



CITY OF MANHATTAN BEACH

# ANNUAL BUDGET

[PROPOSED] FISCAL YEAR 2022-2023



## ELECTED OFFICIALS

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**MAYOR**  
Hildy Stern



**MAYOR PRO TEM**  
Steve Napolitano



**CITY COUNCILMEMBER**  
Richard Montgomery



**CITY COUNCILMEMBER**  
Joseph Franklin



**CITY COUNCILMEMBER**  
Suzanne Hadley



**CITY TREASURER**  
Tim Lilligren





## ELECTED OFFICIALS & EXECUTIVE STAFF

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### **ELECTED OFFICIALS**

### **TERM ENDS**

<i>Mayor</i>	<i>Hildy Stern</i>	<i>November 2022</i>
<i>Mayor Pro-Tem</i>	<i>Steve Napolitano</i>	<i>November 2024</i>
<i>City Council Members</i>	<i>Richard Montgomery</i>	<i>November 2024</i>
	<i>Joe Franklin</i>	<i>November 2024</i>
	<i>Suzanne Hadley</i>	<i>November 2022</i>
<i>City Treasurer</i>	<i>Tim Lilligren</i>	<i>November 2024</i>

### **EXECUTIVE STAFF**

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<i>City Manager</i>	<i>Bruce Moe</i>
<i>City Clerk</i>	<i>Liza Tamura</i>
<i>City Attorney</i>	<i>Quinn M. Barrow</i>
<i>Finance Director</i>	<i>Steve S. Charelian</i>
<i>Human Resources Director</i>	<i>Lisa Jenkins</i>
<i>Parks &amp; Recreation Director</i>	<i>Mark Leyman</i>
<i>Police Chief</i>	<i>Derrick Abell</i>
<i>Fire Chief</i>	<i>Michael Lang</i>
<i>Community Development Director</i>	<i>Carrie Tai, AICP</i>
<i>Public Works Director</i>	<i>Erick Lee</i>
<i>Information Technology Director</i>	<i>Terry Hackelman</i>

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# INTRODUCTION



# CITY MANAGER'S BUDGET MESSAGE

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Honorable Mayor Stern and Members of the City Council:

It is my pleasure to present the Fiscal Year (FY) 2022-2023 Operating Budget. The COVID-19 pandemic challenged our community more than we could have imagined, but as the City gradually transitions out of the pandemic, I remain hopeful that our resilient community will continue to adapt and work together for a stronger future.

The City Council's steadfast commitment to protecting residents and maintaining essential services guided the City's pandemic response over the last two years. The priorities of public safety and core City services continue to be the foundation in our budget development. Our City's history of prudent policy decisions allowed us to sustain essential services and plan strategically for long-term fiscal stability. As a testament to this, the City recently had our AAA credit rating reaffirmed by Standard and Poor's.

With so much uncertainty throughout the pandemic, forecasting budgetary impacts was a challenge. City staff has made every effort to prudently estimate revenues, and reduce expenditures accordingly, since the duration and severity of the economic impacts caused by the pandemic were unknown. Thankfully, all of the City's most significant revenue sources are exceeding conservative estimates and expected to be at or above pre-pandemic levels in FY 2022-2023, and we are now in a position to re-invest in our infrastructure, maintenance and service levels.

With the passage of the American Rescue Plan Act (ARPA) on March 11, 2021, the City was allotted \$8.4 million in emergency funding from the State and Local Fiscal Recovery Fund by the Federal Government. The City has received the first half (\$4.2 million) in July 2021 and the remaining funds are expected in July 2022. The City Council allocated these funds to the "Revenue Loss" category per the U.S. Treasury Department's Final Rule, thereby placing the funds in Unreserved General Fund balance. These funds are now available for allocation at the City Council's discretion.

In FY 2020-2021, the City Council approved the transfer of \$1.4 million to the Capital Improvements Bond Construction Fund to support the reconstruction of Fire Station No. 2. The FY 2022-2023 Proposed Budget includes a transfer of \$4.0 million from the Unreserved General Fund balance to the Capital Improvements Program (CIP) Fund for important facilities and parks projects that align with the results of the recent community opinion survey.

## COMMUNITY OPINION SURVEY

In an effort to gain valuable input from residents to build a stronger, more connected community following the impacts of the COVID-19 pandemic, the City conducted a Community Opinion Survey in December 2021. Residents were invited to provide feedback on topics such as quality of life, safety, code enforcement, homelessness, budget priorities, and communications. The insights help staff and City Council in budgeting and strategic planning initiatives. The comprehensive survey identified the most important assets to be preserved including:

- The small town feel and charming beach community;

## CITY MANAGER'S BUDGET MESSAGE

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- Public safety and low crime rates;
- The beach and ocean;
- Cleanliness, appearance, and the overall beauty of the City; and
- Community and family-friendly atmosphere.

With the organization of the City's budget by department and program, it is possible to connect these community priorities with proposed expenditures included in the FY 2022-2023 Budget. For example:

- Fifty-seven percent of the City's General Fund budget is dedicated to public safety.
- Grant funds totaling \$16.7 million have been allocated for the 28<sup>th</sup> Street Infiltration Wells capital project to keep our beach and ocean protected.
- Funds have been allocated to enhance the overall cleanliness, appearance, and beauty of the city:
  - Additional funding of \$525,000 for business area beautification efforts to install lighting and enhancements in Downtown Manhattan Beach and address basic infrastructure deficits in North Manhattan Beach;
  - Additional staffing resources to establish a Public Works crew on the weekends to address cleanliness issues throughout high-traffic areas in the city;
  - A new full-time Maintenance Inspector position to develop a maintenance inspection program to perform quality assurance work and ensure City standards are maintained.
- Eleven percent (\$9.0 million) of the City's General Fund budget is dedicated to robust Parks and Recreation programming that elevates our community and family-friendly atmosphere.
  - Offsetting these expenditures is approximately \$3.3 million in revenues generated by classes and camps.

The survey also identified the City services most important to our residents:

- Maintaining parks and open space (96% of respondents).
- Providing emergency medical services (92%).
- Maintaining sewer and storm drain systems (92%).
- Maintaining a low crime rate (91%).
- Providing fire protection and prevention services (90%).

While the overall quality of City services and safety of Manhattan Beach were highly ranked, when asked what the community would change to enhance City services, improvements to public safety and more police presence was the feedback most received. Following improvements to public safety were addressing parking issues, enforcing traffic and e-bike laws, and limiting growth and development.

The FY 2022-2023 Proposed General Fund Budget addresses these priorities in the following areas:

- Additional funding of \$1.0 million was added for deferred parks maintenance Citywide, including fencing, park furnishings and features;



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- Eighteen percent (\$15.2 million) is dedicated to the Fire Department Budget, including Fire Operations, Emergency Medical Services, and Community Risk Reduction programs;
- Thirty nine percent (\$33.5 million) is dedicated to the Police Department budget, including Patrol, Investigations, Traffic Safety, and Parking Enforcement.

The City's Enterprise Fund for Sewer (Wastewater) is funded by customer service charges of \$3.6 million. Expenditures are budgeted at \$2.5 million for operations, capital projects and debt service. In recognition that our Wastewater infrastructure is a key priority to keep our ocean and beaches clean, a Wastewater Master Plan Update is budgeted for \$100,000 to analyze, identify and prioritize capital needs.

The Stormwater Fund is supported by assessments of \$344,484, which are inadequate to pay expenditures of \$1.8 million. Current assessments, which have not changed since 1996, are insufficient to pay for the rising costs of operations and needed capital improvements. Therefore, the deficit of nearly \$1.5 million is funded through a General Fund transfer.

With respect to overall quality of life services in Manhattan Beach, perceptions of the City's efforts to enforce code violations such as construction ordinances, no-smoking regulations, noise ordinances, and other property related issues were cited as areas for improvement. Knowing this has been a growing concern the last few years, the FY 2021-2022 Budget included the addition of two new Code Enforcement Officers, growing the team to a total of five, to enhance proactive programs on these targeted issues.

Although often identified as a highly ranked priority for many cities, respondents did not identify addressing homelessness as a key issue within Manhattan Beach. However, respondents indicated the importance of incorporating strategies for addressing homelessness. Such strategies include joining with other cities and the County to create more regional homeless shelters; enhancing lighting in public space; providing funding for mental health facilities street outreach and housing placement; and providing counseling and rehabilitation for drug and alcohol addiction.

Finally, the survey identified maintenance and infrastructure as the community's top priorities. Furthermore, if funding becomes available, the specific projects identified as top priorities, in order of priority, include:

- Fix potholes, and repair and improve streets and sidewalks;
- Repair and upgrade the City's sewer and wastewater systems;
- Improve the maintenance of parks and amenities including restrooms, sports courts, and dog runs;
- Redesign public spaces to allow for outdoor dining;
- Restore and enhance nature areas throughout Sand Dune Park;
- Renovate and improve the City's Community Centers;
- Reconstruct and improve the City's pool;
- Provide low-cost, on-demand ride share programs to business districts; and
- Create a Manhattan Beach historical museum to preserve and store historical documents.

## CITY MANAGER'S BUDGET MESSAGE

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Several of these priorities are already included in the FY 2022-2023 Budget:

- Thirteen percent (\$11.5 million) is dedicated to Street Repair, Sidewalk Repair and Traffic Control. This also includes added funding for Maintenance and Engineering staffing that will help address street and sidewalk maintenance and improvements.
- The aforementioned Sewer Master Plan will identify specific infrastructure areas in need of repair and upgrade.
- The Five Year CIP includes annual programming of \$150,000 to \$250,000 through FY 2026-2027 for a new Park Improvements Program to tackle repairs and improvements as issues arise.
- Additional funding of \$245,000 was added for a consultant to develop an Outdoor Dining and Business Use Program, which was also identified as a priority in the City Council Work Plan.
- Funding of \$1.2 million is included in the CIP Fund for the restoration of Sand Dune Park.
- Regarding the City's Community Centers, a total of \$320,000 is allocated over FY 2022-2023 and FY 2023-2024 for Joslyn Center Façade Improvements. The City also stands ready to support the locally funded Senior and Scout House project with a commitment of \$1.0 million to help fund the project.
- Other potential priorities currently under review by City staff include reconstruction of the City pool, development of a local ride share program, and creation of a historical museum.

The randomized, scientifically reliable survey captured opinions of a representative sample of 560 randomly selected residents. The margin of error was +4.1%, which means that if the entire population of adults were surveyed, 95% would rate the City services similar to the report findings.

## CITY COUNCIL WORK PLAN

The City Council annually develops a Work Plan document that outlines significant priority projects and initiatives that require many hours of staff time, substantial financial resources with high community involvement, community interest or impacts to City operations.

The City Council Work Plan features priority levels on projects, funding sources and detailed descriptions. The Work Plan items are assigned priority level designations of critical, important, and normal. Currently, the City Council Work Plan contains 35 items across nine City departments. Funding to complete the Work Plan items is included in FY 2022-2023 Budget as appropriate. Service delivery investments added in FY 2022-2023 that are related to Work Plan items are identified below.

## PERFORMANCE MEASURES

Performance management includes identifying, collecting, analyzing, and reporting on indicators that show how well the organization performs with service delivery to the public as well as internally, and how that performance compares with its targets or with peer organizations. More importantly, as a management tool, performance data is intended not as

## CITY MANAGER'S BUDGET MESSAGE

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the result, but rather as a means to enhance decision-making and have a more informed community.

Each year, staff presents performance measurements for the various departmental programs. The Government Finance Officers Association (GFOA) recommends that program and service performance measures be developed and used as an important component of long-term strategic planning and decision-making, as well as linked to governmental budgeting. Additionally, the International City/County Management Association (ICMA) provides standards for reporting processes, procedures, and presentations that can help build community trust while keeping City performance on track.

To that end, this year the City has enhanced Performance Measures to reflect budget goals, including fiscal responsibility, community engagement, safety & health of the community, and excellent municipal services. In addition to Performance Measures, each City department highlighted notable workload indicators and activities that have been accomplished in the prior calendar year of 2021.

### **BUDGET PROCESS AND CIVIC ENGAGEMENT EFFORTS**

The City's Financial Policies are reviewed annually and adopted concurrently as part of the City's Budget document in June of every year. The Policies are updated periodically as needed. Since the last substantial revision, the Financial Policies document has continued to achieve its purpose of guiding elected officials and staff in the financial management of the City, thereby maintaining our long-term financial integrity and AAA credit ratings.

Staff took the opportunity this year to further refine and polish the document to today's standards. The revisions result in a better alignment with current practices, clarify ambiguous language, and reference other recently adopted City policies such as the Debt Management and Disclosure Policy (2018), Budget Policy (2019), and Unfunded Pension Liability Policy (2021).

The Financial Policies document, which is presented in the Appendix of this document, addresses fiscal integrity, reserves, civic engagement, revenues, financial reporting, capital budgeting, and other standards. Additionally, the document provides guidance and therefore continuity in the creation and execution of the City's spending plan.

Civic engagement is a key element of the budget process. In February 2022, the City held a Community Priorities Budget meeting via Zoom. Staff provided attendees with an overview of the current fiscal year budget as well as with an explanation of the budget process for next fiscal year. Following this presentation, each Department Head provided a brief introduction outlining their respective department's function within the City. Participants were then given the opportunity to interact with the various departments and submit their questions and comments.

# CITY MANAGER'S BUDGET MESSAGE

A total of 27 community members participated in the interactive session. In addition to taking input during the meeting, a digital comment card was also presented as a QR code on screen and embedded on the City's Budget webpage. The email address [Budget@ManhattanBeach.gov](mailto:Budget@ManhattanBeach.gov) is also available for community comments and questions.

After this initial effort to gather community feedback, staff began preparing the Proposed Budget by making projections for City revenues and having internal reviews of all expenditure line items. Staff also prepares budget proposals for program changes, one-time projects, equipment, new technologies, and staffing changes. These budget proposals are reviewed in conjunction with community priorities and funding availability, which forms a basis for decisions on which investments are included in next year's budget.

After the initial presentation of the Proposed Budget at a regular City Council meeting, the City usually has at least two special Budget Study Session meetings for detailed discussion and analysis, as well as to receive additional community feedback. The entire process culminates with the Budget and Capital Improvements Plan adoption in June.



## FISCAL OUTLOOK

The City's main revenue source, Property Tax, continues to grow with residential and commercial property values. Housing prices surged during the pandemic due to low inventory and favorable mortgage rates for prospective buyers. Other key General Fund revenues are contingent upon the ability for people to travel and support our local businesses. As a beach community and regional destination for fine dining and retail shopping, the City's restaurants and hotels have experienced a strong recovery emerging from the pandemic. The City's



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biggest Sales Tax sector, general consumer goods, has rebounded with upticks in specialty stores and apparel.

Fortunately, with our conservative approach to budgeting, history of prudent planning, and effective cost controls, the City has weathered the economic turmoil caused by the pandemic and is emerging in a strong financial position. The City's General Fund maintains healthy reserves, currently at 20% of operating expenditures, or about \$17.0 million, which is greater than the GFOA recommendation of no less than two months (17%) of regular General Fund operating revenues or expenditures. The City Council has also set aside \$4.0 million as an "Economic Uncertainty" reserve. In addition to these designated reserves, the General Fund's Unreserved Fund Balance is estimated to be \$7.5 million at the end of fiscal year 2022-2023, which may be drawn upon for one-time projects and initiatives or, if necessary, transfers to other funds.

### SERVICE DELIVERY INVESTMENTS

As a City, we rely upon our employees to provide exemplary municipal services. Just as any other business adjusts staffing to meet demands, we too must constantly evaluate and adapt to changing operational needs and service requests from the community, as well as provide adequate support staffing to fulfill our mission of satisfying community priorities.

In December 2020, the City Council approved Early Retirement Incentives (ERI) for certain employee classifications with a corresponding retirement election window from January through April of 2021. The ERI opt-in resulted in the reduction of five full-time employees at an approximate annual on-going cost savings of \$500,000 across all funds, which were included in the FY 2021-2022 Budget. The reduction of headcount from the ERI last year offsets some of the new personnel position recommendations and reclassifications included in the FY 2022-2023 Proposed Budget to continue the most efficient and effective levels of service delivery.

A summary of the position recommendations are listed below by department along with the annual cost associated with each recommendation.

#### Finance Department

The Finance Department supports all financial functions within the City and serves as the financial stewards to the community. The proposed position changes ensure the job classifications accurately align with the position duties:

- Reclassify Receptionist Clerk to Administrative Assistant as the job scope has changed over time. Less time is spent answering phones and greeting customers due to changes in technology (automatic phone trees, transition to City services online causing less foot traffic, etc.), which allows for time to be spent on higher-level duties (annual cost: \$3,894).
- Reclassify Management Analyst to Budget & Financial Analyst to accurately reflect the level of financial analysis and complex budget expertise required, including collaboration with all other departments (e.g. Capital Improvements Plan) (annual cost: \$4,911).

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- Reclassify General Services Coordinator to Purchasing Analyst to align the title with other government agencies and reflect the job duties and expectations to act in a lead capacity (annual cost: \$9,101).
- Allocate one of the two Accountant positions at the Senior Accountant level to allow flexibility in hiring talent at either level and provide for upward mobility of talented individuals to increase job retention. Both positions are anticipated to be filled at the Accountant level for FY 2022-2023 (\$0).

These changes do not impact the number of full-time positions. The net impact to the General Fund is \$17,906.

### Human Resources Department

As the City workforce continues to evolve to meet the community's expectations and priorities, the Human Resources (HR) Department needs to be staffed and aligned appropriately to support all operations and departments, including organizational development efforts, expeditious recruiting, and other HR services. Specifically, the upgrade of two existing positions is requested, as well as continued funding for a part-time resource who will continue to focus on leading police department and other recruitment efforts, and supporting organizational changes. These changes accompany the automation of various City and HR processes, which require less clerical and more technical and analytical support. The following changes also support a "team approach" for HR generalist duties to provide dedicated support to all City departments at the appropriate levels:

- Fund current part-time Senior Human Resources Business Partner to oversee public safety and high-level recruitments, and partnership with departments for re-organizations, reclassifications, and position requests. This position was added in FY 2021-2022 to address key public safety recruitments. As such, the position was funded through budgetary savings from the open positions (annual cost: \$81,638).
- Upgrade Human Resources Analyst to Senior Human Resources Analyst to provide lead support for the City's HR Information System, perform supervisory duties, and create growth opportunities within the job classification series (annual cost: \$5,458).
- Upgrade Human Resources Assistant to Human Resources Technician to provide additional recruitment and HR generalist support in lieu of clerical work to support departments Citywide (annual cost: \$3,430).

These changes result in the addition of one part-time position, but do not impact the number of full-time positions. The net impact to the General Fund is \$90,526.

### Parks and Recreation Department

The Parks and Recreation Department's proposed reorganization, which has been incorporated into the Proposed Budget, enables efficient and effective service delivery to help create community engagement and enrich quality of life in Manhattan Beach. A comprehensive reevaluation of the department's structure and organization realigned staffing with community priorities as identified in the recent community survey, including providing activities and events for all ages and upgrading the City's recreational facilities and parks. The reevaluation included a detailed analysis of each existing position, including the scope of work and overall program oversight. This was completed by the department and reviewed with Human Resources to ensure that each position was placed in the appropriate classification based on duties and

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responsibilities. The proposed changes include aligning job titles with current industry standard (e.g. Recreation Coordinator, Recreation Supervisor, Senior Recreation Supervisor) and eliminating additional job titles (e.g. Recreation Program Supervisor).

- Eliminate unfilled Older Adults Recreation Program Supervisor (-\$111,408) and two part-time Senior Recreation Leader positions (-\$62,972) and reinstate the frozen Older Adults Recreation Coordinator position, who will be responsible for the reassigned duties of promoting and leading social and recreational programs for older adults (annual cost: \$79,151).
- Eliminate part-time Senior Recreation Leader position (-\$39,026) and add Cultural Arts Recreation Coordinator (annual cost: \$79,151) to oversee the Ceramics Studio. This position requires knowledge of specialized equipment, ceramics education and production, and safety practices in a studio environment.
- Upgrade part-time Recreation Leader I position to a part-time Ceramics Technician (annual cost: \$3,844) to reflect the specialized knowledge and skill required to operate ceramics equipment and program activities.
- Reclassify two Recreation Program Supervisors and one Recreation Manager to Senior Recreation Supervisors to align the responsibilities for all three positions with the expected duties and scope of work. These positions are responsible for broad program areas and for special event programming and facility management, policy development and implementation, and budget oversight, which includes \$1.5 million in annual program revenue (annual cost: \$11,643).
- Reclassify three Recreation Coordinators to Recreation Supervisors to match current duties and scope of work, and to recognize broad programmatic responsibilities (annual cost: \$12,068). The following include the specific responsibilities for each position:
  - Sports and Facilities position oversees maintenance and operations of eight parks and two community centers, oversees dozens of part-time staff, and assists with youth sports field allocations and programming.
  - Recreation Services position supervises the Afterschool Program during the school year at two different parks, summer camps for kids and teens, and the Teen Center, and oversees fifteen part-time staff.
  - Aquatics position oversees operations and pool maintenance for Begg Pool and Mira Costa Pool, hires, trains, schedules, and evaluates dozens of year-round and seasonal part-time staff.
- Add part-time Recreation Leader position to continue community enrichment classes and summer camps that generate approximately \$170,000 in revenue (annual cost: \$22,770).
- Add part-time Recreation Leader II position for enhanced park monitoring (annual cost: \$16,858).
- Reclassify one Recreation Coordinator to Recreation Supervisor (annual cost: \$4,472) – Prop A Transit Fund.
  - This Community Programs position requires multifaceted supervision of programs, services, Dial-a-Ride transportation staff, and City volunteers, and ensures related policies, insurance, and legal requirements are fulfilled.

These changes do not impact the number of full-time positions. However, two part-time positions were added. Overall, the department reorganization increased personnel costs in the General Fund by \$7,579 and Proposition “A” Transit Fund by \$4,472.

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## Police Department

The following staffing changes will help the Police Department adapt to changing operational needs, as well as provide adequate support staffing to fulfill the mission of outstanding public safety services.

- Add one Public Safety Systems Specialist with expertise in radio technology, patrol vehicle technology (i.e., mobile data computers, in-car video), body worn cameras, and digital evidence management. This position directly supports the field technology that is critical to officer safety and ensures the most efficient and effective levels of public safety service (annual cost: \$108,040).
- Reclassify one Office Assistant to Administrative Assistant to align with the duties performed and level of administrative support required for the personnel and training office (annual cost: \$3,810).
- Reclassify IS Specialist to Technology Specialist to align with the comparable positions in the Information Technology Department (annual cost: \$5,795).

These changes result in the addition of one full-time position in the General Fund at a net cost of \$117,645.

## Fire Department

The Fire Department oversees all disaster readiness/response programs in the event of natural and/or man-made crisis situations. The proposed position upgrade provides for the planning, development, and coordination all EOC related activities including resource management, use of mutual aid systems, and mass notification alerts. This position ensures the City appropriately and responsibly responds to all disasters and emergencies that require situational awareness, mitigation plans, and cost recovery programs.

- Eliminate part-time Emergency Services Coordinator (-\$72,025) and add full-time Emergency Preparedness Administrator to oversee all things within the emergency preparedness sphere of influence (e.g. Emergency Operations Center, cost recovery, etc.) (annual cost: \$133,479).

These changes result in the elimination of one part time position and the addition of one full-time position in the General Fund at a net cost of \$61,454.

## Community Development Department

The Community Development Department supports development activity in the City, by coordinating plan review construction and ensuring all proposed construction complies with applicable regulations in the City. The Department also pursues assigned and required long-term policy initiatives, such as updating regulations and maintenance of the Zoning Ordinance. It has remained a challenge to meet expected turnaround times for building plan review, given the volume of reviews and the increasing complexity of land use regulations. The Department also assists customers with locating information about their properties in City files. A substantial portion of the Department files are in paper format; digitizing the files would reduce staff time in locating requested materials.

- Add one Planning Technician to assist with plan review duties including staffing the public counter, reviewing minor plan checks, and coordinating with the Building Division. This will allow Associate Planners to continue to meet and exceed turnaround times for



## CITY MANAGER'S BUDGET MESSAGE

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complex projects. Furthermore, the Planning Technician position would create an entry-level planning position in line with industry standards (annual cost: \$85,719).

- Add one part-time Office Assistant to support records digitization for a significant backlog of Planning and Building Division files. This effort includes reviewing all documents, preparing transmittals, preparing documents to be sent to off-site vendor for digitization, quality control post-digitization and maintaining and managing files through digitization process. Staffing to be based on the quantity of backlogged Building and Planning files that are pending digitization (annual cost: \$21,249).

These changes result in the addition of one part-time position and one full-time position in the General Fund at a cost of \$106,968.

### Public Works Department

Public Works is responsible for building and maintaining the City's infrastructure. In order to enhance the Department's capabilities, funding is requested to develop a maintenance inspection program, establish a weekend maintenance crew, improve the Engineering Division's ability to implement the Five Year CIP, and improve the operations and maintenance aspects of the water, sewer, and stormwater utilities.

- Eliminate two "frozen" unfilled Maintenance Worker I/II positions (\$0).
- Add one Maintenance Inspector (annual cost: \$86,051) to perform quality assurance work and ensure City standards are maintained.
- Add one Maintenance Worker III position (annual cost: \$85,373) and two part-time Maintenance Worker I/II positions (annual cost: \$27,906 each) to establish a Public Works crew on the weekends to address maintenance operations issues throughout the City, including parks, fields, and businesses areas (net impact of \$141,185).
- Eliminate part-time Management Analyst (-\$37,766) and add one full-time Management Analyst (annual cost: \$111,627) to support the Engineering Division.
- Upgrade one Senior Civil Engineer to Principal Civil Engineer (annual cost: \$8,158) and add one Associate Engineer (annual cost: \$125,976) to enhance the Engineering Division's ability to deliver projects.
- Add Water Treatment Operator to assist with efforts to increase local groundwater pumping, operate the new water treatment plant at Peck Reservoir, and manage the distribution system (annual cost: \$88,396) – Water Fund.
- Reclassify one Management Analyst to Senior Management Analyst (\$5,285) and add two Utilities Technicians (annual cost: \$96,012 each) to enhance the administration of regulatory programs such as cross-connection control, water quality, water conservation, and MS4 permit compliance (net impact of \$197,309) – Water Fund.
- Add one Lead Sewer Maintenance Worker (annual cost: \$97,577) and one Sewer Maintenance Worker (annual cost: \$81,841) to improve the operations and maintenance aspects of the sewer and storm drain systems (net impact \$179,418) – Wastewater Fund.

These changes result in the addition of two part-time positions and seven net full-time positions at a total cost of \$900,354. Of this amount, \$435,231 is budgeted in the General Fund, \$285,705 is budgeted in the Water Fund, and \$179,418 is budgeted in the Wastewater Fund.

# CITY MANAGER'S BUDGET MESSAGE

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## Information Technology Department

Information Technology (IT) continues to evolve, adapting to ever-changing technology and support needs. The IT reorganization is in response to the increased staff reliance on end-user technology (i.e., desktops, laptops, mobile devices), increased field computing/remote access, cybersecurity threats, cyber training, broadcasting, helpdesk, and standby support. The restructuring considers the wide range of duties and responsibilities performed today in alignment with the industry standards.

- Reclassify the Information Systems (IS) Specialist position to a Technology Specialist (journey-level) and Senior Technology Specialist (advanced journey-level). The change more appropriately reflects the full scope of work activities performed currently, including project management functions in addition to systems and help desk support. The budget includes reclassifying two existing IS Specialist positions to the Senior Technology Specialist job classification (annual cost: \$12,368).
- Eliminate the part-time Information Systems (IS) Specialist (-\$40,375) and add a full-time Technology Specialist (annual cost: \$106,445). This position ensures that high service and security levels are maintained.

These changes result in the elimination of one part-time position and addition of one full-time position at a total cost of \$78,438 in the Information Technology Fund.

As we have seen over the past few years, the City's ability to quickly adapt to changing service level demands and dynamic shifts in employee attraction and retention patterns is critical to our success in serving our community. Across all funds, these changes total eleven new full-time positions at an approximate cost of \$1.4 million. This includes five new full-time positions in the General Fund at an approximate cost of \$837,305.

This budget also includes one-time software, equipment and other investments to address public safety and other organizational needs:

## Public Safety Investments

The Police Department budget includes investments in public safety equipment and programs that will ensure that officers have the tools they need to address community priorities, including maintaining a visible police presence in the community, maintaining a low crime rate, addressing parking issues, and enforcing traffic laws.

- Contracted supplemental parking enforcement services to provide concentrated and consistent meter enforcement and street sweeping enforcement, thereby allowing police staff to focus on more critical public safety and quality of life issues (\$200,000; however, this expenditure is fully offset by additional parking citation revenue of \$300,000).
- Ruggedized Mobile Data Computers for patrol and field operations vehicles to replace the existing aging inventory (approximately ten years old) with reliable and field-ready computers that meet the demands of law enforcement and align with the City's Information Technology standards for computer equipment (\$120,000).
- Vehicle-stopping barriers at critical perimeter locations around nine of the City's largest and most populated special events to enhance public safety (\$55,000).
- Crisis Negotiations Team (CNT) van to maintain crisis equipment in a deployable state and to provide a space to operate out of when negotiating during crisis calls (\$40,000).

## CITY MANAGER'S BUDGET MESSAGE

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- Multi-dimensional resiliency and wellness training program for Police Department employees to address the traumas encountered by police officers and develop resiliency strategies (\$20,000).
- Four pole-mounted speed radar signs to deter speeding in areas of concern (\$14,000).

### Other Information Technology Investments

In response to constantly evolving technology and to ensure the continuation of a reliable, high-performing, and secure technology environment, the following enhancements are proposed for FY 2022-2023:

- Budget Builder software to improve and automate compilation of the budget document to increase efficiencies and reduce opportunities for keying errors. The software also allows for a more streamlined process for the collaboration that occurs between the Finance Department and other departments during budget development (\$13,500) – General Fund.
- Neogov Onboarding and Performance modules to modernize and create efficiencies in employee onboarding and orientation, employee performance evaluation processes, goal tracking and succession planning (\$35,000) – General Fund.
- Agenda management solution replacement to improve, automate, and streamline the process for compilation, tracking, approval and distribution of City Council agenda packets. The City last upgraded the agenda management software solution, Legistar, approximately 15 years ago. In response to the approved City Council Work Plan item titled “Explore Agenda Management Solutions,” staff had dedicated funds in the Fiscal Year 2022-2023 Budget to evaluate solutions that could improve the agenda process. (\$84,820) – IT Fund.
- A survey tool is recommended in anticipation of an increase in demand for engaging the community on various projects, including long-term outdoor dining options, parks and recreation facility renovations and replacements, infrastructure projects, and community budget priorities. (\$10,000) – General Fund.
- Update to City eNotification email delivery system, which is currently outdated and lacks the functionality of modern email methods (\$9,900) – General Fund.
- Disaster Recovery as a Service (DRaaS) leverages the power of the cloud to provide essential services protecting the City's critical applications and ensuring staff access to critical systems and information during unplanned downtime. The importance of recovering quickly and with little to no data loss has grown significantly because the public and City staff increased dependency on technology to deliver critical services (\$78,000) – IT Fund.
- Hybrid Computing Adoption to leverage both on-premise and cloud environments and deliver a more robust, higher-performing, cost-effective and resilient IT service. Cloud computing access delivers a fast recovery in case of hardware failure (\$45,000) – IT Fund.
- M365 Add-Ons for advanced features of the Microsoft 365 (M365) solution supply enhanced collaboration and improved security, transparency, information sharing, and access. This may include critical cyber security tools to help protect the City's data from cyber threats. Implementing these advanced features will allow the City to obtain the full benefit M365 offers and build off the initial implementation of cloud email, files storage, and collaboration (\$25,000) – IT Fund.

## CITY MANAGER'S BUDGET MESSAGE

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- Geographic Information System (GIS) Software Upgrade ensures ongoing support and provides access to new features and functionality. The current version used by the City will reach its useful life in December 2022. The GIS is an enterprise resource supporting all departments, facilitating improved information access and sharing, decision-making, and communications. It also integrates with other core City systems such as Land Management, Enterprise Resource Management, and the City website (\$20,000) – IT Fund.
- HP Plotter Replacement of the current device that was purchased in 2014. The City relies on this plotter for high-quality, large-scale printing of maps, drawings, and posters. The replacement estimated cost includes the device purchase, five years of maintenance, and required delivery/deployment services (\$14,000) – IT Fund.
- Hydrant monitoring system to monitor water distribution system pressure and temperature changes. The system provides alerts to staff via remote sensors at the exact moment when the water grid experiences a hydraulic event or is threatened by rapid pressure (\$18,043 initial annual cost; \$3,450 annually thereafter) – Water Fund.

### Other One-time Initiatives

The following contract and professional services were added to augment staffing for immediate projects in order to complete the initiatives in a timely, cost-effective manner:

- Parks Maintenance funding to replace fencing, park furnishings and features as identified in the Park Master Plan, which is a City Council Work Plan item (\$1,000,000).
- Beautification of business areas is another City Council Work Plan item. Added funding will be used to install lighting and enhancements in Downtown Manhattan Beach and address basic infrastructure deficits related to beautification in North Manhattan Beach (\$525,000).
- Professional services for project management support in the Public Works Engineering division will assist with the execution of projects identified in the Capital Improvements Plan (\$300,000).
- Funding for a consultant to develop the Outdoor Dining and Business Use Program identified in the City Council Work Plan (\$245,000).
  - Activities will include coordinating outreach and community input, managing a task force or subcommittee, facilitating discussions, forming consensus from different perspectives, overseeing preparation of environmental review, ensuring compliance with the Coastal Act and California Environmental Quality Act, identifying and preparing needed changes in regulatory documents, and developing an implementation and fee program.
- Funding for a consultant to prepare a Historic Preservation Resource Survey (\$15,000).
  - Required under the existing Historic Preservation Ordinance, the Department is requesting funding to have the City's historic preservation consultant (currently on contract) prepare a Historic Preservation Resource Survey for City. A historic resource survey identifies properties that are determined to potentially be historic/landmark properties. This is the City's initial Historic Preservation Resource Survey, which will assess all properties constructed prior to 1976 (approximately 7,041 properties) within the City boundary. This survey will need to be updated every five years. The purpose of this survey is to identify and make

## CITY MANAGER'S BUDGET MESSAGE

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available a resource to inform property owners and decision makers if certain properties are eligible for historic landmark designation and Mills Act contracts (allows for reduced property taxes in exchange for preservation).

Unless noted otherwise, all of these investments are included in the General Fund.

### FIVE YEAR FORECAST

The City of Manhattan Beach is committed to strong stewardship of taxpayer dollars, including developing a responsive budget that delivers high quality services our residents expect and deserve. As we emerge from the pandemic, we continue to be faced with difficult choices in balancing quality of life service needs, aging infrastructure and long-term fiscal sustainability.

To assist with this effort, staff prepares projections for revenues and expenditures over the next five-year period as the budget is developed each year. Estimates for revenue and expenditure growth are derived using trend analysis, economic data and known future changes.

The forecast also projects fund balances including policy reserves and unreserved balances. Fund transfers are highlighted for easy identification of fund subsidies, such as in the Street Lighting and Landscape Fund and Stormwater Fund, which are being subsidized by the General Fund. Identifying additional sources of funding for Stormwater operations, and our core services, remains a top priority to address pressure on the General Fund. The projected subsidies to the Street Lighting and Landscape Fund and Stormwater Fund are projected to total about \$9.6 million over the next five years, which adds to the strain on our essential services valued by our public, as well as our ability to fund needed infrastructure improvements.

Nevertheless, the forecast included in this year's budget shows that the City has been successful in maintaining a fiscally prudent policy of 20% of General Fund expenditures in reserve for emergencies and urgent needs and, additionally, an Economic Uncertainty reserve of \$4 million through FY 2026-2027. Throughout the last two years of the pandemic, the City's revenues were vulnerable to the dynamics of sporadic economic shutdowns, particularly in the travel and tourism industries. By holding the line on costs, and taking prudent measures like issuing Pension Obligation Bonds (POBs) in 2021, the City was able to mitigate the immediate impacts of revenue losses while waiting for relief from American Rescue Plan Act (ARPA) funds totaling \$8.4 million.

To obtain the most flexibility in the use of the funds, City Council allocated all of the City's ARPA allocation to the "revenue loss" category as defined by the U.S. Department of the Treasury's Final Rule for the State and Local Fiscal Recovery Funds (SLFRF) and then applied the loss to government services. Government services include, but is not limited to, maintenance or pay-go of infrastructure, modernization of cyber security, health services, environmental remediation, and provisions for public safety services. The net effect of these actions results in an increase of unreserved General Fund balance to be used at City Council's discretion. In FY 2020-2021, the City Council allocated \$1.4 million to support the



## CITY MANAGER'S BUDGET MESSAGE

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reconstruction of Fire Station #2. In FY 2022-2023, a General Fund transfer of \$4.0 million is scheduled to the CIP Fund for one-time parks and facilities projects.

Other ongoing transfers out from the General Fund include a reallocation of the budgetary “savings” achieved by the issuance of the POBs in accordance with the Pension Liability Policy approved by the City Council in 2021. The “savings” derived from the difference between what would have been paid to CalPERS as escalating payments compared to the current level-debt payments of \$5.5 million, is allocated as 40% to the CIP Fund for debt service or capital projects and 60% to the PARS Pension Stabilization Trust Fund for future pension costs.

Although funding was added to the CIP Fund this year, the Five Year Forecast does show a lack of funding for significant capital improvement projects, such as recreational facilities, additional parking facilities, and upgrades to essential public buildings such as our community centers. Furthermore, these challenges are now compounded with rising costs due to high inflation.

Like all materials and contract services, labor costs in California continue to rise. As a service organization, the City delivers services through our dedicated employees. Multi-year labor agreements were recently signed with most of the City’s bargaining units through June 30, 2025 bringing predictability to one of the City’s biggest cost centers. After salaries, the second largest compensation driver for the City is retirement system costs. In FY 2022-2023, the City has budgeted \$4.7 million for current service costs associated with providing employees defined benefit pension plans through the California Public Employees’ Retirement System (CalPERS).

Using the FY 2022-2023 Budget as a base, growth factors are applied to fiscal years 2023-2024 through 2026-2027 in order to estimate revenues, expenditures, and fund balances over the upcoming five-year period.

The City Council skillfully guided the City during the challenging times of the COVID-19 pandemic and made judicious decisions that ultimately enabled the local economy to stabilize. Decisions made for cost-controls, specifically pension cost reductions through the issuance of the POBs, have supported our goal of long-term financial sustainability.

## CONCLUSION

The City’s budget process and completed document is the result of an extraordinary effort from staff in every City department as well as community members who provided their valuable input on funding priorities. We are proud to point out that the City’s last adopted budget once again received awards from the California Society of Municipal Finance Officers and Government Finance Officers Association.

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

**[www.manhattanbeach.gov/budget](http://www.manhattanbeach.gov/budget)**

I would like to take this opportunity to thank all the City employees who worked hard to develop this year’s budget. Special thanks to the Finance Department, especially Steve Charelian,

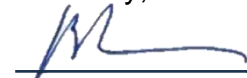
## CITY MANAGER'S BUDGET MESSAGE

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Libby Bretthauer, Marcelo Serrano, and Julie Bondarchuk, who skillfully balanced multiple demands and priorities to create this prudent and appropriate spending plan for City Council consideration. The Communications team in the City Manager's Office also contributed their expertise with formatting and redesign assistance.

Finally, Standard and Poor's recent affirmation of the City's AAA credit rating is a testament to City Council's judicious policy setting and guidance, and staff's hard work and dedication to managing the City's fiscal health.

Sincerely,

A handwritten signature in blue ink, appearing to be 'Bruce Moe', written over a horizontal line.

Bruce Moe  
City Manager





# BUDGET OVERVIEW



## BUDGET OVERVIEW

While in practice we look at the budget on a fund-by-fund basis, the following is a summary of the entire FY 2022-2023 Budget as it compares to the prior year adopted budget.

Fund	Revenues			Expenditures		
	Adopted FY 2021-2022	Proposed FY 2022-2023	% Change	Adopted FY 2021-2022	Proposed FY 2022-2023	% Change
General	\$82,260,057	\$86,453,227	5.1%	\$77,698,292	\$85,243,018	9.7%
<u>Special Revenue Funds</u>						
Street Lighting & Landscape	389,689	389,689	-	570,702	612,022	7.2%
Gas Tax	1,395,158	1,875,279	34.4%	2,098,738	1,575,138	(24.9%)
Asset Forfeiture & Safety Grants	28,824	41,800	45.0%	108,500	107,750	(0.7%)
Police Safety Grants	159,192	159,000	(0.1%)	155,000	155,000	-
Proposition A	737,244	883,003	19.8%	932,081	780,646	(16.2%)
Proposition C	634,279	712,451	12.3%	192,332	1,260,138	555.2%
AB 2766	46,641	47,500	1.8%	673	673	-
Measure R	458,499	547,088	19.3%	263,738	760,138	188.2%
Measure M	2,309,690	5,921,033	156.4%	2,413,738	5,870,138	143.2%
Measure W	-	1,611,500	-	-	1,200,000	-
<u>Capital Project Funds</u>						
Capital Improvement Project	2,919,601	1,605,438	(45.0%)	4,103,784	4,612,589	12.4%
Capital Impr. Construction Fund	-	-	-	-	-	-
Underground Assess District Construction	42,110	-	(100%)	1,779,705	1,285,750	(27.8%)
<u>Enterprise Funds</u>						
Water	15,586,832	16,472,500	5.7%	15,551,079	13,304,706	(14.4%)
Stormwater	779,889	344,484	(55.8%)	1,787,478	1,836,564	2.7%
Wastewater	3,604,073	3,628,000	0.7%	3,045,862	4,710,392	54.6%
Parking	3,730,433	3,983,200	6.8%	2,933,472	2,698,608	(8.0%)
County Parking Lots	1,263,000	1,363,000	7.9%	872,452	953,214	9.3%
State Pier & Parking Lot	894,383	833,500	(6.8%)	2,160,254	737,458	(65.9%)
<u>Internal Service Funds</u>						
Insurance Reserve	7,389,560	7,549,860	2.2%	7,179,370	8,243,352	14.8%
Information Technology	3,039,108	3,698,533	21.7%	3,520,830	4,276,387	21.5%
Fleet Management	2,363,382	2,772,827	17.3%	4,056,296	2,490,440	(38.6%)
Building Maintenance & Operations	2,104,412	2,195,831	4.3%	2,097,330	2,195,831	4.7%
<u>Trust &amp; Agency Funds</u>						
Special Assessment Redemption Fund	707,750	714,150	0.9%	708,900	700,450	(1.2%)
Special Assessment UAD 19-12/19-14 Fund	614,943	606,106	(1.4%)	606,707	609,007	0.4%
Special Assessment UAD 19-4 Fund	336,313	337,613	0.4%	336,163	341,813	1.7%
Pension Trust	197,697	264,480	33.8%	196,680	196,680	-
PARS Investment Trust	100,000	50,000	(50.0%)	-	-	-
<b>Budget Totals</b>	<b>\$134,092,759</b>	<b>\$145,061,092</b>	<b>8.2%</b>	<b>\$135,370,156</b>	<b>\$146,757,902</b>	<b>8.4%</b>

## BUDGET OVERVIEW

Fund Type	Funds	FY 2022 to FY 2023			
		Year-Over-Year		Change in Budget	
		Revenues	% Change	Expenditures	% Change
General	General	\$4,193,170	5.1%	\$7,544,726	9.7%
Special Revenue	Streets & Highways, Prop A, Prop C, Meas R, Meas M, Street Lighting, Measure W, etc.	6,029,127	97.9%	5,586,141	82.9%
Enterprise	Water, Sewer, Parking, County Parking Lots, Pier	766,074	3.0%	(2,109,655)	(8.0%)
Capital Projects	CIP Fund, Bond Construction, UAD Construction	(1,356,273)	(45.8%)	14,850	0.3%
Internal Service	Insurance, Information Tech, Fleet, Building Maintenance	1,320,589	8.9%	352,184	2.1%
Trust & Agency	Underground Assessments, Pension Trust, PARS Trust	15,646	0.8%	(500)	(0.0%)
Total Increase/(Decrease)		\$10,968,333	8.2%	\$11,387,746	8.4%

Specific information on each of these funds follows this section. Additionally, summary schedules of revenues and expenditures are presented in the Summaries section of this budget.

### GENERAL FUND

Year-end projections for FY 2021-2022 indicated that revenues will exceed expenditures by about \$8.5 million. Nearly half of this amount is due to the second allotment of American Rescue Plan Act funds totaling \$4.2 million. The balance of the anticipated surplus is due other recurring revenues exceeding expectations as well as unanticipated savings from vacant positions. The unreserved (available) General Fund balance on June 30, 2022, is projected to be \$15.1 million after accounting for financial policy designations. These funds are needed for scheduled transfers for capital improvements and to relieve future anticipated deficits in the Stormwater Fund and Street Lighting & Landscape Fund.

FY 2022-2023 General Fund revenues are currently projected at \$86,453,227. Expenditures are estimated at \$85,243,018, resulting in an anticipated operating budget surplus of \$1,210,209. Taking into account expected transfers and policy reserves, the unreserved General Fund balance is projected to total \$7.6 million on June 30, 2023.

#### GENERAL FUND REVENUES:

General Fund revenues are projected to be \$86,453,227 in FY 2022-2023, an increase of \$4.2 million (5.1%) from the FY 2021-2022 Adopted Budget. The increase is mainly due to increases in Property Taxes, Transient Occupancy Taxes, Sales and Other Taxes, and Charges for Services.

Specific impacts on our key revenue sources include:

**Property Taxes:** For FY 2022-2023, Property Taxes remain largely unaffected by the economic downturn as assessed values continue to rise based on higher home sale prices given the low supply and pent-up demand. At over 47% of the General Fund, overall Property Tax receipts are expected to increase 7.1% over the prior year budget to \$40.7 million in FY 2022-2023. Comparing this to the more recent FY 2021-2022 mid-year projection, Property Taxes are estimated to increase \$1.5 million or 3.9%.

Our leading indicator for potential changes in property values is Real Estate Transfer Taxes, which is based on sales transactions. At this time, sales activity remains extraordinarily strong following a temporary slowdown prompted by initial pandemic concerns and economic uncertainty in the previous year. Recent estimates for FY 2021-2022 indicate Real Estate Transfer Taxes will end the fiscal year at \$1.1 million, significantly above the conservatively budgeted amount of \$810,000. With strong sales activity anticipated to continue next fiscal year, Real Estate Transfer Taxes are projected at \$1,025,000 or 26% above the prior year budget. This data is closely monitored for impacts to our largest General Fund revenue source.

**Sales Tax:** The City's second largest General Fund revenue source (12% of total revenue) was significantly impacted starting in March 2020. At this point in time, sales tax in FY 2022-2023 is projected to rebound to nearly \$10 million, about \$740,000 (8%) above the conservative prior year budget. The industry groups that were hit hardest by the pandemic have continued to rebound, which include most retail, restaurants, and hotels. Additionally, the City's robust outdoor dining program has contributed to the growth in sales tax revenues due to the larger seating capacity and vibrant dining atmosphere in the downtown Manhattan Beach restaurant scene.

Construction is nearly complete at the Manhattan Village Mall, with only some peripheral spaces remaining to develop. At the heart of the Manhattan Village redevelopment is the 53,300-square-foot expansion called the Village Shops, which consists of curated open-air dining and retail space with a modern look. With this construction phase completed and more retail and dining leasing options available, several luxury shops and restaurants have since opened, creating an upscale and attractive shopping experience for visitors.

Over the last several years, online sales continue to grow while point-of-sale tax revenues have been trending down in the State.. Online sales result in the collected sales tax going into a countywide pool, which is then allocated based on the City's share of point-of-sale taxes countywide. Importantly, the amount received from the countywide pool is forecasted to increase corresponding with the final implementation of the Wayfair decision, wherein the Supreme Court ruled that out-of-state retailers selling above certain thresholds into a State (e.g., California) can be required to collect and remit state sales & use taxes on their sales within the state. This trend towards online shopping is expected to continue, but with a strong brick-and-mortar base, the City will continue to receive a stable share from the County pool.

## BUDGET OVERVIEW

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**Transient Occupancy Tax (TOT):** Hotel occupancy taxes are expected to generate approximately \$5.4 million in General Fund revenue in FY 2022-2023, approximately \$1.3 million (32.9%) more than the prior year budget. The approved increase in the tax rate from 10% to 12% went into effect in July 2020, which has contributed to the growth in General Fund TOT revenue. Although occupancy rates dropped below 25% during the strongest waves of the pandemic, business and leisure travel in Manhattan Beach has returned to pre-pandemic levels. The budget for FY 2022-2023 assumes occupancy rates will continue rising over the coming months as pent-up travel desires and local special events continue to gain momentum. The City recently experienced a renaissance in travel and tourism, especially with large regional events such as the Super Bowl and occasional concerts at So-Fi Stadium, which have drawn visitors to the area.

This revenue also affects the Capital Improvement Fund since 15% of the base 10% tax (approximately \$765,000) is dedicated to that fund (the CIP amount is in addition to the \$5.3 million expected in the General Fund).

**Business License Tax:** Business License Tax in FY 2022-2023 is expected to generate nearly \$4.0 million, which is an increase of \$350,000 (9.7%) over the prior year budget. In past economic downturns, this revenue proved to be somewhat resilient and stable due to the taxing structure.

**Building Permits & Plan Check Fees:** Residential and commercial building activity continued during the pandemic, with the Community Development Department processing Building Permits and Plan Checks through the City's streamlined on-line permitting system. At this time, Building Permits are expected to generate nearly \$1.7 million, which is an increase of \$117,288 (7.7%) and is based on the number of recently approved Plan Checks and Permits in progress. Given recent plan check submittal trends, Plan Check fees, estimated at \$2 million, are projected to increase by \$245,000 (14%) over the prior year.

**Service Charges:** Service Charges in the prior years were severely impacted by Parks and Recreation classes being canceled or modified due to public health orders. With all restrictions now lifted, the City's community programs are now fully operational and in high demand. Accordingly, Service Charges from Recreation class fees are anticipated to increase by \$895,297 over the prior year budget. Other significant adjustments in Service Charges include cost recovery reimbursements for Community Development services and Fire Reimbursements for resources deployed to assist other agencies throughout the State during largescale wildfires.

**Operating Service Transfers:** Operating Service Transfers estimated at \$3.8 million decreased by \$163,714 or 4.1% less than the prior year budget. Operating Service Transfers into the General Fund reflect support costs allocated to other funds for salaries and benefits of support staff, utilities, depreciation on buildings, and other indirect costs. Additionally, Engineering staff hours worked on Capital Improvement Projects are reimbursed by Special Revenue Funds (Gas Tax, Proposition "C", Measure

## BUDGET OVERVIEW

“R”, and Measure “M”), the CIP Fund, and Enterprise Funds (Water, Stormwater, and Wastewater).

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

### GENERAL FUND EXPENDITURES:

General Fund expenditures equal \$85,243,018 in FY 2022-2023, an increase from the FY 2021-2022 Budget of \$7.5 million (9.7%). When comparing to the more recent FY 2021-2022 mid-year estimates, the FY 2022-2023 Budget is \$6.8 million (8.7%) higher. The following chart illustrates the specific budget categories and the associated changes from FY 2021-2022:

Expenditure Category	FY 2021-2022 Adopted	FY 2021-2022 Projection	FY 2022-2023 Proposed	Over Prior Year Budget Change	%	Over Prior Year Projection Change	%
Salaries & Benefits	\$49,540,163	\$48,719,646	\$50,788,481	\$1,248,318	2.5%	\$2,068,835	4.2%
Materials and Services	13,475,892	14,953,448	18,444,318	4,968,426	36.9%	3,490,870	23.3%
Internal Service Charges	8,698,193	8,698,282	9,984,483	1,286,290	14.8%	1,286,201	14.8%
Capital Equipment	218,190	313,894	378,200	160,010	73.3%	64,306	20.5%
Debt Service	5,643,853	5,645,083	5,635,535	(8,318)	(0.1%)	(9,548)	(0.2%)
Interfund Transfers	122,001	122,001	12,001	(110,000)	(90.2%)	(110,000)	(90.2%)
<b>Totals</b>	<b>\$77,698,292</b>	<b>\$78,452,354</b>	<b>\$85,243,018</b>	<b>\$7,544,726</b>	<b>9.7%</b>	<b>\$6,790,664</b>	<b>8.7%</b>

At 60% of General Fund Expenditures, Salaries and Benefits represent the largest portion of the budget in FY 2022-2023. This category shows an increase due to cost-of-living adjustments approved in labor agreements and new positions added in response to changing organization needs and service requests from the community, which are explained in depth in the City Manager’s Budget Message. Recruitment and employee retention are a top priority internally as we adapt to changing workforce trends.

Salaries and Benefits also includes a 4.0% 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 was implemented several years ago when significant year-end savings would result from fully budgeting staff positions. The current method recognizes vacancies up-front, with the expected savings factored into the budget.

Materials and Services are increasing \$5.0 million (36.9%) from last year’s budget partially due to the restoration of contract services, departmental supplies, and employee training that were reduced or eliminated during the pandemic. Some



## BUDGET OVERVIEW

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significant one-time expenditure outlays are included to address key areas identified by the Community Opinion Survey and City Council Work Plan items:

- \$1.0 million was added to address deferred parks maintenance Citywide, including fencing, park furnishings, and features;
- \$525,000 was added for business area beautification efforts to install lighting and enhancements in Downtown Manhattan Beach and address basic infrastructure deficits in North Manhattan Beach;
- \$245,000 was added for a consultant to develop the Outdoor Dining and Business Use Program.

Another notable addition is \$200,000 in contract services for ongoing supplemental parking enforcement, which will be offset by approximately \$300,000 in parking citation revenues, to provide concentrated and consistent meter enforcement and street sweeping enforcement, thereby allowing Police staff to focus on more critical public safety and quality of life issues.

Utility costs, which are also included in Materials and Services, are projected to increase over the prior year budget by \$123,900 (12.0%) due to inflationary increases in electricity, water and natural gas.

Internal Services include charge-outs for the Insurance Reserve, Fleet, Information Technology and Building Maintenance funds, which are used to capture and allocate common costs across all departments. Overall, this category is increasing by \$1.3 million (14.8%) mainly due to higher costs in the Insurance Reserve Fund.

Minor adjustments were also made to capital adjustments, debt service, and transfers out. The decrease in capital outlay was mainly attributed to prior year one-time technology and equipment purchases. Likewise, the decrease in transfers out was due to purchases of three new vehicles in the prior year General Fund budget.

## OTHER FUND HIGHLIGHTS

### CAPITAL IMPROVEMENTS 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 10% 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 \$1.5 million in FY 2022-2023. Approximately 83% of the revenue generated within the CIP Fund is dedicated to funding existing debt service of \$768,664 on the Police & Fire facility and \$400,875 on the recently issued Certificates of Participation for Fire Station #2. With little funding leftover for capital projects, it is critical to find other funding sources such as grants or transfers from the General Fund.

In FY 2022-2023, one-time revenues and transfers include:

- CDBG Grant revenues totaling \$100,000 are anticipated to offset sidewalk projects.
- Ongoing transfer of \$798,292 from the General Fund in accordance with the City's Pension Liability Policy (see Financial Policies section of the Budget) and set aside in a separate "Reserve for Debt Service or Capital" until allocated by the City Council.
- One-time transfer of \$4,000,000 to support several capital projects.

These funding sources will support a total of \$3.2 million in projects scheduled in FY 2022-2023, including:

- \$1.2 million for Sand Dune Park improvements;
- \$282,500 for City Hall renovations;
- \$250,000 for a Manhattan Beach Unified School District (MBUSD) project;
- \$250,000 for various street, sidewalk, and other "non-motorized" improvement projects;
- \$230,000 for security cameras at City facilities;
- \$180,000 for a lighted pathway at Polliwog Park;
- \$150,000 for general park improvements;
- \$125,000 for general facility improvements;
- \$150,000 for City-owned refuse enclosure improvements; and
- \$50,000 for a new biennial slurry seal program at MBUSD facilities.

With these funded projects, the CIP fund is expected to have an unreserved fund balance of \$2.2 million at the end of FY 2022-2023, which will be used for future planned capital improvements.

The **Bond Construction Fund** is being used to account for the Fire Station No. 2 Project, including Certificates of Participation bond proceeds of \$8.7 million and a transfer from the General Fund of \$1.4 million, which was approved by the City Council in 2021. The construction phase is currently underway and anticipated to be completed within budget.

## BUDGET OVERVIEW

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### SPECIAL REVENUE FUNDS

The ***Street Lighting and Landscaping Fund*** derives its revenues from assessments to property owners. Increasing the assessments, which have not been changed since 1996, will require a successful Proposition 218 vote. As a result, the FY 2022-2023 assessment basis remains fixed with no increase from prior years. Because expenses for utilities and maintenance are not fixed and have risen since 1996, the General Fund must contribute increased amounts each year in order to fund this service. The subsidy is estimated at \$222,333 in FY 2022-2023. In addition to the subsidy, the City contributes \$12,001 to cover the City's portion of the Streetscape zone. This Fund exhausted its reserves long ago and, until new assessments are in place, General Fund subsidies will have to continue to in order to support the program.

The ***Streets & Highways Fund*** (Gas Tax and SB1 Funds) accounts for gas tax monies dedicated to roadway and sidewalk projects. These funds held steady over the last year and were largely unaffected by the economic downturn. The FY 2022-2023 Budget includes revenues estimated at \$1.9 million and capital expenditures of \$1.5 million. Funded projects include the Biennial Slurry Seal Program (\$800,000), allotments for the annual street resurfacing program (\$350,000), and annual curb, gutter and ramp replacements program (\$365,000).

The ***Asset Forfeiture Fund*** includes estimated revenues of approximately \$42,000 consisting of anticipated interest earnings on the fund balance and reimbursement for overtime costs related to narcotic enforcement efforts through L.A. IMPACT. The receipt of other Asset Forfeiture funds is unpredictable and therefore not programmed into the budget. FY 2022-2023 will be the last year that operational expenditures (totaling \$107,750) will be budgeted in the Asset Forfeiture Fund as the fund balance is expected to be exhausted. Consequently, the General Fund will absorb critical costs previously paid for by Asset Forfeiture funds.

The ***Police Safety Grants Fund*** includes anticipated revenues of \$159,000 in grant funds and interest income, and \$155,000 in operating expenditures for front-line law enforcement supplies and equipment.

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. Unlike the City's General Fund sales taxes, these funds received through the County were not significantly impacted during the pandemic. FY 2022-2023 revenues are estimated at \$883,003 and operating expenditures for the Dial-A-Ride and other transit services are budgeted at \$780,646.

The ***Proposition "C" Fund***, established for transportation and street improvement programs, reflects estimated transit sales tax revenues of \$712,451. Capital funding totaling \$1.2 million is budgeted in FY 2022-2023 for the annual street resurfacing program.

The ***AB 2766 Fund*** was established in 1990 and provides per capita funding to cities and counties located in the South Coast District to be used to reduce motor vehicle air

pollution. Revenues of \$47,500 and expenditures of \$673 are budgeted in FY 2022-2023. Unexpended revenues are being accumulated for future electric vehicle and/or charging station purchases.

During FY 2009-2010, the City began receiving funds from **Measure “R”**, which was approved by L.A. County voters in November 2008. This half-cent sales tax can be used for projects such as pothole repairs, major street resurfacing, left-turn signals, bikeways, pedestrian improvements, streetscapes, traffic signal synchronization, and local transit services (including subsidizing Dial-A-Ride services as done in the past). Revenues totaling \$547,088 are estimated in FY 2022-2023. Funding for capital projects includes \$500,000 for the Annual Street Resurfacing Program and \$200,000 to design crossings for the Ocean Drive Walk Streets.

In November 2016, Los Angeles County voters approved **Measure “M”** to ease congestion and improve neighborhood streets and intersections. The City started receiving Measure M funds in FY 2017-2018. In FY 2022-2023, revenues are estimated at \$611,033. Additionally, \$5.3 million in grant funds was awarded for the Manhattan Beach Advance Traffic Signal (MBATS) Project. In total, over \$11 million has been awarded for this project, which will upgrade signal controller equipment and connect the units through a fiber optic backbone infrastructure with modern traffic management technologies. The project will support dynamic signal timing, vehicle-to-vehicle connections, autonomous vehicles, public safety preemption and other smart cities initiatives that can improve traffic signalization and operational efficiencies. The infrastructure will enable enhanced signal timing, relieve congestion during peak hours, and allow the system to be more responsive to changes in traffic conditions.

The **Measure “W”** fund was created in 2021 to account for the Los Angeles County Measure W parcel tax approved by voters on November 6, 2018, to fund improvements and maintenance of local storm water systems. As part of the measure, a portion of the funds collected annually are distributed to municipalities to fund upgrades to and the maintenance of each agency’s storm water infrastructure. The City began receiving Measure W funds in FY 2020-2021, and will continue receiving an estimated \$410,000 per year. In addition to this recurring funding, competitive grants through the Safe Clean Water Program are also available for one-time projects. The City applied for and was awarded \$17.5 million for our 28th Street Stormwater Infiltration Project, which will enhance the protection of our beaches and ocean by significantly reducing bacterial, trash and debris discharges into the South Santa Monica Bay from the storm drain system in alignment with the California Regional Waterboard’s Municipal Separate Storm Sewer System (MS4) Permit mandate. The initial \$1.5 million cost of the project was appropriated in FY 2021-2022 and \$1.2 million is budgeted in FY 2022-2023. Construction costs totaling \$14.0 million are planned in future years.

### ENTERPRISE FUNDS

FY 2022-2023 revenues in the **Water Fund** are estimated at \$16.5 million while operating expenses, capital projects and debt service in this fund total \$13.3 million. No capital projects are planned for next year to allow for the replenishment of fund balance

## BUDGET OVERVIEW

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since it was significantly drawn down by construction of the \$40.5 million Peck Ground Level Reservoir Replacement Project currently underway. The project's significant cost is being paid out of the Water Fund balance. Consequently, the Fund's reserves temporarily no longer met the minimum policy of four months of operational expenditures. The City conducted a water rate study to determine appropriate rates that will maintain operations as well as fund future infrastructure projects.

Revenues in the **Wastewater Fund** are projected to be \$3.6 million with operating expenses, capital projects, and debt service estimated at \$2.5 million. Projects currently budgeted in FY 2022-2023 include \$2,441,000 for the Voorhees Lift Station Upgrade and \$100,000 for a Wastewater Master Plan Update. A wastewater rate study will need to be completed to determine appropriate rates that will maintain operations as well as fund future infrastructure projects.

The **Stormwater Fund** includes revenues of \$344,484 from assessment taxes and expenditures of \$1.8 million. The deficit of nearly \$1.5 million is funded through a General Fund transfer since fund reserves were exhausted. The FY 2022-2023 Budget allocates funds for street sweeping and mandated National Pollution Discharge Elimination System Permit Compliance Programs as well as capital projects of \$710,000 (\$210,000 for storm drain debris collection devices and \$500,000 for the annual Storm Drain Repair Program). There is no fund balance available to meet policy reserves of four months of operating expenses or fund necessary capital projects.

Current assessments, last changed in 1996, are not sufficient to sustain the program's current and future capital needs. Additionally, stormwater runoff is under increased regulatory and environmental pressures, which has resulted in increased costs. In the near term, General Fund transfers must be used to fund this operation, which crowds out other funding priorities and puts a strain on core municipal services funded by the General Fund. As a result, a Proposition 218 vote to increase the assessments will be required to adequately fund this operation.

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. In September 2020, the City Council approved meter rate increases for Streets (\$1.75 to \$2.00 per hour) and City lots (\$1.50 to \$2.00 per hour). With the new meter rates in effect, revenues are projected at \$3.9 million. Expenditures are estimated at \$2.7 million, which includes \$623,150 in debt service on the Metlox parking structure and \$200,000 for Wayfinding signage. 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. Any excess parking meter revenues are being accumulated in fund balance for future parking infrastructure projects and debt service.

The **County Parking Lot Fund** accounts for the two County-owned beach parking lots commonly referred to as El Porto and 26<sup>th</sup> Street. On March 16, 2021, the City Council approved a meter rate increase for the County and State beach lots from \$2.00 per hour



to \$2.50 per hour. With the rate increase in effect as of April 2021, revenues are projected at \$1.4 million in FY 2022-2023. Expenditures of \$953,214 include operational costs and \$765,000 for the County lots operating lease. Excess funds (\$409,786) are transferred to the General Fund after accounting for the County's share of revenue.

The **State Pier and Parking Lot Fund** relates to the operational activity for the State-owned pier parking lots. As with the County parking beach lots, the State Pier Fund parking lot meter rates were also increased to \$2.50 per hour. Revenues of \$833,000 are projected in FY 2022-2023, and operating and capital expenditures are budgeted at \$737,458. Fund revenues are used to maintain and operate the Pier and parking lots, and the Pier comfort stations. Fund balance, as well as a temporary loan of \$700,000 from the Parking Fund, will be used for the design and replacement of the Pier Railings Project, which was budgeted in FY 2021-2022 at \$1,650,000. With the recent meter rate increase, payback of the temporary loan is estimated to be completed by FY 2026-2027.

### 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 2022-2023 **Insurance Reserve Fund** budget contains revenues (derived from charge-outs) of \$7.5 million and expenditures of \$8.2 million. The Insurance Reserve allocates charges to other funds based on recent experience and actuarial funding estimates. In FY 2022-2023, charge outs to departments for liability and property claims are up by \$391,140 (14.9%), while workers compensation charge-outs to departments have increased \$59,700 (1.3%). These charge-outs fund insurance premiums, claims paid, and claims administration costs paid out of the Insurance Reserve Fund. The significant increase in in property insurance premiums is attributed to extensive losses throughout the State from natural disasters such as wildfires and an increase in cybersecurity events.

Overall, budgeted claims paid in FY 2022-2023 have increased compared to the prior year budget at \$1,000,000 for liability and \$4.0 million for workers compensation. Because the City's Self-Insured Retention (SIR) is \$500,000 for liability and \$750,000 for Workers' Compensation, claims paid will represent the largest and most varied cost from year to year.

Workers' compensation continues to be a challenge both in terms of cost control and predictability. Ongoing old cases can significantly deplete insurance reserves. These claims can significantly increase the City's liability. While proactive work place injury prevention programs help with our current employees, the City could be exposed to escalating costs for many years after separation from employment.

Workers compensation and liability expense are difficult to predict because of our relatively small population and the random way extraordinary cases occur. The result is that there are extreme swings in expense from year to year. To ensure proper funding



## BUDGET OVERVIEW

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for these risks, the City has moved toward an actuarial funding basis using predictive modeling. Staff has phased in the actuarial funding model to adequately fund liabilities that could arise due to future claims costs. This new approach is balanced with an internal assessment of funding needs and an update to the risk management fund reserve policy.

The **Information Technology Fund** provides for the operation of the City's Information Technology department, including maintenance of the City's computer network, hardware infrastructure, City website and mobile app, as well as the broadcasting of City meetings. The Department's budget is charged out to the other departments based on the number of devices (workstations, printers and mobile devices) being utilized and the number of employees in each division. In FY 2022-2023, Information Technology Fund revenues are \$3.7 million and expenditures are budgeted at \$4.3 million (the difference is funded through available fund balance). Budgeted expenditures includes replacement workstations, servers and network components (switches and wireless access point hardware) as well as one-time purchases for critical upgrades.

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. However, the City does not always replaced vehicles according to the "expected life" schedule. Instead, the City evaluates the condition of the vehicle at the end of its useful life and may defer the replacement if the vehicle is still in good condition. This practice has resulted in an accumulation of fund balance. Having these excess funds available allowed a temporary suspension of the charges in FY 2020-2021 to relieve pressure on the General Fund during the pandemic. Service charges totaling \$2.8 million are budgeted in FY 2022-2023 to fully fund operations of \$1.5 million, including higher fuel costs, and vehicle replacements of \$1.0 million. (A list of vehicle replacements is included in the Appendix of this document.) The Fleet Management Fund is expected to have \$2.1 million remaining after FY 2022-2023 changes for future vehicle replacements.

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 Purchasing program which ensures that common equipment and supplies (such as photocopiers and paper) are maintained. The fund's FY 2022-2023 Budget includes revenues of \$2.2 million and expenditures of nearly \$2.2 million. Expenditures associated with this fund are allocated to departments based on their number of employees and the square feet of building they occupy.

### TRUST AND AGENCY FUNDS

The **PARS Pension Stabilization Trust Fund** contains transfers from the General Fund per the Pension Liability Policy adopted by the City Council in conjunction with the

issuance of the Pension Obligation Bonds in 2021. Ongoing transfers from the General Fund reallocate the budgetary “savings” achieved by the issuance of the POBs. The “savings” are derived from the difference between what would have been paid to CalPERS compared to the current level-debt payments of \$5.5 million. The “savings” is allocated as 60% to the PARS Pension Stabilization Trust Fund for future pension costs and 40% to the CIP Fund for debt service or capital projects. After the scheduled transfer of \$1.2 million in FY 2022-2023, the balance in the Fund is projected to be \$3.9 million at the year-end.



# **BUDGET USER'S GUIDE**

# 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.

## BUDGET PROCESS

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

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

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

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

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

## BASIS OF ACCOUNTING

Manhattan Beach's accounting system is maintained on a fund basis, in accordance with governmental accounting standards. Each of the City's twenty-five funds is considered a separate accounting entity with a self-balancing set of accounts that records assets, liabilities, fund equity, revenues and expenditures. Funds

are established and segregated for the purpose of recording specific programs or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

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

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

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

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

## CLASSIFICATION OF FUNDS

### GOVERNMENTAL FUND TYPES:

#### GENERAL FUND

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

#### SPECIAL REVENUE FUNDS

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

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

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



# BUDGET USER'S GUIDE

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

The *Proposition A and C Funds and Measure R and M Funds* are used to account for proceeds from the additional sales taxes generated by the approval of 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 *Measure W Fund* is used to account for proceeds from the Measure W parcel tax generated by the approval of Los Angeles County voters. These funds, which are administered by the Los Angeles County Safe Clean Water LA program, are distributed based on the non-permeable surface of each eligible parcel within the City and must be used for stormwater-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 10% transient occupancy tax rate 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 *Bond Construction Fund* is used to segregate for bond funded projects.

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

Three Special Assessment Redemption Funds are used to account for principal and interest payments on the Underground Utility Bonds for the 2018 Refunding of Districts formed in 2004 and 2005, as well as Districts 19-12, 19-14, and 19-4 that formed in 2019. Proceeds of these bonds were used to relocate utility lines underground in certain portions of the City. The bonds are being repaid with proceeds from special assessments levied on the property owners who benefited from the project.

## PROPRIETARY FUND TYPES:

### ENTERPRISE FUNDS

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

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

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

The *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 Technology 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.

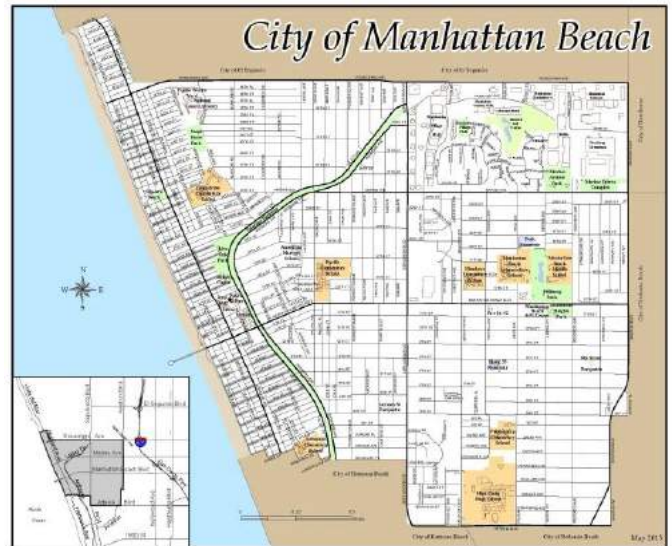


# **MANHATTAN BEACH FACTS AND FIGURES**

## CITY FACTS AND FIGURES

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

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



Manhattan Beach is a full-service General Law city operating under a council-manager form of government. The City Council consists of five members elected at large, each serving a 9 1/2 month mayoral rotation during their four year term. The City Council meets on the first and third Tuesdays of the month at 6:00 PM. The City operates with nine well-run departments, 317 full-time and approximately 180 part-time employees. The City prides itself in offering the highest level of services to its residents and maintains a AAA bond rating.

