>	<b>2.70</b>	<b>2.85</b>	<b>2.85</b>

*\*Historically, this budget document presented all employees across all Water programs in Water Administration. However to accurately reflect program financials, these full-time positions have been allocated to the Water programs (Water Pumping, Water Maintenance) in which they charge.*

## Public Works | Water Division

<b>Water Pumping &amp; Treatment</b>		<b>2013-2014</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2015 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$208,808	\$222,740	\$232,595	\$209,975	(9.7%)	13.2%
4111	Overtime Regular Employees	4,445	5,500	8,250	5,500	(33.3%)	0.3%
4201	Group Medical Insurance	32,034	37,564	37,827	35,778	(5.4%)	2.2%
4202	Medicare Contributions	3,021	3,130	3,426	3,044	(11.2%)	0.2%
4204	401A Plan City Contributions	676	1,027	1,049	1,040	(0.9%)	0.1%
4206	Medical Retirement Contributions	2,579	2,868	2,868	2,868	-	0.2%
4211	PERS Regular Contribution	20,915	23,703	24,768	26,926	8.7%	1.7%
<b>Total Salaries &amp; Benefits</b>		<b>\$272,477</b>	<b>\$296,532</b>	<b>\$310,783</b>	<b>\$285,131</b>	<b>(8.3%)</b>	<b>17.9%</b>
5101	Contract Services	\$172,409	\$90,820	\$260,882	\$172,393	(33.9%)	10.8%
5104	Computer Contract Services	5,196	6,430	6,430	6,623	3.0%	0.4%
5202	Membership & Dues	1,305	1,480	1,685	1,628	(3.4%)	0.1%
5203	Reference Materials	106	-	-	-	-	-
5205	Training	2,154	3,024	3,055	2,547	(16.6%)	0.2%
5206	Uniforms/Safety Equip	1,136	1,167	1,167	1,628	39.5%	0.1%
5209	Tools & Minor Equip	4,681	1,700	1,700	4,200	147.1%	0.3%
5210	Computer Supplies & Software	-	2,618	2,618	2,618	-	0.2%
5217	Departmental Supplies	83,487	75,536	75,536	63,856	(15.5%)	4.0%
5240	Assessments & Taxes	533,365	557,976	557,976	587,124	5.2%	36.8%
5501	Telephone	70,078	71,000	71,494	71,500	0.0%	4.5%
5502	Electricity	264,418	278,258	260,256	261,557	0.5%	16.4%
5504	Water	-	-	3,729	-	(100.0%)	-
<b>Total Materials &amp; Services</b>		<b>\$1,138,336</b>	<b>\$1,090,009</b>	<b>\$1,242,799</b>	<b>\$1,175,674</b>	<b>(5.4%)</b>	<b>73.8%</b>
5611	Warehouse Services	\$266	\$500	\$500	\$500	-	0.0%
5621	Information Technology Allocation	26,172	38,838	38,838	38,925	0.2%	2.4%
5641	Fleet Rental Allocation	4,956	7,760	7,760	7,770	0.1%	0.5%
5642	Fleet Maintenance Allocation	9,871	9,445	9,156	11,073	20.9%	0.7%
<b>Total Internal Services</b>		<b>\$41,264</b>	<b>\$56,543</b>	<b>\$56,254</b>	<b>\$58,268</b>	<b>3.6%</b>	<b>3.7%</b>
<b>Total Operating Expenditures</b>		<b>\$1,452,077</b>	<b>\$1,443,084</b>	<b>\$1,613,565</b>	<b>\$1,519,073</b>	<b>(5.9%)</b>	<b>95.3%</b>
6121	Machinery & Equipment	\$32,865	-	-	-	-	-
6232	CIP Utility Improvements - CYr	\$11,468	-	-	\$74,550	-	4.7%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$44,333</b>	<b>-</b>	<b>-</b>	<b>\$74,550</b>	<b>-</b>	<b>4.7%</b>
<b>Total Expenditures</b>		<b>\$1,496,410</b>	<b>\$1,443,084</b>	<b>\$1,613,565</b>	<b>\$1,593,623</b>	<b>(1.2%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Water		\$1,496,410	\$1,443,084	\$1,613,565	\$1,593,623	(1.2%)	100.0%
<b>Total Sources</b>		<b>\$1,496,410</b>	<b>\$1,443,084</b>	<b>\$1,613,565</b>	<b>\$1,593,623</b>	<b>(1.2%)</b>	<b>100.0%</b>

**Water Maintenance**

The Water Maintenance division provides daily operations and maintenance of the City’s water distribution and delivery systems, including meter replacements, pipe line, service line, fire hydrant, gate valve repairs and installations, and provides reliable fire, business and domestic water service to the community



**Objectives FY 2015/16**

- Ensure accurate water meter registers for accountability of water consumed by each of the City’s 13,500 water users. The City is in year 7 of a ten-year water meter replacement program, having replaced approximately 7,900 water meters to date.
- Perform preventive maintenance/repairs/installations in the following areas: fire hydrants, gate valve exercising, system flushing, small and larger meter testing, backflow and cross connection inspections.

Performance Measures & Workload Indicators	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Adopted	Proposed
<b># - Fire hydrant enhanced maintenance</b>	n/a	250	680	225
<i>The American Water Works Association recommends hydrant valve and fixture preventative maintenance at a frequency of 1 to 3 years. The City's fire hydrants are maintained annually in order to assure that fire hydrants are always functional for fire suppression</i>				

Authorized Full-Time Positions	2012-2013 Adopted	2013-2014 Adopted	2014-2015 Adopted	2015-2016 Proposed
Water Distribution Supervisor	-	0.5	0.5	0.5
Water Meter Reader	1	1	1	1
Maintenance Worker IV	0.5	-	-	-
Maintenance Worker I/II	6	6	6	6
Secretary	1	1	1	1
<b>Total</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>

*\*Historically, this budget document presented all employees across all Water programs in Water Administration. However to accurately reflect program financials, these full-time positions have been allocated to the Water programs (Water Pumping, Water Maintenance) in which they charge.*

## Public Works | Water Division

<b>Water Maintenance</b>		<b>2013-2014</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2015 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$440,992	\$477,528	\$455,419	\$489,579	7.5%	31.9%
4111	Overtime Regular Employees	13,993	14,300	17,500	17,404	(0.5%)	1.1%
4201	Group Medical Insurance	102,507	115,258	97,917	90,105	(8.0%)	5.9%
4202	Medicare Contributions	6,447	7,010	6,761	7,099	5.0%	0.5%
4204	401A Plan City Contributions	676	1,027	1,049	1,040	(0.9%)	0.1%
4205	Worker's Compensation	11,700	6,060	6,060	116,160	1816.8%	7.6%
4206	Medical Retirement Contributions	9,143	10,140	10,140	10,140	-	0.7%
4211	PERS Regular Contribution	46,740	53,143	49,965	62,044	24.2%	4.0%
<b>Total Salaries &amp; Benefits</b>		<b>\$632,198</b>	<b>\$684,466</b>	<b>\$644,811</b>	<b>\$793,571</b>	<b>23.1%</b>	<b>51.7%</b>
5101	Contract Services	\$101,055	\$31,175	\$98,000	\$33,472	(65.8%)	2.2%
5102	Contract Personnel	-	-	-	-	-	-
5104	Computer Contract Services	3,598	3,685	3,685	3,800	3.1%	0.2%
5202	Membership & Dues	370	372	372	1,091	193.3%	0.1%
5203	Reference Materials	795	515	515	515	-	0.0%
5204	Conferences & Meetings	-	-	-	-	-	-
5205	Training	4,129	7,300	7,300	7,600	4.1%	0.5%
5206	Uniforms/Safety Equip	4,781	4,893	6,450	5,698	(11.7%)	0.4%
5209	Tools & Minor Equip	4,300	10,200	10,200	5,700	(44.1%)	0.4%
5210	Computer Supplies & Software	-	-	-	3,100	-	0.2%
5217	Departmental Supplies	270,581	299,752	299,752	319,471	6.6%	20.8%
5225	Printing	45	100	100	360	260.0%	0.0%
5501	Telephone	162	170	149	170	14.1%	0.0%
5504	Water	32,103	31,357	35,994	35,994	-	2.3%
<b>Total Materials &amp; Services</b>		<b>\$421,918</b>	<b>\$389,519</b>	<b>\$462,517</b>	<b>\$416,971</b>	<b>(9.8%)</b>	<b>27.2%</b>
5611	Warehouse Services	\$2,032	\$2,300	\$2,300	\$2,000	(13.0%)	0.1%
5621	Information Technology Allocation	13,092	19,419	19,419	19,463	0.2%	1.3%
5631	Insurance Allocation	29,640	32,760	32,760	40,140	22.5%	2.6%
5641	Fleet Rental Allocation	56,256	73,420	73,420	64,950	(11.5%)	4.2%
5642	Fleet Maintenance Allocation	54,141	46,336	44,916	54,268	20.8%	3.5%
<b>Total Internal Services</b>		<b>\$155,162</b>	<b>\$174,235</b>	<b>\$172,815</b>	<b>\$180,821</b>	<b>4.6%</b>	<b>11.8%</b>
<b>Total Operating Expenditures</b>		<b>\$1,209,278</b>	<b>\$1,248,220</b>	<b>\$1,280,143</b>	<b>\$1,391,363</b>	<b>8.7%</b>	<b>90.7%</b>
6121	Machinery & Equipment	-	-	-	142,250	-	9.3%
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>\$142,250</b>	<b>-</b>	<b>9.3%</b>
<b>Total Expenditures</b>		<b>\$1,209,278</b>	<b>\$1,248,220</b>	<b>\$1,280,143</b>	<b>\$1,533,613</b>	<b>19.8%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Water		\$1,209,278	\$1,248,220	\$1,280,143	\$1,533,613	19.8%	100.0%
<b>Total Sources</b>		<b>\$1,209,278</b>	<b>\$1,248,220</b>	<b>\$1,280,143</b>	<b>\$1,533,613</b>	<b>19.8%</b>	<b>100.0%</b>

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## 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 2015/16

- As mandated by the new NPDES permit, implement the Enhanced Watershed Management Program to conduct storm water quality runoff monitoring and design 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.
- Maintain dry weather diversion sump 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 Program inspections of 155 food service establishments to minimize waste that flows to the City's stormwater system to prevent ocean water contamination.

Performance Measures & Workload Indicators	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Adopted	Proposed
<b># - NPDES mandated catch basin enhanced cleaning</b>	<b>520</b>	<b>729</b>	<b>600</b>	<b>682</b>
<i>Annual NPDES mandated catch basin cleaning schedules are prescribed by a three tiered iterative cleaning formula and fluctuate annually depending upon weather and debris. The City exceeds regulatory requirements annually by performing the third cleaning tier twice.</i>				

## Major Service Delivery Changes

Implementation of the NPDES Enhanced Watershed Management Program, including storm water quality runoff monitoring and design storm water capture structures increased the costs of Contract Services expenses.

Authorized Full-Time Positions	2012-2013	2013-2014	2014-2015	2015-2016
	Adopted	Adopted	Adopted	Proposed
Sewer Maintenance Worker	1	1	1	1
GIS Technician	0.1	-	-	-
<b>Total</b>	<b>1.1</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>



<b>Storm Drain</b>		<b>2013-2014</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2015 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$71,466	\$66,796	\$70,290	\$62,252	(11.4%)	3.6%
4111	Overtime Regular Employees	470	3,515	4,250	4,001	(5.9%)	0.2%
4201	Group Medical Insurance	14,730	15,734	12,835	13,248	3.2%	0.8%
4202	Medicare Contributions	1,027	932	1,078	902	(16.3%)	0.1%
4206	Medical Retirement Contributions	-	-	-	-	-	-
4211	PERS Regular Contribution	7,109	7,073	7,396	7,998	8.1%	0.5%
<b>Total Salaries &amp; Benefits</b>		<b>\$94,803</b>	<b>\$94,050</b>	<b>\$95,849</b>	<b>\$88,401</b>	<b>(7.8%)</b>	<b>5.1%</b>
5101	Contract Services	\$457,343	\$595,188	\$595,188	\$821,570	38.0%	47.7%
5104	Computer Contract Services	-	2,410	2,410	2,480	2.9%	0.1%
5205	Training	-	2,000	2,000	-	(100.0%)	-
5206	Uniforms/Safety Equip	32	1,422	1,422	1,628	14.5%	0.1%
5217	Departmental Supplies	10,561	8,764	8,764	10,836	23.6%	0.6%
5225	Printing	-	10,000	10,000	10,000	-	0.6%
5502	Electricity	9,549	9,977	12,444	12,506	0.5%	0.7%
5504	Water	2,248	2,500	11,007	3,000	(72.7%)	0.2%
<b>Total Materials &amp; Services</b>		<b>\$479,733</b>	<b>\$632,261</b>	<b>\$643,235</b>	<b>\$862,020</b>	<b>34.0%</b>	<b>50.0%</b>
5601	Administrative Service Charge	-	-	-	161,191	-	9.4%
5611	Warehouse Services	51	155	200	155	(22.5%)	0.0%
5651	Building & Operations Allocation	10,376	9,935	10,199	10,362	1.6%	0.6%
<b>Total Internal Services</b>		<b>\$10,426</b>	<b>\$10,090</b>	<b>\$10,399</b>	<b>\$10,517</b>	<b>1.1%</b>	<b>0.6%</b>
<b>Total Operating Expenditures</b>		<b>\$584,962</b>	<b>\$736,401</b>	<b>\$749,483</b>	<b>\$1,122,129</b>	<b>49.7%</b>	<b>65.2%</b>
6121	Machinery & Equipment	-	\$39,250	\$39,583	-	(100.0%)	-
6202	Studies, Audits & Analysis	\$66,645	-	-	-	-	-
6212	CIP Bldg & Facilities - CYr	-	440,000	-	600,215	-	34.8%
6242	CIP Line Improvememnts - CYr	-	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$66,645</b>	<b>\$479,250</b>	<b>\$39,583</b>	<b>\$600,215</b>	<b>1416.3%</b>	<b>34.8%</b>
<b>Total Expenditures</b>		<b>\$651,607</b>	<b>\$1,215,651</b>	<b>\$789,066</b>	<b>\$1,722,344</b>	<b>118.3%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Stormwater		\$651,607	\$1,215,651	\$789,066	\$1,722,344	118.3%	100.0%
<b>Total Sources</b>		<b>\$651,607</b>	<b>\$1,215,651</b>	<b>\$789,066</b>	<b>\$1,722,344</b>	<b>118.3%</b>	<b>100.0%</b>

## 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 2015/16

- 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.

	2012-2013	2013-2014	2014-2015	2015-2016
<b>Performance Measures &amp; Workload Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
<b># - Sewer lines cleaned (miles)</b>	120	96	176	176
<i>The City's entire 86 mile sewer line system is cleaned twice per year, exceeding the standard of once per year. The superior cleaning schedule minimizes sewer system overflows and protects the public and environment from sewer related exposure..</i>				
<b># - Total miles of extra attention lines cleaned</b>	36	30	36	36
<i>Through the annual cleaning schedule, sewer lines having root and debris loads heavier than normal are tagged as "hot spots", which are given enhanced cleaning beyond the routine level. This extra maintenance enhances the routine sewer line cleaning and adds a layer of protection from sewer system overflows to the community.</i>				

	2012-2013	2013-2014	2014-2015	2015-2016
<b>Authorized Full-Time Positions</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Proposed</b>
Sewer Maintenance Worker	3	3	3	3
GIS Technician	0.1	-	-	-
Electrician	0.20	0.20	0.45	0.45
<b>Total</b>	<b>3.30</b>	<b>3.20</b>	<b>3.45</b>	<b>3.45</b>

## Public Works | Sewer Maintenance

<b>Sewer Maintenance</b>		<b>2013-2014</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2015 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$212,897	\$228,495	\$236,520	\$219,528	(7.2%)	8.9%
4111	Overtime Regular Employees	9,765	13,182	13,182	13,182	-	0.5%
4201	Group Medical Insurance	37,633	39,468	40,752	40,431	(0.8%)	1.6%
4202	Medicare Contributions	2,195	2,400	2,526	2,280	(9.7%)	0.1%
4205	Worker's Compensation	-	-	-	199,380	-	8.1%
4206	Medical Retirement Contributions	3,083	3,420	3,420	3,420	-	0.1%
4211	PERS Regular Contribution	22,438	25,281	25,996	28,205	8.5%	1.1%
<b>Total Salaries &amp; Benefits</b>		<b>\$288,012</b>	<b>\$312,246</b>	<b>\$322,396</b>	<b>\$506,426</b>	<b>57.1%</b>	<b>20.6%</b>
5101	Contract Services	\$125,142	\$72,425	\$188,741	\$74,780	(60.4%)	3.0%
5104	Computer Contract Services	-	7,230	7,230	7,447	3.0%	0.3%
5202	Membership & Dues	-	310	310	310	-	0.0%
5204	Conferences & Meetings	-	-	-	-	-	-
5205	Training	193	400	-	400	-	0.0%
5206	Uniforms/Safety Equip	1,868	2,850	2,850	3,256	14.2%	0.1%
5207	Advertising	-	-	-	-	-	-
5210	Computer Supplies & Software	-	-	-	3,100	-	0.1%
5217	Departmental Supplies	15,511	29,401	29,401	23,951	(18.5%)	1.0%
5225	Printing	-	5,082	5,082	6,085	19.7%	0.2%
5231	Bank Service Charge	5,665	7,000	8,000	8,000	-	0.3%
5502	Electricity	23,498	23,319	24,696	24,819	0.5%	1.0%
5504	Water	5,395	2,849	2,955	2,955	-	0.1%
<b>Total Materials &amp; Services</b>		<b>\$177,271</b>	<b>\$150,866</b>	<b>\$269,265</b>	<b>\$155,103</b>	<b>(42.4%)</b>	<b>6.3%</b>
5601	Administrative Service Charge	\$808,128	\$808,133	\$808,133	\$430,226	(46.8%)	17.5%
5611	Warehouse Services	1,749	1,000	1,300	1,000	(23.1%)	0.0%
5631	Insurance Allocation	344,940	4,800	4,800	3,960	(17.5%)	0.2%
5641	Fleet Rental Allocation	126,492	69,810	69,810	67,580	(3.2%)	2.7%
5642	Fleet Maintenance Allocation	22,003	20,307	19,685	20,080	2.0%	0.8%
5651	Building & Operations Allocation	31,128	29,804	30,597	31,085	1.6%	1.3%
<b>Total Internal Services</b>		<b>\$1,334,440</b>	<b>\$933,854</b>	<b>\$934,325</b>	<b>\$553,931</b>	<b>(40.7%)</b>	<b>22.5%</b>
<b>Total Operating Expenditures</b>		<b>\$1,799,723</b>	<b>\$1,396,966</b>	<b>\$1,525,986</b>	<b>\$1,215,460</b>	<b>(20.3%)</b>	<b>49.4%</b>
6121	Machinery & Equipment	\$56,944	\$39,250	\$48,642	-	(100.0%)	-
6212	CIP Bldg & Facilities - CYr	19,581	300,000	4,463	472,146	10479.1%	19.2%
6242	CIP Line Improvements - CYr	317,076	100,000	17,500	690,721	3847.0%	28.0%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$393,601</b>	<b>\$439,250</b>	<b>\$70,605</b>	<b>\$1,162,867</b>	<b>1547.0%</b>	<b>47.2%</b>
7101	Bond Principal	\$54,409	\$54,409	\$54,409	\$57,707	6.1%	2.3%
7102	Bond Interest	30,189	28,573	28,573	26,331	(7.8%)	1.1%
7103	Bond Administration Fee	165	175	190	200	5.3%	0.0%
<b>Total Debt Service</b>		<b>\$84,763</b>	<b>\$83,157</b>	<b>\$83,172</b>	<b>\$84,238</b>	<b>1.3%</b>	<b>3.4%</b>
<b>Total Expenditures</b>		<b>\$2,278,087</b>	<b>\$1,919,373</b>	<b>\$1,679,763</b>	<b>\$2,462,565</b>	<b>46.6%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Wastewater		\$2,278,087	\$1,919,373	\$1,679,763	\$2,462,565	46.6%	100.0%
<b>Total Sources</b>		<b>\$2,278,087</b>	<b>\$1,919,373</b>	<b>\$1,679,763</b>	<b>\$2,462,565</b>	<b>46.6%</b>	<b>100.0%</b>

## Program Overview

In Fiscal Year 2011-2012, the City began a new seven-year franchise agreement for solid waste services with Waste Management Inc., a private refuse and recycling hauler. Waste Management provides exclusive service to over 13,000 residential households for trash, commingled recycling, green waste and bulky item pickup programs. Waste Management also provides refuse and recycling services to the City's commercial sector and coordinates recycling programs at Manhattan Beach schools. The overall diversion rate achieved by the City and its residents is steadily above the State mandated 50 percent. In addition to residential recycling and green waste, diversion has been achieved through the community's source reduction and business recycling practices. Residential recycling continues to be a significant source of diversion.