### Mission Statement

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

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

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

**Full-Time Municipal Employees Authorized:** 317

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

### Parks & Public Facilities

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

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

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

**Elevation:** 120 feet above sea level

**Population & Area:** 35,506 (2020 US Census Bureau Estimate from 2010 base of 35,135); 3.89 square miles

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

**Median Home Sale Price:** \$ 3,083,225 (as of March 31, 2022 – Zillow data)

**Median Household Income (in 2020 dollars):** \$153,926 (U.S. Census Bureau, 2010-2020 data)

**Assessed Valuation:** \$22.2 billion (Office of the Assessor, Los Angeles County, 2021 Annual Report)

**Housing Units** (U.S. Census Bureau, 2020 American Community Survey Estimates)

1-Unit Detached	10,239	68.5%
1-Unit Attached	1,376	9.2%
2-4 Units	1,779	11.9%
5+ Units	1,492	10.0%
Other	66	0.4%
<b>Total Housing Units</b>	<b>14,952</b>	<b>100%</b>

**Business Mix** (as of April 2022)

Services	982	16%
Contractors	3,803	62%
Home Occupation	435	7%
Retail	200	3%
Professionals	376	6%
Apartment Houses	197	3%
Commercial Property	132	2%
Miscellaneous	49	1%
<b>Total</b>	<b>6,174</b>	<b>100%</b>



## MANHATTAN BEACH RESIDENTS

**CITY COUNCIL**

**CITY TREASURER**

**PARKING & PUBLIC  
IMPROVEMENTS  
COMMISSION**

**BOARD OF BUILDING  
APPEALS**

**PLANNING  
COMMISSION**

**PARKS & RECREATION  
COMMISSION**

**CULTURAL ARTS  
COMMISSION**

**LIBRARY  
COMMISSION**

**CITY MANAGER**

**CITY ATTORNEY**

**MANAGEMENT SERVICES**

**FINANCE**

**HUMAN RESOURCES**

**PARKS & RECREATION**

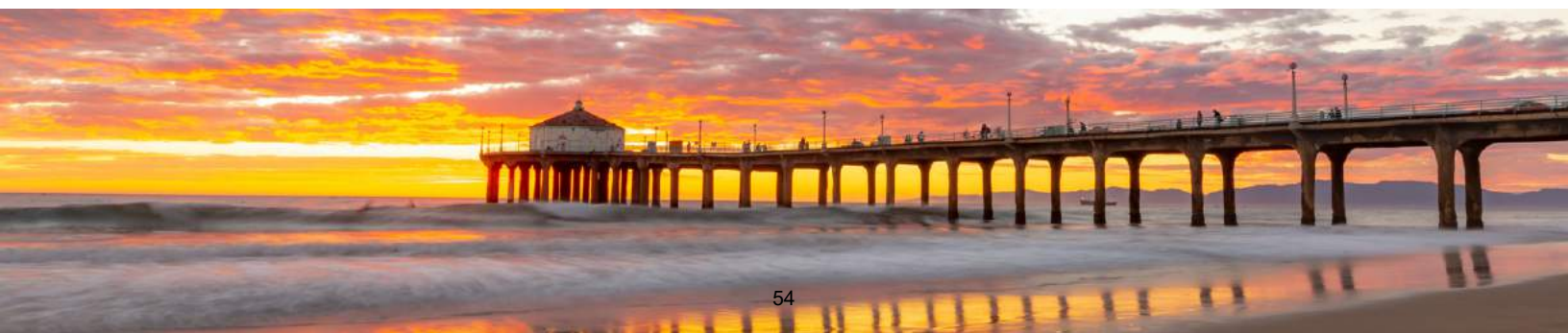
**POLICE**

**FIRE**

**COMMUNITY DEVELOPMENT**

**PUBLIC WORKS**

**INFORMATION TECHNOLOGY**





DEPARTMENT/FUND MATRIX										
	MANAGEMENT SERVICES	FINANCE	HUMAN RESOURCES	PARKS & RECREATION	POLICE	FIRE	COMMUNITY DEVELOPMENT	PUBLIC WORKS	INFORMATION TECHNOLOGY	
General Fund	✓	✓	✓	✓	✓	✓	✓	✓		
Street Lighting & Landscape Fund								✓		
Streets & Highways Fund								✓		
Asset Forfeiture Fund					✓					
Police Grants Fund					✓					
Prop A Fund				✓						
Prop C Fund								✓		
AB 2766 Fund								✓		
Measure R Fund								✓		
Measure M Fund								✓		
Measure W Fund								✓		
Capital Improvement Fund	✓	✓		✓	✓	✓		✓		
Bond Construction Fund						✓		✓		
Underground Utility Construction Fund								✓		
Water Fund								✓		
Stormwater Fund								✓		
Wastewater 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		✓						✓		
UAD Special Assessment Funds		✓								
Pension Trust Fund		✓								
PARS Investment Trust		✓								



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

**PRESENTED TO**

**City of Manhattan Beach  
California**

For the Fiscal Year Beginning

**July 01, 2021**

*Christopher P. Morrell*

**Executive Director**

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Manhattan Beach, California for its annual budget beginning July 1, 2021. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

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

# *California Society of Municipal Finance Officers*

*Certificate of Award*

## *Operating Budget Excellence Award Fiscal Year 2021-2022*

*Presented to the*

*City of Manhattan Beach*

For meeting the criteria established to achieve the CSMFO Excellence Award in Budgeting.

*February 28, 2022*



*Marcus Pimentel*

Marcus Pimentel  
CSMFO President

*Michael Manno*

Michael Manno, Chair  
Recognition Committee

*Dedicated Excellence in Municipal Financial Reporting*



# PERFORMANCE MEASURES





# MANAGING WHAT'S MEASURED

The following sections frame Manhattan Beach's performance measurement relative to the City's budget goals.



**COMMUNITY  
ENGAGEMENT**



**FISCAL  
RESPONSIBILITY**



**SAFETY & HEALTH  
OF THE COMMUNITY**



**EXCELLENT  
MUNICIPAL SERVICES**

## BY THE NUMBERS

In addition to performance measures, each City department has highlighted notable workload indicators and activities that have been accomplished in the prior calendar year.

The data mentioned in each section are not reflective of all City activities but are a snapshot of major efforts undertaken by the City. Although all departments directly or indirectly support each goal, the department that manages the function is included in each Department's set of performance measures.





# MANAGEMENT SERVICES

## PERFORMANCE MEASURES

### RESIDENTS RATING QUALITY OF LIFE AS "EXCELLENT" OR "GOOD" IN MB

EXCELLENT  
MUNICIPAL SERVICES

**2019-2020**  
Actual  
N/A

**PRIOR YEAR**  
**2020-2021**  
Actual  
N/A

**2021-2022**  
Estimate  
94%

**TARGET**  
**2022-2023**  
96%



The City strives to provide a good quality of life for its residents, business, and visitors through its services, policies, projects, and programs. The City's character, which contributes to quality of life, is defined as an iconic California beach town with a balanced laid-back, classic, upscale, and family-friendly lifestyle. The City conducts a bi-annual survey to assess residents opinions of their quality of life in Manhattan Beach.

### PERCENTAGE OF RESIDENTS SATISFIED WITH CITY SERVICES

EXCELLENT  
MUNICIPAL SERVICES

**2019-2020**  
Actual  
N/A

**PRIOR YEAR**  
**2020-2021**  
Actual  
N/A

**2021-2022**  
Estimate  
88%

**TARGET**  
**2022-2023**  
Budget  
90%



The City conducts a statistically-valid biennial Community Opinion Survey to better understand how residents measure their overall satisfaction with the City and its efforts to provide municipal services,

### PERCENTAGE OF GROWTH FOR ONLINE NEWSLETTER

COMMUNITY  
ENGAGEMENT

**2019-2020**  
Actual  
N/A\*

**PRIOR YEAR**  
**2020-2021**  
Actual  
N/A

**2021-2022**  
Estimate  
40%

**TARGET**  
**2022-2023**  
Budget  
25%



Beginning November 2021, the City began producing a monthly eNewsletter in an effort to provide the community with City news, updates, events, and other important information.

### PERCENTAGE OF NEW FOLLOWERS ON SOCIAL MEDIA

COMMUNITY  
ENGAGEMENT

**2019-2020**  
f N/A @ N/A t 38%

**PRIOR YEAR**  
**2020-2021**  
f 10.9% @ 123% t 12%

**2021 Estimate**  
f 9% @ 40% t 10%

**TARGET**  
**2022-2023**  
f 10% @ 25% t 10%



Social media provides an opportunity for the City to engage with residents, businesses, and visitors. Strong social engagement helps to build trust, transparency, and highlights the City's brand character, which enhances civic pride and business development.

### PERCENTAGE OF CITY COUNCIL MINUTES PRESENTED FOR APPROVAL AT NEXT MEETING

EXCELLENT  
MUNICIPAL SERVICES

**2019-2020**  
Actual  
100%

**PRIOR YEAR**  
**2020 - 2021**  
Actual  
90%

**2021-2022**  
Estimate  
90%

**TARGET**  
**2022-2023**  
Budget  
95%



Minutes record City Council actions on resolutions, local laws, and ordinances considered at Council Meetings. Best practice for any City Clerk's Office is to present meeting minutes at the next meeting to ensure actions are memorialized immediately.

\*This is a new performance measure identified for this FY 22-23 and data will be tracked in future years. In some circumstances, data was not provided in a given year.

## BY THE NUMBERS IN 2021

**2,518** PUBLIC RECORDS REQUESTS COMPLETED

**57** CITY COUNCIL MEETINGS HELD

**48**  
BOARDS AND COMMISSIONS APPLICATIONS

**115**  
RESOLUTIONS ADOPTED

**9**  
ORDINANCES ADOPTED

**1.4 M**  
WEBSITE USERS

**923**  
SUBSCRIBERS TO ONLINE NEWSLETTER

**23**  
PRESS RELEASES

**295** CONTRACTS PROCESSED

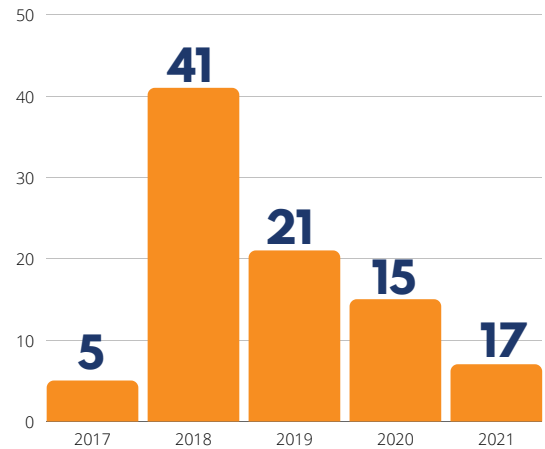
**406**  
AGENDA ITEMS PRESENTED TO CITY COUNCIL

**164:17**  
HOURS OF CITY COUNCIL MEETINGS

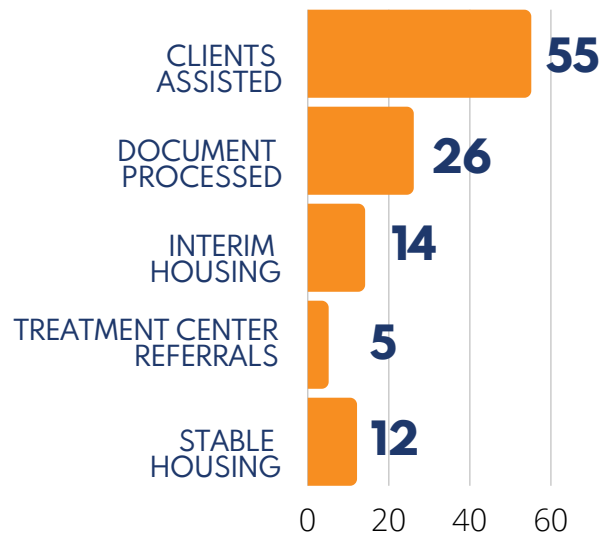


AVERAGE OPEN RATE FOR THOSE RECEIVING E-NOTIFICATIONS

### HOMELESS COUNT



### HOMELESS ASSISTANCE IN MB



## 2021 SOCIAL MEDIA OVERVIEW

**28%**

AVERAGE INCREASE IN FOLLOWERS ACROSS ALL PLATFORMS

**9%**

AVERAGE INCREASE IN POST ENGAGEMENT ACROSS ALL PLATFORMS

**43%**

AVERAGE INCREASE IN POST IMPRESSIONS ACROSS ALL PLATFORMS



FOLLOWERS



3.1k

TOTAL POST ENGAGEMENT

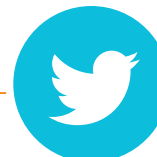


27,365



12k

83,807



4.7k

26,135

## PERFORMANCE MEASURES

### MAINTAIN AAA GENERAL OBLIGATION BOND RATING

FISCAL RESPONSIBILITY



**2019-2020**  
Actual  
AAA

**PRIOR YEAR**  
**2020-2021**  
Actual  
AAA

**2021-2022**  
Estimate  
AAA

**TARGET**  
**2022-2023**  
Budget  
AAA

The "AAA" issuer credit rating is a testament to the City's continued strong financial position, its tradition of prudent fiscal decisions and a resilient economic base. This is an achievement maintained by few California Cities.

### ATTAIN AN UNMODIFIED AUDIT OPINION

FISCAL RESPONSIBILITY



**2019-2020**  
Actual  
Yes

**PRIOR YEAR**  
**2020-2021**  
Actual  
Yes

**2021-2021**  
Estimate  
Yes

**TARGET**  
**2022-2023**  
Budget  
Yes

The City's independent auditor issues an unmodified opinion when financial statements are presented, in all material respect, in accordance with accounting standards being used and accordance with the applicable reporting framework.

### ATTAIN GFOA AND CSMFO BUDGET AWARDS

FISCAL RESPONSIBILITY



**2019-2020**  
Actual  
N/A

**PRIOR YEAR**  
**2020-2021**  
Actual  
Yes

**2021-2022**  
Estimate  
Yes

**TARGET**  
**2022-2023**  
Budget  
Yes

The Government Finance Officers Association (GFOA) and California Society of Municipal Finance Officers (CSMFO) review Budget documents and confer awards to Cities that meet their criteria.

### ATTAIN GFOA ANNUAL FINANCIAL REPORTING ACHIEVEMENT

FISCAL RESPONSIBILITY



**2019-2020**  
Actual  
Yes

**PRIOR YEAR**  
**2020-2021**  
Actual  
Yes

**2021-2022**  
Estimate  
Yes

**TARGET**  
**2022-2023**  
Budget  
Yes

GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (COA) to recognize the requirements of generally accepted accounting principles to prepare annual comprehensive financial reports that evidence the spirit of transparency and full disclosure. The City strives to achieve this certificate on an annual basis.

### AVERAGE ANNUAL INVESTMENT PORTFOLIO YIELD

FISCAL RESPONSIBILITY



**2019-2020**  
Actual  
2.08%

**PRIOR YEAR**  
**2020-2021**  
Actual  
1.34%

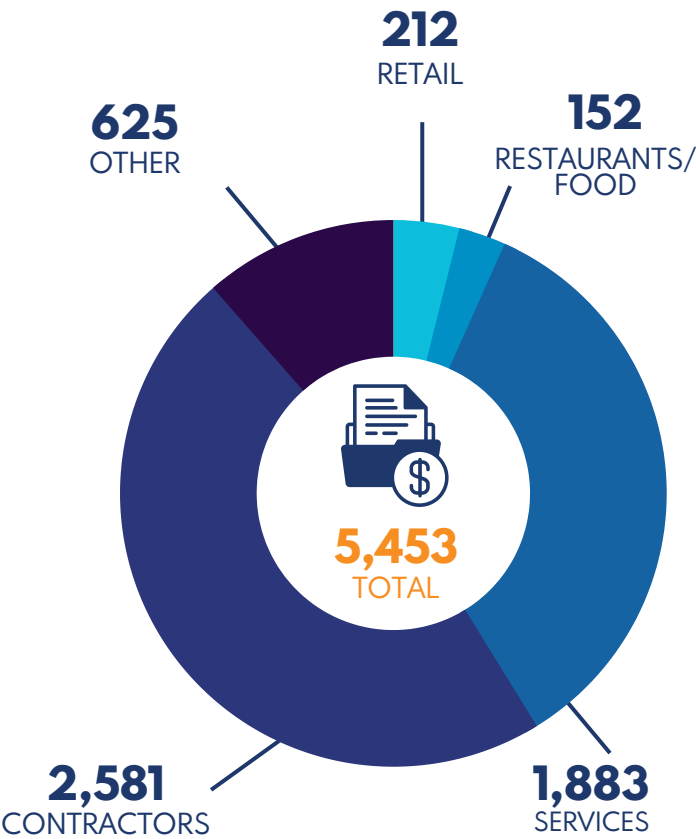
**2021-2022**  
Estimate  
1.50%

**TARGET**  
**2022-2023**  
Budget  
2.00%

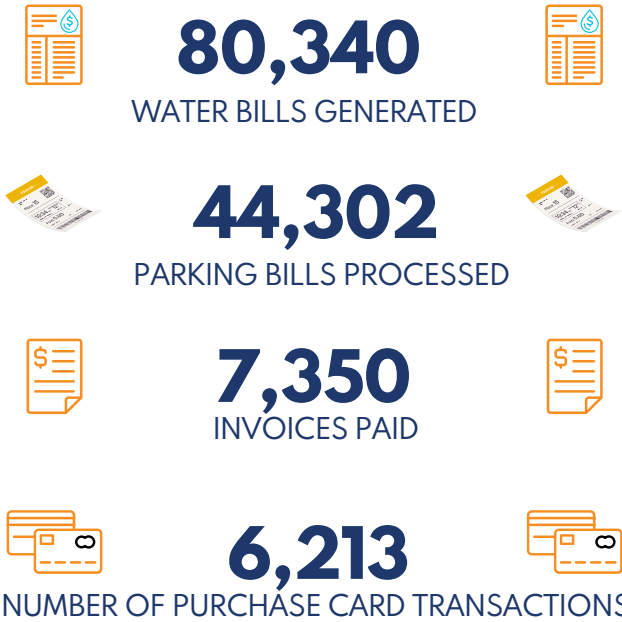
The City's investments are managed in a prudent and diligent manner with an emphasis on safety, liquidity and yield, in that respective order. Reports on the City's investment portfolio and cash position are provided to the City Council on a monthly basis.

BY THE NUMBERS IN 2021

BUSINESS LICENSES BY CATEGORY



DID YOU KNOW, THE FINANCE DEPARTMENT IS RESPONSIBLE FOR...



**24,756**  
PHONE CALLS RECEIVED  
BY FINANCE DEPT

**10,184**  
PHONE CALLS RECEIVED BY  
OPERATOR



**3,154**  
PARKING PERMITS  
ISSUED



**2,133**  
ANIMAL LICENSE  
RENEWALS



**18,537**  
CASHIERING  
TRANSACTIONS



**3,920**  
NUMBER OF  
ACCOUNTS  
PAYABLE CHECKS



**737**  
ACCOUNTS  
RECEIVABLE  
INVOICES



**67**  
NUMBER OF PURCHASE  
ORDERS ISSUED




**18**  
NUMBER OF REQUESTS  
FOR PROPOSALS  
COMPLETED

## PERFORMANCE MEASURES

AVERAGE VACANCY RATE (FT)				EXCELLENT MUNICIPAL SERVICES
2019-2020	PRIOR YEAR	2021-2022	TARGET	
Actual N/A*	2020-2021 Actual N/A*	Estimate N/A*	2022-2023 Target 10%	


This metric measures the average vacancy factor for full-time employment, based on budgeted positions authorized to fill. The metric is an indicator of good processes for the City and the attractiveness of the vacancies that are advertised.

RECRUITMENTS				EXCELLENT MUNICIPAL SERVICES
2019-2020	PRIOR YEAR	2021-2022	TARGET	
Actual 85 days	2020-2021 Actual 65 days	Estimate 35 days	2022-2023 Estimate 45 days	

This metric measures the average number of business days from the time a job is posted to the establishment of the eligibility list established and/or eligible candidate referred to the department. Quicker recruitment periods ensure critical positions are filled in a timely fashion.

DAMAGE TO CITY PROPERTY				FISCAL RESPONSIBILITY
2019-2020	PRIOR YEAR	2021-2022	TARGET	
Actual N/A*	2020-2021 Actual N/A*	Estimate 50%	2022-2023 Estimate 75%	

If City property is damaged by a third party and the City expends money to repair or replace the damaged property, the City will seek to recover its cost by pursuing subrogation against the at-fault party. This number reflects the percentage of claims in which funds were successfully recovered, thereby reducing expenditures to the City.

EMPLOYEE INJURY AND ILLNESS INCIDENCE RATE				FISCAL RESPONSIBILITY
2019	PRIOR YEAR	2021	TARGET	
Actual 8.1	2020 Actual 8.7	Estimate 7.2	2022 Target 7.5	

The U.S. Bureau of Labor Statistics produces a wide range of information about workplace injuries and illnesses. The incidence rate represents the number of injuries and illnesses per 100 full-time workers. The incidence rate serves as a benchmark to compare and evaluate safety performance against other organizations and past years. These rates can help identify both problem areas and progress in preventing work-related injuries and illnesses. While Performance Measures are generally measured on a fiscal year basis, this data is maintained with the U.S. Bureau of Labor Statistics on a calendar year basis.

\*This is a new performance measure identified for this FY 22-23 and data will be tracked in future years. In some circumstances, data was not provided in a given year.

## BY THE NUMBERS IN 2021



**3,006**

APPLICATIONS RECEIVED  
AND PROCESSED



**864**

PERSONNEL ACTION  
FORMS (PAF) PROCESSED



**138**

EMPLOYEE WELLNESS  
CLASSES OFFERED



**112**

EMPLOYEES  
SEPERATED



**74**

NEW EMPLOYEES  
HIRED



**45**

FULL-TIME RECRUITMENTS  
ADMINISTERED



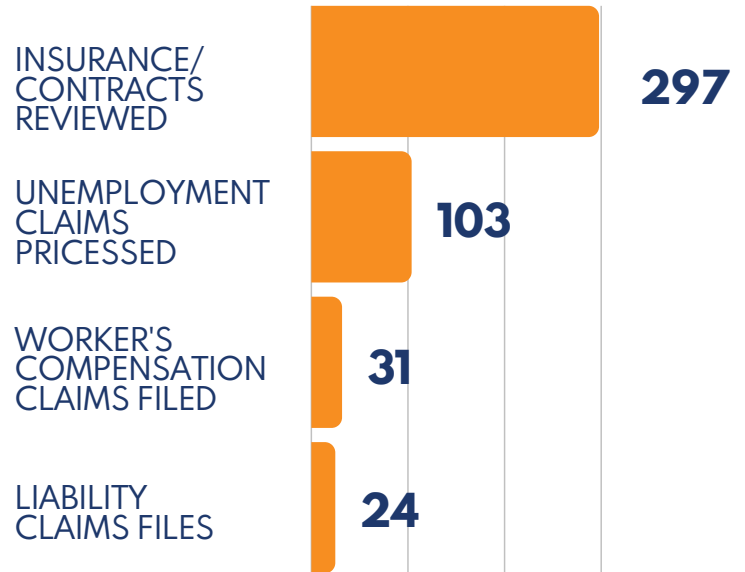
**17**

PART-TIME RECRUITMENTS  
ADMINISTERED

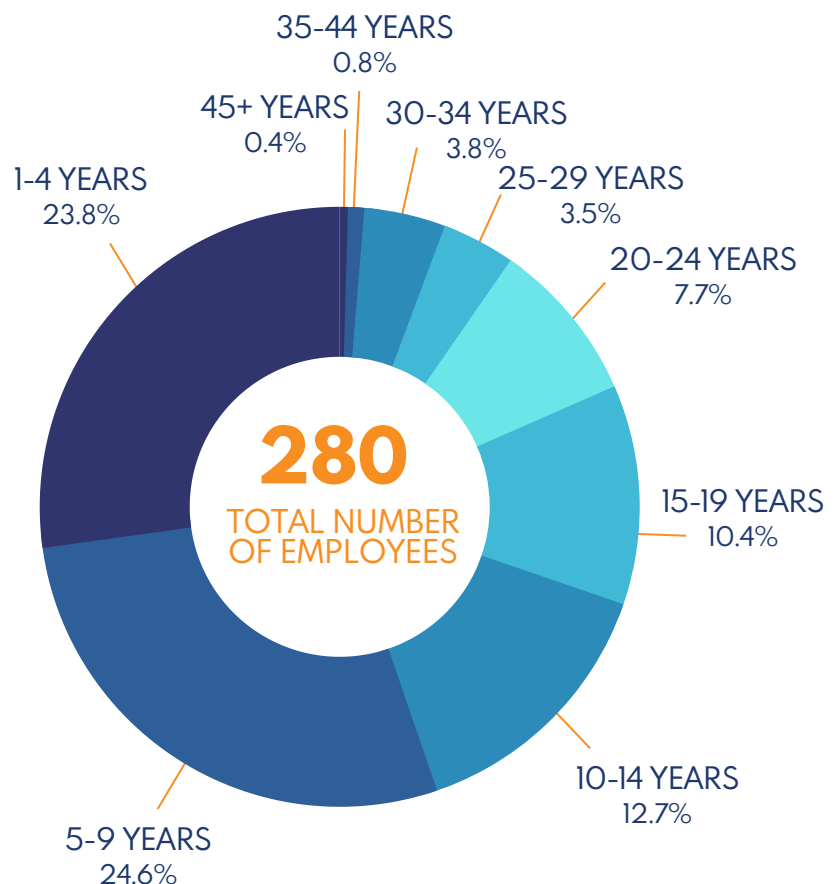
### EMPLOYEES VACCINATED FOR COVID-19



### RISK MANAGEMENT




### EMPLOYEES YEARS OF SERVICE - FULL TIME



# PARKS AND RECREATION


## PERFORMANCE MEASURES

RESIDENTS WITH FAVORABLE RATING OF MANHATTAN BEACH AS A PLACE TO RECREATE				EXCELLENT MUNICIPAL SERVICES
2019-2020	PRIOR YEAR	2021-2022	TARGET	
Actual N/A	2020-2021 Actual N/A	Actual 85%	2022-2023 Budget 85%	


The Community Opinion Survey results show that more than eight out of ten residents have positive/favorable opinions about the City's recreations programs, which is a key indicator of quality of life measure in the City.

DEPARTMENT GENERAL FUND REVENUE EQUALS AT LEAST 35% OF EXPENDITURES				FISCAL RESPONSIBILITY
2019-2020	PRIOR YEAR	2021-2022	TARGET	
Actual 53%	2020-2021 Actual 43%	Estimate 50%	2022-2023 Budget 50%	


The City's Adopted Annual Budget includes a financial policy that Parks and Recreation Department General Fund revenues equal at least 35 percent of total Department General Fund expenditures. The Parks and Recreation Department has exceeded this expectation the last several years.

RESIDENTS SATISFIED WITH SERVICES AND PROGRAMS FOR SENIORS				EXCELLENT MUNICIPAL SERVICES
2019-2020	PRIOR YEAR	2021-2022	TARGET	
Actual N/A	2020-2021 Actual N/A	Actual 95%	2022-2023 Budget 95%	

Examples of city services and programs for seniors include classes, presentations, conversations, lunches, games, special events, Dial-A-Ride, volunteer opportunities, and more. Satisfaction with services (derived from the statistically-valid biennial Community Opinion Survey) allows the City to explore whether services are optimal to residents.

FUNDED PUBLIC ART PROJECTS				FISCAL RESPONSIBILITY
2019-2020	PRIOR YEAR	2021-2022	TARGET	
Actual 7	2020-2021 Actual 1	Actual 3	2022-2023 Budget 3	

The Public Art Trust Fund utilizes funding set aside from a 1% development fee on specific residential, commercial, and industrial developments. The Municipal Code requires that fees that are not committed to a specific project within five (5) years from the date of actual receipt by the City shall be returned to the then-current owner of the development project. In order to ensure all funds are fully utilized, the goal of the Cultural Arts Division is to fund numerous public art projects.

RESIDENTS SATISFIED WITH SPECIAL EVENTS (CONCERTS IN THE PARK, HOLIDAY FIREWORKS , ETC.)				EXCELLENT MUNICIPAL SERVICES
2019-2020	PRIOR YEAR	2021-2022	TARGET	
Actual N/A	2020-2021 Actual N/A	Actual 93%	2022-2023 Budget 93%	

Popular special events include Concerts in the Park, Holiday Fireworks, volleyball, tennis, and pickleball tournaments, art exhibitions, Family Campout, Pumpkin Race, and more. Satisfaction with services (derived from the statistically-valid biennial Community Opinion Survey) allows the City to explore whether special events meet community expectations.

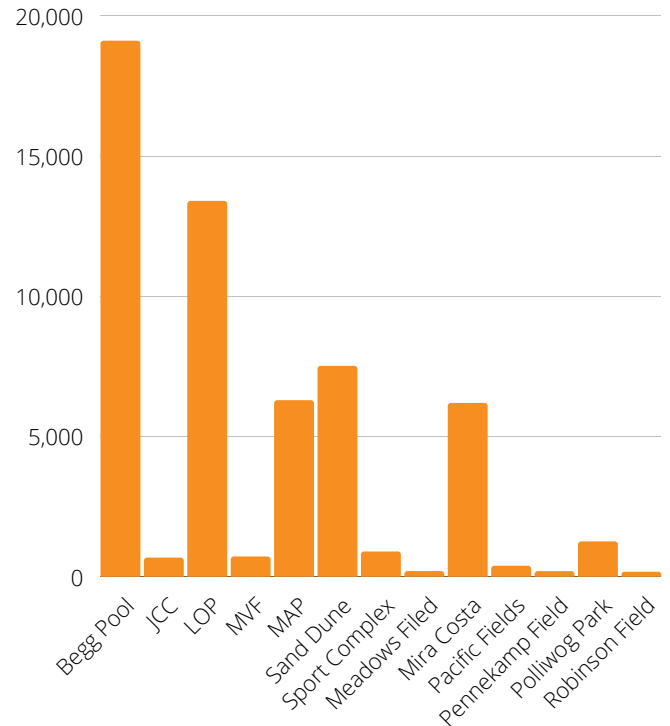


## BY THE NUMBERS IN 2021

CLASS REGISTRATIONS	<b>15,215</b>
PERCENTAGE OF ONLINE CLASS REGISTRATIONS	<b>77%</b>
ACTIVE VOLUNTEERS	<b>526</b>
VOLUNTEER HOURS	<b>13,450</b>
YOUTH SPORTS GROUP PARTICIPANTS	<b>7,038</b>
DIAL-A-RIDE TRIPS	<b>3,768</b>
PERMITS	<b>44</b> (Films, Banners, & Special Events)
NEW PUBLIC ART	<b>2</b> (Funded by Public Art Trust Fund)

## RESERVATIONS FACILITATED

**66,180** (Courts, Pools, Fields, & Facilities)



## PARK AMENITIES WE OVERSEE

**107**  
BEACH VOLLEYBALL COURTS

**15**  
PLAYGROUNDS

**18**  
TENNIS COURTS

**6.5**  
BASKETBALL COURTS

**7**  
SPORTS FIELDS

**2**  
PICKLEBALL COURTS

## PARKS & FACILITIES



**69**  
OPEN SPACE ACRES

**11**  
PARKS (2 PARKETTES)



**2**  
AQUATIC FACILITIES  
(OWNED BY MBUSD, OPERATED BY CITY)



**3**  
DOG RUNS

## SOCIAL MEDIA PRESENCE - PARKS AND RECREATION ACCOUNTS



8.1K



13K



1.2K

# POLICE DEPARTMENT

## PERFORMANCE MEASURES

### % OF RESIDENTS WHO FEEL SAFE

SAFETY & HEALTH  
OF THE COMMUNITY



	PRIOR YEAR		TARGET
2019-2020	2020-2021	2021-2022	2022-2023
Actual	Actual	Estimate	Budget
N/A*	N/A*	93%	95%

The City of Manhattan Beach places a high priority on residents feeling safe. The statistically-valid biennial Community Opinion Survey allows the City to measure the community's perception of safety in Manhattan Beach.

### REDUCTION OF VIOLENT CRIME INCIDENTS

SAFETY & HEALTH  
OF THE COMMUNITY



	PRIOR YEAR		TARGET
2019-2020	2020-2021	2021-2022	2022-2023
Actual	Actual	Estimate	Budget
Down 4%	Down 16%	Up 25%	Down 3%

City seeks to 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.

### REDUCTION OF PROPERTY CRIME INCIDENTS

SAFETY & HEALTH  
OF THE COMMUNITY



	PRIOR YEAR		TARGET
2019-2020	2020-2021	2021-2022	2022-2023
Actual	Actual	Estimate	Budget
Up 1%	Down 9%	Up 20%	Down 3%

City seeks to 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.

### PERCENTAGE OF NEW FOLLOWERS ON SOCIAL MEDIA

COMMUNITY  
ENGAGEMENT



	PRIOR YEAR		TARGET
2019-2020	2020-2021	2021-2022	2022-2023
Actual	Actual	Estimate	Budget
Up 38%	Up 21%	Up 25%	Up 5%

The Police Department's partnership with the community is our greatest asset. Social media is a way to connect and engage with our community. This statistic includes followers on Instagram, Facebook, and Twitter. It also includes Manhattan Beach residents opting in to messages via Everbridge.

### PERCENTAGE OF FILLED POSITIONS

EXCELLENT  
MUNICIPAL SERVICES



	PRIOR YEAR		TARGET
2019-2020	2020-2021	2021-2022	2022-2023
Actual	Actual	Estimate	Budget
97%	95%	90%	98%

The Police Department will continue to recruit and hire qualified individuals to fill Department full-time sworn and civilian vacancies to maintain at least 98% staffing (less than a 2% vacancy factor) in order to have the personnel resources needed to provide outstanding police services to the community.

\*This is a new performance measure identified for this FY and data will be tracked in future years. In some circumstances, data was not provided in a given year.

## BY THE NUMBERS IN 2021



**29,159**

CALLS FOR SERVICE



**12,163**

SELF-INITIATED  
SERVICE ACTIVITIES



**5,008**

TRAFFIC STOPS



**44,613**

PARKING CITATIONS



**650**

ARRESTS



**1,585**

VOLUNTEER HOURS



**2,014**

PUBLIC RECORDS  
REQUESTS

### 5-YEAR PART 1 CRIMES HISTORY

	VIOLENT CRIME	PROPERTY CRIME
2021	59	955
2020	46	777
2019	55	850
2018	57	844
2017	71	875
2016	53	1030
2015	70	947
2014	57	878
2013	55	853

## POLICE DEPARTMENT SOCIAL MEDIA OVERVIEW

FACEBOOK  
FOLLOWERS



6.5K

INSTAGRAM  
FOLLOWERS



17.1K

TWITTER  
FOLLOWERS



2.7K


YOUTUBE  
VIEWS



45K

# FIRE DEPARTMENT

## PERFORMANCE MEASURES

% FIRST-ARRIVING PARAMEDIC WITHIN 5:00 MIN OF AN EMERGENCY CALL				SAFETY & HEALTH OF THE COMMUNITY
2019-2020 Actual	PRIOR YEAR 2020-2021 Actual	2021-2022 Estimate	TARGET 2022-2023 Budget	
31%	37%	42%	90%	


In accordance with the National Fire Prevention Association's standard NFPA 1710, firefighters strive to meet the following: 60 seconds to turn-out, 4 minutes for the first engine company to arrive on scene.

% ANNUAL FIRE LIFE/SAFETY INSPECTIONS ON BUSINESS OCCUPANCIES				SAFETY & HEALTH OF THE COMMUNITY
2019-2020 Actual	PRIOR YEAR 2020-2021 Actual	2021-2022 Estimate	TARGET 2022-2023 Budget	
70%	97%	95%	100%	

The Fire Department conducts annual visits to businesses to verify compliance with adopted fire code to identify circumstances or conditions that threaten the life or safety of occupants and visitors.

% INCREASE OF CITIZENS & COMMUNITY MEMBERS TRAINED AS CERT MEMBERS				COMMUNITY ENGAGEMENT
2019-2020 Actual	PRIOR YEAR 2020-2021 Actual	2021-2022 Estimate	TARGET 2022-2023 Budget	
1.2%	1.4%	3.3%	3.0%	

CERT (Community Emergency Response Team) members are an all-volunteer organization created to enhance disaster preparedness and emergency response for the citizens of Manhattan Beach.

% FIRST-ARRIVING UNIT TO FIRE CALLS WITHIN 6:00 MIN (>5 MIN RESPONSE TO TOTAL)				COMMUNITY ENGAGEMENT
2019-2020 Actual	PRIOR YEAR 2020-2021 Actual	2021-2022 Estimate	TARGET 2022-2023 Budget	
31%	46%	67%	90%	

In accordance with the National Fire Prevention Association's standard NFPA 1710, firefighters strive to meet the following: 60 seconds to turn-out, 5 minutes for the first engine company to arrive on scene.



## BY THE NUMBERS IN 2021

**3,481**

TOTAL CALLS

**5:10**

AVERAGE  
RESPONSE TIME



### BUSIEST TIME OF....FOR CALLS

MONTH

**July**

DAY

**Friday**

TIME

**2:00 PM - 2:59 PM**

**2,561.25**  
EMS TRAINING

**5,384**  
TOTAL  
TRAINING  
HOURS

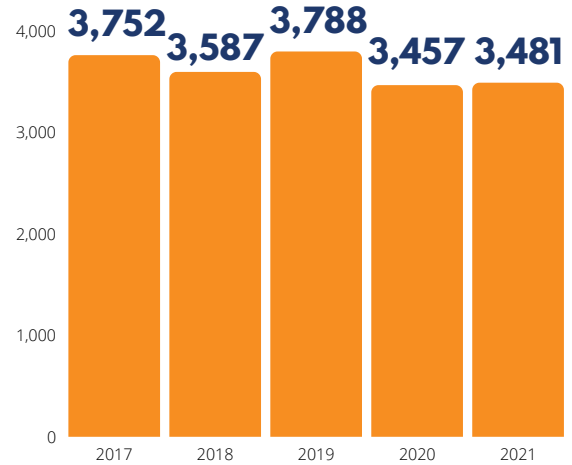
**2,822.75**  
SUPPRESSION  
TRAINING/OTHER



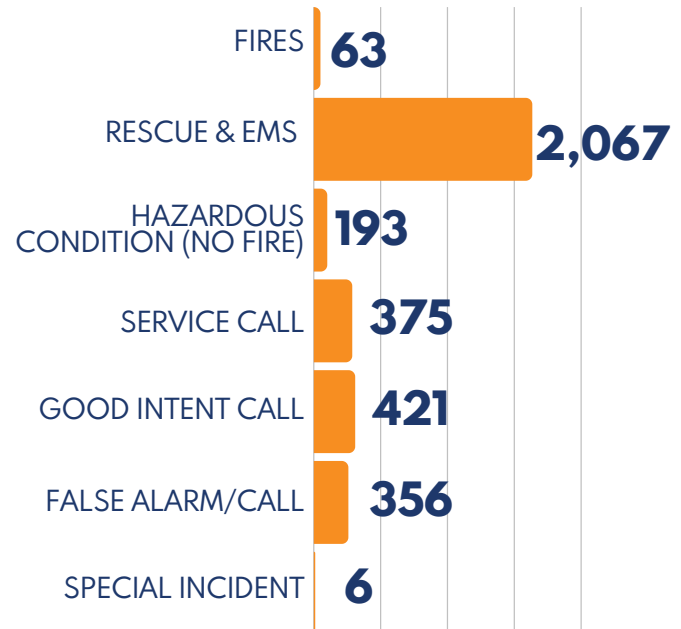
**600**

PUBLIC EDUCATION  
PARTICIPANTS

### CALL VOLUME (2017-2022)



### INCIDENT BREAKDOWN



## COMMUNITY RISK REDUCTION (FORMALLY PREVENTION)

**169**

State-  
Mandated  
Inspections

**384**

Construction  
Inspections

**139**

Studio/Operational  
Inspections


**33%**

INCREASE  
FROM  
2019

\*compared to pre-pandemic numbers

# COMMUNITY DEVELOPMENT

## PERFORMANCE MEASURES

CUSTOMER INQUIRES SERVED IN A TIMELY MANNER				EXCELLENT MUNICIPAL SERVICES
2019-2020 Actual N/A*	PRIOR YEAR 2020-2021 Actual N/A*	2021-2022 Estimate 98%	TARGET 2022-2023 Budget 95%	

The department served approximately 17,230 customers in Fiscal Year 2021-2022. The Department strives to serve customers at the public counter, by individual appointment, and live phone call within 10 minutes. The service time for email inquiries and return phone calls is one business day. This serves as initial contact for zoning standards, building code, code enforcement reports, Public Records Act requests, and other services, which are all counted within this metric.

BUILDING AND PLANNING SERVICES TURNAROUND TIME				EXCELLENT MUNICIPAL SERVICES
2019-2020 Actual N/A*	PRIOR YEAR 2020-2021 Actual N/A*	2021-2022 Estimate 80%	TARGET 2022-2023 Budget 90%	

The department reviews applications and plan checks for various projects throughout the City. The Planning Division's goal is to review discretionary applications for completeness within 30 days, which is a State requirement. The Building Division's goal is to complete major plan checks within six weeks (average) and minor plan checks (such as re-roofs, window change outs, solar systems, electric vehicle chargers, etc.) within two business days.

BUILDING INSPECTIONS COMPLETED BY NEXT BUSINESS DAY				SAFETY & HEALTH OF THE COMMUNITY
2019-2020 Actual N/A*	PRIOR YEAR 2020-2021 Actual N/A*	2021-2022 Estimate 95%	TARGET 2022-2023 Budget 95%	

Construction projects within the City require numerous inspections. All inspections that are submitted on a working day prior to 3:00 P.M. are scheduled for inspection the next business day.

CODE ENFORCEMENT SERVICE REQUESTS REVIEWED WITHIN TWO DAYS				SAFETY & HEALTH OF THE COMMUNITY
2019-2020 Actual N/A*	PRIOR YEAR 2020-2021 Actual N/A*	2021-2022 Estimate 87%	TARGET 2022-2023 Budget 95%	

Code Enforcement staff are responsible for ensuring compliance with construction rules, the Municipal Code and applicable regulations to maintain a safe and healthy community. New requests are expected to be reviewed and acknowledged within two days of receipt, after which staff performs more in-depth work to gain compliance.

CITIZEN TRAFFIC AND PARKING REQUESTS REVIEWED WITHIN 10 DAYS				EXCELLENT MUNICIPAL SERVICES
2019-2020 Actual N/A*	PRIOR YEAR 2020-2021 Actual N/A*	2021-2022 Estimate 85%	TARGET 2022-2023 Budget 95%	

The Traffic Engineering Division receives traffic and parking requests for various traffic improvements throughout the City. These requests include, but are not limited to, stop sign requests, crosswalks, red curbs, disabled parking spaces, adding and removing traffic signs, street striping, permit parking, and loading zones.

\*This is a new performance measure identified for this FY and data will be tracked in future years. In some circumstances, data was not provided in a given year.

## BY THE NUMBERS IN 2021

### PERMITS

**455** RESIDENTIAL

**83** COMMERCIAL

**417**  
ELECTRICAL

**154**  
MECHANICAL

**152**  
SOLAR  
SYSTEMS

**178**  
RE-ROOF

**306**  
RIGHT-OF-WAY  
STREET USE

**285**  
TEMPORARY  
PARKING

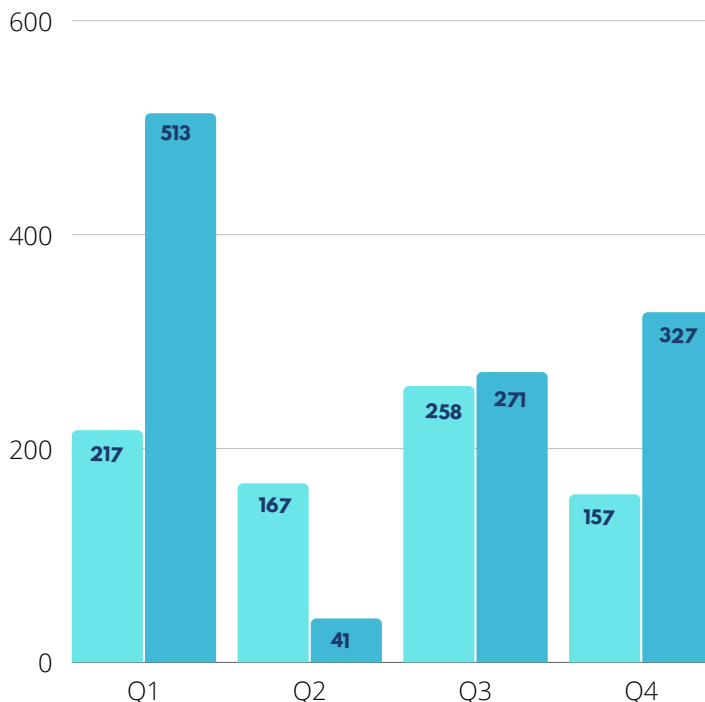
**678** RESIDENTIAL BUILDING  
RECORD REPORTS

**954** TEMPORARY  
ENCROACHMENT PERMITS

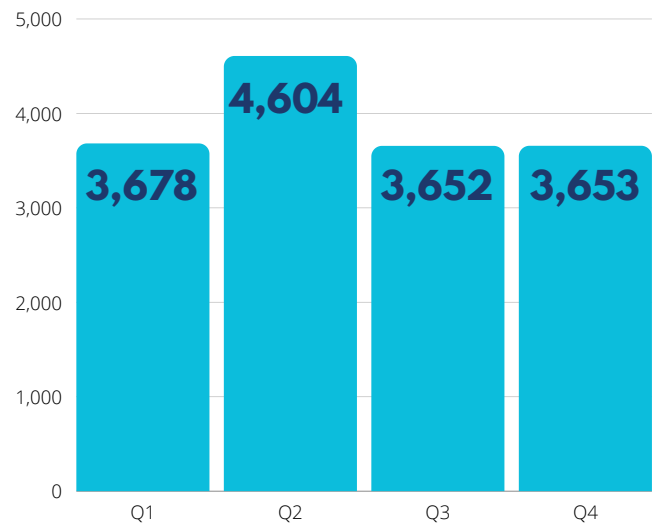
**799**  
NEW CODE  
ENFORCEMENT CASES

**1,152**  
CLOSED CODE  
ENFORCEMENT CASES

NEW CLOSED



### BUILDING INSPECTIONS



**750,325** ENGAGEMENT OPPORTUNITIES  
AND OVERALL REACH ON  
ENVIRONMENTAL  
SUSTAINABILITY INITIATIVES  
AND EDUCATIONAL EVENTS\*

Completed 10 years of the  
**GREEN BUSINESS PROGRAM**  
and certified 70 businesses resulting in:

**1,186,222**  
pounds of GHG reduced  
(Equivalent to planting 8,897 trees)

**837,795**  
kilowatts of energy saved

**1,654,660**  
pounds of solid waste diverted

**5,589,546**  
gallons of water saved

**281** DEPARTMENT RESPONSES TO  
PUBLIC RECORDS REQUESTS

\*Metric accounts for reach beyond the City's population via events, circulated notices, and social media. The metric also counts the same individuals whom may be viewing numerous outreach communications.



## PERFORMANCE MEASURES

% PLANNED CIP CONSTRUCTION CONTRACTS AWARDED				FISCAL RESPONSIBILITY 
2019-2020 Actual N/A*	PRIOR YEAR 2020-2021 Actual N/A*	2021-2022 Estimate N/A*	TARGET 2022-2023 Budget 100%	

The City's Engineering Division is the steward of the City's Capital Improvement Plan. Awarding construction contracts in a timely manner avoids known and anticipated cost increases related to infrastructure improvements and new construction.

% DISTRIBUTED WATER EXTRACTED FROM CITY-OWNED WELLS				SAFETY & HEALTH OF THE COMMUNITY 
2019-2020 Actual 3%	PRIOR YEAR 2020-2021 Actual 1%	2021-2022 Estimate 7%	TARGET 2022-2023 Budget 12%	


Most of the City's water is imported. Manhattan Beach invests in local water pumping and is implementing plans to improve the resiliency of its water supply.

% PLANNED SEWER LINES CLEANED				SAFETY & HEALTH OF THE COMMUNITY 
2019-2020 Actual 57%	PRIOR YEAR 2020-2021 Actual 81%	2021-2022 Estimate 71%	TARGET 2022-2023 Budget 100%	

The City's Utilities Division plans to clean all sewer mains twice annually. Properly maintained sewer mains prevent sewer system overflows (SSOs) and protects public health.

% REPORTED GRAFFITI REMOVED WITHIN 1 BUSINESS DAY				EXCELLENT MUNICIPAL SERVICES 
2019-2020 Actual 89%	PRIOR YEAR 2020-2021 Actual 96%	2021-2022 Estimate 95%	TARGET 2022-2023 Budget 100%	

The City prioritizes the removal of graffiti. The Maintenance Division aims to remove graffiti within 1 business day of it being reported to the City.

% POTHOLES REPAIRED WITHIN 2 BUSINESS DAYS				SAFETY & HEALTH OF THE COMMUNITY 
2019-2020 Actual 67%	PRIOR YEAR 2020-2021 Actual 80%	2021-2022 Estimate 85%	TARGET 2022-2023 Budget 100%	

The City prioritizes the repair of potholes. The Maintenance Division aims to repair potholes within 2 business days of them being reported to the City.

\*This is a new performance measure identified for this FY and data will be tracked in future years. In some circumstances, data was not provided in a given year.

BY THE NUMBERS IN 2021

    URBAN FORESTRY SECTION IS RESPONSIBLE FOR 12,000 TREES    



STREETS MAINTENANCE SECTION MAINTAINS

237,000 LINEAR FEET OF PAVEMENT MARKING

17,000 STREET SIGNS

120 MILES OF PAVED STREETS



UTILITIES SECTION MAINTAINS

13,700  
WATER METERS

1,800  
WATER VALVES

900+  
FIRE HYDRANTS

103  
MILES OF WATER MAINS

1  
WATER PLANT

112  
MILES OF WATER DISTRIBUTION PIPELINES

83,538 FEET OF CITY-OWNED STORM LINES

43,805  
FEET OF LOS ANGELES COUNTY-OWNED STORM LINES

800  
CATCH BASINS

5  
STORM WATER SUMPS

8 CONTINUOUS DEFLECTION SYSTEMS

36 LINEAR FEET OF PAVEMENT MARKING

2 NEW MULTI DIRECTIONAL SCRAMBLE CROSSWALKS



Crosswalk at Manhattan Ave. & MBB (photo credit @paultowerphotography)



6,950  
SERVICE/WORK ORDER REQUESTS ON AVERAGE PER YEAR



250  
VEHICLE, EQUIPMENT & GENERATORS



450  
KIOSK PAID PARKING SPACES (METLOX)



1,358  
SINGLE SPACE PARKING METERS



8  
CITY OWNED PUBLIC PARKING LOTS



4  
STATE PIER PARKING LOTS



2  
COUNTY-OWNED PARKING LOTS

#1 WINNER OF THE SOCAL AMERICAN PUBLIC WORKS ASSOCIATION BEST AWARD FOR THEIR "DOWNTOWN TRAFFIC SIGNAL IMPROVEMENT PROJECT" UNDER THE "TRAFFIC, MOBILITY & BEAUTIFICATION" CATEGORY!

# INFORMATION TECHNOLOGY

## PERFORMANCE MEASURES

USER SATISFACTION RATING AS EXCELLENT OR GOOD				EXCELLENT MUNICIPAL SERVICES
2019-2020 Actual N/A*	PRIOR YEAR 2020-2021 Actual N/A*	2021-2022 Estimate N/A*	TARGET 2022-2023 Budget 85%	

As a new performance measure, the Information Technology Department will begin to assess and survey the user (customer) satisfaction rate and will seek to maintain a baseline of 75% satisfaction with services.

PERCENTAGE OF FIRST CALL TICKET RESOLUTION				EXCELLENT MUNICIPAL SERVICES
2019-2020 Actual N/A*	PRIOR YEAR 2020-2021 Actual N/A*	2021-2022 Estimate N/A*	TARGET 2022-2023 Budget 80%	

The Information Technology Department regularly receives requests to address Information Technology service issues or inquiries. The goal of the department is to resolve issues and inquiries on the first call to the Help Desk line.

PERCENTAGE NETWORK INFRASTRUCTURE UPTIME				EXCELLENT MUNICIPAL SERVICES
2019-2020 Actual N/A*	PRIOR YEAR 2020-2021 Actual N/A*	2021-2022 Estimate N/A*	TARGET 2022-2023 Budget 99.9%	

Maintain network Information Technology infrastructure uptime of 99.9% outside of required maintenance windows is critical to ensure the network remains available to City staff who provide essential services to residents.

PERCENTAGE CITY ENTERPRISE APPLICATIONS UPTIME				EXCELLENT MUNICIPAL SERVICES
2019-2020 Actual N/A*	PRIOR YEAR 2020-2021 Actual N/A*	2021-2022 Estimate N/A*	TARGET 2022-2023 Budget 99.9%	

Maintain City enterprise applications uptime of 99.9% outside of required maintenance windows. Some of the measured enterprise applications are Enterprise Resource Planning, Land Management, and Enterprise Document Management systems.

USER PHISH-PRONE PERCENTAGE				EXCELLENT MUNICIPAL SERVICES
2019-2020 Actual N/A*	PRIOR YEAR 2020-2021 Actual N/A*	2021-2022 Estimate N/A*	TARGET 2022-2023 Budget 2.8%	

The Information Technology Department regularly conducts simulated phishing attacks to network users which tests the City's phish-prone vulnerability. The targeted percentage is below the industry phish-prone 3.9% benchmark. Users who failed the phishing test must take additional cybersecurity awareness training. A lower phish-prone percentage makes the City less vulnerable to a Cyberattack.

\*This is a new performance measure identified for this FY 22-23 and data will be tracked in future years. In some circumstances, data was not provided in a given year.

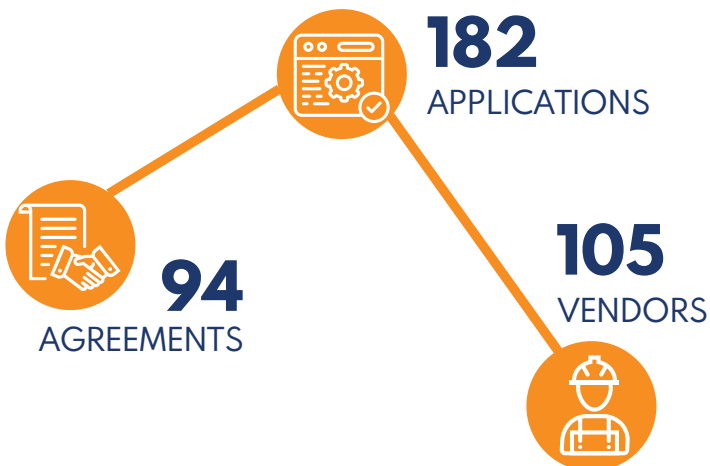
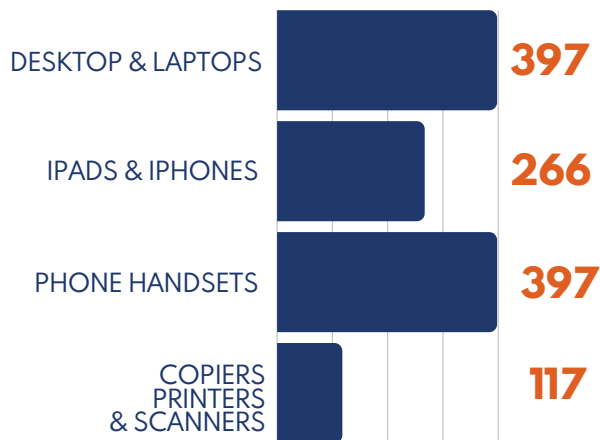
## BY THE NUMBERS IN 2021



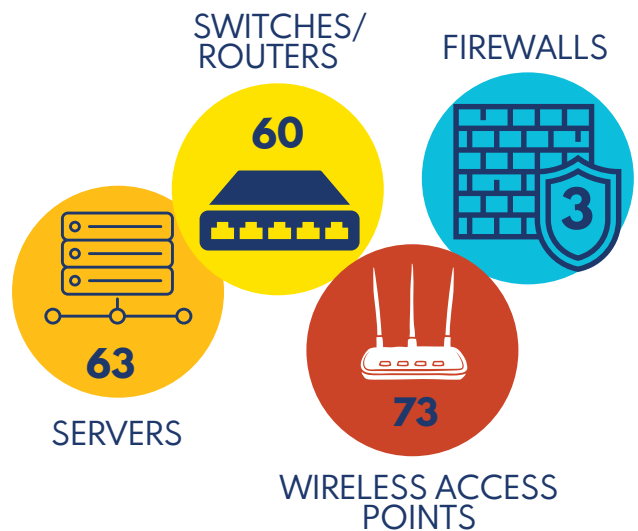
**SUPPORTED USERS**



**END-USER TECHNOLOGY**



## DATA CENTER AND NETWORK ENVIRONMENT



## DATA CENTERS & SERVER ROOMS

**4**



LOCATIONS/FACILITIES **15**

## DID YOU KNOW?



**75%** VIRTUALIZED SERVERS

**53TB = 5,300,000**

DATA  
MANAGED

DIGITAL COPIES OF WEBSTER'S  
COLLEGIATE DICTIONARIES



# SUMMARIES

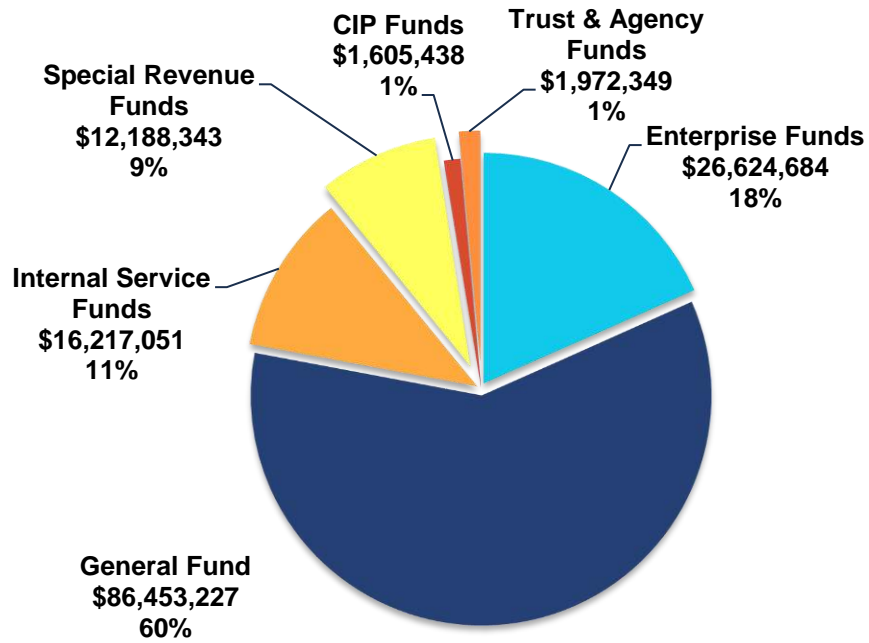




## SOURCE OF FUNDS BY FUND TYPE

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FY 2022-23 Source of Funds - City-Wide = \$145,061,092



## SCHEDULE OF REVENUES BY FUND & CATEGORY

	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	Change from 2021-22 Adopted	
General Fund						
Property Tax Revenues	\$36,823,265	\$38,049,313	\$39,192,151	\$40,738,780	\$2,689,467	7.1%
Sales & Use Tax Revenues	8,038,137	9,260,000	9,709,000	10,000,000	740,000	8.0%
Transient Occupancy Tax Revenues	2,382,137	4,025,000	4,613,000	5,350,000	1,325,000	32.9%
Business License Tax Revenue	3,755,555	3,600,000	3,750,000	3,950,000	350,000	9.7%
Other Tax Revenues	2,762,908	2,355,000	2,709,867	2,653,262	298,262	12.7%
Permit Revenues	3,625,437	3,360,586	3,514,411	3,657,028	296,442	8.8%
Fine & Forfeiture Revenues	1,443,177	2,030,000	2,116,000	2,207,000	177,000	8.7%
Use of Property & Money Revenues	2,275,803	3,441,318	3,742,548	4,125,650	684,332	19.9%
Other Government Revenues	5,228,798	4,756,889	4,905,328	561,158	(4,195,731)	(88.2%)
Service Charge Revenues	6,995,913	6,778,113	7,424,478	7,765,225	987,112	14.6%
Operating Service Transfers Revenues	3,731,425	3,981,338	3,981,338	3,817,624	(163,714)	(4.1%)
Miscellaneous Revenues	86,026,734	622,500	1,308,043	1,627,500	1,005,000	161.4%
Total General Fund	\$163,089,289	\$82,260,057	\$86,966,164	\$86,453,227	\$4,193,170	5.1%
Special Revenue Funds						
Street Lighting & Landscaping	\$382,070	\$389,689	\$389,689	\$389,689	-	-
Streets & Highways	2,721,011	1,395,158	2,435,838	1,875,279	\$480,121	34.4%
Asset Forfeiture	49,809	28,824	28,300	41,800	12,976	45.0%
Police Safety Grants	157,729	159,192	159,000	159,000	(192)	(0.1%)
Proposition A	1,490,011	737,244	718,056	883,003	145,759	19.8%
Proposition C	3,143,447	634,279	3,046,165	712,451	78,172	12.3%
AB 2766	78,588	46,641	47,500	47,500	859	1.8%
Measure R	498,359	458,499	522,849	547,088	88,589	19.3%
Measure M	519,718	2,309,690	1,511,596	5,921,033	3,611,343	156.4%
Measure W	404,817	-	1,910,137	1,611,500	1,611,500	-
Total Special Revenue Funds	\$9,445,559	\$6,159,216	\$10,769,130	\$12,188,343	\$6,029,127	97.9%
Capital Project Funds						
Capital Improvement	\$1,535,877	\$2,919,601	\$2,445,200	\$1,605,438	(\$1,314,163)	(45.0%)
Bond Construction	-	-	\$8,754,922	-	-	-
Underground Utility Construction	\$234,070	\$42,110	\$35,000	-	(\$42,110)	(100.0%)
Total Capital Projects Funds	\$1,769,947	\$2,961,711	\$11,235,122	\$1,605,438	(\$1,356,273)	(45.8%)
Enterprise Funds						
Water	\$16,771,135	\$15,586,832	\$16,246,490	\$16,472,500	\$885,668	5.7%
Stormwater	422,978	779,889	347,484	344,484	(435,405)	(55.8%)
Wastewater	4,103,499	3,604,073	3,644,000	3,628,000	23,927	0.7%
Parking	3,389,577	3,730,433	3,926,502	3,983,200	252,767	6.8%
County Parking Lots	1,443,967	1,263,000	1,343,521	1,363,000	100,000	7.9%
State Pier & Parking Lot	854,922	894,383	873,500	833,500	(60,883)	(6.8%)
Total Enterprise Funds	\$26,986,077	\$25,858,610	\$26,381,497	\$26,624,684	\$766,074	3.0%
Internal Service Funds						
Insurance Reserve	\$7,753,644	\$7,389,560	\$13,985,544	\$7,549,860	\$160,300	2.2%
Information Technology	4,571,525	3,039,108	3,039,108	3,698,533	659,425	21.7%
Fleet Management	598,367	2,363,382	2,381,163	2,772,827	409,445	17.3%
Building Maintenance & Operations	2,444,845	2,104,412	2,343,113	2,195,831	91,419	4.3%
Total Internal Service Funds	\$15,368,381	\$14,896,462	\$21,748,928	\$16,217,051	\$1,320,589	8.9%
Trust & Agency Funds						
Special Assessment Redemption Fund	\$754,959	\$707,750	\$707,770	\$714,150	\$6,400	0.9%
Special Assessment UAD 12 14 Fund	664,461	614,943	714,423	606,106	(8,837)	(1.4%)
Special Assessment UAD 19-04 Fund	414,840	336,313	416,593	337,613	1,300	0.4%
Pension Trust	164,066	197,697	197,480	264,480	66,783	33.8%
PARS Investment Trust	204,685	100,000	50,000	50,000	(50,000)	(50.0%)
Total Trust & Agency Funds	\$2,203,010	\$1,956,703	\$2,086,266	\$1,972,349	\$15,646	0.8%
Grand Total	\$218,862,264	\$134,092,759	\$159,187,107	\$145,061,092	\$10,968,333	8.2%

# SCHEDULE OF REVENUES BY CATEGORY & FUND

	Property Taxes	Sales Taxes	Other Taxes	Licenses and Permits	From Other Agencies	Charges for Services	Fines and Forfeitures	Interest and Rents	Grants	Operating Transfers In	Other	2022-23 Proposed
<b>General Fund</b>												
General Fund	\$40,738,780	\$10,000,000	\$11,953,262	\$3,657,028	\$229,500	\$7,765,225	\$2,207,000	\$4,125,650	\$331,658	\$3,817,624	\$1,627,500	\$86,453,227
<b>Special Revenue Funds</b>												
Street Lighting & Landscaping	-	-	377,688	-	-	-	-	-	-	12,001	-	389,689
Streets & Highways	-	-	-	-	833,901	-	-	22,000	1,019,378	-	-	1,875,279
Asset Forfeiture	-	-	-	-	-	-	-	1,800	40,000	-	-	41,800
Police Safety Grants	-	-	-	-	155,000	-	-	4,000	-	-	-	159,000
Proposition A	-	-	855,303	-	-	7,200	-	3,000	-	-	17,500	883,003
Proposition C	-	-	709,451	-	-	-	-	3,000	-	-	-	712,451
AB 2766	-	-	-	-	-	-	-	1,500	46,000	-	-	47,500
Measure R	-	-	532,088	-	-	-	-	15,000	-	-	-	547,088
Measure M	-	-	603,033	-	-	-	-	8,000	5,310,000	-	-	5,921,033
Measure W	410,000	-	-	-	-	-	-	1,500	1,200,000	-	-	1,611,500
<b>Capital Project Funds</b>												
Capital Improvement	-	-	765,000	25,438	-	625,000	90,000	-	100,000	-	-	1,605,438
Bond Construction	-	-	-	-	-	-	-	-	-	-	-	-
Underground Utility Construction	-	-	-	-	-	-	-	-	-	-	-	-
<b>Enterprise Funds</b>												
Water	-	-	-	-	-	16,321,500	-	150,000	-	-	1,000	16,472,500
Stormwater	-	-	-	-	-	329,484	-	15,000	-	-	-	344,484
Wastewater	-	-	-	20,000	-	3,460,000	-	150,000	-	-	(2,000)	3,628,000
Parking	-	-	125,000	-	-	3,819,000	-	20,000	-	-	19,200	3,983,200
County Parking Lots	-	-	-	-	-	1,363,000	-	-	-	-	-	1,363,000
State Pier & Parking Lot	-	-	-	-	-	825,000	-	8,000	-	-	500	833,500
<b>Internal Service Funds</b>												
Insurance Reserve	-	-	-	-	-	-	-	-	-	6,949,860	600,000	7,549,860
Information Technology	-	-	-	-	-	-	-	-	-	3,698,533	-	3,698,533
Fleet Management	-	-	-	-	-	-	-	-	-	2,747,827	25,000	2,772,827
Building Maintenance & Operator	-	-	-	-	-	-	-	-	-	2,195,831	-	2,195,831
<b>Trust &amp; Agency Funds</b>												
Special Assessment Redemption	-	-	714,150	-	-	-	-	-	-	-	-	714,150
Special Assessment UAD 12 14 I	-	-	606,106	-	-	-	-	-	-	-	-	606,106
Special Assessment UAD 19-04 I	-	-	337,613	-	-	-	-	-	-	-	-	337,613
Pension Trust	-	-	-	-	-	-	-	800	-	33,680	230,000	264,480
PARS Investment Trust	-	-	-	-	-	-	-	50,000	-	-	-	50,000
<b>Grand Total</b>	<b>\$41,148,780</b>	<b>\$10,000,000</b>	<b>\$17,578,694</b>	<b>\$3,702,466</b>	<b>\$1,218,401</b>	<b>\$34,515,409</b>	<b>\$2,297,000</b>	<b>\$4,579,250</b>	<b>\$8,047,036</b>	<b>\$19,455,356</b>	<b>\$2,518,700</b>	<b>\$145,061,092</b>

# SCHEDULE OF REVENUE DETAIL BY FUND

		2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	Change from 2021-22 Adopted	
General Fund							
41101	CYr Secured Property Tax	\$29,684,840	\$30,986,000	\$32,042,972	\$33,148,433	\$2,162,433	7.0%
41102	CYr Unsecured Property Tax	1,063,959	1,021,039	1,050,000	1,032,060	11,021	1.1%
41103	PYr Secured Property Tax	167,628	-	-	125,000	125,000	-
41104	PYr Unsecured Property Tax	38,892	35,000	35,000	35,000	-	-
41105	Supplemental Property Tax	808,306	800,000	800,000	800,000	-	-
41106	Property Tax Collection Administrative	(415,173)	(428,989)	(420,870)	(446,540)	(17,551)	4.1%
41107	Interest & Penalties	106,961	80,000	80,000	95,000	15,000	18.8%
41108	Property Tax in Lieu of VLF	5,367,851	5,556,263	5,605,049	5,949,827	393,564	7.1%
Revenue from Property Tax		\$36,823,265	\$38,049,313	\$39,192,151	\$40,738,780	\$2,689,467	7.1%
41201	Sales & Use Tax	\$8,038,137	\$9,260,000	\$9,709,000	\$10,000,000	\$740,000	8.0%
41203	PSAF Sales Tax	441,746	410,000	459,867	478,262	68,262	16.6%
41211	Transient Occupancy Tax	2,382,137	4,025,000	4,613,000	5,350,000	1,325,000	32.9%
41213	Franchise Tax	1,189,086	1,135,000	1,150,000	1,150,000	15,000	1.3%
41214	Real Estate Transfer Tax	1,132,663	810,000	1,100,000	1,025,000	215,000	26.5%
41221	Business License Tax	3,755,555	3,600,000	3,750,000	3,950,000	350,000	9.7%
41224	AB 1379 Dis Access & Educ	(588)	-	-	-	-	-
Revenue from Other Taxes		\$16,938,737	\$19,240,000	\$20,781,867	\$21,953,262	\$2,713,262	14.1%
42101	Building Permits	\$1,433,778	\$1,532,712	\$1,532,712	\$1,650,000	117,288	7.7%
42102	Building Permits Surcharge	141,969	153,271	153,271	165,000	11,729	7.7%
42103	Other Construction Permits	755,484	350,000	600,000	500,000	\$150,000	42.9%
42104	EnerGov Tech Fee Admin	48,104	101,963	135,000	158,588	56,625	55.5%
42105	Right of Way Permits	922,334	725,000	660,000	700,000	(\$25,000)	(3.4%)
42106	Outdoor Facilities Permits	2,862	2,000	972	1,296	(704)	(35.2%)
42108	Other Permits	-	4,240	4,352	4,240	-	-
42111	Home Occupation Permits	4,275	5,200	1,904	1,904	(3,296)	(63.4%)
42201	Fire Code Permits - Annual	79,035	205,000	140,000	205,000	-	-
42202	Fire Permits - One Time	22,932	25,000	25,000	25,000	-	-
42203	Fire Construction Inspections	58,907	37,000	37,000	37,000	-	-
42204	Studio Tenant Fees	7,232	2,200	2,200	2,200	-	-
42301	Police Alarm Permits	76,077	130,000	149,000	126,800	(3,200)	(2.5%)
42302	Animal License Fees	43,401	52,000	43,000	45,000	(7,000)	(13.5%)
42401	Film Permits	29,047	35,000	30,000	35,000	-	-
Revenue from Permits		\$3,625,437	\$3,360,586	\$3,514,411	\$3,657,028	\$296,442	8.8%
43101	Vehicle Code Fines	\$25,910	\$95,000	\$30,000	\$30,000	(65,000)	(68.4%)
43102	Parking Citations	1,354,932	1,875,000	2,050,000	2,150,000	\$275,000	14.7%
43301	Comm Dev Fines	61,085	30,000	20,000	25,000	(5,000)	(16.7%)
43401	Municipal Code Fines	1,250	30,000	1,000	2,000	(28,000)	(93.3%)
43501	Public Works Fines	-	-	15,000	-	-	-
Revenue from Fines & Forfeitures		\$1,443,177	\$2,030,000	\$2,116,000	\$2,207,000	\$177,000	8.7%
44101	Interest Earnings	\$453,863	\$637,522	\$675,000	\$675,000	\$37,478	5.9%
44102	Unrealized Investment Gain/Loss	(609,917)	-	-	-	-	-
44103	Investment Amortization	92,187	-	-	-	-	-
44204	Installment Fund Earnings	1	-	-	-	-	-
44302	Loan Principal	-	-	7,500	-	-	-
44401	Metlox Lease Payments	391,076	475,000	440,000	625,000	150,000	31.6%
44402	Tennis Club Rent	319,800	312,789	327,563	341,340	28,551	9.1%
44403	Tennis Club Percent Rent	165,000	100,000	180,000	180,000	80,000	80.0%
44404	1334 Building Lease	63,059	47,006	47,006	50,000	2,994	6.4%
44405	Tennis Club Parking Lot Lease	34,899	36,000	35,000	35,000	(1,000)	(2.8%)
44406	Minimum Hotel Rent Payments	400,000	400,000	400,000	400,000	-	-
44407	Marriott Hotel Rent	498,530	950,000	1,150,000	1,275,000	325,000	34.2%
44408	Golf Course Rent	19,408	10,000	10,000	33,500	23,500	235.0%
44409	Mall Parking Lot Lease	153,245	185,000	175,000	185,000	-	-
44410	Post Office Lease	53,000	53,800	53,000	58,300	4,500	8.4%
44411	Library Parking Lot Lease	5,746	6,200	6,200	6,510	310	5.0%
44412	Misc. Rents & Concessions	36,279	43,001	36,279	41,000	(2,001)	(4.7%)
44421	Wireless Communication Income	199,627	185,000	200,000	220,000	35,000	18.9%
Revenue from Use of Property & Money		\$2,275,803	\$3,441,318	\$3,742,548	\$4,125,650	\$684,332	19.9%

## SCHEDULE OF REVENUE DETAIL BY FUND

	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	Change from 2021-22 Adopted	
45121 Vehicle in Lieu	-	\$17,000	-	\$35,000	\$18,000	105.9%
45122 Homeowners Property Tax Relief	\$142,730	150,000	\$145,000	145,000	(5,000)	(3.3%)
45123 State Mandated Cost Reimbursement	-	15,000	28,000	15,000	-	-
45131 STC Reimbursement	1,567	3,850	4,500	4,500	650	16.9%
45132 POST Reimbursement	11,931	30,000	25,000	30,000	-	-
45201 State Grant Programs	126,917	171,771	121,771	150,000	(21,771)	(12.7%)
45301 Federal Grant Programs	43,317	-	127,270	-	-	-
45303 Federal/State Emergency	4,643,497	4,208,260	4,208,260	-	(4,208,260)	-
45402 County Grants Programs	-	-	70,000	151,658	151,658	-
45502 BCHD Grant	29,359	30,000	30,000	30,000	-	-
45601 Miscellaneous Grants	229,481	131,008	145,527	-	(131,008)	-
<b>Revenue from Other Governments</b>	<b>\$5,228,798</b>	<b>\$4,756,889</b>	<b>\$4,905,328</b>	<b>\$561,158</b>	<b>(\$4,195,731)</b>	<b>(88.2%)</b>
46101 Building Plan Check Fees	\$1,986,711	\$1,755,000	\$2,000,000	\$2,000,000	\$245,000	14.0%
46102 Microfilm Fees	258,095	200,000	300,000	300,000	100,000	50.0%
46103 Building Record Report Fees	187,153	150,000	150,000	130,000	(20,000)	(13.3%)
46104 New Residential Unit Fee	7,700	4,900	5,600	9,800	4,900	100.0%
46111 Planning Filing Fees	121,067	200,000	200,000	200,000	-	-
46112 Appeal Fees	-	500	250	250	(250)	(50.0%)
46113 Community Development Reimbursement	5,904	-	-	-	-	-
46121 Traffic Engineering Services	46,440	20,500	90,000	100,000	79,500	387.8%
46201 Police False Alarm Fees	62,711	70,000	40,000	60,000	(10,000)	(14.3%)
46202 Police Service Fees	(14,772)	30,000	30,000	30,000	-	-
46203 Special Event OT Reimbursement	45,463	190,000	180,000	160,000	(30,000)	(15.8%)
46204 DUI Cost Recovery	(6,719)	25,000	-	15,000	(10,000)	(40.0%)
46205 Booking Fees	913	10,000	-	2,500	(7,500)	(75.0%)
46206 Book Removal	-	4,000	-	4,000	-	-
46207 Vehicle Release Fee	92,812	60,000	100,000	80,000	20,000	33.3%
46208 Animal Impound Fees	1,336	1,000	500	1,000	-	-
46301 Fire Services Fees	883,401	250,000	100,000	150,000	(100,000)	(40.0%)
46302 Ambulance Fees	680,462	835,000	875,000	925,000	90,000	10.8%
46303 Fire Plan Check	80,952	75,000	75,000	75,000	-	-
46304 Fire Inspection Fees	-	30,000	30,000	30,000	-	-
46412 Refuse City Cost Recovery	34,474	75,835	70,728	73,000	(2,835)	(3.7%)
46415 Recycling	37,000	38,000	38,000	38,000	-	-
46416 Construction Debris Plan Review	57,900	75,000	60,000	75,000	-	-
46421 Inter-City Median Maintenance	15,777	7,000	7,000	7,000	-	-
46422 Sepulveda Sweeping Reimbursement	-	2,000	-	-	(2,000)	-
46451 Public Works Misc Fees	18,983	20,000	5,000	10,000	(10,000)	(50.0%)
46452 Public Works Reimbursement	376,864	252,700	252,700	2,700	(250,000)	(98.9%)
46461 Public Records Request	105	-	-	-	-	-
46501 Facility & Parks Reservations	406,235	372,000	370,000	520,000	148,000	39.8%
46502 Special Activities Classes	58,870	65,000	170,000	195,000	130,000	200.0%
46503 Special Events	287,884	450,000	440,000	520,000	70,000	15.6%
46504 Tennis Operations	581,199	426,000	580,000	476,000	50,000	11.7%
46505 Arts/Education Classes	22,310	104,703	110,000	145,000	40,297	38.5%
46506 Sports Leagues & Tournaments	6,731	132,500	130,000	165,000	32,500	24.5%
46507 Sports Classes	335,846	343,500	600,000	615,000	271,500	79.0%
46508 Swimming Classes	305,934	410,000	380,000	558,000	148,000	36.1%
46509 Concerts in the Park	-	10,000	10,000	15,000	5,000	50.0%
46510 Older Adults Activities	1,901	67,475	14,000	67,475	-	-
46520 Recreation Reimbursements	2,672	-	-	-	-	-
46601 Returned Check Fees	53	500	700	500	-	-
46602 Reproduction Fees	5,546	15,000	10,000	10,000	(5,000)	(33.3%)
47107 Damage Recovery-Traffic Signal	-	-	-	-	-	-
<b>Revenue from Service Charges</b>	<b>\$6,995,913</b>	<b>\$6,778,113</b>	<b>\$7,424,478</b>	<b>\$7,765,225</b>	<b>\$987,112</b>	<b>14.6%</b>
49151 Operating Service Transfers	\$3,731,425	\$3,981,338	\$3,981,338	\$3,817,624	(\$163,714)	(4.1%)
<b>Revenue from Interfund Charges &amp; Trans</b>	<b>\$3,731,425</b>	<b>\$3,981,338</b>	<b>\$3,981,338</b>	<b>\$3,817,624</b>	<b>(163,714)</b>	<b>(4.1%)</b>

## SCHEDULE OF REVENUE DETAIL BY FUND

	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	Change from 2021-22 Adopted	
47101 Workers Comp Salary Continuation	\$566,513	\$500,000	\$1,200,000	\$1,500,000	\$1,000,000	200.0%
47202 Resubmittal of Returned Checks	346	-	2,891	-	-	-
47203 Bad Debt Recovery	29,055	25,000	30,000	30,000	5,000	20.0%
47204 Bad Debt Writeoff	(688)	-	-	-	-	-
47301 Miscellaneous Revenues	2,448	25,000	1,500	25,000	-	-
47302 P-Card Incentive	25,246	40,000	40,000	40,000	-	-
47303 City Store Sales	19,193	30,000	25,000	30,000	-	-
47306 Sale of Property	17	2,500	8,652	2,500	-	-
47408 Bond Proceeds	85,384,604	-	-	-	-	-
<b>Miscellaneous Revenue</b>	<b>\$86,026,734</b>	<b>\$622,500</b>	<b>\$1,308,043</b>	<b>\$1,627,500</b>	<b>\$1,005,000</b>	<b>161.4%</b>
<b>Total General Fund</b>	<b>\$163,089,289</b>	<b>\$82,260,057</b>	<b>\$86,966,164</b>	<b>\$86,453,227</b>	<b>\$4,193,170</b>	<b>5.1%</b>
<b>Street Lighting &amp; Landscaping Fund</b>						
41301 CYr Assessments	\$264,942	\$270,183	\$270,183	\$270,183	-	-
41303 CYr Streetscape Assessments	106,068	107,505	107,505	107,505	-	-
49201 Transfers In	11,060	12,001	12,001	12,001	-	-
<b>Total Street Lighting &amp; Landscaping Fund</b>	<b>\$382,070</b>	<b>\$389,689</b>	<b>\$389,689</b>	<b>\$389,689</b>	<b>\$0</b>	<b>-</b>
<b>Streets &amp; Highways Fund</b>						
44101 Interest Earnings	\$27,702	\$14,792	\$18,000	\$22,000	\$7,208	48.7%
44102 Unrealized Investment Gain/Loss	(8,619)	-	-	-	-	-
45101 State Gas Tax 2105	179,587	183,484	207,810	226,686	43,202	23.5%
45102 State Gas Tax 2106	105,470	106,925	120,260	130,959	24,034	22.5%
45103 State Gas Tax 2107	249,011	232,682	289,200	315,689	83,007	35.7%
45104 State Gas Tax 2103	235,178	227,224	297,947	346,044	118,820	52.3%
45111 Road Maintenance Rehab	648,314	604,224	727,734	800,890	196,666	32.5%
45125 SB 821 TDA	-	25,827	46,033	33,011	7,184	27.8%
45202 Aid to Cities/STP-Local	793,382	-	24,090	-	-	-
45411 Measure R Regional	97,544	-	600,000	-	-	-
45601 Miscellaneous Grants	393,443	-	104,764	-	-	-
<b>Total Streets &amp; Highways Fund</b>	<b>\$2,721,011</b>	<b>\$1,395,158</b>	<b>\$2,435,838</b>	<b>\$1,875,279</b>	<b>\$480,121</b>	<b>34.4%</b>
<b>Asset Forfeiture Fund</b>						
44101 Interest Earnings	\$3,045	\$3,824	\$1,700	\$1,800	(\$2,024)	(52.9%)
44102 Unrealized Invest Gain/Loss	(6,061)	-	-	-	-	-
45803 State Forfeitures - Regional	52,825	25,000	25,000	40,000	15,000	60.0%
45806 Fed Forfeitures - Treasury Local	-	-	1,600	-	-	-
<b>Total Asset Forfeiture Fund</b>	<b>\$49,809</b>	<b>\$28,824</b>	<b>\$28,300</b>	<b>\$41,800</b>	<b>\$12,976</b>	<b>45.0%</b>
<b>Police Safety Grants Fund</b>						
44101 Interest Earnings	\$5,570	\$4,192	\$4,000	\$4,000	(\$192)	(4.6%)
44102 Unrealized Investment Gain/Loss	(4,567)	-	-	-	-	-
45124 State SLES Program	156,727	155,000	155,000	155,000	-	-
<b>Total Federal Law Enforcement Services</b>	<b>\$157,729</b>	<b>\$159,192</b>	<b>\$159,000</b>	<b>\$159,000</b>	<b>(\$192)</b>	<b>(0.1%)</b>
<b>Proposition A Fund</b>						
41204 Transit Sales Tax	\$722,755	\$711,856	\$711,856	\$855,303	\$143,447	20.2%
44101 Interest Earnings	1,461	188	3,000	3,000	2,812	1495.7%
44102 Unrealized Invest Gain/Loss	923	-	-	-	-	-
46521 Dial-A-Ride Fares	1,427	6,500	2,800	6,000	(500)	(7.7%)
46522 Bus Pass Subsidies	-	1,200	400	1,200	-	-
47301 Miscellaneous Revenues	-	17,500	-	17,500	-	-
47305 City Funds Exchange	268,750	-	-	-	-	-
47408 Bond Proceeds	494,695	-	-	-	-	-
<b>Total Proposition A Fund</b>	<b>\$1,490,011</b>	<b>\$737,244</b>	<b>\$718,056</b>	<b>\$883,003</b>	<b>\$145,759</b>	<b>19.8%</b>
<b>Proposition C Fund</b>						
41204 Transit Sales Tax	\$599,499	\$590,465	\$590,465	\$709,451	\$118,986	20.2%
44101 Interest Earnings	43,931	43,814	5,700	3,000	(40,814)	(93.2%)
44102 Unrealized Investment Gain/Loss	(61,021)	-	-	-	-	-
45411 Measure R SB Highway	169,903	-	350,000	-	-	-
45412 MTA Call For Grants	2,391,135	-	2,100,000	-	-	-
<b>Total Proposition C Fund</b>	<b>\$3,143,447</b>	<b>\$634,279</b>	<b>\$3,046,165</b>	<b>\$712,451</b>	<b>\$78,172</b>	<b>12.3%</b>

## SCHEDULE OF REVENUE DETAIL BY FUND

	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	Change from 2021-22 Adopted	
AB 2766 Fund						
44101 Interest Earnings	\$1,320	\$641	\$1,500	\$1,500	\$859	134.0%
44102 Unrealized Investment Gain/Loss	(261)	-	-	-	-	-
45201 State Grant Programs	31,500	-	-	-	-	-
45501 AB 2766 Air Quality	46,029	46,000	46,000	46,000	-	-
Total AB 2766 Fund	\$78,588	\$46,641	\$47,500	\$47,500	\$859	1.8%
Measure R						
41204 Proposition R Sales Tax	\$450,247	\$442,849	\$442,849	\$532,088	\$89,239	20.2%
44101 Interest Earnings	24,089	15,650	20,000	15,000	(650)	(4.2%)
44102 Unrealized Investment Gain/Loss	(13,978)	-	-	-	-	-
45601 Miscellaneous Grants	38,000	-	60,000	-	-	-
Total Measure R Fund	\$498,359	\$458,499	\$522,849	\$547,088	\$88,589	19.3%
Measure M						
41204 Measure M Sales Tax	\$510,147	\$501,896	\$501,896	\$603,033	\$101,137	20.2%
44101 Interest Earnings	14,346	7,794	9,700	8,000	206	2.6%
44102 Unrealized Investment Gain/Loss	(4,774)	-	-	-	-	-
45601 Miscellaneous Grants	-	1,800,000	1,000,000	5,310,000	3,510,000	195.0%
Total Measure M Fund	\$519,718	\$2,309,690	\$1,511,596	\$5,921,033	\$3,611,343	156.4%
Measure W						
41109 Measure M Sales Tax	\$404,547	-	\$410,937	\$410,000	\$410,000	-
44101 Interest Earnings	270	-	2,100	1,500	1,500	-
45402 Unrealized Investment Gain/Loss	-	-	1,497,100	1,200,000	1,200,000	-
Total Measure W Fund	\$404,817	\$0	\$1,910,137	\$1,611,500	\$1,611,500	-
Capital Improvement Fund						
41211 Transient Occupancy Tax	\$420,377	\$697,059	\$798,098	\$765,000	\$67,941	9.7%
42107 Park Development/Quimby	12,719	10,902	10,902	25,438	14,536	133.3%
43102 Parking Citations	73,936	80,000	80,000	90,000	10,000	12.5%
44204 Installment Fund Earnings	2	-	-	-	-	-
44301 Other Interest Income	663	-	-	-	-	-
44302 Loan Principal	45,074	-	-	-	-	-
45202 Aid to Cities/STP-Local	1,634	-	300,000	-	-	-
45301 Federal Grant Programs	417,430	100,000	-	100,000	-	-
45401 Prop A Project Specific	-	610,890	-	-	(610,890)	-
46431 Parking Meters	463,648	650,750	486,200	625,000	(25,750)	(4.0%)
47301 Miscellaneous Revenues	100,393	-	-	-	-	-
47402 Bond Proceeds Construction	-	770,000	770,000	-	(770,000)	-
Total Capital Improvement Fund	\$1,535,877	\$2,919,601	\$2,445,200	\$1,605,438	(\$1,314,163)	(45.0%)
Bond Construction Fund						
44101 Interest Earnings	-	-	\$55,000	-	-	-
47402 Bond Proceeds Construction	-	-	8,699,922	-	-	-
Total Bond Construction Fund	\$0	\$0	\$8,754,922	\$0	\$0	-
Underground Utility Construction Fund						
44101 Interest Earnings	\$119,289	\$42,110	\$35,000	\$0	(\$42,110)	-
44102 Unrealized Invest Gain/Loss	111,059	-	-	-	-	-
47301 Miscellaneous Revenues	4,250	-	-	-	-	-
47406 Homeowner Payoff	(527)	-	-	-	-	-
Total Underground Utility Constr Fund	\$234,070	\$42,110	\$35,000	\$0	(\$42,110)	-



## SCHEDULE OF REVENUE DETAIL BY FUND

	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	Change from 2021-22 Adopted	
Water Fund						
44101 Interest Earnings	\$564,883	\$388,832	\$300,000	\$150,000	(\$238,832)	(61.4%)
44102 Unrealized Invest Gain/Loss	(611,377)	-	-	-	-	-
44103 Investment Amortization	15,339	-	-	-	-	-
46401 Utility Service Charges	15,498,201	15,000,000	15,400,000	16,131,500	1,131,500	7.5%
46402 Utility Connection Fees	120,152	102,000	102,000	100,000	(2,000)	(2.0%)
46403 Meter Installation	56,526	50,000	50,000	50,000	-	-
46404 Penalties	49,253	40,000	40,000	40,000	-	-
47203 Bad Debt Recovery	2,545	4,000	12,000	5,000	1,000	25.0%
47204 Bad Debt Writeoff	(20,790)	(9,000)	(10,000)	(10,000)	(1,000)	11.1%
47301 Miscellaneous Revenues	-	10,000	346,750	5,000	(5,000)	(50.0%)
47306 Sale of Property	624	1,000	5,740	1,000	-	-
47408 Bond Proceeds	1,095,778	-	-	-	-	-
Total Water Fund	\$16,771,135	\$15,586,832	\$16,246,490	\$16,472,500	\$885,668	5.7%
Stormwater Fund						
41109 Measure W Parcel Tax	\$0	\$410,000	\$0	\$0	(410,000)	-
44101 Interest Earnings	17,327	20,405	16,000	15,000	(\$5,405)	(26.5%)
44102 Unrealized Investment Gain/Loss	(31,335)	-	-	-	-	-
44103 Investment Amortization	515	-	-	-	-	-
46401 Utility Service Charge	303,651	345,000	327,000	325,000	(20,000)	(5.8%)
46422 Street Sweeping	4,482	4,484	4,484	4,484	-	-
47301 Miscellaneous Revenues	21,241	-	-	-	-	-
47408 Bond Proceeds	107,098	-	-	-	-	-
Total Stormwater Fund	\$422,978	\$779,889	\$347,484	\$344,484	(\$435,405)	(55.8%)
Wastewater Fund						
42109 Fats, Oil, Grease Permit	\$20,102	\$20,000	\$20,000	\$20,000	-	-
44101 Interest Earnings	196,364	145,073	165,000	150,000	\$4,927	3.4%
44102 Unrealized Invest Gain/Loss	(154,659)	-	-	-	-	-
44103 Investment Amortization	5,229	-	-	-	-	-
46401 Utility Service Charges	3,401,215	3,300,000	3,300,000	3,300,000	-	-
46402 Utility Connection Fees	176,031	130,000	150,000	150,000	20,000	15.4%
46404 Penalties	12,718	11,000	11,000	10,000	(1,000)	(9.1%)
47204 Bad Debt Writeoff	(5,165)	(2,000)	(2,000)	(2,000)	-	-
47408 Bond Proceeds	451,664	-	-	-	-	-
Total Wastewater Fund	\$4,103,499	\$3,604,073	\$3,644,000	\$3,628,000	\$23,927	0.7%
Parking Fund						
41222 B.I.D- A License Surcharge	\$100,734	\$75,000	\$100,000	\$100,000	\$25,000	33.3%
41223 B.I.D- B License Surcharge	25,055	25,000	25,000	25,000	-	-
44101 Interest Earnings	19,847	27,933	20,600	20,000	(7,933)	(28.4%)
44102 Unrealized Invest Gain/Loss	(46,501)	-	-	-	-	-
44103 Investment Amortization	1,985	-	-	-	-	-
44204 Installment Fund Earnings	2	-	-	-	-	-
46122 Permit Parking Program	6,015	3,000	3,500	9,000	6,000	200.0%
46431 Parking Meters	2,901,839	3,364,000	3,555,402	3,600,000	236,000	7.0%
46432 Parking Lot Spaces	207,455	210,000	205,000	210,000	-	-
47301 Miscellaneous Revenues	11,700	18,000	12,000	11,700	(6,300)	(35.0%)
47307 Contrs From Private Parties	9,111	7,500	5,000	7,500	-	-
47408 Bond Proceeds	152,336	-	-	-	-	-
Total Parking Meter Fund	\$3,389,577	\$3,730,433	\$3,926,502	\$3,983,200	\$252,767	6.8%
County Parking Lots Fund						
46433 Parking Lot B Meters	\$315,640	\$265,000	\$302,821	\$300,000	35,000	13.2%
46434 Parking Lot C Meters	1,077,159	985,000	1,029,700	1,050,000	65,000	6.6%
46435 Parking Lot B Spaces	1,560	1,800	1,500	1,800	\$0	-
46436 Parking Lot C Spaces	9,700	11,200	9,500	11,200	-	-
47408 Bond Proceeds	39,908	-	-	-	-	-
Total County Parking Lots Fund	\$1,443,967	\$1,263,000	\$1,343,521	\$1,363,000	\$100,000	7.9%

## SCHEDULE OF REVENUE DETAIL BY FUND

	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	Change from 2021-22 Adopted	
State Pier & Parking Lot Fund						
44101 Interest Earnings	\$10,629	\$8,383	\$8,000	\$8,000	(\$383)	(4.6%)
44102 Unrealized Invest Gain/Loss	(9,604)	-	-	-	-	-
44103 Investment Amortization	286	-	-	-	-	-
46431 Parking Meters	813,273	885,000	865,000	825,000	(60,000)	(6.8%)
47301 Miscellaneous Revenues	432	1,000	500	500	(500)	(50.0%)
47408 Bond Proceeds	39,906	-	-	-	-	-
Total State Pier & Parking Lot Fund	\$854,922	\$894,383	\$873,500	\$833,500	(\$60,883)	(6.8%)
Insurance Reserve Fund						
47102 Excess of SIR Recoveries	\$2,004	\$50,000	\$6,600,000	\$600,000	550,000	1100.0%
47103 Insurance Recoveries/Dividends	27,282	-	-	-	-	-
47104 Damage Claims	-	-	44,830	-	-	-
47105 Cobra Payments	261	-	300	-	-	-
47301 Miscellaneous Revenues	6,933	-	854	-	-	-
47408 Bond Proceeds	563,185	-	-	-	-	-
49101 Workers Comp Billing	4,835,640	4,648,800	4,648,800	4,204,500	(444,300)	(9.6%)
49102 Unemployment Billings	25,020	60,000	60,000	60,000	\$0	-
49103 Liability Insurance Billings	2,293,320	2,630,760	2,630,760	2,685,360	54,600	2.1%
Total Insurance Reserve fund	\$7,753,644	\$7,389,560	\$13,985,544	\$7,549,860	\$160,300	2.2%
Information Technology Fund						
47408 Bond Proceeds	\$1,757,177	-	-	-	-	-
49121 Information System Charge	2,814,348	\$3,039,108	\$3,039,108	\$3,698,533	\$659,425	21.7%
Total Information Technology Fund	\$4,571,525	\$3,039,108	\$3,039,108	\$3,698,533	\$659,425	21.7%
Fleet Management Fund						
47104 Damage Claims	\$45,686	-	\$14,007	-	-	-
47306 Sale of Property	36,245	-	7,774	-	-	-
47408 Bond Proceeds	502,669	-	-	-	-	-
47902 Reimb- Gas charges MBUSD	13,767	\$25,000	21,000	\$25,000	-	-
49111 Fleet Rental Charges	-	1,041,440	1,041,440	1,408,820	\$367,380	35.3%
49112 Fleet Maintenance Charge	-	1,186,942	1,186,942	1,339,007	152,065	12.8%
49201 Transfers In	-	110,000	110,000	-	(110,000)	(100.0%)
Total Fleet Management Fund	\$598,367	\$2,363,382	\$2,381,163	\$2,772,827	\$409,445	17.3%
Building Maintenance & Operations Fund						
47408 Bond Proceeds	\$685,979	-	-	-	-	-
49131 Building Maintenance	1,650,199	\$1,954,976	\$2,237,113	\$2,085,831	\$130,855	6.7%
49141 Warehouse Sales	81,054	119,436	80,000	85,000	(34,436)	(28.8%)
49142 Garage Sales	27,613	30,000	26,000	25,000	(5,000)	(16.7%)
Total Building Maintenance & Operation f	\$2,444,845	\$2,104,412	\$2,343,113	\$2,195,831	\$91,419	4.3%
Special Assessment Redemption Fund						
41301 CYr Assessments	\$731,528	\$707,750	\$707,750	\$714,150	\$6,400	0.9%
44202 Bond Reserve Fund Earnings	30	-	20	-	-	-
44204 Installment Fund Earnings	3	-	-	-	-	-
47407 Bond Redemption	23,397	-	-	-	-	-
Total Special Assessment Redemption Fu	\$754,959	\$707,750	\$707,770	\$714,150	\$6,400	0.9%
Special Assessment UAD 12 14 Fund						
41301 C.Yr Assessments	\$609,461	\$614,943	\$614,943	\$606,106	(8,837)	(1.4%)
44202 Bond Reserve Fund Earnings	18	-	20	-	-	-
44204 Installment Fund Earnings	8	-	-	-	-	-
Total Pension Trust Fund	\$664,461	\$614,943	\$714,423	\$606,106	(\$8,837)	(1.4%)
Special Assessment UAD 19-04 Fund						
41301 C.Yr Assessments	\$331,556	\$336,313	\$336,313	\$337,613	\$1,300	0.4%
44202 Bond Reserve Fund Earnings	10	-	10	-	-	-
44204 Installment Fund Earnings	3	-	-	-	-	-
Total Pension Trust Fund	\$414,840	\$336,313	\$416,593	\$337,613	\$1,300	0.4%

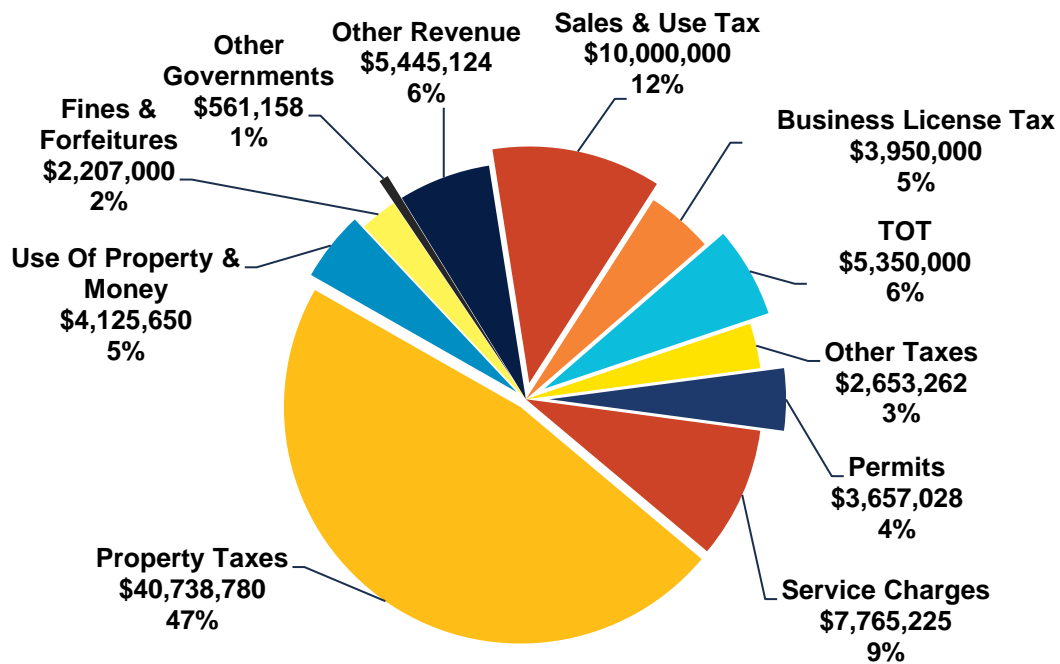
## SCHEDULE OF REVENUE DETAIL BY FUND

	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	Change from 2021-22 Adopted	
Pension Trust Fund						
44101 Interest Earnings	\$878	\$1,017	\$800	\$800	(\$217)	(21.3%)
44102 Unrealized Investment Gain/Loss	(1,549)	-	-	-	-	-
47901 Reimbursement Ca Emplr Ret Ben 1	164,736	163,000	163,000	230,000	67,000	41.1%
49202 Contributions	-	33,680	33,680	33,680	-	-
Total Pension Trust Fund	\$164,066	\$197,697	\$197,480	\$264,480	\$66,783	33.8%
PARS Investment Trust						
44206 PARS Section 115 Interest	\$204,685	\$100,000	\$50,000	\$50,000	(\$50,000)	(50.0%)
Total Pension Trust Fund	\$204,685	\$100,000	\$50,000	\$50,000	(\$50,000)	(50.0%)
Grand Total	\$218,862,264	\$134,092,759	\$159,187,107	\$145,061,092	\$10,968,333	8.2%

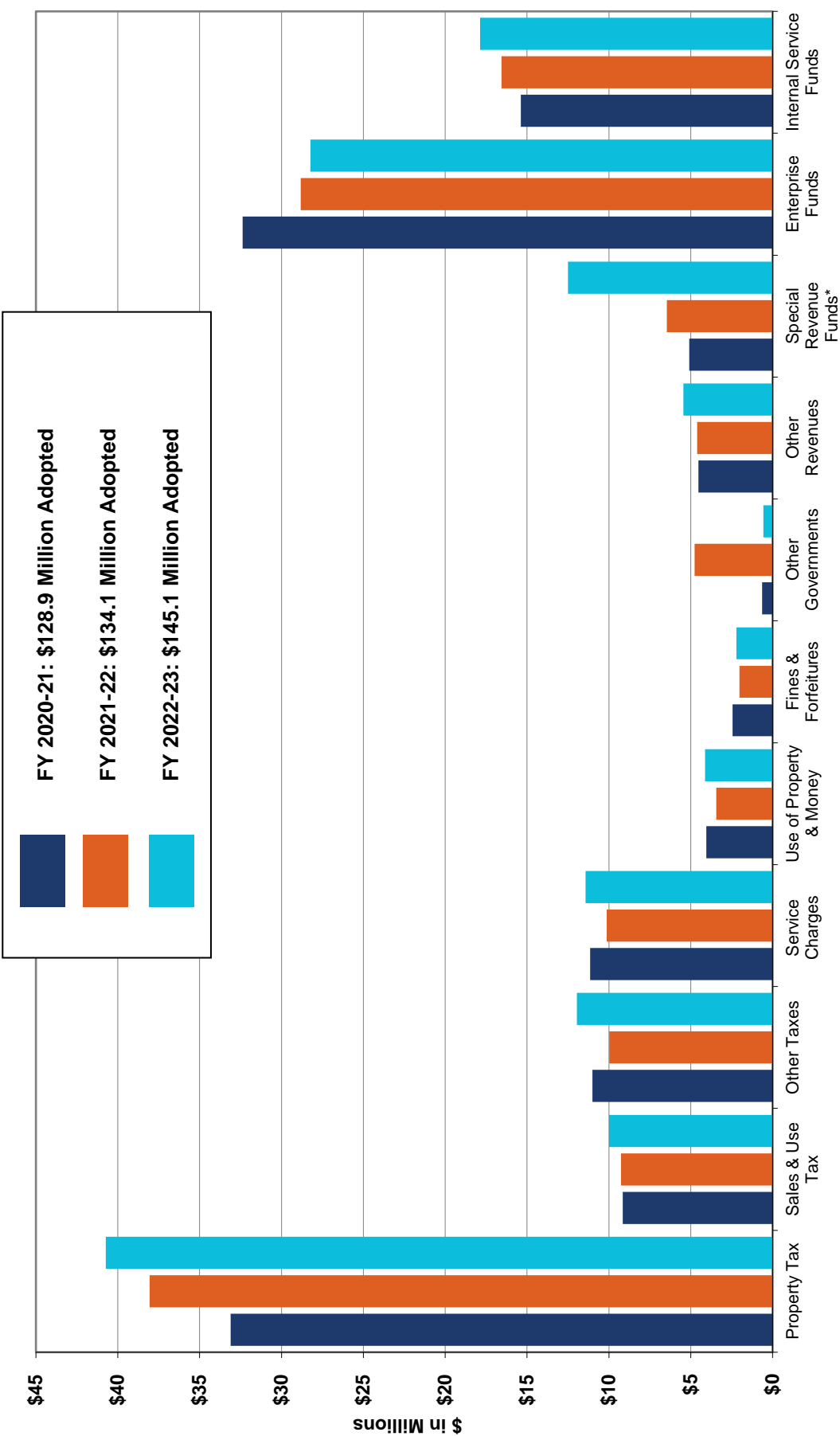
## SOURCE OF FUNDS - GENERAL FUND

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FY 2022-23 Source of Funds - General Fund = \$86,453,227



COMPARISON OF BUDGETED REVENUES

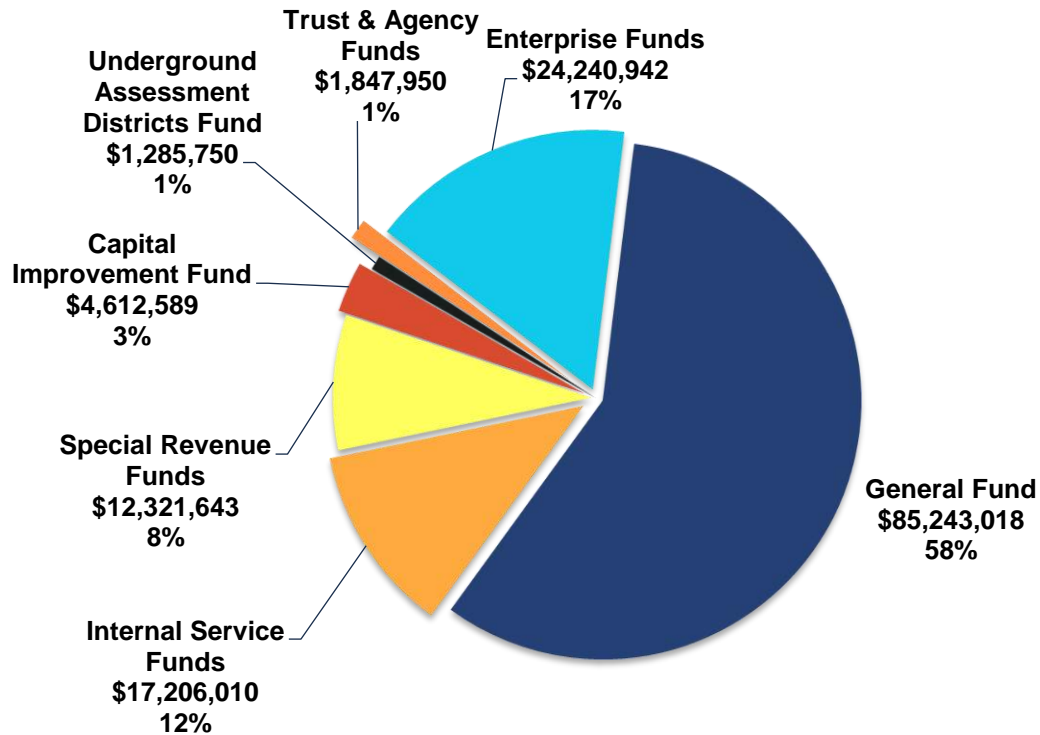


\* Includes Trust Funds

## USE OF FUNDS BY FUND TYPE

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FY 2022-23 Use of Funds - City-Wide = \$146,757,902



## SCHEDULE OF EXPENDITURES BY FUND

	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	Change from Prior 2021-22 Adopted	
<b>General Fund</b>	<b>\$156,609,193</b>	<b>\$77,698,292</b>	<b>\$78,452,354</b>	<b>\$85,243,018</b>	<b>\$7,544,726</b>	<b>9.7%</b>
Street Lighting & Landscaping Fund	\$672,311	\$570,702	\$631,653	\$612,022	\$41,320	7.2%
Streets & Highways Fund	2,212,522	2,098,738	2,661,331	1,575,138	(523,600)	(24.9%)
Asset Forfeiture Fund	167,437	108,500	135,773	107,750	(750)	(0.7%)
Police Safety Grants Fund	191,200	155,000	192,407	155,000	-	0.0%
Proposition A Fund	1,142,804	932,081	836,653	780,646	(151,435)	(16.2%)
Proposition C Fund	7,259,707	192,332	8,110,046	1,260,138	1,067,806	555.2%
AB 2766 Fund	672	673	673	673	-	0.0%
Measure R Fund	118,121	263,738	275,684	760,138	496,400	188.2%
Measure M Fund	359,066	2,413,738	1,335,142	5,870,138	3,456,400	143.2%
Measure W Fund	278,247	-	-	1,200,000	1,200,000	-
<b>Total Special Revenue Funds</b>	<b>\$12,402,087</b>	<b>\$6,735,502</b>	<b>\$14,179,362</b>	<b>\$12,321,643</b>	<b>\$4,386,141</b>	<b>82.9%</b>
Capital Improvement Fund	\$2,527,765	\$4,103,784	\$4,789,130	\$4,612,589	\$508,805	12.4%
<b>Total Capital Improvement Fund</b>	<b>\$2,527,765</b>	<b>\$4,103,784</b>	<b>\$4,789,130</b>	<b>\$4,612,589</b>	<b>\$508,805</b>	<b>12.4%</b>
Bond Construction Fund	-	-	\$2,271,159	-	-	-
<b>Bond Construction Fund</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,271,159</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
Underground Assessment Districts Fund	\$6,972,203	1,779,705	\$2,984,342	\$1,285,750	(493,955)	(27.8%)
<b>Underground Assessment Districts Fund</b>	<b>\$6,972,203</b>	<b>\$1,779,705</b>	<b>\$5,255,501</b>	<b>\$1,285,750</b>	<b>(\$493,955)</b>	<b>(27.8%)</b>
Water Fund	\$26,051,113	\$15,551,079	\$30,656,868	\$13,304,706	(\$2,246,373)	(14.4%)
Stormwater Fund	1,418,494	1,787,478	2,324,646	1,836,564	49,086	2.7%
Wastewater Fund	3,146,450	3,045,862	3,421,762	4,710,392	1,664,530	54.6%
Parking Fund	3,591,091	2,933,472	3,093,998	2,698,608	(234,864)	(8.0%)
County Parking Lots Fund	934,580	872,452	935,274	953,214	80,762	9.3%
State Pier & Parking Lot Fund	556,180	2,160,254	728,048	737,458	(1,422,796)	(65.9%)
<b>Total Enterprise Funds</b>	<b>\$35,697,907</b>	<b>\$26,350,597</b>	<b>\$41,160,596</b>	<b>\$24,240,942</b>	<b>(\$2,109,655)</b>	<b>(8.0%)</b>
Insurance Reserve Fund	\$7,336,611	\$7,179,370	\$10,884,054	\$8,243,352	\$1,063,982	14.8%
Information Technology Fund	4,902,750	3,520,830	3,228,221	4,276,387	755,557	21.5%
Fleet Management Fund	1,908,522	4,056,296	3,318,080	2,490,440	(1,565,856)	(38.6%)
Building Maintenance & Operations Fund	2,470,745	2,097,330	2,211,213	2,195,831	98,501	4.7%
<b>Total Internal Service Funds</b>	<b>\$16,618,627</b>	<b>\$16,853,826</b>	<b>\$19,641,567</b>	<b>\$17,206,010</b>	<b>\$352,184</b>	<b>2.1%</b>
Special Assessment Redemption Fund	\$716,800	\$708,900	\$708,900	\$700,450	(\$8,450)	(1.2%)
Special Assessment UAD 12-14 Fund	280,129	606,707	606,707	609,007	2,300	0.4%
Special Assessment UAD 19-04 Fund	117,868	336,163	336,163	341,813	5,650	1.7%
Post-Employment Benefits Trust Fund	201,790	196,680	196,680	196,680	-	0.0%
<b>Total Trust &amp; Agency Funds</b>	<b>\$1,316,587</b>	<b>\$1,848,450</b>	<b>\$1,848,450</b>	<b>\$1,847,950</b>	<b>(\$500)</b>	<b>(0.0%)</b>
<b>Grand Total</b>	<b>\$232,144,370</b>	<b>\$135,370,156</b>	<b>\$165,326,960</b>	<b>\$146,757,902</b>	<b>\$11,387,746</b>	<b>8.4%</b>
<b>Total Operating Expenses</b>	<b>\$205,457,961</b>	<b>\$120,500,156</b>	<b>\$125,516,012</b>	<b>\$129,444,402</b>	<b>\$8,944,246</b>	<b>7.4%</b>
<b>Total Capital Projects*</b>	<b>\$26,686,409</b>	<b>\$14,870,000</b>	<b>\$39,810,948</b>	<b>\$17,313,500</b>	<b>\$2,443,500</b>	<b>16.4%</b>

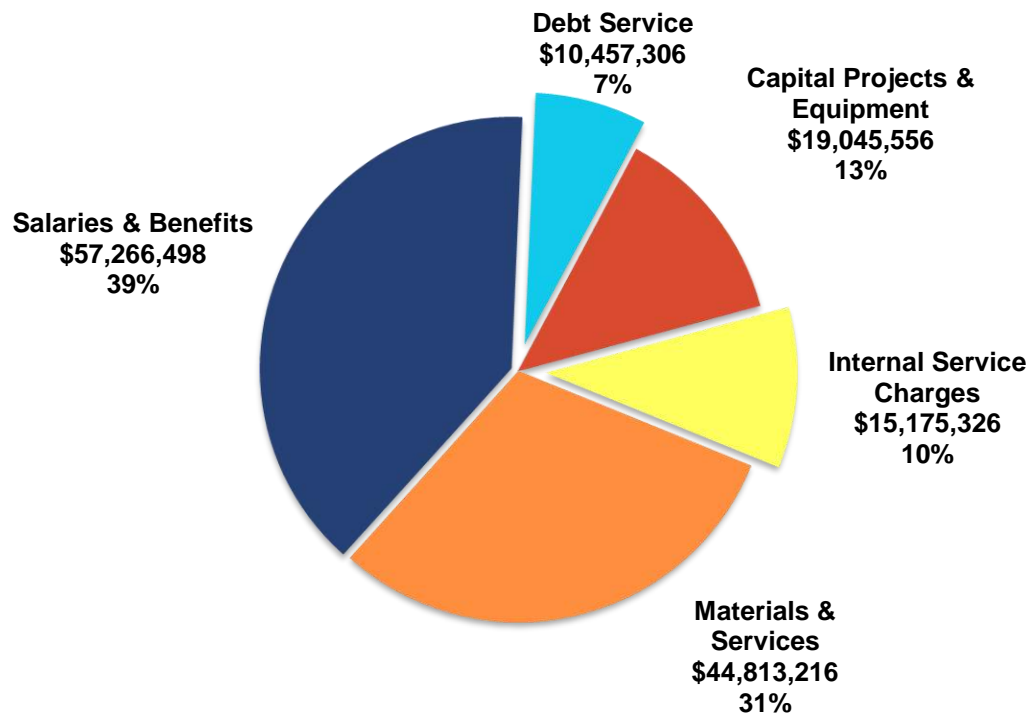
\*FY2021-22 estimate includes carryover projects from the prior year.



## USE OF FUNDS BY CATEGORY

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FY 2022-23 Use of Funds - City-Wide = \$146,757,902





# FY 2022-23 SCHEDULE OF EXPENDITURES BY FUND & CATEGORY

	Salaries & Benefits	Materials & Services	Capital Projects & Equipment	Debt Service	Internal Service Charge	Total	Percent of Total
General Fund	\$50,788,481	\$18,456,319	\$378,200	\$5,635,535	\$9,984,483	\$85,243,018	58.1%
Street Lighting & Landscaping Fund	-	554,955	35,000	-	22,067	612,022	0.4%
Streets & Highways Fund	-	-	1,515,000	-	60,138	1,575,138	1.1%
Asset Forfeiture Fund	61,750	46,000	-	-	-	107,750	0.1%
Police Safety Grants Fund	-	155,000	-	-	-	155,000	0.1%
Proposition A Fund	508,033	131,781	-	37,521	103,311	780,646	0.5%
Proposition C Fund	-	-	1,200,000	-	60,138	1,260,138	0.9%
AB 2766 Fund	-	-	-	-	673	673	0.0%
Measure R Fund	-	-	700,000	-	60,138	760,138	0.5%
Measure M Fund	-	-	5,810,000	-	60,138	5,870,138	4.0%
Measure W Fund	-	-	1,200,000	-	-	1,200,000	0.8%
Capital Improvement Fund	-	-	3,202,500	1,169,539	240,550	4,612,589	3.1%
Undergr. Assessment Dist. Fund	-	1,285,750	-	-	-	1,285,750	0.9%
Water Fund	1,628,663	9,274,424	-	248,232	2,153,387	13,304,706	9.1%
Stormwater Fund	105,574	806,556	710,000	6,517	207,917	1,836,564	1.3%
Wastewater Fund	606,019	360,575	2,541,000	107,966	1,094,832	4,710,392	3.2%
Parking Fund	175,117	1,096,835	200,000	634,508	592,148	2,698,608	1.8%
County Parking Lot Fund	38,204	110,198	-	767,454	37,358	953,214	0.6%
State Pier & Parking Lot Fund	41,053	424,773	200,000	2,457	69,175	737,458	0.5%
Insurance Reserve Fund	486,767	7,646,156	-	32,682	77,747	8,243,352	5.6%
Information Technology Fund	1,573,136	2,252,123	311,075	97,909	42,144	4,276,387	2.9%
Fleet Management Fund	488,111	781,260	1,042,781	29,515	148,773	2,490,440	1.7%
Building Maintenance Fund	568,910	1,430,511	-	36,201	160,209	2,195,831	1.5%
Spec. Assessment Redemption Bond	-	-	-	700,450	-	700,450	0.5%
Spec. Assessment UAD 12-14 Fund	-	-	-	609,007	-	609,007	0.4%
Spec. Assessment UAD 19-04 Fund	-	-	-	341,813	-	341,813	0.2%
Post-Employment Benefits Trust Fund	196,680	-	-	-	-	196,680	0.1%
<b>Total All Funds FY 2022-23</b>	<b>\$57,266,498</b>	<b>\$44,813,216</b>	<b>\$19,045,556</b>	<b>\$10,457,306</b>	<b>\$15,175,326</b>	<b>\$146,757,902</b>	<b>100.0%</b>
<b>Total All Funds FY 2021-22 Adopted</b>	<b>\$58,994,812</b>	<b>\$34,368,429</b>	<b>\$27,222,336</b>	<b>\$3,910,105</b>	<b>\$10,588,403</b>	<b>\$135,084,085</b>	
<b>Dollar Change</b>	<b>(\$1,728,314)</b>	<b>\$10,444,787</b>	<b>(\$8,176,780)</b>	<b>\$6,547,201</b>	<b>\$4,586,923</b>	<b>\$11,673,817</b>	
<b>Percent Change</b>	<b>-2.9%</b>	<b>30.4%</b>	<b>-30.0%</b>	<b>167.4%</b>	<b>43.3%</b>	<b>8.6%</b>	

## EXPENDITURES BY DEPARTMENT PROGRAM

	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	Change from 2021-22 Adopted	
Management Services						
City Council	\$344,293	\$410,398	\$395,608	\$483,526	\$73,128	17.8%
City Manager	2,691,607	1,482,985	1,519,253	1,732,834	249,849	16.8%
City Treasurer	36,363	45,222	29,366	52,518	7,296	16.1%
City Clerk	828,603	727,824	867,346	950,814	222,990	30.6%
City Attorney	1,160,453	933,276	1,002,293	993,331	60,055	6.4%
Total Management Services	\$5,061,318	\$3,599,705	\$3,813,866	\$4,213,023	\$613,318	17.0%
Finance						
Administration	\$4,268,209	\$1,713,538	\$1,750,103	\$1,641,220	(\$72,318)	(4.2%)
Accounting	768,649	660,570	645,539	847,334	186,764	28.3%
Revenue Services	1,039,004	1,029,268	1,039,937	1,106,244	76,976	7.5%
General Services	701,192	606,853	593,281	691,790	84,937	14.0%
Total Finance	\$6,777,054	\$4,010,229	\$4,028,860	\$4,286,588	\$276,359	6.9%
Human Resources						
Administration	\$2,007,051	\$1,416,358	\$1,710,033	\$1,622,969	\$206,611	14.6%
Risk Management	7,336,611	7,179,370	10,884,054	8,243,352	1,063,982	14.8%
Total Human Resources	\$9,343,662	\$8,595,728	\$12,594,087	\$9,866,321	\$1,270,593	14.8%
Parks & Recreation						
Administration	\$6,022,856	\$4,594,511	\$3,565,492	\$2,839,476	(\$1,755,035)	(38.2%)
Recreation Services	2,086,180	2,513,495	2,481,224	2,786,674	273,179	10.9%
Cultural Arts	473,128	830,626	617,469	932,888	102,262	12.3%
Sports & Aquatics	1,359,450	1,486,936	1,661,668	1,719,294	232,358	15.6%
Volunteers	176,369	182,441	180,922	201,346	18,905	10.4%
Older Adults	306,794	409,562	380,256	521,727	112,165	27.4%
Transportation	1,142,804	932,081	836,653	780,646	(151,435)	(16.2%)
Total Parks & Recreation	\$11,567,580	\$10,949,652	\$9,723,684	\$9,782,051	(\$1,167,601)	(10.7%)
Police						
Administration	\$54,744,254	\$9,470,399	\$9,229,995	\$11,187,090	\$1,716,691	18.1%
Technical Support Services	2,487,428	3,402,720	3,193,055	3,577,940	175,220	5.1%
Crime Prevention	629,061	624,137	516,446	599,972	(24,165)	(3.9%)
Patrol	9,575,759	9,747,721	10,042,991	10,112,720	364,999	3.7%
Investigations	2,743,449	2,793,975	2,460,565	2,780,642	(13,333)	(0.5%)
Traffic Safety	2,497,204	2,609,908	2,351,746	2,614,991	5,083	0.2%
Jail Operations	797,861	779,465	865,377	823,858	44,393	5.7%
Parking Enforcement	1,864,210	1,729,097	1,506,752	1,957,535	228,438	13.2%
Animal Control	340,923	345,504	338,262	361,383	15,879	4.6%
Asset Forfeiture	167,437	108,500	135,773	107,750	(750)	(0.7%)
Law Enforcement Grants	191,200	155,000	192,407	155,000	-	0.0%
Total Police	\$76,038,787	\$31,766,426	\$30,833,369	\$34,278,881	\$2,512,455	7.9%
Fire						
Administration	\$23,141,999	\$5,507,145	\$8,334,224	\$5,532,743	\$25,598	0.5%
Prevention	583,816	801,096	707,338	809,337	8,241	1.0%
Fire Operations	7,974,168	6,752,774	7,130,056	6,906,570	153,796	2.3%
Emergency Medical Services	2,669,033	2,290,302	2,313,939	2,303,025	12,723	0.6%
Support Services	416,749	505,221	464,271	471,723	(33,498)	(6.6%)
Total Fire	\$34,785,764	\$15,856,538	\$18,949,828	\$16,023,398	\$166,860	1.1%

## EXPENDITURES BY DEPARTMENT PROGRAM

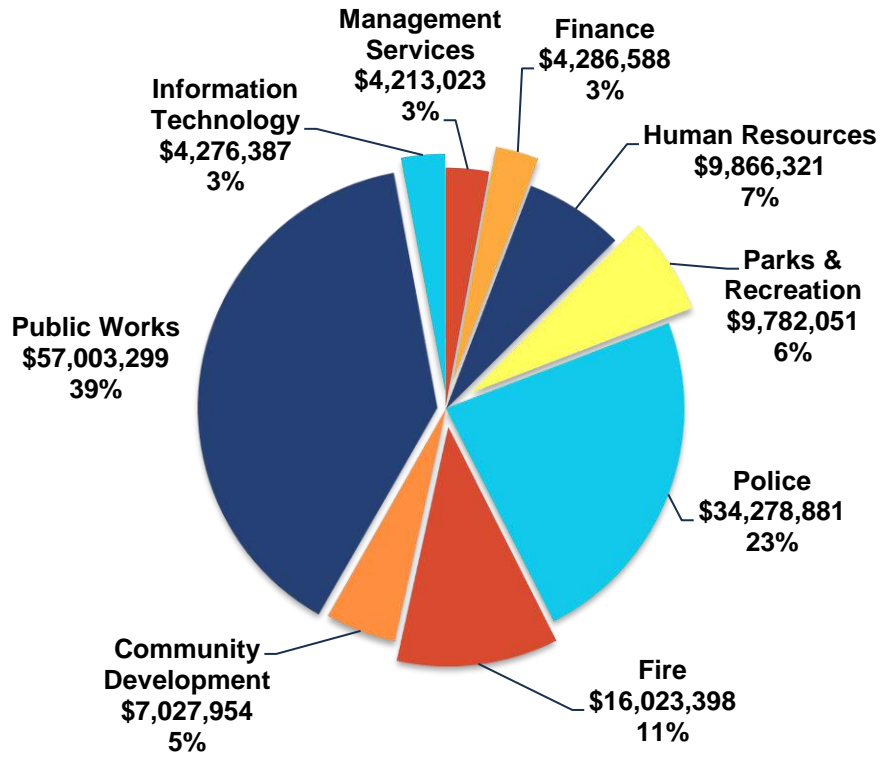
	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	Change from 2021-22 Adopted	
Community Development						
Administration	\$5,174,407	\$1,079,988	\$1,053,916	\$1,344,233	\$264,245	24.5%
Planning	980,474	967,835	1,065,365	1,306,043	338,208	34.9%
Building	2,803,804	2,426,727	2,494,212	2,929,052	502,325	20.7%
Code Enforcement	677,162	770,779	681,835	691,609	(79,170)	(10.3%)
Traffic Engineering	425,430	449,270	510,901	520,259	70,989	15.8%
Environmental Sustainability	381,774	214,292	350,179	236,758	22,466	10.5%
Total Community Development	\$10,443,051	\$5,908,891	\$6,156,408	\$7,027,954	\$1,119,063	18.9%
Public Works						
Administration	\$6,884,709	\$1,720,730	\$1,665,742	\$1,774,644	\$53,914	3.1%
Civil Engineering	18,641,734	7,134,915	16,620,729	10,607,304	3,472,389	48.7%
Street Maintenance	5,845,093	8,069,923	9,190,583	11,491,528	3,421,605	42.4%
Building & Grounds	3,295,207	3,258,321	3,410,582	4,585,746	1,327,425	40.7%
Transportation	672	673	673	673	-	0.0%
Street Lighting & Landscaping	561,707	450,696	509,185	480,679	29,983	6.7%
Streetscape Maintenance	110,604	120,006	122,468	131,343	11,337	9.4%
Water Administration	14,989,690	4,749,143	20,782,472	2,015,387	(2,733,756)	(57.6%)
Water Source of Supply	7,682,916	6,784,247	6,820,994	7,484,083	699,836	10.3%
Water Pumping/Treatment	1,600,237	2,494,333	1,597,090	1,667,619	(826,714)	(33.1%)
Water Maintenance	1,778,271	1,523,356	1,456,312	2,137,617	614,261	40.3%
Storm Drain Maintenance	1,696,741	1,787,478	2,324,646	3,036,564	1,249,086	69.9%
Sewer Maintenance	3,146,450	3,045,862	3,421,762	4,710,392	1,664,530	54.6%
Parking Facilities	5,081,850	5,966,178	4,757,320	4,389,280	(1,576,898)	(26.4%)
Fleet Maintenance	1,908,522	4,056,296	3,318,080	2,490,440	(1,565,856)	(38.6%)
Total Public Works	\$73,224,404	\$51,162,157	\$75,998,638	\$57,003,299	\$5,841,142	11.4%
Information Technology						
Information Technology	\$4,902,750	\$3,520,830	\$3,228,221	\$4,276,387	\$755,557	21.5%
Total Information Technology	\$4,902,750	\$3,520,830	\$3,228,221	\$4,276,387	\$755,557	21.5%
Grand Total	\$232,144,370	\$135,370,156	\$165,326,960	\$146,757,902	\$11,387,746	8.4%



## USE OF FUNDS BY DEPARTMENT

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FY 2022-23 Use of Funds - City-Wide = \$146,757,902

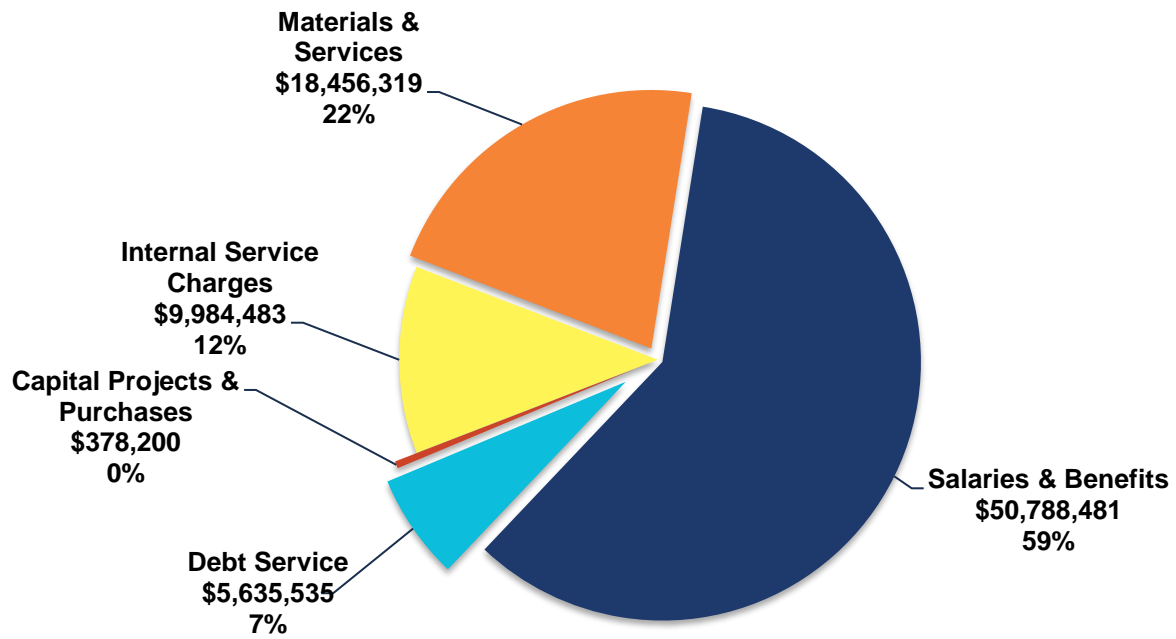




## USE OF FUNDS - GENERAL FUND

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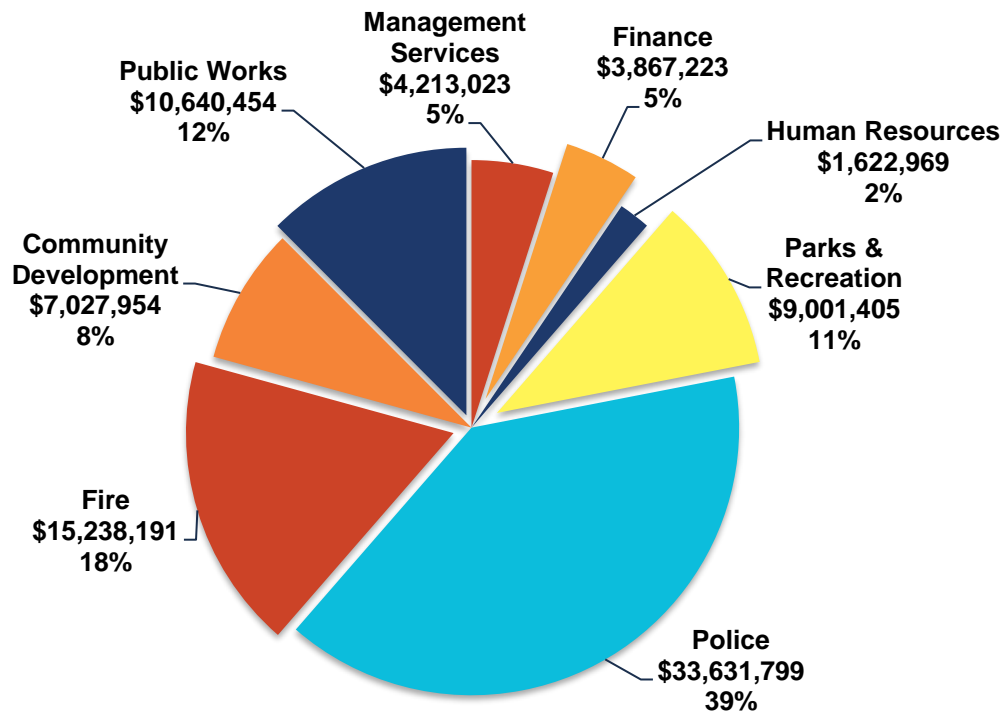
FY 2022-23 Use of Funds by Category = \$85,243,018



## USE OF FUNDS BY DEPT - GENERAL FUND

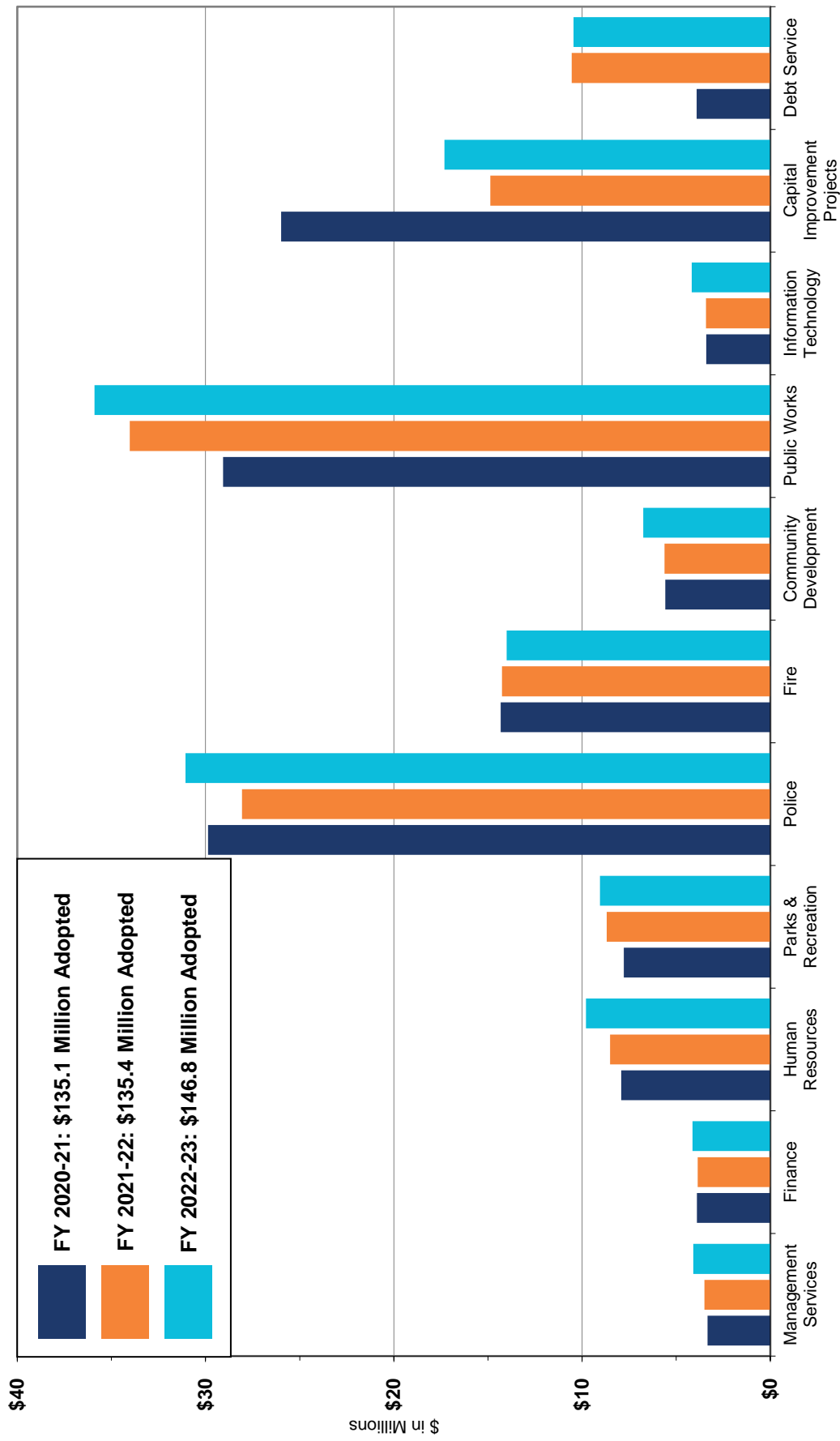
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FY 2022-23 Use of Funds by Department = \$85,243,018





## COMPARISON OF BUDGETED EXPENDITURES



# FY 2022-2023 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES

## ALL FUNDS

07/01/2022		FY 2022-2023						07/01/2023				
Beginning Balance	Estimated Revenues	Operating Expenditures	Capital Equip & Projects	Debt Service Payments	Total Expenditures	Fund Balance Before Xfers	Fund Transfers	Total Fund Balance	Reserves End Balance	Unreserved End Balance		
General Fund Undesignated <i>Transfer from County Lots Parking Fund</i> <i>Transfer to Street Lighting Fund</i> <i>Transfer to Stormwater Fund</i> <i>Transfer to Capital Improvements Fund</i> <i>Transfer to Cap. Impr. Fund (One-time)</i> <i>Transfer to Pars Trust Fund</i> <i>Financial Policy Designation</i> <i>Reserve for Economic Uncertainty</i>	\$15,107,221	\$86,453,227	(\$77,704,283)	(\$1,903,200)	(\$5,635,535)	(\$85,243,018)	\$16,317,430	(\$1,508,946) 409,786 (222,333) (1,492,080) (798,292) (4,000,000) (1,197,439)	\$7,508,126		\$7,508,126	
	15,539,658					15,539,658		1,508,946	17,048,604	17,048,604		
	4,000,000					4,000,000			4,000,000	4,000,000		
	\$34,646,879	\$86,453,227	(\$77,704,283)	(\$1,903,200)	(\$5,635,535)	(\$85,243,018)	\$35,857,088	(\$7,300,358)	\$28,556,730	\$21,048,604	\$7,508,126	
	Special Revenue Funds Street Lighting & Landscape Gas Tax Asset Forfeiture & Safety Grants Police Safety Grants Prop A Prop C AB 2766 Measure R Measure M Measure W	\$0	\$389,689	(\$577,022)	(\$35,000)	-	(\$612,022)	(\$222,333)	\$222,333	\$0	-	\$0
		702,372	1,875,279	(60,138)	(1,515,000)	-	(1,575,138)	1,002,513		1,002,513	-	1,002,513
		76,198	41,800	(107,750)	-	-	(107,750)	10,248		10,248	-	10,248
		328,183	159,000	(155,000)	-	-	(155,000)	332,183		332,183	-	332,183
		316,000	883,003	(743,125)	-	(37,521)	(780,646)	418,357		418,357	-	418,357
		1,371,195	712,451	(60,138)	(1,200,000)	-	(1,260,138)	823,508		823,508	-	823,508
199,473		47,500	(673)	-	-	(673)	246,300		246,300	-	246,300	
937,839		547,088	(60,138)	(700,000)	-	(760,138)	724,789		724,789	-	724,789	
173,637	5,921,033	(60,138)	(5,810,000)	-	(5,870,138)	224,532		224,532	-	224,532		
539,707	1,611,500	-	(1,200,000)	-	(1,200,000)	951,207		951,207	-	951,207		
Total Special Revenue Funds Balance		\$4,644,604	\$12,188,343	(\$1,824,122)	(\$10,460,000)	(\$37,521)	(\$12,321,643)	\$4,511,304	\$222,333	\$4,733,637	\$4,733,637	
Capital Project Funds Capital Improvements Program Fund Bond Construction Fund Underground Utility Construction Fund	\$449,239	1,605,438	(\$240,550)	(\$3,202,500)	(\$1,169,539)	(\$4,612,589)	(\$2,557,912)	\$4,798,292	\$2,240,380	-	\$2,240,380	
	-	-	-	-	-	-	-	-	-	-	-	
	1,285,750	-	(1,285,750)	-	-	(1,285,750)	-	-	-	-	-	
Total Capital Project Funds Balance		\$1,734,989	1,605,438	(\$1,526,300)	(\$3,202,500)	(\$1,169,539)	(\$2,557,912)	\$4,798,292	\$2,240,380	-	\$2,240,380	
Enterprise Funds Water Stormwater* Wastewater Parking County Parking Lots State Pier & Parking Enterprise Fund Reserves: North Manhattan Beach BID Reserve	\$2,617,610	\$16,472,500	(\$13,056,474)	-	(\$248,232)	(\$13,304,706)	\$5,785,404		\$5,785,404	4,434,902	\$1,350,502	
	-	344,484	(1,120,047)	(710,000)	(6,517)	(1,836,564)	(1,492,080)	1,492,080	-	-	-	
	5,105,964	3,628,000	(2,061,426)	(2,541,000)	(107,966)	(4,710,392)	4,023,572		4,023,572	723,131	3,300,441	
	607,282	3,983,200	(1,864,100)	(200,000)	(634,508)	(2,698,608)	1,891,874	(700,000)	1,191,874	832,869	359,004	
	-	1,363,000	(185,760)	-	(767,454)	(953,214)	409,786	(409,786)	-	-	-	
	(453,358)	833,500	(535,001)	(200,000)	(2,457)	(737,458)	(357,316)	700,000	342,684	179,153	163,531	
	420,300	-	-	-	-	-	420,300		420,300	420,300	-	
Total Enterprise Funds Balance		\$8,297,798	\$26,624,684	(\$18,822,808)	(\$3,651,000)	(\$1,767,134)	\$10,681,540	\$1,082,294	\$11,763,834	\$6,590,355	\$5,173,479	

# FY 2022-2023 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES

## ALL FUNDS

	07/01/2022 Beginning Balance	FY 2022-2023						07/01/2023			
		Estimated Revenues	Operating Expenditures	Capital Equip & Projects	Debt Service Payments	Total Expenditures	Fund Balance Before Xfers	Fund Transfers	Total Fund Balance	Reserves End Balance	Unreserved End Balance
<b>Internal Service Funds</b>											
Insurance Reserve	\$8,838,538	\$7,549,860	(\$8,210,670)	-	(\$32,682)	(\$8,243,352)	\$8,145,046		\$8,145,046	\$7,030,000	\$1,115,046
Information Technology	1,076,171	3,698,533	(3,867,403)	(311,075)	(97,909)	(4,276,387)	498,317		498,317	-	498,317
Fleet Management	1,872,402	2,772,827	(1,418,144)	(1,042,781)	(29,515)	(2,490,440)	2,154,789		2,154,789	-	2,154,789
Building Maintenance & Operations	106,001	2,195,831	(2,159,630)	-	(36,201)	(2,195,831)	106,001		106,001	-	106,001
<b>Total Insurance Service Funds Balance</b>	<b>\$11,893,112</b>	<b>\$16,217,051</b>	<b>(\$15,655,847)</b>	<b>(\$1,353,856)</b>	<b>(\$196,307)</b>	<b>(\$17,206,010)</b>	<b>\$10,904,153</b>	<b>-</b>	<b>\$10,904,153</b>	<b>\$7,030,000</b>	<b>\$3,874,153</b>
<b>Trust &amp; Agency Funds</b>											
Underground Assessment Fund 2018 Ref	\$1,279,928	\$714,150	-	-	(\$700,450)	(\$700,450)	\$1,293,628		\$1,293,628		\$1,293,628
Underground Assessment Fund 12 & 14	1,060,675	606,106	-	-	(609,007)	(609,007)	1,057,774		1,057,774		1,057,774
Underground Assessment Fund 4	638,723	337,613	-	-	(341,813)	(341,813)	634,523		634,523		634,523
Post-Employment Benefits Trust Fund	93,190	264,480	(196,680)	-	-	(196,680)	160,990		160,990		160,990
PARS Trust Fund	2,609,423	50,000	-	-	-	-	2,659,423	1,197,439	3,856,862		3,856,862
<b>Total Trust Agency Funds Balance</b>	<b>\$5,681,939</b>	<b>\$1,972,349</b>	<b>(\$196,680)</b>	<b>-</b>	<b>(\$1,651,270)</b>	<b>(\$1,847,950)</b>	<b>\$5,806,338</b>	<b>\$1,197,439</b>	<b>\$7,003,777</b>	<b>-</b>	<b>\$7,003,777</b>
<b>Grand Total</b>											
	<b>\$66,899,321</b>	<b>\$145,061,092</b>	<b>(\$115,730,040)</b>	<b>(\$20,570,556)</b>	<b>(\$10,457,306)</b>	<b>(\$146,757,902)</b>	<b>\$65,202,510</b>	<b>-</b>	<b>\$65,202,510</b>	<b>\$34,668,959</b>	<b>\$30,533,551</b>

\* Not meeting current Financial Reserve Policy.