Solid Waste outreach is evolving through the concept of “Zero Waste,” a paradigm shift from traditional diversion. It requires the rethinking of what is traditionally regarded as garbage into materials that can be used as valued resources. Zero Waste entails shifting consumption patterns, more carefully managing purchases, and maximizing the reuse of materials at the end of their useful life. Zero waste takes into account the whole materials management system: product design and the extraction of natural resources, manufacturing and distribution, product use and reuse, and recycling or disposal. In summary, Zero Waste focuses on refusing waste into the stream through environmental purchasing, reuse and repair, recycling, then disposal.

In Fiscal Year 2015-2016, the City will sponsor two document shredding events, in addition to the event held by Waste Management. The City will continue to work with Waste Management toward a long term solution for food waste recycling through the composting program and future curbside food waste collection.

## Objectives FY 2015/16

- Remain in compliance with AB 939 State mandates, monitor waste diversion results and report findings to the community
- 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

	2012-2013	2013-2014	2014-2015	2015-2016
Authorized Full-Time Positions	Adopted	Adopted	Adopted	Proposed
Senior Management Analyst (Refuse/Admin)	0.75	0.75	0.75	0.75
Maintenance Workers I/II	0.5	0.5	0.5	0.5
GIS Technician	-	-	-	-
<b>Total</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>

## Public Works | Refuse Management

Refuse Management		2013-2014	2014-2015	2014-2015	2015-2016	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2015 Y/E	Total
4101	Salaries & Allowances	\$93,969	\$93,386	\$99,732	\$101,412	1.7%	2.4%
4111	Overtime Regular Employees	547	400	-	400	-	0.0%
4114	Overtime Special Events	726	2,000	500	1,000	100.0%	0.0%
4201	Group Medical Insurance	14,824	14,922	13,108	9,233	(29.6%)	0.2%
4202	Medicare Contributions	1,304	1,411	1,371	1,470	7.2%	0.0%
4204	401A Plan City Contributions	2,744	2,830	2,907	2,892	(0.5%)	0.1%
4206	Medical Retirement Contributions	1,199	1,332	1,332	1,332	-	0.0%
4211	PERS Regular Contribution	11,527	10,434	10,926	12,067	10.4%	0.3%
<b>Total Salaries &amp; Benefits</b>		<b>\$126,840</b>	<b>\$126,715</b>	<b>\$129,876</b>	<b>\$129,806</b>	<b>(0.1%)</b>	<b>3.0%</b>
5101	Contract Services	\$3,356,993	\$3,462,900	\$3,400,000	\$3,558,100	4.7%	83.4%
5202	Membership & Dues	179	5,325	3,900	4,325	10.9%	0.1%
5203	Reference Materials	-	150	-	50	-	0.0%
5204	Conferences & Meetings	32	1,000	50	1,000	1900.0%	0.0%
5205	Training	-	200	-	200	-	0.0%
5206	Uniforms/Safety Equip	82	360	360	407	13.1%	0.0%
5207	Advertising	12,739	8,000	10,000	10,000	-	0.2%
5217	Departmental Supplies	9,796	30,500	45,000	30,500	(32.2%)	0.7%
5225	Printing	-	1,000	-	1,000	-	0.0%
5231	Bank Service Charge	8,180	10,000	10,000	10,000	-	0.2%
5501	Telephone	299	350	305	350	14.8%	0.0%
<b>Total Materials &amp; Services</b>		<b>\$3,388,300</b>	<b>\$3,519,785</b>	<b>\$3,469,615</b>	<b>\$3,615,932</b>	<b>4.2%</b>	<b>84.7%</b>
5601	Administrative Service Charge	\$359,112	\$359,111	\$359,111	\$191,142	(46.8%)	4.5%
5611	Warehouse Services	14,983	17,000	17,000	17,000	-	0.4%
5631	Insurance Allocation	8,700	11,760	11,760	32,160	173.5%	0.8%
<b>Total Internal Services</b>		<b>\$382,795</b>	<b>\$387,871</b>	<b>\$387,871</b>	<b>\$240,302</b>	<b>(38.0%)</b>	<b>5.6%</b>
<b>Total Operating Expenditures</b>		<b>\$3,897,935</b>	<b>\$4,034,371</b>	<b>\$3,987,362</b>	<b>\$3,986,040</b>	<b>(0.0%)</b>	<b>93.4%</b>
6212	CIP Bldg & Facilities - CYr	-	\$150,000	-	\$281,853	-	6.6%
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>\$150,000</b>	<b>-</b>	<b>\$281,853</b>	<b>-</b>	<b>6.6%</b>
<b>Total Expenditures</b>		<b>\$3,897,935</b>	<b>\$4,184,371</b>	<b>\$3,987,362</b>	<b>\$4,267,893</b>	<b>7.0%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Refuse		\$3,897,935	\$4,184,371	\$3,987,362	\$4,267,893	7.0%	100.0%
<b>Total Sources</b>		<b>\$3,897,935</b>	<b>\$4,184,371</b>	<b>\$3,987,362</b>	<b>\$4,267,893</b>	<b>7.0%</b>	<b>100.0%</b>

## 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.



### 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 2015/16

- 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

	2012-2013	2013-2014	2014-2015	2015-2016
<b>Performance Measures &amp; Workload Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
<b># - Parking meter repairs as needed</b>	<b>83%</b>	<b>88%</b>	<b>100%</b>	<b>100%</b>

*In order to maintain good customer service and maximize meter availability to the public, all out-of-service parking meters are repaired within two days of reporting. Typical repairs include clearing coin jams, credit card reader malfunctions, and part replacements. Keeping meters in working order allows residents and visitors to enjoy City amenities and not have to deal with broken meters.*

## Major Service Delivery Changes

Proposed Fiscal Year 2015-2016 budgets for Street and Parking Lot Meters have slightly decreased since all of the “smart” meters have been installed and precise revenue distributions are included in Contract Services (5101) in the proposed Fiscal Year 2015-2016 budget.

	2012-2013	2013-2014	2014-2015	2015-2016
<b>Authorized Full-Time Positions</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Proposed</b>
Meter Repair Worker	2	2	2	2
GIS Technician	0.1	-	-	-
Electrician	0.2	0.2	0.2	0.2
<b>Total</b>	<b>2.3</b>	<b>2.2</b>	<b>2.2</b>	<b>2.2</b>

## Public Works | Parking Facilities

<b>Parking Facilities</b>		<b>2013-2014</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2015 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$78,165	\$124,241	\$72,337	\$124,575	72.2%	2.0%
4111	Overtime Regular Employees	557	1,536	2,020	4,243	110.0%	0.1%
4201	Group Medical Insurance	17,404	30,996	18,222	32,098	76.1%	0.5%
4202	Medicare Contributions	1,109	1,877	1,041	1,806	73.5%	0.0%
4205	Worker's Compensation	-	-	-	46,020	-	0.7%
4206	Medical Retirement Contributions	2,084	2,292	2,292	2,292	-	0.0%
4211	PERS Regular Contribution	8,600	14,238	8,312	15,322	84.3%	0.2%
<b>Total Salaries &amp; Benefits</b>		<b>\$107,918</b>	<b>\$175,180</b>	<b>\$104,224</b>	<b>\$226,356</b>	<b>117.2%</b>	<b>3.6%</b>
5101	Contract Services	\$753,366	\$754,295	\$754,295	\$751,291	(0.4%)	12.1%
5102	Contract Personnel	-	-	-	-	-	-
5104	Computer Contract Services	195	-	-	-	-	-
5206	Uniforms/Safety Equip	552	1,420	1,420	1,628	14.6%	0.0%
5217	Departmental Supplies	163,420	198,088	214,225	153,925	(28.1%)	2.5%
5225	Printing	3,207	3,842	3,842	3,842	-	0.1%
5231	Bank Service Charge	271,919	221,000	300,000	246,000	(18.0%)	4.0%
5266	DMBBPA Allocation	107,330	103,500	108,836	109,000	0.2%	1.8%
5501	Telephone	3,838	4,170	4,058	4,170	2.8%	0.1%
5502	Electricity	107,213	112,995	114,250	114,821	0.5%	1.8%
5503	Natural Gas	4,342	4,168	4,305	4,327	0.5%	0.1%
5504	Water	37,508	37,647	37,998	37,998	-	0.6%
<b>Total Materials &amp; Services</b>		<b>\$1,452,890</b>	<b>\$1,441,125</b>	<b>\$1,543,229</b>	<b>\$1,427,002</b>	<b>(7.5%)</b>	<b>22.9%</b>
5601	Administrative Service Charge	\$310,596	\$310,602	\$310,602	\$517,575	66.6%	8.3%
5611	Warehouse Services	4,676	5,030	5,700	5,045	(11.5%)	0.1%
5621	Information Technology Allocation	6,540	9,709	9,709	9,731	0.2%	0.2%
5641	Fleet Rental Allocation	6,780	6,710	6,710	6,880	2.5%	0.1%
5642	Fleet Maintenance Allocation	12,310	10,081	9,772	13,810	41.3%	0.2%
<b>Total Internal Services</b>		<b>\$340,902</b>	<b>\$342,132</b>	<b>\$342,493</b>	<b>\$553,041</b>	<b>61.5%</b>	<b>8.9%</b>
<b>Total Operating Expenditures</b>		<b>\$1,901,710</b>	<b>\$1,958,437</b>	<b>\$1,989,946</b>	<b>\$2,206,399</b>	<b>10.9%</b>	<b>35.5%</b>
6202	Studies Audits & Analysis	\$31,486	-	-	-	-	-
6212	CIP Bldg & Facilities - CYr	\$371,618	\$1,597,000	-	\$2,731,500	-	43.9%
6222	CIP Street Improvement - CYr	21,410	-	-	118,629	-	1.9%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$424,514</b>	<b>\$1,597,000</b>	<b>-</b>	<b>\$2,850,129</b>	<b>-</b>	<b>45.8%</b>
7101	Bond Principal	\$375,000	\$375,000	\$375,000	\$395,000	5.3%	6.3%
7102	Bond Interest	345,063	333,863	333,863	318,463	(4.6%)	5.1%
7103	Bond Administration Fee	1,152	1,200	1,260	1,300	3.2%	0.0%
7402	Interfund Loans Interest	3,917	-	-	-	-	-
<b>Total Debt Service</b>		<b>\$725,131</b>	<b>\$710,063</b>	<b>\$710,123</b>	<b>\$714,763</b>	<b>0.7%</b>	<b>11.5%</b>
7301	Land Leases	\$425,376	\$436,000	\$436,000	\$450,000	3.2%	7.2%
<b>Total Property &amp; Equipment Leases</b>		<b>\$425,376</b>	<b>\$436,000</b>	<b>\$436,000</b>	<b>\$450,000</b>	<b>3.2%</b>	<b>7.2%</b>
<b>Total Expenditures</b>		<b>\$3,476,731</b>	<b>\$4,701,500</b>	<b>\$3,136,069</b>	<b>\$6,221,291</b>	<b>98.4%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Parking Meter		\$2,448,239	\$2,538,942	\$2,051,379	\$3,597,542	75.4%	57.8%
County Parking Lots		572,954	644,806	629,019	634,698	0.9%	10.2%
State Pier & Parking		455,538	1,517,752	455,671	1,989,051	336.5%	32.0%
<b>Total Sources</b>		<b>\$3,476,731</b>	<b>\$4,701,500</b>	<b>\$3,136,069</b>	<b>\$6,221,291</b>	<b>98.4%</b>	<b>100.0%</b>

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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 Fiscal Year 2015-2016 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 two 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 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 2015, thirty-five alternative fuel vehicles and equipment have been purchased. This includes a mix of compressed natural gas, propane, electric, and hybrid technologies.

### Objectives FY 2015/16

- Continue to develop an enhanced Fleet Replacement Program and forecast vehicle replacement needs through Fiscal Year 2017-2018
- 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
- Perform comparative analysis of current fleet and fuel management software versus other solutions
- Continue to formulate vehicle and equipment specifications that will meet the needs of the City and be environmentally friendly
- Train fleet services staff on alternative fueled vehicle repairs to provide a higher level of support in efforts to promote a clean environment

## Public Works | Fleet Management

	2012-2013	2013-2014	2014-2015	2015-2016
<b>Performance Measures &amp; Workload Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
% - Law Enforcement Vehicles Ready for Duty**	n/a	n/a	n/a	83%

*The City's Police Department is a 24/7 operation, and patrol vehicles are on the road in a high wear environment. In order to carry out their duties, the MBPD relies on reliably maintained vehicles. The Ready For Duty measure rates the average amount of time a vehicle can be expected to be deployable. Vehicles are pulled from service for scheduled preventive maintenance, body & chassis repair, and unscheduled mechanical failures of all kinds.*

### Major Service Delivery Changes

There is an increase to Automotive Fuel (5226) to reflect projected rate increases. The Automotive Repairs account (5221) is being moved into the Contract Services account (5101) to simplify coding for billing. Updated fleet management software will allow better tracking and reporting of overall vehicle and rolling stock costs.

	2012-2013	2013-2014	2014-2015	2015-2016
<b>Authorized Full-Time Positions</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Proposed</b>
Equipment Maintenance Supervisor	1	1	1	1
Equipment Mechanic I/II	2	2	2	2
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

## Public Works | Fleet Management

Fleet Management		2013-2014	2014-2015	2014-2015	2015-2016	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2015 Y/E	Total
4101	Salaries & Allowances	\$234,131	\$228,143	\$239,548	\$234,743	(2.0%)	12.6%
4111	Overtime Regular Employees	2,540	2,140	1,100	2,140	94.5%	0.1%
4201	Group Medical Insurance	36,579	40,853	32,972	31,022	(5.9%)	1.7%
4202	Medicare Contributions	2,188	2,156	2,155	2,125	(1.4%)	0.1%
4204	401A Plan City Contributions	2,075	2,157	2,203	2,183	(0.9%)	0.1%
4205	Worker's Compensation	11,700	6,060	6,060	170,040	2705.9%	9.1%
4206	Medical Retirement Contributions	2,903	3,216	3,216	3,216	-	0.2%
4211	PERS Regular Contribution	27,502	26,052	27,273	29,718	9.0%	1.6%
<b>Total Salaries &amp; Benefits</b>		<b>\$319,619</b>	<b>\$310,777</b>	<b>\$314,527</b>	<b>\$475,187</b>	<b>51.1%</b>	<b>25.4%</b>
5101	Contract Services	\$82,445	\$86,405	\$80,000	\$161,955	102.4%	8.7%
5104	Computer Contract Services	2,619	3,500	3,500	3,600	2.9%	0.2%
5202	Membership & Dues	350	350	350	350	-	0.0%
5204	Conferences & Meetings	-	150	100	150	50.0%	0.0%
5205	Training	-	3,760	800	3,760	370.0%	0.2%
5206	Uniforms/Safety Equip	2,432	1,860	2,500	2,476	(1.0%)	0.1%
5209	Tools & Minor Equip	1,211	1,400	1,400	1,400	-	0.1%
5210	Computer Supplies & Software	-	-	40	-	(100.0%)	-
5211	Automotive Parts	77,036	65,000	72,000	-	(100.0%)	-
5217	Departmental Supplies	11,623	9,150	9,000	77,400	760.0%	4.1%
5221	Auto Repair	126,200	70,000	65,000	-	(100.0%)	-
5225	Printing	1,371	1,150	1,200	1,400	16.7%	0.1%
5226	Auto Fuel	365,759	373,075	300,000	409,575	36.5%	21.9%
<b>Total Materials &amp; Services</b>		<b>\$671,047</b>	<b>\$615,800</b>	<b>\$535,890</b>	<b>\$662,066</b>	<b>23.5%</b>	<b>35.4%</b>
5611	Warehouse Services	\$1,052	\$800	\$800	\$800	-	0.0%
5612	Garage Purchases	25,114	25,000	33,000	25,000	(24.2%)	1.3%
5631	Insurance Allocation	8,700	11,760	11,760	10,980	(6.6%)	0.6%
5621	Information Technology Allocation	19,632	29,128	29,128	27,434	(5.8%)	1.5%
5641	Fleet Rental Allocation	-	20,970	20,970	15,820	(24.6%)	0.8%
5642	Fleet Maintenance Allocation	-	4,723	4,578	-	(100.0%)	-
<b>Total Internal Services</b>		<b>\$54,497</b>	<b>\$92,381</b>	<b>\$100,236</b>	<b>\$80,034</b>	<b>(20.2%)</b>	<b>4.3%</b>
<b>Total Operating Expenditures</b>		<b>\$1,045,163</b>	<b>\$1,018,958</b>	<b>\$950,653</b>	<b>\$1,217,287</b>	<b>28.0%</b>	<b>65.1%</b>
6121	Machinery & Equipment	\$16,758	-	-	-	-	-
6131	Vehicles	\$2,127,456	\$617,452	-	\$453,873	-	24.3%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$2,144,214</b>	<b>\$617,452</b>	<b>-</b>	<b>\$453,873</b>	<b>-</b>	<b>24.3%</b>
7302	Property & Equipment Leases	\$187,522	\$187,522	\$187,522	\$190,595	1.6%	10.2%
7303	Property & Equipment Interest	13,361	10,338	10,338	7,264	(29.7%)	0.4%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$200,883</b>	<b>\$197,860</b>	<b>\$197,860</b>	<b>\$197,859</b>	<b>(0.0%)</b>	<b>10.6%</b>
<b>Total Expenditures</b>		<b>\$3,390,260</b>	<b>\$1,834,270</b>	<b>\$1,148,513</b>	<b>\$1,869,019</b>	<b>62.7%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Fleet Management		\$3,390,260	\$1,834,270	\$1,148,513	\$1,869,019	62.7%	100.0%
<b>Total Sources</b>		<b>\$3,390,260</b>	<b>\$1,834,270</b>	<b>\$1,148,513</b>	<b>\$1,869,019</b>	<b>62.7%</b>	<b>100.0%</b>



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**INFORMATION TECHNOLOGY  
DEPARTMENT**

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# City of Manhattan Beach Information Technology Department

**Director of  
Information Technology**

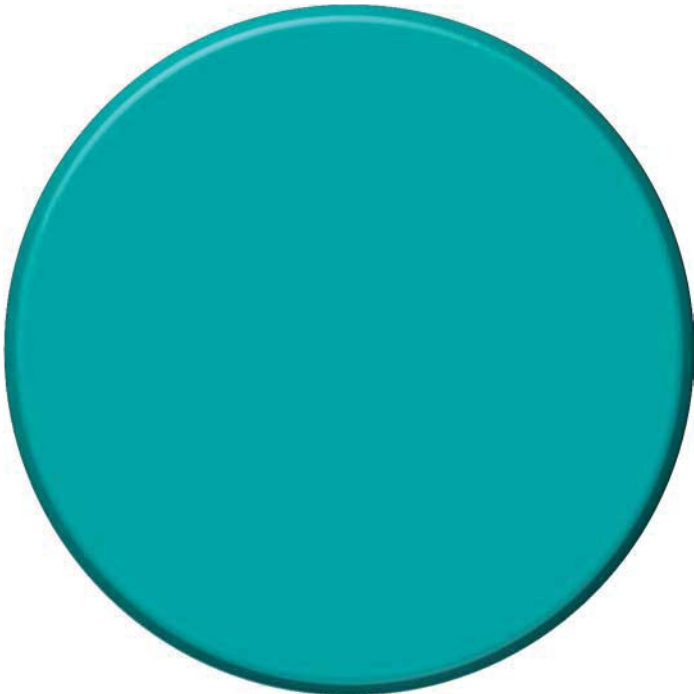
**INFORMATION  
TECHNOLOGY**

Network  
Infrastructure  
~  
Website Services  
~  
Network Security  
~  
Communications  
~  
Broadcasting &  
Audio Visual  
~  
Hardware &  
Software  
~  
Helpdesk  
~  
Geographic  
Information  
Systems