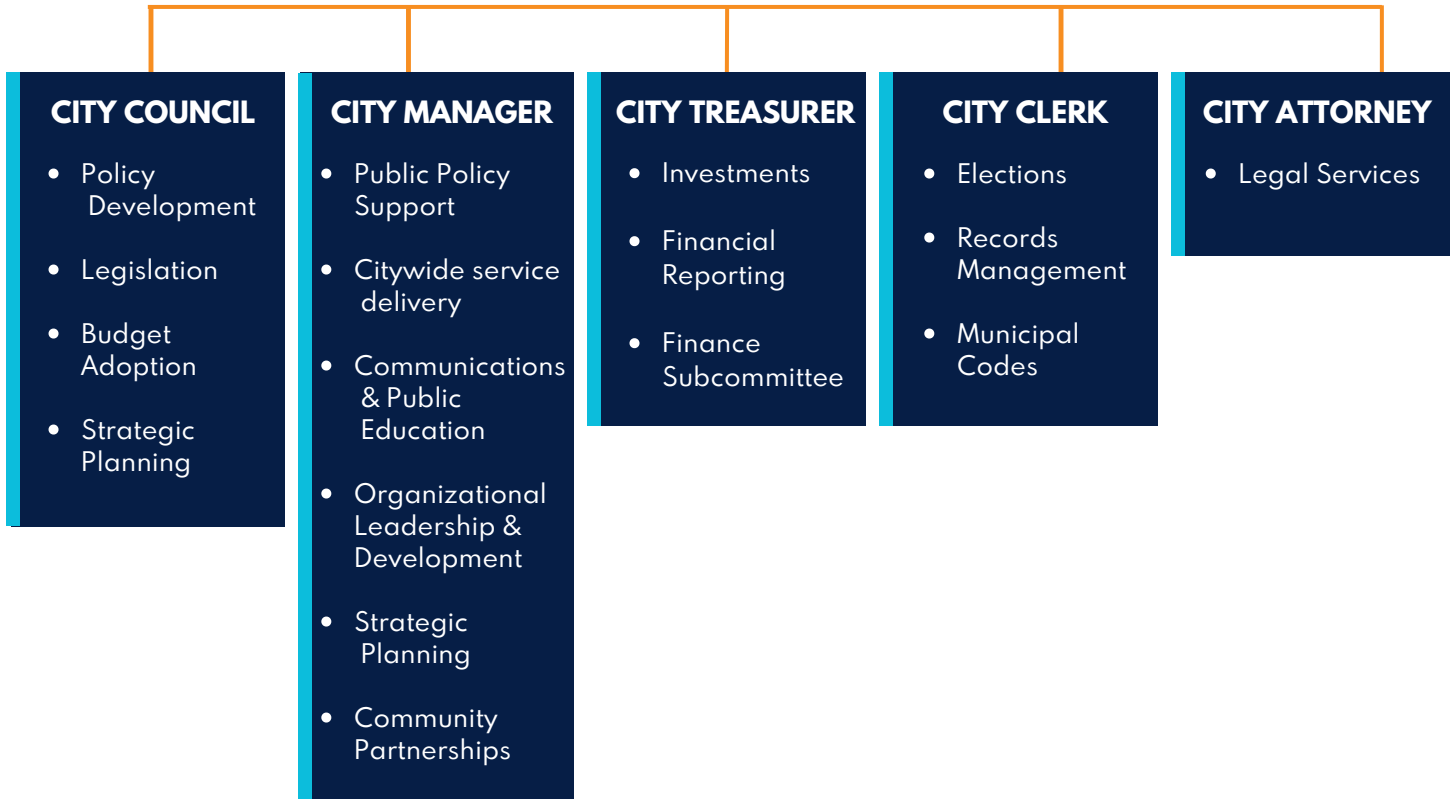


# **MANAGEMENT SERVICES**



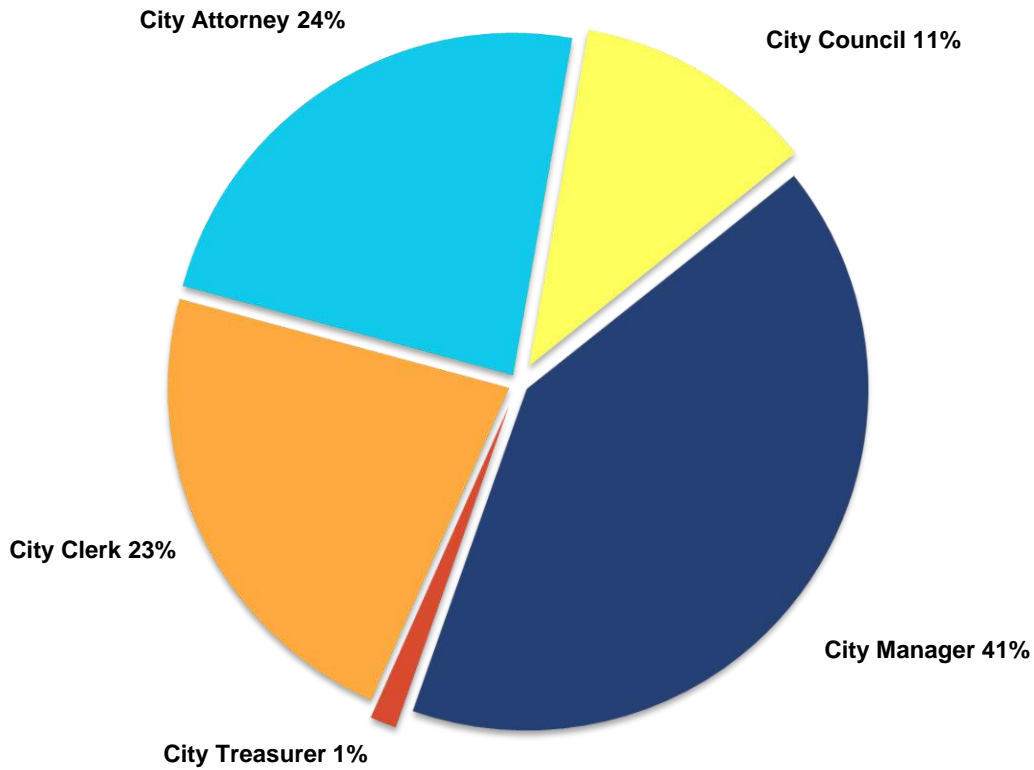


## MANAGEMENT SERVICES



# MANAGEMENT SERVICES

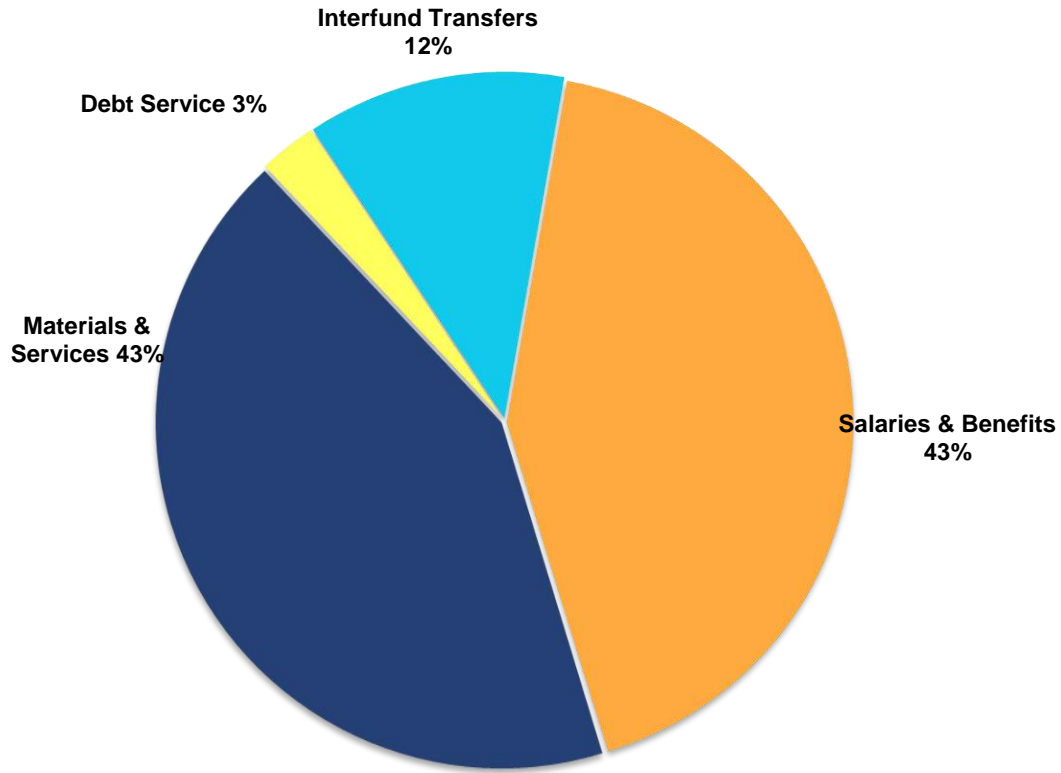
## FY 2022-23 Department Expenditure by Program



Program Expenditures	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimate	FY 2023 Proposed
City Council	\$344,293	\$410,398	\$395,608	\$483,526
City Manager	2,691,607	1,482,985	1,519,253	1,732,834
City Treasurer	36,363	45,222	29,366	52,518
City Clerk	828,603	727,824	867,346	950,814
City Attorney	1,160,453	933,276	1,002,293	993,331
<b>Total</b>	<b>\$5,061,318</b>	<b>\$3,599,705</b>	<b>\$3,813,866</b>	<b>\$4,213,023</b>
<b>Full-Time Positions</b>	<b>15</b>	<b>16</b>	<b>16</b>	<b>16</b>

# MANAGEMENT SERVICES

## FY 2022-23 Department Expenditure by Category



Category Expenditures	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimate	FY 2023 Proposed
Salaries & Benefits	\$3,023,878	\$1,665,440	\$1,826,312	\$1,790,635
Materials & Services	1,606,860	1,398,421	1,456,110	1,799,039
Debt Service	8,621	98,128	93,618	113,916
Interfund Transfers	421,959	437,716	437,826	509,433
<b>Total</b>	<b>\$5,061,318</b>	<b>\$3,599,705</b>	<b>\$3,813,866</b>	<b>\$4,213,023</b>



## MISSION

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

## DEPARTMENT OVERVIEW

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



## RECENT ACCOMPLISHMENT HIGHLIGHTS

### CITY COUNCIL

- Received a favorable community wide opinion survey where more than eight-in-ten respondents shared favorable opinions including:
  - 94% indicating the overall quality of life in the City as excellent or good;
  - 85% indicating Manhattan Beach as a place to recreate;
  - 84% indicating Manhattan Beach as a place raise a family; and
  - 81% indicating Manhattan Beach as a place to shop and dine.
- Facilitated a variety of actions to address the history of Bruce's Beach including the adoption of the History Advisory Board's report and approval of language toward two plaques to be placed at Bruce's Beach.
- Collaborated with Beach Cities Health District (BCHD) and Manhattan Beach Unified School District (MBUSD) to host a vaccination center at AdventurePlex, with the Fire Department administering

## MANAGEMENT SERVICES

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vaccines to school staff and later to students.

- Advocated for local control
- Enhanced the City's Code Enforcement response by hiring additional Code Enforcement Officers.
- Successfully negotiated Memorandum of Understandings with five labor unions resulting in 3 ½ year labor agreements.
- Extended the temporary outdoor dining program through the duration of the state emergency order.
- Continued to operate with a balanced budget and once again received the AAA credit rating from Standard and Poors.
- Completed the Block 35 Water Tower project.
- In partnership with the Bay Foundation, L.A. County Department of Beaches and Harbors, and the California State Coastal Conservancy, began work on the beach dune restoration project which aims to create a resilient shoreline to buffer coastal infrastructure from climate change, coastal storms, and sea level rise.
- Selected as a joint winner of the World Health Organization's "World No Tobacco Day Award" for its accomplishments in tobacco regulations.
- Recognized as the first certified "Blue City" for its commitment to healthy waterways and oceans.

### CITY MANAGER

- Finalized the first round of Measure H grant funding with the County of Los Angeles resulting into the City interacting with more than 220 homeless individuals, successfully placing 62 into interim housing, 14 into the State/County sponsored Project Room Key locations, 20 into treatment programs, and 39 into stable housing placements across the beach cities of Manhattan Beach, Hermosa Beach and Redondo Beach.
- Developed a License Agreement for local businesses to sell merchandise that includes the City's logo
- Continued to develop the "City Store" where merchandise designed and developed by staff resulted in revenues exceeding expenditures by 30%.
- Enhanced City brand and Citywide external communications through consistent messaging on social media, creation of the monthly eNewsletter, and redesigned quarterly City News within the Manhappenings.
- Conducted an analysis of prosecution and homeless court services with the City of Redondo Beach and Los Angeles County District Attorney.
- Conducted a statistically valid community wide opinion survey of 560 registered voters at a 95% confidence interval.
- Collaborated with the Chamber of Commerce, Downtown Manhattan Beach Business and Professional Association, North End Business Improvement District, and Manhattan Village Mall to promote existing businesses through a unified marketing campaign.
- Received an award of excellence through the California Parks & Recreation Society for the Parks & Recreation Department social media.
- Continued to provide timely COVID-19 updates regarding local transmission and public health regulations through the use of social media and eNotifications.  
Enhanced internal communications through the distribution of weekly briefing notes and media releases to City employees and monthly "All Hands Meetings."





### CITY CLERK

- Conducted the June 7, 2022, Special Municipal and Statewide Primary Election which consisted of a citizen-led parcel tax initiative that authorized the City to collect an annual parcel tax of \$1,095.00 per parcel of taxable real property in the City.
- Expanded the implementation of the electronic signature software program for City contracts as a city-wide service for public records actions forms, oaths of office and other pertinent documents.

### CITY ATTORNEY

- Provided regular reports regarding litigation, lawsuits and claims, including the status of existing and potential litigation, and significant litigation.
  - Advised the City on various Emergency Orders and Ordinances to assist the City's COVID-19 Emergency Response.
  - Assisted the Community Development Department in drafting land use and environmental protection ordinances.
  - Provided legal advice on Federal and State law including: the Brown Act, Public Records Act, Political Reform Act, Public Contracting Law, Coastal Act, NPDES, the Clean Water Act, and CEQA.
- PERFORMANCE MEASURES





### PROGRAM OVERVIEW

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

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

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

### OBJECTIVES FY 2022-2023

- Continue to focus on initiatives that reflect the needs and priorities of the community, including:
  - Evaluate the condition of the City's infrastructure and establishes priorities for repair and replacement through the evaluation of the City's 5-Year Capital Improvement Plan that range from street repair, park equipment replacement and water infrastructure.
  - Completing items on the approved Fiscal Year 2022-2023 City Council Work Plan.
  - Addressing bike safety
- Examine the City's long term financial outlook by proactively forecasting expenditures and revenues.
- Evaluate and enhance the City's public safety efforts.

## MAJOR SERVICE DELIVERY CHANGES

- Find equitable solutions that balance business use of the public right of way (i.e. outdoor dining) with existing land use and coastal zone regulations and community activity.

Authorized Full-Time Positions	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
City Councilmembers	5	5	5	5

City Council Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$59,464	\$62,700	\$62,700	\$62,700	-
51201 Group Medical Insurance	15,728	9,302	48,605	61,576	562.0%
51202 Medicare	799	495	693	496	0.2%
51211 PERS Regular Contributions	2,096	2,730	2,225	2,413	-11.6%
51213 PERS Regular Net Pension Liab	2,154	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$80,241</b>	<b>\$75,227</b>	<b>\$114,223</b>	<b>\$127,185</b>	<b>69.1%</b>
52101 Contract Services	\$3,819	\$2,820	\$2,820	\$2,820	-
52201 Departmental Supplies	4,289	31,150	7,000	31,150	-
52202 Office Supplies	437	-	100	-	-
52203 Printing	281	600	600	600	-
52204 Postage	179	93	93	190	104.3%
52206 Advertising	48,899	4,750	4,750	4,750	-
52301 Training, Conf & Meetings	2,291	49,275	20,000	49,275	-
52307 Memberships & Dues	46,472	49,800	49,800	56,050	12.6%
52406 Assessments & Taxes	3,704	4,000	3,639	4,000	-
52702 Public Service Events	-	21,750	21,750	25,750	18.4%
52801 Computers, Supplies & Software	733	-	-	-	-
53101 Telephone	191	803	643	715	-11.0%
<b>Total Materials &amp; Services</b>	<b>\$111,295</b>	<b>\$165,041</b>	<b>\$111,195</b>	<b>\$175,300</b>	<b>6.2%</b>
54102 Warehouse Purchases	-	-	\$60	-	-
54104 Information Systems Allocation	\$92,808	\$99,130	99,130	\$105,038	6.0%
54108 Building & Ops Allocation	59,949	71,000	71,000	76,003	7.0%
<b>Total Internal Services</b>	<b>\$152,757</b>	<b>\$170,130</b>	<b>\$170,190</b>	<b>\$181,041</b>	<b>6.4%</b>
<b>Total Operating Expenditures</b>	<b>\$344,293</b>	<b>\$410,398</b>	<b>\$395,608</b>	<b>\$483,526</b>	<b>17.8%</b>

### Source of Funds

General Fund	\$344,293	\$410,398	\$395,608	\$483,526	17.8%
<b>Total Sources</b>	<b>\$344,293</b>	<b>\$410,398</b>	<b>\$395,608</b>	<b>\$483,526</b>	<b>17.8%</b>







### PROGRAM OVERVIEW

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

#### OPEN GOVERNMENT AND TRANSPARENCY

*Ensure the City maintains their commitment and legal obligations to transparency and open government while providing the public with timely and wide-ranging access to its meetings, written records and information.*

## OBJECTIVES FY 2022-2023

- Execute City Council direction to address the history of Bruce's Beach and place plaques recognizing the history of Bruce's Beach.
- Continue efforts to address homelessness locally and regionally by coordinating the beach cities response, and placing individuals in housing utilizing dedicated outreach services as well as collaborative housing opportunities funded by the City.
- Create and implement City Council Communication Policy.
- Expand social media presence by an average of 17% amongst all platforms.
- Collaborate with local business groups to strengthen and expand events and marketing opportunities for visitors and residents to engage with local business.

## MAJOR SERVICE DELIVERY CHANGES

- Implementation of communications and marketing strategy that expands opportunities to communicate with the community, including social media, online platforms and other tools that broaden engagement.
- Improvement of City website usability, design, and efficiency.

	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
<b>Authorized Full-Time Positions</b>				
City Manager	1	1	1	1
Assistant to the City Manager	-	-	1	1
Executive Assistant to City Manager	-	-	1	1
Communications & Civic Engagement Manager	-	-	1	1
Policy & Management Analyst	-	-	0.5	0.5
Senior Management Analyst	1	1	-	-
Management Analyst	0.5	0.5	-	-
Digital Communications & Graphics Coordinator	-	-	1	1
Marketing & Communications Coordinator	-	-	1	1
Executive Assistant	1	1	-	-
Receptionist Clerk	1	-	-	-
<b>Total</b>	<b>4.5</b>	<b>3.5</b>	<b>6.5</b>	<b>6.5</b>

# MANAGEMENT SERVICES | CITY MANAGER

City Manager Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$518,479	\$812,657	\$837,935	\$834,409	2.7%
51104 Overtime Regular Employees	-	-	5,000	6,000	-
51201 Group Medical Insurance	69,005	106,125	87,073	107,438	1.2%
51202 Medicare	7,417	11,784	12,150	12,099	2.7%
51204 401A Plan City	19,977	23,681	22,669	25,021	5.7%
51211 PERS Regular Contributions	48,963	72,611	71,816	73,595	1.4%
51213 PERS Regular Net Pension Liab	1,587,803	-	-	-	-
51219 PERS Suppl Retire Pymt (415)	-	-	100	-	-
51231 Unemployment	420	200	200	200	-
51232 Workers Compensation	68,100	1,980	1,980	-	-100.0%
<b>Total Salaries &amp; Benefits</b>	<b>\$2,320,163</b>	<b>\$1,029,038</b>	<b>\$1,038,923</b>	<b>\$1,058,762</b>	<b>2.9%</b>
52101 Contract Services	\$196,827	\$148,650	\$200,000	\$235,500	58.4%
52103 Computer Contract Services	-	-	-	14,450	-
52201 Departmental Supplies	9,495	13,700	13,700	13,700	-
52202 Office Supplies	14,450	8,000	4,000	8,000	-
52203 Printing	-	-	1,187	-	-
52204 Postage	45	50	50	48	-4.0%
52206 Advertising	-	4,500	3,500	4,500	-
52301 Training, Conf & Meetings	-	22,500	6,500	63,500	182.2%
52304 Employee Awards & Events	309	-	360	-	-
52307 Memberships & Dues	1,600	4,075	4,000	4,075	-
52308 Reference Books & Periodicals	170	-	50	-	-
52403 City Store Purchases	-	30,000	30,000	30,000	-
52801 Computers, Supplies & Software	1,710	1,000	367	1,000	-
53101 Telephone	417	1,910	1,514	1,700	-11.0%
<b>Total Materials &amp; Services</b>	<b>\$225,023</b>	<b>\$234,385</b>	<b>\$265,228</b>	<b>\$376,473</b>	<b>60.6%</b>
54102 Warehouse Purchases	\$64	-	\$50	-	-
54104 Information Systems Allocation	83,496	\$69,330	69,330	\$126,120	81.9%
54105 Insurance Allocation	18,300	9,540	9,540	12,000	25.8%
54108 Building & Ops Allocation	35,939	42,564	42,564	45,563	7.0%
<b>Total Internal Services</b>	<b>\$137,799</b>	<b>\$121,434</b>	<b>\$121,484</b>	<b>\$183,683</b>	<b>51.3%</b>
<b>Total Operating Expenditures</b>	<b>\$2,682,985</b>	<b>\$1,384,857</b>	<b>\$1,425,635</b>	<b>\$1,618,918</b>	<b>16.9%</b>
71104 Bond Delivery Cost	\$8,621	-	-	-	-
71107 POB Miscellaneous Principal	-	\$56,218	\$53,634	\$71,220	26.7%
71108 POB Miscellaneous Interest	-	41,910	39,984	42,696	1.9%
<b>Total Debt Service</b>	<b>-</b>	<b>\$98,128</b>	<b>\$93,618</b>	<b>\$113,916</b>	<b>16.1%</b>
<b>Total Expenditures</b>	<b>\$2,691,607</b>	<b>\$1,482,985</b>	<b>\$1,519,253</b>	<b>\$1,732,834</b>	<b>16.8%</b>
<b>Source of Funds</b>					
General Fund	\$2,691,607	\$1,482,985	\$1,519,253	\$1,732,834	16.8%
<b>Total Sources</b>	<b>\$2,691,607</b>	<b>\$1,482,985</b>	<b>\$1,519,253</b>	<b>\$1,732,834</b>	<b>16.8%</b>







### PROGRAM OVERVIEW

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

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

The City Clerk is the City's Election Officer, and as such, conducts and certifies the City's municipal elections for six elected offices (5 City Council and 1 City Treasurer).

## OBJECTIVES FY 2022-2023

- Hold a successful 2022 General Municipal Election on November 8, 2022.
- Finalize the exploration a user friendly agenda management solution that supports the City Council's open and transparent government and meeting management initiatives including eComments, closed captioning and other e-government opportunities.
- Achieve long-term cost savings by reducing documents stored off-site that are past their retention schedule.
- Update the Boards and Commissions Handbook to ensure it reflects best practices and Council/Commission preferences.
- Explore a different software solution that complies with electronic filing requirements of the Fair Political Practice Commission (FPPC) which consist of Campaign Finance Disclosure Statements and Statements of Economic Interests.

## MAJOR SERVICE DELIVERY CHANGES

- Continue to implement the upgrade to the City's current codification services (MuniCode) software program to enhance City Ordinance accessibility and transparency.
- Implement the centralized contract management system into an enterprise solution that integrates all departments with the City's online public records system.

	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
<b>Authorized Full-Time Positions</b>				
City Clerk	1	1	1	1
Assistant City Clerk	-	-	1	1
Senior Deputy City Clerk	1	1	-	-
Deputy City Clerk	1	1	1	1
Management Analyst	0.5	-	-	-
<b>Total</b>	<b>3.5</b>	<b>3</b>	<b>3</b>	<b>3</b>

1,500 hours are budgeted in FY 2022-2023 for part-time staff.

City Clerk Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$357,042	\$334,359	\$411,227	\$362,722	8.5%
51103 Part Time Employee Salaries	27,009	25,449	25,449	26,666	4.8%
51104 Overtime Regular Employees	496	500	500	500	-
51201 Group Medical Insurance	45,613	48,997	43,836	50,761	3.6%
51202 Medicare	5,495	5,217	5,963	5,646	8.2%
51204 401A Plan City	15,005	14,678	17,244	16,323	11.2%
51211 PERS Regular Contributions	32,621	29,787	37,517	31,992	7.4%
51213 PERS Regular Net Pension Liab	31,853	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$515,134</b>	<b>\$458,987</b>	<b>\$541,736</b>	<b>\$494,610</b>	<b>7.8%</b>
52101 Contract Services	\$38,823	\$42,400	\$51,134	\$42,650	0.6%
52103 Computer Contract Services	93,868	119,935	168,785	122,985	2.5%
52104 Elections	77,852	500	2,380	144,271	28754.2%
52201 Departmental Supplies	864	2,450	2,450	2,550	4.1%
52203 Printing	-	400	400	400	-
52204 Postage	130	144	144	138	-4.2%
52206 Advertising	4,050	7,000	7,000	7,000	-
52301 Training, Conf & Meetings	2,093	5,500	3,000	29,800	441.8%
52307 Memberships & Dues	1,195	1,630	1,630	1,630	-
52403 City Store Purchases	5,576	-	-	-	-
53101 Telephone	185	902	711	803	-11.0%
<b>Total Materials &amp; Services</b>	<b>\$224,637</b>	<b>\$180,861</b>	<b>\$237,634</b>	<b>\$352,227</b>	<b>94.8%</b>
54104 Information Systems Allocation	\$64,872	\$59,600	\$59,600	\$73,601	23.5%
54108 Building & Ops Allocation	23,960	28,376	28,376	30,376	7.0%
<b>Total Internal Services</b>	<b>\$88,832</b>	<b>\$87,976</b>	<b>\$87,976</b>	<b>\$103,977</b>	<b>18.2%</b>
<b>Total Expenditures</b>	<b>\$828,603</b>	<b>\$727,824</b>	<b>\$867,346</b>	<b>\$950,814</b>	<b>30.6%</b>

## Source of Funds

General Fund	\$828,603	\$727,824	\$867,346	\$950,814	30.6%
<b>Total Sources</b>	<b>\$828,603</b>	<b>\$727,824</b>	<b>\$867,346</b>	<b>\$950,814</b>	<b>30.6%</b>



## PROGRAM OVERVIEW

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

The Treasurer oversees the City's \$100 to \$120 million investment portfolio. The investment portfolio contains instruments such as Federal Agencies, high-grade corporate bonds and Treasury notes. The State's Local Agency Investment Fund is also used to ensure proper cash flow and liquidity. While investment yields have dropped to some of the lowest levels in history, the City's investment strategy continues to place emphasis on safety and liquidity.



## OBJECTIVES FY 2022-2023

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

	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
<b>Authorized Full-Time Positions</b>				
City Treasurer	1	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

City Treasurer Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$7,752	\$12,540	\$7,683	\$12,540	-
51201 Group Medical Insurance	22,303	23,583	21,032	25,822	9.5%
51202 Medicare	96	99	95	99	-
51211 PERS Regular Contributions	664	546	556	603	10.4%
51213 PERS Regular Net Pension Liab	1,180	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$31,995</b>	<b>\$36,768</b>	<b>\$29,366</b>	<b>\$39,064</b>	<b>6.2%</b>
52103 Computer Contract Services	\$4,273	\$4,274	-	\$4,274	-
52307 Memberships & Dues	95	375	-	375	-
52308 Reference Books & Periodicals	-	200	-	200	-
52301 Training, Conf & Meetings	-	3,605	-	8,605	138.7%
<b>Total Materials &amp; Services</b>	<b>\$4,368</b>	<b>\$8,454</b>	<b>-</b>	<b>\$13,454</b>	<b>59.1%</b>
<b>Total Operating Expenditures</b>	<b>\$36,363</b>	<b>\$45,222</b>	<b>\$29,366</b>	<b>\$52,518</b>	<b>16.1%</b>

### Source of Funds

General Fund	\$36,363	\$45,222	\$29,366	\$52,518	16.1%
<b>Total Sources</b>	<b>\$36,363</b>	<b>\$45,222</b>	<b>\$29,366</b>	<b>\$52,518</b>	<b>16.1%</b>

### PROGRAM OVERVIEW

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

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

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

### OBJECTIVES FY 2022-2023

#### LITIGATION STATUS

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

#### LEGAL OPINIONS

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

#### CONTRACT PROCESSING

- Continue to update and refine templates for public contract agreements, professional service agreements, requests for proposals, ordinances and resolutions to increase efficiency
- Continue to draft ordinances to reflect recent developments in case law and statutory law.
- Assist in improving the City's Municipal Code, policies and practices to make them more user-friendly and efficient



	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
<b>Authorized Full-Time Positions</b>				
Policy & Management Analyst	-	-	0.5	0.5
Management Analyst	-	0.5	-	-
Legal Secretary	1	1	-	-
<b>Total</b>	<b>1</b>	<b>1.5</b>	<b>0.5</b>	<b>0.5</b>

City Attorney Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$46,415	\$46,743	\$75,902	\$50,682	8.4%
51201 Group Medical Insurance	11,546	11,697	14,820	12,846	9.8%
51202 Medicare	665	678	1,091	735	8.4%
51204 401A Plan City	2,070	2,085	3,392	2,281	9.4%
51211 PERS Regular Contributions	3,305	4,217	6,859	4,470	6.0%
51213 PERS Regular Net Pension Liab	12,343	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$76,344</b>	<b>\$65,420</b>	<b>\$102,064</b>	<b>\$71,014</b>	<b>8.6%</b>
52101 Contract Services	\$13,564	\$24,000	\$1,500	\$24,000	-
52107 Legal Services	1,027,802	785,000	840,000	857,000	9.2%
52204 Postage	49	81	81	52	-35.8%
53101 Telephone	122	599	472	533	-11.0%
<b>Total Materials &amp; Services</b>	<b>\$1,041,537</b>	<b>\$809,680</b>	<b>\$842,053</b>	<b>\$881,585</b>	<b>8.9%</b>
54104 Information Systems Allocation	\$18,612	\$29,800	\$29,800	\$10,356	-65.2%
54108 Building & Ops Allocation	23,960	28,376	28,376	30,376	7.0%
<b>Total Internal Services</b>	<b>\$42,572</b>	<b>\$58,176</b>	<b>\$58,176</b>	<b>\$40,732</b>	<b>-30.0%</b>
<b>Total Operating Expenditures</b>	<b>\$1,160,453</b>	<b>\$933,276</b>	<b>\$1,002,293</b>	<b>\$993,331</b>	<b>6.4%</b>

## Source of Funds

General Fund	\$1,160,453	\$933,276	\$1,002,293	\$993,331	6.4%
<b>Total Sources</b>	<b>\$1,160,453</b>	<b>\$933,276</b>	<b>\$1,002,293</b>	<b>\$993,331</b>	<b>6.4%</b>





# FINANCE





# FINANCE DEPARTMENT

## DIRECTOR OF FINANCE

### ADMINISTRATION

- Budget
- Financial Services
- Investments
- Financial Subcommittee
- Systems Administration

### ACCOUNTING

- Financial Reporting
- Accounts Payable
- Payroll
- Division Support Services

### REVENUE SERVICES

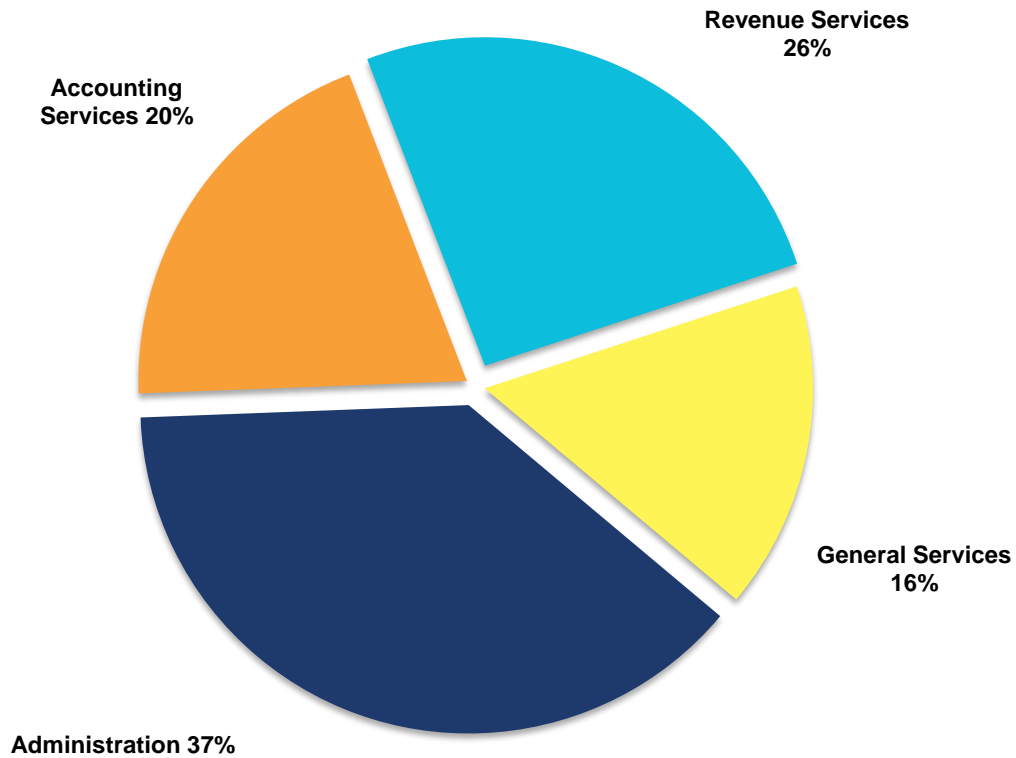
- Central Cashing
- Business & Animal Licensing
- Parking Permit Programs & Citations
- Utility Billing Water & Refuse
- Accounts Receivable
- Franchise & Lease Administration

### GENERAL SERVICES

- Purchasing
- Warehouse
- Mail Services
- Surplus Property

# FINANCE DEPARTMENT

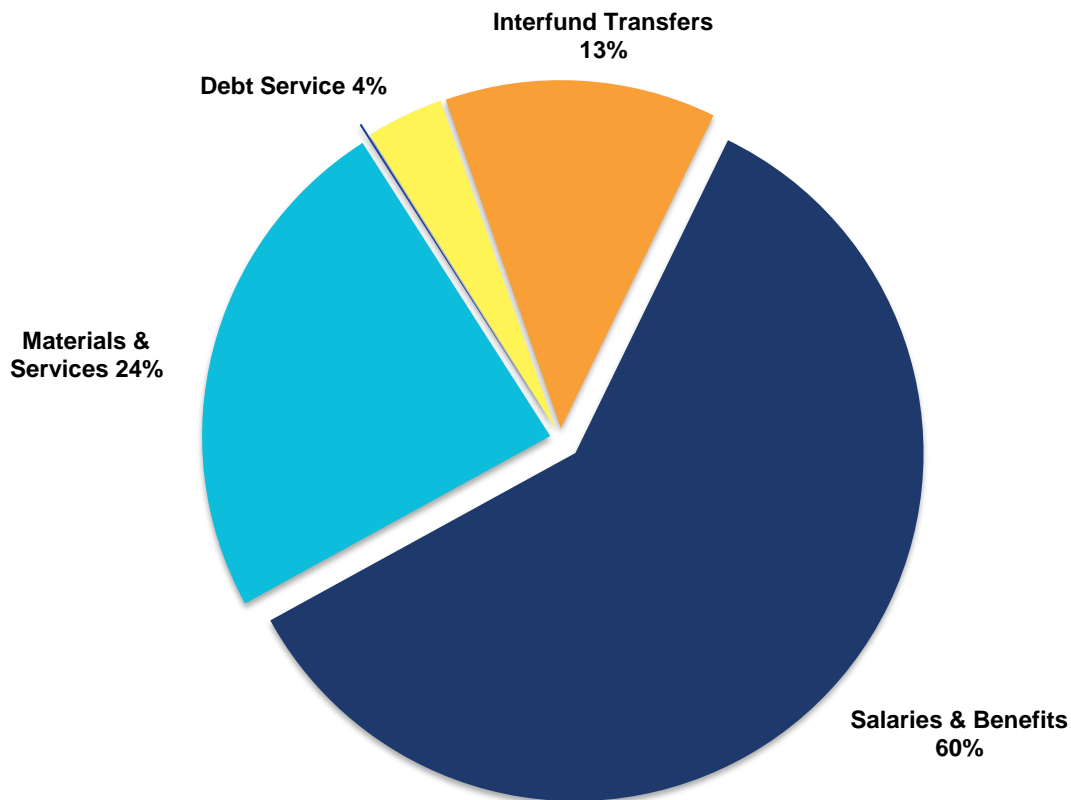
## FY 2022-23 Department Expenditure by Program



Program Expenditures	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimate	FY 2023 Proposed
Administration	\$4,268,209	\$1,713,538	\$1,750,103	\$1,641,220
Accounting Services	768,649	660,570	645,539	847,334
Revenue Services	1,039,004	1,029,268	1,039,937	1,106,244
General Services	701,192	606,853	593,281	691,790
<b>Total</b>	<b>\$6,777,054</b>	<b>\$4,010,229</b>	<b>\$4,028,860</b>	<b>\$4,286,588</b>
<b>Full-Time Positions</b>	<b>19</b>	<b>18</b>	<b>18</b>	<b>18</b>

# FINANCE DEPARTMENT

## FY 2022-23 Department Expenditure by Category



Category Expenditures	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimate	FY 2023 Proposed
Salaries & Benefits	\$5,353,231	\$2,477,666	\$2,488,064	\$2,563,000
Materials & Services	984,538	902,339	903,061	1,025,473
Capital Outlay	-	-	350	4,200
Debt Service	15,411	153,253	161,914	154,225
Interfund Transfers	423,875	476,971	475,471	539,690
<b>Total</b>	<b>\$6,777,054</b>	<b>\$4,010,229</b>	<b>\$4,028,860</b>	<b>\$4,286,588</b>

# FINANCE DEPARTMENT

## MISSION

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

## DEPARTMENT OVERVIEW

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

- Administration and Budget
- Accounting
- Purchasing
- Revenue Services
- Business Licensing
- Water and Wastewater Billing

The City recently had its “AAA” issuer credit rating re-affirmed by Standard and Poor's, an achievement maintained by few California cities. 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 eighteen full-time professionals.

## RECENT ACCOMPLISHMENT HIGHLIGHTS

- Achieved re-affirmation of City's “AAA” issuer credit rating from Standard and Poor's.
- Coordinated the issuance of \$8.7 million in Certificates of Participation (COP) bonds for the replacement of Fire Station #2.
- Coordinated the refinancing of the Metlox and Water/Wastewater Refunding bonds resulting in savings of \$700,533.
- Implemented a new payroll and employee timekeeping system that integrates with the Munis ERP financial software.
- Administered COVID-19 Small Business Loan program per City Council direction.
- Administered Utility Undergrounding Assessment District Loan program per City Council direction.
- Refreshed financial policies for clarity and to align with current best practices.
- Continued enhanced budget outreach efforts to obtain community input earlier in the budget process by holding a community budget meeting in February 2022.



- Received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award and the Award for Budget Excellence issued by the California Society of Municipal Finance Officers (CSMFO) for the City's FY 2021-2022 Budget document.
- Received the Certificate of Achievement for Excellence in Financial Reporting issued by the GFOA.
- Continued to serve the community and internal customers through extraordinary circumstances.
- Initiated the implementation of a new utility billing software that integrates with the Munis ERP financial software.
- Implemented a Citywide eProcurement solution for all goods and services.
- Ensured that Finance staff have completed required FEMA EOC training.







### PROGRAM OVERVIEW

The Administration Division of Finance safeguards and accurately accounts for City assets, prepares the annual City Budget, financial reports, and completes special financial projects, such as bond issuance, while ensuring compliance with municipal finance regulations and maintaining the City's financial policies. Administration staff also manages the investment of City funds in conjunction with the elected City Treasurer; debt issuance and management; and the creation of the annual financial report in cooperation with the Accounting Division. Additionally, Administration oversees and supports the other divisions in the Finance Department.



### OBJECTIVES FY 2022-2023

- Support the City Council, Treasurer, and City Manager in the development of long-term sustainable financial plans, including capital financing.
- Ensure safety of the City's investment of idle cash.
- Maintain high standards of excellence through the continuance of the City's "AAA" bond rating, unmodified audit opinions, and various budgeting and financial reporting awards.
- Mitigate General Fund subsidies to other Funds by evaluating potential revenue enhancements and grant opportunities.
- Maintain Citywide ERP financial system; collaborate with all departments to integrate existing City systems, improve workflow efficiencies, and enhance financial data reporting.
- Implement Budget Builder software tool to streamline the process of compiling and formatting budget document.

### MAJOR SERVICE DELIVERY CHANGES

To better reflect the duties of the position, the Management Analyst position was reclassified to a Budget & Financial Analyst. This title change and new job description will assist with future recruitments by specifying the technical financial and accounting skills necessary for the role.

# FINANCE DEPARTMENT | ADMINISTRATION

Authorized Full-Time Positions		FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
Director		1	1	1	1
Financial Services Manager		-	-	1	1
Senior Financial Analyst		1	1	-	-
Management Analyst		1	1	1	-
Budget & Financial Analyst		-	-	-	1
Executive Assistant		1	1	1	1
<b>Total</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

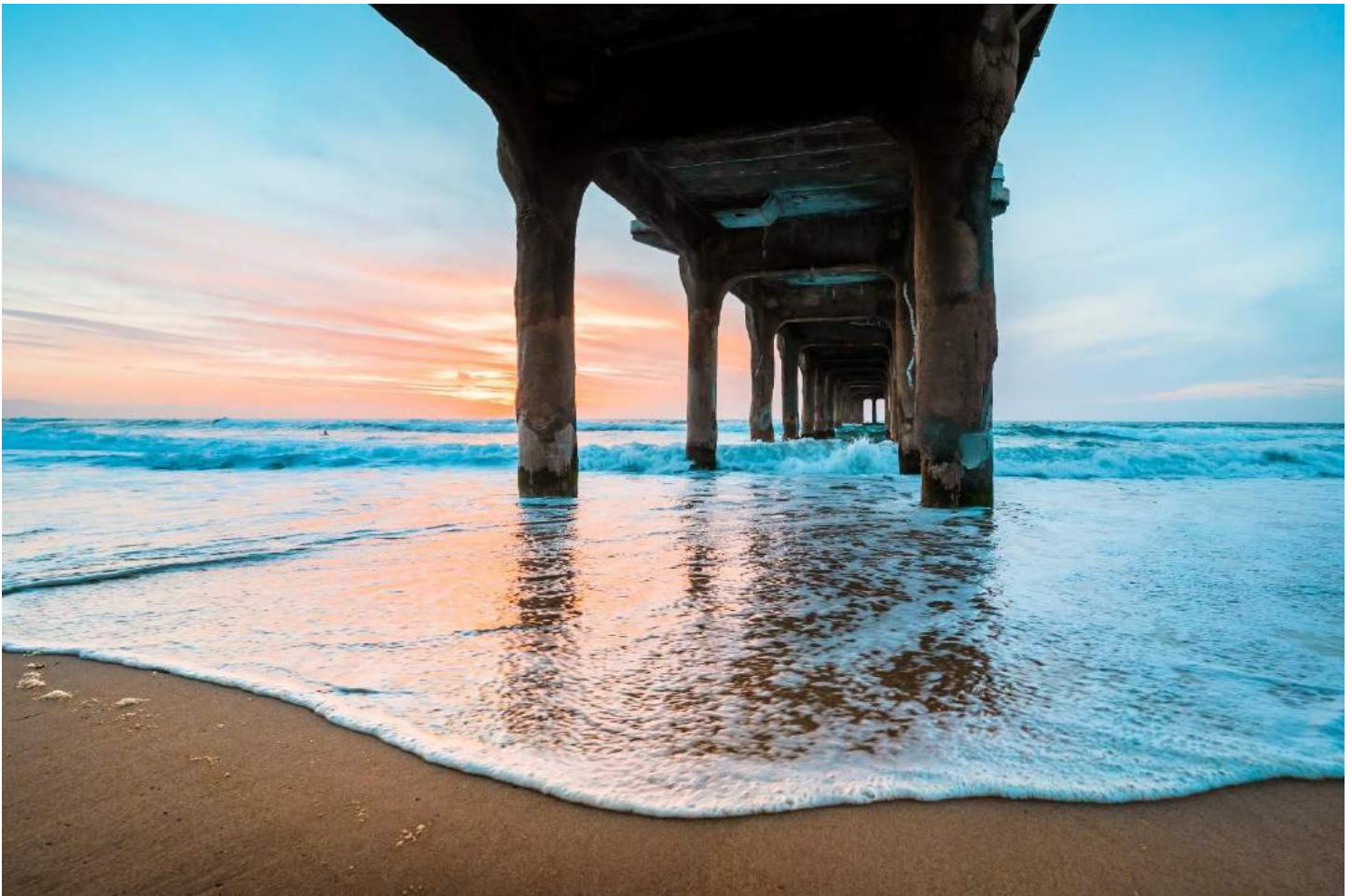
Administration Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$500,133	\$466,421	\$539,652	\$497,621	6.7%
51104 Overtime Regular Employees	57	-	300	-	-
51110 Supplemental Pension Plan	14,382	13,228	13,228	13,228	-
51111 Single Highest Year Plan	25,050	20,452	20,452	20,452	-
51114 Fire Retiree's Health Ins	21,176	23,000	23,000	23,000	-
51115 Police Retiree's Health Plan	95,610	95,000	95,000	95,000	-
51116 Misc Retirees Health Plan	45,572	45,000	45,000	45,000	-
51201 Group Medical Insurance	66,456	68,177	63,312	76,313	11.9%
51202 Medicare	6,993	6,763	7,825	7,216	6.7%
51204 401A Plan City	17,657	17,117	19,695	18,820	9.9%
51205 Contributions to City Pension	-	650	650	650	-
51211 PERS Regular Contributions	45,484	41,596	47,163	43,890	5.5%
51213 PERS Regular Net Pension Liab	2,707,777	-	-	-	-
51231 Unemployment	420	200	200	200	-
51232 Workers Compensation	24,060	136,140	136,140	2,340	-98.3%
<b>Total Salaries &amp; Benefits</b>	<b>\$3,570,827</b>	<b>\$933,744</b>	<b>\$1,011,617</b>	<b>\$843,730</b>	<b>-9.6%</b>
52101 Contract Services	\$5,386	\$4,510	\$4,510	\$18,010	299.3%
52201 Departmental Supplies	2,806	2,300	4,000	2,800	21.7%
52202 Office Supplies	4,324	7,000	3,500	5,000	-28.6%
52203 Printing	4,300	3,800	3,888	4,000	5.3%
52204 Postage	7	-	-	7	-
52206 Advertising	232	450	450	450	-
52301 Training, Conf & Meetings	1,709	3,250	4,500	9,900	204.6%
52304 Employee Awards & Events	478	600	600	600	-
52307 Memberships & Dues	750	1,315	1,315	1,315	-
52308 Reference Books & Periodicals	240	50	150	250	400.0%
52404 Bank Service Charge	254,113	291,061	240,000	255,000	-12.4%
52713 City Issued Loans	125,000	-	-	-	-
52801 Computers, Supplies & Software	122	-	700	-	-
53101 Telephone	1,895	1,000	1,404	891	-10.9%
<b>Total Materials &amp; Services</b>	<b>\$401,363</b>	<b>\$315,336</b>	<b>\$265,017</b>	<b>\$298,223</b>	<b>-5.4%</b>
54102 Warehouse Purchases	\$448	\$750	\$750	\$750	-
54104 Information Systems Allocation	58,104	59,600	59,600	73,971	24.1%
54105 Insurance Allocation	18,300	9,540	9,540	12,000	25.8%
54108 Building & Ops Allocation	203,755	241,315	241,315	258,321	7.0%
<b>Total Internal Services</b>	<b>\$280,607</b>	<b>\$311,205</b>	<b>\$311,205</b>	<b>\$345,042</b>	<b>10.9%</b>
<b>Total Operating Expenditures</b>	<b>\$4,252,798</b>	<b>\$1,560,285</b>	<b>\$1,587,839</b>	<b>\$1,486,995</b>	<b>(4.7%)</b>

## FINANCE DEPARTMENT | ADMINISTRATION

Administration Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
61203 Computer Equipment & Software	-	-	\$350	-	-
<b>Total Capital Projects &amp; Equipment</b>	-	-	<b>\$350</b>	-	-
71104 Bond Delivery Cost	\$15,411	-	-	-	-
71107 POB Miscellaneous Principal	-	\$87,799	\$92,761	<b>\$96,421</b>	9.8%
71108 POB Miscellaneous Interest	-	65,454	69,153	<b>57,804</b>	-11.7%
<b>Total Debt Service</b>	<b>\$15,411</b>	<b>\$153,253</b>	<b>\$161,914</b>	<b>\$154,225</b>	<b>0.6%</b>
<b>Total Expenditures</b>	<b>\$4,268,209</b>	<b>\$1,713,538</b>	<b>\$1,750,103</b>	<b>\$1,641,220</b>	<b>(4.2%)</b>

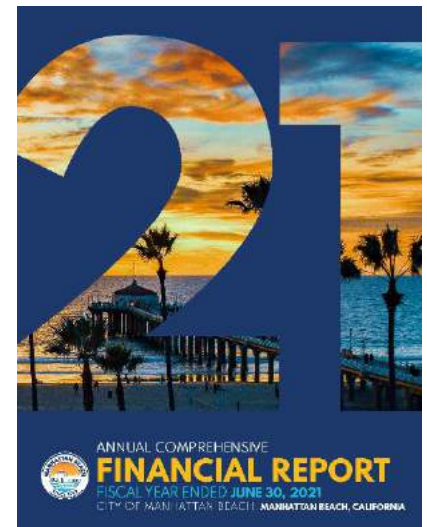
### Source of Funds

General Fund	\$4,066,419	\$1,516,858	\$1,553,423	<b>\$1,444,540</b>	-4.8%
Pension Trust	201,790	196,680	196,680	<b>196,680</b>	-
<b>Total Sources</b>	<b>\$4,268,209</b>	<b>\$1,713,538</b>	<b>\$1,750,103</b>	<b>\$1,641,220</b>	<b>(4.2%)</b>



## PROGRAM OVERVIEW

The Accounting Division's primary responsibilities are the maintenance and control of the general ledger, accounts payable and payroll, and to ensure accountability as well as the timely provision of accurate financial information. The Division is the liaison between the City and its external auditors, and works closely with Finance Administration to prepare the City's Annual Comprehensive Financial Report (ACFR). The City has been the recipient of the Government Finance Officers Association (GFOA) award for the Certificate of Achievement for Excellence in Financial Reporting for over 20 years. The Accounting Division also participates in budget development by providing historical and projected financial and payroll information, issues standard monthly revenue and expenditure reports for internal customers, and generates reports required by external customers, including other governmental agencies, rating agencies, and the public. In addition, the Division accounts for the City's grants and related projects in conjunction with other departments.



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

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

## OBJECTIVES FY 2022-2023

- Assist with implementation of Enterprise Asset Management (EAM) solution in relation to capital assets.
- Continue to uphold high accounting standards to ensure continued clean audit opinions.
- Implement new accounting standards as issued by the Governmental Accounting Standards Board.
- Evaluate and revise processes for financial modules for efficiency.



# FINANCE DEPARTMENT | ACCOUNTING

<b>Authorized Full-Time Positions</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Proposed</b>
Financial Controller	1	1	1	1
Accounting Supervisor	-	1	1	1
Senior Accountant	1	-	-	-
Accountant	2	2	2	2
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

1,837 hours are budgeted in FY 2022-2023 for part-time staff.

<b>Accounting Object Description</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2022 Y/E Est</b>	<b>FY 2023 Proposed</b>	<b>Var from FY 22 Budg</b>
51101 Salaries & Allowances	\$450,277	\$366,456	\$366,246	<b>\$408,520</b>	11.5%
51103 Part Time Employee Salaries	54,955	52,577	56,577	<b>54,155</b>	3.0%
51104 Overtime Regular Employees	76	-	-	-	-
51201 Group Medical Insurance	48,405	61,449	42,798	<b>93,088</b>	51.5%
51202 Medicare	4,885	6,076	5,311	<b>6,778</b>	11.6%
51204 401A Plan City	14,588	16,229	15,400	<b>18,599</b>	14.6%
51211 PERS Regular Contributions	40,137	37,603	36,400	<b>41,238</b>	9.7%
51213 PERS Regular Net Pension Liab	42,333	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$655,656</b>	<b>\$540,390</b>	<b>\$522,732</b>	<b>\$622,378</b>	<b>15.2%</b>
52101 Contract Services	\$7,921	\$11,000	\$9,000	<b>\$48,000</b>	336.4%
52102 Audit Services	53,000	57,000	59,000	<b>78,400</b>	37.5%
52201 Departmental Supplies	3,238	1,800	2,700	<b>1,800</b>	-
52202 Office Supplies	-	-	25	-	-
52203 Printing	619	600	660	<b>12,795</b>	2032.5%
52204 Postage	4,030	4,476	2,500	<b>4,271</b>	-4.6%
52206 Advertising	339	400	400	<b>400</b>	-
52301 Training, Conf & Meetings	730	2,450	6,800	<b>20,490</b>	736.3%
52307 Memberships & Dues	260	520	300	<b>520</b>	-
52308 Reference Books & Periodicals	1,734	1,100	800	<b>900</b>	-18.2%
52801 Computers, Supplies & Software	1,425	-	-	<b>1,400</b>	-
53101 Telephone	205	1,000	788	<b>891</b>	-10.9%
<b>Total Materials &amp; Services</b>	<b>\$73,501</b>	<b>\$80,346</b>	<b>\$82,973</b>	<b>\$169,867</b>	<b>111.4%</b>
54104 Information Systems Allocation	\$39,492	\$39,834	\$39,834	<b>\$52,889</b>	32.8%
<b>Total Internal Services</b>	<b>\$39,492</b>	<b>\$39,834</b>	<b>\$39,834</b>	<b>\$52,889</b>	<b>32.8%</b>
<b>Total Operating Expenditures</b>	<b>\$768,649</b>	<b>\$660,570</b>	<b>\$645,539</b>	<b>\$845,134</b>	<b>27.9%</b>
61201 Furniture & Fixtures	-	-	-	<b>\$2,200</b>	-
<b>Total Capital Projects &amp; Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$2,200</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$768,649</b>	<b>\$660,570</b>	<b>\$645,539</b>	<b>\$847,334</b>	<b>28.3%</b>

## Source of Funds

General Fund	\$768,649	\$660,570	\$645,539	<b>\$847,334</b>	28.3%
<b>Total Sources</b>	<b>\$768,649</b>	<b>\$660,570</b>	<b>\$645,539</b>	<b>\$847,334</b>	<b>28.3%</b>

### PROGRAM OVERVIEW

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



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

### OBJECTIVES FY 2022-2023

- Maintain department efficiency through automation and technology.
- Look for opportunities to provide additional online payment options.
- Maintain the high rate of collection from utility billing and accounts receivable.
- Continue to deliver expedient and professional customer service.
- Implement Utility Billing Module that integrates with Munis ERP financial system.
- Develop new utility bill design and interface that is compatible with Munis ERP financial system.
- Implement Advanced Metering Infrastructure (AMI) digital water meter system with electronic consumption reads that will be used for billing.
- Begin implementation of Business License Module that integrates with Munis ERP financial system.
- Set up a Citizen Self Service portal through Munis for online payments to licensing, utility billing, and accounts receivable.

### MAJOR SERVICE DELIVERY CHANGES

The Revenue Services Division includes the main receptionist desk, which is the primary gateway for visitors to City Hall. The Receptionist Clerk classification is outdated and being upgraded to an Administrative Assistant, which aligns with the position's role of performing clerical duties for the Finance Department, including overseeing the City's pool car program, in addition to answering phones and greeting visitors to City Hall.

# FINANCE DEPARTMENT | REVENUE SERVICES

<b>Authorized Full-Time Positions</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Proposed</b>
Revenue Services Manager	1	1	-	-
Revenue Services Supervisor	-	-	1	1
Revenue Services Specialist	1	1	1	2
Account Services Representative I/II	5	5	4	3
Receptionist Clerk	-	1	1	-
Administrative Assistant	-	-	-	1
<b>Total</b>	<b>7</b>	<b>8</b>	<b>7</b>	<b>7</b>

1,850 hours are budgeted in FY 2022-2023 for part-time staff.

<b>Revenue Services Object Description</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2022 Y/E Est</b>	<b>FY 2023 Proposed</b>	<b>Var from FY 22 Budg</b>
51101 Salaries & Allowances	\$435,955	\$458,906	\$455,874	\$499,600	8.9%
51103 Part Time Employee Salaries	40,105	44,787	44,787	43,864	-2.1%
51104 Overtime Regular Employees	3,397	4,689	5,881	7,245	54.5%
51201 Group Medical Insurance	101,714	110,623	83,290	107,674	-2.7%
51202 Medicare	6,674	7,302	7,141	7,880	7.9%
51204 401A Plan City	2,144	3,856	2,221	4,283	11.1%
51211 PERS Regular Contributions	40,807	45,469	41,241	48,140	5.9%
51213 PERS Regular Net Pension Liab	53,653	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$684,449</b>	<b>\$675,632</b>	<b>\$640,435</b>	<b>\$718,686</b>	<b>6.4%</b>
52101 Contract Services	\$157,579	\$127,220	\$169,600	\$134,027	5.4%
52103 Computer Contract Services	84,396	100,000	100,000	105,000	5.0%
52201 Departmental Supplies	4,067	4,750	6,870	5,050	6.3%
52203 Printing	3,197	6,347	6,620	6,347	-
52204 Postage	32,326	30,384	31,150	34,266	12.8%
52206 Advertising	472	300	300	300	-
52301 Training, Conf & Meetings	1,340	1,950	2,224	7,150	266.7%
52307 Memberships & Dues	125	360	400	410	13.9%
53101 Telephone	1,020	1,601	1,514	1,424	-11.1%
<b>Total Materials &amp; Services</b>	<b>\$284,523</b>	<b>\$272,912</b>	<b>\$318,678</b>	<b>\$293,974</b>	<b>7.7%</b>
54102 Warehouse Purchases	\$912	\$750	\$850	\$750	-
54104 Information Systems Allocation	69,120	79,974	79,974	92,834	16.1%
<b>Total Internal Services</b>	<b>\$70,032</b>	<b>\$80,724</b>	<b>\$80,824</b>	<b>\$93,584</b>	<b>15.9%</b>
<b>Total Expenditures</b>	<b>\$1,039,004</b>	<b>\$1,029,268</b>	<b>\$1,039,937</b>	<b>\$1,106,244</b>	<b>7.5%</b>

## Source of Funds

General Fund	\$1,039,004	\$1,029,268	\$1,039,937	\$1,106,244	7.5%
<b>Total Sources</b>	<b>\$1,039,004</b>	<b>\$1,029,268</b>	<b>\$1,039,937</b>	<b>\$1,106,244</b>	<b>7.5%</b>

## PROGRAM OVERVIEW

The Purchasing Division is responsible for purchasing and managing the acquisition of materials and contracted services as well as ensuring the prudent utilization of public funds through competitive processes and cooperative purchasing contracts. Additionally, the Division assists departments with tracking spending on executed contracts, monitors departments' small dollar expenditures, manages the City's Purchasing Card program; maintains inventory of high-use items such as paper and building maintenance supplies to meet Citywide department needs, assists City staff with developing specifications for competitive bids, and obtains the best return for surplus property.



## OBJECTIVES FY 2022-2023

- Continue work on improving timing of renewal and re-solicitation of contracts to ensure routine contracts are current by utilizing the new eProcurement software.
- Continue training of staff on new eProcurement software and specification writer, enabling a more efficient and streamlined bidding process.
- Evaluate and revise procedures of the new ERP system to encourage a more efficient contract, purchase order, and purchase card process.
- Implement the Enterprise Asset Management (EAM) module of the ERP system for warehouse inventory and fixed assets.
- Carry through on cost effective sourcing of warehouse supplies, which include personal protective equipment, custodial supplies, automotive parts, and paper.
- Continue working with FEMA for reimbursements related to the COVID-19 pandemic.

	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
<b>Authorized Full-Time Positions</b>				
Purchasing Manager	1	1	-	-
Purchasing Supervisor	-	-	1	1
Purchasing Analyst	-	-	-	1
General Services Coordinator	1	1	1	-
Purchasing Assistant	1	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

1,560 hours are budgeted in FY 2022-2023 for part-time staff.



## FINANCE DEPARTMENT | PURCHASING

<b>Purchasing Object Description</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2022 Y/E Est</b>	<b>FY 2023 Proposed</b>	<b>Var from FY 22 Budg</b>
51101 Salaries & Allowances	\$320,483	\$229,113	\$205,440	\$266,669	16.4%
51103 Part Time Employee Salaries	16,110	18,240	35,452	32,700	79.3%
51104 Overtime Regular Employees	3,371	2,076	6,000	2,076	-
51201 Group Medical Insurance	41,219	50,300	38,701	40,060	-20.4%
51202 Medicare	4,797	3,586	2,979	4,341	21.1%
51204 401A Plan City	4,623	3,809	2,360	8,840	132.1%
51211 PERS Regular Contributions	24,169	20,776	22,348	23,520	13.2%
51213 PERS Regular Net Pension Liab	27,527	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$442,298</b>	<b>\$327,900</b>	<b>\$313,280</b>	<b>\$378,206</b>	<b>15.3%</b>
52101 Contract Services	\$108,202	\$117,600	\$117,710	\$136,305	15.9%
52201 Departmental Supplies	450	700	4,200	1,700	142.9%
52203 Printing	-	-	160	-	-
52204 Postage	847	941	500	897	-4.7%
52205 Uniforms/Safety Equipment	1,190	1,690	1,300	2,700	59.8%
52208 Automotive Parts	26,171	25,000	25,000	25,000	-
52301 Training, Conf & Meetings	280	1,024	1,024	10,150	891.2%
52307 Memberships & Dues	-	585	550	585	-
52308 Reference Books & Periodicals	107	-	-	-	-
52401 Warehouse Inventory Purchases	87,657	85,000	85,000	85,000	-
53101 Telephone	246	1,205	949	1,072	-11.0%
<b>Total Materials &amp; Services</b>	<b>\$225,150</b>	<b>\$233,745</b>	<b>\$236,393</b>	<b>\$263,409</b>	<b>12.7%</b>
54102 Warehouse Purchases	\$4,128	\$8,080	\$6,480	\$6,080	-24.8%
54104 Information Technology Allocation	29,616	30,104	30,104	39,944	32.7%
54106 Insurance Allocation	-	5,050	5,050	-	-100.0%
54107 Building & Operations Allocation	-	1,974	1,974	2,151	9.0%
<b>Total Internal Services</b>	<b>\$33,744</b>	<b>\$45,208</b>	<b>\$43,608</b>	<b>\$48,175</b>	<b>6.6%</b>
<b>Total Operating Expenditures</b>	<b>\$701,192</b>	<b>\$606,853</b>	<b>\$593,281</b>	<b>\$689,790</b>	<b>13.7%</b>
61201 Furniture & Fixtures	-	-	-	\$2,000	-
<b>Total Capital Projects &amp; Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$2,000</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$701,192</b>	<b>\$606,853</b>	<b>\$593,281</b>	<b>\$691,790</b>	<b>14.0%</b>

### Source of Funds

General Fund	\$499,296	\$400,453	\$388,481	\$469,105	17.1%
Building Maintenance & Operations Fund	201,896	206,400	204,800	222,685	7.9%
<b>Total Sources</b>	<b>\$701,192</b>	<b>\$606,853</b>	<b>\$593,281</b>	<b>\$691,790</b>	<b>14.0%</b>



# HUMAN RESOURCES





# HUMAN RESOURCES DEPARTMENT

## DIRECTOR OF HUMAN RESOURCES

### ADMINISTRATION

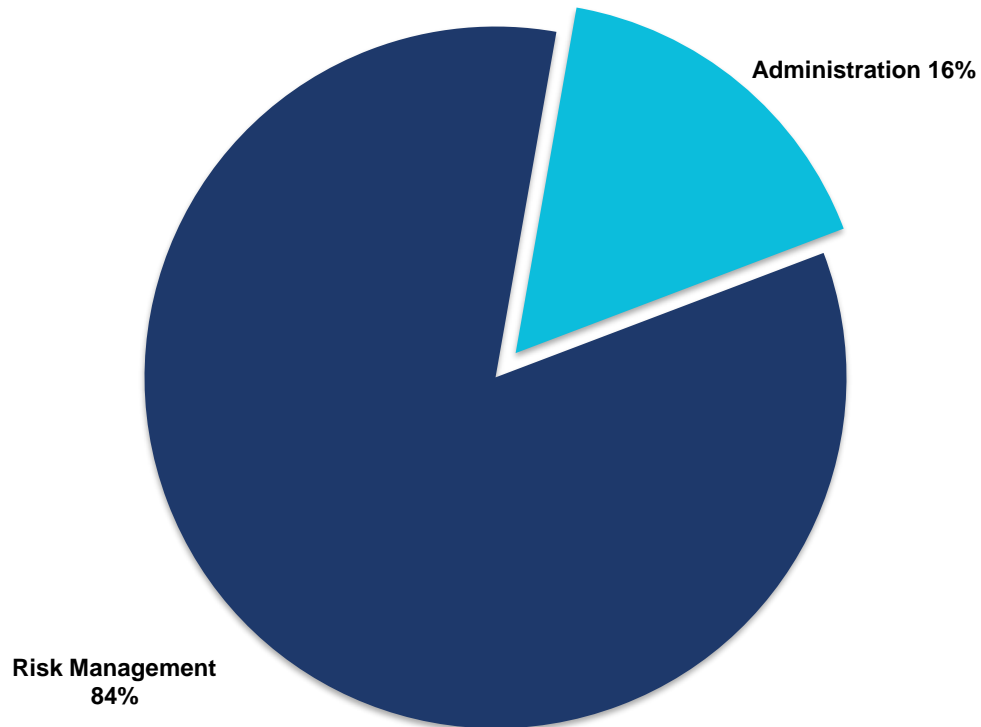
- Recruitment & Selection
- Classification & Compensation
- Benefit Administration
- Personnel Record Maintenance
- EEO/AA/ADA Compliance
- Training & Employee Development
- Employee Relations
- Labor Relations
- Hiring & On-boarding
- Creating & Updating Policies & Rules

### RISK MANAGEMENT

- Loss Prevention
- City Insurance Programs
- Health & Wellness Programs
- General Liability
- Workers Compensation
- Employee Safety Programs / Injury Illness Prevention

# HUMAN RESOURCES DEPARTMENT

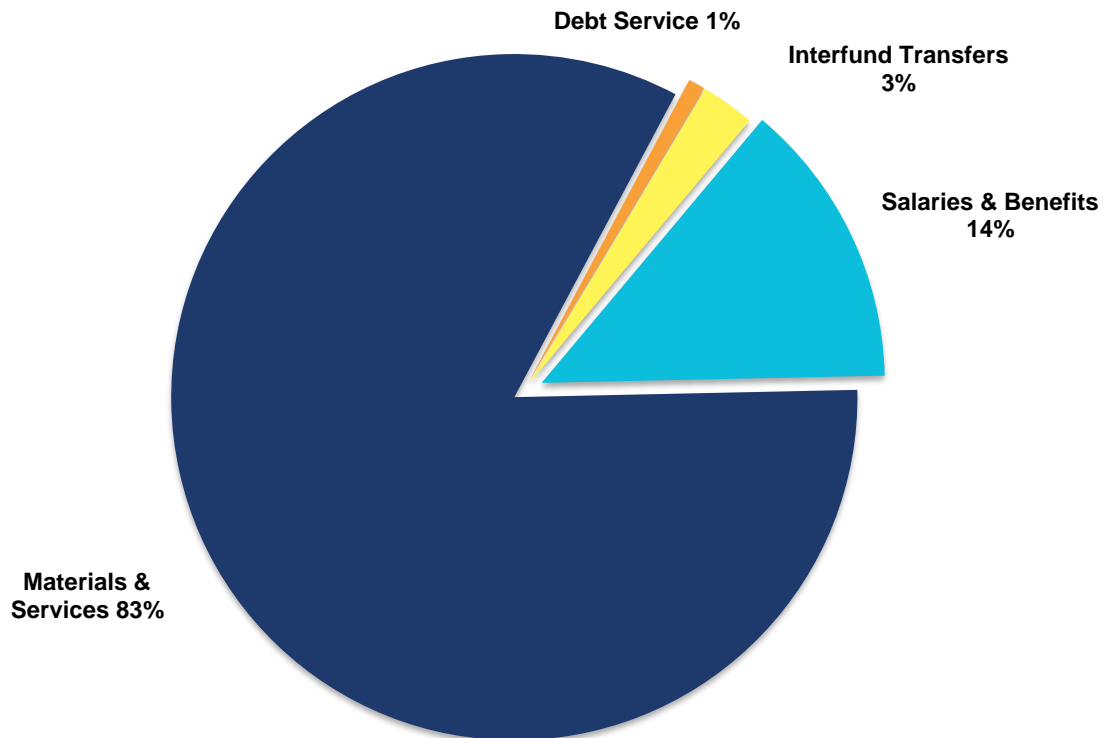
## FY 2022-23 Department Expenditure by Program



Program Expenditures	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimate	FY 2023 Proposed
Administration	\$2,007,051	\$1,416,358	\$1,710,033	\$1,622,969
Risk Management	7,336,611	7,179,370	10,884,054	8,243,352
<b>Total</b>	<b>\$9,343,662</b>	<b>\$8,595,728</b>	<b>\$12,594,087</b>	<b>\$9,866,321</b>
<b>Full-Time Positions</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

# HUMAN RESOURCES DEPARTMENT

## FY 2022-23 Department Expenditure by Category



Category Expenditures	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimate	FY 2023 Proposed
Salaries & Benefits	\$2,654,426	\$1,196,743	\$1,407,022	\$1,337,020
Materials & Services	6,458,363	7,095,912	10,885,193	8,200,854
Debt Service	29,090	85,518	84,317	77,896
Interfund Transfers	201,784	217,555	217,555	250,551
<b>Total</b>	<b>\$9,343,662</b>	<b>\$8,595,728</b>	<b>\$12,594,087</b>	<b>\$9,866,321</b>





## MISSION

*To support a productive environment in which a skilled and committed workforce can maximize the delivery of excellent municipal service, while minimizing liability and mitigating risk.*

## DEPARTMENT OVERVIEW

The Human Resources Department supports the City's most valuable resource and strives to create a safe and collaborative working environment in which employees can maximize their potential. The Human Resources and Risk Management divisions work together to mitigate City liability and enhance employee engagement and commitment. The services for employees and City departments include recruitment and selection, benefits administration, classification and compensation, employee and labor relations, training and safety training, leadership development, employment/labor legal compliance, risk management, wellness initiatives, and workers' compensation.

## RECENT ACCOMPLISHMENT HIGHLIGHTS

- Completed labor negotiations with POA, PMA, Teamsters, MBMEA and MBPTEA.
- Implemented the City's new HRIS/Payroll System (in coordination with Finance and IT).
- Served as the Safety Officer for COVID-19 pandemic response and implemented employee testing and vaccination policy.
- Initiated a policy and procedure to encourage flexible workplace arrangements for employees while continuing to provide high quality municipal services in a remote way.
- Recruited and filled 52 full-time positions, including 25 internal promotions.



## PROGRAM OVERVIEW

The Human Resources Administration Division leads employee communication and engagement initiatives, supports employees in all areas related to their employment and supports organizational objectives. Major functional areas include organizational development, recruitment and selection, classification and compensation, employee and labor relations, employee training, policy development, employee benefit programs, and employment law legal compliance.

## OBJECTIVES FY 2022-2023

- Continue to complete comprehensive update to modernize the City's rules, policies, procedures and handbook for employees to utilize as a resources.
- Work with City leadership to determine work methods, online services to the public and flexible working arrangements to continue into the future in order to support a user friendly online customer experience for the public while retaining a committed and engaged City workforce.
- Continue to expand staff development by providing a comprehensive suite of training, professional development, and leadership development.
- Coordinate Citywide mandatory harassment prevention training to all non-supervisory employees.
- Negotiate collective bargaining agreements with Fire Association and Fire Management.
- Work on the implementation of HRIS system (Onboard and Perform) in order to efficiently provide the employee performance evaluation process and onboarding process for new hires.

Authorized Full-Time Positions	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
Director	0.5	0.5	0.5	0.5
Human Resources Manager	1	1	1	1
Senior Human Resources Analyst	-	-	-	1
Human Resources Analyst	1	1	1	-
Human Resources Technician	1	1	1	2
Human Resources Assistant	1	1	1	-
Executive Assistant	0.5	0.5	0.5	0.5
<b>Total</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

1,000 hours are budgeted in FY 2022-2023 for part-time staff.



# HUMAN RESOURCES DEPARTMENT | ADMINISTRATION

Administration Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$504,683	\$496,153	\$578,465	\$525,519	5.9%
51103 Part Time Employee Salaries	25,080	-	45,000	81,640	-
51104 Overtime Regular Employees	142	1,250	400	500	-60.0%
51113 Commuter Pay	1,080	10,000	2,040	10,000	-
51201 Group Medical Insurance	87,140	93,145	87,813	106,895	14.8%
51202 Medicare	7,487	7,193	8,884	7,620	5.9%
51204 401A Plan City	22,341	21,732	25,264	23,648	8.8%
51211 PERS Regular Contributions	50,194	44,574	55,330	46,351	4.0%
51213 PERS Regular Net Pension Liab	875,185	-	-	-	-
51231 Unemployment	420	200	200	200	-
51232 Workers Compensation	26,520	66,960	66,960	47,880	-28.5%
<b>Total Salaries &amp; Benefits</b>	<b>\$1,600,274</b>	<b>\$741,207</b>	<b>\$870,356</b>	<b>\$850,253</b>	<b>14.7%</b>
52101 Contract Services	\$34,611	\$59,590	\$280,000	\$63,234	6.1%
52103 Computer Contract Services	16,281	11,767	12,500	46,767	297.4%
52106 Physical/Psychological Exams	13,457	29,400	18,000	36,700	24.8%
52107 Legal Services	148,237	210,000	215,658	210,000	-
52201 Departmental Supplies	656	1,500	1,500	3,500	133.3%
52202 Office Supplies	1,417	3,950	2,500	4,450	12.7%
52203 Printing	1,296	150	150	150	-
52204 Postage	680	772	600	720	-6.7%
52301 Training, Conf & Meetings	8,953	58,400	30,000	85,150	45.8%
52304 Employee Awards & Events	3,449	20,000	10,000	25,000	25.0%
52305 Recruitment Costs	10,898	44,500	44,500	45,000	1.1%
52306 Tuition Reimbursement	18,264	30,000	20,000	30,000	-
52307 Memberships & Dues	3,483	2,139	1,500	2,139	-
52308 Reference Books & Periodicals	-	100	100	100	-
53101 Telephone	411	2,009	1,583	1,788	-11.0%
<b>Total Materials &amp; Services</b>	<b>\$262,092</b>	<b>\$474,277</b>	<b>\$638,591</b>	<b>\$554,698</b>	<b>17.0%</b>
54102 Warehouse Purchases	\$230	\$200	\$200	\$200	-
54104 Information Technology Allocation	65,724	68,114	68,114	82,477	21.1%
54105 Insurance Allocation	12,480	9,540	9,540	12,000	25.8%
54108 Building & Ops Allocation	61,624	72,984	72,984	78,127	7.0%
<b>Total Internal Services</b>	<b>\$140,058</b>	<b>\$150,838</b>	<b>\$150,838</b>	<b>\$172,804</b>	<b>14.6%</b>
<b>Total Operating Expenditures</b>	<b>\$2,002,424</b>	<b>\$1,366,322</b>	<b>\$1,659,785</b>	<b>\$1,577,755</b>	<b>15.5%</b>
71104 Bond Delivery Cost	\$4,627	-	-	-	-
71107 POB Miscellaneous Principal	-	\$28,666	\$28,787	\$28,268	-1.4%
71108 POB Miscellaneous Interest	-	21,370	21,461	16,946	-20.7%
<b>Total Debt Service</b>	<b>-</b>	<b>\$50,036</b>	<b>\$50,248</b>	<b>\$45,214</b>	<b>-9.6%</b>
<b>Total Expenditures</b>	<b>\$2,007,051</b>	<b>\$1,416,358</b>	<b>\$1,710,033</b>	<b>\$1,622,969</b>	<b>14.6%</b>

## Source of Funds

General Fund	\$2,007,051	\$1,416,358	\$1,710,033	\$1,622,969	14.6%
<b>Total Sources</b>	<b>\$2,007,051</b>	<b>\$1,416,358</b>	<b>\$1,710,033</b>	<b>\$1,622,969</b>	<b>14.6%</b>





### PROGRAM OVERVIEW

The Risk Management Division supports employees through wellness, safety and injury/illness prevention programs, strategizes with the City Attorney and management staff to successfully resolve liability claims, administers workers' compensation and unemployment claims, administers City insurance programs, and provides employee training in various areas.

Risk Management is committed to a proactive, preventative, and creative approach to enhance employee safety and mitigate risk.

### OBJECTIVES FY 2022-2023

- Perform safety inspections of City facilities.
- Continue to provide all employees training opportunities on various health, safety, and wellness topics.
- Enhance the use of the Target Solutions online training program throughout all departments.
- Provide supervisors training on Cal/OSHA regulations and the Injury and Illness Prevention Program.
- Develop a new employee safety orientation.
- Continue to foster a “safety first” culture via training and education.

# HUMAN RESOURCES DEPARTMENT | RISK MANAGEMENT

<b>Authorized Full-Time Positions</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Proposed</b>
Director	0.5	0.5	0.5	0.5
Risk Manager	1	1	1	1
Human Resources Technician	1	1	1	1
Executive Assistant	0.5	0.5	0.5	0.5
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

<b>Risk Management Object Description</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2022 Y/E Est</b>	<b>FY 2023 Proposed</b>	<b>Var from FY 22 Budg</b>
51101 Salaries & Allowances	\$366,276	\$357,067	\$430,363	<b>\$374,304</b>	4.8%
51104 Overtime Regular Employees	-	1,250	1,250	<b>1,250</b>	-
51201 Group Medical Insurance	39,251	44,789	44,231	<b>55,928</b>	24.9%
51202 Medicare	5,165	5,177	6,093	<b>5,427</b>	4.8%
51204 401A Plan City	16,030	15,635	18,109	<b>16,844</b>	7.7%
51211 PERS Regular Contributions	34,391	31,618	36,620	<b>33,014</b>	4.4%
51213 PERS Regular Net Pension Liab	593,039	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$1,054,152</b>	<b>\$455,536</b>	<b>\$536,666</b>	<b>\$486,767</b>	<b>6.9%</b>
52101 Contract Services	\$151,735	\$266,851	\$266,851	<b>\$274,920</b>	3.0%
52201 Departmental Supplies	373	-	-	-	-
52301 Training, Conf & Meetings	3,050	12,000	5,000	<b>15,200</b>	26.7%
52307 Memberships & Dues	-	425	425	<b>475</b>	11.8%
52308 Reference Books & Periodicals	249	-	-	-	-
52601 Insurance Premiums	882,323	1,040,993	1,006,214	<b>1,529,778</b>	47.0%
52602 Claims Paid	4,518,465	4,550,000	8,300,000	<b>5,000,000</b>	9.9%
52603 Claims Administration	209,987	255,000	255,000	<b>270,000</b>	5.9%
52604 Miscellaneous Bonds/Insurance	8,497	10,250	8,046	<b>10,250</b>	-
52605 Unemployment Claims	131,831	100,000	20,000	<b>25,000</b>	-75.0%
52606 Property Insurance	289,639	414,000	384,594	<b>520,000</b>	25.6%
53101 Telephone	122	599	472	<b>533</b>	-11.0%
<b>Total Materials &amp; Services</b>	<b>\$6,196,271</b>	<b>\$6,650,118</b>	<b>\$10,246,602</b>	<b>\$7,646,156</b>	<b>15.0%</b>
54104 Information Technology Allocation	\$39,492	\$40,385	\$40,385	<b>\$49,560</b>	22.7%
54108 Building & Ops Allocation	22,233	26,332	26,332	<b>28,187</b>	7.0%
<b>Total Internal Services</b>	<b>\$61,725</b>	<b>\$66,717</b>	<b>\$66,717</b>	<b>\$77,747</b>	<b>16.5%</b>
71104 Bond Delivery Cost	\$3,199	-	-	-	-
71107 POB Miscellaneous Principal	19,518	\$20,328	\$19,518	<b>\$20,433</b>	0.5%
71108 POB Miscellaneous Interest	1,745	15,154	14,551	<b>12,249</b>	-19.2%
<b>Total Debt Service</b>	<b>\$24,462</b>	<b>\$35,482</b>	<b>\$34,069</b>	<b>\$32,682</b>	<b>-7.9%</b>
<b>Total Operating Expenditures</b>	<b>\$7,336,611</b>	<b>\$7,207,853</b>	<b>\$10,884,054</b>	<b>\$8,243,352</b>	<b>14.4%</b>

## Source of Funds

Insurance Reserve Fund	\$7,336,611	\$7,207,853	\$10,884,054	<b>\$8,243,352</b>	14.4%
<b>Total Sources</b>	<b>\$7,336,611</b>	<b>\$7,207,853</b>	<b>\$10,884,054</b>	<b>\$8,243,352</b>	<b>14.4%</b>



# **PARKS & RECREATION**







# PARKS & RECREATION DEPARTMENT

## DIRECTOR OF PARKS & RECREATION

### ADMINISTRATION

- Parks & Recreation Commission
- Financial Planning & Budget Development
- Citywide Special Events
- Capital Improvement Project Administration
- Activity & Facility Administration

### RECREATION SERVICES

- Speciality Classes
- Teen Center
- Bus Excursions
- Community Centers
- Tennis Operations
- Family/Special Events
- REC Programs & Camps

### SPORTS & AQUATICS

- Sports Leagues, Classes & Tournaments
- Aquatics Program
- Beach Events
- Youth Field & Facility Scheduling
- Beach Special Events

### CULTURAL ARTS

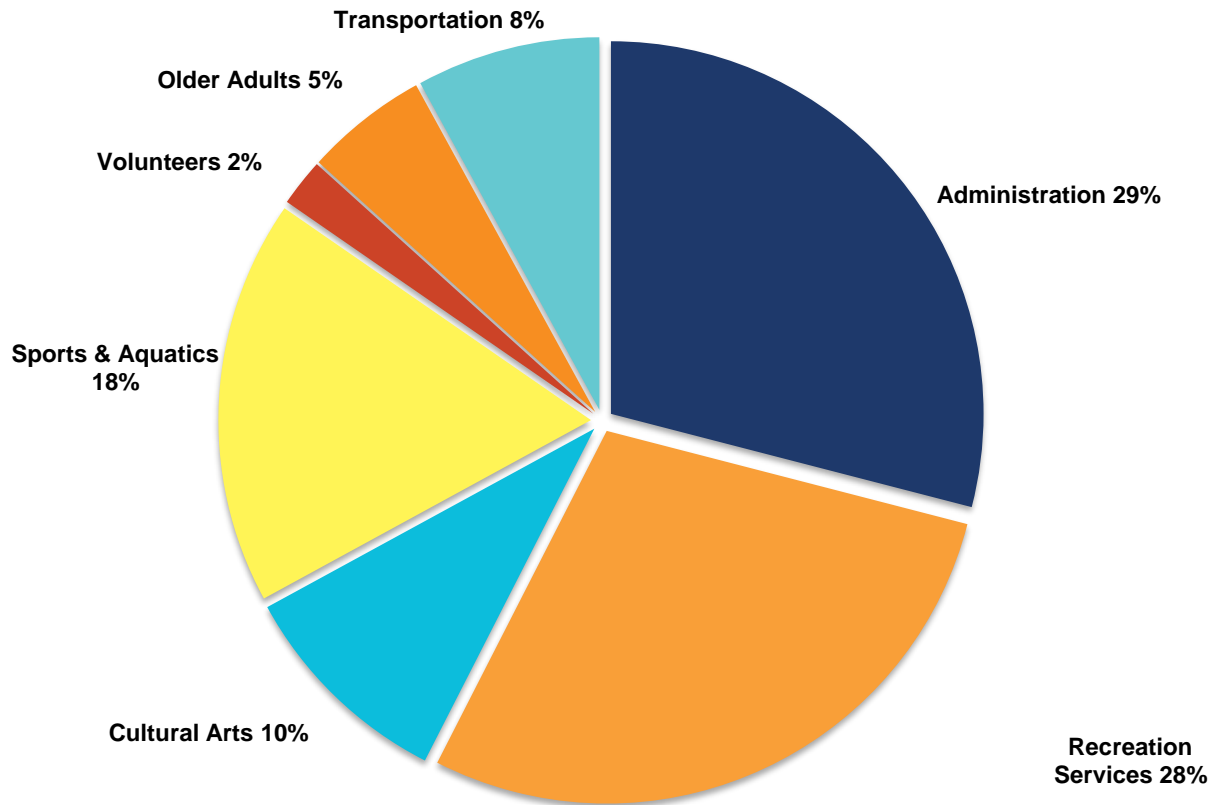
- Cultural Arts Commission
- Concerts in the Park
- Visual & Performing Arts
- Musical, Theater & Arts Special Events
- Arts in Education
- Art in Public Places

### COMMUNITY PROGRAMS

- Library Commission
- Older Adults Services & Programs
- Volunteer Recruitment & Placement
- Dial-A-Ride Transportation
- Older Adult & Volunteer Special Events

# PARKS & RECREATION DEPARTMENT

## FY 2022-23 Department Expenditure by Program

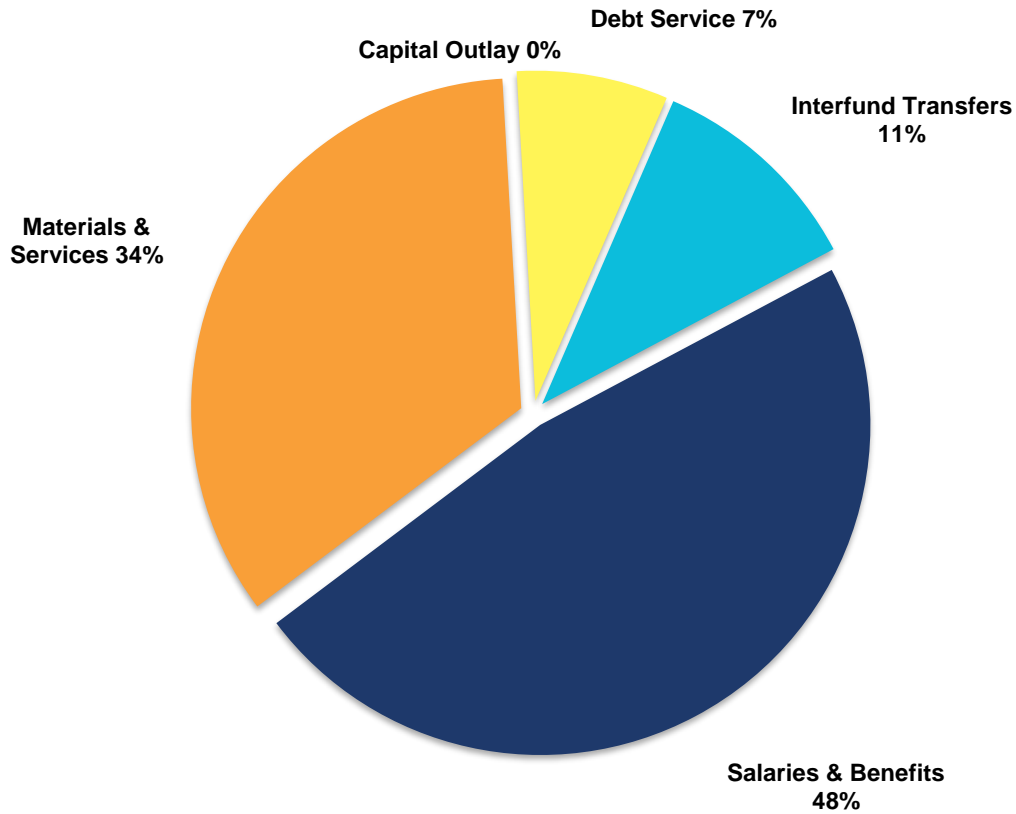


Program Expenditures	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimate	FY 2023 Proposed
Administration	\$6,022,856	\$4,594,511	\$3,565,492	\$2,839,476
Recreation Services	2,086,180	2,513,495	2,481,224	2,786,674
Cultural Arts	473,128	830,626	617,469	932,888
Sports & Aquatics	1,359,450	1,486,936	1,661,668	1,719,294
Volunteers	176,369	182,441	180,922	201,346
Older Adults	306,794	409,562	380,256	521,727
Transportation	1,142,804	932,081	836,653	780,646
<b>Total</b>	<b>\$11,567,580</b>	<b>\$10,949,652</b>	<b>\$9,723,684</b>	<b>\$9,782,051</b>

Program Revenues	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimate	FY 2023 Proposed
Recreation Services	\$1,334,188	\$1,313,000	\$1,560,000	\$1,711,000
Cultural Arts	22,310	114,703	120,000	160,000
Sports & Aquatics	648,510	886,000	1,110,000	1,338,000
Older Adults	1,901	67,475	14,000	67,475
<b>Total</b>	<b>\$2,006,909</b>	<b>\$2,381,178</b>	<b>\$2,804,000</b>	<b>\$3,276,475</b>
<b>Full-Time Positions</b>	<b>25</b>	<b>21</b>	<b>21</b>	<b>21</b>

# PARKS & RECREATION DEPARTMENT

## FY 2022-23 Department Expenditure by Category



Category Expenditures	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimate	FY 2023 Proposed
Salaries & Benefits	\$7,952,195	\$4,528,548	\$4,230,065	\$4,648,566
Materials & Services	2,261,059	2,800,163	2,917,051	3,359,684
Capital Outlay	130,244	1,622,690	531,259	-
Debt Service	500,099	654,948	703,606	725,661
Interfund Transfers	723,984	1,343,303	1,341,703	1,048,140
<b>Total</b>	<b>\$11,567,580</b>	<b>\$10,949,652</b>	<b>\$9,723,684</b>	<b>\$9,782,051</b>

# PARKS AND RECREATION DEPARTMENT

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## MISSION

*The Parks and Recreation Department is committed to creating community and enriching quality of life.*

## DEPARTMENT OVERVIEW

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

The Parks and Recreation Department has a team of 21 full-time and over one hundred seasonal and part-time professional staff who provide innovative, collaborative, effective, and efficient programs and services.

## RECENT ACCOMPLISHMENT HIGHLIGHTS

### ADMINISTRATION

- A comprehensive reevaluation of the Department's structure and organization realigned staffing with community priorities as identified in the recent community survey, including providing activities and events for all ages and upgrading the City's recreational facilities and parks.
- The Department continued to use its social media presence as a reliable source for City news and recreation offerings, reaching over 8,000 followers on Facebook, nearly 13,000 on Instagram, and 1,200 on Twitter.



## PARKS AND RECREATION DEPARTMENT

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- Programs in all divisions returned to near full capacity with the lifting of the COVID-19 social distancing restrictions.
- Online registrations increased as a result of a digital version of the quarterly Manhappenings brochure.
- Collaborative efforts with the following organizations enabled additional program offerings:
  - Beach Cities Health District;
  - Manhattan Beach Rotary Club;
  - Grand View Elementary;
  - American Association of Retired Persons (AARP);
  - Manhattan Beach Country Club;
  - Manhattan Beach Downtown Business Professional Association (MBDBPA);
  - Medicare Health Insurance Counseling and Advocacy Program;
  - Alzheimer's Association;
  - Los Angeles County Beaches & Harbor;
  - Department of Mental Health;
  - South Bay Family Health Care;
  - Marriott Golf Club;
  - )
  - Arthritis Foundation;
  - Center for Health Care Rights; and
  - Manhattan Beach Unified School District.
- Continued to work with the Parks and Recreation Commission to research and implement recommendations from the Parks Master Plan.
- In collaboration with the Communications Office, received an Award of Excellence through the California Parks & Recreation Society for the Evolution of Social Media in the Marketing & Communications category.



### SPORTS & AQUATICS

- Reopened all recreational facilities and restored in-person programming for all ages, including small and large-scale events.
- Introduced a popular new Sater Polo Program for novices at Begg Pool.
- Collaborated with the Engineering Division to plan Begg Field lighting, sod, and irrigation enhancements in exchange for utilizing the field as a staging area for the Peck Reservoir Project.
- Permitted local businesses and independent contractors to teach fitness classes in City parks during the pandemic.

### RECREATION SERVICES

- Hosted the first annual Pickleball Turkey Tournament in addition to the successful return of the Charlie Saikley 6-Man Volleyball Tournament, Manhattan Beach Open Volleyball Tournament, and Manhattan Beach Open Tennis Tournament.

## PARKS AND RECREATION DEPARTMENT

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- Implemented new fees for tennis and pickleball reservations at Manhattan Heights, and adjusted rates at Live Oak Park and Mira Costa High School.
- Partnered with MBUSD to offer increased court availability at Mira Costa High School.
- City sponsored afterschool programs for children and teens returned to normal operations after two years of pandemic restrictions.
- Enrollment in youth enrichment classes and camps returned to pre-pandemic numbers.

### CULTURAL ARTS

- The Concerts in the Park series returned to Polliwog Park after a pause in 2020.
- Installed a Bo Bridges mural on Parking Lot 3.
- Relaunched and reached maximum enrollments in adult and youth ceramics classes held in the Live Oak Park Ceramics Studio.
- Expanded hours and a fee increase for ceramics Open Lab resulted in increased revenue.
- Manhattan Beach Art Center (MBAC) reopened its doors with four annual exhibitions. Expanded virtual components included free tool kits, gallery walk-throughs, and documentary videos. Following LACDPH COVID-19 protocols, MBAC hosted several exhibition opening receptions with limited attendance inside the gallery and open space on the outdoor patio.
- The historic Red House reopened with limited weekend hours. History Associates Inc. submitted a preliminary report with recommendations for improving the care and management of the objects and archival material in the collection.



### COMMUNITY PROGRAMS

#### OLDER ADULT PROGRAM

- Continued community partnerships, including Beach Cities Health District, AARP Tax-Aide tax assistance, Center for Health Care Rights' Medicare assistance, Healthcare Elder Legal Program and Alzheimer's Association.
- Established relationship with SCAN, providing monthly zoom presentations on topics relating to emotional and physical well-being. Topics included medications, eating smart, Men's health, and exercising.
- Offered programs to help alleviate anxiety and feelings of insecurity experienced by the older adults and promote wellbeing. Initiated a weekly Mindfulness class, continued with the Dementia Caregiver Support Groups, expanded Chatting with Charlotte to two days twice a month, facilitated Discussion Groups, Woman to Woman and worked with the Manhattan Beach CERT Program for an Earthquake Preparedness program for seniors, including training on the Everbridge app for Android and iPhone.



## PARKS AND RECREATION DEPARTMENT

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- As health department guidelines permitted, in-person programs were offered in addition to Zoom programs. Agility, Balance and Coordination expanded to two days a week, Friday movies at Joslyn Center returned with seating limited to 30 attendees, a HomeShare presentation by SBCOG, and a H.E.L.P presentation on Wills, Trusts, Probate, and Prop 19 legislation.
- In lieu of “Lunch Bunch” in Joslyn, initiated a traveling lunch program with speakers, visiting locations with outdoor seating available, including visits to MBAC, MB Fire Station 1, and Marine Avenue Park.
- Provided a holiday drive thru luncheon, “Holiday with a Heart” for seniors. Over 250 boxed meals and gifts were distributed. The MB Rotary Club, MB Police Officers Association, MB Firefighters Association, and the MB Property Owners Association assisted with costs, and MB CERT provided traffic control.

### TRANSPORTATION

- Dial-A-Ride continued to provide essential transportation services to seniors throughout the pandemic and afterwards as older adults returned to post-pandemic activities. Early there were some restrictions with riders required to wear masks and maintain “safe distancing” while on the busses. As restrictions eased, ridership increased. In addition to Dial-A-Ride being utilized for essential services, riders are coming to Joslyn Center, attending church, having beauty shop appointments, and doing their own shopping. There are currently 1,194 active riders in the Dial-A-Ride system.
- An assessment of how to best utilize the \$450,000 grant awarded to purchase four replacement busses is underway. Different companies and options have been reviewed to determine the most efficient use of the funding while maintaining high quality of service for residents.
- Cross-trained dispatchers to assist with facilitating Older Adult Program Zoom classes.

### VOLUNTEERS

- Mid-year of FY 2021-2022, volunteers donated 10,495 hours, resulting in an approximate value this year of \$314,325 to the City. The American Association of Retired Persons (AARP) has calculated that the current average value for volunteers in California is \$29.95 per hour.
- Continued to work collaboratively with the MBUSD to offer volunteer opportunities at the City for ten CHOICE (The Community, Healthy Living, Opportunity, Independence, Career, and Emotional Social Well-being) transition students. CHOICE is the MBUSD transition program for neurodiverse young adults.
- Provided Manhattan Beach and South Bay High School students with the opportunity to volunteer safely from home through the Grams for Seniors Program. Over 12,000 notes of kindness and 1,200 cards for the veterans at Long Beach VA Hospital were made.





## PROGRAM OVERVIEW

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

## OBJECTIVES FY 2022-2023

- Update the comprehensive Parks Master Plan, outlining a 10-year roadmap of projects to enhance parks and facilities, and develop timelines, cost estimates, and potentially funding options for the projects
- Support the City's efforts to enhance communications.
- Coordinate with special event operators to provide events following defined protocols by LACDPH.
- Promote recreational and social opportunities serving the population ranging from infants to older adults.
- Provide excellent customer service for all registrations and reservations.
- Increase the number of online registrations for maximum staff efficiency and customer ease.
- Enhance and support all online reservations through the ActiveNet registration system.
- Expand social media presence and continue to develop an interactive digital Citywide activities guide including hyperlinks, web-clips, and interactive pictures.
- Continue to review and update Department policies.
- Work with Human Resources to develop innovative recruitment strategies to address staffing shortages.



## MAJOR SERVICE DELIVERY CHANGES

The Parks and Recreation Department is experiencing staffing changes due to some key retirements and Citywide and Department reorganizations. As a result, job duties for some positions have been redefined to better leverage the talents of the Department's valued employees.

	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
<b>Authorized Full-Time Positions</b>				
Director	1	1	1	1
Management Analyst	1	1	1	-
Senior Management Analyst	-	-	-	1
Graphic Artist	1	1	-	-
Administrative Assistant	1	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>

# PARKS AND RECREATION DEPARTMENT | ADMINISTRATION

Administration Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$411,686	\$331,696	\$397,488	\$358,593	8.1%
51103 Part Time Employee Salaries	56	378	100	389	2.9%
51104 Overtime Regular Employees	3,789	3,000	700	500	-83.3%
51201 Group Medical Insurance	68,918	70,693	64,107	73,771	4.4%
51202 Medicare	5,916	4,810	5,742	5,265	9.5%
51204 401A Plan City	10,188	9,866	12,075	13,179	33.6%
51205 Contributions to City Pension	-	11,766	11,766	11,766	-
51211 PERS Regular Contributions	38,537	29,330	34,965	32,025	9.2%
51213 PERS Regular Net Pension Liab	3,251,824	-	-	-	-
51231 Unemployment	8,100	46,816	46,816	46,816	-
51232 Workers Compensation	58,860	122,040	122,040	20,040	-83.6%
<b>Total Salaries &amp; Benefits</b>	<b>\$3,857,874</b>	<b>\$630,395</b>	<b>\$695,799</b>	<b>\$562,344</b>	<b>-10.8%</b>
52101 Contract Services	\$926,313	\$889,236	\$879,000	\$917,692	3.2%
52201 Departmental Supplies	8,666	12,280	7,000	16,980	38.3%
52202 Office Supplies	11,615	16,000	15,000	20,000	25.0%
52203 Printing	5,275	54,514	44,500	54,664	0.3%
52204 Postage	10,391	12,383	10,500	11,014	-11.1%
52206 Advertising	10,355	20,260	15,510	21,810	7.7%
52301 Training, Conf & Meetings	1,477	2,010	1,500	12,170	505.5%
52305 Recruitment Costs	392	4,520	4,520	4,520	-
52307 Memberships & Dues	2,741	3,350	2,510	3,350	-
52308 Reference Books & Periodicals	300	500	200	500	-
52403 City Store Purchases	11,009	-	-	-	-
52704 City Funds Exchange	188,125	-	-	-	-
52801 Computers, Supplies & Software	7,539	4,396	5,000	2,120	-51.8%
53101 Telephone	1,293	2,876	2,490	2,834	-1.5%
<b>Total Materials &amp; Services</b>	<b>\$1,185,492</b>	<b>\$1,022,325</b>	<b>\$987,730</b>	<b>\$1,067,654</b>	<b>4.4%</b>
54102 Warehouse Purchases	\$1,634	\$2,000	\$1,500	\$2,000	-
54104 Information Technology Allocation	116,220	133,795	133,795	142,763	6.7%
54105 Insurance Allocation	90,300	339,780	339,780	150,540	-55.7%
54106 Fleet Rental Allocation	-	24,720	24,720	16,760	-32.2%
54107 Fleet Maintenance Allocation	-	29,607	29,607	26,957	-9.0%
54108 Building & Ops Allocation	143,807	170,315	170,315	182,318	7.0%
<b>Total Internal Services</b>	<b>\$351,961</b>	<b>\$700,217</b>	<b>\$699,717</b>	<b>\$521,338</b>	<b>-25.5%</b>
<b>Total Operating Expenditures</b>	<b>\$5,395,327</b>	<b>\$2,352,937</b>	<b>\$2,383,246</b>	<b>\$2,151,336</b>	<b>(8.6%)</b>

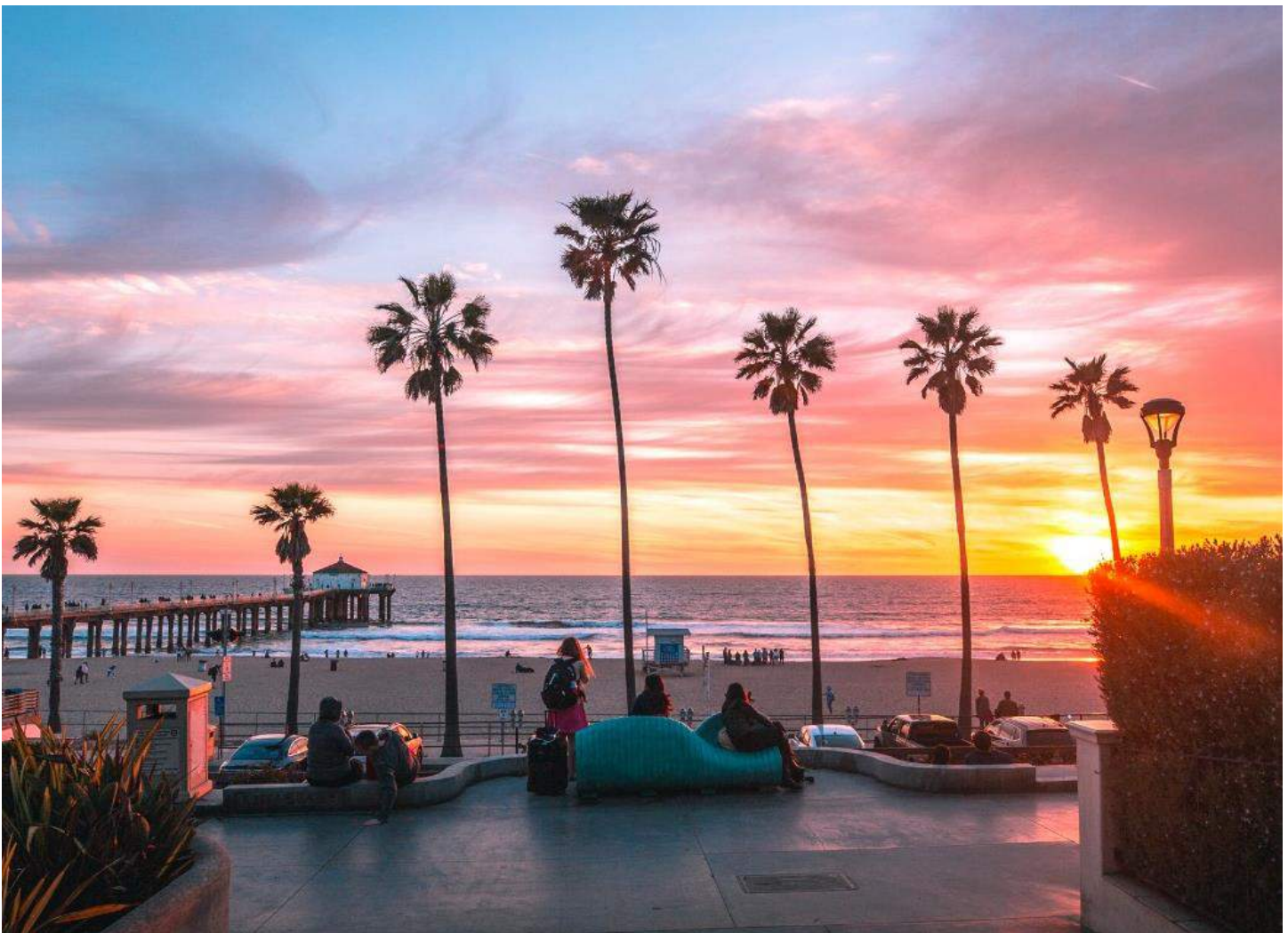


## PARKS AND RECREATION DEPARTMENT | ADMINISTRATION

Administration Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
62202 Landscape & Site Improvements	\$130,187	\$1,600,000	\$508,569	-	-100.0%
<b>Total Capital Projects &amp; Equipment</b>	<b>\$130,187</b>	<b>\$1,600,000</b>	<b>\$508,569</b>	<b>-</b>	<b>-100.0%</b>
71101 Bond Principal	\$310,000	\$320,000	\$320,000	<b>\$335,000</b>	4.7%
71102 Bond Interest	167,750	156,700	156,700	<b>143,600</b>	-8.4%
71103 Bond Administration Fee	1,600	1,600	1,600	<b>1,600</b>	-
71104 Bond Delivery Cost	17,993	-	-	-	-
71107 POB Miscellaneous Principal	-	93,540	111,932	<b>130,004</b>	39.0%
71108 POB Miscellaneous Interest	-	69,734	83,445	<b>77,936</b>	11.8%
<b>Total Debt Service</b>	<b>\$497,343</b>	<b>\$641,574</b>	<b>\$673,677</b>	<b>\$688,140</b>	<b>7.3%</b>
<b>Total Expenditures</b>	<b>\$6,022,856</b>	<b>\$4,594,511</b>	<b>\$3,565,492</b>	<b>\$2,839,476</b>	<b>(38.2%)</b>

### Source of Funds

General Fund	\$5,892,669	\$2,994,511	\$3,056,923	<b>\$2,839,476</b>	-5.2%
Capital Improvement Fund	130,187	1,600,000	508,569	-	-100.0%
<b>Total Sources</b>	<b>\$6,022,856</b>	<b>\$4,594,511</b>	<b>\$3,565,492</b>	<b>\$2,839,476</b>	<b>(38.2%)</b>



## PROGRAM OVERVIEW

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



## OBJECTIVES FY 2022-2023

- Increase REC Summer Camp capacities at all facilities in order to meet community needs.
- Maintain high customer satisfaction ratings for youth enrichment classes, camps, and Afterschool REC and Teen Center programs.
- Enhance the REC Afterschool program by collaborating with local partners, including West Basin Municipal Water District, the American Red Cross, and the Manhattan Beach Library.

## MAJOR SERVICE DELIVERY CHANGES

As the city enters into a post-pandemic way of life, recreation programs will continue to be modified and guidelines will be implemented and adhered to in order to ensure a safe working environment exists for program participants.

	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
<b>Authorized Full-Time Positions</b>				
Senior Recreation Services Manager	0.5	1	1	1
Recreation Program Supervisor*	1.17	1.17	1.17	-
Senior Recreation Supervisor*	-	-	-	1.25
Recreation Supervisor*	2.12	2.39	2.39	2.75
Recreation Coordinator*	1.37	1.89	1.5	-
Administrative Analyst	-	-	-	1
Facilities Reservations Clerk	1	1	1	-
<b>Total</b>	<b>6.16</b>	<b>7.45</b>	<b>7.06</b>	<b>6</b>

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

52,391 hours are budgeted in FY 2022-2023 for part-time staff.

# PARKS AND RECREATION DEPARTMENT | RECREATION SERVICES

Recreation Services		FY 2021	FY 2022	FY 2022	FY 2023	Var from
Object Description		Actual	Adopted	Y/E Est	Proposed	FY 22 Budg
51101	Salaries & Allowances	\$622,237	\$570,599	\$506,901	\$556,653	-2.4%
51103	Part Time Employee Salaries	583,924	887,898	848,000	949,902	7.0%
51104	Overtime Regular Employees	1,912	9,714	15,641	10,921	12.4%
51201	Group Medical Insurance	116,161	114,512	93,783	119,688	4.5%
51202	Medicare	17,252	21,149	17,948	21,238	0.4%
51204	401A Plan City	11,047	10,377	6,948	12,402	19.5%
51211	PERS Regular Contributions	87,928	87,729	83,690	85,317	-2.7%
51213	PERS Regular Net Pension Liab	57,421	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$1,497,884</b>	<b>\$1,701,978</b>	<b>\$1,572,911</b>	<b>\$1,756,121</b>	<b>3.2%</b>
52101	Contract Services	\$258,149	\$398,467	\$497,000	\$476,667	19.6%
52201	Departmental Supplies	36,135	85,600	93,600	148,600	73.6%
52203	Printing	2,146	4,000	2,294	3,000	-25.0%
52205	Uniforms/Safety Equipment	6,767	8,500	8,500	8,500	-
52206	Advertising	-	4,060	2,000	11,510	183.5%
52301	Training, Conf & Meetings	1,214	4,800	4,300	30,100	527.1%
52305	Recruitment Costs	-	1,024	-	1,024	-
52307	Memberships & Dues	370	1,600	1,890	1,400	-12.5%
52801	Computers, Supplies & Software	3,270	-	-	-	-
53101	Telephone	5,948	10,313	9,272	10,621	3.0%
53102	Electricity	101,888	95,919	91,642	94,391	-1.6%
53103	Natural Gas	8,234	8,867	9,648	11,964	34.9%
<b>Total Materials &amp; Services</b>		<b>\$424,121</b>	<b>\$623,150</b>	<b>\$720,146</b>	<b>\$797,777</b>	<b>28.0%</b>
54102	Warehouse Purchases	\$2,248	\$13,020	\$12,820	\$13,020	-
54104	Information Technology Allocation	161,928	170,589	170,589	213,775	25.3%
54106	Fleet Rental Allocation	-	1,600	1,600	2,540	58.8%
54107	Fleet Maintenance Allocation	-	3,158	3,158	3,441	9.0%
<b>Total Internal Services</b>		<b>\$164,176</b>	<b>\$188,367</b>	<b>\$188,167</b>	<b>\$232,776</b>	<b>23.6%</b>
<b>Total Operating Expenditures</b>		<b>\$2,086,180</b>	<b>\$2,513,495</b>	<b>\$2,481,224</b>	<b>\$2,786,674</b>	<b>10.9%</b>
<b>Source of Funds</b>						
General Fund		\$2,086,180	\$2,513,495	\$2,481,224	\$2,786,674	10.9%
<b>Total Sources</b>		<b>\$2,086,180</b>	<b>\$2,513,495</b>	<b>\$2,481,224</b>	<b>\$2,786,674</b>	<b>10.9%</b>





## PROGRAM OVERVIEW

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

## OBJECTIVES FY 2022-2023

- Maintain highly favorable ratings for swim programs, fitness classes, and sport leagues.
- Maintain division revenues at a minimum of 70% of operating expenditures.
- Seek opportunities to collaborate with Youth Sport Organizations to replace synthetic turf at Marine Soccer Field.
- Complete Begg Field and Polliwog Park Playground renovations.
- Install a National Fitness Court in Polliwog Park.

	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
<b>Authorized Full-Time Positions</b>				
Senior Recreation Services Manager	0.5	-	-	-
Recreation Program Supervisor*	0.83	0.83	0.83	-
Senior Recreation Supervisor*	-	-	-	0.75
Recreation Supervisor*	0.76	0.45	0.45	2.09
Recreation Coordinator*	2.51	1.95	1.50	-
<b>Total</b>	<b>4.6</b>	<b>3.23</b>	<b>2.78</b>	<b>2.84</b>

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

26,834 hours are budgeted in FY 2022-2023 for part-time staff.

# PARKS AND RECREATION DEPARTMENT | SPORTS & AQUATICS

<b>Sports &amp; Aquatics Object Description</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2022 Y/E Est</b>	<b>FY 2023 Proposed</b>	<b>Var from FY 22 Budg</b>
51101 Salaries & Allowances	\$277,218	\$227,220	\$241,854	<b>\$239,058</b>	5.2%
51103 Part Time Employee Salaries	429,322	467,618	423,000	<b>499,044</b>	6.7%
51104 Overtime Regular Employees	4,360	4,072	2,000	<b>4,100</b>	0.7%
51201 Group Medical Insurance	37,614	33,129	35,000	<b>35,392</b>	6.8%
51202 Medicare	10,237	10,076	11,864	<b>10,542</b>	4.6%
51204 401A Plan City	3,525	3,447	3,753	<b>3,567</b>	3.5%
51211 PERS Regular Contributions	41,193	33,832	40,032	<b>34,277</b>	1.3%
51213 PERS Regular Net Pension Liab	26,341	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$829,810</b>	<b>\$779,394</b>	<b>\$757,503</b>	<b>\$825,980</b>	<b>6.0%</b>
52101 Contract Services	\$472,614	\$525,458	\$735,000	<b>\$695,658</b>	32.4%
52201 Departmental Supplies	38,950	143,700	141,600	<b>158,275</b>	10.1%
52203 Printing	536	2,000	1,000	<b>2,000</b>	-
52205 Uniforms/Safety Equipment	2,546	2,070	123	<b>2,070</b>	-
52206 Advertising	727	6,000	5,000	<b>7,000</b>	16.7%
52301 Training, Conf & Meetings	2,847	4,500	800	<b>10,000</b>	122.2%
52307 Memberships & Dues	2,233	4,075	2,290	<b>4,075</b>	-
53101 Telephone	371	1,812	1,425	<b>1,613</b>	-11.0%
<b>Total Materials &amp; Services</b>	<b>\$520,824</b>	<b>\$689,615</b>	<b>\$887,238</b>	<b>\$880,691</b>	<b>27.7%</b>
54102 Warehouse Purchases	\$3,740	\$2,250	\$1,250	<b>\$3,250</b>	44.4%
54104 Information Technology Allocation	5,076	5,778	5,778	<b>4,068</b>	-29.6%
54106 Fleet Rental Allocation	-	5,030	5,030	-	-100.0%
54107 Fleet Maintenance Allocation	-	4,869	4,869	<b>5,305</b>	9.0%
<b>Total Internal Services</b>	<b>\$8,816</b>	<b>\$17,927</b>	<b>\$16,927</b>	<b>\$12,623</b>	<b>-29.6%</b>
<b>Total Expenditures</b>	<b>\$1,359,450</b>	<b>\$1,486,936</b>	<b>\$1,661,668</b>	<b>\$1,719,294</b>	<b>15.6%</b>

## Source of Funds

General Fund	\$1,359,450	\$1,486,936	\$1,661,668	<b>\$1,719,294</b>	15.6%
<b>Total Sources</b>	<b>\$1,359,450</b>	<b>\$1,486,936</b>	<b>\$1,661,668</b>	<b>\$1,719,294</b>	<b>15.6%</b>

## PROGRAM OVERVIEW

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

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



## OBJECTIVES FY 2022-2023

- Expand youth and adult classes in the Ceramics Studio by adding instructors and new activities, continuing to utilize indoor and outdoor space for instruction, allowing multiple classes to run consecutively despite limited facility size.
- Increase firing and participant capacity by installing new gas geil kiln at the Ceramics Studio.
- Launch Glaze Lab Ceramics program at MBAC to allow as an introductory level ceramics activity as well as provide an opportunity for a new revenue stream.
- Move the popular Raku program from Live Oak Park to MBAC to increase classes and workshops at MBAC.
- Advance the Art Education program at the Manhattan Beach Art Center through new in-person and virtual workshops, classes, and art exhibitions.
- Continue advancement of projects on the Arts Commission Work Plan, and finalize and provide recommendations for the use of the Public Art Trust Fund for City Council consideration.
- Install Bo Bridges mural on the south wall of City Hall.
- Begin developing community programming with the Manhattan Beach Historical Society.
- Reinstate the full Concerts in the Park lineup focusing on local bands and artists.
- Install Rainbow Crosswalk on the Manhattan Beach Blvd and the Strand as well as a Rainbow path in Polliwog Park.
- Restore the John Van Hammersveld mural on the frieze of MBAC.
- Install Digital Wall Display in City Hall to display artwork by local artists and students.

## MAJOR SERVICE DELIVERY CHANGES

To mitigate the limited capacity of the Ceramics Studio, staff developed a plan to move the popular Raku program and launch Glaze Lab, a paint your own pottery program, at MBAC. These two initiatives will allow more students to participate in ceramics classes and workshops, thereby relieving the overburdened Ceramics Studio and bringing in additional revenue.

## PARKS AND RECREATION DEPARTMENT | CULTURAL ARTS

The 2021 Concerts in the Park series consisted of four performances due to COVID-19 and the state and county restrictions regarding large group gatherings. Staff plans to reinstate the full Concerts in the Park series of ten performances and feature local talent for 2022.

Authorized Full-Time Positions	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
Cultural Arts Manager	1	1	1	1
Recreation Supervisor*	1.06	1.05	1.05	1.05
Recreation Coordinator*	1.06	1.05	1	2
<b>Total</b>	<b>3.12</b>	<b>3.1</b>	<b>3.05</b>	<b>4.05</b>

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

11,273 hours are budgeted in FY 2022-2023 for part-time staff.

Cultural Arts Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$162,353	\$258,943	\$176,870	\$292,463	12.9%
51103 Part Time Employee Salaries	134,915	182,266	153,485	160,062	-12.2%
51104 Overtime Regular Employees	166	572	572	583	1.9%
51201 Group Medical Insurance	36,678	49,018	30,831	68,271	39.3%
51202 Medicare	4,135	6,398	4,636	7,071	10.5%
51204 401A Plan City	-	4,542	4,286	4,738	4.3%
51211 PERS Regular Contributions	22,793	31,406	22,828	34,374	9.5%
51213 PERS Regular Net Pension Liab	26,532	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$387,572</b>	<b>\$533,145</b>	<b>\$393,508</b>	<b>\$567,562</b>	<b>6.5%</b>
52101 Contract Services	\$7,652	\$160,421	\$86,901	\$201,621	25.7%
52201 Departmental Supplies	15,950	34,000	34,000	54,000	58.8%
52203 Printing	498	4,200	4,200	4,200	-
52206 Advertising	394	7,092	7,092	10,684	50.6%
52301 Training, Conf & Meetings	284	650	650	5,300	715.4%
52305 Recruitment Costs	45	-	-	-	-
52307 Memberships & Dues	14	795	795	515	-35.2%
52308 Reference Books & Periodicals	-	200	200	200	-
<b>Total Materials &amp; Services</b>	<b>\$24,838</b>	<b>\$207,358</b>	<b>\$133,838</b>	<b>\$276,520</b>	<b>33.4%</b>
54102 Warehouse Purchases	\$922	\$2,056	\$2,056	\$3,000	45.9%
54104 Information Technology Allocation	\$59,796	65,377	65,377	85,806	31.2%
<b>Total Internal Services</b>	<b>\$60,718</b>	<b>\$67,433</b>	<b>\$67,433</b>	<b>\$88,806</b>	<b>31.7%</b>
<b>Total Operating Expenditures</b>	<b>\$473,128</b>	<b>\$807,936</b>	<b>\$594,779</b>	<b>\$932,888</b>	<b>15.5%</b>
61301 Machinery	-	\$22,690	\$22,690	-	-100.0%
<b>Total Capital Projects &amp; Equipment</b>	<b>-</b>	<b>\$22,690</b>	<b>\$22,690</b>	<b>-</b>	<b>-100.0%</b>
<b>Total Expenditures</b>	<b>\$473,128</b>	<b>\$830,626</b>	<b>\$617,469</b>	<b>\$932,888</b>	<b>12.3%</b>

### Source of Funds

General Fund	\$473,128	\$830,626	\$617,469	\$932,888	12.3%
<b>Total Sources</b>	<b>\$473,128</b>	<b>\$830,626</b>	<b>\$617,469</b>	<b>\$932,888</b>	<b>12.3%</b>



## PROGRAM OVERVIEW

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



## OBJECTIVES FY 2022-2023

- Continue to create programs to meet the needs of the older adult population, adhering to any changes in the health guidelines.
- Continue to establish relationships with older adult service providers and expand the network by seeking additional contacts.
- Continue to engage the older adults with social, health, and educational programs offered through virtual platforms and in-person.
- Recruit and maintain an expanded volunteer program at Joslyn Center.

## MAJOR SERVICE DELIVERY CHANGES

In order to continue providing high-quality programming at little to low cost to participants in the coming years, the Older Adults Program will explore ways to network, streamline, and prioritize programs. Older Adult programs are continuously resuming under the L.A. County Health Department guidelines. Programs are offered through Zoom and on site. Currently, the Recreation Coordinator position is vacant.

	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
<b>Authorized Full-Time Positions</b>				
Older Adults Programs Supervisor	1	1	1	-
Recreation Supervisor*	0.06	0.11	0.11	1.11
Recreation Coordinator*	1.06	1.11	1	1
<b>Total</b>	<b>2.12</b>	<b>2.22</b>	<b>2.11</b>	<b>2.11</b>

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

6,716 hours are budgeted in FY 2022-2023 for part-time staff.

# PARKS AND RECREATION DEPARTMENT | OLDER ADULTS

Older Adults Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$104,841	\$92,998	\$89,399	<b>\$157,608</b>	69.5%
51103 Part Time Employee Salaries	57,907	109,902	93,500	<b>69,875</b>	-36.4%
51104 Overtime Regular Employees	366	1,184	600	<b>650</b>	-45.1%
51201 Group Medical Insurance	18,149	16,884	17,120	<b>17,992</b>	6.6%
51202 Medicare	2,344	2,942	2,956	<b>4,212</b>	43.2%
51204 401A Plan City	3,498	3,396	3,612	-	-100.0%
51211 PERS Regular Contributions	10,641	11,446	13,559	<b>17,645</b>	54.2%
51213 PERS Regular Net Pension Liab	14,675	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$212,421</b>	<b>\$238,752</b>	<b>\$220,746</b>	<b>\$267,982</b>	<b>12.2%</b>
52101 Contract Services	\$12,244	\$35,836	\$28,029	<b>\$81,353</b>	127.0%
52201 Departmental Supplies	10,094	40,391	38,393	<b>59,135</b>	46.4%
52203 Printing	1,054	3,500	3,000	<b>3,500</b>	-
52206 Advertising	394	2,500	2,000	<b>5,000</b>	100.0%
52301 Training, Conf & Meetings	468	1,887	1,000	<b>3,775</b>	100.1%
52307 Memberships & Dues	-	1,553	1,895	<b>1,990</b>	28.1%
52308 Reference Books & Periodicals	91	500	-	<b>500</b>	-
52705 Service Agency Contributions	27,986	37,315	37,315	<b>37,315</b>	-
52801 Computers, Supplies & Software	1,146	-	450	-	-
<b>Total Materials &amp; Services</b>	<b>\$53,477</b>	<b>\$123,482</b>	<b>\$112,082</b>	<b>\$192,568</b>	<b>55.9%</b>
54102 Warehouse Purchases	\$300	\$500	\$600	<b>\$2,000</b>	300.0%
54104 Information Technology Allocation	40,596	46,828	46,828	<b>59,177</b>	26.4%
<b>Total Internal Services</b>	<b>\$40,896</b>	<b>\$47,328</b>	<b>\$47,428</b>	<b>\$61,177</b>	<b>29.3%</b>
<b>Total Expenditures</b>	<b>\$306,794</b>	<b>\$409,562</b>	<b>\$380,256</b>	<b>\$521,727</b>	<b>27.4%</b>
<b>Source of Funds</b>					
General Fund	\$306,794	\$409,562	\$380,256	<b>\$521,727</b>	27.4%
<b>Total Sources</b>	<b>\$306,794</b>	<b>\$409,562</b>	<b>\$380,256</b>	<b>\$521,727</b>	<b>27.4%</b>

## PROGRAM OVERVIEW

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

## OBJECTIVES FY 2022-2023

- Continue to offer Dial-A-Ride service to destinations in Manhattan Beach, as well as to select medical facilities outside of the city.
- Offer level of service as needed to meet the return of older adult programs at Joslyn Center, and the overall increase in ride requests.
- Collaborate with senior housing facilities and MBUSD Special Education programs to provide effective transportation options as needed.
- Provide increased driver and dispatch training to improve efficiency, safety and customer service
- Assist the Older Adult Program staff to plan and implement bimonthly local bus trips and offer a flexible schedule to include after-hours events like the MBUSD free events for older adults.
- Continue to obtain a high satisfaction rating of drivers and dispatchers.

## MAJOR SERVICE DELIVERY CHANGES

After the retirement of two long-term, full-time Transportation Services Operators in April 2021, the process of evaluating software program platforms and other programs able to support the high level and quality of service provide by Dial-A-Ride began. Following the study of program options, a recommendation of the best utilization of the \$450,000 grant from the Metropolitan Transportation Authority will be presented to the City Council for consideration.

	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
<b>Authorized Full-Time Positions</b>				
Transportation Services Operator	3	3	1	1
Recreation Supervisor	-	-	-	1
Recreation Coordinator	1	1	1	-
<b>Total</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>2</b>

9,368 hours are budgeted in FY 2022-2023 for part-time staff.



# PARKS AND RECREATION DEPARTMENT | TRANSPORTATION

Transportation Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$282,632	\$130,977	\$138,965	\$139,029	6.1%
51103 Part Time Employee Salaries	121,397	285,104	240,000	293,635	3.0%
51104 Overtime Regular Employees	1,149	8,232	4,400	4,546	-44.8%
51201 Group Medical Insurance	47,886	25,417	23,970	26,343	3.6%
51202 Medicare	5,732	6,033	2,015	6,274	4.0%
51211 PERS Regular Contributions	32,525	37,863	23,023	38,206	0.9%
51213 PERS Regular Net Pension Liab	518,663	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$1,009,984</b>	<b>\$493,626</b>	<b>\$432,373</b>	<b>\$508,033</b>	<b>2.9%</b>
52101 Contract Services	\$19,996	\$16,983	\$16,983	\$16,463	-3.1%
52103 Computer Contract Services	25,906	25,000	25,000	26,700	6.8%
52201 Departmental Supplies	3,338	8,393	4,400	8,393	-
52203 Printing	-	612	800	700	14.4%
52204 Postage	1,055	1,172	800	1,119	-4.5%
52205 Uniforms/Safety Equipment	-	4,025	2,800	3,285	-18.4%
52301 Training, Conf & Meetings	-	650	500	7,905	1116.2%
52307 Memberships & Dues	535	1,475	1,475	1,305	-11.5%
52501 Bus Pass Subsidies	-	5,600	5,600	5,600	-
52502 Recreation Bus Trips	-	59,225	14,000	59,225	-
53101 Telephone	936	896	943	1,086	21.2%
<b>Total Materials &amp; Services</b>	<b>\$51,767</b>	<b>\$124,031</b>	<b>\$73,301</b>	<b>\$131,781</b>	<b>6.2%</b>
54102 Warehouse Purchases	\$1,512	\$1,200	\$1,200	\$2,500	108.3%
54104 Information Technology Allocation	76,728	42,267	42,267	56,218	33.0%
54105 Insurance Allocation	-	216,660	216,660	-	-100.0%
54107 Fleet Maintenance Allocation	-	40,923	40,923	44,593	9.0%
<b>Total Internal Services</b>	<b>\$78,240</b>	<b>\$301,050</b>	<b>\$301,050</b>	<b>\$103,311</b>	<b>-65.7%</b>
61203 Computer Equipment & Software	\$57	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$57</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operating Expenditures</b>	<b>\$1,140,048</b>	<b>\$918,707</b>	<b>\$806,724</b>	<b>\$743,125</b>	<b>(19.1%)</b>
71104 Bond Delivery Cost	\$2,756	-	-	-	-
71107 POB Miscellaneous Principal	-	\$7,662	\$17,146	\$23,458	206.2%
71108 POB Miscellaneous Interest	-	5,712	12,783	14,063	146.2%
<b>Total Debt Service</b>	<b>\$2,756</b>	<b>\$13,374</b>	<b>\$29,929</b>	<b>\$37,521</b>	<b>180.6%</b>
<b>Total Expenditures</b>	<b>\$1,142,804</b>	<b>\$932,081</b>	<b>\$836,653</b>	<b>\$780,646</b>	<b>(16.2%)</b>
<b>Source of Funds</b>					
Prop A	\$1,142,804	\$932,081	\$836,653	\$780,646	-16.2%
<b>Total Sources</b>	<b>\$1,142,804</b>	<b>\$932,081</b>	<b>\$836,653</b>	<b>\$780,646</b>	<b>(16.2%)</b>

## 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 activity coordinators, teachers and clerical volunteers, special event positions, sports league coaches, and various positions within the Police and Fire Departments.



## OBJECTIVES FY 2022-2023

- Collaborate with schools and community groups to offer volunteer service opportunities that enhance parks and open space areas in the community and provide opportunities for people with developmental disabilities.
- Maintain diverse volunteer opportunities for older adults.
- Coordinate 3-4 park clean-ups annually offering volunteer opportunities for the community and enhanced maintenance of the parks.
- Continue to coordinate with the Police Department to offer annual volunteer recognition event(s) for City volunteers.
- Meet the volunteer needs of City departments.
- Maintain the number of volunteer hours for increased savings to the City.
- Establish a Veterans Outreach Program.
- Maintain strong relationship with community groups providing essential services to older adults.
- Continue to provide Manhattan Beach and South Bay High School students with the opportunity to volunteer safely from home through the Grams for Seniors Program.

	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
<b>Authorized Full-Time Positions</b>				
Recreation Services Manager	1	1	1	-
Senior Recreation Supervisor	-	-	-	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

416 hours are budgeted in FY 2022-2023 for part-time staff.



## PARKS AND RECREATION DEPARTMENT | VOLUNTEERS

Volunteers Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$117,185	\$114,529	\$126,794	<b>\$121,340</b>	5.9%
51103 Part Time Employee Salaries	2,806	10,354	2,800	<b>10,666</b>	3.0%
51201 Group Medical Insurance	9,542	9,561	9,265	<b>10,617</b>	11.0%
51202 Medicare	1,719	1,661	1,865	<b>1,759</b>	5.9%
51204 401A Plan City	5,127	5,014	5,460	<b>5,460</b>	8.9%
51211 PERS Regular Contributions	11,271	10,139	11,041	<b>10,702</b>	5.6%
51213 PERS Regular Net Pension Liab	9,000	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$156,651</b>	<b>\$151,258</b>	<b>\$157,225</b>	<b>\$160,544</b>	<b>6.1%</b>
52101 Contract Services	-	\$8,000	\$1,500	<b>\$9,786</b>	22.3%
52201 Departmental Supplies	\$460	1,500	\$600	<b>2,250</b>	50.0%
52307 Memberships & Dues	-	300	300	<b>300</b>	-
53101 Telephone	82	402	316	<b>357</b>	-11.2%
<b>Total Materials &amp; Services</b>	<b>\$542</b>	<b>\$10,202</b>	<b>\$2,716</b>	<b>\$12,693</b>	<b>24.4%</b>
54104 Information Systems Allocation	\$19,176	\$20,981	\$20,981	<b>\$28,109</b>	34.0%
<b>Total Internal Services</b>	<b>\$19,176</b>	<b>\$20,981</b>	<b>\$20,981</b>	<b>\$28,109</b>	<b>34.0%</b>
<b>Total Expenditures</b>	<b>\$176,369</b>	<b>\$182,441</b>	<b>\$180,922</b>	<b>\$201,346</b>	<b>10.4%</b>

### Source of Funds

General Fund	\$176,369	\$182,441	\$180,922	<b>\$201,346</b>	10.4%
<b>Total Sources</b>	<b>\$176,369</b>	<b>\$182,441</b>	<b>\$180,922</b>	<b>\$201,346</b>	<b>10.4%</b>





**POLICE**





# POLICE DEPARTMENT

## CHIEF OF POLICE

### ADMINISTRATION & INVESTIGATIONS BUREAU

### FIELD OPERATIONS BUREAU

#### ADMINISTRATIVE SERVICES DIVISION

- Personnel / Recruitment & Hiring
- Training
- Strategic Planning
- Professional Standards / Internal Affairs
- Budget
- Information Technology

#### INVESTIGATIONS & SUPPORT DIVISION

- Investigations
- Technical Support Services / Records
- School Resource Officer Program
- Court Liaison
- Narcotics
- Communications / Dispatch
- Property & Evidence
- Facility Management
- Social Media
- Grants
- Community Affairs
- Volunteer Program

#### PATROL DIVISION

(DAY WATCH & NIGHT WATCH)

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

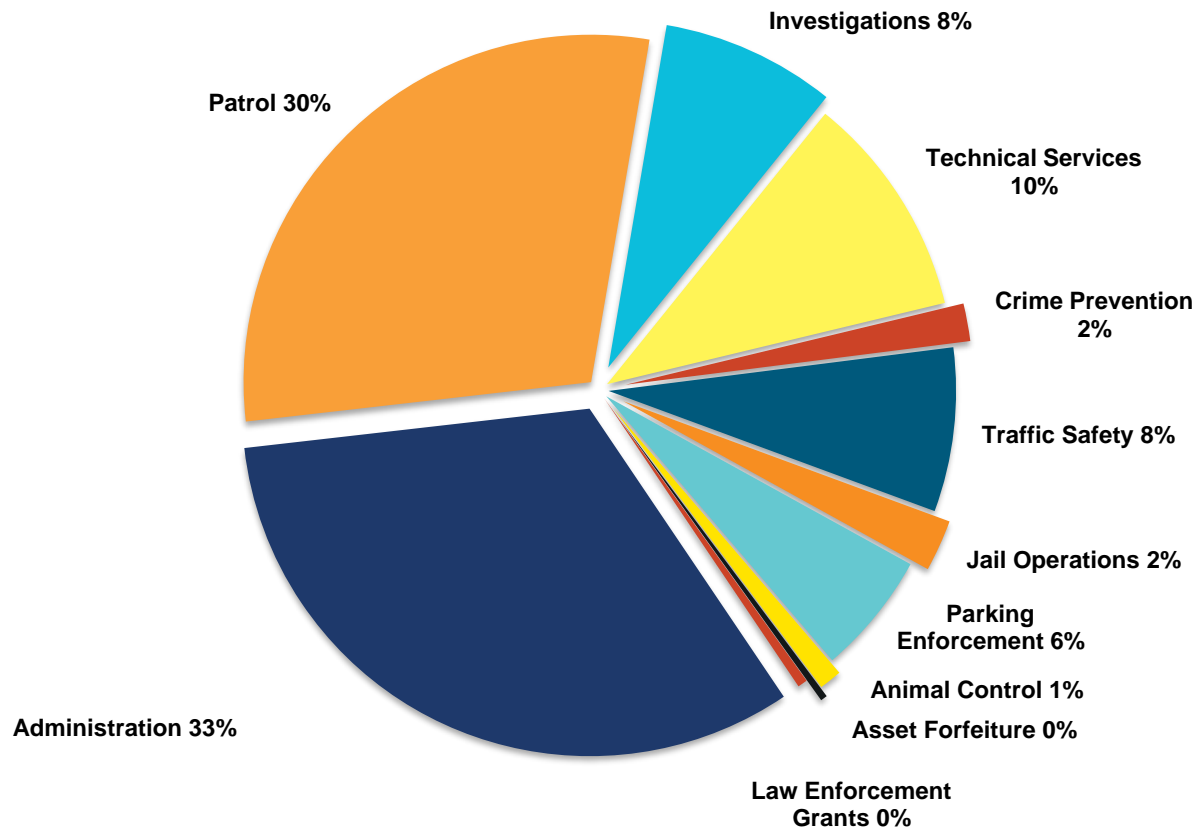
#### TRAFFIC DIVISION

- Traffic Enforcement
- Traffic Collision Investigations
- Special Events
- Parking Enforcement
- Municipal Code Enforcement
- Animal Control



# POLICE DEPARTMENT

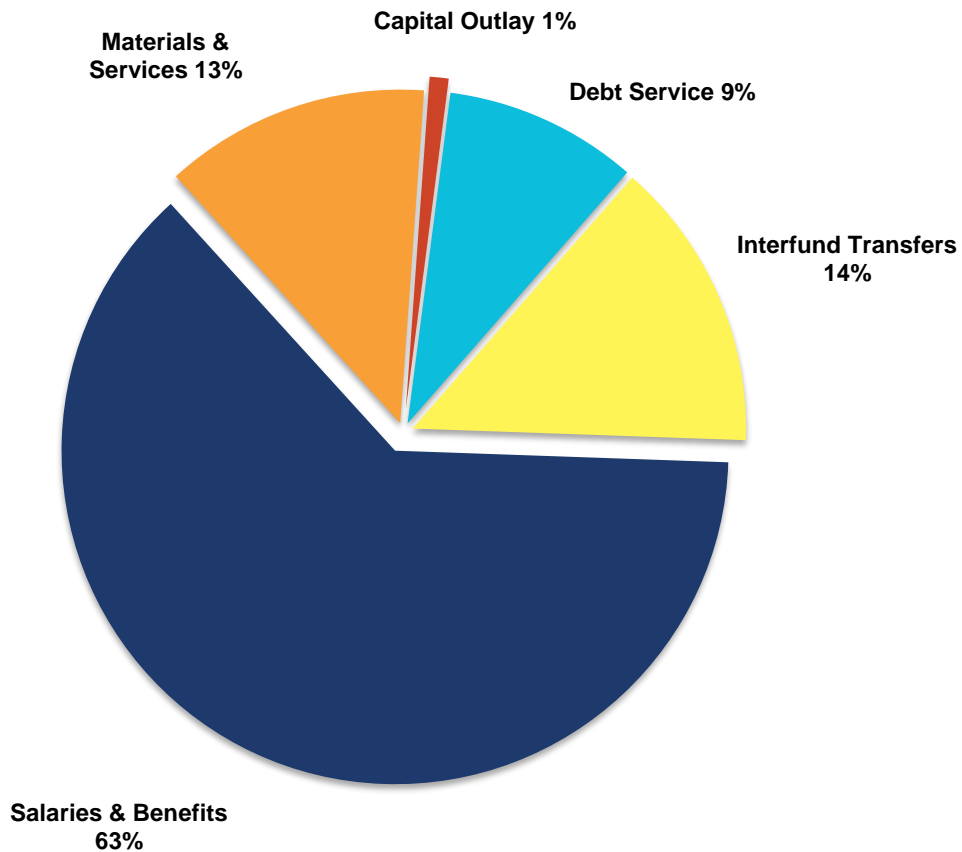
## FY 2022-23 Department Expenditure by Program



Program Expenditures	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimate	FY 2023 Proposed
Administration	\$54,744,254	\$9,470,399	\$9,229,995	\$11,187,090
Patrol	9,575,759	9,747,721	10,042,991	10,112,720
Investigations	2,743,449	2,793,975	2,460,565	2,780,642
Technical Services	2,487,428	3,402,720	3,193,055	3,577,940
Crime Prevention	629,061	624,137	516,446	599,972
Traffic Safety	2,497,204	2,609,908	2,351,746	2,614,991
Jail Operations	797,861	779,465	865,377	823,858
Parking Enforcement	1,864,210	1,729,097	1,506,752	1,957,535
Animal Control	340,923	345,504	338,262	361,383
Asset Forfeiture	167,437	108,500	135,773	107,750
Law Enforcement Grants	191,200	155,000	192,407	155,000
<b>Total</b>	<b>\$76,038,787</b>	<b>\$31,766,426</b>	<b>\$30,833,369</b>	<b>\$34,278,881</b>
<b>Full-Time Positions</b>	<b>108.8</b>	<b>105.8</b>	<b>105.8</b>	<b>106.8</b>

# POLICE DEPARTMENT

## FY 2022-23 Department Expenditure by Category



Category Expenditures	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimate	FY 2023 Proposed
Salaries & Benefits	\$70,894,446	\$20,914,389	\$20,245,935	\$21,493,504
Materials & Services	2,707,916	3,858,521	3,915,402	4,415,826
Capital Outlay	51,225	154,000	278,789	314,000
Debt Service	648,309	3,704,488	3,258,215	3,216,686
Interfund Transfers	1,736,891	3,135,028	3,135,028	4,838,865
<b>Total</b>	<b>\$76,038,787</b>	<b>\$31,766,426</b>	<b>\$30,833,369</b>	<b>\$34,278,881</b>





### MISSION

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

### 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.

# POLICE DEPARTMENT

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

The following budgetary programs comprise the Police Department:

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

The Police Department's 2019-2022 Strategic Plan took effect on January 1, 2019, and ends on December 31, 2022. 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: COMMUNITY COLLABORATION**

Further our community policing efforts by creating additional opportunities for positive and meaningful interactions with members of our community

## **GOAL 2: PROACTIVE CRIME FIGHTING STRATEGIES**

Continue to develop strategies to reduce crime and improve the quality of life in Manhattan Beach

## **GOAL 3: STAFFING/RECRUITMENT**

Use creative and innovative recruitment methods to attract the most talented employees

## **GOAL 4: EMPLOYEE DEVELOPMENT**

Foster a supportive culture that helps employees grow and utilize their skills to better serve the community

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

Collaboration and communication with our community is critical to public safety. The Police Department uses Everbridge (formerly Nixle) to provide information regarding critical incidents. Information is delivered via text and/or email message.