# Information Technology Department

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**FY 2015-2016  
Department Expenditure by Program**



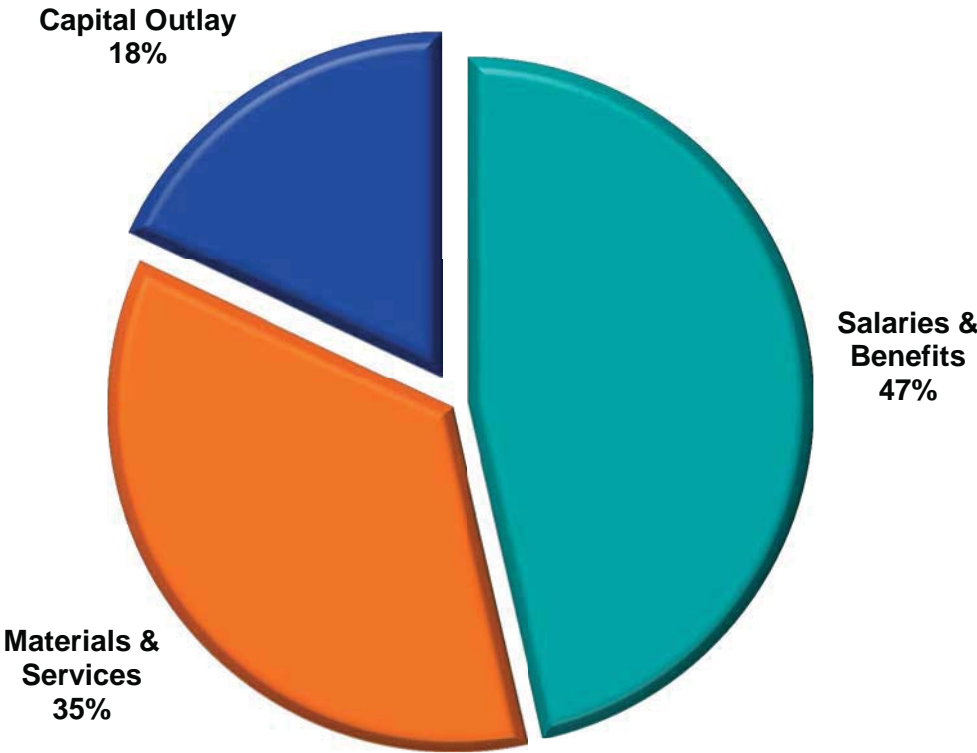
**Information  
Technology  
100%**

<b>Program Expenditures</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Adopted</b>	<b>2014-2015 Estimate</b>	<b>2015-2016 Proposed</b>
Information Technology	1,739,513	3,028,208	2,735,722	2,876,472
<b>Total</b>	<b>\$1,739,513</b>	<b>\$3,028,208</b>	<b>\$2,735,722</b>	<b>\$2,876,472</b>
<b>Full-Time Positions</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>9</b>



# Information Technology Department

## FY 2015-2016 Department Expenditure by Category



<b>Category Expenditures</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Adopted</b>	<b>2014-2015 Estimate</b>	<b>2015-2016 Proposed</b>
Salaries & Benefits	\$985,002	\$996,121	\$1,115,422	\$1,338,336
Materials & Services	659,680	817,019	907,451	1,019,172
Capital Outlay	94,831	1,215,068	712,849	518,964
<b>Total</b>	<b>\$1,739,513</b>	<b>\$3,028,208</b>	<b>\$2,735,722</b>	<b>\$2,876,472</b>

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## **Mission**

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*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.

# Information Technology Department

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## Program Overview

In February 2015, City Council approved the position of the Information Technology Director and the separation of the Information Systems Division from the Finance Department. The Information Technology Department is 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, webcast and cable broadcast of Time Warner Channel 8 and Verizon 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.



## Accomplishment Highlights FY 2014/15

- Presented an update on the City's 2013 Information Systems Master Plan (ISMP) to the City Council in January 2015. Thirty-nine projects were identified in the ISMP. Eighteen projects were added by the Information Systems Steering Committee. Twenty-seven projects have been completed and progress has been made on many of the other plan's objectives. These projects allow City staff to efficiently provide the highest quality of service to its citizens.
- Performed upgrades and enhancements to the City's network infrastructure. Network security and redundancy were improved. Upgraded the City's Internet connection which provides faster access to the Internet and supports the City's growing web services it provides to its citizens.
- Enhanced and expanded the City's broadcast capability to remote facilities, contributing to the City's efforts towards Open Government. More public meetings are being broadcast and are available for on-demand view from the City's website. City Council meetings are closed captioned when viewed from the City's website. These services increase opportunities for citizens to participate in local government.
- The formation of the City's Digital Presence Subcommittee to further enhance the City's efforts to connect with citizens through online civic engagement, social media, mobile applications and online geospatial mapping enhancements contribute to the City's goal of greater transparency and access for its citizens.

## Objectives FY 2015/16

- Continue to implement the Information Systems Master Plan utilizing advanced and fiscally responsible solutions in alignment with City Council's Strategic Plan. In collaboration with City departments, several solutions will be implemented, upgraded or replaced which includes, but is not limited to, permitting solution, document management solution, work order management and Open Data.
- In partnership with City departments, IT will implement an upgraded telecommunications system that will be more efficient and reliable. The current telephone system was implemented in 2001 and has reached the end of its useful life. IT will advance city communications with the expansion of the Wide Area Network (WAN) which will facilitate disaster recovery and improve network performance.
- Support the Open Government initiative by broadcasting City meetings on the City's website and local government cable channels. The Information Technology budget includes broadcast contract services to supplement IT staff in broadcasting City Council meetings. It also includes audio equipment upgrades for the Joslyn Center and Police Fire Conference Room which will improve broadcast recordings.

## Information Technology Department

- 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 its citizens and opportunities for citizens to participate in local government.

Performance Measures & Workload Indicators	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed
<b># - City Meetings/Events Broadcasted/Recorded (Effectiveness)</b> <i>Provide broadcast services (cable TV, webstream, on-demand stream) to inform the public of government services, City meetings and information; provide access to City government via broadcast/on-demand stream meetings</i>	63	62	65	65
<b># - Granicus internet viewers of City meetings (Effectiveness)</b> <i>Promote e-Government through the broadcast of City meetings to further Open Government and Transparency initiatives</i>	3,935	21,901	4,150	12,500
<b># - Number of e-Government applications (Effectiveness)</b> <i>E-Government applications support transparency and open government by providing new and innovative web services for the City (i.e. GoReach, Nixle, ActiveNet, Streaming Media, Online Payments, eNotifications, etc.)</i>	16	22	23	26
<b># - Website e-Notification Subscribers (Effectiveness)</b> <i>Promote an e-Government plan, enhance the City's website, and use social media to further the goals of the City and the departments</i>	1,914	1,681	2,250	2,100
<b>\$ - I.S. Spending per Enterprise employee (Efficiency)*</b> <i>Adopted expenditures for I.S. divided by number of total employees. Benchmarked against multiple industry standards per Gartner (2013: all industry standard of \$13,197; Local/State Government standard of \$7,060). Determines the amount of IT support the average enterprise employee receives</i>	n/a	\$4,279	<=\$7,060	<=\$7,060

*\*Gartner - World's leading information technology research and advisory company providing technology related insight*

### Major Service Delivery Changes

In February 2015, the City Council approved the addition of an Information Technology Director and the creation of a standalone Information Technology Department. Prior year costs and staffing were separated from the Finance Department to allow for historical comparisons.

Authorized Full-Time Positions	2012-2013 Adopted	2013-2014 Adopted	2014-2015 Adopted	2015-2016 Proposed
Information Technology Director	-	-	-	1
Information Systems Manager	1	1	1	1
Network Administrator	2	2	2	2
Information Systems Specialist	1	3	3	3
GIS Analyst*	-	1	1	1
GIS Technician*	-	1	1	1
<b>Total</b>	<b>4</b>	<b>8</b>	<b>8</b>	<b>9</b>

*\*GIS Analyst & Technician moved to Finance from Public Works beginning in Fiscal Year 2013-2014. All positions moved to standalone department in Fiscal Year 2015-2016.*

# Information Technology Department

Information Technology		2013-2014	2014-2015	2014-2015	2015-2016	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2015 Y/E	Total
4101	Salaries & Allowances	687,588	732,583	789,520	928,264	17.6%	32.3%
4103	Part-time Salaries	74,719	24,480	47,560	55,625	17.0%	1.9%
4111	Overtime Regular Employees	31,993	28,600	64,144	65,000	1.3%	2.3%
4201	Group Medical Insurance	82,665	99,906	97,892	120,413	23.0%	4.2%
4202	Medicare Contributions	11,398	11,421	12,708	14,039	10.5%	0.5%
4204	401A Plan City Contributions	9,208	9,530	9,640	17,237	78.8%	0.6%
4205	Worker's Compensation	-	-	-	13,620	-	0.5%
4206	Medical Retirement Contributions	5,734	6,360	6,360	6,360	-	0.2%
4211	PERS Regular Contribution	81,697	83,241	87,598	117,778	34.5%	4.1%
<b>Total Salaries &amp; Benefits</b>		<b>\$985,002</b>	<b>\$996,121</b>	<b>\$1,115,422</b>	<b>\$1,338,336</b>	<b>20.0%</b>	<b>46.5%</b>
5101	Contract Services	76,562	50,130	69,866	174,749	150.1%	6.1%
5104	Computer Contract Services	244,041	290,872	351,153	329,499	(6.2%)	11.5%
5201	Office Supplies	-	-	-	500	-	0.0%
5202	Membership & Dues	488	1,580	1,580	2,810	77.8%	0.1%
5203	Reference Materials	119	470	620	700	12.9%	0.0%
5204	Conferences & Meetings	10,834	12,855	12,330	19,555	58.6%	0.7%
5205	Training	4,570	15,000	6,200	15,000	141.9%	0.5%
5210	Computer Supplies & Software	261,194	390,432	393,821	413,316	5.0%	14.4%
5212	Office Equip Maintenance	-	2,000	37	2,000	5283.6%	0.1%
5213	Computer Maintenance & Repairs	13,202	16,300	32,381	20,600	(36.4%)	0.7%
5217	Departmental Supplies	11,104	600	1,186	1,300	9.6%	0.0%
5501	Telephone	2,436	2,600	2,278	2,600	14.1%	0.1%
<b>Total Materials &amp; Services</b>		<b>\$624,550</b>	<b>\$782,839</b>	<b>\$871,452</b>	<b>\$982,629</b>	<b>12.8%</b>	<b>34.2%</b>
5611	Warehouse Services	47	100	266	300	12.8%	0.0%
5651	Building & Operations Allocation	35,083	34,080	35,733	36,243	1.4%	1.3%
<b>Total Internal Services</b>		<b>\$35,130</b>	<b>\$34,180</b>	<b>\$35,999</b>	<b>\$36,543</b>	<b>1.5%</b>	<b>1.3%</b>
<b>Total Operating Expenditures</b>		<b>\$1,644,682</b>	<b>\$1,813,140</b>	<b>\$2,022,873</b>	<b>\$2,357,508</b>	<b>16.5%</b>	<b>82.0%</b>
6111	Furniture & Fixtures	-	15,000	-	-	-	-
6141	Computer Equipment & Software	94,831	1,200,068	712,849	518,964	(27.2%)	18.0%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$94,831</b>	<b>\$1,215,068</b>	<b>\$712,849</b>	<b>\$518,964</b>	<b>(27.2%)</b>	<b>18.0%</b>
<b>Total Expenditures</b>		<b>\$1,739,513</b>	<b>\$3,028,208</b>	<b>\$2,735,722</b>	<b>\$2,876,472</b>	<b>5.1%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$276,095	\$342,223	\$301,247	\$344,104	14.2%	12.0%
Information Technology Fund		\$1,463,418	\$2,685,985	\$2,434,475	\$2,532,368	4.0%	88.0%
<b>Total Sources</b>		<b>\$1,739,513</b>	<b>\$3,028,208</b>	<b>\$2,735,722</b>	<b>\$2,876,472</b>	<b>5.1%</b>	<b>100.0%</b>

# APPENDIX

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## 2015-2016 SCHEDULE OF FULL-TIME POSITIONS

Department	2013-2014 Adopted	2014-2015 Adopted	2015-2016 Proposed
Management Services	13.0	13.0	16.0
Finance	25.0	25.0	17.0
Human Resources	6.0	6.0	6.0
Parks and Recreation	21.0	23.0	24.0
Police	105.0	104.8	104.8
Fire	31.0	31.2	31.2
Community Development	21.0	22.0	23.0
Public Works	56.0	56.0	56.0
Information Technology			9.0
<b>Total</b>	<b>278.0</b>	<b>281.0</b>	<b>287.0</b>
<b>Temporary Positions</b>	<b>-</b>	<b>1.0</b>	<b>2.0</b>

### Discussion of Changes in Full-Time Equivalent Positions:

The Fiscal Year 2015-2016 Budget includes 287 positions. The following staffing changes are introduced in the fiscal year:

*Management Services:* Addition of Economic Vitality Manager and Temporary Management Fellow; Upgrade of Administrative Clerk I/II position from part-time Administrative Clerk position; Receptionist Clerk moved from Parks and Recreation Department.

*Finance:* Transferred eight positions to new standalone Information Technology Department.

*Parks and Recreation:* Transfer of Receptionist Clerk to Management Services; Addition of full-time Sports Coordinator and Aquatics Coordinator positions in place of part-time and contract positions; Upgrade of Admin Clerk I/II to Recreation Coordinator.

*Police:* Upgrade of two Community Services Officer positions to Lead Community Services Officers (no additional positions).

*Fire:* Continuation of temporary addition of a Battalion Chief to fill current vacancies due to medical leave.

*Community Development:* Restoration of Plan Check Engineer offset by reduction in Plan Check Contract Services.

*Public Works:* Removed one vacant Maintenance Worker I/II position for the addition of an Urban Forester.

*Information Technology:* New standalone department includes eight positions transferred from Finance Department and addition of Information Technology Director approved by City Council.

# 2015-2016 FULL-TIME STAFF COUNT

Department/Title	Department/Title	Department/Title
<b>Management Services</b>	<b>Police</b>	<b>Public Works</b>
Admin Clerk I/II 1.0	Admin Clerk I/II 3.0	Building Repair 4.0
Assistant City Manager 1.0	Chief of Police 1.0	City Engineer 1.0
City Clerk 1.0	Community Services Officer 13.0	Director 1.0
City Manager 1.0	Executive Secretary 2.0	Electrician 1.0
City Treasurer 1.0	IS Specialist <i>(shared with Fire)</i> 0.8	Engineering Tech 1.0
Councilmember 5.0	Lead Comm Serv Officer 2.0	Equip Mechanic I/II 2.0
Economic Vitality Manager 1.0	Records Manager 1.0	Executive Secretary 1.0
Executive Secretary 1.0	Police Captain 2.0	Inspector 1.0
Legal Secretary 1.0	Police Lieutenant 5.0	Maint Worker I/II 17.0
Management Analyst 1.0	Police Officer 46.0	Maint Worker IV 3.0
Receptionist Clerk 1.0	Police Sergeant 11.0	Maintenance Superintendent 1.0
Senior Deputy City Clerk 1.0	Police Services Officer 7.0	Manager 2.0
Temporary Mgmt Fellow (a) 1.0	Records Tech 9.0	Meter Reader 1.0
<b>Management Services Total 17.0</b>	Secretary 1.0	Meter Worker 2.0
	Sr Management Analyst 1.0	Plant Operator 1.0
<b>Finance</b>	<b>Police Total 104.8</b>	Principal Engineer 1.0
Accountant 2.0	<b>Fire</b>	Secretary 3.0
Acct Services Rep I 5.0	Battalion Chief (a) 4.0	Sewer Maint Worker 4.0
Controller 1.0	Executive Secretary 1.0	Sr Civil Engineer 2.0
Director 1.0	Fire Captain/Paramedic 6.0	Sr Management Analyst 2.0
Executive Secretary 1.0	Fire Chief 1.0	Sr Plant Operator 1.0
Financial Analyst 1.0	Fire Engineer/Paramedic 6.0	Supervisor 3.0
General Services Coordinator 1.0	Fire Marshal/Captain 1.0	Urban Forester 1.0
Manager 2.0	Firefighter/Paramedic 13.0	<b>Public Works Total 56.0</b>
Purchasing Clerk 1.0	IS Specialist <i>(shared with Police)</i> 0.2	<b>Information Technology</b>
Revenue Specialist 1.0	<b>Fire Total 32.2</b>	GIS Analyst 1.0
Sr Accountant 1.0	<b>Community Development</b>	GIS Tech 1.0
<b>Finance Total 17.0</b>	Assistant Planner 3.0	Director 1.0
<b>Human Resources</b>	Associate Planner 2.0	IS Specialist 3.0
Director 1.0	Building Official 1.0	Manager 1.0
HR Tech 2.0	Code Enforcement Officer 2.0	Network Administrator 2.0
Risk Manager 1.0	Director 1.0	<b>Information Technology Total 9.0</b>
Sr HR Analyst 1.0	Executive Secretary 1.0	<b>Total City-Wide 289.0</b>
HR Analyst 1.0	Inspector 1.0	<i>(a) Includes Temporary Battalion Chief and Temporary Management Fellow positions</i>
<b>Human Resources Total 6.0</b>	Planning Manager 1.0	
<b>Parks and Recreation</b>	Permits Technician 2.0	
Administrative Clerk I/II 2.0	Principal Inspector 1.0	
Aquatics Coordinator 1.0	Secretary 1.0	
Director 1.0	Sr Building Inspector 2.0	
Executive Secretary 1.0	Sr Management Analyst 1.0	
Graphic Artist 1.0	Sr Permits Technician 1.0	
Manager 5.0	Sr Plan Check Engineer 1.0	
Park Enforcement Officer 1.0	Plan Check Engineer 1.0	
Recreation Supervisor 2.0	Traffic Engineer 1.0	
Recreation Coordinator 1.0	<b>Community Development Total 23.0</b>	
Reservation Clerk 1.0		
Sports Coordinator 1.0		
Supervisor 4.0		
Transportation Operator 3.0		
<b>Parks and Recreation Total 24.0</b>		

## 2015-2016 SCHEDULE OF ADMINISTRATIVE SERVICE CHARGES

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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 2019-2020.

<b>Fund</b>	<b>FY2016 General Fund Support Cost</b>
Street Lighting & Landscape Fund	\$51,139
AB 2766 Fund	2,100
Water Fund	1,643,157
Stormwater Fund	161,191
Wastewater Fund	430,226
Refuse Fund	191,142
Parking Fund	392,161
County Parking Lot Fund	34,551
State Pier & Parking Lot Fund	90,863
<b>Total</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.*

# 2015-2016 SCHEDULE OF DEBT SERVICE & LEASE PAYMENTS

## **Marine Sports Fields Lease**

In Fiscal Year 2000-2001, 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 2001-2002, 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. Debt service scheduled for Fiscal Year 2014-2015 of \$510,904 can be found in the Parks & Recreation administration budget. The term of the financing is thirty years (fully amortized principal and interest) based on a variable rate which has calculated for budgeting purposes at a conservative 3.58%.

## **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 2012-2013, 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 issued 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.

## **Fire and Sewer Truck Capital Leases**

During the Fiscal Year 2012-2013, the City entered into two lease agreements for financing the acquisition of one fire truck and one sewer truck valued at \$568,208 and \$ 381,305, respectively. The trucks each have an estimated life of ten years. The term of each lease is five years and the effective annual interest rate is 1.57% for the fire truck and 1.72% for the sewer truck.

**Underground Utility Assessment Bonds**

In fiscal years 2004-2005 and 2005-2006 the City issued 1915 Act Underground Utility Assessment Bonds that financed the undergroundering of overhead appurtenances in five districts within the City. The two series mature in fiscal years 2024-2025 and 2026-2027. 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 \$14.2 billion, resulting in a legal general bonded debt limit of \$504,000,000. The City has no general bonded debt subject to the debt limit.