The Police Department also utilizes social media as a tool to connect with our community. MBPD's Instagram page launched in 2017, has steadily grown to over 17,000 followers and over 8,000 instances of engagement each month, the Facebook page has grown to over 6,500 followers, and MBPD continues to use Twitter and YouTube as a means to communicate with the community To expand its communications, )

The partnership between the Police and the community, which includes the Neighborhood Watch program, epitomizes the best in community policing. MBPD has one of the most active Neighborhood Watch programs in the nation, with over 400 residents currently participating as Neighborhood Watch block captains, covering the majority of Manhattan Beach's four square miles.

### RECENT ACCOMPLISHMENT HIGHLIGHTS

- Adapted to and navigated through the pandemic while serving the community at the highest level, including:
  - Deploying field staff across all sections of the Department on a modified "team policing" schedule to limit potential COVID-19 exposures amongst staff;
  - Facilitating a contract with a local medical provider to offer expedited rapid COVID-19 testing and results for City personal;
  - Managing the deployment of contracted mask enforcement teams; and
  - Responding to over 15,000 calls for service and 13,000 self-initiated calls for service in calendar year 2021.
- Ramped up recruiting and hiring efforts to fill vacancies.
- Formed a partnership with Laz Parking to augment parking enforcement efforts.
- Enhanced community engagement through the Police Department's Instagram page Facebook page Twitter page and YouTube Channel.
- Transitioned from Nixle to Everbridge/Alert South Bay, expanding our public safety notification capabilities and aligning with a regional approach to emergency messaging.
- Implemented the actions items outlined in the 2019-2022 Police Department Strategic Plan.
- Continued to implement innovative crime fighting including enhanced/increased patrol foot beats, bike patrols, homeless outreach details, burglary suppression details, Crime Impact Team, and undercover patrols.
- Installed a bi-directional amplifier to boost radio signal in the lower level of the Public Safety Facility to enhance officer safety, communication, and interoperability.
- Hosted live and virtual events to promote community engagement, including Coffee with a Cop, K-9 Car Show, Catalytic Converter Etching, Trunk or Treat, swearing-in and promotional ceremonies, and more.
- Donned pink uniform patches in October in honor of Breast Cancer Awareness Month.
- Secured \$60,000 in grant funds from the California Office of Traffic Safety to augment DUI and traffic enforcement efforts.
- Purchased and installed 4 grant-funded mobile License Plate Readers (LPRs).



## PROGRAM OVERVIEW

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

The Personnel and Training Section operates 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 52303) and STC Training (object 52302) are reimbursed in part by the state of California.

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



## OBJECTIVES FY 2022-2023

- Maintain compliance with Peace Officer Standards and Training (POST) and Standards and Training for Corrections (STC).
- Offer career development and leadership training for sworn and civilian personnel.
- Provide in-house training programs to maintain and enhance skills while minimizing operational disruptions and reducing expenses.
- Continue to enhance internal communications.
- Complete the 2019-2022 Police Department Strategic Plan goals, objectives and action items; report progress to the community.
- Continue to enhance communication with the public through social media.
- Enhance usage of crime reduction technologies.
- Continue to provide a high level of service to the community.



## SERVICE LEVEL TRENDS & SERVICE DELIVERY CHANGES

Recruiting and hiring police officers is a challenge facing most police agencies in Southern California, so highlighting our Department on social media is also a way to reach our applicant pool and to give prospective officers a glimpse into a career with MBPD.

The FY 2022-2023 budget includes \$20,000 for a multi-dimensional resiliency and wellness training program for Police Department employees (object 52301) to address the traumas encountered by police officers and develop resiliency strategies.

It also includes funding for a Police Systems Specialist who will be responsible for maintaining and improving current public safety systems, as well as researching and implementing various new technologies; managing maintenance and repairs to City-owned radio equipment, body worn cameras, and patrol vehicle technology; performing a wide variety of administrative and project support tasks; and conducting field officer training on police software and equipment.

The Information Systems Specialist title has been changed to Technology Specialist to align with the comparable positions in the Information Technology Department, as well as to provide internal growth and promotional opportunities and allow for a higher level work at the Specialist level.

<b>Authorized Full-Time Positions</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Proposed</b>
Police Chief	1	1	1	1
Captain	1	1	1	1
Lieutenant	2	2	2	3
Sergeant	1	1	1	-
Senior Management Analyst	1	1	1	1
Executive Assistant	2	2	2	2
Administrative Assistant	-	1	1	1
Police Safety Systems Specialist	-	-	-	1
Technology Specialist	0.8	0.8	0.8	0.8
<b>Total</b>	<b>8.8</b>	<b>9.8</b>	<b>9.8</b>	<b>10.8</b>

2,000 hours are budgeted in FY 2022-2023 for part-time staff.

# POLICE DEPARTMENT | ADMINISTRATION

Administration Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$377,554	\$359,019	\$369,416	\$472,596	31.6%
51102 Sworn Employee Salaries	1,132,364	1,068,832	1,218,153	1,084,595	1.5%
51103 Part Time Employee Salaries	47,994	74,800	72,000	70,000	-6.4%
51104 Overtime Regular Employees	2,404	3,300	7,500	6,600	100.0%
51105 Overtime Sworn Employees	4,352	13,320	13,000	17,400	30.6%
51201 Group Medical Insurance	186,351	192,027	169,532	201,995	5.2%
51202 Medicare	22,412	21,790	23,020	20,587	-5.5%
51204 401A Plan City	9,515	9,632	9,848	10,676	10.8%
51205 Contributions to City Pension	-	15,474	15,474	15,474	-
51211 PERS Regular Contributions	34,519	32,387	33,301	41,915	29.4%
51212 PERS Sworn Contributions	257,314	235,808	255,761	240,789	2.1%
51213 PERS Regular Net Pension Liab	4,800,885	-	-	-	-
51214 PERS Sworn Net Pension Liab	42,794,015	-	-	-	-
51219 PERS Suppl Retire Pymt (415)	6,797	4,504	4,504	4,504	-
51231 Unemployment	8,700	4,175	4,175	4,175	-
51232 Workers Compensation	2,879,220	1,800,840	1,800,840	2,321,100	28.9%
<b>Total Salaries &amp; Benefits</b>	<b>\$52,564,397</b>	<b>\$3,835,908</b>	<b>\$3,996,524</b>	<b>\$4,512,406</b>	<b>17.6%</b>
52101 Contract Services	\$57,032	\$66,550	\$66,000	\$72,900	9.5%
52103 Computer Contract Services	1,300	1,650	1,650	1,750	6.1%
52106 Physical/Psychological Exams	24,631	27,200	27,000	31,200	14.7%
52107 Legal Services	-	5,000	1,000	5,000	-
52108 Background Investigations	1,542	4,020	20,000	11,320	181.6%
52201 Departmental Supplies	54,739	64,800	70,000	70,900	9.4%
52202 Office Supplies	24,995	32,100	32,000	32,100	-
52205 Uniforms/Safety Equipment	11,396	32,250	32,000	37,550	16.4%
52206 Advertising	-	800	150	500	-37.5%
52301 Training, Conf & Meetings	18,430	27,100	27,000	52,700	94.5%
52302 STC Training	4,336	3,850	3,800	4,250	10.4%
52303 POST Training	41,515	49,700	49,000	59,600	19.9%
52304 Employee Awards & Events	315	2,900	1,500	2,900	-
52307 Memberships & Dues	4,462	5,995	5,900	6,295	5.0%
52308 Reference Books & Periodicals	1,726	990	900	1,190	20.2%
52703 City Funds Match	10,563	12,000	25,000	12,000	-
52801 Computers, Supplies & Software	78	-	-	-	-
53101 Telephone	12,859	15,292	15,317	17,251	12.8%
53102 Electricity	146,064	138,021	154,526	159,162	15.3%
53103 Natural Gas	11,568	9,222	12,136	15,049	63.2%
53104 Water	14,601	14,466	14,280	15,189	5.0%
<b>Total Materials &amp; Services</b>	<b>\$442,151</b>	<b>\$513,906</b>	<b>\$559,159</b>	<b>\$608,806</b>	<b>18.5%</b>
54102 Warehouse Purchases	\$8	-	-	-	-
54104 Information Technology Allocation	72,492	\$96,393	\$96,393	\$117,243	21.6%
54105 Insurance Allocation	606,240	745,680	745,680	2,139,420	186.9%
54106 Fleet Rental Allocation	-	36,480	36,480	16,120	-55.8%
54107 Fleet Maintenance Allocation	-	51,187	51,187	55,778	9.0%
54108 Building & Ops Allocation	410,658	486,357	486,357	520,631	7.0%
<b>Total Internal Services</b>	<b>\$1,089,398</b>	<b>\$1,416,097</b>	<b>\$1,416,097</b>	<b>\$2,849,192</b>	<b>101.2%</b>
<b>Total Operating Expenditures</b>	<b>\$54,095,946</b>	<b>\$5,765,911</b>	<b>\$5,971,780</b>	<b>\$7,970,404</b>	<b>38.2%</b>

## POLICE DEPARTMENT | ADMINISTRATION

Administration Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
71101 Bond Principal	\$265,000	\$582,500	\$272,500	<b>\$280,000</b>	-51.9%
71102 Bond Interest	119,781	251,719	111,719	<b>103,432</b>	-58.9%
71103 Bond Administration Fee	900	900	900	<b>900</b>	-
71104 Bond Delivery Cost	262,627	-	-	-	-
71107 POB Miscellaneous Principal	-	164,125	166,260	<b>156,456</b>	-4.7%
71108 POB Miscellaneous Interest	-	122,354	123,946	<b>93,793</b>	-23.3%
71109 POB Safety Principal	-	1,480,000	1,480,000	<b>1,615,000</b>	9.1%
71110 POB Safety Interest	-	1,102,890	1,102,890	<b>967,105</b>	-12.3%
<b>Total Debt Service</b>	<b>\$648,309</b>	<b>\$3,704,488</b>	<b>\$3,258,215</b>	<b>\$3,216,686</b>	<b>-13.2%</b>
<b>Total Expenditures</b>	<b>\$54,744,254</b>	<b>\$9,470,399</b>	<b>\$9,229,995</b>	<b>\$11,187,090</b>	<b>18.1%</b>

### Source of Funds

General Fund	\$54,358,573	\$8,635,280	\$8,844,876	<b>\$10,802,758</b>	25.1%
Capital Improvement Fund	385,681	835,119	385,119	<b>384,332</b>	-54.0%
<b>Total Sources</b>	<b>\$54,744,254</b>	<b>\$9,470,399</b>	<b>\$9,229,995</b>	<b>\$11,187,090</b>	<b>18.1%</b>





## PROGRAM OVERVIEW

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

Patrol officers respond to immediate and routine service calls, crime-related incidents, and quality of life issues. They conduct preliminary investigations, collect evidence, and arrest offenders. Other responsibilities include recovering lost or stolen property, ensuring the safety and protection of persons and property through proactive and directed patrol, enforcing traffic laws, providing high visibility enforcement during events, rendering aid to the community as needed, and providing the highest level of



quality service through problem solving and community-oriented policing. Officers strive to provide an excellent level of service and take pride in building partnerships with residents and businesses in the community.

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

## OBJECTIVES FY 2022-2023

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

## SERVICE LEVEL TRENDS & MAJOR SERVICE DELIVERY CHANGES

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

MBPD continues to implement innovative crime fighting efforts to combat the effects of AB109 Realignment and Proposition 47, including enhanced/increased patrol burglary suppression details, undercover details, and



## POLICE DEPARTMENT | PATROL

deployment of crime impact teams. As we are currently short-staffed due to sworn officer vacancies, most of these details are conducted on an overtime basis. The Division also continues to implement innovative crime fighting programs, as well as provide enforcement of community priorities and address quality of life issues, including homeless outreach, strand and bike path enforcement, and other municipal code violations.

The FY 2022-2023 budget includes \$40,000 for a Crisis Negotiations Team (CNT) van (object 61401) to maintain their field equipment in a deployable state and to provide a space to operate out of when negotiating during crisis calls.

It also includes \$120,000 for replacement ruggedized Mobile Data Computers (MDCs) (object 51203) for patrol and field operations vehicles, which provide officers with access to dispatch and law enforcement databases that facilitate information sharing. The current MDCs are approaching 10 years old and have reached the end of their serviceable life. These computers are critical for the public safety services delivered by the Police Department. This request is to replace the existing inventory with ruggedized, reliable, and field-ready computers that meet the demands of law enforcement and align with the City's Information Technology standards for computer equipment.

Authorized Full-Time Positions*	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
Captain	1	1	1	1
Lieutenant	2	2	2	1
Sergeant	6	6	6	7
Police Officer	29	29	29	29
<b>Total</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>

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



Patrol Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$89,364	-	\$42,906	-	-
51102 Sworn Employee Salaries	4,953,960	\$5,035,108	5,245,288	<b>\$5,095,129</b>	1.2%
51104 Overtime Regular Employees	13,415	23,000	23,000	<b>23,000</b>	-
51105 Overtime Sworn Employees	919,655	1,439,400	1,409,400	<b>1,439,400</b>	-
51107 Overtime Special Events	221,225	385,700	435,000	<b>405,200</b>	5.1%
51201 Group Medical Insurance	642,162	618,189	642,851	<b>640,372</b>	3.6%
51202 Medicare	88,256	73,005	76,688	<b>73,879</b>	1.2%
51211 PERS Regular Contributions	8,490	-	3,772	-	-
51212 PERS Sworn Contributions	980,706	1,131,570	1,046,473	<b>1,001,431</b>	-11.5%
51214 PERS Sworn Net Pension Liab	1,311,998	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$9,229,231</b>	<b>\$8,705,972</b>	<b>\$8,925,378</b>	<b>\$8,678,411</b>	<b>-0.3%</b>
52101 Contract Services	\$19,849	\$37,320	\$37,000	<b>\$39,020</b>	4.6%
52201 Departmental Supplies	29,479	30,050	35,000	<b>32,100</b>	6.8%
52205 Uniforms/Safety Equipment	39,064	43,100	43,000	<b>44,600</b>	3.5%
52301 Training, Conf & Meetings	22,085	51,600	51,000	<b>56,300</b>	9.1%
52307 Memberships & Dues	985	1,885	1,500	<b>1,985</b>	5.3%
53101 Telephone	657	3,213	2,532	<b>2,860</b>	-11.0%
<b>Total Materials &amp; Services</b>	<b>\$112,120</b>	<b>\$167,168</b>	<b>\$170,032</b>	<b>\$176,865</b>	<b>5.8%</b>
54104 Information Technology Allocation	\$234,408	\$287,051	\$287,051	<b>\$339,155</b>	18.2%
54106 Fleet Rental Allocation	-	154,640	154,640	<b>268,220</b>	73.4%
54107 Fleet Maintenance Allocation	-	432,890	432,890	<b>490,069</b>	13.2%
<b>Total Internal Services</b>	<b>\$234,408</b>	<b>\$874,581</b>	<b>\$874,581</b>	<b>\$1,097,444</b>	<b>25.5%</b>
<b>Total Operating Expenditures</b>	<b>\$9,575,759</b>	<b>\$9,747,721</b>	<b>\$9,969,991</b>	<b>\$9,952,720</b>	<b>2.1%</b>
61203 Computer Equipment & Software	-	-	-	<b>\$120,000</b>	-
61301 Machinery	-	-	\$73,000	-	-
61401 Vehicles	-	-	-	<b>\$40,000</b>	-
<b>Total Capital Projects &amp; Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$120,000</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$9,575,759</b>	<b>\$9,747,721</b>	<b>\$10,042,991</b>	<b>\$10,112,720</b>	<b>3.7%</b>
<b>Source of Funds</b>					
General Fund	\$9,575,759	\$9,747,721	\$10,042,991	<b>\$10,112,720</b>	3.7%
<b>Total Sources</b>	<b>\$9,575,759</b>	<b>\$9,747,721</b>	<b>\$10,042,991</b>	<b>\$10,112,720</b>	<b>3.7%</b>





### PROGRAM OVERVIEW

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

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

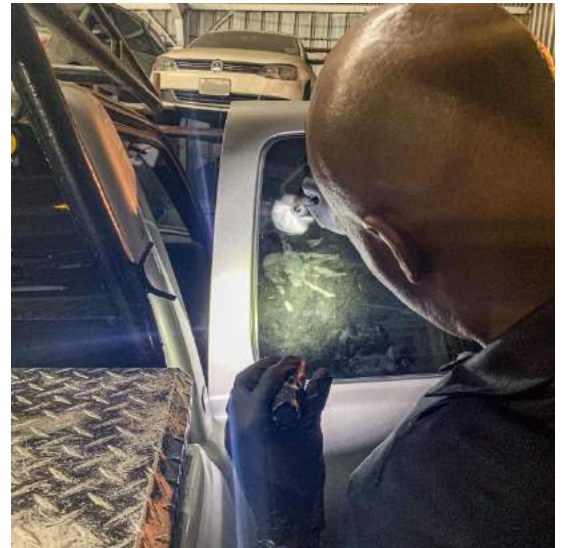
One detective is assigned as court liaison and is responsible for filing felony and misdemeanor court packages, issuing subpoenas, and assisting the detectives in investigating crimes.

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

The Section continues to assign a full-time officer to the Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force (LA IMPACT) and a full-time officer to Homeland Security Investigations Task Force. These regional task forces brings together officers from agencies across Los Angeles County to identify, dismantle, and prosecute drug networks. MBPD's participation in these regional task forces are invaluable investments in the protection of the community, because the task forces assist agencies in identifying and capturing criminals who are unlikely to be caught by ordinary means due to the complexity or resource intensive nature of the investigations.

### OBJECTIVES FY 2022-2023

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



## SERVICE LEVEL TRENDS & MAJOR SERVICE DELIVERY CHANGES

Fixed License Plate Readers (LPRs) were installed at points of ingress and egress to the community in 2017, and additional LPRs were installed in 2020 and 2021. This technology continues to be an invaluable tool in detectives' investigative toolbox. The LPRs have helped to solve, or provided solid leads on, more than 100 cases. Use of the cameras also led to the arrest of a suspected burglars, numerous identity thieves, package thieves. The FY 2022-2023 budget includes annual hosting, support, and mobile data plans for the LPRs.

Authorized Full-Time Positions*	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
Sergeant	1	1	1	1
Police Officer	11	11	11	11
Office Assistant	1	-	-	-
Crime Analyst	1	1	1	1
<b>Total</b>	<b>14</b>	<b>13</b>	<b>13</b>	<b>13</b>

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

960 hours are budgeted in FY 2022-2023 for part-time staff.



## POLICE DEPARTMENT | INVESTIGATIONS

Investigations Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$92,925	\$89,684	\$80,538	\$79,874	-10.9%
51102 Sworn Employee Salaries	1,417,931	1,532,572	1,399,242	1,549,161	1.1%
51103 Part Time Employee Salaries	19,188	14,400	20,000	14,880	3.3%
51105 Overtime Sworn Employees	91,181	141,300	120,000	136,900	-3.1%
51201 Group Medical Insurance	173,288	219,057	138,051	238,392	8.8%
51202 Medicare	23,243	23,731	21,586	23,837	0.4%
51204 401A Plan City	4,185	4,036	4,293	3,594	-11.0%
51211 PERS Regular Contributions	8,840	8,161	8,682	7,045	-13.7%
51212 PERS Sworn Contributions	277,587	342,110	279,949	317,556	-7.2%
51213 PERS Regular Net Pension Liab	14,792	-	-	-	-
51214 PERS Sworn Net Pension Liab	447,654	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$2,570,815</b>	<b>\$2,375,051</b>	<b>\$2,072,341</b>	<b>\$2,371,239</b>	<b>-0.2%</b>
52101 Contract Services	\$47,653	\$59,970	\$55,000	\$70,970	18.3%
52103 Computer Contract Services	11,761	50,940	30,000	50,940	-
52201 Departmental Supplies	2,920	10,325	8,800	10,600	2.7%
52205 Uniforms/Safety Equipment	8,582	10,400	9,000	10,800	3.8%
52301 Training, Conf & Meetings	1,612	16,300	15,200	17,500	7.4%
52307 Memberships & Dues	86	795	630	835	5.0%
53101 Telephone	1,572	4,090	3,490	3,822	-6.6%
<b>Total Materials &amp; Services</b>	<b>\$74,186</b>	<b>\$152,820</b>	<b>\$122,120</b>	<b>\$165,467</b>	<b>8.3%</b>
54104 Information Technology Allocation	\$98,448	\$98,218	\$98,218	\$119,093	21.3%
54106 Fleet Rental Allocation	-	67,460	67,460	15,410	-77.2%
54107 Fleet Maintenance Allocation	-	100,426	100,426	109,433	9.0%
<b>Total Internal Services</b>	<b>\$98,448</b>	<b>\$266,104</b>	<b>\$266,104</b>	<b>\$243,936</b>	<b>-8.3%</b>
<b>Total Operating Expenditures</b>	<b>\$2,743,449</b>	<b>\$2,793,975</b>	<b>\$2,460,565</b>	<b>\$2,780,642</b>	<b>(0.5%)</b>
<b>Source of Funds</b>					
General Fund	\$2,743,449	\$2,793,975	\$2,460,565	\$2,780,642	-0.5%
<b>Total Sources</b>	<b>\$2,743,449</b>	<b>\$2,793,975</b>	<b>\$2,460,565</b>	<b>\$2,780,642</b>	<b>(0.5%)</b>

### PROGRAM OVERVIEW

The Technical Support Services Section processes and maintains all reports produced by police personnel, including crime, arrest, and traffic reports. Working 24 hours a day, staff-members greet visitors at the main lobby of the public safety facility, answer phones, process evidence, and enter stolen property, vehicles, missing persons, and warrants into local and regional



databases. They frequently provide statistical data and assist officers in locating information pertinent to their investigations, including running criminal background checks of suspects and arrested persons, and preparing documents which aid in prosecution of criminals. The Section also prepares local crime statistics for State and Federal agencies, assembles report packages for filing cases with the District Attorney's office, transfers information and bail money to court, and processes all citations and warrants that are issued.

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

Dispatch and communications operations are contracted through the South Bay Regional Public Communications Authority (SBRPCA), which provides emergency dispatch and communication functions for both Police and Fire services (object 52105).

### OBJECTIVES FY 2022-2023

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



# POLICE DEPARTMENT | TECHNICAL SUPPORT SERVICES

Authorized Full-Time Positions	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
Police Records Manager	1	1	1	1
Police Records Specialist	-	1	1	1
Lead Police Records Technician	2	2	2	2
Police Records Technician	7	7	7	7
Police Services Officer	1	1	1	1
Property & Evidence Officer	-	1	1	1
Office Assistant	2	1	1	1
<b>Total</b>	<b>13</b>	<b>14</b>	<b>14</b>	<b>14</b>

2,300 hours are budgeted in FY 2022-2023 for part-time staff.

Technical Support Services Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$815,874	\$942,411	\$797,637	\$965,507	2.5%
51103 Part Time Employee Salaries	57,927	66,700	40,000	66,700	-
51104 Overtime Regular Employees	34,472	68,000	62,000	68,000	-
51201 Group Medical Insurance	141,272	180,893	119,651	180,520	-0.2%
51202 Medicare	12,973	14,632	11,566	14,967	2.3%
51204 401A Plan City	2,662	4,542	4,714	4,842	6.6%
51211 PERS Regular Contributions	76,738	85,478	72,306	85,158	-0.4%
51213 PERS Regular Net Pension Liab	89,807	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$1,231,724</b>	<b>\$1,362,656</b>	<b>\$1,107,874</b>	<b>\$1,385,694</b>	<b>1.7%</b>
52101 Contract Services	\$49,109	\$166,342	\$165,000	\$139,130	-16.4%
52103 Computer Contract Services	154,895	237,900	237,000	247,100	3.9%
52105 SBRPCA Communications	866,527	1,311,575	1,311,575	1,452,356	10.7%
52201 Departmental Supplies	10,182	8,720	8,700	11,550	32.5%
52203 Printing	8,918	16,100	16,000	16,100	-
52204 Postage	6,866	7,626	4,500	7,278	-4.6%
52205 Uniforms/Safety Equipment	5,358	6,700	5,500	7,200	7.5%
52301 Training, Conf & Meetings	6,788	6,150	7,000	8,800	43.1%
52307 Memberships & Dues	-	195	195	220	12.8%
52801 Computers, Supplies & Software	7,937	8,500	8,500	9,500	11.8%
53101 Telephone	2,569	5,936	5,102	5,873	-1.1%
<b>Total Materials &amp; Services</b>	<b>\$1,119,150</b>	<b>\$1,775,744</b>	<b>\$1,769,072</b>	<b>\$1,905,107</b>	<b>7.3%</b>
54102 Warehouse Purchases	\$5,217	\$4,500	\$4,500	\$4,800	6.7%
54104 Information Technology Allocation	80,112	105,820	105,820	128,339	21.3%
<b>Total Internal Services</b>	<b>\$85,329</b>	<b>\$110,320</b>	<b>\$110,320</b>	<b>\$133,139</b>	<b>20.7%</b>
61203 Computer Equipment & Software	\$51,225	\$154,000	\$205,789	\$154,000	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$51,225</b>	<b>\$154,000</b>	<b>\$205,789</b>	<b>\$154,000</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$2,487,428</b>	<b>\$3,402,720</b>	<b>\$3,193,055</b>	<b>\$3,577,940</b>	<b>5.1%</b>

## Source of Funds

General Fund	\$2,487,428	\$3,402,720	\$3,193,055	\$3,577,940	5.1%
<b>Total Sources</b>	<b>\$2,487,428</b>	<b>\$3,402,720</b>	<b>\$3,193,055</b>	<b>\$3,577,940</b>	<b>5.1%</b>

### PROGRAM OVERVIEW

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

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



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

### OBJECTIVES FY 2022-2023

- Present crime prevention and safety presentations to residents, businesses, and community groups.
- Create content for Police Department social media accounts; produce and distribute press releases and maintain contact with local press contacts.
- Coordinate volunteer programs.
- Support Neighborhood Watch activities.
- Provide assistance and referrals to crime victims.
- Reduce the incidence of false alarm activations through the False Alarm Reduction Program.
- Manage the Residential and Commercial Security Camera Registration Program; make registry available to officers and detectives.

	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
<b>Authorized Full-Time Positions</b>				
Sergeant	1	1	1	1
Police Officer	1	1	1	1
Office Assistant	1	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>



# POLICE DEPARTMENT | COMMUNITY AFFAIRS

Community Affairs Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$42,897	\$55,325	-	\$47,111	-14.8%
51102 Sworn Employee Salaries	306,582	300,389	\$281,879	288,283	-4.0%
51104 Overtime Regular Employees	-	344	-	344	-
51105 Overtime Sworn Employees	6,526	22,110	18,000	22,200	0.4%
51201 Group Medical Insurance	59,643	67,693	37,798	62,211	-8.1%
51202 Medicare	4,572	5,158	4,087	4,863	-5.7%
51211 PERS Regular Contributions	4,149	5,035	-	4,155	-17.5%
51212 PERS Sworn Contributions	69,337	67,858	73,125	65,267	-3.8%
51213 PERS Regular Net Pension Liab	5,194	-	-	-	-
51214 PERS Sworn Net Pension Liab	91,301	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$590,202</b>	<b>\$523,912</b>	<b>\$414,889</b>	<b>\$494,434</b>	<b>-5.6%</b>
52101 Contract Services	\$3,036	\$42,500	\$42,500	\$45,500	7.1%
52103 Computer Contract Services	5,641	5,900	5,500	-	-100.0%
52201 Departmental Supplies	8,417	15,575	18,000	17,875	14.8%
52205 Uniforms/Safety Equipment	1,608	2,900	2,900	3,200	10.3%
52301 Training, Conf & Meetings	985	8,850	8,500	9,750	10.2%
52307 Memberships & Dues	550	595	550	595	-
53101 Telephone	287	1,403	1,105	1,249	-11.0%
<b>Total Materials &amp; Services</b>	<b>\$20,523</b>	<b>\$77,723</b>	<b>\$79,055</b>	<b>\$78,169</b>	<b>0.6%</b>
54104 Information Technology Allocation	\$18,336	\$22,502	\$22,502	\$27,369	21.6%
<b>Total Internal Services</b>	<b>\$18,336</b>	<b>\$22,502</b>	<b>\$22,502</b>	<b>\$27,369</b>	<b>21.6%</b>
<b>Total Expenditures</b>	<b>\$629,061</b>	<b>\$624,137</b>	<b>\$516,446</b>	<b>\$599,972</b>	<b>(3.9%)</b>

## Source of Funds

General Fund	\$629,061	\$624,137	\$516,446	\$599,972	-3.9%
<b>Total Sources</b>	<b>\$629,061</b>	<b>\$624,137</b>	<b>\$516,446</b>	<b>\$599,972</b>	<b>(3.9%)</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. 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 Traffic Lieutenant. Special events operational plans are reviewed annually to ensure the safety of residents and visitors.

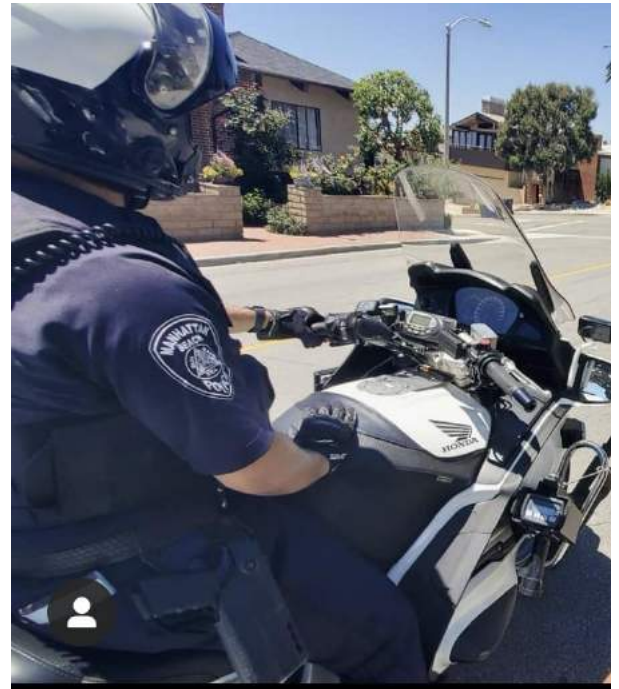
The Traffic Section maintains communication with the community through the Area Traffic Officer Program and attendance at community meetings. The Area Traffic Officer Program divides the City into four beats, assigning a traffic officer to each beat. Citizens and local businesses are provided with the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

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



## OBJECTIVES FY 2022-2023

- Promote traffic safety through enforcement and education.
- Increase officer availability and efficiency with the deployment of speed radar trailers and pole-mounted speed radars.
- Work with other City departments to ensure effective traffic management and pedestrian movement, including safe movement of vehicles and pedestrians around schools, bike path, Strand and Pier.
- Utilize traffic calming measures, proactive enforcement, and education to reduce the number of traffic collisions.
- Identify issues and communicate with the public regarding traffic concerns.
- Manage special events deployment and operational plans.
- Enhance DUI education and enforcement efforts.
- Provide the Crossing Guard Program (budgeted in Contract Services, object 52101).
- Manage safety and security at special events, including contracting with a private security service vendor to provide unarmed guard services to augment police staffing at special events (object 52101).



## SERVICE LEVEL TRENDS

Traffic and congestion continue to be a concern of residents. MBPD's traffic officers are dedicated to addressing these, as well as neighborhood concerns such as speeding in residential areas, e-bikes, and the Sepulveda corridor. They also focus their efforts on high accident locations, pedestrian safety, safety around the schools, and removing impaired drivers from our roadways.

The FY 2022-2023 budget includes funding for contracted Crossing Guard services (object 52101), which provides safe passage for children at 26 locations throughout the City, including two new locations approved by Council in FY 2019-2020. It also includes private security services, which are brought in to augment public safety staffing for special events and crowded beach days and to aid the Department in managing the traffic control, crowd control, and perimeter security.

The FY 2022-2023 budget also includes \$55,000 funding for special event barrier rentals (object 52101), which covers nine of the City's largest and most populated special events. It also includes \$14,000 for four pole-mounted speed radar signs (object 52201) - one unit will replace a damaged unit and three will be net-new. The pole-mounted signs will be deployed at locations jointly determined by the Police Department and the Traffic Engineer.

In FY 2021-2022, the Police Department was successful in obtaining a \$60,000 grant from the California Office of Traffic Safety to enhance DUI enforcement efforts. The Police Department is again seeking grant funding to augment DUI enforcement efforts in FY 2022-2023.

## POLICE DEPARTMENT | TRAFFIC SAFETY

<b>Authorized Full-Time Positions</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Proposed</b>
Lieutenant	1	1	1	1
Sergeant	1	1	1	1
Police Officer	5	5	5	5
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

700 hours are budgeted in FY 2022-2023 for part-time staff.

<b>Traffic Safety Object Description</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2022 Y/E Est</b>	<b>FY 2023 Proposed</b>	<b>Var from FY 22 Budg</b>
51102 Sworn Employee Salaries	\$1,112,823	\$1,092,673	\$955,849	<b>\$1,023,764</b>	-6.3%
51103 Part Time Employee Salaries	5,826	9,000	9,000	<b>10,850</b>	20.6%
51105 Overtime Sworn Employees	130,392	139,100	105,000	<b>135,600</b>	-2.5%
51201 Group Medical Insurance	106,658	122,006	66,295	<b>120,569</b>	-1.2%
51202 Medicare	12,832	12,905	10,337	<b>15,002</b>	16.2%
51212 PERS Sworn Contributions	245,715	244,645	218,882	<b>222,853</b>	-8.9%
51214 PERS Sworn Net Pension Liab	345,171	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$1,959,418</b>	<b>\$1,620,329</b>	<b>\$1,365,363</b>	<b>\$1,528,638</b>	<b>-5.7%</b>
52101 Contract Services	\$480,007	\$762,786	\$760,000	<b>\$843,500</b>	10.6%
52201 Departmental Supplies	8,447	9,350	9,200	<b>23,700</b>	153.5%
52205 Uniforms/Safety Equipment	5,818	12,090	12,000	<b>14,050</b>	16.2%
52301 Training, Conf & Meetings	197	2,600	2,600	<b>2,800</b>	7.7%
52307 Memberships & Dues	-	75	75	<b>75</b>	-
53101 Telephone	164	803	633	<b>715</b>	-11.0%
<b>Total Materials &amp; Services</b>	<b>\$494,635</b>	<b>\$787,704</b>	<b>\$784,508</b>	<b>\$884,840</b>	<b>12.3%</b>
54104 Information Technology Allocation	\$43,152	\$52,910	\$52,910	<b>\$63,985</b>	20.9%
54106 Fleet Rental Allocation	-	55,750	55,750	<b>33,400</b>	-40.1%
54107 Fleet Maintenance Allocation	-	93,215	93,215	<b>104,128</b>	11.7%
<b>Total Internal Services</b>	<b>\$43,152</b>	<b>\$201,875</b>	<b>\$201,875</b>	<b>\$201,513</b>	<b>-0.2%</b>
<b>Total Expenditures</b>	<b>\$2,497,204</b>	<b>\$2,609,908</b>	<b>\$2,351,746</b>	<b>\$2,614,991</b>	<b>0.2%</b>

### Source of Funds

General Fund	\$2,497,204	\$2,609,908	\$2,351,746	<b>\$2,614,991</b>	0.2%
<b>Total Sources</b>	<b>\$2,497,204</b>	<b>\$2,609,908</b>	<b>\$2,351,746</b>	<b>\$2,614,991</b>	<b>0.2%</b>





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

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

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

### OBJECTIVES FY 2022-2023

- Provide consistent and efficient enforcement of parking laws and ordinances, and ongoing education to the public regarding parking restrictions.
- Promptly identify and address parking concerns.
- Be responsive to the parking needs of residents and businesses.
- Work with other City departments to ensure effective parking management.
- Encourage safe parking habits and safe movement of vehicles in and around school zones, bike path, Strand and Pier.
- Assist police officers, traffic officers, and other departments with the management of special events/details.
- Ensure compliance of parking regulations to promote turnover, maintain quality of life, and provide a safe environment for residents and visitors.



## POLICE DEPARTMENT | PARKING ENFORCEMENT

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- Enhance enforcement of community priorities.
- Maintain a cadre of part-time seasonal Community Service Officers to augment staffing during special events and busy summer weekends (budgeted in 51103).

### SERVICE LEVEL TRENDS & MAJOR SERVICE DELIVERY CHANGES

Our Community Service Officers (CSOs) promote quality of life in the City through effective enforcement of parking laws and regulations, ensuring safe and efficient flow of traffic, emergency access, and turnover of parking spaces, both in residential and commercial areas. The Police Department utilizes the services of up to 15 part-time CSOs to be able to augment staffing during special events and busy summer weekends (object 51103).

Over time, Community Services Officers have been tasked with more duties to assist police 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, smoking violations, etc. In FY 2021-2022, two vacant Community Service Officer positions were eliminated to offset two new Code Enforcement Officers in Community Development. One additional Community Services Officer position was eliminated due to Early Retirement Incentive.

The FY 2022-2023 budget includes \$200,000 for contracted supplemental parking enforcement services (object 52101) to aid in providing meter enforcement and street sweeping enforcement. This will allow CSOs to focus their time on more critical public safety and quality of life issues. This expenditure is fully offset by parking citation revenue.

	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
<b>Authorized Full-Time Positions</b>				
Sergeant	1	1	1	1
Community Services Officer	12	12	9	9
Park Services Enforcement Officer	1	1	1	1
Office Assistant	1	1	1	1
<b>Total</b>	<b>15</b>	<b>15</b>	<b>12</b>	<b>12</b>

8,200 hours are budgeted in FY 2022-2023 for part-time staff.

## POLICE DEPARTMENT | PARKING ENFORCEMENT

Parking Enforcement		FY 2021	FY 2022	FY 2022	FY 2023	Var from
Object Description		Actual	Adopted	Y/E Est	Proposed	FY 22 Budg
51101	Salaries & Allowances	\$816,494	\$725,363	\$571,537	\$722,137	-0.4%
51102	Sworn Employee Salaries	174,231	170,602	177,794	176,474	3.4%
51103	Part Time Employee Salaries	177,860	248,000	240,000	240,000	-3.2%
51104	Overtime Regular Employees	60,787	66,230	65,000	65,820	-0.6%
51105	Overtime Sworn Employees	1,264	3,660	1,200	3,660	-
51201	Group Medical Insurance	181,430	177,480	125,985	190,688	7.4%
51202	Medicare	14,567	15,609	11,232	15,495	-0.7%
51211	PERS Regular Contributions	75,730	65,537	51,636	63,695	-2.8%
51212	PERS Sworn Contributions	39,433	38,539	40,507	39,954	3.7%
51213	PERS Regular Net Pension Liab	93,960	-	-	-	-
51214	PERS Sworn Net Pension Liab	51,232	-	-	-	-
51232	Workers Compensation	6,240	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$1,693,228</b>	<b>\$1,511,020</b>	<b>\$1,284,891</b>	<b>\$1,517,923</b>	<b>0.5%</b>
52101	Contract Services	\$5,374	\$7,300	\$14,000	\$207,300	2739.7%
52103	Computer Contract Services	36,021	24,160	26,000	26,800	10.9%
52201	Departmental Supplies	6,377	6,220	5,000	6,220	-
52205	Uniforms/Safety Equipment	8,261	11,450	9,000	10,000	-12.7%
52301	Training, Conf & Meetings	465	1,750	800	2,750	57.1%
53101	Telephone	2,933	4,219	4,083	4,372	3.6%
<b>Total Materials &amp; Services</b>		<b>\$59,430</b>	<b>\$55,099</b>	<b>\$58,883</b>	<b>\$257,442</b>	<b>367.2%</b>
54104	Information Technology Allocation	\$92,232	\$90,616	\$90,616	\$109,846	21.2%
54105	Insurance Allocation	19,320	-	-	-	-
54106	Fleet Rental Allocation	-	29,070	29,070	25,150	-13.5%
54107	Fleet Maintenance Allocation	-	43,292	43,292	47,174	9.0%
<b>Total Internal Services</b>		<b>\$111,552</b>	<b>\$162,978</b>	<b>\$162,978</b>	<b>\$182,170</b>	<b>11.8%</b>
<b>Total Operating Expenditures</b>		<b>\$1,864,210</b>	<b>\$1,729,097</b>	<b>\$1,506,752</b>	<b>\$1,957,535</b>	<b>13.2%</b>
<b>Source of Funds</b>						
General Fund		\$1,864,210	\$1,729,097	\$1,506,752	\$1,957,535	13.2%
<b>Total Sources</b>		<b>\$1,864,210</b>	<b>\$1,729,097</b>	<b>\$1,506,752</b>	<b>\$1,957,535</b>	<b>13.2%</b>

## 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 52101). Animals whose owners cannot be located are taken to the SPCA-LA, which shelters the stray animals and makes every effort to find adoptive families. Deceased animals found on roadways or along the beach, or deceased pets of residents, are brought to SPCA-LA for disposition.

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

## OBJECTIVES FY 2022-2023

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



## SERVICE LEVEL TRENDS

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

	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
<b>Authorized Full-Time Positions</b>				
Community Services Officer	3	3	3	3
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

Animal Control Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$175,930	\$196,833	\$168,738	<b>\$203,397</b>	3.3%
51104 Overtime Regular Employees	61,243	27,000	72,000	<b>27,000</b>	-
51201 Group Medical Insurance	26,496	42,042	24,846	<b>46,280</b>	10.1%
51202 Medicare	3,281	2,854	3,309	<b>2,949</b>	3.3%
51211 PERS Regular Contributions	14,870	17,912	13,706	<b>17,940</b>	0.2%
51213 PERS Regular Net Pension Liab	21,853	-	-	-	-
51232 Workers Compensation	6,240	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$309,914</b>	<b>\$286,641</b>	<b>\$282,599</b>	<b>\$297,566</b>	<b>3.8%</b>
52101 Contract Services	\$9,249	\$16,150	\$14,000	<b>\$16,150</b>	-
52201 Departmental Supplies	1,182	2,900	2,800	<b>2,900</b>	-
52205 Uniforms/Safety Equipment	1,259	1,800	1,600	<b>1,800</b>	-
52301 Training, Conf & Meetings	-	2,750	2,000	<b>2,850</b>	3.6%
<b>Total Materials &amp; Services</b>	<b>\$11,689</b>	<b>\$23,600</b>	<b>\$20,400</b>	<b>\$23,700</b>	<b>0.4%</b>
54105 Insurance Allocation	\$19,320	\$540	\$540	-	-100.0%
54106 Fleet Rental Allocation	-	10,380	10,380	<b>13,590</b>	30.9%
54107 Fleet Maintenance Allocation	-	24,343	24,343	<b>26,527</b>	9.0%
<b>Total Internal Services</b>	<b>\$19,320</b>	<b>\$35,263</b>	<b>\$35,263</b>	<b>\$40,117</b>	<b>13.8%</b>
<b>Total Operating Expenditures</b>	<b>\$340,923</b>	<b>\$345,504</b>	<b>\$338,262</b>	<b>\$361,383</b>	<b>4.6%</b>

### Source of Funds

General Fund	\$340,923	\$345,504	\$338,262	<b>\$361,383</b>	4.6%
<b>Total Sources</b>	<b>\$340,923</b>	<b>\$345,504</b>	<b>\$338,262</b>	<b>\$361,383</b>	<b>4.6%</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 L.A. County jail or released on bail, bond, or their own recognizance.

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

### OBJECTIVES FY 2022-2023

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



### SERVICE LEVEL TRENDS & MAJOR SERVICE DELIVERY CHANGES

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

The Manhattan Beach Police Department is required by state and federal law to provide medical services to arrestees known to have, or declaring, medical issues or injuries prior to booking and housing them in our jail. Additionally, the Department routinely requires medical services in the form of blood draws for those arrested for DUI or under the influence of controlled substance. Prior to FY 2018-2019, arrestees requiring pre-booking medical clearance, medical care, or blood draws were transported by one or two patrol officers (based on the nature of the arrest) to local urgent care or hospitals. Costs associated with these treatments are borne by the Police Department (Contract Services, object 52101).

A local hospital medical release takes one and a half hours or more of the patrol officer's time per arrestee, which includes transporting the arrestee to the medical facility, waiting for available medical personnel, standing by during the necessary treatment and tests, and transporting the arrestee back to the City Jail. In FY 2018-2019, the Police Department entered into an agreement with a vendor to provide on-site non-emergency medical services. Upon verbal request, on-call medical professionals come to the City's jail within 30 minutes. The vendor provides all necessary equipment and supplies to perform required medical services in a private room located in the jail. The medical exam room meets all medical, County Health Department, and Board of State and Community Corrections requirements for these types of services. Patrol officers are able to transfer the care of an arrestee to the jail staff at the time of booking and immediately return to the field. The usage of these services in the City's jail has provided a more efficient and effective means of providing medical treatment to arrestees. It has also provided a more secure environment to conduct medical exams and has



## POLICE DEPARTMENT | JAIL OPERATIONS

significantly reduced the amount of time patrol officers are removed from patrol duties to obtain medical clearances.

<b>Authorized Full-Time Positions</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Proposed</b>
Police Services Officer	6	6	6	6
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

<b>Jail Operations Object Description</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2022 Y/E Est</b>	<b>FY 2023 Proposed</b>	<b>Var from FY 22 Budg</b>
51101 Salaries & Allowances	\$473,465	\$454,767	\$565,393	<b>\$465,059</b>	2.3%
51104 Overtime Regular Employees	31,389	57,000	35,000	<b>57,000</b>	-
51201 Group Medical Insurance	78,821	77,898	74,066	<b>76,730</b>	-1.5%
51202 Medicare	6,089	5,523	8,198	<b>5,636</b>	2.0%
51211 PERS Regular Contributions	45,105	40,712	47,646	<b>41,018</b>	0.8%
51213 PERS Regular Net Pension Liab	46,685	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$681,554</b>	<b>\$635,900</b>	<b>\$730,303</b>	<b>\$645,443</b>	<b>1.5%</b>
52101 Contract Services	\$65,626	\$73,950	\$70,000	<b>\$89,800</b>	21.4%
52201 Departmental Supplies	10,376	18,100	14,000	<b>18,500</b>	2.2%
52205 Uniforms/Safety Equipment	3,028	4,600	4,500	<b>4,700</b>	2.2%
53101 Telephone	329	1,607	1,266	<b>1,430</b>	-11.0%
<b>Total Materials &amp; Services</b>	<b>\$79,359</b>	<b>\$98,257</b>	<b>\$89,766</b>	<b>\$114,430</b>	<b>16.5%</b>
54104 Information Technology Allocation	\$36,948	\$45,308	\$45,308	<b>\$63,985</b>	41.2%
<b>Total Internal Services</b>	<b>\$36,948</b>	<b>\$45,308</b>	<b>\$45,308</b>	<b>\$63,985</b>	<b>41.2%</b>
<b>Total Operating Expenditures</b>	<b>\$797,861</b>	<b>\$779,465</b>	<b>\$865,377</b>	<b>\$823,858</b>	<b>5.7%</b>

### Source of Funds

General Fund	\$797,861	\$779,465	\$865,377	<b>\$823,858</b>	5.7%
<b>Total Sources</b>	<b>\$797,861</b>	<b>\$779,465</b>	<b>\$865,377</b>	<b>\$823,858</b>	<b>5.7%</b>

### PROGRAM OVERVIEW

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

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

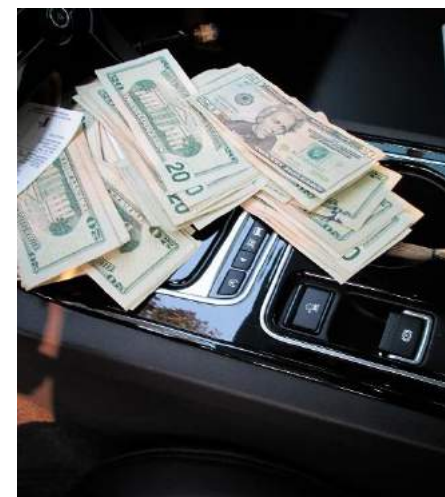
The Police Department also receives monies through the California Supplemental Law Enforcement Services (SLES) Fund. These funds are designed to supplement, but not supplant, the Police Department operating budget.

### OBJECTIVES FY 2022-2023

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

### SERVICE LEVEL TRENDS

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





## POLICE DEPARTMENT | ASSET FORFEITURE/GRANTS

Asset Forfeiture/Grants Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51105 Overtime Sworn Employees	58,726	\$57,000	\$60,000	\$61,750	8.3%
51201 Group Medical Insurance	4,390	-	\$4,825	-	-
51202 Medicare	849	-	\$948	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$63,965</b>	<b>\$57,000</b>	<b>\$65,773</b>	<b>\$61,750</b>	<b>8.3%</b>
52101 Contract Services	\$98,490	\$20,000	\$42,000	\$20,000	-
52201 Departmental Supplies	196,182	129,500	167,407	126,000	-2.7%
52205 Uniforms/Safety Equipment	-	27,000	27,000	27,000	-
52301 Training, Conf & Meetings	-	10,000	8,000	8,000	-20.0%
52801 Computers, Supplies & Software	-	20,000	18,000	20,000	-
<b>Total Materials &amp; Services</b>	<b>\$294,672</b>	<b>\$206,500</b>	<b>\$262,407</b>	<b>\$201,000</b>	<b>-2.7%</b>
<b>Total Expenditures</b>	<b>\$358,637</b>	<b>\$263,500</b>	<b>\$328,180</b>	<b>\$262,750</b>	<b>(0.3%)</b>

### Source of Funds

Asset Forfeiture Fund	\$167,437	\$108,500	\$135,773	\$107,750	-0.7%
Police Safety Grants Fund	191,200	155,000	192,407	155,000	-
<b>Total Sources</b>	<b>\$358,637</b>	<b>\$263,500</b>	<b>\$328,180</b>	<b>\$262,750</b>	<b>(0.3%)</b>





**FIRE**





# FIRE DEPARTMENT

## FIRE CHIEF

### ADMINISTRATION

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

### COMMUNITY RISK REDUCTION

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

### FIRE OPERATIONS

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

### EMERGENCY MEDICAL SERVICES

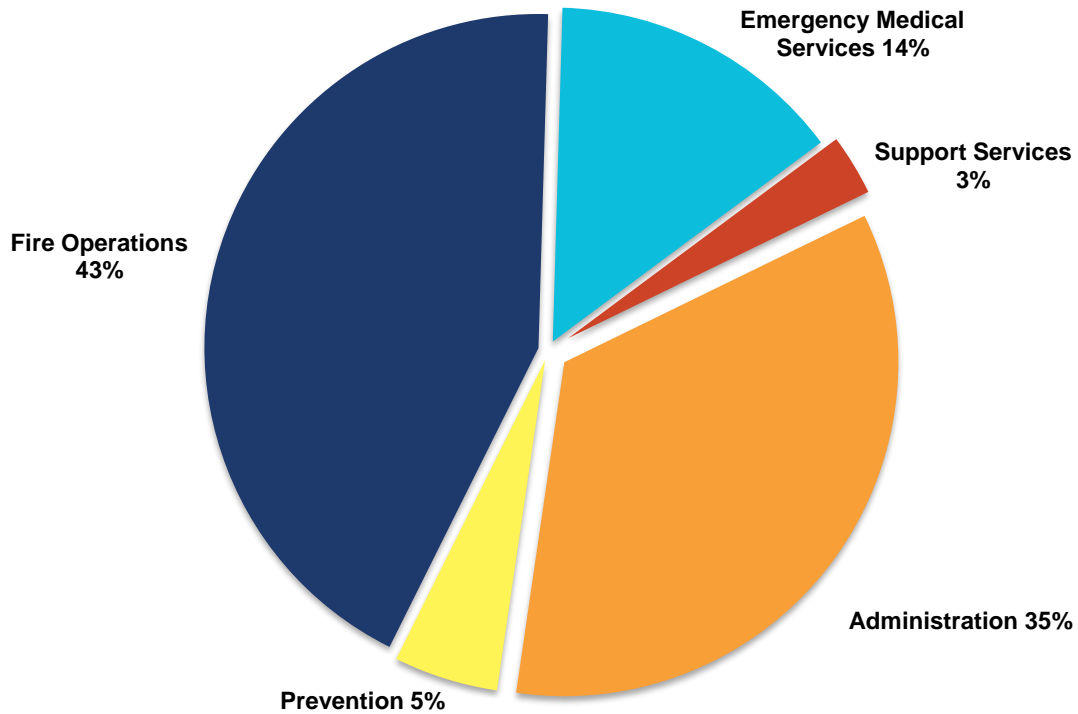
- Advance Life Support
- Basic Life Support
- Ambulance Transport
- Medical Equipment & Supplies
- Quality Assurance
- State & Local Regulation
- Hospital Liaison
- Department Planning

### SUPPORT SERVICES

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

# FIRE DEPARTMENT

## FY 2022-23 Department Expenditure by Program

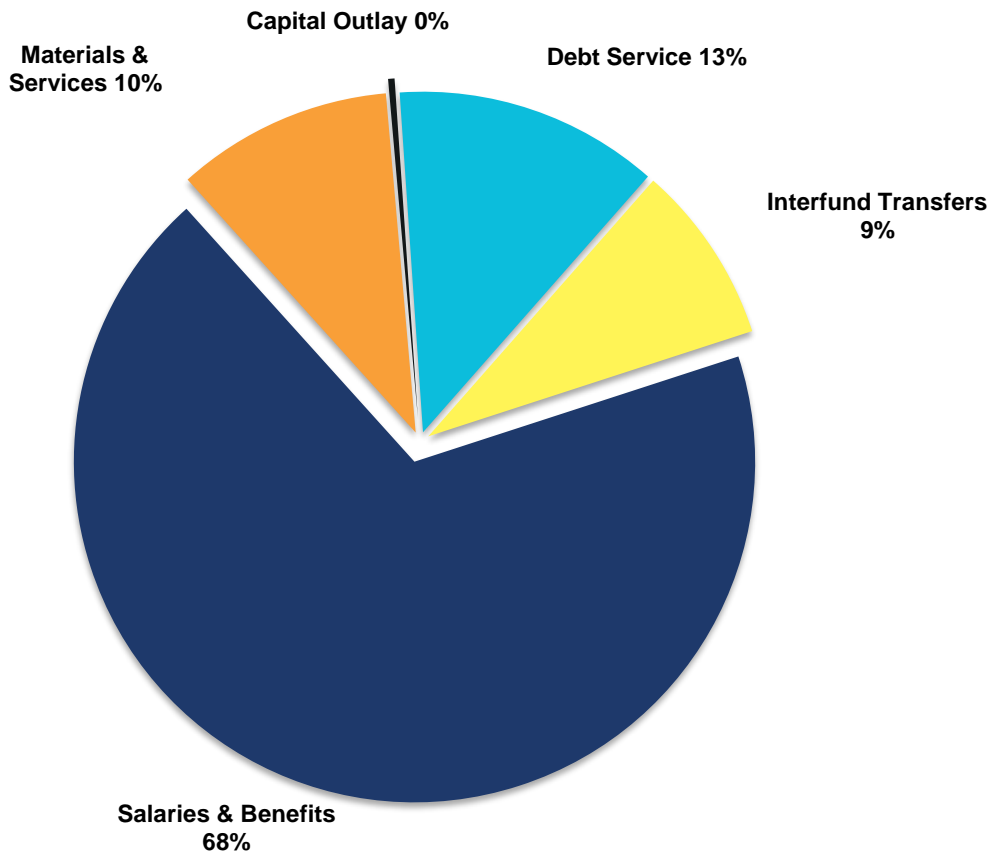


Program Expenditures	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimate	FY 2023 Proposed
Administration	\$23,141,999	\$5,507,145	\$8,334,224	\$5,532,743
Prevention	583,816	801,096	707,338	809,337
Fire Operations	7,974,168	6,752,774	7,130,056	6,906,570
Emergency Medical Services	2,669,033	2,290,302	2,313,939	2,303,025
Support Services	416,749	505,221	464,271	471,723
<b>Total</b>	<b>\$34,785,764</b>	<b>\$15,856,538</b>	<b>\$18,949,828</b>	<b>\$16,023,398</b>
<b>Full-Time Positions</b>	<b>31.2</b>	<b>32.2</b>	<b>33.2</b>	<b>34.2</b>



# FIRE DEPARTMENT

## FY 2022-23 Department Expenditure by Category



Category Expenditures	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimate	FY 2023 Proposed
Salaries & Benefits	\$32,067,079	\$11,791,983	\$12,139,889	\$10,947,774
Materials & Services	1,552,045	1,320,383	1,370,166	1,647,355
Capital Outlay	84,915	41,500	2,081,122	48,500
Debt Service	499,533	1,598,132	2,253,411	2,015,009
Interfund Transfers	582,192	1,104,540	1,105,240	1,364,760
<b>Total</b>	<b>\$34,785,764</b>	<b>\$15,856,538</b>	<b>\$18,949,828</b>	<b>\$16,023,398</b>



## MISSION

*The mission of the Manhattan Beach Fire Department is to preserve life, property, and the environment through decisive action, strong leadership, teamwork, and dedicated community partnerships. The purpose statement for the Department is “Always here, serving our community as family”.*

## DEPARTMENT OVERVIEW

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

- Administration
- Community Risk Reduction (formally Prevention)
- Fire Operations
- Emergency Medical Services
- Support Services

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



## RECENT ACCOMPLISHMENTS HIGHLIGHTS

- Received a “No Actions Required” audit for our paramedic program from Los Angeles County Emergency Medical Services Agency.
- Maintained the Class 2 Public Protection Classification from the Office of Insurance Services for fire protection.
- Hired a Fire Battalion Chief, full-time Fire Inspector, and three Firefighter Paramedics
- Finalized order of new fire engine.
- Ocean Rescue – Firefighters conducted multiple drills with our LA County Lifeguards to better prepare our personnel and Rescue Swimmers to respond to distressed or missing swimmer incidents.
- Wildland Refresher Training (RT-130) – South Bay Fire Departments participated in an operational area drill that simulated a wildland fire in the hills of Torrance and Palos Verdes.



### PROGRAM OVERVIEW

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

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

## OBJECTIVES FY 2022-2023

- Serve as the Fire Department lead in the development and implementation of the Computer Aided Dispatch (CAD) build through Regional Communication Center
- Enhance data collection methodologies to identify emergency service improvement opportunities
- Provide leadership and direction to Battalion Chiefs, Fire Captains, and Fire Personnel
- Improve cooperative interaction with other City departments and existing agreements
- Provide services that continue to reduce community risk for both fire and medical emergencies
- Provide peer support offering professional clinician services catering to mental health needs resulting from exposure to traumatic or stressful events
- Upgrade Mobile Data Computer hardware to improve connectivity with the regional dispatch center
- Partner with surrounding agencies to study opportunities to provide better customer service to South Bay cities

## MAJOR SERVICE DELIVERY CHANGES

- Manhattan Beach Fire Department is working closely with our regional partners to develop the future CAD and regionalize through Alert Southbay
- Implemented Everbridge Mass Notification System for emergency announcements and public notifications
- Continued to monitor COVID-19 mandates and vaccine requirements
- Continued to refine Cloud based Kronos (Telestaff), providing effective and efficient computer staffing ability
- Explored potential improvements to Emergency Reporting Record Management System (RMS) for continued organizational efficiency and effectiveness
- Pursued transition to a digital platform for provision of departmental policies and procedures
- In terms of staffing, in FY 2021-2022 at the mid-year budget review, the City Council approved a new Administrative Analyst position for the Division.

Authorized Full-Time Positions	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
Fire Chief	1	1	1	1
Administrative Analyst	-	-	-	1
Emergency Preparedness Administrator	-	-	-	1
Executive Assistant	1	1	1	1
Technology Specialist	0.2	0.2	0.2	0.2
<b>Total</b>	<b>2.2</b>	<b>2.2</b>	<b>2.2</b>	<b>4.2</b>



## FIRE DEPARTMENT | ADMINISTRATION

Administration Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$109,785	\$88,435	\$76,618	\$274,895	210.8%
51102 Sworn Employee Salaries	16,524	226,436	272,441	263,005	16.1%
51103 Part Time Employee Salaries	215,423	46,662	46,662	3,600	-92.3%
51104 Overtime Regular Employees	7,895	1,000	22,000	5,000	400.0%
51105 Overtime Sworn Employees	-	88,560	88,560	88,560	-
51201 Group Medical Insurance	17,418	34,323	45,504	75,319	119.4%
51202 Medicare	4,194	4,925	5,061	7,852	59.4%
51204 401A Plan City	186	5,641	5,840	11,028	95.5%
51211 PERS Regular Contributions	9,034	8,048	13,580	24,246	201.3%
51212 PERS Sworn Contributions	1,835	46,525	61,043	54,390	16.9%
51213 PERS Regular Net Pension Liab	177,002	-	-	-	-
51214 PERS Sworn Net Pension Liab	19,809,096	-	-	-	-
51219 PERS Suppl Retire Pymt (415)	8,795	8,590	8,590	8,590	-
51231 Unemployment	420	-	-	-	-
51232 Workers Compensation	1,519,680	2,449,080	2,449,080	1,593,600	-34.9%
<b>Total Salaries &amp; Benefits</b>	<b>\$21,897,288</b>	<b>\$3,008,225</b>	<b>\$3,094,979</b>	<b>\$2,410,085</b>	<b>-19.9%</b>
52101 Contract Services	\$62,643	\$68,129	\$68,129	\$90,312	32.6%
52103 Computer Contract Services	22,611	19,820	19,820	28,320	42.9%
52105 SBRPCA Communications	286,188	387,192	387,192	434,118	12.1%
52106 Physical/Psychological Exams	500	880	2,000	1,600	81.8%
52108 Background Investigations	-	864	864	1,728	100.0%
52201 Departmental Supplies	5,604	5,000	6,200	7,000	40.0%
52202 Office Supplies	2,228	3,000	3,000	3,400	13.3%
52205 Uniforms/Safety Equipment	3,471	3,100	3,100	6,100	96.8%
52301 Training, Conf & Meetings	-	4,600	4,600	11,700	154.3%
52304 Employee Awards & Events	1,100	2,000	2,000	4,000	100.0%
52305 Recruitment Costs	530	-	-	-	-
52307 Memberships & Dues	1,980	2,800	2,800	3,525	25.9%
52801 Computers, Supplies & Software	10,145	-	-	-	-
53101 Telephone	1,987	3,474	3,194	3,420	-1.6%
53103 Natural Gas	9,332	6,736	8,520	10,565	56.8%
<b>Total Materials &amp; Services</b>	<b>\$383,245</b>	<b>\$492,585</b>	<b>\$494,905</b>	<b>\$584,278</b>	<b>18.6%</b>
54102 Warehouse Purchases	\$179	-	\$100	-	-
54104 Information Technology Allocation	35,544	\$36,794	\$36,794	\$56,218	52.8%
54105 Insurance Allocation	78,360	174,000	174,000	236,940	36.2%
54106 Fleet Rental Allocation	-	-	-	8,950	-
54108 Building & Ops Allocation	154,009	182,399	182,399	195,253	7.0%
<b>Total Internal Services</b>	<b>\$114,083</b>	<b>\$210,794</b>	<b>\$210,894</b>	<b>\$302,108</b>	<b>43.3%</b>
<b>Total Operating Expenditures</b>	<b>\$22,573,700</b>	<b>\$3,909,013</b>	<b>\$3,999,691</b>	<b>\$3,513,234</b>	<b>(10.1%)</b>

## FIRE DEPARTMENT | ADMINISTRATION

Administration Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
61201 Furniture & Fixtures	-	-	-	\$4,500	-
62201 Building & Facility Improv	\$68,766	-	\$2,081,122	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$68,766</b>	<b>-</b>	<b>\$2,081,122</b>	<b>\$4,500</b>	<b>-</b>
71101 Bond Principal	\$265,000	\$272,500	\$582,500	\$405,000	48.6%
71102 Bond Interest	119,781	111,719	251,719	379,307	239.5%
71103 Bond Administration Fee	900	900	900	900	-
71104 Bond Delivery Cost	113,851	-	204,643	-	-
71107 POB Miscellaneous Principal	-	5,473	5,837	18,478	237.6%
71108 POB Miscellaneous Interest	-	4,080	4,352	11,078	171.5%
71109 POB Safety Principal	-	690,000	690,000	750,000	8.7%
71110 POB Safety Interest	-	513,460	513,460	450,246	-12.3%
<b>Total Debt Service</b>	<b>\$499,533</b>	<b>\$1,598,132</b>	<b>\$2,253,411</b>	<b>\$2,015,009</b>	<b>26.1%</b>
<b>Total Expenditures</b>	<b>\$23,141,999</b>	<b>\$5,507,145</b>	<b>\$8,334,224</b>	<b>\$5,532,743</b>	<b>0.5%</b>

### Source of Funds

General Fund	\$22,687,551	\$5,122,026	\$5,213,340	\$4,747,536	-7.3%
Capital Improvement	454,447	385,119	849,725	785,207	103.9%
Capital Improvement	-	-	2,271,159	-	-
<b>Total Sources</b>	<b>\$23,141,999</b>	<b>\$5,507,145</b>	<b>\$8,334,224</b>	<b>\$5,532,743</b>	<b>0.5%</b>







### PROGRAM OVERVIEW

The Fire Operations Division safeguards Manhattan Beach citizens and visitors by continuously improving and preparing personnel to respond to all emergencies. Emergency response includes fire suppression, medical emergencies, vehicle accidents and other incident types such as physical entrapments, hazardous conditions, requests for auto/mutual aid, including deployments to wildland fires across Southern California. In Calendar year 2021, Manhattan Beach Firefighters received 3481 incident alarms for service.

The Division continues to develop a highly skilled, accountable and resilient workforce through comprehensive training and professional development. These programs include specialty, technical and leadership based training which supports the needs of the organization by maximizing operational efficiency and improving quality of service and response to our community. Cumulatively, Fire personnel completed more than 5384 hours of training and professional development.

- Three new Firefighter Paramedics were hired; conducted live fire training to hone their skills at Culver City facility
- Collaborated with the City of El Segundo for training drills involving unconscious victims with potential electrical burns in a confined space area





### OBJECTIVES FY 2022-2023

- Maintain a high level of operational readiness through enhanced training and development that will ensure prompt and effective emergency response to all emergencies.
- Continue to improve on the automatic/mutual aid agreements with adjacent cities.
- Meet or exceed adopted response standards for first arriving suppression unit to a fire call.
- Meet or exceed adopted response standards for first arriving Paramedic to a medical emergency.
- Ensure reliability and maintenance of all emergency vehicles and equipment.
- Continue to meet the training standards of NFPA 1033 for Fire Investigators, ensuring high quality investigations

### MAJOR SERVICE DELIVERY CHANGES

- Interoperability Network of the South Bay – MBFD continues to work with Area G partners to develop, implement and train on new policy and procedures for operational utilization. Historically, resources operated on one radio channel to manage all incidents (fires, hazardous materials, traffic accident, etc.) Today resources are assigned four channels for each incident greatly improving communications and firefighter safety
- Expanded access to Area G services by executing shared resources agreement with City of Torrance

# FIRE DEPARTMENT | OPERATIONS

<b>Authorized Full-Time Positions</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Proposed</b>
Fire Battalion Chief	1	1	1	1
Fire Captain/Paramedic	6	6	6	6
Fire Engineer/Paramedic	6	6	6	6
Firefighter/Paramedic	6	6	6	6
<b>Total</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>

<b>Fire Operations Object Description</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2022 Y/E Est</b>	<b>FY 2023 Proposed</b>	<b>Var from FY 22 Budg</b>
51102 Sworn Employee Salaries	\$3,134,555	\$3,155,911	\$3,288,850	\$3,097,520	-1.9%
51105 Overtime Sworn Employees	1,738,360	1,445,888	1,736,000	1,445,888	-
51106 Overtime Mutual Aid	570,950	169,344	100,000	169,344	-
51107 Overtime Special Events	2,044	25,800	15,000	47,812	85.3%
51109 OT Training & Special Detail	46,104	140,784	140,784	140,784	-
51201 Group Medical Insurance	426,551	425,107	380,317	409,975	-3.6%
51202 Medicare	73,764	45,761	68,664	44,914	-1.9%
51212 PERS Sworn Contributions	655,902	648,971	678,474	633,609	-2.4%
51214 PERS Sworn Net Pension Liab	755,709	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$7,403,938</b>	<b>\$6,057,566</b>	<b>\$6,408,089</b>	<b>\$5,989,846</b>	<b>-1.1%</b>
52101 Contract Services	\$10,588	\$20,574	\$20,574	\$55,449	169.5%
52109 Automotive Repair Services	139,893	85,000	85,000	100,000	17.6%
52201 Departmental Supplies	33,783	30,000	40,000	39,395	31.3%
52203 Printing	390	280	280	400	42.9%
52204 Postage	164	182	180	174	-4.4%
52205 Uniforms/Safety Equipment	44,332	45,800	60,000	70,280	53.4%
52207 Tools & Minor Equipment	4,520	-	-	7,900	-
52301 Training, Conf & Meetings	17,989	32,000	25,000	49,600	55.0%
52308 Reference Books & Periodicals	364	-	-	500	-
53101 Telephone	8,262	10,109	10,217	11,188	10.7%
53102 Electricity	72,256	71,220	80,452	82,866	16.4%
53103 Natural Gas	2,414	1,832	1,577	1,955	6.7%
53104 Water	6,232	6,974	7,450	6,543	-6.2%
<b>Total Materials &amp; Services</b>	<b>\$341,186</b>	<b>\$303,971</b>	<b>\$330,730</b>	<b>\$426,250</b>	<b>40.2%</b>
54102 Warehouse Purchases	\$3,195	\$4,600	\$4,600	\$5,800	26.1%
54104 Information Technology Allocation	210,708	217,112	217,112	254,829	17.4%
54106 Fleet Rental Allocation	-	146,340	146,340	204,580	39.8%
54107 Fleet Maintenance Allocation	-	23,185	23,185	25,265	9.0%
<b>Total Internal Services</b>	<b>\$213,903</b>	<b>\$391,237</b>	<b>\$391,237</b>	<b>\$490,474</b>	<b>25.4%</b>
<b>Total Operating Expenditures</b>	<b>\$7,959,027</b>	<b>\$6,752,774</b>	<b>\$7,130,056</b>	<b>\$6,906,570</b>	<b>2.3%</b>
61301 Machinery	\$15,141	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$15,141</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$7,974,168</b>	<b>\$6,752,774</b>	<b>\$7,130,056</b>	<b>\$6,906,570</b>	<b>2.3%</b>

## Source of Funds

General Fund	\$7,974,168	\$6,752,774	\$7,130,056	\$6,906,570	2.3%
<b>Total Sources</b>	<b>\$7,974,168</b>	<b>\$6,752,774</b>	<b>\$7,130,056</b>	<b>\$6,906,570</b>	<b>2.3%</b>







### PROGRAM OVERVIEW

The main function of Community Risk Reduction is to provide for public safety through the application of laws and regulations related to fire prevention, life safety, fire protection systems, building construction and protection. Our role is accomplished by performing annual business inspections, plan checks, construction inspections, state mandated inspections, Fire Code-required inspections and all manner of public safety requirements. For everything from special effects for film and television to large special events such as the Holiday Fireworks Show, Community Risk Reduction is here to ensure a safe environment to live, work, and play.

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

Throughout 2021, Community Risk Reduction continued to adapt to the shifting environment brought about by the COVID-19 pandemic. Business Life/Safety inspections, State-Mandated inspections, and California Fire Code-required inspections were halted until policies and safety measures could be put into place. The



implementation of the revised fee schedule slated to begin in February 2021 was delayed until November 2021 for State-Mandated and California Fire Code-required inspections, and the Annual Business Life/Safety inspection fees were on hold until rollout in January 2022.

Despite this turbulence, construction projects requiring a fire inspection were given priority and performed immediately by our full-time Fire Inspector. State-Mandated inspections and Operational Permit-required inspections resumed, reflecting Community Risk Reduction's determination to operate at peak efficiency while providing essential services to members of our community. Our Divisions also hosted the Manhattan Beach 2<sup>nd</sup> Grade Fire Escape Plan Contest to spread awareness of fire safety in our local community. Winners of the contest became honorary Fire Captain's for a morning and rode in the fire engine to school.



### **OBJECTIVES FY 2022-2023**

- Continue to refine implementation of new paperless Fire inspection software
- Complete all State-Mandated and Operational Permit Required inspections
- In conjunction with Finance, implement revised fee schedule and processing plan
- Implement new electronic plan submittal and review process for construction

### **MAJOR SERVICE DELIVERY CHANGES**

The Community Risk Reduction Division continues to experience ever higher demands for construction inspections, Fire Code-required inspections, and State-Mandated life safety inspections. Community Risk Reduction proposes to meet these demands via:

- A full-time civilian Fire Inspector position, funded in part through a reduction in part-time staff
- Adopting the updated Universal and California Fire Code and implementing changes
- Meet State Mandated Fire Standards and Procedures to include apartment building inspections

# FIRE DEPARTMENT | COMMUNITY RISK REDUCTION (FORMALLY PREVENTION)

	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
<b>Authorized Full-Time Positions</b>				
Fire Marshall/Captain	1	1	1	1
Fire Inspector	-	-	1	1
Firefighter/Paramedic (assigned as Fire Inspector)	1	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>

Community Risk Reduction Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	-	\$81,167	\$72,228	<b>\$89,182</b>	9.9%
51102 Sworn Employee Salaries	\$307,914	318,396	280,634	<b>313,367</b>	-1.6%
51103 Part Time Employee Salaries	35,529	34,653	34,653	<b>35,693</b>	3.0%
51105 Overtime Sworn Employees	3,458	20,094	15,000	<b>31,034</b>	54.4%
51108 Overtime Cooperative Resources	2,186	50,000	50,000	<b>30,044</b>	-39.9%
51109 OT Training & Special Detail	-	2,100	3,500	<b>2,600</b>	23.8%
51201 Group Medical Insurance	27,477	58,529	32,485	<b>50,543</b>	-13.6%
51202 Medicare	5,024	5,794	5,116	<b>6,355</b>	9.7%
51211 PERS Regular Contributions	1,614	7,386	619	<b>7,866</b>	6.5%
51212 PERS Sworn Contributions	55,062	64,671	52,099	<b>57,650</b>	-10.9%
51214 PERS Sworn Net Pension Liab	82,946	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$521,209</b>	<b>\$642,790</b>	<b>\$546,334</b>	<b>\$628,709</b>	<b>-2.2%</b>
52101 Contract Services	\$35,241	\$53,500	\$53,500	<b>\$83,200</b>	55.5%
52201 Departmental Supplies	-	1,250	3,750	<b>1,500</b>	20.0%
52203 Printing	-	300	625	<b>300</b>	-
52205 Uniforms/Safety Equipment	1,439	3,200	3,200	<b>3,950</b>	23.4%
52301 Training, Conf & Meetings	1,685	6,000	6,000	<b>12,100</b>	101.7%
52307 Memberships & Dues	-	885	885	<b>1,650</b>	86.4%
52308 Reference Books & Periodicals	1,836	2,250	2,250	<b>3,395</b>	50.9%
53101 Telephone	123	599	472	<b>533</b>	-11.0%
<b>Total Materials &amp; Services</b>	<b>\$40,323</b>	<b>\$67,984</b>	<b>\$70,682</b>	<b>\$106,628</b>	<b>56.8%</b>
54104 Information Technology Allocation	\$22,284	\$22,806	\$22,806	<b>\$26,999</b>	18.4%
54106 Fleet Rental Allocation	-	22,910	22,910	<b>25,780</b>	12.5%
54107 Fleet Maintenance Allocation	-	14,606	14,606	<b>21,221</b>	45.3%
<b>Total Internal Services</b>	<b>\$22,284</b>	<b>\$60,322</b>	<b>\$60,322</b>	<b>\$74,000</b>	<b>22.7%</b>
<b>Total Operating Expenditures</b>	<b>\$583,816</b>	<b>\$771,096</b>	<b>\$677,338</b>	<b>\$720,155</b>	<b>(6.6%)</b>
59201 Transfers Out	-	\$30,000	\$30,000	-	-100.0%
<b>Total Transfers</b>	<b>-</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>-</b>	<b>-100.0%</b>
<b>Total Expenditures</b>	<b>\$583,816</b>	<b>\$801,096</b>	<b>\$707,338</b>	<b>\$809,337</b>	<b>1.0%</b>

## Source of Funds

General Fund	\$583,816	\$801,096	\$707,338	<b>\$809,337</b>	1.0%
<b>Total Sources</b>	<b>\$583,816</b>	<b>\$801,096</b>	<b>\$707,338</b>	<b>\$809,337</b>	<b>1.0%</b>





### PROGRAM OVERVIEW

Nearly 70 percent of the Department's responses are requests for emergency medical assistance. All Firefighters, Fire Engineers and Fire Captains are licensed Paramedics. They provide Emergency Medical Services to all residents and visitors in need of emergency care. The Emergency Medical Services Division supports our highly skilled personnel by pursuing innovation, training and continuous quality improvement. 2021 continued to be a difficult year due to the prevalence of COVID-19 and the toll it has had on families who lost loved ones and generally in all quality of life.

Our quick response and preparation to the threat of COVID-19 continues to provide a safe and healthy environment for our Firefighters. By securing personal protective equipment and rapidly adapting to new CDC guidelines throughout our department, our staff ensures we are always prepared for the dangers posed by the pandemic. Personnel have been very diligent to keep all areas clean and disinfected, appropriately implementing personal protective equipment requirements, and maintaining a high standard of hygiene.

By securing all necessary protective equipment, including a specialized decontamination sprayer used to disinfect the ambulance after every incident, the department reaffirms its proactive approach to reducing the spread of COVID-19 in our community.

### OBJECTIVES FY 2022-2023

- Assess our current delivery model for opportunities to increase efficiency of patient transportation and unit availability
- Meet and exceed CDC and County COVID-19 safety precautions and field procedures
- Meet or exceed standards for on-scene and transport times for trauma, stroke and STEMI patients
- Evaluate current EMS educational model to ensure industry standards are met
- Continue to pursue improvements in service delivery through technology, training and innovation



### MAJOR SERVICE DELIVERY CHANGES

Our Department contracts with UCLA Center of Prehospital Care for the continuation of annual education programs, providing our Firefighters with the knowledge and skills necessary to maintain our exceptional standard of service. Mrs. Marianne Newby, Nurse Educator and Quality Improvement Coordinator, worked with our Department to ensure that we continued to meet all regulatory requirements for local EMS agencies.

Mrs. Newby provided training and continuous education to our Firefighters to assist them in their recertification process. She also reviewed paramedic documentation and made recommendations for improvements, where needed. Additionally, Mrs. Newby accompanied our Firefighters on calls to observe their treatments at the scene of emergencies and provide constructive feedback.

The Manhattan Beach Fire Department is always looking for ways to improve prehospital care to the community and provide emergency medical care to its citizen as efficiently as possible. Our Department remains involved in studies undertaken by the Los Angeles County Emergency Medical Services Agency to improve the quality of care given in the field.



# FIRE DEPARTMENT | EMERGENCY MEDICAL SERVICES

<b>Authorized Full-Time Positions</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Proposed</b>
Fire Battalion Chief	1	1	1	1
Firefighter/Paramedic	6	6	6	6
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

<b>Emergency Medical Services Object Description</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2022 Y/E Est</b>	<b>FY 2023 Proposed</b>	<b>Var from FY 22 Budg</b>
51102 Sworn Employee Salaries	\$970,248	\$1,014,529	\$816,288	<b>\$938,838</b>	-7.5%
51105 Overtime Sworn Employees	369,179	314,798	600,000	<b>314,798</b>	-
51107 Overtime Special Events	-	5,904	5,904	<b>5,904</b>	-
51109 OT Training & Special Detail	1,148	20,336	10,000	<b>24,600</b>	21.0%
51201 Group Medical Insurance	131,094	144,214	117,829	<b>140,484</b>	-2.6%
51202 Medicare	18,939	14,711	21,906	<b>13,613</b>	-7.5%
51212 PERS Sworn Contributions	179,133	206,107	155,509	<b>181,438</b>	-12.0%
51214 PERS Sworn Net Pension Liab	237,092	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$1,906,833</b>	<b>\$1,720,599</b>	<b>\$1,727,436</b>	<b>\$1,619,675</b>	<b>-5.9%</b>
52101 Contract Services	\$600,457	\$263,380	\$280,000	<b>\$281,405</b>	6.8%
52201 Departmental Supplies	75,889	66,375	66,375	<b>85,720</b>	29.1%
52205 Uniforms/Safety Equipment	5,162	6,740	6,740	<b>7,200</b>	6.8%
52301 Training, Conf & Meetings	2,892	2,500	2,500	<b>5,000</b>	100.0%
52307 Memberships & Dues	225	320	500	<b>500</b>	56.3%
52308 Reference Books & Periodicals	6	600	600	<b>600</b>	-
<b>Total Materials &amp; Services</b>	<b>\$684,632</b>	<b>\$339,915</b>	<b>\$356,715</b>	<b>\$380,425</b>	<b>11.9%</b>
54104 Information Technology Allocation	\$77,568	\$79,973	\$79,973	<b>\$93,943</b>	17.5%
54106 Fleet Rental Allocation	-	136,130	136,130	<b>194,070</b>	42.6%
54107 Fleet Maintenance Allocation	-	13,685	13,685	<b>14,912</b>	9.0%
<b>Total Internal Services</b>	<b>\$77,568</b>	<b>\$229,788</b>	<b>\$229,788</b>	<b>\$302,925</b>	<b>31.8%</b>
<b>Total Expenditures</b>	<b>\$2,669,033</b>	<b>\$2,290,302</b>	<b>\$2,313,939</b>	<b>\$2,303,025</b>	<b>0.6%</b>

## Source of Funds

General Fund	\$2,669,033	\$2,290,302	\$2,313,939	<b>\$2,303,025</b>	0.6%
<b>Total Sources</b>	<b>\$2,669,033</b>	<b>\$2,290,302</b>	<b>\$2,313,939</b>	<b>\$2,303,025</b>	<b>0.6%</b>





### PROGRAM OVERVIEW

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

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

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

The Emergency Operations Center (EOC) continues to be activated since the Federal Administration declared a State of Emergency on March 13, 2020 in response to the COVID-19 pandemic. The EOC is a centralized location for resources and personnel to manage and coordinate between departments. The EOC is staffed by City management personnel and City employees. The City Manager assumes the EOC Director position with Department Heads falling into positions such as Operations, Planning, Logistics and Finance to navigate the City through crisis and be eligible for State and Federal aid under the declared emergency. A mass notification system (Everbridge) was quickly implemented through the EOC and used as a means to keep the community informed and up to date on health and safety precautions in an effort to slow the spread of the novel Corona virus. With the help of Federal Grant dollars, the Manhattan Beach Fire Department was able to expand the virtual communication and planning networks using cloud based communication platforms and audio visual equipment to provide employees with a safe working environment.





### OBJECTIVES FY 2022-2023

- Conduct an EOC debrief at conclusion of COVID-19 pandemic to review lessons learned while working in the EOC and to memorialize these accomplishments for future employees to learn from
- Resume City Wide Great Shake Out earthquake drill this fall with Map Your Neighborhood and CERT
- Use remote learning tools to assist all City employees with the completion of required ICS training
- Continue the development and implementation of a new Computer Aided Dispatch system (CAD)
- Obtain the supplies needed to complete the Public Works Emergency Operation Center
- Support community volunteer emergency response organizations

### MAJOR SERVICE DELIVERY CHANGES

During the ongoing COVID pandemic, the Support Services had to reimagine how the department and its partners provided service to the community. The EOC had to be reconfigured and designed to allow for social distancing at the beginning of the activation and then transformed from an in person operation to a remote virtual EOC operation. This enabled the city to continue functioning while personnel were offsite due to State Health orders. Through cooperation among all departments and assistance from Information Technology this was done quickly and seamlessly.

Support Services coordinated training for both Fire Department personnel as well as other City departments in National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) to meet federal guidelines and secure Federal funds that assist with recovery costs. Due to this training and the activation of the EOC at the beginning of the pandemic, the City has been able to secure funding from the State of California due to the Emergency Proclamation. All employees are considered “Disaster Service Workers” and we strive to ensure their safety and well-being during difficult times especially after recent events related to communicable disease and control.

## FIRE DEPARTMENT | SUPPORT SERVICES

<b>Authorized Full-Time Positions</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Proposed</b>
Fire Battalion Chief	1	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

<b>Support Services Object Description</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2022 Y/E Est</b>	<b>FY 2023 Proposed</b>	<b>Var from FY 22 Budg</b>
51102 Sworn Employee Salaries	\$223,591	\$214,497	\$221,440	<b>\$215,539</b>	0.5%
51103 Part Time Employee Salaries	-	72,025	72,025	-	-100.0%
51105 Overtime Sworn Employees	-	7,286	7,286	<b>7,472</b>	2.6%
51201 Group Medical Insurance	13,504	17,809	16,471	<b>24,525</b>	37.7%
51202 Medicare	-	1,044	-	<b>3,125</b>	199.3%
51211 PERS Regular Contributions	-	6,554	-	-	-100.0%
51212 PERS Sworn Contributions	42,293	43,588	45,829	<b>48,798</b>	12.0%
51214 PERS Sworn Net Pension Liab	58,424	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$223,591</b>	<b>\$293,808</b>	<b>\$300,751</b>	<b>\$223,011</b>	<b>-24.1%</b>
52101 Contract Services	\$16,896	\$28,990	\$28,990	<b>\$27,190</b>	-6.2%
52201 Departmental Supplies	59,133	58,625	58,625	<b>78,400</b>	33.7%
52203 Printing	-	850	850	<b>1,550</b>	82.4%
52205 Uniforms/Safety Equipment	602	600	600	<b>600</b>	-
52301 Training, Conf & Meetings	665	10,450	10,450	<b>19,275</b>	84.4%
53101 Telephone	287	1,403	1,105	<b>1,249</b>	-11.0%
<b>Total Materials &amp; Services</b>	<b>\$76,029</b>	<b>\$87,615</b>	<b>\$87,615</b>	<b>\$105,590</b>	<b>20.5%</b>
54102 Warehouse Purchases	\$345	-	\$600	-	-
<b>Total Internal Services</b>	<b>\$345</b>	<b>-</b>	<b>\$600</b>	<b>-</b>	<b>-</b>
<b>Total Operating Expenditures</b>	<b>\$415,396</b>	<b>\$463,721</b>	<b>\$463,671</b>	<b>\$427,723</b>	<b>(7.8%)</b>
61203 Computer Equipment & Software	1,009	\$41,500	-	<b>\$44,000</b>	6.0%
<b>Total Capital Projects &amp; Equipment</b>	<b>\$1,009</b>	<b>\$41,500</b>	<b>-</b>	<b>\$44,000</b>	<b>6.0%</b>
<b>Total Expenditures</b>	<b>\$416,749</b>	<b>\$505,221</b>	<b>\$464,271</b>	<b>\$471,723</b>	<b>(6.6%)</b>

### Source of Funds

General Fund	\$416,749	\$505,221	\$464,271	<b>\$471,723</b>	-6.6%
<b>Total Sources</b>	<b>\$416,749</b>	<b>\$505,221</b>	<b>\$464,271</b>	<b>\$471,723</b>	<b>(6.6%)</b>



# COMMUNITY DEVELOPMENT







# COMMUNITY DEVELOPMENT DEPARTMENT

## DIRECTOR OF COMMUNITY DEVELOPMENT

### ADMINISTRATION

- Department Administration
- Training
- Budget Development
- Intra-Departmental Special Studies
- Records Management

### PLANNING

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

### BUILDING

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

### TRAFFIC ENGINEERING

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

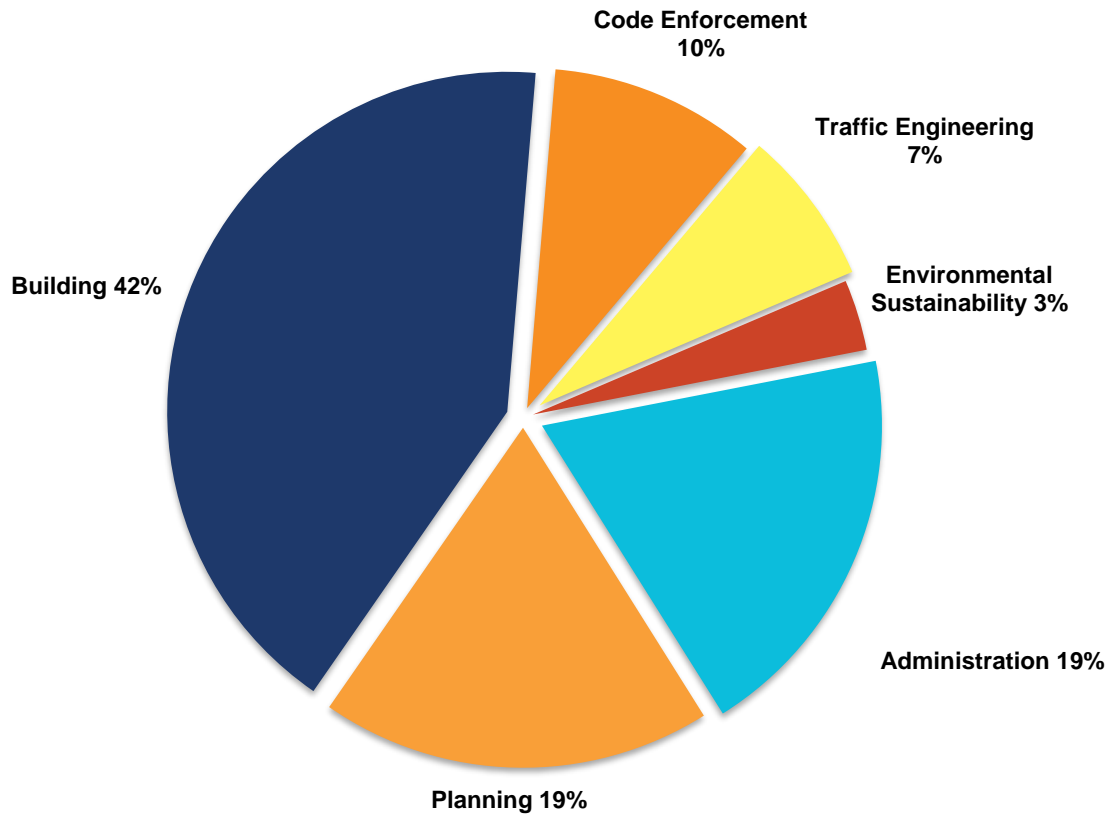
### ENVIRONMENTAL SUSTAINABILITY

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

# COMMUNITY DEVELOPMENT DEPARTMENT

FY 2022-23

## Department Expenditure by Program

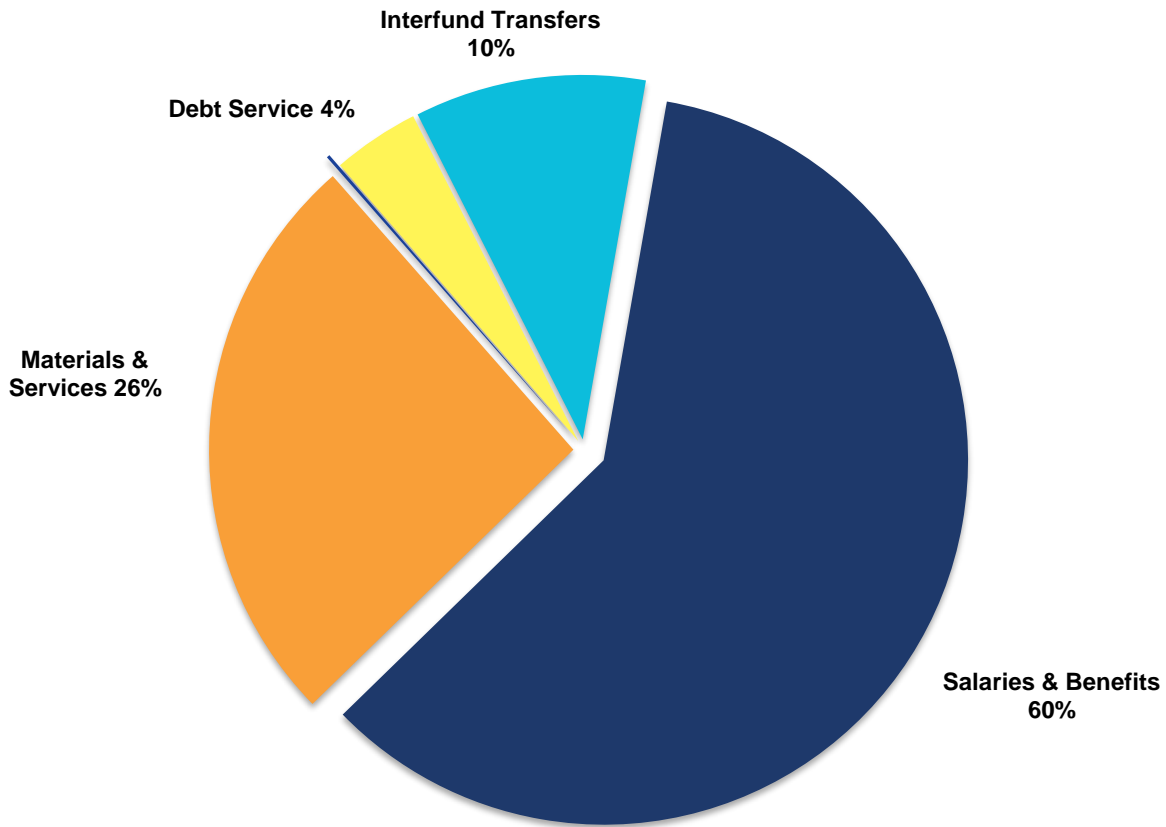


Program Expenditures	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimate	FY 2023 Proposed
Administration	\$5,174,407	\$1,079,988	\$1,053,916	\$1,344,233
Planning	980,474	967,835	1,065,365	1,306,043
Building	2,803,804	2,426,727	2,494,212	2,929,052
Code Enforcement	677,162	770,779	681,835	691,609
Traffic Engineering	425,430	449,270	510,901	520,259
Environmental Sustainability	381,774	214,292	350,179	236,758
<b>Total</b>	<b>\$10,443,051</b>	<b>\$5,908,891</b>	<b>\$6,156,408</b>	<b>\$7,027,954</b>

Program Revenues	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimate	FY 2023 Proposed
Building Permits	\$1,575,747	\$1,685,983	\$1,685,983	\$1,815,000
Other Permits	1,731,395	1,106,940	1,357,228	1,307,440
Plan Check Fees	1,994,411	1,759,900	2,005,600	2,009,800
Plan Filing & Report Fees	633,303	580,500	670,250	655,250
<b>Total</b>	<b>\$5,934,857</b>	<b>\$5,133,323</b>	<b>\$5,719,061</b>	<b>\$5,787,490</b>
<b>Full-Time Positions</b>	<b>30</b>	<b>31</b>	<b>32</b>	<b>33</b>

# COMMUNITY DEVELOPMENT DEPARTMENT

## FY 2022-23 Department Expenditure by Category



Category Expenditures	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimate	FY 2023 Proposed
Salaries & Benefits	\$8,249,171	\$3,771,860	\$3,297,286	\$4,211,632
Materials & Services	1,619,733	1,149,328	1,880,005	1,814,152
Capital Outlay	14,080	-	12,065	10,000
Debt Service	24,656	288,668	267,738	271,038
Interfund Transfers	535,410	699,035	699,314	721,132
<b>Total</b>	<b>\$10,443,051</b>	<b>\$5,908,891</b>	<b>\$6,156,408</b>	<b>\$7,027,954</b>

# COMMUNITY DEVELOPMENT DEPARTMENT

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## MISSION

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

## DEPARTMENT OVERVIEW

Administration guides the Department's 32 full-time staff members and three part-time interns to ensure collaborative work internally amongst staff and externally with the public. The Department continually strives to improve customer service for residents and businesses by developing long-term plans and policies to further the mobility and livability of the city and implementation of those plans.

With continued and steady building activity throughout the city, the Planning and Building and Safety Divisions work hand-in-hand through the development review process to provide high-quality and

seamless service to the development community. The dedicated staff members strive to keep the community and construction process safe, and up-to-code through plan review, building plan checks, permitting, and inspections. Additionally, the Building and Safety Division's Code Enforcement Program enforces City regulations, building codes and environmental regulations to protect the city, and by keeping it clean and livable for our residents. This includes proactively educating residents and the building community about construction rules and regulations. The Planning Division is active in keeping up with changing state legislation pertaining to housing, other land use laws, and environmental review, and advises property owners, real estate professionals, and business owners on zoning and land use regulations.

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

With sustained development and building activity, construction is expected to remain stable for FY 2022-2023.



## RECENT ACCOMPLISHMENT HIGHLIGHTS

### PLANNING DIVISION

- Processed over 100 Planning applications (Use Permits, Minor Exceptions, Coastal Development Permits, etc.).
- Reviewed complex and/or controversial discretionary applications, including Use Permits for Sunrise Assisted Living Facility, the Scout House Reconstruction, and for an animal boarding facility on Sepulveda Boulevard.
- Managed large commercial projects including the Manhattan Village Mall Expansion and Enhancement Project and Skechers Headquarters along Sepulveda Boulevard.
- Processed COVID-19 related Outdoor Facilities Permits for commercial businesses.
- Prepared and adopted the 6th Cycle Housing Element update and associated CEQA documentation.
- Developed temporary local regulations in response to the state's adoption of Senate Bill 9.



### BUILDING AND SAFETY DIVISION

- Completed 15,564 building inspections.
- Upgraded Energov electronic permitting system capabilities to allow for continued full range of service beyond the COVID-19 City Hall closure.
- Adjusted public counter schedule to allow for one-on-one customer meetings, and provided staff dedicated time to process and issue online permits.
- Worked with plan check consultants and Information Technology to allow for direct access to permitting system to reduce lag time in entering results of review to ensure efficient processing of review statuses.
- Trained other City departments to use Energov for reviews, inspection requests, and performing inspections on iPads.

### CODE ENFORCEMENT SECTION

- Hired one Code Enforcement Supervisor and three Code Enforcement Officers to fill remaining section vacancies.
- Transitioned Code Enforcement section to seven days per week staffing coverage, which includes staggered start and end times to provide longer coverage during the workweek.
- Performed proactive outdoor dining deck enforcement to ensure occupancy levels do not exceed permitted volumes.
- Performed an audit on all open code cases and closed or updated case status, as required.
- Routed dedicated Code Enforcement phone line and email address to all officers to ensure a prompt response by Code Enforcement staff.



# COMMUNITY DEVELOPMENT DEPARTMENT

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## TRAFFIC ENGINEERING DIVISION

- Managed and expanded the Outdoor Street Dining and Business Use Program in the public right-of-way and on sidewalks for seating or merchandise for 42 businesses throughout the City during COVID-19 occupancy restrictions.
- Provided monitoring and oversight for traffic-related conditions during the Manhattan Village Mall Enhancement and Expansion and Skechers Headquarters construction projects.
- Assisted Public Works Engineering in providing professional traffic engineering oversight for several road improvements and traffic signal projects.
- Completed the Engineering and Traffic Survey update, which establishes speed limits on city streets.
- Reviewed and issued over 1,100 right-of-way permits for construction, parking, deliveries, cranes, materials storage, PODs, refuse bins, and other uses of the public streets.
- Collaborated with the Planning Division to modernize the City's parking requirements for private developments. Parking requirements for several new land uses have been added to the City's standard rates, as well as options for shared parking and mixed-use parking demand reductions.
- Developed and managed the City's Temporary Street Dining and Business Use Encroachment Program, which was authorized by Emergency Orders related to the COVID-19 pandemic. The Program established over 50 encroachment areas, primarily in the Downtown and North End business districts. The Program required specialized guidelines and safety requirements; street modifications, permit issuance and use fees; monitoring of dining occupancy and regulatory oversight. In addition, the City imposed additional operational requirements to accommodate several City special events in downtown.

## ENVIRONMENTAL SUSTAINABILITY DIVISION

- Secured a \$30,000 CalEPA grant to fund the MB Green Business Program over two years.
- Completed 10 years of the Green Business Program, certifying 70 businesses resulting in greenhouse gas (GHG) emissions reduction of 1,186,222 lbs. (equivalent of planting 8,897 trees), saving 837,795 kwh of energy, diverting 1,654,660 lbs. of solid waste, and saving 5,589,546 gallons of water.
- Recognized by the Institute of Local Government with the 2021 Leadership and Innovation in Climate Resilience and Adaptation award.
- Transitioned the community to clean, renewable electricity through 100% Green Power.
- Completed the City's first Sea Level Rise (SLR) Risk, Hazards, and Vulnerability Assessment; Groundwater-SLR Hazard Analysis; and Confluence Modeling on Stormwater Infrastructure and SLR.
- Completed the City's first Sea Level Rise Adaptation Plan.
- Drafted a new "Coastal Hazards" chapter for the Local Coastal Program (LCP) including policies on sea level rise and climate change adaptation to incorporate into an update of the LCP.
- Held nine public workshops and focus groups reaching over 200 community members on SLR science and impacts, vulnerabilities in the community, and adaptation options.
- Recognized as the first officially-certified "Blue City" as an ocean-friendly City. Completed an assessment of the City and became certified through the Blue City Network for efforts including climate protection and community resilience; waste minimization; water quality and efficiency; and healthy ecosystems.
- Advanced development of a draft Climate Action and Adaptation Plan (CAAP) including analyzing climate hazards and planning for climate change adaptation; creating climate action future emissions scenarios using GHG emissions inventories to achieve 40% reductions by 2030 (SB 350), and Carbon

## COMMUNITY DEVELOPMENT DEPARTMENT

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Neutrality by 2045 (California Executive Order B-55-18); and developed emission reduction strategies to achieve GHG reduction goals.

- Presented policy options to City Council on increasing energy efficiency and low-impact development including reducing run-off in new developments.
- Assisted in the development and review of the MB Dune Restoration Project's Restoration and Monitoring Plan for inclusion in the Coastal Development Permit package.
- Completed CDP permitting process and initiated the City's first Beach Dune Restoration on January 21, 2022, to increase coastal resiliency and create a buffer from coastal storms and sea level rise.



Photo by Daily Breeze

### PROGRAM OVERVIEW

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

### OBJECTIVES FY 2022-2023

- Continue to implement plan to electronically digitize, organize and store all department files into OnBase Records Management System and Energov Permitting.
- Continue to assess, evaluate and improve departmental operations, processes and procedures.
- Seek opportunities to educate and train staff on efficient and effective customer service skills and techniques and supervisory skills.
- Continue to build and maintain personal interactions with residents, community stakeholders and organizations for meaningful civic engagement and outreach.

### MAJOR SERVICE DELIVERY CHANGES

In Fiscal Year 2021-2022, the City Council approved the reclassification of the division's Office Assistant to Administrative Analyst to provide more versatility to the department's administrative functions, records management, as well as other duties related to budget, procurement, policy development, and contracts.

	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
<b>Authorized Full-Time Positions</b>				
Director	1	1	1	1
Senior Management Analyst	1	1	1	1
Executive Assistant	1	1	1	1
Administrative Analyst	-	-	-	0.5
Office Assistant	1	1	1	-
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>3.5</b>





# COMMUNITY DEVELOPMENT DEPARTMENT | ADMINISTRATION

Administration Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$368,985	\$433,579	\$421,438	\$422,716	-2.5%
51103 Part Time Employee Salaries	17,661	-	37,200	21,245	-
51201 Group Medical Insurance	52,979	70,806	49,021	66,644	-5.9%
51202 Medicare	5,513	6,287	6,111	6,129	-2.5%
51204 401A Plan City	14,011	16,533	14,669	14,744	-10.8%
51211 PERS Regular Contributions	34,763	38,681	35,600	37,284	-3.6%
51213 PERS Regular Net Pension Liab	4,441,637	-	-	-	-
51231 Unemployment	420	2,209	2,209	2,209	-
51232 Workers Compensation	37,320	34,380	34,380	28,740	-16.4%
<b>Total Salaries &amp; Benefits</b>	<b>\$4,973,289</b>	<b>\$602,475</b>	<b>\$600,628</b>	<b>\$599,711</b>	<b>-0.5%</b>
52101 Contract Services	\$8,375	\$15,700	\$15,000	\$258,400	1545.9%
52103 Computer Contract Services	49,069	59,999	59,999	60,188	0.3%
52201 Departmental Supplies	4,173	3,200	5,000	7,300	128.1%
52202 Office Supplies	2,899	8,700	6,000	6,050	-30.5%
52203 Printing	80	600	600	1,950	225.0%
52204 Postage	365	413	350	387	-6.3%
52205 Uniforms/Safety Equipment	137	-	500	600	-
52206 Advertising	-	-	-	1,000	-
52301 Training, Conf & Meetings	690	4,750	7,000	30,300	537.9%
52304 Employee Awards & Events	166	500	500	500	-
52307 Memberships & Dues	788	900	788	950	5.6%
52308 Reference Books & Periodicals	98	300	300	300	-
52801 Computers, Supplies & Software	5,979	10,500	6,000	7,000	-33.3%
53101 Telephone	1,891	1,600	1,830	1,424	-11.0%
<b>Total Materials &amp; Services</b>	<b>\$74,711</b>	<b>\$107,162</b>	<b>\$103,867</b>	<b>\$376,349</b>	<b>251.2%</b>
54102 Warehouse Purchases	\$1,407	\$1,500	\$1,500	\$1,500	-
54104 Information Technology Allocation	44,004	42,267	42,267	53,259	26.0%
54105 Insurance Allocation	18,300	9,540	9,540	12,000	25.8%
54108 Building & Ops Allocation	23,960	28,376	28,376	30,376	7.0%
<b>Total Internal Services</b>	<b>\$87,671</b>	<b>\$81,683</b>	<b>\$81,683</b>	<b>\$97,135</b>	<b>18.9%</b>
<b>Total Operating Expenditures</b>	<b>\$5,135,671</b>	<b>\$791,320</b>	<b>\$786,178</b>	<b>\$1,073,195</b>	<b>35.6%</b>
61203 Computer Equipment & Software	\$14,080	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$14,080</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
71104 Bond Delivery Cost	\$24,656	-	-	-	-
71107 POB Miscellaneous Principal	-	\$165,379	\$153,388	\$169,453	2.5%
71108 POB Miscellaneous Interest	-	123,289	114,350	101,585	-17.6%
<b>Total Debt Service</b>	<b>\$24,656</b>	<b>\$288,668</b>	<b>\$267,738</b>	<b>\$271,038</b>	<b>-6.1%</b>
<b>Total Expenditures</b>	<b>\$5,174,407</b>	<b>\$1,079,988</b>	<b>\$1,053,916</b>	<b>\$1,344,233</b>	<b>24.5%</b>
<b>Source of Funds</b>					
General Fund	\$5,174,407	\$1,079,988	\$1,053,916	\$1,344,233	24.5%
<b>Total Sources</b>	<b>\$5,174,407</b>	<b>\$1,079,988</b>	<b>\$1,053,916</b>	<b>\$1,344,233</b>	<b>24.5%</b>

## PROGRAM OVERVIEW

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



## OBJECTIVES FY 2022-2023

- Comply with legally mandated housing requirements in response to housing affordability related to:
  - Accessory Dwelling Units (ADUs) and Junior ADUs
  - Southern California Association of Governments (SCAG) Growth Forecast and Regional Housing Needs Assessment (RHNA)
  - No Net Loss and Replacement Units
  - By Right Supportive Housing Streamlining
  - Density Bonus
  - Senate Bill 9
  - 6th Cycle Housing Element HCD certification and implementation
  - Annual Housing Element Report to Office of Planning and Research and Housing and Community Development
- Continue to provide oversight for the Manhattan Village Mall Enhancement Project, Kinecta Financial Credit Union, Skechers Headquarters Project, and other large commercial projects under construction.
- Review development projects including the Scout House Reconstruction Project and the Highrose (Verandas) Multifamily Residential Project.
- Educate the community on Telecommunications FCC regulations and local permitting.
- Continue the Planning Intern program, filling division vacancies and training staff.

## MAJOR SERVICE DELIVERY CHANGES

In terms of staffing, in FY 2021-2022 at the mid-year budget review, the City Council approved a new Senior Planner position for the Division. The Senior Planner position will be utilized for management of more complex development projects and long-range planning policy efforts. The City Council also approved a reclassification of the Division's Office Assistant to an Administrative Assistant to account for all Planning Commission related duties that distinguish this position from duties associated with administrative staff in other divisions.

## COMMUNITY DEVELOPMENT DEPARTMENT | PLANNING

<b>Authorized Full-Time Positions</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Proposed</b>
Planning Manager	1	1	1	1
Senior Planner	-	-	-	1
Associate Planner	2	3	3	3
Assistant Planner	3	2	1	1
Planning Technician	-	-	-	1
Administrative Analyst	-	-	-	0.25
Administrative Assistant	-	1	1	1
<b>Total</b>	<b>6</b>	<b>7</b>	<b>6</b>	<b>8.25</b>

2,000 hours are budgeted in FY 2022-2023 for part-time staff.

<b>Planning Object Description</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2022 Y/E Est</b>	<b>FY 2023 Proposed</b>	<b>Var from FY 22 Budg</b>
51101 Salaries & Allowances	\$515,383	\$570,647	\$514,760	\$808,717	41.7%
51103 Part Time Employee Salaries	19,399	28,700	28,700	31,800	10.8%
51104 Overtime Regular Employees	2,949	6,350	1,800	6,125	-3.5%
51201 Group Medical Insurance	51,560	57,392	39,340	105,130	83.2%
51202 Medicare	7,723	8,691	7,464	12,187	40.2%
51204 401A Plan City	4,563	6,933	7,195	12,353	78.2%
51211 PERS Regular Contributions	45,084	51,645	46,132	71,329	38.1%
51213 PERS Regular Net Pension Liab	67,974	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$537,731</b>	<b>\$605,697</b>	<b>\$545,260</b>	<b>\$846,642</b>	<b>39.8%</b>
52101 Contract Services	\$77,456	\$22,564	\$200,000	\$38,032	68.6%
52201 Departmental Supplies	18	-	-	-	-
52203 Printing	130	500	500	1,500	200.0%
52204 Postage	2,175	2,417	2,100	2,306	-4.6%
52206 Advertising	3,074	3,000	3,600	4,000	33.3%
52301 Training, Conf & Meetings	-	2,250	3,970	14,500	544.4%
52307 Memberships & Dues	625	2,600	2,040	3,169	21.9%
52308 Reference Books & Periodicals	92	500	400	500	-
52801 Computers, Supplies & Software	-	-	-	-	-
53101 Telephone	369	1,803	1,421	1,605	-11.0%
<b>Total Materials &amp; Services</b>	<b>\$79,780</b>	<b>\$25,481</b>	<b>\$202,600</b>	<b>\$41,838</b>	<b>64.2%</b>
54104 Information Technology Allocation	\$62,052	\$59,904	\$59,904	\$64,724	8.0%
54108 Building & Ops Allocation	119,847	141,939	141,939	121,566	-14.4%
<b>Total Internal Services</b>	<b>\$62,052</b>	<b>\$59,904</b>	<b>\$59,904</b>	<b>\$64,724</b>	<b>8.0%</b>
<b>Total Operating Expenditures</b>	<b>\$980,474</b>	<b>\$967,835</b>	<b>\$1,061,265</b>	<b>\$1,299,543</b>	<b>34.3%</b>
61201 Furniture & Fixtures	-	-	\$4,100	\$6,500	-
<b>Total Capital Projects &amp; Equipment</b>	<b>-</b>	<b>-</b>	<b>\$4,100</b>	<b>\$6,500</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$980,474</b>	<b>\$967,835</b>	<b>\$1,065,365</b>	<b>\$1,306,043</b>	<b>34.9%</b>

### Source of Funds

General Fund	\$980,474	\$967,835	\$1,065,365	\$1,306,043	34.9%
<b>Total Sources</b>	<b>\$980,474</b>	<b>\$967,835</b>	<b>\$1,065,365</b>	<b>\$1,306,043</b>	<b>34.9%</b>



## PROGRAM OVERVIEW

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

The Citizen Self Service (CSS) website serves as a single location for permit issuance for all construction activity throughout the city, as well as permits for the Public Works and Fire Departments. The CSS website services include intake and plan review, building and planning permit issuance, scheduling and documentation of inspections, and all other matters related to construction activity.



## OBJECTIVES FY 2022-2023

- Continue to upgrade the electronic plan review process to provide additional customer facing features and unify all departments' reviews.
- Complete initial plan checks application reviews within a timely manner.
- Perform all building inspections by the next business day.
- Facilitate progress on key economic development projects including Skechers, Manhattan Village Mall Enhancement and Expansion Project, and the proposed hotel on Sepulveda Boulevard.

## MAJOR SERVICE DELIVERY CHANGES

An Office Assistant position was restructured with .5 dedicated to the Code Enforcement section budget and the remaining .5 to the Building & Safety program.

Authorized Full-Time Positions	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
Building Official	1	1	1	1
Senior Plan Check Engineer	1	1	1	1
Plan Check Engineer	1	1	1	1
Principal Building Inspector	1	1	-	-
Senior Building Inspector	2	2	2	2
Building Inspector	1	1	2	2
Building Services Analyst	1	1	1	1
Senior Permits Technician	1	1	1	1
Permits Technician	2	2	2	2
Administrative Analyst	-	-	-	0.25
Administrative Assistant	1	1	1	1
Office Assistant	1	-	-	0.5
<b>Total</b>	<b>13</b>	<b>12</b>	<b>12</b>	<b>12.75</b>

## COMMUNITY DEVELOPMENT DEPARTMENT | BUILDING & SAFETY

Building & Safety Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$1,171,148	\$1,096,640	\$950,684	\$1,176,261	7.3%
51104 Overtime Regular Employees	2,935	12,500	10,000	15,000	20.0%
51201 Group Medical Insurance	188,925	190,581	146,222	210,234	10.3%
51202 Medicare	16,696	15,899	13,728	17,055	7.3%
51204 401A Plan City	22,454	7,344	11,172	16,852	129.5%
51211 PERS Regular Contributions	107,640	99,437	83,390	103,746	4.3%
51213 PERS Regular Net Pension Liab	112,625	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$1,174,083</b>	<b>\$1,109,140</b>	<b>\$960,684</b>	<b>\$1,191,261</b>	<b>7.4%</b>
52101 Contract Services	\$956,232	\$719,500	\$994,189	\$1,000,000	39.0%
52201 Departmental Supplies	-	500	500	500	-
52202 Office Supplies	96	-	336	-	-
52203 Printing	740	10,000	8,000	9,000	-10.0%
52204 Postage	2,175	2,417	2,100	2,306	-4.6%
52205 Uniforms/Safety Equipment	2,627	3,500	3,500	3,700	5.7%
52301 Training, Conf & Meetings	2,286	10,400	12,225	19,400	86.5%
52307 Memberships & Dues	1,639	3,005	2,735	2,807	-6.6%
52308 Reference Books & Periodicals	55	1,850	1,850	3,700	100.0%
52801 Computers, Supplies & Software	1,978	550	1,350	2,200	300.0%
53101 Telephone	555	2,714	2,138	2,415	-11.0%
<b>Total Materials &amp; Services</b>	<b>\$959,243</b>	<b>\$732,417</b>	<b>\$1,005,125</b>	<b>\$1,011,806</b>	<b>38.1%</b>
54102 Warehouse Purchases	\$49	-	\$203	\$200	-
54104 Information Technology Allocation	117,060	\$104,299	104,299	131,668	26.2%
54106 Fleet Rental Allocation	-	17,290	17,290	43,290	150.4%
54107 Fleet Maintenance Allocation	-	14,738	14,738	16,776	13.8%
54108 Building & Ops Allocation	95,888	113,563	113,563	151,942	33.8%
<b>Total Internal Services</b>	<b>\$212,948</b>	<b>\$249,890</b>	<b>\$249,890</b>	<b>\$343,676</b>	<b>37.5%</b>
<b>Total Expenditures</b>	<b>\$2,803,804</b>	<b>\$2,426,727</b>	<b>\$2,494,212</b>	<b>\$2,929,052</b>	<b>20.7%</b>

### Source of Funds

General Fund	\$2,803,804	\$2,426,727	\$2,494,212	\$2,929,052	20.7%
<b>Total Sources</b>	<b>\$2,803,804</b>	<b>\$2,426,727</b>	<b>\$2,494,212</b>	<b>\$2,929,052</b>	<b>20.7%</b>



## PROGRAM OVERVIEW

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



## OBJECTIVES FY 2022-2023

- Continue to enforce proactive programs on targeted issues.
- Work with South Bay Regional Public Communications Authority (RCC) to improve the ease of reporting code enforcement issues and the response to public calls.
- Proactively working with residents and the construction community to address construction-related problems such as traffic congestion, parking, noise, smoking, and dust control.
- Continue to conduct frequent and often multiple-day inspections in areas with high volume construction activity (hot spots).
- Establishing internal workflows to ensure consistent follow-through from receipt of complaint to compliance. Ensure follow-through and completion of cases, either to compliance or via fines.

## MAJOR SERVICE DELIVERY CHANGES

The Office Assistant's duties have been restructured with .5 dedicated to the Building & Safety program and .5 to the Code Enforcement section.

	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
<b>Authorized Full-Time Positions</b>				
Supervising Code Enforcement Officer	-	1	1	1
Code Enforcement Officer	3	2	4	4
Office Assistant	1	1	1	0.5
<b>Total</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>5.5</b>

# COMMUNITY DEVELOPMENT DEPARTMENT | CODE ENFORCEMENT

Code Enforcement Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$334,724	\$447,439	\$290,566	\$423,366	-5.4%
51104 Overtime Regular Employees	835	1,000	1,000	16,820	1582.0%
51201 Group Medical Insurance	67,457	102,121	62,426	91,369	-10.5%
51202 Medicare	4,687	6,489	4,061	6,139	-5.4%
51204 401A Plan City	-	-	2,314	4,327	-
51211 PERS Regular Contributions	29,643	40,718	26,297	37,341	-8.3%
51213 PERS Regular Net Pension Liab	31,181	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$468,527</b>	<b>\$597,767</b>	<b>\$386,664</b>	<b>\$579,362</b>	<b>-3.1%</b>
52101 Contract Services	\$165,555	\$15,000	\$112,259	\$15,000	-
52201 Departmental Supplies	-	200	7,750	4,300	2050.0%
52203 Printing	3,278	3,000	3,000	3,000	-
52204 Postage	604	671	600	640	-4.6%
52205 Uniforms/Safety Equipment	748	2,500	3,700	3,415	36.6%
52301 Training, Conf & Meetings	1,171	1,000	1,000	6,560	556.0%
52307 Memberships & Dues	485	495	825	875	76.8%
52308 Reference Books & Periodicals	-	300	300	300	-
52801 Computers, Supplies & Software	1,291	550	8,550	1,650	200.0%
53101 Telephone	144	705	555	627	-11.1%
<b>Total Materials &amp; Services</b>	<b>\$7,721</b>	<b>\$9,421</b>	<b>\$26,280</b>	<b>\$21,367</b>	<b>126.8%</b>
54102 Warehouse Purchases	\$102	-	\$76	\$200	-
54104 Information Technology Allocation	35,256	\$51,389	51,389	64,724	25.9%
54106 Fleet Rental Allocation	-	10,360	10,360	-	-100.0%
54107 Fleet Maintenance Allocation	-	6,842	6,842	7,456	9.0%
<b>Total Internal Services</b>	<b>\$35,358</b>	<b>\$68,591</b>	<b>\$68,667</b>	<b>\$72,380</b>	<b>5.5%</b>
61201 Furniture & Fixtures	-	-	\$7,965	\$3,500	-
<b>Total Capital Projects &amp; Equipment</b>	<b>-</b>	<b>-</b>	<b>\$7,965</b>	<b>\$3,500</b>	<b>-</b>
<b>Total Operating Expenditures</b>	<b>\$677,162</b>	<b>\$690,779</b>	<b>\$601,835</b>	<b>\$691,609</b>	<b>0.1%</b>
59201 Transfers Out	-	\$80,000	\$80,000	-	-100.0%
<b>Total Transfers</b>	<b>-</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>-</b>	<b>-100.0%</b>
<b>Total Expenditures</b>	<b>\$677,162</b>	<b>\$770,779</b>	<b>\$681,835</b>	<b>\$691,609</b>	<b>(10.3%)</b>

## Source of Funds

General Fund	\$677,162	\$770,779	\$681,835	\$691,609	-10.3%
<b>Total Sources</b>	<b>\$677,162</b>	<b>\$770,779</b>	<b>\$681,835</b>	<b>\$691,609</b>	<b>(10.3%)</b>



### PROGRAM OVERVIEW

The Traffic Engineering Division is responsible for the safe and efficient movement of people and goods on the City's transportation system. It is the Division's objective to provide a balanced and accessible multi-modal network that serves all users: pedestrians, bicyclists, motorists and transit users. The Division oversees the proper application of traffic control devices, including traffic signals, stop signs, striping and markings, as well as determines proper road geometry and pedestrian infrastructure. The Division conducts neighborhood traffic calming studies, crosswalk studies, collision studies, parking studies and prepares and reviews traffic control plans.

Some of the traffic related programs supported by the Division include School Area Safety Studies, Bike to School Days, bike safety plans, special event plans, and the Electric Vehicle (EV) charging network. The Division is responsible for most parking related policies in the City, including parking meter zones, loading zones, parking permits, overnight parking permits, moving van permits, and no parking zones. Traffic Engineering works cooperatively with the Police Department to enforce traffic laws by conducting traffic safety studies and speed limit surveys and collecting traffic volume data.



The Traffic Engineering Division is conducting a citywide review of various emerging modes of transportation to determine the types of mobility options that could be implemented in the city. Private electric shuttles, micro-transit vans, bikesharing programs, rideshare network partnerships, micro-mobility services and mobility-as-a-service apps are some of the options that can improve intra-city mobility without the high cost and overhead of a fixed route transit system. These mobility opportunities would help support the objectives of various policies including the City's General Plan Mobility Plan, Bike Master Plan and Living Streets Manual.

The Traffic Engineering Division is also responsible for the City's traffic signal maintenance and is the liaison for the Parking and Public Improvements Commission (PPIC). The Division reviews and issues over 1,100 Right-of-Way permits, traffic control plans, POD permits, temporary loading zones, and oversize vehicle permits each year.

### OBJECTIVES FY 2022-2023

- Assist in the implementation of the City's updated parking code requirements for new developments.
- Implement the City's Traffic Impact Guidelines for new developments that include Vehicle Miles Traveled (VMT) criteria.
- Participate in the City's Work Plan effort to study long-term outdoor dining and business uses on public and private property.
- Assist in the funding and construction of the City-Council list of prioritized pedestrian crossing enhancements throughout the City to improve pedestrian mobility and safety.
- Evaluate and implement Neighborhood Traffic Management Plans in various locations.
- Implement the traffic related objectives and goals of the Mobility Plan including new bus stop shelters, bike racks, and sidewalk connections.

## MAJOR SERVICE DELIVERY CHANGES

An annual program to replace antiquated or damaged traffic signal equipment will begin in FY 2022-23 as a preventative maintenance measure to reduce the likelihood of catastrophic failure of our traffic signal infrastructure.

Authorized Full-Time Positions	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
Traffic Engineer	1	1	1	1
Engineering Technician I/II/III	1	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

Traffic Engineering Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$215,671	\$206,186	\$223,411	\$213,137	3.4%
51104 Overtime Regular Employees	548	1,500	1,500	2,000	33.3%
51201 Group Medical Insurance	40,299	40,422	38,122	42,499	5.1%
51202 Medicare	3,016	2,990	3,239	3,090	3.3%
51204 401A Plan City	6,094	5,886	6,185	6,232	5.9%
51211 PERS Regular Contributions	19,757	18,480	19,326	18,799	1.7%
51213 PERS Regular Net Pension Liab	17,809	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$303,194</b>	<b>\$275,464</b>	<b>\$291,783</b>	<b>\$285,757</b>	<b>3.7%</b>
52101 Contract Services	\$102,122	\$150,000	\$195,000	\$200,000	33.3%
52203 Printing	65	500	250	500	-
52205 Uniforms/Safety Equipment	-	200	200	200	-
52206 Advertising	294	250	250	500	100.0%
52207 Tools & Minor Equipment	424	1,000	1,000	1,000	-
52301 Training, Conf & Meetings	648	3,605	4,209	8,925	147.6%
52307 Memberships & Dues	720	725	725	1,150	58.6%
52308 Reference Books & Periodicals	439	300	300	600	100.0%
53101 Telephone	40	198	156	176	-11.1%
<b>Total Materials &amp; Services</b>	<b>\$104,752</b>	<b>\$156,778</b>	<b>\$202,090</b>	<b>\$213,051</b>	<b>35.9%</b>
54104 Information Technology Allocation	\$17,484	\$17,028	\$17,028	\$21,451	26.0%
<b>Total Internal Services</b>	<b>\$17,484</b>	<b>\$17,028</b>	<b>\$17,028</b>	<b>\$21,451</b>	<b>26.0%</b>
<b>Total Expenditures</b>	<b>\$425,430</b>	<b>\$449,270</b>	<b>\$510,901</b>	<b>\$520,259</b>	<b>15.8%</b>

### Source of Funds

General Fund	\$425,430	\$449,270	\$510,901	\$520,259	15.8%
<b>Total Sources</b>	<b>\$425,430</b>	<b>\$449,270</b>	<b>\$510,901</b>	<b>\$520,259</b>	<b>15.8%</b>



# COMMUNITY DEVELOPMENT DEPARTMENT I

## ENVIRONMENTAL SUSTAINABILITY

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### PROGRAM OVERVIEW

Manhattan Beach's Environmental Sustainability Division strives to create a healthy, sustainable, and resilient city while furthering the City's long history of environmental leadership, policy, and stewardship, both as a community and as a city government. The division actively works on programs and policies in the City's Environmental Work Plan, based on municipal sustainability and environmental policy best practices, as well as education and outreach to the public.



Under the City's adopted Environmental Work Plan priorities and in compliance with state and General Plan mandates, the City has created a Climate Resiliency Program called Climate Ready MB. The Climate Ready MB program includes completing a Sea Level Rise Vulnerability Assessment (June 2021); creating the City's first Sea Level Rise Adaptation Plan (November 2021); creating a Climate Action and Adaptation Plan (CAAP - in progress); and updating the City's Local Coastal Program (LCP), Local Hazard Mitigation Plan, and General Plan. Supported in part by an LCP Planning Grant for \$225,000, Climate Ready MB will help the City be more prepared for climate change.

The Manhattan Beach Dune Restoration implementation began in January 2022 of approximately 3 acres of beach dunes along the City's northern coastline in partnership between The Bay Foundation, L.A. County Department of Beaches and Harbors, and the CA State Coastal Conservancy. The goal of the project is to create a living shoreline and increase coastal resiliency in the face of climate change by creating natural buffers against sea level rise and coastal erosion. In addition to protecting beaches and infrastructure, dunes also aid in carbon sequestration and provide a key habitat for native coastal species.



### OBJECTIVES FY 2022-2023

- Bring the Coastal Hazards LCP amendment to Planning Commission and City Council for adoption.
- Develop language to ensure consistency between the City's LCP, Local Hazard Mitigation Plan (LHMP) and General Plan Safety Element (per AB379).
- Complete CCC LCP grant requirements and reimbursements; manage the Climate Ready MB Program, including deliverables, contracts, grant reporting, project team, stakeholders, and outreach.
- Develop a comprehensive CAAP that includes both municipal and community climate action goals.
- Develop emission reduction strategies so the City can achieve 40% GHG emission reductions by 2030 (SB 350), and carbon neutrality by 2045 (California Executive Order B-55-18).
- CEQA Analysis of Climate Action & Adaptation Plan.
- Develop a City Electric Vehicle (EV) Policy.
- Complete the City's updated Greenhouse Gas Emissions Inventory Analysis.

# COMMUNITY DEVELOPMENT DEPARTMENT I

## ENVIRONMENTAL SUSTAINABILITY

- Manage the City's participation in Clean Power Alliance (CPA) and attend Board meetings.
- Bring CPA Power Ready MOU to City Council and consider implementation of CPA Power Ready Solar Panels and Battery Storage Project,
- Certify 10 new businesses into the Manhattan Beach Green Business Program.
- Manage a new Green Business Grant for \$30,000 over two years (2022-2024).
- Complete implementation of the Beach Dune Restoration Project.
- Re-launch the application process and formation of the Sustainability Task Force.
- Update the City's Environmental Accomplishments Report.
- Conduct research and policy analysis on City Building Codes and solar requirements.
- Conduct public outreach on sustainability initiatives and provide information, education, and manage issues, complaints, and service requests in an efficient and professional manner.

	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Proposed
<b>Authorized Full-Time Positions</b>				
Environmental Sustainability Manager	1	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

1,040 hours are budgeted in FY 2022-2023 for part-time staff.

Environmental Sustainability Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$118,235	\$114,343	\$125,589	<b>\$123,650</b>	8.1%
51103 Part Time Employee Salaries	13,358	13,776	13,776	<b>16,536</b>	20.0%
51201 Group Medical Insurance	1,174	1,117	1,095	<b>1,324</b>	18.5%
51202 Medicare	1,875	1,858	1,821	<b>2,033</b>	9.4%
51204 401A Plan City	10,942	2,651	5,077	<b>5,564</b>	109.9%
51211 PERS Regular Contributions	10,597	9,650	10,266	<b>10,906</b>	13.0%
51213 PERS Regular Net Pension Liab	10,920	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$167,102</b>	<b>\$143,395</b>	<b>\$157,624</b>	<b>\$160,013</b>	<b>11.6%</b>
52101 Contract Services	\$190,384	\$28,735	\$150,735	<b>\$20,000</b>	-30.4%
52201 Departmental Supplies	5,402	15,000	15,000	<b>25,000</b>	66.7%
52203 Printing	65	1,500	1,500	<b>1,500</b>	-
52206 Advertising	8,893	14,942	14,942	<b>12,000</b>	-19.7%
52301 Training, Conf & Meetings	430	1,000	1,000	<b>8,100</b>	710.0%
52307 Memberships & Dues	9,404	9,570	9,228	<b>9,845</b>	2.9%
52308 Reference Books & Periodicals	93	150	150	<b>300</b>	100.0%
<b>Total Materials &amp; Services</b>	<b>\$214,672</b>	<b>\$70,897</b>	<b>\$192,555</b>	<b>\$76,745</b>	<b>8.2%</b>
<b>Total Expenditures</b>	<b>\$381,774</b>	<b>\$214,292</b>	<b>\$350,179</b>	<b>\$236,758</b>	<b>10.5%</b>

### Source of Funds

General Fund	\$381,774	\$214,292	\$350,179	<b>\$236,758</b>	10.5%
<b>Total Sources</b>	<b>\$381,774</b>	<b>\$214,292</b>	<b>\$350,179</b>	<b>\$236,758</b>	<b>10.5%</b>



# **PUBLIC WORKS**





# PUBLIC WORKS DEPARTMENT

## DIRECTOR OF PUBLIC WORKS

### ADMINISTRATION

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

### MAINTENANCE

- Landscape Maintenance
- Building Maintenance
- Street Maintenance
- Parks Maintenance
- Street Sweeping
- Fleet Maintenance
- Parking Meter Collection Maintenance

### UTILITIES

- Water Plant Operations
- Sewer Maintenance
- Water Maintenance
- Storm Drain Maintenance
- Stormwater Management

### ENGINEERING

- Capital Improvement Program
- Project Management
- Project Design
- Construction Management
- Engineering Development Review Services
- Public Works Inspections
- City Infrastructure Records

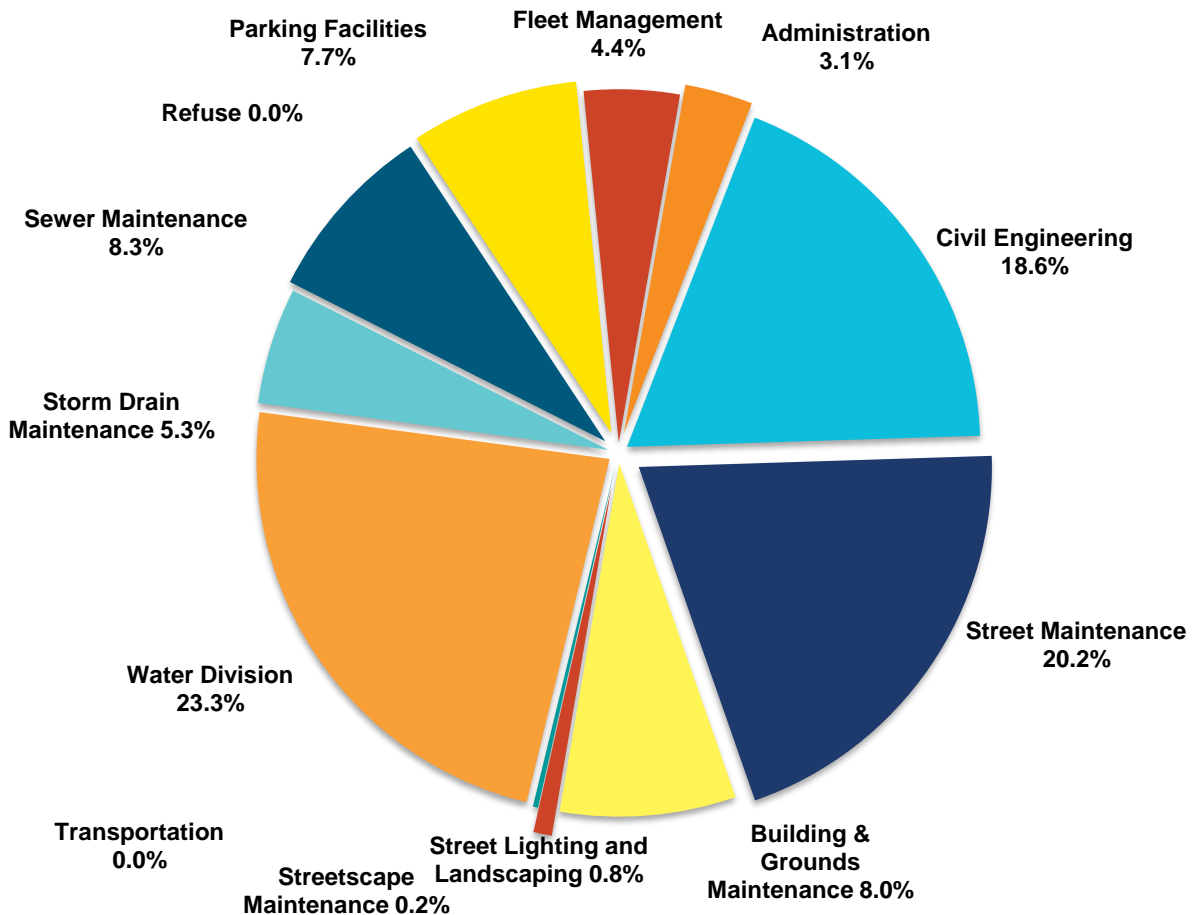




# PUBLIC WORKS DEPARTMENT

FY 2022-23

## Department Expenditure by Program



Program Expenditures	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimate	FY 2023 Proposed
Administration	\$6,884,709	\$1,720,730	\$1,665,742	\$1,774,644
Civil Engineering	18,641,734	7,134,915	16,620,729	10,607,304
Street Maintenance	5,845,093	8,069,923	9,190,583	11,491,528
Building & Grounds	3,295,207	3,258,321	3,410,582	4,585,746
Transportation	672	673	673	673
Street Lighting & Landscaping	561,707	450,696	509,185	480,679
Streetscape Maintenance	110,604	120,006	122,468	131,343
Water Division	26,051,113	15,551,079	30,656,868	13,304,706
Storm Drain Maintenance	1,696,741	1,787,478	2,324,646	3,036,564
Sewer Maintenance	3,146,450	3,045,862	3,421,762	4,710,392
Parking Facilities	5,081,850	5,966,178	4,757,320	4,389,280
Fleet Management	1,908,522	4,056,296	3,318,080	2,490,440
<b>Total</b>	<b>\$73,224,404</b>	<b>\$51,162,157</b>	<b>\$75,998,638</b>	<b>\$57,003,299</b>

# PUBLIC WORKS DEPARTMENT

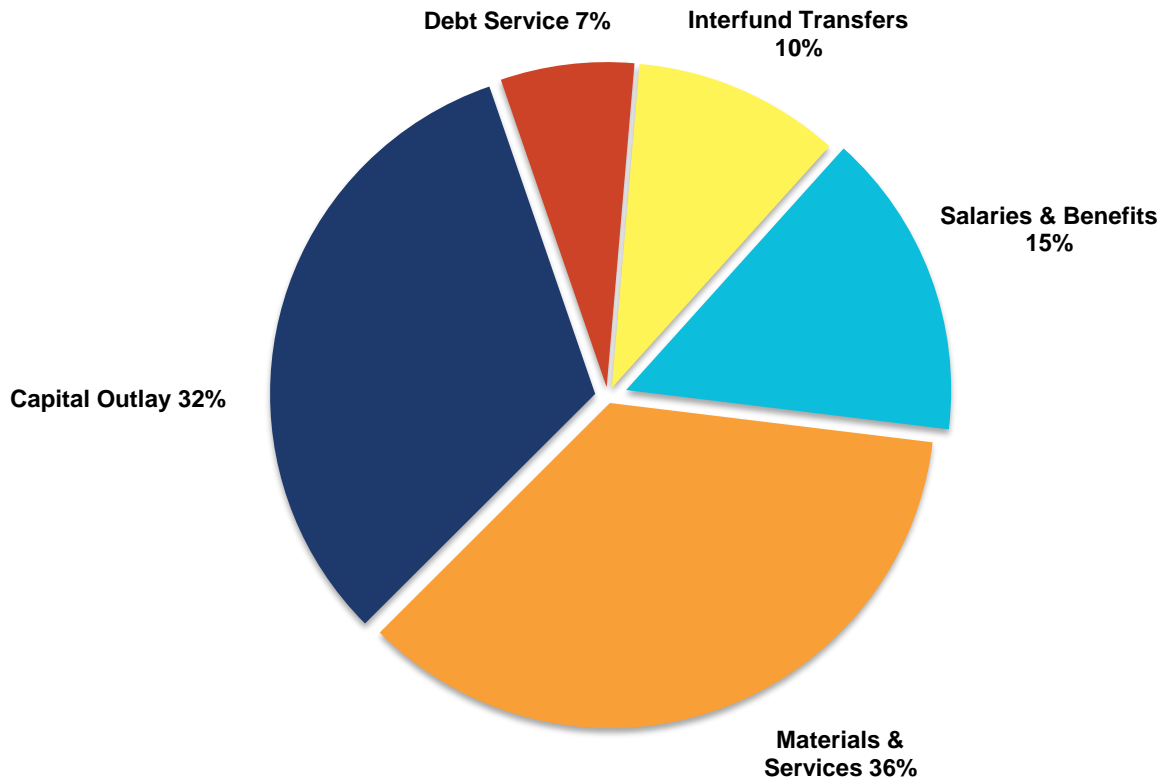


Program Expenditures	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimate	FY 2023 Proposed
Administration	\$6,884,709	\$1,720,730	\$1,665,742	\$1,774,644
Civil Engineering	18,641,734	7,134,915	16,620,729	10,607,304
Street Maintenance	5,845,093	8,069,923	9,190,583	11,491,528
Building & Grounds Maintenance*	3,295,207	3,258,321	3,410,582	4,585,746
Transportation	672	673	673	673
Street Lighting and Landscaping	561,707	450,696	509,185	480,679
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Fleet Management	1,908,522	4,056,296	3,318,080	2,490,440
<b>Total</b>	<b>\$73,224,404</b>	<b>\$51,162,157</b>	<b>\$75,998,638</b>	<b>\$57,003,299</b>

Enterprise Revenues	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimate	FY 2023 Proposed
Water	\$16,771,135	\$15,586,832	\$16,246,490	\$16,472,500
Stormwater	422,978	779,889	347,484	344,484
Wastewater	4,103,499	3,604,073	3,644,000	3,628,000
Parking	3,389,577	3,730,433	3,926,502	3,983,200
State & County Lots	2,298,889	2,157,383	2,217,021	2,196,500
<b>Total</b>	<b>\$26,986,077</b>	<b>\$25,858,610</b>	<b>\$26,381,497</b>	<b>\$26,624,684</b>
<b>Full-Time Positions</b>	<b>63</b>	<b>64</b>	<b>64</b>	<b>71</b>

# PUBLIC WORKS DEPARTMENT

## FY 2022-23 Department Expenditure by Category



Category Expenditures	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimate	FY 2023 Proposed
Salaries & Benefits	\$15,522,712	\$7,204,389	\$7,007,535	\$8,701,231
Materials & Services	21,559,283	17,375,989	18,968,567	20,286,709
Capital Outlay	26,795,612	16,052,036	39,365,870	18,357,781
Debt Service	3,047,199	3,860,209	3,897,516	3,784,966
Interfund Transfers	6,299,598	6,669,534	6,759,150	5,872,612
<b>Total</b>	<b>\$73,224,404</b>	<b>\$51,162,157</b>	<b>\$75,998,638</b>	<b>\$57,003,299</b>



## MISSION

*To build, maintain, and protect our small beach town community with a passion for excellence.*

## DEPARTMENT OVERVIEW

Public Works is one of the City's largest departments, responsible for the operation and maintenance of all public infrastructure located in the public right-of-way and City properties. Public Works is composed of four divisions: Administration, Engineering, Utilities, and Maintenance. In general, Administration manages the day-to-day departmental operations such as payroll, tracking of service requests, clerical, overall customer service, and the City's refuse hauling contract, including waste hauling and recycling programs in conformance with State laws. Engineering develops and manages the City's Capital Improvement Plan. The 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.