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# 2015-2016 SCHEDULE OF DEBT SERVICE & LEASE PAYMENTS

Description	2015-2016		2015-2016		2015-2016		2015-2016		Interest		Principal		Total	
	Principal	Interest	Lease	Total Payment	Lease	Total Payment	Remaining	Remaining	Remaining	Remaining	Remaining	Remaining	Remaining	Remaining
Marine Avenue Sports Field Bonds	\$270,000	\$236,231		\$506,231		\$506,231	\$6,445,000	\$2,501,439	\$8,946,439					
Water Wastewater Refunding Bonds	175,000	79,850		254,850		254,850	2,180,000	407,325	2,587,325					
Meltox Refunding Bonds	395,000	318,463		713,463		713,463	8,710,000	2,719,531	11,429,531					
Police/Fire Facility Refunding Bonds	455,000	313,138		768,138		768,138	9,125,000	2,612,112	11,737,112					
Utility Assessment Districts	565,000	376,538		941,538		941,538	7,575,000	2,112,847	9,687,847					
<b>Total Bonded Debt Service</b>	<b>\$1,860,000</b>	<b>\$1,324,220</b>		<b>\$3,184,220</b>		<b>\$3,184,220</b>	<b>\$34,035,000</b>	<b>\$10,353,254</b>	<b>\$44,388,254</b>					
Fire Truck	\$114,357	\$3,863		\$118,220		\$118,220	\$184,763	\$2,419	\$187,182					
Vacuum Hydro	76,238	3,401		79,639		79,639	156,463	2,817	159,280					
<b>Total Capital Lease</b>	<b>\$190,595</b>	<b>\$7,264</b>		<b>\$197,859</b>		<b>\$197,859</b>	<b>\$341,226</b>	<b>\$5,236</b>	<b>\$346,462</b>					
Operating Leases - County Lots			\$450,000	\$450,000		\$450,000								
<b>Total Operating Lease</b>	<b>-</b>	<b>-</b>	<b>\$450,000</b>	<b>\$450,000</b>		<b>\$450,000</b>	<b>-</b>	<b>-</b>	<b>-</b>					
<b>Total Lease Payments</b>	<b>\$190,595</b>	<b>\$7,264</b>	<b>\$450,000</b>	<b>\$647,859</b>		<b>\$647,859</b>	<b>\$341,226</b>	<b>\$5,236</b>	<b>\$346,462</b>					
<b>Total</b>	<b>\$2,050,595</b>	<b>\$1,331,484</b>	<b>\$450,000</b>	<b>\$3,832,079</b>		<b>\$3,832,079</b>	<b>\$34,376,226</b>	<b>\$10,358,490</b>	<b>\$44,734,716</b>					

Excludes Administration Costs. Interest calculated on modified accrual basis.  
 Marine Ave Sports Field estimated letter of credit fees \$82,000.

## 2015-2016 SCHEDULE OF CAPITAL PROJECTS BY TYPE

Project	Source of Funds	FY 2015-2016 Proposed
<b>FACILITIES</b>		
Strand Stairs Phase I	CIP Fund	1,572,910
City Yard Cover	CIP Fund	117,974
Facilities Improvements	CIP Fund	1,500,000
Fire Station 2 Design, Development & Interim Improvements	CIP Fund	165,433
Management Services Office Remodel	CIP Fund	261,938
Veterans Park Phase I	CIP Fund	135,000
Citywide Sign Program	CIP Fund	40,000
Fire Station Security Card Installation	CIP Fund	40,000
Facilities Improvements	CIP Fund	915,730
City Yard Cover	Water/Storm/Wastewater/Refuse Funds	575,988
Refuse Enclosure Improvements	Refuse Fund	150,000
Pier Roundhouse	State Pier Fund	270,000
Pier Comfort station	State Pier Fund	230,000
Crash Rated Pier Bollards	State Pier Fund	100,000
Pier Improvements	State Pier Fund	1,000,000
<b>TOTAL FACILITIES</b>		<b>7,074,973</b>
<b>PARKING</b>		
North End Business Improvement District Streetscape	Parking Fund	118,629
Parking Structure Structural Rehab/Reinvestment	Parking Fund	1,031,500
Lot 1 Retaining Wall	Parking Fund	100,000
<b>TOTAL PARKING</b>		<b>1,250,129</b>
<b>STORMWATER</b>		
Storm Drain Projects (spot repairs & sections)	Stormwater Fund	300,000
New Catch Basin	Stormwater Fund	210,000
<b>TOTAL STORMWATER</b>		<b>510,000</b>
<b>WASTEWATER</b>		
Utility Telemetry (Fiber Op Improvement)	Wastewater Fund	98,655
FY11-12 Rehabilitation of Gravity Sewer Mains	Wastewater Fund	465,721
Poinsettia Sewage Lift Station Replacement and Force Main Replace	Wastewater Fund	200,000
FY14-15 Rehabilitation of Gravity Sewer Mains (spot repairs)	Wastewater Fund	100,000
FY15-16 Rehabilitation of Gravity Sewer Mains	Wastewater Fund	125,000
<b>TOTAL WASTEWATER</b>		<b>989,376</b>
<b>WATER</b>		
Utility Radio Telemetry* (Fiber Op Imp)	Water Fund	285,798
Peck Reservoir Disinfection & Mixing System	Water Fund	158,060
Larsson street Pump Station Improvement	Water Fund	74,550
Water Main Replace: Sepulveda & 2nd Street	Water Fund	544,619
Pipe Repl & Fire Hydrant Install Area 2	Water Fund	1,000,000
Peck Ground Level Reservoir Replacement	Water Fund	75,000
Paint Block 35 Tank	Water Fund	300,000
Chloramination System at Wells 11 & 15	Water Fund	305,546
Block 35 Booster Discharge	Water Fund	200,000
Peck Reservoir Booster Pump Variable Frequency	Water Fund	100,000
Herrin/Marine Pipe Installation	Water Fund	75,900
Pipe replace area 3	Water Fund	100,000
<b>TOTAL WATER</b>		<b>3,219,473</b>



## 2015-2016 SCHEDULE OF CAPITAL PROJECTS BY TYPE

Project	Source of Funds	FY 2015-2016 Proposed
<b>STREETS/TRANSPORTATION</b>		
Manhattan Ave./Highland Ave. Improvement Projects (1st-8th St)	Gas Tax Fund	100,000
Rosecrans Avenue Street Resurfacing	Gas Tax Fund	250,000
Dual Left-turn Lanes Marine/Sepulveda	Gas Tax Fund	68,065
Sepulveda & 8th St Intersection Improvements (HSIP 10% match)	Gas Tax Fund	145,978
Triennial Pavement Management System Update	Gas Tax Fund	87,265
22 Intersection Pedestrian Improvements (HSIP 10% match)	Gas Tax Fund	150,000
Annual Slurry Seal Program	Gas Tax Fund	400,000
Annual Curb, Gutter and Ramp Replacement Program	Gas Tax Fund	466,233
Morningside Drive Rehabilitation	Gas Tax Fund	75,000
Street Resurfacing: Blanche, Marine, and 27th St.	Gas Tax Fund	300,000
Aviation and Artesia Street Improvement	Gas Tax Fund	75,000
Slurry Seal	Gas Tax Fund	385,000
Street Resurfacing Project: Oak, Redondo	Gas Tax Fund	250,000
So Rosecrans Utility Undergrounding -Street Work	Prop C	178,626
Rosecrans Utility Undergrounding	Prop C	29,773
South Side Rosecrans Ave Widening	Prop C	150,000
Dual Left-turn Lanes on MBB at Sepulveda	Prop C	150,000
Sepulveda Bridge Widening	Prop C	360,000
Sepulveda Bridge Widening	Prop C	350,000
Sepulveda Bridge Widening	Prop C	1,250,000
Signalized Crosswalks	Measure R	135,000
Raised Median Construction	Measure R	100,000
Highland & 38th Street Pedestrian Treatment	Measure R	100,000
Downtown Streetscape Traffic Signal Pole	CIP Fund	200,000
Downtown Streetscape Tile Crosswalk	CIP Fund	824,785
Downtown Streetscape Pavement Rehab	CIP Fund	315,000
12-13 Non-Motorized Trans Xwalks & Bike Lanes	CIP Fund	100,000
Cycle 3 Safe Routes to School	CIP Fund	289,938
Cycle 10 Safe Routes to School	CIP Fund	197,500
CDBG Access Ramp Construction Project	CIP Fund	313,000
Non-Motorized Trans Xwalks & Bike Lanes Projects	CIP Fund	194,690
Street Improvements	CIP Fund	152,000
<b>TOTAL STREETS/TRANSPORTATION</b>		<b>8,142,853</b>
<b>Total Funded Capital Projects</b>		<b>\$21,186,804</b>

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## SCHEDULE OF FUNDED CAPITAL PURCHASES - EQUIPMENT & VEHICLES

Department	Description / Vehicle to Be Replaced	Expenditure Type	Prior Year Carryforward	Proposed Expenditure	FY 2015-2016 Proposed
<b>EQUIPMENT</b>					
Information Technology	Wide Area Network Expansion (ISMP)	Carryforward	\$273,000		\$273,000
Finance	Financial System Enhancements (ISMP)	Carryforward	140,000		140,000
Human Resources	HR Information System (ISMP)	Carryforward	100,000		100,000
Information Technology	Data Encryption - AB1149 Data Security (ISMP)	Carryforward	100,000		100,000
Information Technology	GIS Expansion (ISMP)	Carryforward	55,136		55,136
Parks and Recreation	Dial A Ride, Mobile Data System (ISMP)	Carryforward	20,310		20,310
Community Development	Accela Computer Equipment (ISMP)	Carryforward	18,733		18,733
Public Works	Work Order Management System (ISMP)	Carryforward	10,000		10,000
Public Works	Vacuum Excavation Machine	New		97,000	97,000
Information Technology	Audio Upgrades at Joslyn Center	Upgrade		50,000	50,000
Police Department	Replacement of L-3 MVS Server	Upgrade		49,496	49,496
Community Development	Wide Format Scanner/Copier Replacement	New		42,421	42,421
Public Works	Portable Air Compressor	Replacement		27,250	27,250
Police Department	Crisis Negotiations Phone	Replacement		25,000	25,000
Public Works	Police/Fire Conference Room Furnishings	New		20,004	20,004
Public Works	Meter Reading Devices (2)	Replacement		18,000	18,000
Fire Department	Thermal Imaging Cameras (2)	Replacement		16,000	16,000
Parks and Recreation	Art Center Façade/Entry	New		15,000	15,000
Information Technology	Mobile Encoder for internal streaming	New		10,428	10,428
Management Services	Closed Captions Encoder	New		7,120	7,120
<b>Total Equipment Purchases</b>			<b>\$717,179</b>	<b>\$377,719</b>	<b>\$1,094,898</b>
<b>VEHICLES</b>					
<b>Replacement Vehicles for FY 2015-2016</b>					
Police Department	Saturn Aura 2008/Hybrid	Replacement		\$34,982	34,982
Police Department	Ford Crown Victoria B & W 2010	Replacement		58,891	58,891
Fire Department	Ford Leader Box Style Ambulance	Replacement		180,000	180,000
Fire Department	Ford Leader Box Style Ambulance	Replacement		180,000	180,000
<b>Total Vehicle Purchases</b>			<b>-</b>	<b>\$453,873</b>	<b>\$453,873</b>
<b>Total Funded Capital Purchases - Equipment &amp; Vehicles</b>			<b>\$717,179</b>	<b>\$831,592</b>	<b>\$1,548,771</b>
<b>TOTAL CAPITAL PURCHASES BY DEPARTMENT</b>					
Management Services			-	\$7,120	\$7,120
Finance			140,000	-	140,000
Human Resources			100,000	-	100,000
Parks and Recreation			\$20,310	15,000	35,310
Police Department			-	168,369	168,369
Fire Department			-	376,000	376,000
Community Development			18,733	42,421	61,154
Public Works			10,000	162,254	172,254
Information Technology			428,136	60,428	488,564
<b>Grand Total</b>			<b>\$717,179</b>	<b>\$831,592</b>	<b>\$1,548,771</b>

*Represents capital expenditures (units > \$5k) only. ISMP = Information Systems Master Plan, adopted in April 2013.*

*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.*



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# Information Systems Master Plan

Information Systems Projects		FY 13/14		FY 14/15		FY 15/16		FY 16/17							
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2				
ISMP Projects		Status	Procure	Impl.	Impl.	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
1	Fire Scan-able First Aid Reports / Field Data Collection System	not started	Procure	Impl.	Impl.										
2	Form 700 Statement of Economic Interests Reporting Software	not started	Planning	Procure	Impl.					Planning	Procure	Impl.			
3	Tennis Reservation Software	not started			Planning	Procure	Impl.								
4	Fire Records Management System Upgrade	not started			Planning	Procure	Impl.								
5	Active Network Expansion	not started			Planning	Procure	Impl.								
6	Customer Satisfaction Survey Software	not started													
7	Dial-A-Ride Software Enhancements	postponed	Procure	Impl.	Procure	Impl.									
8	Work Order Management Software	in progress	Procure	Impl.	Impl.					Planning	Procure	Procure	Impl.		
9	Permits System Replacement (Two Phases)	in progress	Procure	Impl. #1	Procure	Impl. #1	Impl. #1	Impl. #1	Impl. #2	Impl. #2	Impl. #2				
10	Geographic Information System (GIS) Expansion	in progress	Planning	Procure	Impl.	Impl.	Impl.	Impl.	Impl.	Impl.	Impl.				
11	Financial System Enhancements (Tyler Cashier Implementation)	in progress			Planning	Procure	Impl.								
12	Mobile Fingerprint Identification System	in progress	Planning	Procure	Impl.	Impl.									
13	Wide Area Network Expansion	in progress	Planning	Procure	Impl.	Impl.									
14	Telephone System Replacement	in progress	Planning	Procure	Impl.	Impl.									
15	Document Management System Replacement	in progress			Planning	Procure	Impl.								
16	Emergency Operations Center Enhancements	in progress								Planning	Procure	Impl.			
17	Conference Room Equipment Upgrade	in progress								Planning	Procure	Impl.			
18	Technology Governance	complete	Impl.												
19	Project Management Software	complete								Planning	Procure	Impl.			
20	Crime Analysis Tools	complete								Planning	Procure	Impl.			
21	Internal Affairs Software	complete	Procure	Impl.	Impl.									Planning	Procure

 Shade reflects ISMP timeline change - project in

# Information Systems Master Plan

Information Systems Projects		Status		FY 13/14		FY 14/15		FY 15/16		FY 16/17	
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
<b>Other ISMP Projects</b>											
1	Fire Mobile Data System (MDCs) Enhancements										
2	Fire Computer Aided Dispatch (CAD) Enhancements										
3	Public Records Request Software										
4	Email Encryption										
5	Human Resources Software										
6	Applicant Tracking Software										
7	Police Time Reporting Software										
8	Granicus Implementation										
9	Internet Connectivity Upgrade (redundancy)										
10	Web Site Enhancements										
11	Remote Network Access										
12	Broadcast Enhancements: Mobile Production Equipment										
13	Broadcast Enhancements: Master Control Room										
14	Broadcast Enhancements: Council Chambers (including High Definition)										
15	Broadcast Capabilities: Joslyn Center										
16	Broadcast Capabilities: Public Safety										
17	Fire Scheduling Software										
18	Smart Classrooms For Fire										
<b>Future ISMP Projects</b>											
1	Automated Metering Infrastructure Study										
2	Financial System Replacement										

**Projects that may be addressed by a comprehensive Work Order System**

Pavement Management Software	Pub Works
Facility Management Software	Pub Works
Fleet Management	Pub Works

**Projects that May be addressed by Eden Enhancements**

Travel Reimbursement Software
Contract Management Software
CAFR Software
Risk Management Software
Active Network Integration with Eden

## Information Systems Master Plan

Information Systems Projects		FY 13/14		FY 14/15		FY 15/16		FY 16/17			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Additional (Net New) Projects		Status	Impl.	Impl.	Impl.	Proc/Imp	Impl.	Impl.	Impl.	Impl.	Impl.
1	Social Media (Department Accounts)	in progress	Impl.								
2	Web Site Enhancements: City Intranet	in progress	Impl.								
3	Network Switch Replacements (23 devices)	in progress		Planning		Impl.					
4	Network Wireless Access Point Replacements (17 devices)	in progress				Procure					
5	Civic Engagement (Peak Democracy)	not planned in progress				Procure					
6	Oasis Audio Visual Upgrade	not planned in progress				Procure					
7	AB 1149 Compliance	not planned in progress		Planning		Planning					
8	Telemedicine Communications	not planned in progress				Procure					
9	Granicus Closed Caption Service	complete									
10	Total Station Forensic Mapping System for Traffic Collisions and Crime Scenes	complete									
11	Fire iPhone Replacements (12 units)	complete									
12	UPS Audit and Replacement	complete									
13	Parks and Recreation Mobile Phone (13 units)	complete									
14	Coin Room Surveillance	complete									
15	SCADA Upgrades	not planned complete									
16	Joslyn Center Public WiFi Expansion	not planned complete									
17	PD Surveillance - Pelco Replacement	not planned complete									
18	Financial System Enhancements:OpenGov	not planned complete									
19	Mira Costa Swim Office Infrastructure	not planned complete									
20	Broadcast Live Feed (Lobby / Council Chambers Cnf Rm)	not planned complete									

# SCHEDULE OF EXPENDITURE DETAIL - CITY-WIDE

Object	Description	2013-2014	2014-2015	2015-2016	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$12,376,049	\$13,907,296	\$14,800,471	12.3%	6.4%
4102	Sworn Employee Salaries	12,046,400	12,427,893	12,842,418	10.7%	3.3%
4103	Part Time Employee Salaries	2,217,041	2,191,167	2,236,021	1.9%	2.0%
4111	Overtime Regular Employees	250,395	230,093	293,716	0.2%	27.7%
4112	Overtime Sworn Employees	2,904,565	2,336,223	2,727,798	2.3%	16.8%
4113	Overtime Mutual Aid	139,655	74,000	114,000	0.1%	54.1%
4114	Overtime Special Events	200,634	358,814	206,515	0.2%	(42.4%)
4115	Cooperative Resources	-	144,480	174,720	0.1%	20.9%
4116	Overtime Training & Special Detail	-	222,000	184,680	0.2%	(16.8%)
4120	Supplemental Pension Plan	20,117	20,519	20,849	0.0%	1.6%
4121	Single Highest Year Plan	49,893	50,701	51,716	0.0%	2.0%
4123	Commuter Pay	8,460	9,000	9,000	0.0%	-
4124	Fire Retiree's Health Ins	19,274	23,000	24,000	0.0%	4.3%
4125	Police Retiree's Health Plan	84,324	93,000	83,000	0.1%	(10.8%)
4126	Miscellaneous Retirees Health Plan	42,782	46,000	56,000	0.0%	21.7%
4201	Group Medical Insurance	3,219,883	3,671,171	3,723,811	3.1%	1.4%
4202	Medicare	399,361	403,697	407,118	0.3%	0.8%
4203	Unemployment	75,120	50,112	34,920	0.0%	(30.3%)
4204	401A Plan City	173,844	211,608	252,307	0.2%	19.2%
4205	Workers Compensation	3,245,520	3,004,140	4,176,240	3.5%	39.0%
4206	Medical Retirement Contributions	248,000	275,004	275,004	0.2%	-
4211	PERS Regular Contributions	1,526,183	1,647,630	1,956,421	1.6%	18.7%
4212	PERS Sworn Contributions	3,142,136	3,168,064	3,597,296	3.0%	13.5%
4216	Excise Taxes	48	-	-	-	-
4220	Accrued Leave	(398)	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$42,389,286</b>	<b>\$44,565,612</b>	<b>\$48,248,021</b>	<b>40.0%</b>	<b>8.3%</b>
5101	Contract Services	\$15,483,948	\$15,737,625	\$16,700,483	13.9%	6.1%
5103	Audit Services	45,128	60,000	95,500	0.1%	59.2%
5104	Computer Contract Services	710,596	737,381	915,638	0.8%	24.2%
5105	Elections	1,038	86,930	2,180	0.0%	(97.5%)
5106	SBRPCA Communications	1,560,535	1,543,669	1,688,658	1.4%	9.4%
5107	Physical/Psychological Exams	36,191	41,415	39,295	0.0%	(5.1%)
5108	Legal Services	519,046	449,000	458,000	0.4%	2.0%
5109	Background Investigations	8,853	13,574	32,824	0.0%	141.8%
5201	Office Supplies	98,250	100,700	109,100	0.1%	8.3%
5202	Memberships & Dues	89,004	112,769	111,011	0.1%	(1.6%)
5203	Reference Books & Periodicals	23,820	13,300	15,777	0.0%	18.6%
5204	Conferences & Meetings	75,732	143,325	197,268	0.2%	37.6%
5205	Training	149,266	268,469	395,582	0.3%	47.3%
5206	Uniforms/Safety Equipment	188,937	270,570	230,962	0.2%	(14.6%)
5207	Advertising	77,934	96,413	114,558	0.1%	18.8%
5208	Postage	94,011	91,825	95,070	0.1%	3.5%
5209	Tools & Minor Equipment	11,724	14,300	11,550	0.0%	(19.2%)
5210	Computers, Supplies & Software	307,199	445,658	483,302	0.4%	8.4%
5211	Automotive Parts	99,352	90,000	24,000	0.0%	(73.3%)
5212	Office Equipment Maintenance	2,005	6,075	4,575	0.0%	(24.7%)
5213	Computer Maintenance & Repairs	13,202	16,300	20,600	0.0%	26.4%
5214	Employee Awards & Events	6,248	24,900	25,950	0.0%	4.2%
5216	Tuition Reimbursement	19,565	24,000	24,000	0.0%	-
5217	Departmental Supplies	1,863,109	1,943,658	1,977,619	1.6%	1.7%
5218	Recruitment Costs	31,023	34,644	39,394	0.0%	13.7%
5219	STC Training	2,243	2,850	2,850	0.0%	-
5220	POST Training	39,068	49,700	49,700	0.0%	-
5221	Automotive Repair Services	176,024	136,700	66,700	0.1%	(51.2%)
5222	Warehouse Inventory Purchases	83,235	82,345	82,345	0.1%	-
5223	Bus Pass Subsidies	21,398	3,000	6,600	0.0%	120.0%
5224	Recreation Bus Trips	34,257	55,000	55,000	0.0%	-
5225	Printing	117,976	149,259	167,360	0.1%	12.1%
5226	Automotive Fuel	365,759	373,075	409,575	0.3%	9.8%
5231	Bank Service Charge	451,493	380,000	433,000	0.4%	13.9%
5240	Assessments & Taxes	535,079	559,691	589,624	0.5%	5.3%
5250	Insurance Premiums	706,091	810,000	1,083,726	0.9%	33.8%
5251	Claims Paid	3,650,533	2,952,000	4,189,000	3.5%	41.9%
5252	Claims Administration	123,278	124,004	124,004	0.1%	-



# SCHEDULE OF EXPENDITURE DETAIL - CITY-WIDE

Object	Description	2013-2014	2014-2015	2015-2016	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
5253	Miscellaneous Bonds/Insurance	2,536	2,550	2,750	0.0%	7.8%
5254	Unemployment Claims	34,876	20,000	35,000	0.0%	75.0%
5255	Property Insurance	383,302	404,106	404,106	0.3%	-
5260	Council Contingencies	-	100,000	100,000	0.1%	-
5262	Public Service Events	24,715	17,375	27,875	0.0%	60.4%
5263	City Funds Match	12,995	12,000	12,000	0.0%	-
5265	Service Agency Contributions	36,329	37,315	37,315	0.0%	-
5266	DMBBPA Allocation	107,330	103,500	109,000	0.1%	5.3%
5267	UAD Loan Program	4,792	4,792	2,400	0.0%	(49.9%)
5270	City Manager Loan	1,700,000	-	-	-	-
5501	Telephone	218,956	228,830	225,735	0.2%	(1.4%)
5502	Electricity	1,342,805	1,395,462	1,410,120	1.2%	1.1%
5503	Natural Gas	120,059	118,595	111,507	0.1%	(6.0%)
5504	Water	559,168	550,390	589,488	0.5%	7.1%
5601	Administrative Service Charge	2,913,324	2,913,338	2,996,530	2.5%	2.9%
<b>Total Materials &amp; Services</b>		<b>\$35,283,336</b>	<b>\$33,952,377</b>	<b>\$37,136,206</b>	<b>30.8%</b>	<b>9.4%</b>
5611	Warehouse Purchases	\$85,708	\$94,695	\$91,185	0.1%	(3.7%)
5612	Garage Purchases	25,114	25,000	25,000	0.0%	-
5621	Information Systems Allocation	1,531,296	2,272,016	2,283,351	1.9%	0.5%
5631	Insurance Allocation	1,832,820	1,557,420	2,069,520	1.7%	32.9%
5641	Fleet Rental Allocation	1,143,168	1,223,650	1,215,640	1.0%	(0.7%)
5642	Fleet Maintenance Allocation	1,077,419	975,975	1,208,255	1.0%	23.8%
5651	Building & Operations Allocation	1,637,147	1,580,084	1,665,929	1.4%	5.4%
<b>Total Internal Services</b>		<b>\$7,332,672</b>	<b>\$7,728,840</b>	<b>\$8,558,880</b>	<b>7.1%</b>	<b>10.7%</b>
9101	Transfers Out	\$205,103	\$21,140	\$19,053	0.0%	(9.9%)
<b>Total Transfers</b>		<b>\$205,103</b>	<b>\$21,140</b>	<b>\$19,053</b>	<b>0.0%</b>	<b>(9.9%)</b>
<b>Total Operating Expenses</b>		<b>\$85,210,397</b>	<b>\$86,267,969</b>	<b>\$93,962,160</b>	<b>77.9%</b>	<b>8.9%</b>
6111	Furniture & Fixtures	\$36,741	\$35,000	-	-	(100.0%)
6121	Machinery & Equipment	299,729	\$91,000	167,250	0.1%	83.8%
6131	Vehicles	2,127,456	841,452	453,873	0.4%	(46.1%)
6141	Computer Equipment & Software	105,504	2,141,191	860,881	0.7%	(59.8%)
6202	Studies Audits & Analysis	193,571	-	-	-	-
6212	CIP Bldg & Facility - CYr	544,283	5,222,000	5,512,287	4.6%	5.6%
6222	CIP Street Improvements - CYr	1,682,241	8,293,200	7,455,645	6.2%	(10.1%)
6232	CIP Utility Improvements - CYr	11,468	705,125	1,196,555	1.0%	69.7%
6242	CIP Line Improvememnts - CYr	407,409	1,775,900	2,411,240	2.0%	35.8%
6252	CIP Landscape & Site - CYr	836,039	135,000	1,707,910	1.4%	1165.1%
6263	Infrastructure Improvements	-	925,600	2,903,168	2.4%	213.7%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$6,244,443</b>	<b>\$20,165,468</b>	<b>\$22,668,809</b>	<b>18.8%</b>	<b>12.4%</b>
7101	Bond Principal	\$2,895,000	\$2,565,000	\$1,860,000	1.5%	(27.5%)
7102	Bond Interest	1,238,652	1,391,269	1,324,218	1.1%	(4.8%)
7103	Bond Administration Fee	99,417	93,925	89,500	0.1%	(4.7%)
7301	Land Leases	425,376	436,000	450,000	0.4%	3.2%
7302	Property & Equipment Principal	187,522	187,522	190,595	0.2%	1.6%
7303	Property & Equipment Interest	13,361	10,338	7,264	0.0%	(29.7%)
7402	Interfund Loans Interest	3,917	-	-	-	-
<b>Total Debt Service</b>		<b>\$4,863,245</b>	<b>\$4,684,054</b>	<b>\$3,921,577</b>	<b>3.3%</b>	<b>(16.3%)</b>
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>\$11,107,688</b>	<b>\$24,849,522</b>	<b>\$26,590,386</b>	<b>22.1%</b>	<b>7.0%</b>
<b>Total City-Wide Expenditures</b>		<b>\$96,318,085</b>	<b>\$111,117,491</b>	<b>\$120,552,546</b>	<b>100.0%</b>	<b>8.5%</b>

# SCHEDULE OF EXPENDITURE DETAIL - GENERAL FUND

Object	Description	2013-2014	2014-2015	2015-2016	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$9,859,533	\$11,188,617	\$11,864,940	18.7%	6.0%
4102	Sworn Employee Salaries	12,046,400	12,427,893	12,842,418	20.3%	3.3%
4103	Part Time Employee Salaries	1,922,978	1,983,281	1,986,990	3.1%	0.2%
4111	Overtime Regular Employees	166,988	148,095	170,927	0.3%	15.4%
4112	Overtime Sworn Employees	2,892,035	2,306,200	2,697,344	4.3%	17.0%
4113	Overtime Mutual Aid	139,655	74,000	114,000	0.2%	54.1%
4114	Overtime Special Events	199,907	356,814	205,515	0.3%	(42.4%)
4115	Cooperative Resources	-	144,480	174,720	0.3%	20.9%
4116	Overtime Training & Special Detail	-	222,000	184,680	0.3%	(16.8%)
4201	Group Medical Insurance	2,797,853	3,180,882	3,249,765	5.1%	2.2%
4202	Medicare	360,404	362,008	362,397	0.6%	0.1%
4203	Unemployment	75,120	50,112	34,920	0.1%	(30.3%)
4204	401A Plan City	153,020	188,260	220,875	0.3%	17.3%
4205	Workers Compensation	3,208,560	2,985,960	3,515,640	5.6%	17.7%
4206	Medical Retirement Contributions	213,837	238,512	238,512	0.4%	-
4211	PERS Regular Contributions	1,222,687	1,316,697	1,554,080	2.5%	18.0%
4212	PERS Sworn Contributions	3,142,136	3,168,064	3,597,296	5.7%	13.5%
4216	Excise Taxes	48	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$38,401,114</b>	<b>\$40,341,875</b>	<b>\$43,015,019</b>	<b>67.9%</b>	<b>6.6%</b>
5101	Contract Services	\$5,018,114	\$4,772,627	\$4,853,554	7.7%	1.7%
5103	Audit Services	45,128	60,000	95,500	0.2%	59.2%
5104	Computer Contract Services	466,038	464,514	590,040	0.9%	27.0%
5105	Elections	1,038	86,930	2,180	0.0%	(97.5%)
5106	SBRPCA Communications	1,560,535	1,543,669	1,688,658	2.7%	9.4%
5107	Physical/Psychological Exams	36,191	41,415	39,295	0.1%	(5.1%)
5108	Legal Services	519,046	449,000	458,000	0.7%	2.0%
5109	Background Investigations	8,853	13,574	32,824	0.1%	141.8%
5201	Office Supplies	98,250	100,700	108,600	0.2%	7.8%
5202	Memberships & Dues	74,244	90,101	97,616	0.2%	8.3%
5203	Reference Books & Periodicals	22,621	12,060	14,407	0.0%	19.5%
5204	Conferences & Meetings	63,669	129,430	176,593	0.3%	36.4%
5205	Training	114,746	205,000	336,825	0.5%	64.3%
5206	Uniforms/Safety Equipment	163,894	243,158	200,425	0.3%	(17.6%)
5207	Advertising	64,747	87,413	103,158	0.2%	18.0%
5208	Postage	92,295	90,125	93,420	0.1%	3.7%
5209	Tools & Minor Equipment	1,533	1,000	250	0.0%	(75.0%)
5210	Computers, Supplies & Software	29,355	31,968	46,195	0.1%	44.5%
5212	Office Equipment Maintenance	2,005	6,075	4,575	0.0%	(24.7%)
5214	Employee Awards & Events	6,248	19,900	20,950	0.0%	5.3%
5216	Tuition Reimbursement	19,565	24,000	24,000	0.0%	-
5217	Departmental Supplies	979,322	930,752	934,721	1.5%	0.4%
5218	Recruitment Costs	31,023	34,394	39,394	0.1%	14.5%
5219	STC Training	2,243	2,850	2,850	0.0%	-
5220	POST Training	39,068	49,700	49,700	0.1%	-
5221	Automotive Repair Services	49,825	66,700	66,700	0.1%	-
5225	Printing	112,763	127,085	143,923	0.2%	13.2%
5231	Bank Service Charge	143,192	120,000	144,000	0.2%	20.0%
5240	Assessments & Taxes	1,714	1,715	2,500	0.0%	45.8%
5260	Council Contingencies	-	100,000	100,000	0.2%	-
5262	Public Service Events	24,715	17,375	27,875	0.0%	60.4%
5263	City Funds Match	12,995	12,000	12,000	0.0%	-
5265	Service Agency Contributions	36,329	37,315	37,315	0.1%	-
5270	City Manager Loan	1,700,000	-	-	-	-
5501	Telephone	131,672	139,440	135,145	0.2%	(3.1%)
5502	Electricity	546,504	578,179	579,821	0.9%	0.3%
5503	Natural Gas	30,216	30,257	27,936	0.0%	(7.7%)
5504	Water	459,649	451,826	482,638	0.8%	6.8%
<b>Total Materials &amp; Services</b>		<b>\$12,709,346</b>	<b>\$11,172,247</b>	<b>\$11,773,583</b>	<b>18.6%</b>	<b>5.4%</b>

## SCHEDULE OF EXPENDITURE DETAIL - GENERAL FUND

Object	Description	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed	% of Total	% Change fr Prior
5611	Warehouse Purchases	\$36,821	\$37,315	\$38,040	0.1%	1.9%
5621	Information Systems Allocation	1,413,504	2,097,247	2,111,707	3.3%	0.7%
5631	Insurance Allocation	1,413,300	1,487,340	1,978,320	3.1%	33.0%
5641	Fleet Rental Allocation	905,040	981,300	990,950	1.6%	1.0%
5642	Fleet Maintenance Allocation	912,554	822,018	1,033,109	1.6%	25.7%
5651	Building & Operations Allocation	1,412,662	1,364,331	1,439,736	2.3%	5.5%
<b>Total Internal Services</b>		<b>\$6,093,881</b>	<b>\$6,789,551</b>	<b>\$7,591,862</b>	<b>12.0%</b>	<b>11.8%</b>
9101	Transfers Out	\$20,865	\$21,140	\$19,053	0.0%	(9.9%)
<b>Total Transfers</b>		<b>\$20,865</b>	<b>\$21,140</b>	<b>\$19,053</b>	<b>0.0%</b>	<b>(9.9%)</b>
<b>Total Operating Expenses</b>		<b>\$57,225,254</b>	<b>\$58,324,813</b>	<b>\$62,399,517</b>	<b>98.5%</b>	<b>7.0%</b>
6111	Furniture & Fixtures	\$9,906	\$20,000	-	-	(100.0%)
6121	Machinery & Equipment	142,923	\$12,500	-	-	(100.0%)
6141	Computer Equipment & Software	38,566	985,988	347,557	0.5%	(64.8%)
7101	Bond Principal	\$1,350,000	\$1,030,000	270,000	0.4%	(73.8%)
7102	Bond Interest	45,361	245,904	236,231	0.4%	(3.9%)
7103	Bond Administration Fee	86,097	82,000	75,000	0.1%	(8.5%)
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>\$1,672,854</b>	<b>\$2,376,392</b>	<b>\$928,788</b>	<b>1.5%</b>	<b>(60.9%)</b>
<b>Total General Fund Expenditures</b>		<b>\$58,898,108</b>	<b>\$60,701,205</b>	<b>\$63,328,305</b>	<b>100.0%</b>	<b>4.3%</b>

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# SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

## Management Services

Object	Description	2013-2014	2014-2015	2015-2016	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$664,317	\$917,174	\$1,275,553	30.9%	39.1%
4103	Part Time Employee Salaries	125,824	37,911	26,860	0.7%	(29.1%)
4111	Overtime Regular Employees	13,003	7,632	21,112	0.5%	176.6%
4201	Group Medical Insurance	124,302	168,615	230,292	5.6%	36.6%
4202	Medicare	10,968	13,863	18,683	0.5%	34.8%
4203	Unemployment	1,020	684	480	0.0%	(29.8%)
4204	401A Plan City	18,315	28,960	51,758	1.3%	78.7%
4205	Workers Compensation	105,180	6,240	119,820	2.9%	1820.2%
4206	Medical Retirement Contribution	7,869	8,736	8,736	0.2%	-
4211	PERS Regular Contribution	72,613	99,008	160,698	3.9%	62.3%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,143,412</b>	<b>\$1,288,823</b>	<b>\$1,913,992</b>	<b>46.3%</b>	<b>48.5%</b>
5101	Contract Services	\$363,673	\$154,888	\$220,788	5.3%	42.5%
5104	Computer Contract Services	3,141	25,592	78,310	1.9%	206.0%
5105	Elections	1,038	86,930	2,180	0.1%	(97.5%)
5108	Legal Services	422,167	354,000	354,000	8.6%	-
5201	Office Supplies	7,485	5,000	8,000	0.2%	60.0%
5202	Memberships & Dues	46,071	53,337	53,907	1.3%	1.1%
5203	Reference Books & Periodicals	9,276	1,600	1,500	0.0%	(6.3%)
5204	Conferences & Meetings	19,379	44,235	72,175	1.7%	63.2%
5205	Training	17,552	25,680	79,180	1.9%	208.3%
5207	Advertising	9,921	6,148	10,150	0.2%	65.1%
5208	Postage	873	835	825	0.0%	(1.2%)
5210	Computers, Supplies & Software	-	-	4,800	0.1%	-
5212	Office Equipment Maintenance	-	250	250	0.0%	-
5217	Special Departmental Supplies	29,152	23,550	44,250	1.1%	87.9%
5218	Recruitment Costs	64	-	-	-	-
5225	Printing	1,081	950	1,450	0.0%	52.6%
5240	Assessments & Taxes	1,714	1,715	2,500	0.1%	45.8%
5260	Council Contingencies	-	100,000	100,000	2.4%	-
5262	Public Service Events	24,715	17,375	27,875	0.7%	60.4%
5270	City Manager Loan	1,700,000	-	-	-	-
5501	Telephone	3,668	4,110	3,795	0.1%	(7.7%)
<b>Total Materials &amp; Services</b>		<b>\$2,660,970</b>	<b>\$906,195</b>	<b>\$1,065,935</b>	<b>25.8%</b>	<b>17.6%</b>
5611	Warehouse Purchases	\$98	\$250	\$250	0.0%	-
5621	Information Systems Allocation	85,080	126,222	145,971	3.5%	15.6%
5631	Insurance Allocation	278,220	23,580	597,300	14.5%	2433.1%
5651	Building & Operations Allocation	140,332	136,322	144,973	3.5%	6.3%
<b>Total Internal Services</b>		<b>\$503,730</b>	<b>\$286,374</b>	<b>\$888,494</b>	<b>21.5%</b>	<b>210.3%</b>
<b>Total Operating Expenses</b>		<b>\$4,308,112</b>	<b>\$2,481,392</b>	<b>\$3,868,421</b>	<b>93.7%</b>	<b>55.9%</b>
6141	Computer Equipment & Software	-	\$200,000	-	-	-
6212	CIP Bldg & Facility - CYr	-	\$265,000	261,938	6.3%	(1.2%)
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>\$465,000</b>	<b>\$261,938</b>	<b>6.3%</b>	<b>(43.7%)</b>
<b>Total Expenditures</b>		<b>\$4,308,112</b>	<b>\$2,946,392</b>	<b>\$4,130,359</b>	<b>100.0%</b>	<b>40.2%</b>
<b>Source of Funds</b>						
General Fund		\$4,308,112	\$2,681,392	\$3,868,421	93.7%	44.3%
Capital Improvement Fund		-	265,000	261,938	-	(1.2%)
<b>Total Source of Funds</b>		<b>\$4,308,112</b>	<b>\$2,946,392</b>	<b>\$4,130,359</b>	<b>100.0%</b>	<b>40.2%</b>

# SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

## Finance

Object	Description	2013-2014	2014-2015	2015-2016	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$1,347,024	\$1,413,811	\$1,467,633	37.2%	3.8%
4103	Part Time Employee Salaries	100,294	89,415	90,615	2.3%	1.3%
4111	Overtime Regular Employees	832	5,416	6,113	0.2%	12.9%
4120	Supplemental Pension Plan	20,117	20,519	20,849	0.5%	1.6%
4121	Single Highest Year Plan	49,893	50,701	51,716	1.3%	2.0%
4124	Fire Retiree's Health Insurance	19,274	23,000	24,000	0.6%	4.3%
4125	Police Retiree's Health Plan	84,324	93,000	83,000	2.1%	(10.8%)
4126	Miscellaneous Retirees Health Plan	42,782	46,000	56,000	1.4%	21.7%
4201	Group Medical Insurance	204,524	225,831	233,804	5.9%	3.5%
4202	Medicare	18,467	20,544	20,229	0.5%	(1.5%)
4203	Unemployment	1,020	684	480	0.0%	(29.8%)
4204	401A Plan City	25,184	26,061	29,095	0.7%	11.6%
4205	Workers Compensation	11,760	37,800	42,960	1.1%	13.7%
4206	Medical Retirement Contribution	16,325	18,084	18,084	0.5%	-
4211	PERS Regular Contribution	175,117	170,253	194,124	4.9%	14.0%
4216	Excise Taxes	48	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$2,116,937</b>	<b>\$2,241,119</b>	<b>\$2,338,702</b>	<b>59.3%</b>	<b>4.4%</b>
5101	Contract Services	\$241,401	\$235,301	\$269,028	6.8%	14.3%
5103	Audit Services	45,128	60,000	95,500	2.4%	59.2%
5104	Computer Contract Services	186,349	215,498	233,590	5.9%	8.4%
5201	Office Supplies	4,125	4,000	5,500	0.1%	37.5%
5202	Memberships & Dues	1,825	2,050	2,150	0.1%	4.9%
5203	Reference Books & Periodicals	1,116	1,550	1,200	0.0%	(22.6%)
5204	Conferences & Meetings	4,998	19,189	23,020	0.6%	20.0%
5205	Training	244	3,300	4,300	0.1%	30.3%
5206	Uniforms/Safety Equipment	759	1,090	1,090	0.0%	-
5207	Advertising	1,404	850	890	0.0%	4.7%
5208	Postage	43,606	41,480	41,950	1.1%	1.1%
5211	Automotive Parts	22,315	25,000	24,000	0.6%	(4.0%)
5212	Office Equipment Maintenance	445	500	-	-	-
5214	Employee Awards & Events	163	400	450	0.0%	12.5%
5217	Special Departmental Supplies	3,050	3,175	3,775	0.1%	18.9%
5222	Warehouse Inventory Purchases	83,235	82,345	82,345	2.1%	-
5225	Printing	9,093	11,557	15,400	0.4%	33.3%
5231	Bank Service Charge	143,192	120,000	144,000	3.6%	20.0%
5265	Service Agency Contributions	36,329	37,315	37,315	0.9%	-
5267	UAD Loan Program	4,792	4,792	2,400	0.1%	(49.9%)
5501	Telephone	10,422	11,250	10,650	0.3%	(5.3%)
<b>Total Materials &amp; Services</b>		<b>\$843,992</b>	<b>\$880,642</b>	<b>\$998,553</b>	<b>25.3%</b>	<b>13.4%</b>
5611	Warehouse Purchases	\$9,631	\$8,740	\$9,490	0.2%	8.6%
5621	Information Systems Allocation	130,884	194,188	194,627	4.9%	0.2%
5631	Insurance Allocation	15,660	18,780	52,140	1.3%	177.6%
5641	Fleet Rental Allocation	3,564	3,990	5,050	0.1%	26.6%
5642	Fleet Maintenance Allocation	1,663	2,725	1,866	0.0%	(31.5%)
5651	Building & Operations Allocation	198,803	193,123	205,378	5.2%	6.3%
<b>Total Internal Services</b>		<b>\$360,206</b>	<b>\$421,546</b>	<b>\$468,551</b>	<b>11.9%</b>	<b>11.2%</b>
<b>Total Operating Expenses</b>		<b>\$3,321,182</b>	<b>\$3,543,307</b>	<b>\$3,805,806</b>	<b>96.5%</b>	<b>7.4%</b>

# SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

## Finance

Object	Description	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed	% of Total	% Change fr Prior
6141	Computer Equipment & Software	-	\$260,000	140,000	3.5%	(46.2%)
<b>Total Capital Projects &amp; Equipment</b>		<b>\$0</b>	<b>\$260,000</b>	<b>\$140,000</b>	<b>3.5%</b>	<b>(46.2%)</b>
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>-</b>	<b>\$260,000</b>	<b>\$140,000</b>	<b>3.5%</b>	<b>(46.2%)</b>
<b>Total Expenditures</b>		<b>\$3,321,182</b>	<b>\$3,803,307</b>	<b>\$3,945,806</b>	<b>100.0%</b>	<b>3.7%</b>
<b>Source of Funds</b>						
	General Fund	\$2,876,146	\$3,342,750	\$3,476,149	88.1%	4.0%
	Capital Improvement Fund	4,792	4,792	2,400	0.1%	(49.9%)
	Building Maintenance & Operations Fund	223,854	222,545	231,692	5.9%	4.1%
	Pension Trust Fund	216,391	233,220	235,565	6.0%	1.0%
<b>Total Source of Funds</b>		<b>\$3,321,182</b>	<b>\$3,803,307</b>	<b>\$3,945,806</b>	<b>100.0%</b>	<b>3.7%</b>

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# SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

## Human Resources

Object	Description	2013-2014	2014-2015	2015-2016	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$441,597	\$584,193	\$610,340	8.1%	4.5%
4103	Part Time Employee Salaries	60,384	82,132	89,856	1.2%	9.4%
4111	Overtime Regular Employees	6,533	5,165	1,865	0.0%	(63.9%)
4201	Group Medical Insurance	64,746	94,613	102,602	1.4%	8.4%
4202	Medicare	7,010	9,780	9,391	0.1%	(4.0%)
4203	Unemployment	1,020	684	480	0.0%	(29.8%)
4204	401A Plan City	17,488	22,080	22,656	0.3%	2.6%
4205	Workers Compensation	19,500	120,120	95,880	1.3%	(20.2%)
4206	Medical Retirement Contribution	7,126	7,896	7,896	0.1%	-
4211	PERS Regular Contribution	55,656	65,063	76,327	1.0%	17.3%
<b>Total Salaries &amp; Benefits</b>		<b>\$681,059</b>	<b>\$991,726</b>	<b>\$1,017,293</b>	<b>13.5%</b>	<b>2.6%</b>
5101	Contract Services	\$54,372	\$124,433	\$79,492	1.1%	(36.1%)
5104	Computer Contract Services	8,864	6,769	6,940	0.1%	2.5%
5107	Physical/Psychological Exams	21,316	21,215	18,845	0.2%	(11.2%)
5108	Legal Services	86,405	70,000	80,000	1.1%	14.3%
5201	Office Supplies	2,590	2,500	2,500	0.0%	-
5202	Memberships & Dues	1,150	2,459	2,959	0.0%	20.3%
5203	Reference Books & Periodicals	636	740	752	0.0%	1.6%
5204	Conferences & Meetings	7,722	12,925	13,333	0.2%	3.2%
5205	Training	33,592	23,618	64,868	0.9%	174.7%
5208	Postage	2,928	2,800	2,700	0.0%	(3.6%)
5214	Employee Awards & Events	3,088	18,500	18,500	0.2%	-
5216	Tuition Reimbursement	19,565	24,000	24,000	0.3%	-
5217	Special Departmental Supplies	71	-	-	-	-
5218	Recruitment Costs	27,368	29,874	34,874	0.5%	16.7%
5225	Printing	-	100	150	0.0%	50.0%
5250	Insurance Premiums	706,091	810,000	1,083,726	14.4%	33.8%
5251	Claims Paid	3,650,533	2,952,000	4,189,000	55.6%	41.9%
5252	Claims Administration	123,278	124,004	124,004	1.6%	-
5253	Miscellaneous Bonds/Insurance	2,536	2,550	2,750	0.0%	7.8%
5254	Unemployment	34,876	20,000	35,000	0.5%	75.0%
5255	Property Insurance	383,302	404,106	404,106	5.4%	-
5501	Telephone	9,655	10,700	10,600	0.1%	(0.9%)
<b>Total Materials &amp; Services</b>		<b>\$5,179,938</b>	<b>\$4,663,293</b>	<b>\$6,199,099</b>	<b>82.2%</b>	<b>32.9%</b>
5611	Warehouse Purchases	\$157	\$200	\$200	0.0%	-
5621	Information Systems Allocation	58,896	87,385	87,582	1.2%	0.2%
5631	Insurance Allocation	15,660	18,780	52,140	0.7%	177.6%
5651	Building & Operations Allocation	81,860	79,521	84,567	1.1%	6.3%
<b>Total Internal Services</b>		<b>\$156,573</b>	<b>\$185,886</b>	<b>\$224,489</b>	<b>3.0%</b>	<b>20.8%</b>
<b>Total Operating Expenses</b>		<b>\$6,017,570</b>	<b>\$5,840,905</b>	<b>\$7,440,881</b>	<b>98.7%</b>	<b>27.4%</b>
6141	Computer Equipment & Software	-	\$100,000	\$100,000	1.3%	-
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>1.3%</b>	<b>-</b>
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>-</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>1.3%</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$6,017,570</b>	<b>\$5,940,905</b>	<b>\$7,540,881</b>	<b>100.0%</b>	<b>26.9%</b>
<b>Source of Funds</b>						
General Fund		\$834,964	\$1,238,160	\$1,296,275	17.2%	4.7%
Insurance Reserve		5,182,606	4,702,745	6,244,606	82.8%	32.8%
<b>Total Source of Funds</b>		<b>\$6,017,570</b>	<b>\$5,940,905</b>	<b>\$7,540,881</b>	<b>100.0%</b>	<b>26.9%</b>

# SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

## Parks and Recreation

Object	Description	2013-2014	2014-2015	2015-2016	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$1,281,959	\$1,631,498	\$1,718,063	19.6%	5.3%
4103	Part Time Employee Salaries	1,430,513	1,458,962	1,386,137	15.8%	(5.0%)
4111	Overtime Regular Employees	25,170	19,611	13,928	0.2%	(29.0%)
4201	Group Medical Insurance	186,053	254,829	249,311	2.8%	(2.2%)
4202	Medicare	39,319	46,211	44,181	0.5%	(4.4%)
4203	Unemployment	24,240	16,164	11,280	0.1%	(30.2%)
4204	401A Plan City	19,450	26,508	24,981	0.3%	(5.8%)
4205	Workers Compensation	28,740	43,560	137,220	1.6%	215.0%
4206	Medical Retirement Contribution	19,788	21,948	21,948	0.2%	-
4211	PERS Regular Contribution	223,673	248,382	278,061	3.2%	11.9%
<b>Total Salaries &amp; Benefits</b>		<b>\$3,278,906</b>	<b>\$3,767,673</b>	<b>\$3,885,110</b>	<b>44.2%</b>	<b>3.1%</b>
5101	Contract Services	\$1,776,101	\$1,900,138	\$1,968,761	22.4%	3.6%
5104	Computer Contract Services	12,210	12,210	33,619	0.4%	175.3%
5201	Office Supplies	42,504	43,500	43,500	0.5%	-
5202	Memberships & Dues	8,003	10,950	13,486	0.2%	23.2%
5203	Reference Books & Periodicals	824	750	1,575	0.0%	110.0%
5204	Conferences & Meetings	664	340	350	0.0%	2.9%
5205	Training	15,237	25,897	43,497	0.5%	68.0%
5206	Uniforms/Safety Equipment	14,321	14,560	14,060	0.2%	(3.4%)
5207	Advertising	38,470	62,365	68,718	0.8%	10.2%
5208	Postage	27,941	28,500	33,150	0.4%	16.3%
5210	Computer Supplies & Software	3,012	700	1,877	0.0%	168.1%
5217	Special Departmental Supplies	288,565	311,520	294,191	3.3%	(5.6%)
5218	Recruitment Costs	3,591	4,770	4,520	0.1%	(5.2%)
5223	Bus Pass Subsidies	21,398	3,000	6,600	0.1%	120.0%
5224	Recreation Bus Trips	34,257	55,000	55,000	0.6%	-
5225	Printing	74,277	77,828	81,248	0.9%	4.4%
5501	Telephone	19,896	21,660	21,250	0.2%	(1.9%)
5502	Electricity	225,196	240,744	219,355	2.5%	(8.9%)
5503	Natural Gas	8,382	8,649	7,930	0.1%	(8.3%)
<b>Total Materials &amp; Services</b>		<b>\$2,614,849</b>	<b>\$2,823,081</b>	<b>\$2,912,687</b>	<b>33.1%</b>	<b>3.2%</b>
5611	Warehouse Purchases	\$14,400	\$16,750	\$17,700	0.2%	5.7%
5621	Information Systems Allocation	235,572	349,539	340,596	3.9%	(2.6%)
5631	Insurance Allocation	186,000	451,680	651,480	7.4%	44.2%
5641	Fleet Rental Allocation	33,012	53,470	47,910	0.5%	(10.4%)
5642	Fleet Maintenance Allocation	59,087	63,228	71,287	0.8%	12.7%
5651	Building & Operations Allocation	140,332	136,322	144,973	1.6%	6.3%
<b>Total Internal Services</b>		<b>\$668,403</b>	<b>\$1,070,989</b>	<b>\$1,273,946</b>	<b>14.5%</b>	<b>19.0%</b>
<b>Total Operating Expenses</b>		<b>\$6,562,158</b>	<b>\$7,661,743</b>	<b>\$8,071,743</b>	<b>91.8%</b>	<b>5.4%</b>
6111	Furniture & Fixtures	\$9,906	-	-	-	-
6131	Vehicles	-	79,000	-	-	-
6141	Computer Equipment & Software	-	57,623	-	-	-
6212	CIP Bldg & Facility - CYr	104,574	-	-	-	-
6252	CIP Landscape & Site - CYr	711,395	135,000	135,000	1.5%	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$825,875</b>	<b>\$271,623</b>	<b>\$135,000</b>	<b>1.5%</b>	<b>(50.3%)</b>

# SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

## Parks and Recreation

Object	Description	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed	% of Total	% Change fr Prior
7101	Bond Principal	\$255,000	\$265,000	\$270,000	3.1%	1.9%
7102	Bond Interest	7,027	245,904	236,231	2.7%	(3.9%)
7103	Bond Administration Fee	83,622	82,000	75,000	0.9%	(8.5%)
<b>Total Debt Service</b>		<b>\$345,649</b>	<b>\$592,904</b>	<b>\$581,231</b>	<b>6.6%</b>	<b>(2.0%)</b>
9101	Transfers Out	\$184,238	\$0	\$0	-	-
<b>Total Transfers</b>		<b>\$184,238</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>	<b>-</b>
<b>Total Capital Ex, Debt Service &amp; Transfers</b>		<b>\$1,355,762</b>	<b>\$864,527</b>	<b>\$716,231</b>	<b>8.2%</b>	<b>(17.2%)</b>
<b>Total Expenditures</b>		<b>\$7,917,920</b>	<b>\$8,526,270</b>	<b>\$8,787,974</b>	<b>100.0%</b>	<b>3.1%</b>
<b>Source of Funds</b>						
	General Fund	\$6,236,494	\$7,586,963	\$7,793,434	88.7%	2.7%
	Proposition A Fund	865,458	804,307	859,540	9.8%	6.9%
	Capital Improvement Fund	815,969	135,000	135,000	1.5%	-
<b>Total Source of Funds</b>		<b>\$7,917,920</b>	<b>\$8,526,270</b>	<b>\$8,787,974</b>	<b>100.0%</b>	<b>3.1%</b>

# SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

## Police

Object	Description	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed	% of Total	% Change fr Prior
4101	Salaries & Allowances	\$2,340,575	\$2,390,068	\$2,414,357	9.9%	1.0%
4102	Sworn Employee Salaries	7,542,538	7,796,476	8,054,622	33.2%	3.3%
4103	Part Time Employee Salaries	216,461	256,189	264,379	1.1%	3.2%
4111	Overtime Regular Employees	111,620	103,145	110,555	0.5%	7.2%
4112	Overtime Sworn Employees	1,211,778	1,022,537	1,211,583	5.0%	18.5%
4114	Overtime Special Events	165,198	313,566	163,566	0.7%	(47.8%)
4201	Group Medical Insurance	1,190,271	1,303,982	1,277,873	5.3%	(2.0%)
4202	Medicare	158,707	152,599	149,227	0.6%	(2.2%)
4203	Unemployment	26,940	17,964	12,480	0.1%	(30.5%)
4204	401A Plan City	9,655	9,415	11,194	0.0%	18.9%
4205	Workers Compensation	2,469,480	1,780,380	2,041,380	8.4%	14.7%
4206	Medical Retirement Contribution	96,669	107,220	107,220	0.4%	-
4211	PERS Regular Contribution	262,281	273,473	309,004	1.3%	13.0%
4212	PERS Sworn Contributions	2,104,501	2,166,534	2,415,994	9.9%	11.5%
<b>Total Salaries &amp; Benefits</b>		<b>\$17,906,675</b>	<b>\$17,693,548</b>	<b>\$18,543,434</b>	<b>76.4%</b>	<b>4.8%</b>
5101	Contract Services	\$434,007	\$468,589	\$478,644	2.0%	2.1%
5104	Computer Contract Services	86,542	88,125	94,820	0.4%	7.6%
5106	SBRPCA Communications	1,170,648	1,157,752	1,266,494	5.2%	9.4%
5107	Physical/Psychological Exams	14,875	13,000	13,250	0.1%	1.9%
5108	Legal Services	6,658	25,000	20,000	0.1%	(20.0%)
5109	Background Investigations	8,853	8,960	8,760	0.0%	(2.2%)
5201	Office Supplies	23,974	27,900	27,900	0.1%	-
5202	Memberships & Dues	5,938	6,521	7,021	0.0%	7.7%
5203	Reference Books & Periodicals	859	1,650	1,250	0.0%	(24.2%)
5204	Conferences & Meetings	14,345	16,690	19,790	0.1%	18.6%
5205	Training	20,365	41,090	45,125	0.2%	9.8%
5206	Uniforms/Safety Equipment	89,903	153,020	108,836	0.4%	(28.9%)
5207	Advertising	-	300	300	0.0%	-
5208	Postage	5,780	5,500	5,900	0.0%	7.3%
5210	Computer Supplies & Software	15,677	13,600	15,200	0.1%	11.8%
5214	Employee Awards & Events	636	1,500	1,500	0.0%	-
5217	Special Departmental Supplies	196,288	282,572	254,185	1.0%	(10.0%)
5219	STC Training	2,243	2,850	2,850	0.0%	-
5220	POST Training	39,068	49,700	49,700	0.2%	-
5225	Printing	19,693	27,950	25,350	0.1%	(9.3%)
5240	Assessments & Taxes	-	-	-	-	-
5263	City Funds Match	12,995	12,000	12,000	0.0%	-
5501	Telephone	43,200	46,240	45,670	0.2%	(1.2%)
5502	Electricity	126,941	132,810	154,263	0.6%	16.2%
5503	Natural Gas	6,770	6,785	4,872	0.0%	(28.2%)
5504	Water	12,291	12,203	16,912	0.1%	38.6%
<b>Total Materials &amp; Services</b>		<b>\$2,358,549</b>	<b>\$2,602,307</b>	<b>\$2,680,592</b>	<b>11.0%</b>	<b>3.0%</b>
5611	Warehouse Purchases	\$2,267	\$2,070	\$2,590	0.0%	25.1%
5621	Information Systems Allocation	497,340	737,926	739,589	3.0%	0.2%
5631	Insurance Allocation	678,240	459,540	224,640	0.9%	(51.1%)
5641	Fleet Rental Allocation	415,500	406,170	426,750	1.8%	5.1%
5642	Fleet Maintenance Allocation	673,521	619,692	789,090	3.2%	27.3%
5651	Building & Operations Allocation	415,034	397,381	414,472	1.7%	4.3%
<b>Total Internal Services</b>		<b>\$2,681,901</b>	<b>\$2,622,779</b>	<b>\$2,597,131</b>	<b>10.7%</b>	<b>(1.0%)</b>
<b>Total Operating Expenses</b>		<b>\$22,947,125</b>	<b>\$22,918,634</b>	<b>\$23,821,157</b>	<b>98.1%</b>	<b>3.9%</b>

# SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

## Police

Object	Description	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed	% of Total	% Change fr Prior
6111	Furniture & Fixtures	-	\$20,000	-	-	-
6121	Machinery & Equipment	\$50,240	-	\$25,000	0.1%	-
6141	Computer Equipment & Software	-	\$24,000	49,496	0.2%	106.2%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$50,240</b>	<b>\$44,000</b>	<b>\$74,496</b>	<b>0.3%</b>	<b>69.3%</b>
7101	Bond Principal	\$982,886	\$744,004	\$227,500	0.9%	(69.4%)
7102	Bond Interest	192,888	162,232	156,568	0.6%	(3.5%)
7103	Bond Administraton	3,113	1,100	2,000	0.0%	81.8%
<b>Total Debt Service</b>		<b>\$1,178,887</b>	<b>\$907,336</b>	<b>\$386,068</b>	<b>1.6%</b>	<b>(57.5%)</b>
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>\$1,229,127</b>	<b>\$951,336</b>	<b>\$460,564</b>	<b>1.9%</b>	<b>(51.6%)</b>
<b>Total Expenditures</b>		<b>\$24,176,252</b>	<b>\$23,869,970</b>	<b>\$24,281,721</b>	<b>100.0%</b>	<b>1.7%</b>
<b>Source of Funds</b>						
General Fund		\$23,616,870	\$23,207,615	\$23,574,703	97.1%	1.6%
Asset Forfeiture		87,843	169,023	215,950	0.9%	27.8%
Police Safety Grants Fund		62,783	105,000	105,000	0.4%	-
Capital Improvement Fund		408,756	388,332	386,068	1.6%	(0.6%)
<b>Total Source of Funds</b>		<b>\$24,176,252</b>	<b>\$23,869,970</b>	<b>\$24,281,721</b>	<b>100.0%</b>	<b>1.7%</b>

# SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

## Fire

Object	Description	2013-2014	2014-2015	2015-2016	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$71,458	\$80,357	\$82,424	0.6%	2.6%
4102	Sworn Employee Salaries	4,503,862	4,631,417	4,787,796	37.5%	3.4%
4103	Part Time Employee Salaries	136,615	114,168	149,589	1.2%	31.0%
4112	Overtime Sworn Employees	1,692,786	1,313,686	1,516,215	11.9%	15.4%
4113	Overtime Mutual Aid	139,655	74,000	114,000	0.9%	54.1%
4114	Overtime Special Events	12,057	17,168	15,869	0.1%	(7.6%)
4115	Cooperative Resources	-	144,480	174,720	1.4%	20.9%
4116	Overtime Training & Special Detail	-	222,000	184,680	1.4%	(16.8%)
4201	Group Medical Insurance	501,350	523,765	575,982	4.5%	10.0%
4202	Medicare	76,180	59,541	61,962	0.5%	4.1%
4203	Unemployment	2,700	1,800	1,260	0.0%	(30.0%)
4204	401A Plan City	4,965	5,198	5,261	0.0%	1.2%
4205	Workers Compensation	527,460	786,960	1,192,560	9.3%	51.5%
4206	Medical Retirement Contribution	18,778	20,832	20,832	0.2%	-
4211	PERS Regular Contribution	7,730	9,209	10,589	0.1%	15.0%
4212	PERS Sworn Contributions	1,037,635	1,001,530	1,181,302	9.2%	17.9%
<b>Total Salaries &amp; Benefits</b>		<b>\$8,733,232</b>	<b>\$9,006,111</b>	<b>\$10,075,041</b>	<b>78.9%</b>	<b>11.9%</b>
5101	Contract Services	\$152,489	\$239,965	\$223,588	1.8%	(6.8%)
5104	Computer Contract Services	29,052	38,510	40,110	0.3%	4.2%
5106	SBRPCA Communications	389,887	385,917	422,164	3.3%	9.4%
5107	Physical/Psychological Exams	-	7,200	7,200	0.1%	-
5108	Legal Services	1,538	-	-	-	-
5109	Background Investigations	-	4,614	24,064	0.2%	421.5%
5201	Office Supplies	3,991	3,800	5,200	0.0%	36.8%
5202	Memberships & Dues	3,629	4,164	4,214	0.0%	1.2%
5203	Reference Books & Periodicals	2,459	2,500	3,050	0.0%	22.0%
5204	Conferences & Meetings	5,905	10,780	13,280	0.1%	23.2%
5205	Training	37,696	91,150	104,250	0.8%	14.4%
5206	Uniforms/Safety Equipment	62,637	73,203	74,052	0.6%	1.2%
5208	Postage	634	600	600	0.0%	-
5209	Tools & Minor Equipment	1,080	-	-	-	-
5210	Computer Supplies & Software	11,604	1,000	-	-	-
5214	Employee Awards & Events	2,240	4,500	4,500	0.0%	-
5217	Special Departmental Supplies	186,654	190,250	222,470	1.7%	16.9%
5221	Automotive Repair Services	49,825	66,700	66,700	0.5%	-
5225	Printing	842	2,950	2,650	0.0%	(10.2%)
5501	Telephone	26,815	27,300	25,900	0.2%	(5.1%)
5502	Electricity	67,133	70,432	80,232	0.6%	13.9%
5503	Natural Gas	5,778	5,910	7,173	0.1%	21.4%
5504	Water	6,019	6,776	9,534	0.1%	40.7%
<b>Total Materials &amp; Services</b>		<b>\$1,047,906</b>	<b>\$1,238,221</b>	<b>\$1,340,931</b>	<b>10.5%</b>	<b>8.3%</b>
5611	Warehouse Purchases	\$8,393	\$4,700	\$6,700	0.1%	42.6%
5621	Information Systems Allocation	104,712	155,351	155,702	1.2%	0.2%
5631	Insurance Allocation	76,860	79,920	113,340	0.9%	41.8%
5641	Fleet Rental Allocation	272,880	282,990	275,500	2.2%	(2.6%)
5642	Fleet Maintenance Allocation	52,344	38,598	57,478	0.5%	48.9%
5651	Building & Operations Allocation	155,638	149,018	155,427	1.2%	4.3%
<b>Total Internal Services</b>		<b>\$670,827</b>	<b>\$710,577</b>	<b>\$764,147</b>	<b>6.0%</b>	<b>7.5%</b>
<b>Total Operating Expenses</b>		<b>\$10,451,965</b>	<b>\$10,954,909</b>	<b>\$12,180,119</b>	<b>95.4%</b>	<b>11.2%</b>

# SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

## Fire

Object	Description	2013-2014 Actual	2014-2015 Adopted	2015-2016 Proposed	% of Total	% Change fr Prior
6121	Machinery & Equipment	\$132,241	\$12,500	-	-	-
6141	Computer Equipment & Software	10,673	\$149,500	-	-	-
6212	CIP Bldg & Facility - CYr	-	\$470,000	205,433	1.6%	(56.3%)
<b>Total Capital Projects &amp; Equipment</b>		<b>\$142,914</b>	<b>\$632,000</b>	<b>\$205,433</b>	<b>1.6%</b>	<b>(67.5%)</b>
7101	Bond Principal	\$592,114	\$470,996	227,500	1.8%	(51.7%)
7102	Bond Interest	179,208	162,231	156,568	1.2%	(3.5%)
7103	Bond Administraton	3,113	1,100	2,000	0.0%	81.8%
<b>Total Debt Service</b>		<b>\$917,349</b>	<b>\$1,266,327</b>	<b>\$591,501</b>	<b>4.6%</b>	<b>(53.3%)</b>
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>\$917,349</b>	<b>\$1,266,327</b>	<b>\$591,501</b>	<b>4.6%</b>	<b>(53.3%)</b>
<b>Total Expenditures</b>		<b>\$11,369,314</b>	<b>\$12,221,236</b>	<b>\$12,771,620</b>	<b>100.0%</b>	<b>4.5%</b>
<b>Source of Funds</b>						
General Fund		\$10,960,557	\$11,362,905	\$12,180,119	95.4%	7.2%
Capital Improvement Fund		408,756	858,331	591,501	4.6%	(31.1%)
<b>Total Source of Funds</b>		<b>\$11,369,314</b>	<b>\$12,221,236</b>	<b>\$12,771,620</b>	<b>100.0%</b>	<b>4.5%</b>

# SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

## Public Works

Object	Description	2013-2014	2014-2015	2015-2016	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$3,812,544	\$4,186,363	\$4,259,658	8.2%	1.8%
4103	Part Time Employee Salaries	-	25,190	46,190	0.1%	83.4%
4111	Overtime Regular Employees	55,040	57,138	65,235	0.1%	14.2%
4114	Overtime Special Events	23,379	28,080	27,080	0.1%	(3.6%)
4123	Commuter Pay	8,460	9,000	9,000	0.0%	-
4201	Group Medical Insurance	626,285	717,614	663,633	1.3%	(7.5%)
4202	Medicare	51,602	59,128	58,805	0.1%	(0.5%)
4203	Unemployment	17,160	11,448	7,980	0.0%	(30.3%)
4204	401A Plan City	50,279	58,726	63,907	0.1%	8.8%
4205	Workers Compensation	71,700	223,020	532,800	1.0%	138.9%
4206	Medical Retirement Contribution	55,786	61,836	61,836	0.1%	-
4211	PERS Regular Contribution	435,579	470,406	540,771	1.0%	15.0%
4220	Accrued Leave	(398)	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$5,207,415</b>	<b>\$5,907,949</b>	<b>\$6,336,895</b>	<b>12.3%</b>	<b>7.3%</b>
5101	Contract Services	\$11,478,344	\$11,897,701	\$12,445,013	24.1%	4.6%
5104	Computer Contract Services	11,609	25,255	25,950	0.1%	2.8%
5108	Legal Services	2,278	-	-	-	-
5201	Office Supplies	9,782	10,500	10,500	0.0%	-
5202	Memberships & Dues	17,923	25,728	15,674	0.0%	(39.1%)
5203	Reference Books & Periodicals	1,635	1,265	1,215	0.0%	(4.0%)
5204	Conferences & Meetings	2,863	7,885	7,885	0.0%	-
5205	Training	11,801	31,144	23,652	0.0%	(24.1%)
5206	Uniforms/Safety Equipment	20,282	24,747	28,314	0.1%	14.4%
5207	Advertising	22,490	21,750	24,900	0.0%	14.5%
5208	Postage	8,191	8,190	5,590	0.0%	(31.7%)
5209	Tools & Minor Equipment	10,644	14,300	11,300	0.0%	(21.0%)
5210	Computer Supplies & Software	13,336	17,993	27,626	0.1%	53.5%
5211	Automotive Parts	77,036	65,000	-	-	-
5212	Office Equipment Maintenance	1,560	3,000	2,000	0.0%	(33.3%)
5214	Employee Awards & Events	122	-	500	0.0%	-
5217	Special Departmental Supplies	1,144,834	1,123,181	1,151,853	2.2%	2.6%
5221	Automotive Repair Service	126,200	70,000	-	-	-
5225	Printing	5,699	21,874	23,537	0.0%	7.6%
5226	Automotive Fuel	365,759	373,075	409,575	0.8%	9.8%
5231	Banking Service Fees	308,300	260,000	289,000	0.6%	11.2%
5240	Assessments & Taxes	533,365	557,976	587,124	1.1%	5.2%
5266	DMBBPA Allocation	107,330	103,500	109,000	0.2%	5.3%
5501	Telephone	93,258	94,820	95,420	0.2%	0.6%
5502	Electricity	923,535	951,476	956,270	1.8%	0.5%
5503	Natural Gas	99,129	97,251	91,532	0.2%	(5.9%)
5504	Water	540,858	531,411	563,042	1.1%	6.0%
<b>Total Materials &amp; Services</b>		<b>\$15,938,162</b>	<b>\$16,339,022</b>	<b>\$16,906,472</b>	<b>32.7%</b>	<b>3.5%</b>
5601	Administrative Service Charge	\$2,913,324	\$2,913,338	\$2,996,530	5.8%	2.9%
5611	Warehouse Purchases	49,929	60,885	52,655	0.1%	(13.5%)
5612	Garage Purchases	25,114	25,000	25,000	0.0%	-
5621	Information Systems Allocation	242,124	359,249	356,539	0.7%	(0.8%)
5631	Insurance Allocation	566,520	401,460	322,860	0.6%	(19.6%)
5641	Fleet Rental Allocation	398,472	455,820	439,220	0.8%	(3.6%)
5642	Fleet Maintenance Allocation	275,167	238,927	270,992	0.5%	13.4%
5651	Building & Operations Allocation	\$236,179	\$227,114	\$238,274	0.5%	4.9%
<b>Total Internal Services</b>		<b>\$4,706,828</b>	<b>\$4,681,793</b>	<b>\$4,702,070</b>	<b>9.1%</b>	<b>0.4%</b>
9101	Transfers Out	\$20,865	\$21,140	\$19,053	0.0%	(9.9%)
<b>Total Transfers</b>		<b>\$20,865</b>	<b>\$21,140</b>	<b>\$19,053</b>	<b>0.0%</b>	<b>(9.9%)</b>
<b>Total Operating Expenses</b>		<b>\$25,873,271</b>	<b>\$26,949,904</b>	<b>\$27,964,490</b>	<b>54.1%</b>	<b>3.8%</b>



# SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

## Public Works

Object	Description	2013-2014	2014-2015	2015-2016	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
6111	Furntiures & Fixtures	26,835	-	-	-	-
6121	Machinery & Equipment	\$117,248	78,500	142,250	0.3%	81.2%
6131	Vehicles	\$2,127,456	762,452	453,873	0.9%	(40.5%)
6141	Computer Equipment & Software	-	150,000	10,000	0.0%	(93.3%)
6202	Studies, Audits & Analysis	193,571	-	-	-	-
6212	CIP Bldg. & Facility - CYr	439,709	4,487,000	5,044,916	9.8%	12.4%
6222	CIP Street Improvements - CYr	1,682,241	8,293,200	7,455,645	14.4%	(10.1%)
6232	CIP Utility Improvements - CYr	11,468	705,125	1,196,555	2.3%	69.7%
6242	CIP Line Improvements - CYr	407,409	1,775,900	2,411,240	4.7%	35.8%
6252	CIP Landscape & Site - CYr	124,645	-	1,572,910	3.0%	-
6263	Infrastructure Improvements	-	925,600	2,903,168	5.6%	213.7%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$5,130,583</b>	<b>\$17,177,777</b>	<b>\$21,190,557</b>	<b>41.0%</b>	<b>23.4%</b>
7101	Bond Principal	\$1,065,000	\$1,085,000	\$1,135,000	2.2%	4.6%
7102	Bond Interest	859,528	820,902	774,851	1.5%	(5.6%)
7103	Bond Administration	9,570	9,725	10,500	0.0%	8.0%
<b>Total Debt Service</b>		<b>\$1,934,098</b>	<b>\$1,915,627</b>	<b>\$1,920,351</b>	<b>3.7%</b>	<b>0.2%</b>
7301	Land Leases	\$425,376	\$436,000	\$450,000	0.9%	3.2%
7302	Property & Equipment Principal	187,522	187,522	190,595	0.4%	1.6%
7303	Property & Equipment Interest	13,361	10,338	7,264	0.0%	(29.7%)
7402	Interfund Loans Interest	3,917	-	-	-	-
<b>Total Property &amp; Equipment Leases</b>		<b>\$630,176</b>	<b>\$633,860</b>	<b>\$647,859</b>	<b>1.3%</b>	<b>2.2%</b>
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>\$7,668,022</b>	<b>\$19,727,264</b>	<b>\$23,758,767</b>	<b>45.9%</b>	<b>20.4%</b>
<b>Total Expenditures</b>		<b>\$33,568,128</b>	<b>\$46,677,168</b>	<b>\$51,723,257</b>	<b>100.0%</b>	<b>10.8%</b>
<b>Source of Funds</b>						
General Fund		\$5,888,776	\$6,835,162	\$6,300,644	12.2%	(7.8%)
Street Lighting & Landscape Fund		639,919	651,159	614,829	1.2%	(5.6%)
Gas Tax		1,271,807	1,715,000	2,752,541	5.3%	60.5%
Federal & State Grants Fund		-	-	-	-	-
Proposition C Fund		358,488	5,895,200	2,468,399	4.8%	(58.1%)
AB 2766 Fund		9,528	155,068	11,100	0.0%	(92.8%)
Measure R		25,299	335,000	335,000	0.6%	-
Capital Improvement Fund		230,188	1,273,600	6,733,527	13.0%	428.7%
Underground Assessment Districts		-	-	-	-	-
Water Fund		9,008,045	13,541,621	13,445,860	26.0%	(0.7%)
Stormwater Fund		651,607	1,215,651	1,722,344	3.3%	41.7%
Wastewater Fund		2,278,087	1,919,373	2,462,565	4.8%	28.3%
Refuse Fund		3,897,935	4,184,371	4,267,893	8.3%	2.0%
Parking Fund		2,448,239	2,538,942	3,597,542	7.0%	41.7%
County Parking Lots Fund		572,954	644,806	634,698	1.2%	(1.6%)
State Pier and Parking Lot Fund		455,538	1,517,752	1,989,051	3.8%	31.1%
Fleet Management Fund		3,390,260	1,834,270	1,869,019	3.6%	1.9%
Building Maintenance & Operations Fund		1,485,621	1,466,804	1,568,207	3.0%	6.9%
Special Assessment Redemption Fund		955,836	953,389	950,038	1.8%	(0.4%)
<b>Total Source of Funds</b>		<b>\$33,568,128</b>	<b>\$46,677,168</b>	<b>\$51,723,257</b>	<b>100.0%</b>	<b>10.8%</b>

# SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

## Community Development

Object	Description	2013-2014	2014-2015	2015-2016	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$1,728,986	\$1,971,249	\$2,044,179	45.5%	3.7%
4103	Part Time Employee Salaries	72,230	102,720	126,770	2.8%	23.4%
4111	Overtime Regular Employees	6,205	3,386	9,908	0.2%	192.6%
4201	Group Medical Insurance	239,688	282,016	269,901	6.0%	(4.3%)
4202	Medicare	25,710	30,610	30,601	0.7%	(0.0%)
4203	Unemployment	1,020	684	480	0.0%	(29.8%)
4204	401A Plan City	19,299	25,130	26,218	0.6%	4.3%
4205	Workers Compensation	11,700	6,060	-	-	-
4206	Medical Retirement Contribution	19,925	22,092	22,092	0.5%	-
4211	PERS Regular Contribution	211,838	228,595	269,069	6.0%	17.7%
<b>Total Salaries &amp; Benefits</b>		<b>\$2,336,601</b>	<b>\$2,672,542</b>	<b>\$2,799,218</b>	<b>62.3%</b>	<b>4.7%</b>
5101	Contract Services	\$906,998	\$666,480	\$840,420	18.7%	26.1%
5104	Computer Contract Services	128,789	34,550	72,800	1.6%	110.7%
5108	Legal Services	-	-	4,000	0.1%	-
5201	Office Supplies	3,800	3,500	5,500	0.1%	57.1%
5202	Memberships & Dues	3,977	5,980	8,790	0.2%	47.0%
5203	Reference Books & Periodicals	6,898	2,775	4,535	0.1%	63.4%
5204	Conferences & Meetings	9,022	18,426	27,880	0.6%	51.3%
5205	Training	8,210	11,590	15,710	0.3%	35.5%
5206	Uniforms/Safety Equipment	1,034	3,950	4,610	0.1%	16.7%
5207	Advertising	5,650	5,000	9,600	0.2%	92.0%
5208	Postage	4,057	3,920	4,355	0.1%	11.1%
5209	Tools & Minor Equipment	-	-	250	0.0%	-
5210	Computer Supplies & Software	2,375	21,933	20,483	0.5%	(6.6%)
5212	Office Equipment Maintenance	-	325	325	0.0%	-
5214	Employee Awards & Events	-	-	500	0.0%	-
5217	Special Departmental Supplies	3,390	8,810	5,595	0.1%	(36.5%)
5225	Printing	7,292	6,050	17,575	0.4%	190.5%
5501	Telephone	9,605	10,150	9,850	0.2%	(3.0%)
<b>Total Materials &amp; Services</b>		<b>\$1,101,096</b>	<b>\$803,439</b>	<b>\$1,052,778</b>	<b>23.4%</b>	<b>31.0%</b>
5611	Warehouse Purchases	\$786	\$1,000	\$1,300	0.0%	30.0%
5621	Information Systems Allocation	176,688	262,156	262,745	5.8%	0.2%
5631	Insurance Allocation	15,660	103,680	55,620	1.2%	(46.4%)
5641	Fleet Rental Allocation	19,740	21,210	21,210	0.5%	-
5642	Fleet Maintenance Allocation	15,637	12,805	17,542	0.4%	37.0%
5651	Building & Operations Allocation	233,887	227,203	241,622	5.4%	6.3%
<b>Total Internal Services</b>		<b>\$462,397</b>	<b>\$628,054</b>	<b>\$600,039</b>	<b>13.4%</b>	<b>(4.5%)</b>
<b>Total Operating Expenses</b>		<b>\$3,900,094</b>	<b>\$4,104,035</b>	<b>\$4,452,035</b>	<b>99.1%</b>	<b>8.5%</b>
6111	Furniture & Fixtures	-	-	-	-	-
6141	Computer Equipment & Software	-	-	\$42,421	0.9%	-
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>-</b>	<b>\$42,421</b>	<b>0.9%</b>	<b>-</b>
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>-</b>	<b>-</b>	<b>\$42,421</b>	<b>0.9%</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$3,900,094</b>	<b>\$4,104,035</b>	<b>\$4,494,456</b>	<b>100.0%</b>	<b>9.5%</b>
<b>Source of Funds</b>						
General Fund		\$3,900,094	\$4,104,035	\$4,494,456	100.0%	9.5%
<b>Total Source of Funds</b>		<b>\$3,900,094</b>	<b>\$4,104,035</b>	<b>\$4,494,456</b>	<b>100.0%</b>	<b>9.5%</b>

# SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

## Information Technology

Object	Description	2013-2014	2014-2015	2015-2016	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$687,588	\$732,583	\$928,264	32.3%	26.7%
4103	Part Time Employee Salaries	74,719	24,480	55,625	1.9%	127.2%
4111	Overtime Regular Employees	31,993	28,600	65,000	2.3%	127.3%
4201	Group Medical Insurance	82,665	99,906	120,413	4.2%	20.5%
4202	Medicare	11,398	11,421	14,039	0.5%	22.9%
4204	401A Plan City	9,208	9,530	17,237	0.6%	80.9%
4205	Workers Compensation	-	-	13,620	0.5%	-
4206	Medical Retirement Contribution	5,734	6,360	6,360	0.2%	-
4211	PERS Regular Contribution	81,697	83,241	117,778	4.1%	41.5%
<b>Total Salaries &amp; Benefits</b>		<b>\$985,002</b>	<b>\$996,121</b>	<b>\$1,338,336</b>	<b>46.5%</b>	<b>34.4%</b>
5101	Contract Services	\$76,562	\$50,130	\$174,749	6.1%	248.6%
5104	Computer Contract Services	244,041	290,872	329,499	11.5%	13.3%
5201	Office Supplies	-	-	500	0.0%	-
5202	Memberships & Dues	488	1,580	2,810	0.1%	77.8%
5203	Reference Books & Periodicals	119	470	700	0.0%	48.9%
5204	Conferences & Meetings	10,834	12,855	19,555	0.7%	52.1%
5205	Training	4,570	15,000	15,000	0.5%	-
5210	Computer Supplies & Software	261,194	390,432	413,316	14.4%	5.9%
5212	Office Equipment Maintenance	-	2,000	2,000	0.1%	-
5213	Computer Maintenance & Repair	13,202	16,300	20,600	0.7%	26.4%
5217	Special Departmental Supplies	11,104	600	1,300	0.0%	116.7%
5501	Telephone	2,436	2,600	2,600	0.1%	-
<b>Total Materials &amp; Services</b>		<b>\$624,550</b>	<b>\$782,839</b>	<b>\$982,629</b>	<b>34.2%</b>	<b>25.5%</b>
5611	Warehouse Purchases	\$47	\$100	\$300	0.0%	200.0%
5651	Building & Operations Allocation	35,083	34,080	36,243	1.3%	6.3%
<b>Total Internal Services</b>		<b>\$35,130</b>	<b>\$34,180</b>	<b>\$36,543</b>	<b>1.3%</b>	<b>6.9%</b>
<b>Total Operating Expenses</b>		<b>\$1,644,682</b>	<b>\$1,813,140</b>	<b>\$2,357,508</b>	<b>82.0%</b>	<b>30.0%</b>
6111	Furniture & Fixtures	-	\$15,000	-	-	-
6121	Machinery & Equipment	-	-	-	-	-
6141	Computer Equipment & Software	\$94,831	\$1,200,068	518,964	18.0%	(56.8%)
<b>Total Capital Projects &amp; Equipment</b>		<b>\$94,831</b>	<b>\$1,215,068</b>	<b>\$518,964</b>	<b>18.0%</b>	<b>(57.3%)</b>
<b>Total Expenditures</b>		<b>\$1,739,513</b>	<b>\$3,028,208</b>	<b>\$2,876,472</b>	<b>100.0%</b>	<b>(5.0%)</b>
<b>Source of Funds</b>						
General Fund		\$276,095	\$342,223	\$344,104	12.0%	0.5%
Capital Improvement Fund		-	-	-	-	-
Information Systems Fund		1,463,418	2,685,985	2,532,368	88.0%	(5.7%)
<b>Total Source of Funds</b>		<b>\$1,739,513</b>	<b>\$3,028,208</b>	<b>\$2,876,472</b>	<b>100.0%</b>	<b>(5.0%)</b>

## 2015-2016 SCHEDULE OF EXPENDITURE BY MINOR PROGRAM

Program	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed	Amount Change	Percent Change
<b>Management Services</b>						
City Council	\$621,914	\$419,973	\$464,263	\$473,371	\$53,398	12.71%
City Manager	2,435,314	1,085,818	883,902	2,350,164	1,264,346	116.44%
City Treasurer	31,046	39,047	34,780	40,306	1,259	3.22%
City Clerk	508,064	809,400	546,481	665,750	(143,650)	(17.75%)
City Attorney	711,774	592,154	743,133	600,768	8,614	1.45%
<b>Total Management Services</b>	<b>\$4,308,112</b>	<b>\$2,946,392</b>	<b>\$2,672,559</b>	<b>\$4,130,359</b>	<b>\$1,183,967</b>	<b>40.18%</b>
<b>Finance</b>						
Administration	\$1,138,877	\$1,452,474	\$1,207,756	\$1,545,900	\$93,426	6.43%
Accounting	621,942	622,756	714,915	677,230	54,474	8.75%
Revenue Services	401,369	564,995	558,865	517,988	(47,007)	(8.32%)
Business Licensing	114,213	114,747	117,942	117,594	2,847	2.48%
Parking Citations	226,896	240,087	262,536	252,801	12,714	5.30%
Utility Billing	215,643	188,901	192,236	193,146	4,245	2.25%
Purchasing	378,389	396,802	408,156	409,455	12,653	3.19%
General Services	223,854	222,545	215,500	231,692	9,147	4.11%
<b>Total Finance</b>	<b>\$3,321,182</b>	<b>\$3,803,307</b>	<b>\$3,677,906</b>	<b>\$3,945,806</b>	<b>\$142,499</b>	<b>3.75%</b>
<b>Human Resources</b>						
Administration	\$834,964	\$1,238,160	\$1,059,068	\$1,296,275	\$58,115	4.69%
Risk Management	268,899	370,666	364,307	386,557	15,891	4.29%
Liability	1,402,404	1,443,486	2,039,291	1,939,412	495,926	34.36%
Workers Compensation	3,511,303	2,888,593	3,984,137	3,918,637	1,030,044	35.66%
<b>Total Human Resources</b>	<b>\$6,017,570</b>	<b>\$5,940,905</b>	<b>\$7,446,803</b>	<b>\$7,540,881</b>	<b>\$1,599,976</b>	<b>26.93%</b>
<b>Parks &amp; Recreation</b>						
Administration	\$2,652,130	\$2,881,816	\$2,524,796	\$3,038,346	\$156,530	5.43%
Registration Services	137,014	10,000	-	-	(10,000)	(100.00%)
Recreation Services	1,037,438	1,116,649	1,095,472	1,103,763	(12,886)	(1.15%)
Playground	224	5,320	-	-	(5,320)	(100.00%)
Teen Drop In Center	96,648	102,220	97,898	102,861	641	0.63%
Special Activity Classes	306,763	353,482	355,775	284,605	(68,877)	(19.49%)
Special Events	196,718	161,920	188,486	212,087	50,167	30.98%
Tennis Operations	119,699	161,620	126,437	127,462	(34,158)	(21.13%)
Facility & Parks Reservations	336,185	333,438	369,759	353,750	20,312	6.09%
Cultural Arts	243,818	364,123	400,035	407,370	43,247	11.88%
Art Classes	225,857	216,310	207,972	216,888	578	0.27%
Concerts In The Park	36,009	40,465	53,111	64,322	23,857	58.96%
Sports Leagues & Tournaments	290,718	324,442	274,512	352,989	28,547	8.80%
Sports Classes	395,546	494,814	449,944	482,424	(12,390)	(2.50%)
Swimming Activities	406,535	508,498	431,823	508,818	320	0.06%
Sports & Aquatics Administration	111,152	166,507	155,192	173,900	7,393	4.44%
Volunteers	140,523	146,998	150,787	150,404	3,406	2.32%
Older Adults Activities	99,181	105,710	111,178	111,875	6,165	5.83%
Senior Services	220,303	227,631	237,555	236,570	8,939	3.93%
Transportation	865,458	804,307	763,884	859,540	55,233	6.87%
<b>Total Parks &amp; Recreation</b>	<b>\$7,917,920</b>	<b>\$8,526,270</b>	<b>\$7,994,616</b>	<b>\$8,787,974</b>	<b>\$261,704</b>	<b>3.07%</b>
<b>Police Department</b>						
Administration	\$5,933,121	\$5,387,664	\$5,476,731	\$5,553,177	\$165,513	3.07%
Patrol	8,996,352	8,577,940	8,659,336	8,375,743	(202,197)	(2.36%)
Investigations	2,476,752	2,615,882	2,673,271	2,611,153	(4,729)	(0.18%)
School Resource Officer	26,813	24,436	25,093	25,835	1,399	5.73%
Technical Support Services	1,205,427	1,295,997	1,325,611	1,296,493	496	0.04%
Communications	1,171,175	1,158,282	1,174,307	1,267,034	108,752	9.39%
Crime Prevention	275,991	306,155	313,831	304,453	(1,702)	(0.56%)
Traffic Safety	1,372,959	1,606,424	1,470,954	1,937,009	330,585	20.58%
Jail Operations	569,361	629,791	636,039	616,109	(13,682)	(2.17%)
Parking Enforcement	1,662,634	1,669,940	1,671,934	1,654,166	(15,774)	(0.94%)
Animal Control	335,040	323,436	333,880	319,599	(3,837)	(1.19%)
Treasury Regional	60,205	142,023	114,685	49,496	(92,527)	(65.15%)
DOJ Regional	27,638	27,000	28,000	166,454	139,454	516.50%
State SLES Grant	62,783	105,000	103,000	105,000	-	0.00%
<b>Total Police Department</b>	<b>\$24,176,252</b>	<b>\$23,869,970</b>	<b>\$24,006,672</b>	<b>\$24,281,721</b>	<b>\$411,751</b>	<b>1.72%</b>

## 2015-2016 SCHEDULE OF EXPENDITURE BY MINOR PROGRAM

Program	2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimate	2015-2016 Proposed	Amount Change	Percent Change
<b>Fire Department</b>						
Administration	\$2,260,080	\$3,110,516	\$2,586,437	\$3,232,532	\$122,016	3.92%
Prevention	674,281	733,431	759,907	730,877	(2,554)	(0.35%)
Fire Investigation	11,349	36,800	24,452	30,858	(5,942)	(16.15%)
Fire Operations	6,239,838	6,013,123	6,537,160	6,372,845	359,722	5.98%
Emergency Medical Services	1,767,883	1,705,259	1,762,277	1,778,149	72,890	4.27%
Support Services	287,236	272,491	281,530	336,909	64,418	23.64%
Emergency Preparedness	31,905	115,650	56,695	47,050	(68,600)	(59.32%)
Fire Reserves	68,720	128,026	127,534	134,240	6,214	4.85%
CERT	8,768	21,350	15,957	30,620	9,270	43.42%
Communications	7,281	54,390	46,649	52,240	(2,150)	(3.95%)
Public Education	11,974	30,200	20,665	25,300	(4,900)	(16.23%)
<b>Total Fire Department</b>	<b>\$11,369,314</b>	<b>\$12,221,236</b>	<b>\$12,219,263</b>	<b>\$12,771,620</b>	<b>\$550,384</b>	<b>4.50%</b>
<b>Community Development</b>						
Administration	\$688,957	\$776,447	\$921,225	\$1,121,220	\$344,773	44.40%
Current Planning	454,177	484,877	490,013	487,649	2,772	0.57%
Advance Planning	582,324	539,923	716,157	427,972	(111,951)	(20.73%)
Plan Check	885,320	834,283	895,667	1,000,060	165,777	19.87%
Inspection	808,348	886,757	894,775	909,465	22,708	2.56%
Code Enforcement	229,885	231,737	239,931	235,194	3,457	1.49%
Traffic Engineering	251,082	350,011	308,184	312,896	(37,115)	(10.60%)
<b>Total Community Development</b>	<b>\$3,900,094</b>	<b>\$4,104,035</b>	<b>\$4,465,952</b>	<b>\$4,494,456</b>	<b>\$390,421</b>	<b>9.51%</b>
<b>Public Works</b>						
Administration	\$1,229,830	\$1,531,284	\$1,545,488	\$1,598,874	\$67,590	4.41%
Civil Engineering	2,682,350	9,058,916	3,021,726	8,965,501	(93,415)	(1.03%)
Street Maintenance	-	3,360	-	-	(3,360)	(100.00%)
Street Repair	2,801,914	4,548,685	2,727,774	6,456,882	1,908,197	41.95%
Sidewalk Repair	340,853	-	778,692	616,233	616,233	-
Traffic Control	349,797	392,003	373,545	505,646	113,643	28.99%
Bldg & Grounds Maintenance	1,485,673	1,466,804	1,533,271	1,568,207	101,403	6.91%
Parks Maintenance	1,076,377	1,073,367	1,069,308	1,071,146	(2,221)	(0.21%)
School District Maintenance	249,220	399,736	424,906	325,867	(73,869)	(18.48%)
Transportation	9,528	155,068	154,068	11,100	(143,968)	(92.84%)
Street Lighting	428,959	434,701	434,215	418,871	(15,830)	(3.64%)
Arbolado Tract Lighting	2,312	5,059	5,418	5,433	374	7.39%
Streetscape Maintenance	208,649	211,399	210,428	190,525	(20,874)	(9.87%)
Water Administration	1,814,816	6,053,746	3,176,337	5,299,467	(754,279)	(12.46%)
Water Source Of Supply	4,487,541	4,796,571	4,797,224	5,019,157	222,586	4.64%
Water Pumping	1,396,458	1,355,885	1,501,065	1,504,550	148,665	10.96%
Water Treatment	99,953	87,199	112,500	89,073	1,874	2.15%
Water Maintenance	1,209,278	1,248,220	1,280,143	1,533,613	285,393	22.86%
Storm Drain Maintenance	651,607	1,215,651	789,066	1,722,344	506,693	41.68%
Sewer Maintenance	2,278,087	1,919,373	1,679,763	2,462,565	543,192	28.30%
Refuse Management	3,897,935	4,184,371	3,987,362	4,267,893	83,522	2.00%
Street Meters & City Lots	2,448,239	2,538,942	2,051,379	3,597,542	1,058,600	41.69%
State Lot A Pier	455,538	1,517,752	455,671	1,989,051	471,299	31.05%
County Lot B - 26th St	169,213	174,529	167,323	174,464	(65)	(0.04%)
County Lot C - El Porto	403,740	470,277	461,696	460,234	(10,043)	(2.14%)
Fleet Maintenance	1,061,921	1,018,958	950,653	1,217,287	198,329	19.46%
Fleet Replacement	2,328,339	815,312	197,860	651,732	(163,580)	(20.06%)
<b>Total Public Works</b>	<b>\$33,568,128</b>	<b>\$46,677,168</b>	<b>\$33,886,881</b>	<b>\$51,723,257</b>	<b>\$5,046,089</b>	<b>10.81%</b>
<b>Information Technology*</b>						
Information Technology	1,463,418	2,685,985	2,434,475	2,532,368	(153,617)	(5.72%)
Geographic Information Services	276,095	342,223	301,247	344,104	1,881	0.55%
<b>Total Information Technology</b>	<b>\$1,739,513</b>	<b>\$3,028,208</b>	<b>\$2,735,722</b>	<b>\$2,876,472</b>	<b>(\$151,736)</b>	<b>(5.01%)</b>
<b>Total</b>	<b>\$96,318,085</b>	<b>\$111,117,491</b>	<b>\$99,106,374</b>	<b>\$120,552,546</b>	<b>\$9,435,055</b>	<b>8.49%</b>

\*Beginning Fiscal Year 2015-2016, Information Technology is a standalone department apart from Finance. All prior year costs were transferred to the new department to allow for variance analysis.

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# *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.

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## 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, expenditures and performance.
- b. The Finance Director shall prepare and present the annual budget preparation calendar to City Council, by the end of January each year.
- c. Annually, the City Manager will prepare and refine written policies and goals to guide the preparation of performance, financing and spending plans for the City budget. Adopted budgets will comply with the adopted budget policies and City Council priorities.
- d. The City's annual 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.
- 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 annual budget will be developed with an understanding of what the City is required to do versus what it has chosen to do.
- h. Consideration shall be given to alternative service delivery options and opportunities to innovate.

## Adopted Budget Policies - Fiscal Year 2015-2016

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- i. Staff will pursue streamlining of processes and reduce 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 available carryover balance will only be used to offset one-time or non-recurring costs. Cash balances in excess of the amount required to maintain strategic reserves will be used to fund one-time or non-recurring costs.
- 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 revenues equal to or in excess of planned expenditures.
- 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) Internal Services Charges

The City will utilize Internal Service Funds to allocate costs incurred across multiple departments, including fleet, technology, 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 Systems Fund

- I. 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.

### C. Insurance Reserve Fund

- I. 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.
- II. The Insurance Reserve 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.
- III. 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.
- IV. The Insurance Reserve Fund shall maintain an annual working capital balance of \$2 million.

## 5) Reporting

- a. A revenue/expenditure report will be produced monthly so that it can be directly compared to the actual results of the fiscal year to date.
- b. Each quarter, staff will produce a Budget Status Report reflecting financial performance and present the data to City Council.

## Adopted Budget Policies - Fiscal Year 2015-2016

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- c. Annually, with the presentation of the proposed budget, staff will provide revenue and expenditure projections for the next five years (General Fund Projection Model.) Projections will include estimated operating costs for future capital improvements that are included in the capital budget (See the Capital Facilities Plan). This data will be presented to the City Council in a form to facilitate annual budget decisions, based on a multi-year strategic planning perspective.

### 6) Civic Engagement

- a. Citizen involvement during the budget process shall be encouraged through community meetings, public hearings, and study sessions.
- b. Social media, the City website, periodic resident surveys and other such tools shall be utilized.
- 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.

### 7) 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. 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 annual 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 by 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.

## Adopted Budget Policies - Fiscal Year 2015-2016

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- 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.

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# City of Manhattan Beach Facts and Figures

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

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

**Municipal Employees Authorized:** 282 full-time

**Public Safety:** Two fire stations with 31 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

**Libraries:** One Los Angeles County branch library (new building completed in May 2015)

**Population & Area:** 35,738 (2012 US Census Bureau estimate); 3.88 square miles

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

**Climate:** Avg. temperature: 70° F (summer) to 55° F (winter); Annual rainfall: 12.07 inches

**Elevation:** 120 feet above sea level

## **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>

**Assessed Valuation:** \$14.2 billion (Office of the Assessor, Los Angeles County, 2014-15 Report)

**Median Household Income:** \$139,259 (U.S. Census Bureau, State & County QuickFacts 2009-2013)

**Median Home Sale Price:** \$1,940,000 (as of March 2015 – LA County CoreLogic Property Data)

## **Business Mix** (as of April 2015)

Services	976	19%
Contractors	2,338	47%
Home Occupation	502	10%
Retail	374	7%
Professionals	298	6%
Apartment Houses	287	6%
Commercial Property	146	3%
Miscellaneous	97	2%
<b>Total</b>	<b>5,018</b>	<b>100.0%</b>

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## 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 eight departments: Management Services, Finance, Personnel, Parks & Recreation, Police, Fire, Community Development and Public Works.

**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.



## Glossary of Terms & Abbreviations

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**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.

**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.

## Glossary of Terms & Abbreviations

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**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 providing services or a product.

**RCC:** South Bay Regional Public Communications Authority

**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