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

## FY 2021-2022 RECENT ACCOMPLISHMENT HIGHLIGHTS

### ENGINEERING DIVISION

- Completed the Private Property Conversions Phase (Phase 2 of 4) in Undergrounding District 4, and began the Utility Cabling and Equipment Installations Phase (Phase 3).
- Completed the Public Right-of-Way Construction Phase (Phase 1) in Undergrounding Districts 12 and 14, and began the Private Property Conversions Phase (Phase 2).
- Completed the neighborhood petition process for forming the proposed Undergrounding Districts 8 and 13.
- Completed construction of the Sepulveda Bridge Widening Project and received \$15 million in grant funding for the project.
- Completed construction of the Parking Structure Lot 3 Rehabilitation Project.
- Completed construction of the Aviation Blvd. at Artesia Blvd. Right Turn Improvements Project.
- Completed recoating of the Block 35 Elevated Water Tank.
- Completed construction of Downtown Traffic Signal Pole Updates Project.
- Completed slurry seal of the streets in the central area of the Sand Section.
- Completed the Storm Drain and Water Master Plans, Local Roadway Safety Plan (LRSP) and Water Rates Study.
- Completed construction of the Annual Citywide Concrete Repairs Program – Cycle 1, and began design for Cycle 2.
- Began construction of the Annual Citywide Water Infrastructure Improvements Program – Cycle 1, and began design on Cycle 2.
- Began construction of the Annual Citywide Sewer Infrastructure Improvements Program – Cycle 2, and began design on Cycle 3.
- Began construction of the Fire Station No. 2 Replacement Project.



## PUBLIC WORKS

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- Filled and tested the new 8 million-gallon reservoir as part of the ongoing Peck Reservoir Replacement Project.
- Replaced major heating, ventilation, and air conditioning (HVAC) equipment at City Hall under the City Hall HVAC Improvements Project.
- Awarded the construction contract for the Annual Street Resurfacing Program – Cycle 2.
- Generated a delivery schedule for the Senior and Scout Community Center Renovation Project and assisted in the review of the Memorandum of Understanding with Friends of the Senior and Scout Community Center.
- Secured over \$8.5 million in grant funds for street and transportation improvement projects.
- Secured over \$31 million in grant funds for the 28th Street Stormwater Infiltration Project. Registered as a Member Agency with the Institute for Sustainable Infrastructure.

### MAINTENANCE DIVISION

- Conversion of 450 individual parking space meters with 12 multi-space kiosks in the Metlox parking structure.
- Converted parking meters from 2G to 4G technology to maintain connection and viability.
- Installation of 2 parking inventory boards at Metlox parking structure.
- Installed 30 additional bike racks and several bike corrals citywide.
- Installed several speed-advisory boards citywide along main thoroughfares.
- Restored tree trimming and landscaping cycles citywide after COVID-related program suspensions.
- Partnered with the Downtown Business and Professionals Associations (DBPA) to revitalize several planters in downtown Manhattan Beach.
- Created a designated lactation room at City Hall for employees who are nursing mothers.
- Completed multiple office alterations in City Hall and the Fire Department to improve workflow efficiencies.
- Reinstated community complimentary mulch program at the Public Works Yard.
- Replaced both 9/11 Memorial aluminum plaques with new bronze plaques.

### UTILITIES DIVISION

- Completed the Risk and Resilience Assessment and Emergency Response Plan Update required by American Water Infrastructure Act.
- Completed the Urban Water Management Plan (UWMP) required by the State Resources Control Board.
- Collaborated with the cities of Redondo Beach, Hermosa Beach, Torrance, and Los Angeles County Flood Control District to develop the 2021 Enhanced Watershed Management Plan (EWMP) and submit this regulatory document to the Regional Water Quality Control Board.
- Completed the Fat, Oils, and Grease, (FOG) inspections at 121 restaurants.
- Completed the Water Supervisory Control and Data Acquisition (SCADA) upgrade project.
- Established a new Work Order Management System (iWater).
- Installed a variable-frequency drive (VFD) on Well 11A to save energy and increase well productivity.
- Insourced Backflow testing and established Backflow auditing procedures.
- Insourced and completed implementation of the Advanced Metering Infrastructure (AMI) project, including installation of 13,450 water meters.
- Completed the inspection and cleaning of the Block 35 Reservoir.

- Installed an additional seven (7) SmartCovers to prevent Sewer System Overflow on key areas of the sewer system.
- Completed the Sewer System Management Plan (SSMP) self-audit as required by the State Water Resources Control Board.
- Updated and certified the City's SSMP as required by the State Water Resources Control Board.
- Purchased a new combination vacuum truck.
- Investigated and assisted in the coordination of storm drain repairs for collapsed infrastructure at 41st and 43rd street.





## PROGRAM OVERVIEW

The Administrative Division is responsible for determining the policies and programs of the Public Works Department. Specifically, planning, organizing, directing and coordinating operations. The department work plan, operational budget and Capital Improvement Plan are created and managed by the Administrative team. Additional core tasks include payroll, purchasing, HR supported functions, and public records requests.



## OBJECTIVES FY 2022-2023

- Establish and evaluate an inventory of Department policies that need to be developed or updated, and develop a system to ensure policies remain current.
- Refine the onboarding process for new Public Works employees.
- Establish training program (safety, administrative, supervisory) for staff.
- Coordinate the first audit of the Integrated Solid Waste Management Services contract with Waste Management
- Implement the education and outreach components of SB 1383 relating to organic waste disposal.
- Support MBPD and MBFD efforts, in conjunction with the RCC and INSB JPAs, to re-establish the City's interoperable communications radio site.
- Analyze expenditures, revenues and citywide infrastructure needs to establish a balanced department operational budget for FY 23-24.
- Lead efforts to complete the following City Council Work Plan items:
  - Utility Underground Assessment Districts
  - Downtown and North Manhattan Beach Beautification
  - Senior & Scout House Project (Including Joslyn Center Façade)
  - Uniform Citywide Wayfinding Sign Program Phase 1 Implementation
- Provide interdepartmental support for the following City Council Work Plan items:
  - Citywide Document Imaging System (Conversion) Project
  - Centralized Citywide Contract Management Systems
  - City Council Communications Policy
  - Explore Agenda Management Solutions
  - Enhance City Website
  - Update City Donation Policy
  - Park Master Plan
  - Community Arts Grant Program & Policy Development
  - Assessment of Historical Artifacts and Structural Review of Historical Beach Cottage
  - Place Public Art in City Hall
  - NFC Fitness Court
  - Polliwog Park Play Equipment
  - Emergency Notification System
  - Environmental Sustainability Work Plan
  - Climate Ready MB



## PUBLIC WORKS | ADMINISTRATION

- Wireless Telecommunications Program
- Long-Term Outdoor Dining and Business Uses on Public and Private Property
- Enterprise Resource Planning (ERP) System
- Work Order Management
- Automated Permitting Software Solution
- Manhattan Village Shopping Center Expansion Project

Authorized Full-Time Positions	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
Director	1	1	1	1
Utilities Manager	1	1	1	1
Wastewater Supervisor	1	1	1	1
Maintenance Manager	1	1	1	1
Maintenance Inspector	-	-	-	1
Senior Management Analyst	1	1.5	1.5	1
Executive Assistant	1	1	1	1
<b>Total</b>	<b>6</b>	<b>6.5</b>	<b>6.5</b>	<b>7</b>



Administration Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$745,988	\$754,803	\$733,692	\$886,093	17.4%
51103 Part Time Employee Salaries	19,326	-	30,000	-	-
51104 Overtime Regular Employees	114	-	-	-	-
51201 Group Medical Insurance	84,559	118,556	84,705	129,384	9.1%
51202 Medicare	10,455	10,944	10,639	12,848	17.4%
51204 401A Plan City	20,436	27,745	28,701	33,458	20.6%
51205 Contributions to City Pension	-	5,790	5,790	5,790	-
51211 PERS Regular Contributions	53,976	68,075	66,505	78,153	14.8%
51213 PERS Regular Net Pension Liab	5,197,878	-	-	-	-
51231 Unemployment	420	6,200	6,200	6,200	-
51232 Workers Compensation	-	2,160	2,160	-	-100.0%
<b>Total Salaries &amp; Benefits</b>	<b>\$6,133,153</b>	<b>\$994,273</b>	<b>\$968,392</b>	<b>\$1,151,926</b>	<b>15.9%</b>
52101 Contract Services	\$62,725	\$26,148	\$40,000	\$24,758	-5.3%
52201 Departmental Supplies	2,836	4,500	5,000	10,000	122.2%
52202 Office Supplies	7,140	10,000	10,000	15,000	50.0%
52203 Printing	130	1,000	1,000	1,650	65.0%
52204 Postage	137	152	150	145	-4.6%
52205 Uniforms/Safety Equipment	87	-	200	300	-
52206 Advertising	9,522	15,000	15,000	15,000	-
52301 Training, Conf & Meetings	-	4,000	2,500	5,000	25.0%
52304 Employee Awards & Events	1,327	1,000	2,500	2,500	150.0%
52307 Memberships & Dues	6,321	9,195	9,195	10,195	10.9%
52308 Reference Books & Periodicals	26	-	150	150	-
52801 Computers, Supplies & Software	129	500	2,000	615	23.0%
53101 Telephone	2,544	3,240	3,263	3,748	15.7%
53102 Electricity	2,824	29,323	-	29,323	-
53103 Natural Gas	8,503	7,129	10,291	12,761	79.0%
<b>Total Materials &amp; Services</b>	<b>\$104,251</b>	<b>\$111,187</b>	<b>\$101,249</b>	<b>\$131,145</b>	<b>17.9%</b>
54102 Warehouse Purchases	\$4,412	\$3,000	\$2,500	\$2,000	-33.3%
54104 Information Technology Allocation	83,496	87,575	87,575	106,518	21.6%
54105 Insurance Allocation	519,420	171,360	171,360	45,360	-73.5%
54106 Fleet Rental Allocation	-	4,680	4,680	13,090	179.7%
54107 Fleet Maintenance Allocation	-	6,842	6,842	11,758	71.9%
<b>Total Internal Services</b>	<b>\$607,328</b>	<b>\$273,457</b>	<b>\$272,957</b>	<b>\$178,726</b>	<b>-34.6%</b>
<b>Total Operating Expenditures</b>	<b>\$6,844,732</b>	<b>\$1,378,917</b>	<b>\$1,342,598</b>	<b>\$1,461,797</b>	<b>6.0%</b>
59201 Transfers Out	\$11,060	\$12,001	\$12,001	\$12,001	-
<b>Total Transfers</b>	<b>\$11,060</b>	<b>\$12,001</b>	<b>\$12,001</b>	<b>\$12,001</b>	<b>-</b>
61203 Computer Equipment & Software	264	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$264</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
71104 Bond Delivery Cost	28,653	-	-	-	-
71107 POB Miscellaneous Principal	-	188,958	178,256	\$188,089	-0.5%
71108 POB Miscellaneous Interest	-	140,854	132,887	112,757	-19.9%
<b>Total Debt Service</b>	<b>\$28,653</b>	<b>\$329,812</b>	<b>\$311,143</b>	<b>\$300,846</b>	<b>-8.8%</b>
<b>Total Expenditures</b>	<b>\$6,884,709</b>	<b>\$1,720,730</b>	<b>\$1,665,742</b>	<b>\$1,774,644</b>	<b>3.1%</b>

**Source of Funds**

General Fund	\$6,884,709	\$1,720,730	\$1,665,742	\$1,774,644	3.1%
<b>Total Sources</b>	<b>\$6,884,709</b>	<b>\$1,720,730</b>	<b>\$1,665,742</b>	<b>\$1,774,644</b>	<b>3.1%</b>



### PROGRAM OVERVIEW

The Engineering Division is responsible for ensuring the efficient coordination and construction of a broad spectrum of public infrastructure projects in the City of Manhattan Beach. Staff oversees the design and construction of the City's infrastructure, which includes streets, water system, sewer system, storm drain system, park facilities, transportation/traffic signal systems, and City buildings (i.e. fire stations, community buildings, parking structures, etc.). It is also the “keeper” of the City’s public infrastructure record drawings and data. Additionally, the Engineering Division is responsible for the review, coordination, and permitting of private encroachments and utility company activities in the public right-of-way. Staff also provides support to the Community Development Department in reviewing private development proposals to ensure orderly development consistent with the City’s General Plan.



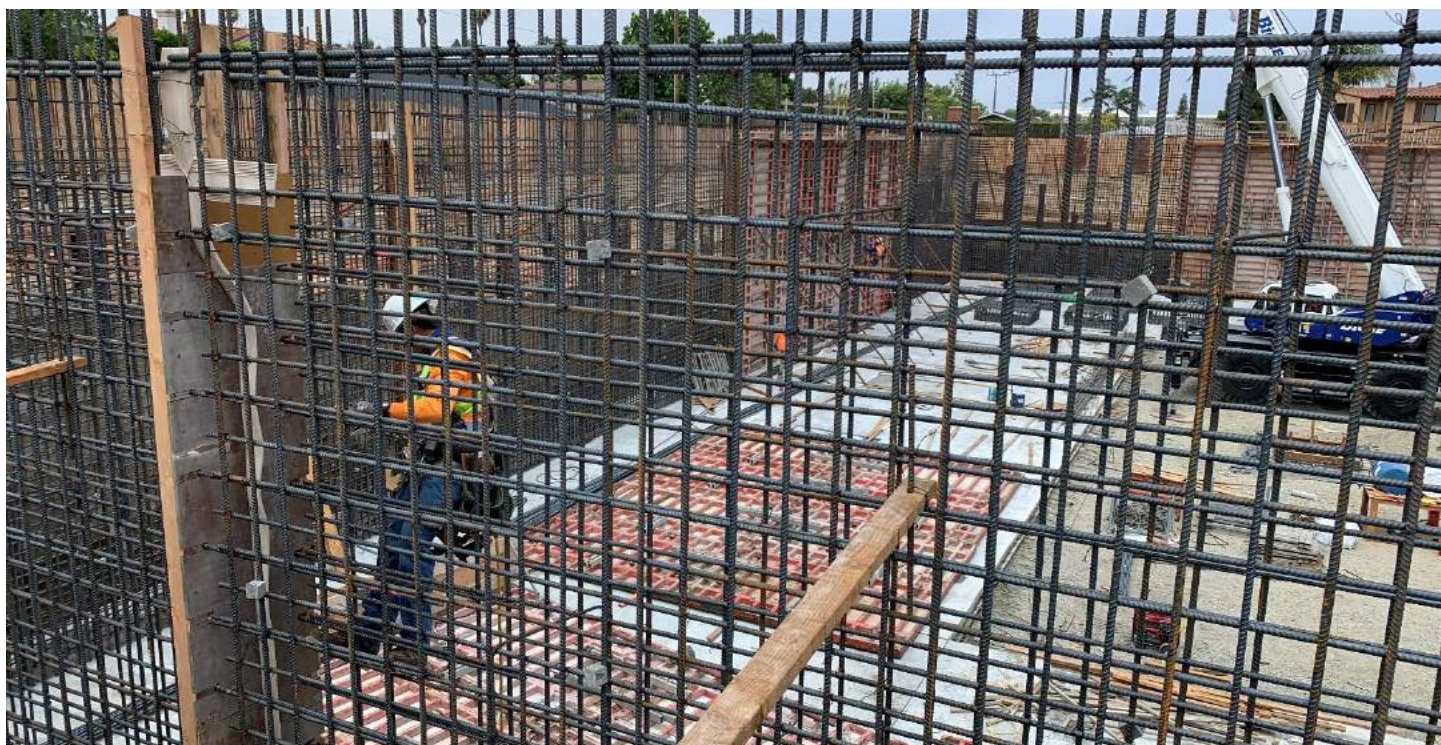
### OBJECTIVES FY 2022-2023

- Complete construction of the Peck Reservoir Replacement Project and assist in bringing it back online.
- Complete construction of the Pier Railing Replacement Project.
- Complete construction of the Polliwog Park Lower Playground Replacement Project.
- Complete construction of the Fire Station No. 2 Replacement Project.
- Complete construction of the Manhattan Village Senior Villas ADA Pathway Project.
- Complete design and construction of the City Facility Security Project (Phase 1).
- Complete installation of the National Fitness Campaign equipment.
- Continue providing coordination and oversight of Utility Undergrounding Assessment Districts work to complete District 4, move into the Utility Cabling and Equipment Installations Phase (Phase 3) in Districts 12 and 14, and pending formation, begin design in Districts 8 and 13.
- Update the Underground Utility Assessment District formation policy.
- Continue providing timely reviews and inspection for proposed private development and utility work affecting the public right-of-way and existing public infrastructure.
- Complete design for the Marine Avenue at Cedar Avenue Traffic Signal and Intersection Improvements, the Dual Left Turn Lanes on Manhattan Beach Boulevard at Sepulveda East, and the Protected Left Turns at Manhattan Beach Boulevard at Peck Avenue Projects.
- Complete design of the Ceramics Studio Renovations Project.
- Complete design for the Manhattan Beach Advanced Traffic Signal (MBATS) System Project.
- Complete design of the Larsson Street and 2nd Street Water Booster Station.
- Complete design of the 28th Street Stormwater Infiltration Project.
- Complete design of the Citywide Wayfinding Program (Phase 1).
- Complete design of the Aviation and 33rd Missing Sidewalk and Rowell Avenue Sidewalk Connection Projects.
- Begin design for the Voorhees Avenue and Pacific Avenue Sewer Lift Stations.

- Begin design of the next cycle of the Biennial Slurry Seal Program.
- Begin design of the Way Finding Program (Phase I).
- Begin design of the Sand Dune Park Improvements Project.
- Complete the Sewer System Master Plan and Rate Study.
- Complete planning assessments for Citywide capital park improvements and renovations at City Hall.
- Provide engineering design review in order to complete the design of the Senior and Scout Community Center Renovation Project.
- Support the Maintenance Division with engineering design services for City facility remodel projects.
- Continue implementation of the next cycles of annual Citywide infrastructure improvement programs, including water, stormwater, sewer, street resurfacing, and concrete repairs.

Authorized Full-Time Positions	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
City Engineer	1	1	1	1
Principal Civil Engineer	1	1	1	2
Senior Civil Engineer	7	7	7	6
Public Works Inspector	2	2	2	2
Senior Engineering Technician	1	1	1	1
Associate Engineer	-	-	-	1
Senior Management Analyst	0.5	0.5	0.5	1
Management Analyst	-	-	-	1
Administrative Assistant	1	1	1	1
<b>Total</b>	<b>13.5</b>	<b>13.5</b>	<b>13.5</b>	<b>16</b>

960 hours are budgeted in FY 2022-2023 for part-time staff.





## PUBLIC WORKS | CIVIL ENGINEERING

Civil Engineering Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$1,550,096	\$1,557,446	\$1,576,759	\$1,856,828	19.2%
51103 Part Time Employee Salaries	39,478	37,766	37,766	-	-100.0%
51104 Overtime Regular Employees	423	4,500	4,500	9,500	111.1%
51201 Group Medical Insurance	171,573	177,752	143,619	239,340	34.6%
51202 Medicare	22,685	23,130	22,863	27,539	19.1%
51204 401A Plan City	48,808	49,694	44,309	58,556	17.8%
51211 PERS Regular Contributions	147,482	140,113	126,732	163,772	16.9%
51213 PERS Regular Net Pension Liab	126,890	-	-	-	-
51232 Workers Compensation	32,040	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$2,139,475</b>	<b>\$1,990,401</b>	<b>\$1,956,548</b>	<b>\$2,355,535</b>	<b>18.3%</b>
52101 Contract Services	\$6,647,307	\$1,868,905	\$3,202,938	\$1,707,840	-8.6%
52103 Computer Contract Services	-	4,000	9,000	9,000	125.0%
52107 Legal Services	6,930	-	-	-	-
52201 Departmental Supplies	3,307	8,000	8,000	16,000	100.0%
52203 Printing	85	1,750	1,750	3,000	71.4%
52204 Postage	3,555	3,949	3,600	3,769	-4.6%
52205 Uniforms/Safety Equipment	1,450	6,540	6,540	6,540	-
52206 Advertising	25	-	-	-	-
52301 Training, Conf & Meetings	772	5,000	5,000	10,000	100.0%
52307 Memberships & Dues	1,400	1,600	1,600	3,900	143.8%
52308 Reference Books & Periodicals	2,183	2,000	4,000	4,000	100.0%
52801 Computers, Supplies & Software	24,199	11,750	19,750	16,250	38.3%
53101 Telephone	513	2,508	1,977	2,233	-11.0%
<b>Total Materials &amp; Services</b>	<b>\$6,691,727</b>	<b>\$1,916,002</b>	<b>\$3,264,155</b>	<b>\$1,782,532</b>	<b>-7.0%</b>
54101 Administrative Service Charge	\$359,622	-	\$92,376	-	-
54102 Warehouse Purchases	741	\$750	750	\$1,500	100.0%
54104 Information Technology Allocation	97,032	115,854	115,854	140,174	21.0%
54106 Fleet Rental Allocation	-	3,910	3,910	-	-100.0%
54107 Fleet Maintenance Allocation	-	3,948	3,948	-	-100.0%
54108 Building & Ops Allocation	71,929	85,188	85,188	91,191	7.0%
54109 Engineering Service Charges	463,793	467,092	467,092	481,102	3.0%
<b>Total Internal Services</b>	<b>\$993,117</b>	<b>\$676,742</b>	<b>\$769,118</b>	<b>\$713,967</b>	<b>5.5%</b>
<b>Total Operating Expenditures</b>	<b>\$9,824,319</b>	<b>\$4,583,145</b>	<b>\$5,989,821</b>	<b>\$4,852,034</b>	<b>5.9%</b>

Civil Engineering Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
61203 Computer Equipment & Software	\$1,150	-	-	\$1,500	-
62201 Building & Facility Improv	-	\$100,000	-	832,500	732.5%
62202 Landscape & Site Improvements	-	-	-	1,530,000	-
62211 Street & Sidewalks Improv	7,028,624	-	\$6,849,555	1,200,000	-
62231 Other Infrastructure Improv	672,844	800,000	2,129,583	540,000	-32.5%
<b>Total Capital Projects &amp; Equipment</b>	<b>\$7,702,618</b>	<b>\$900,000</b>	<b>\$8,979,138</b>	<b>\$4,104,000</b>	<b>356.0%</b>
71101 Bond Principal	\$600,000	\$1,205,000	\$1,205,000	\$1,235,000	2.5%
71102 Bond Interest	507,442	438,770	438,770	408,270	-7.0%
71103 Bond Administration Fee	7,355	8,000	8,000	8,000	-
71104 Bond Delivery Cost	-	-	-	-	-
<b>Total Debt Service</b>	<b>\$1,114,797</b>	<b>\$1,651,770</b>	<b>\$1,651,770</b>	<b>\$1,651,270</b>	<b>-0.0%</b>
<b>Total Expenditures</b>	<b>\$18,641,734</b>	<b>\$7,134,915</b>	<b>\$16,620,729</b>	<b>\$10,607,304</b>	<b>48.7%</b>

### Source of Funds

General Fund	\$2,382,543	\$2,336,348	\$2,538,387	\$3,086,682	32.1%
Streets, Highways & Sidewalks	13,738	13,738	13,738	60,138	337.7%
Prop C	7,227,886	192,332	7,041,887	1,260,138	555.2%
Measure R	13,738	13,738	13,738	60,138	337.7%
Measure M	24,177	13,738	13,738	60,138	337.7%
Capital Improvement	892,652	1,133,546	2,363,129	3,143,050	177.3%
Underground Assessment	6,972,203	1,779,705	2,984,342	1,285,750	-27.8%
Special Assessment Redemption Fund	716,800	708,900	708,900	700,450	-1.2%
Special Assessment UAD 12 14 Fund	280,129	606,707	606,707	609,007	0.4%
Special Assessment UAD 19-04 Fund	117,868	336,163	336,163	341,813	1.7%
<b>Total Sources</b>	<b>\$18,641,734</b>	<b>\$7,134,915</b>	<b>\$16,620,729</b>	<b>\$10,607,304</b>	<b>48.7%</b>



## PROGRAM OVERVIEW

The Street Maintenance Section is responsible for inspecting, maintaining, and repairing streets, alleys, sidewalks, curbs, and signs and markings for the safety and security of the community. This includes filling potholes, patching streets, repairing City parking lots as well as assisting in larger capital improvement projects.

Staff oversees graffiti removal from City-owned property and continues to meet the City's 24-hour abatement window as well as providing field staff with necessary supplies and materials to remove minor tagging when deemed necessary.

## OBJECTIVES FY 2022-2023

- Develop a plan to install new streets signs throughout the City in conformance with signs approved as part of Phase I of the Wayfinding Project.
- Update the GIS/GPS Tree Planting Master Plan.
- Conduct an evaluation of the City's traffic sign reflectivity program in accordance with state standards.
- Audit and streamline the Government Outreach work order system processes and provide new/refresher training to all maintenance staff.



	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
<b>Authorized Full-Time Positions</b>				
Maintenance Supervisor	1	1	1	1
Maintenance Worker III	2	2	2	3
Maintenance Worker I/II	7.5	8.0	8.0	5.5
Urban Forester	1	1	1	1
Electrician	1	1	1	-
Senior Management Analyst	-	-	-	0.175
Administrative Assistant	0.25	0.25	0.25	0.25
<b>Total</b>	<b>12.75</b>	<b>13.25</b>	<b>13.25</b>	<b>10.925</b>

## PUBLIC WORKS | STREET MAINTENANCE

Street Maintenance Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$682,646	\$803,092	\$771,216	<b>\$822,101</b>	2.4%
51103 Part Time Employee Salaries	68,309	15,000	60,000	<b>55,812</b>	272.1%
51104 Overtime Regular Employees	24,633	19,500	55,000	<b>19,500</b>	-
51107 Overtime Special Events	-	61,150	61,150	<b>61,150</b>	-
51201 Group Medical Insurance	145,293	189,917	151,315	<b>178,379</b>	-6.1%
51202 Medicare	10,913	12,080	11,182	<b>12,356</b>	2.3%
51204 401A Plan City	7,161	7,091	7,360	<b>8,172</b>	15.2%
51211 PERS Regular Contributions	65,299	72,933	71,404	<b>72,510</b>	-0.6%
51213 PERS Regular Net Pension Liab	109,279	-	-	-	-
51231 Unemployment	5,700	-	-	-	-
51232 Workers Compensation	32,040	33,360	33,360	<b>49,140</b>	47.3%
<b>Total Salaries &amp; Benefits</b>	<b>\$1,151,273</b>	<b>\$1,214,123</b>	<b>\$1,221,987</b>	<b>\$1,279,120</b>	<b>5.4%</b>
52101 Contract Services	\$199,370	\$309,715	\$318,938	<b>\$447,715</b>	44.6%
52201 Departmental Supplies	182,272	256,161	256,241	<b>831,461</b>	224.6%
52203 Printing	-	50	50	<b>200</b>	300.0%
52205 Uniforms/Safety Equipment	6,572	13,220	13,220	<b>13,220</b>	-
52206 Advertising	-	150	150	<b>150</b>	-
52207 Tools & Minor Equipment	2,146	-	106	-	-
52301 Training, Conf & Meetings	10	15,000	19,710	<b>20,000</b>	33.3%
52307 Memberships & Dues	175	155	207	<b>1,705</b>	1000.0%
53101 Telephone	164	803	633	<b>715</b>	-11.0%
53102 Electricity	26,837	32,539	31,078	<b>32,010</b>	-1.6%
53104 Water	62,979	66,911	71,477	<b>66,128</b>	-1.2%
<b>Total Materials &amp; Services</b>	<b>\$480,526</b>	<b>\$694,704</b>	<b>\$711,810</b>	<b>\$1,413,304</b>	<b>103.4%</b>
54102 Warehouse Purchases	\$10,996	\$15,500	\$14,500	<b>\$17,500</b>	12.9%
54104 Information Technology Allocation	87,444	100,650	100,650	<b>111,696</b>	11.0%
54105 Insurance Allocation	780,180	898,560	898,560	<b>28,320</b>	-96.8%
54106 Fleet Rental Allocation	-	136,590	136,590	<b>180,600</b>	32.2%
54107 Fleet Maintenance Allocation	-	124,796	124,796	<b>135,988</b>	9.0%
<b>Total Internal Services</b>	<b>\$878,620</b>	<b>\$1,276,096</b>	<b>\$1,275,096</b>	<b>\$474,104</b>	<b>-62.8%</b>
<b>Total Operating Expenditures</b>	<b>\$2,510,419</b>	<b>\$3,184,923</b>	<b>\$3,208,893</b>	<b>\$3,166,528</b>	<b>(0.6%)</b>
62211 Street & Sidewalks Improv	\$3,334,674	4,885,000	5,981,690	<b>\$8,325,000</b>	70.4%
<b>Total Capital Projects &amp; Equipment</b>	<b>\$3,334,674</b>	<b>\$4,885,000</b>	<b>\$5,981,690</b>	<b>\$8,325,000</b>	<b>70.4%</b>
<b>Total Expenditures</b>	<b>\$5,845,093</b>	<b>\$8,069,923</b>	<b>\$9,190,583</b>	<b>\$11,491,528</b>	<b>42.4%</b>

### Source of Funds

General Fund	\$2,510,419	\$3,184,923	\$3,208,893	<b>\$3,166,528</b>	-0.6%
Gas Tax Fund	2,198,784	2,085,000	2,647,593	<b>1,515,000</b>	-27.3%
Prop C	31,821	-	1,068,159	-	-
Measure R	104,383	250,000	261,946	<b>700,000</b>	180.0%
Measure M	334,889	2,400,000	1,321,404	<b>5,810,000</b>	142.1%
Capital Improvement Fund	664,798	150,000	682,588	<b>300,000</b>	100.0%
<b>Total Sources</b>	<b>\$5,845,093</b>	<b>\$8,069,923</b>	<b>\$9,190,583</b>	<b>\$11,491,528</b>	<b>42.4%</b>



### PROGRAM OVERVIEW

The skilled staff of the Building and Grounds Maintenance Section is responsible for the maintenance and repair of the municipal facilities, parks, and athletic fields that are overseen by the City. Their services provide safe, clean, and well-maintained facilities and equipment. Additionally, the section electrician, with assistance from the crew, provides electrical support for City special events including but not limited to Pier Lighting and fireworks, Old Hometown Fair, and Concerts in the Park as well as evaluates Public Work projects that consume electrical energy.



### OBJECTIVES FY 2022-2023

- Develop a City employee-based survey to evaluate the performance needs of the Facilities Maintenance Section.
- Review and prioritize American Disability Act (ADA) projects in conjunction with Engineering to complete items from the Disability Access Consultants (DAC) Report.
- Develop and implement a beautification plan for Downtown and North Manhattan Beach.
- Partner with the Parks and Recreation Department to revitalize the City's parks and landscaped areas.
- Partner with the Parks and Recreation Department, Manhattan Beach Little League, American Youth Soccer Organization, and MBUSD to improve field playability and aesthetics.
- Install additional EV charging stations in east Manhattan Beach to meet the City's growing demand.
- Evaluate the feasibility of decommissioning water features to aid in water conservation and replace with drought tolerant plant material.
- Establish a maintenance inspection program.
- Review, audit, and improve City facility access protocols related to onboarding and off-boarding employees.
- Review and evaluate the performance of the City's contracted janitorial service.
- Review and evaluate the performance of the City's contracted street sweeping and pressure washing services vendor.
- Develop policy recommendations related to the establishment of fees for EV charging at City facilities.
- Explore the feasibility of implementing a neighborhood maintenance worker program.
- Upgrade the Irrigation Management System.

# PUBLIC WORKS | BUILDING & GROUNDS

Authorized Full-Time Positions		FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
Facilities Supervisor		1	1	1	1
Building Repair Craftsperson		4	4	4	3
Maintenance Worker I/II		2	2	2	2.5
Electrician		-	-	-	0.8
Senior Management Analyst		-	-	-	0.35
Administrative Assistant		0.5	0.5	0.5	0.45
<b>Total</b>		<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>8.1</b>
Building & Grounds Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$500,696	\$553,735	\$531,655	<b>\$603,310</b>	9.0%
51104 Overtime Regular Employees	5,366	13,100	13,100	<b>16,550</b>	26.3%
51201 Group Medical Insurance	94,635	106,910	95,312	<b>144,514</b>	35.2%
51202 Medicare	7,180	8,029	8,180	<b>8,748</b>	9.0%
51204 401A Plan City	2,358	2,336	2,424	<b>5,455</b>	133.5%
51211 PERS Regular Contributions	46,426	50,315	49,810	<b>53,212</b>	5.8%
51213 PERS Regular Net Pension Liab	739,616	-	-	-	-
51232 Workers Compensation	10,080	180	180	<b>120</b>	-33.3%
<b>Total Salaries &amp; Benefits</b>	<b>\$1,406,359</b>	<b>\$734,605</b>	<b>\$700,661</b>	<b>\$831,909</b>	<b>13.2%</b>
52101 Contract Services	\$999,841	\$1,597,199	\$1,597,199	<b>\$1,619,165</b>	1.4%
52201 Departmental Supplies	255,074	287,866	299,366	<b>1,275,950</b>	343.2%
52203 Printing	-	150	150	<b>150</b>	-
52205 Uniforms/Safety Equipment	6,870	7,820	7,820	<b>7,820</b>	-
52207 Tools & Minor Equipment	1,789	-	472	-	-
52301 Training, Conf & Meetings	88	7,665	8,200	<b>6,000</b>	-21.7%
52801 Computers, Supplies & Software	8,865	58,500	58,500	<b>58,730</b>	0.4%
53101 Telephone	780	1,033	932	<b>1,095</b>	6.0%
53102 Electricity	134,543	117,053	160,565	<b>165,382</b>	41.3%
53103 Natural Gas	5,244	5,343	4,474	<b>5,548</b>	3.8%
53104 Water	390,774	364,031	388,872	<b>410,312</b>	12.7%
<b>Total Materials &amp; Services</b>	<b>\$1,803,868</b>	<b>\$2,446,660</b>	<b>\$2,526,550</b>	<b>\$3,550,152</b>	<b>45.1%</b>
54102 Warehouse Purchases	\$14,289	\$26,000	\$28,000	<b>\$26,000</b>	-
54104 Information Technology Allocation	40,896	44,303	44,303	<b>54,368</b>	22.7%
54106 Fleet Rental Allocation	-	27,950	27,950	<b>41,060</b>	46.9%
54107 Fleet Maintenance Allocation	-	41,621	41,621	<b>46,056</b>	10.7%
<b>Total Internal Services</b>	<b>\$55,185</b>	<b>\$139,874</b>	<b>\$141,874</b>	<b>\$167,484</b>	<b>19.7%</b>
<b>Total Expenditures</b>	<b>\$3,265,411</b>	<b>\$3,321,139</b>	<b>\$3,369,085</b>	<b>\$4,549,545</b>	<b>37.0%</b>
71104 Bond Delivery Cost	\$3,896	-	-	-	-
71107 POB Miscellaneous Principal	23,774	\$24,188	\$23,774	<b>\$22,633</b>	-6.4%
71108 POB Miscellaneous Interest	2,126	18,032	17,723	<b>13,568</b>	-24.8%
<b>Total Debt Service</b>	<b>\$29,796</b>	<b>\$42,220</b>	<b>\$41,497</b>	<b>\$36,201</b>	<b>-14.3%</b>
<b>Total Expenditures</b>	<b>\$3,295,207</b>	<b>\$3,363,359</b>	<b>\$3,410,582</b>	<b>\$4,585,746</b>	<b>36.3%</b>
<b>Source of Funds</b>					
General Fund	\$1,026,359	\$1,367,391	\$1,404,169	<b>\$2,612,600</b>	91.1%
Building Maintenance	2,268,849	1,995,968	2,006,413	<b>1,973,146</b>	-1.1%
<b>Total Sources</b>	<b>\$3,295,207</b>	<b>\$3,363,359</b>	<b>\$3,410,582</b>	<b>\$4,585,746</b>	<b>36.3%</b>



## PROGRAM OVERVIEW

The City formed several Street Lighting & Landscaping Assessment Districts in the early 1970s, under the Landscaping and Lighting Act of 1972. Property owners pay an assessment to this program that provides energy payment and maintenance costs for one thousand, eight hundred and eighty-five (1,885) streetlights. The County of Los Angeles collects the assessments through property tax rolls and then remits these funds to the City.

## OBJECTIVES FY 2022-2023

- Develop a plan to procure a streetlight management system.

Street Lighting & Landscaping Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
52101 Contract Services	\$3,775	\$7,550	\$15,100	\$7,550	-
52201 Departmental Supplies	2,040	9,000	9,000	9,000	-
52206 Advertising	-	400	\$400	400	-
53102 Electricity	450,632	273,154	289,666	\$285,975	4.7%
53103 Natural Gas	89,661	109,631	119,058	\$126,793	15.7%
<b>Total Materials &amp; Services</b>	<b>\$546,108</b>	<b>\$399,735</b>	<b>\$433,224</b>	<b>\$429,718</b>	<b>7.5%</b>
54101 Administrative Service Charge	\$15,588	\$15,961	\$15,961	\$15,961	-
<b>Total Internal Services</b>	<b>\$15,588</b>	<b>\$15,961</b>	<b>\$15,961</b>	<b>\$15,961</b>	<b>-</b>
62201 Building & Facility Improv	\$12	\$35,000	\$60,000	\$35,000	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$12</b>	<b>\$35,000</b>	<b>\$60,000</b>	<b>\$35,000</b>	<b>-</b>
<b>Total Operating Expenditures</b>	<b>\$561,707</b>	<b>\$450,696</b>	<b>\$509,185</b>	<b>\$480,679</b>	<b>6.7%</b>

### Source of Funds

Street Lighting & Landscaping	\$561,707	\$450,696	\$509,185	\$480,679	6.7%
<b>Total Sources</b>	<b>\$561,707</b>	<b>\$450,696</b>	<b>\$509,185</b>	<b>\$480,679</b>	<b>6.7%</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. The County of Los Angeles collects the assessments through property tax rolls and then remits these funds to the City.



## OBJECTIVES FY 2022-2023

- Develop and implement a beautification plan for the Downtown Business Improvement District, including landscape and lighting enhancements.
- Replace tree grates in the Downtown Business District.
- Remove and replace existing directory signage with new Wayfinding.

Streetscape Maintenance Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
52101 Contract Services	\$70,989	\$88,050	\$80,050	<b>\$88,050</b>	-
52201 Departmental Supplies	7,652	10,500	10,500	<b>10,500</b>	-
53102 Electricity	16,983	6,883	16,767	<b>17,270</b>	150.9%
53104 Water	8,969	8,467	9,045	<b>9,417</b>	11.2%
<b>Total Materials &amp; Services</b>	<b>\$104,592</b>	<b>\$113,900</b>	<b>\$116,362</b>	<b>\$125,237</b>	<b>10.0%</b>
54101 Administrative Service Charge	\$6,012	\$6,006	\$6,006	<b>\$6,006</b>	-
54102 Warehouse Purchases	-	100	100	<b>100</b>	-
<b>Total Internal Services</b>	<b>\$6,012</b>	<b>\$6,106</b>	<b>\$6,106</b>	<b>\$6,106</b>	-
<b>Total Operating Expenditures</b>	<b>\$110,604</b>	<b>\$120,006</b>	<b>\$122,468</b>	<b>\$131,343</b>	<b>9.4%</b>

### Source of Funds

Streetlighting & Landscape	\$110,604	\$120,006	\$122,468	<b>\$131,343</b>	9.4%
<b>Total Sources</b>	<b>\$110,604</b>	<b>\$120,006</b>	<b>\$122,468</b>	<b>\$131,343</b>	<b>9.4%</b>



### PROGRAM OVERVIEW

The City's Water Section consists of water plant and water maintenance operations. These two sections oversee the water source of supply, water distribution maintenance, water quality, and backflow compliance.



The City's water storage and distribution system includes 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 6,732 gallons per minute; two groundwater wells with a total production capacity of 4,100 gallons per minute; booster stations with a total delivery capacity of 19,702 gallons per minute; two 18-inch emergency water transmission line connections with the City of El Segundo and one 8-inch with California Water Service Company; five emergency generators at the wells and booster stations; approximately 140 miles of water distribution pipelines ranging in diameter from 4" to 24"; and over 2,781 valves, 826 Fire Hydrants, and 900 backflow devices.

Approximately 93% (1.4 billion gallons) of the City's water supply is provided by the Metropolitan Water District (MWD), and 7% (100 million gallons) is supplied through City-owned groundwater rights in the West Coast Groundwater Basin.

### OBJECTIVES FY 2022-2023

- Reduce the use of higher-cost imported water by increasing the use of local groundwater supplies.
- Install ten water pressure monitoring systems in key areas of the water distribution system to mitigate pressure surges, preserve the system infrastructure, water quality problems, and public safety.
- Develop and implement a Water Conservation Program work plan, including functionality enhancements to the City's newly installed smart water meter system.
- Develop and implement a Backflow Compliance Program work plan.
- Bring the reconstructed Peck Reservoir and new Water Treatment Plant online.

Authorized Full-Time Positions	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
Water Supervisor	1	1	1	1
Senior Water Plant Operator	1	1	1	1
Water Plant Operator	1	1	1	1
Lead Water System Operator	-	-	-	1
Water System Operator III	-	-	-	2
Water System Operator I/II	-	-	-	3
Water Treatment Operator	-	-	-	1
Maintenance Worker III	1	1	1	-
Maintenance Worker I/II	5	5	5	-
Electrician	0.35	0.35	0.35	0.45
Water Meter Reader	1	1	1	1
Utilities Technician	-	-	-	2
Senior Management Analyst	-	-	-	1
Management Analyst	-	1	0.7	-
Administrative Assistant	0.45	0.45	0.45	0.45
<b>Total</b>	<b>10.8</b>	<b>11.8</b>	<b>11.5</b>	<b>14.9</b>

960 hours are budgeted in FY 2022-2023 for part-time staff.





<b>Water Division</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>Var from</b>
<b>Object Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 22 Budg</b>
51101 Salaries & Allowances	\$641,130	\$800,810	\$803,509	<b>\$1,135,403</b>	41.8%
51103 Part Time Employee Salaries	104,837	-	36,714	-	-
51104 Overtime Regular Employees	48,579	50,000	85,000	<b>70,000</b>	40.0%
51201 Group Medical Insurance	127,884	183,397	140,255	<b>221,329</b>	20.7%
51202 Medicare	11,276	11,613	11,650	<b>16,463</b>	41.8%
51204 401A Plan City	5,212	6,893	7,807	<b>8,706</b>	26.3%
51211 PERS Regular Contributions	62,274	71,947	72,124	<b>100,142</b>	39.2%
51213 PERS Regular Net Pension Liab	1,158,504	-	-	-	-
51221 Accrued Leave	2,092	-	-	-	-
51232 Workers Compensation	20,700	1,680	1,680	<b>76,620</b>	4460.7%
<b>Total Salaries &amp; Benefits</b>	<b>\$2,182,487</b>	<b>\$1,126,340</b>	<b>\$1,158,739</b>	<b>\$1,628,663</b>	<b>44.6%</b>
52101 Contract Services	\$7,783,534	\$7,264,150	\$7,265,895	<b>\$7,953,977</b>	9.5%
52103 Computer Contract Services	8,277	36,100	16,170	<b>36,215</b>	0.3%
52201 Departmental Supplies	149,581	357,600	233,015	<b>392,000</b>	9.6%
52203 Printing	407	300	300	<b>300</b>	-
52205 Uniforms/Safety Equipment	6,261	10,330	10,330	<b>10,530</b>	1.9%
52206 Advertising	-	300	895	<b>300</b>	-
52207 Tools & Minor Equipment	11,428	5,100	5,100	<b>5,100</b>	-
52301 Training, Conf & Meetings	1,247	22,000	26,575	<b>22,000</b>	-
52307 Memberships & Dues	2,192	4,780	6,946	<b>7,705</b>	61.2%
52308 Reference Books & Periodicals	-	1,000	1,000	<b>1,000</b>	-
52404 Bank Service Charge	15,095	25,824	12,000	<b>15,000</b>	-41.9%
52406 Assessments & Taxes	432,142	430,160	430,160	<b>550,000</b>	27.9%
52801 Computers, Supplies & Software	7,978	-	1,484	<b>3,000</b>	-
53101 Telephone	118,498	99,748	116,317	<b>126,232</b>	26.6%
53102 Electricity	96,425	93,823	98,274	<b>101,222</b>	7.9%
53103 Natural Gas	-	-	161	<b>200</b>	-
53104 Water	47,280	46,957	50,162	<b>49,643</b>	5.7%
<b>Total Materials &amp; Services</b>	<b>\$8,680,344</b>	<b>\$8,398,172</b>	<b>\$8,274,784</b>	<b>\$9,274,424</b>	<b>10.4%</b>
54101 Administrative Service Charge	\$1,350,264	\$1,350,258	\$1,350,258	<b>\$1,350,258</b>	-
54102 Warehouse Purchases	4,509	3,980	4,020	<b>3,980</b>	-
54104 Information Technology Allocation	116,844	143,525	143,525	<b>184,557</b>	28.6%
54105 Insurance Allocation	36,540	23,520	23,520	<b>24,780</b>	5.4%
54106 Fleet Rental Allocation	-	63,810	63,810	<b>108,360</b>	69.8%
54107 Fleet Maintenance Allocation	-	69,556	69,556	<b>84,713</b>	21.8%
54108 Building & Ops Allocation	123,198	145,907	145,907	<b>156,189</b>	7.0%
54109 Engineering Service Charges	293,262	457,714	457,714	<b>240,550</b>	-47.4%
<b>Total Internal Services</b>	<b>\$1,924,616</b>	<b>\$2,258,270</b>	<b>\$2,258,310</b>	<b>\$2,153,387</b>	<b>-4.6%</b>
<b>Total Operating Expenditures</b>	<b>\$12,787,448</b>	<b>\$11,782,782</b>	<b>\$11,691,833</b>	<b>\$13,056,474</b>	<b>10.8%</b>

Water Division Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
61203 Computer Equipment & Software	-	\$8,750	\$8,750	-	-100.0%
61204 ERP Implementation	\$6,941	-	-	-	-
62201 Building & Facility Improv	11,751,488	-	16,946,222	-	-
62221 Utility Improvements	1,278,854	3,500,000	1,764,989	-	-100.0%
<b>Total Capital Projects &amp; Equipment</b>	<b>\$13,037,283</b>	<b>\$3,508,750</b>	<b>\$18,719,961</b>	<b>-</b>	<b>-100.0%</b>
71101 Bond Principal	\$147,454	\$147,455	\$147,455	<b>\$140,752</b>	-4.5%
71102 Bond Interest	30,932	30,932	30,932	<b>26,642</b>	-13.9%
71103 Bond Administration Fee	400	400	400	<b>400</b>	-
71104 Bond Delivery Cost	6,224	-	-	-	-
71107 POB Miscellaneous Principal	37,976	46,268	37,976	<b>50,290</b>	8.7%
71108 POB Miscellaneous Interest	3,396	34,492	28,311	<b>30,148</b>	-12.6%
<b>Total Debt Service</b>	<b>\$226,382</b>	<b>\$259,547</b>	<b>\$245,074</b>	<b>\$248,232</b>	<b>-4.4%</b>
<b>Total Expenditures</b>	<b>\$26,051,113</b>	<b>\$15,551,079</b>	<b>\$30,656,868</b>	<b>\$13,304,706</b>	<b>(14.4%)</b>

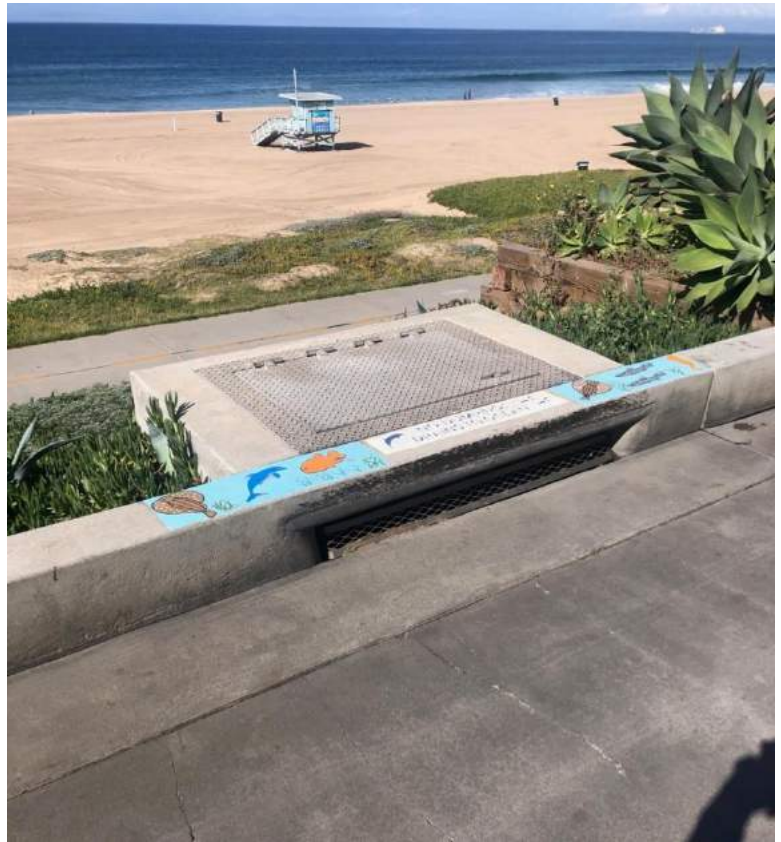
### Source of Funds

Water	\$26,051,113	\$15,551,079	\$30,656,868	<b>\$13,304,706</b>	-14.4%
<b>Total Sources</b>	<b>\$26,051,113</b>	<b>\$15,551,079</b>	<b>\$30,656,868</b>	<b>\$13,304,706</b>	<b>(14.4%)</b>



## PROGRAM OVERVIEW

The City owns, operates, and maintains storm drain facilities that consist of 83,538 feet of storm lines and 43,805 feet of Los Angeles County-owned storm lines, including 608 catch basins, ten continuous deflection systems, two dry weather stormwater diversions, five stormwater sumps, and two lift stations. The majority of the City is within the Santa Monica Bay Watershed (2,078 acres, or 86%). The remaining area is within the Dominguez Channel Watershed (350 acres, or 14%).



## OBJECTIVES FY 2022-2023

- Implement a CCTV camera inspection program to ensure the system's integrity and minimize the risk of flooding, blockages, and collapsed pipes.
- Increase the frequency of cleaning of catch basins to reduce flooding when rainfall occurs and eliminate trash and debris from reaching the ocean.
- Improve and maintain the water quality at Polliwog pond to better control algae blooms.
- Conduct an assessment of the aging lift stations infrastructure to identify improvements needed.

	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
<b>Authorized Full-Time Positions</b>				
Management Analyst	-	-	0.1	-
Sewer Maintenance Worker	1	1	1	1
Administrative Assistant	0.05	0.05	0.05	0.05
<b>Total</b>	<b>1.05</b>	<b>1.05</b>	<b>1.15</b>	<b>1.05</b>

Storm Drain Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$71,271	\$77,440	\$77,889	\$74,642	-3.6%
51104 Overtime Regular Employees	3,626	4,700	4,700	4,700	-
51201 Group Medical Insurance	17,935	19,915	17,445	18,567	-6.8%
51202 Medicare	1,038	1,123	1,152	1,082	-3.7%
51204 401A Plan City	-	384	181	-	-100.0%
51211 PERS Regular Contributions	6,578	7,040	6,794	6,583	-6.5%
51213 PERS Regular Net Pension Liab	112,737	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$213,185</b>	<b>\$110,602</b>	<b>\$108,161</b>	<b>\$105,574</b>	<b>-4.5%</b>
52101 Contract Services	\$752,842	\$681,250	\$687,731	\$734,250	7.8%
52103 Computer Contract Services	-	5,800	18,600	5,800	-
52201 Departmental Supplies	4,953	30,250	30,250	30,250	-
52203 Printing	-	1,500	500	1,500	-
52205 Uniforms/Safety Equipment	870	1,520	1,520	1,620	6.6%
52301 Training, Conf & Meetings	-	1,500	2,200	2,700	80.0%
53101 Telephone	21,971	17,545	20,659	18,430	5.0%
53102 Electricity	7,377	9,675	8,923	9,191	-5.0%
53104 Water	2,681	2,873	3,069	2,815	-2.0%
<b>Total Materials &amp; Services</b>	<b>\$790,694</b>	<b>\$751,913</b>	<b>\$773,452</b>	<b>\$806,556</b>	<b>7.3%</b>
54101 Administrative Service Charge	\$194,712	\$194,717	\$194,717	\$194,717	-
54102 Warehouse Purchases	3,169	200	1,000	200	-
54108 Building & Ops Allocation	10,254	12,144	12,144	13,000	7.0%
<b>Total Internal Services</b>	<b>\$208,135</b>	<b>\$207,061</b>	<b>\$207,861</b>	<b>\$207,917</b>	<b>0.4%</b>
<b>Total Operating Expenditures</b>	<b>\$1,212,013</b>	<b>\$1,069,576</b>	<b>\$1,089,474</b>	<b>\$1,120,047</b>	<b>4.7%</b>
62201 Building & Facility Improv	\$480,076	\$710,000	\$1,228,693	\$1,910,000	169.0%
<b>Total Capital Projects &amp; Equipment</b>	<b>\$480,076</b>	<b>\$710,000</b>	<b>\$1,228,693</b>	<b>\$1,910,000</b>	<b>169.0%</b>
71104 Bond Delivery Cost	\$608	-	-	-	-
71107 POB Miscellaneous Principal	3,712	\$4,527	\$3,712	\$4,074	-10.0%
71108 POB Miscellaneous Interest	332	3,375	2,767	2,443	-27.6%
<b>Total Debt Service</b>	<b>\$4,652</b>	<b>\$7,902</b>	<b>\$6,479</b>	<b>\$6,517</b>	<b>-17.5%</b>
<b>Total Expenditures</b>	<b>\$1,696,741</b>	<b>\$1,787,478</b>	<b>\$2,324,646</b>	<b>\$3,036,564</b>	<b>69.9%</b>

#### Source of Funds

Measure W Fund	\$278,247	-	-	\$1,200,000	-
Stormwater Fund	1,418,494	\$1,787,478	\$2,324,646	1,836,564	2.7%
<b>Total Sources</b>	<b>\$1,696,741</b>	<b>\$1,787,478</b>	<b>\$2,324,646</b>	<b>\$3,036,564</b>	<b>69.9%</b>



## PROGRAM OVERVIEW

The City owns, operates, and maintains the 81.6 miles of sewer gravity lines, 5,114 feet of sewer force mains, 2,086 manholes, and cleanouts. The City also operates and maintains eight pump stations that lift wastewater from lower areas to the local regional gravity systems.



## OBJECTIVES FY 2022-2023

- Improve the CCTV camera inspection frequency to ensure the integrity and reliability of the system by identifying and correcting system blockages, collapse lines, and prevent sewer system overflows.
- Increase the sewer main line flushing to eliminated system blockages, maintain adequate flow, ensure reliability, and prevent sewer system overflows.
- Implement a preventative mechanical and electrical maintenance program to improve the functionality and reliability of the lift station facilities.

	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
<b>Authorized Full-Time Positions</b>				
Lead Sewer System Maintenance Worker	-	-	-	1
Maintenance Worker III	1	1	1	1
Sewer Maintenance Worker I/II	2	2	2	3
Management Analyst	-	-	0.2	-
Electrician	0.45	0.45	0.45	0.55
Administrative Assistant	0.45	0.45	0.45	0.50
<b>Total</b>	<b>3.9</b>	<b>3.9</b>	<b>4.1</b>	<b>6.05</b>

<b>Sewer Maintenance Object Description</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2022 Y/E Est</b>	<b>FY 2023 Proposed</b>	<b>Var from FY 22 Budg</b>
51101 Salaries & Allowances	\$288,182	\$293,336	\$270,963	<b>\$423,948</b>	44.5%
51104 Overtime Regular Employees	16,943	15,000	16,500	<b>20,000</b>	33.3%
51201 Group Medical Insurance	79,127	83,999	63,214	<b>118,532</b>	41.1%
51202 Medicare	4,254	4,254	3,929	<b>6,147</b>	44.5%
51204 401A Plan City	-	768	362	-	-100.0%
51211 PERS Regular Contributions	26,547	26,510	23,397	<b>37,392</b>	41.0%
51213 PERS Regular Net Pension Liab	476,640	-	-	-	-
51232 Workers Compensation	7,440	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$899,132</b>	<b>\$423,867</b>	<b>\$378,365</b>	<b>\$606,019</b>	<b>43.0%</b>
52101 Contract Services	\$54,187	\$245,300	\$246,776	<b>\$196,300</b>	-20.0%
52103 Computer Contract Services	18,726	29,550	18,000	<b>29,550</b>	-
52201 Departmental Supplies	23,639	29,550	35,000	<b>43,700</b>	47.9%
52203 Printing	-	1,200	1,200	<b>1,200</b>	-
52205 Uniforms/Safety Equipment	2,877	4,710	4,710	<b>5,010</b>	6.4%
52301 Training, Conf & Meetings	354	6,000	7,245	<b>6,000</b>	-
52307 Memberships & Dues	667	565	565	<b>565</b>	-
52308 Reference Books & Periodicals	-	-	116	-	-
52404 Bank Service Charge	3,779	6,476	4,000	<b>4,000</b>	-38.2%
53101 Telephone	52,470	41,899	49,960	<b>44,015</b>	5.1%
53102 Electricity	17,863	15,741	24,018	<b>24,739</b>	57.2%
53104 Water	5,125	5,231	5,588	<b>5,381</b>	2.9%
<b>Total Materials &amp; Services</b>	<b>\$179,687</b>	<b>\$386,222</b>	<b>\$397,178</b>	<b>\$360,575</b>	<b>-6.6%</b>
54101 Administrative Service Charge	\$672,276	\$672,273	\$672,273	<b>\$672,273</b>	-
54102 Warehouse Purchases	2,336	1,100	1,100	<b>1,100</b>	-
54105 Insurance Allocation	57,960	8,160	8,160	-	-100.0%
54106 Fleet Rental Allocation	-	68,410	68,410	<b>118,130</b>	72.7%
54107 Fleet Maintenance Allocation	-	21,764	21,764	<b>23,716</b>	9.0%
54108 Building & Ops Allocation	30,812	36,492	36,492	<b>39,063</b>	7.0%
54109 Engineering Service Charges	111,339	201,110	201,110	<b>240,550</b>	19.6%
<b>Total Internal Services</b>	<b>\$874,723</b>	<b>\$1,009,309</b>	<b>\$1,009,309</b>	<b>\$1,094,832</b>	<b>8.5%</b>
<b>Total Operating Expenditures</b>	<b>\$1,953,542</b>	<b>\$1,819,398</b>	<b>\$1,784,852</b>	<b>\$2,061,426</b>	<b>13.3%</b>
61203 Computer Equipment & Software	-	\$8,750	\$8,750	-	-100.0%
61204 ERP Implementation	\$3,911	1,810	-	-	-100.0%
62201 Building & Facility Improv	122,465	3,475,015	193,635	-	-100.0%
62221 Utility Improvements	958,950	8,326,611	1,319,239	<b>2,541,000</b>	-69.5%
<b>Total Capital Projects &amp; Equipment</b>	<b>-</b>	<b>\$8,750</b>	<b>\$8,750</b>	<b>-</b>	<b>-100.0%</b>
71101 Bond Principal	\$72,546	\$72,546	\$72,546	<b>\$69,248</b>	-4.5%
71102 Bond Interest	15,218	15,218	15,218	<b>13,108</b>	-13.9%
71103 Bond Administration Fee	200	200	200	<b>200</b>	-
71104 Bond Delivery Cost	2,565	-	-	-	-
71107 POB Miscellaneous Principal	15,653	17,044	15,653	<b>15,886</b>	-6.8%
71108 POB Miscellaneous Interest	1,400	12,706	11,669	<b>9,524</b>	-25.0%
<b>Total Debt Service</b>	<b>\$107,582</b>	<b>\$117,714</b>	<b>\$115,286</b>	<b>\$107,966</b>	<b>-8.3%</b>
<b>Total Expenditures</b>	<b>\$3,146,450</b>	<b>\$13,749,298</b>	<b>\$3,421,762</b>	<b>\$4,710,392</b>	<b>(65.7%)</b>

**Source of Funds**

Wastewater	\$3,146,450	\$13,749,298	\$3,421,762	<b>\$4,710,392</b>	-65.7%
<b>Total Sources</b>	<b>\$3,146,450</b>	<b>\$13,749,298</b>	<b>\$3,421,762</b>	<b>\$4,710,392</b>	<b>(65.7%)</b>



## PROGRAM OVERVIEW

### CITY PARKING LOTS & METERS

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

### COUNTY PARKING LOTS

The City operates and maintains two Los Angeles County-owned parking lots. The two County-owned lots are the El Porto parking lot with 231 spaces and the 27th Street parking lot with 68 spaces. The revenue generated through parking meters and the sale of overnight permits are 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 an 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 2022-2023

- Establish a work plan for the Parking Services Section to manage this public resource at an enterprise level.
- Finalize implementation of the “Zero Out” Functionality on IPS Parking Meters.
- Evaluate digital payment technology options.
- Replace several single-space coastal facing meters due to prolonged weather exposure.
- Evaluate and remove redundant parking lot signage to simplify the use of parking spaces.

	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
<b>Authorized Full-Time Positions</b>				
Meter Repair Worker	2	2	2	2
Electrician	0.2	0.2	0.2	0.2
Senior Management Analyst	-	-	-	0.3
Administrative Assistant	0.05	0.05	0.05	0.05
<b>Total</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>	<b>2.55</b>

## PUBLIC WORKS | PARKING FACILITIES

Parking Facilities Object Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101 Salaries & Allowances	\$157,215	\$153,352	\$144,414	\$187,094	22.0%
51104 Overtime Regular Employees	3,620	5,450	11,350	5,450	-
51201 Group Medical Insurance	34,853	34,458	29,274	41,393	20.1%
51202 Medicare	2,223	2,225	2,203	2,713	21.9%
51204 401A Plan City	-	-	-	1,223	-
51211 PERS Regular Contributions	15,118	13,879	13,157	16,501	18.9%
51213 PERS Regular Net Pension Liab	243,515	-	-	-	-
51232 Workers Compensation	2,760	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$459,305</b>	<b>\$209,364</b>	<b>\$200,398</b>	<b>\$254,374</b>	<b>21.5%</b>
52101 Contract Services	\$913,223	\$804,383	\$801,383	\$823,160	2.3%
52201 Departmental Supplies	113,031	134,950	116,350	161,950	20.0%
52203 Printing	5,707	6,000	6,000	6,000	-
52205 Uniforms/Safety Equipment	1,431	2,040	2,081	2,040	-
52301 Training, Conf & Meetings	-	2,000	2,000	2,000	-
52404 Bank Service Charge	298,036	326,639	400,000	328,500	0.6%
52706 DMBBPA Allocation	98,995	103,000	103,000	103,000	-
53101 Telephone	5,319	4,364	5,242	5,052	15.8%
53102 Electricity	111,915	87,178	145,435	149,798	71.8%
53103 Natural Gas	6,344	4,041	9,422	11,683	189.1%
53104 Water	36,783	31,500	33,649	38,623	22.6%
<b>Total Materials &amp; Services</b>	<b>\$1,590,784</b>	<b>\$1,506,095</b>	<b>\$1,624,562</b>	<b>\$1,631,806</b>	<b>8.3%</b>
54101 Administrative Service Charge	\$623,508	\$615,534	\$615,534	\$615,534	-
54102 Warehouse Purchases	13,872	25,600	21,500	25,600	-
54104 Information Systems Allocation	16,692	19,461	19,461	23,671	21.6%
54106 Fleet Rental Allocation	-	12,880	12,880	17,960	39.4%
54107 Fleet Maintenance Allocation	-	19,475	19,475	15,916	-18.3%
<b>Total Internal Services</b>	<b>\$654,072</b>	<b>\$692,950</b>	<b>\$688,850</b>	<b>\$698,681</b>	<b>0.8%</b>
<b>Total Operating Expenditures</b>	<b>\$2,704,160</b>	<b>\$2,408,409</b>	<b>\$2,513,810</b>	<b>\$2,584,861</b>	<b>7.3%</b>
61204 ERP Implementation	\$4,718	\$1,435	-	-	-100.0%
62201 Building & Facility Improv	723,221	2,461,516	681,276	\$400,000	-83.7%
62211 Street & Sidewalks Improv	136,248	309,986	66,375	-	-100.0%
<b>Total Capital Projects &amp; Equipment</b>	<b>\$864,187</b>	<b>\$2,772,937</b>	<b>\$747,651</b>	<b>\$400,000</b>	<b>-85.6%</b>
71101 Bond Principal	\$490,000	\$490,000	\$490,000	\$380,000	-22.4%
71102 Bond Interest	239,813	225,413	225,413	241,750	7.2%
71103 Bond Administration Fee	1,375	1,400	1,400	1,400	-
71104 Bond Delivery Cost	1,319	-	-	-	-
71107 POB Miscellaneous Principal	8,046	8,925	8,047	10,171	14.0%
71108 POB Miscellaneous Interest	720	6,654	5,999	6,098	-8.4%
<b>Total Debt Service</b>	<b>\$741,271</b>	<b>\$732,392</b>	<b>\$730,859</b>	<b>\$639,419</b>	<b>-12.7%</b>
72101 Land Leases	\$772,232	\$687,000	\$765,000	\$765,000	11.4%
<b>Total Property &amp; Equipment Leases</b>	<b>\$772,232</b>	<b>\$687,000</b>	<b>\$765,000</b>	<b>\$765,000</b>	<b>11.4%</b>
<b>Total Expenditures</b>	<b>\$5,081,850</b>	<b>\$6,600,737</b>	<b>\$4,757,320</b>	<b>\$4,389,280</b>	<b>(33.5%)</b>
<b>Source of Funds</b>					
Parking Meter	\$3,591,091	\$3,478,420	\$3,093,998	\$2,698,608	-22.4%
County Parking Lots	934,580	872,452	935,274	953,214	9.3%
State Pier & Parking	556,180	2,249,866	728,048	737,458	-67.2%
<b>Total Sources</b>	<b>\$5,081,850</b>	<b>\$6,600,737</b>	<b>\$4,757,320</b>	<b>\$4,389,280</b>	<b>(33.5%)</b>

## PROGRAM OVERVIEW

The Fleet Management Section is responsible for the maintenance, fueling and replacement of City vehicles and large equipment items. It also operates and maintains a gasoline and compressed natural gas (CNG) fueling station. A fleet supervisor oversees three equipment mechanics and is supported by the General Services Division in tracking the vehicle replacement budget and the vehicle parts inventory. Specialized alternative fuel training is provided to the Fleet staff to continue promoting a cleaner environment.

In order to maintain compliance with the South Coast Air Quality Management District (SCAQMD) 1190 Series Rules, the City currently has thirty (30) alternative fuel vehicles and equipment as of spring 2022. In addition, three (3) electric and one (1) hybrid vehicles were ordered in FY 21/22. The AB2766 Subvention Fund is available for use to offset the differential cost of alternative fuel vehicles (AFV).



## OBJECTIVES FY 2022-2023

- Provide training to fleet mechanics for new EV technology.
- Continue implementing the new fleet management system.
- Replace fuel tracking system/software with modern and more efficient technology.
- Provide back-up generator upgrades to maintain compliance with the SCAQMD regulations.
- Purchase vehicles identified in the adopted budget for purchase and replacement in FY 2022-2023.

	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Proposed
<b>Authorized Full-Time Positions</b>				
Equipment Maintenance Supervisor	1	1	1	1
Equipment Mechanic I/II	3	3	3	3
Senior Management Analyst	-	-	-	0.175
Administrative Assistant	0.25	0.25	0.25	0.25
<b>Total</b>	<b>4.25</b>	<b>4.25</b>	<b>4.25</b>	<b>4.425</b>

## PUBLIC WORKS | FLEET MANAGEMENT

Fleet Management Object Description		FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101	Salaries & Allowances	\$318,314	\$317,839	\$256,552	\$338,044	6.4%
51104	Overtime Regular Employees	294	2,500	2,500	2,500	-
51201	Group Medical Insurance	44,753	45,265	26,540	44,708	-1.2%
51202	Medicare	4,565	4,609	3,708	4,902	6.4%
51204	401A Plan City	2,245	2,223	2,307	3,222	44.9%
51211	PERS Regular Contributions	29,525	28,378	22,677	29,815	5.1%
51213	PERS Regular Net Pension Liab	530,486	-	-	-	-
51232	Workers Compensation	8,160	-	-	64,920	-
<b>Total Salaries &amp; Benefits</b>		<b>\$938,343</b>	<b>\$400,814</b>	<b>\$314,284</b>	<b>\$488,111</b>	<b>21.8%</b>
52101	Contract Services	\$185,956	\$225,436	\$205,436	\$224,300	-0.5%
52103	Computer Contract Services	10,136	12,000	12,000	12,000	-
52201	Departmental Supplies	79,657	91,000	91,000	91,000	-
52203	Printing	-	1,150	1,150	1,150	-
52205	Uniforms/Safety Equipment	2,963	4,560	4,560	4,560	-
52207	Tools & Minor Equipment	2,100	2,800	2,800	2,800	-
52208	Automotive Parts	10	-	-	-	-
52301	Training, Conf & Meetings	-	6,745	6,745	7,000	3.8%
52307	Memberships & Dues	-	400	400	400	-
52402	Automotive Fuel	305,334	371,150	371,150	438,050	18.0%
52801	Computers, Supplies & Software	546	50,000	50,000	-	-100.0%
<b>Total Materials &amp; Services</b>		<b>\$586,702</b>	<b>\$765,241</b>	<b>\$745,241</b>	<b>\$781,260</b>	<b>2.1%</b>
54101	Administrative Service Charge	\$672	\$673	\$673	\$673	-
54102	Warehouse Purchases	1,219	1,000	1,000	1,000	-
54103	Garage Purchases	27,613	30,000	30,000	30,000	-
54104	Information Systems Allocation	33,000	35,864	35,864	44,013	22.7%
54105	Insurance Allocation	8,640	14,340	14,340	12,000	-16.3%
54106	Fleet Rental Allocation	-	19,830	19,830	61,760	211.4%
<b>Total Internal Services</b>		<b>\$71,144</b>	<b>\$101,707</b>	<b>\$101,707</b>	<b>\$149,446</b>	<b>46.9%</b>
<b>Total Operating Expenditures</b>		<b>\$1,596,189</b>	<b>\$1,267,762</b>	<b>\$1,161,232</b>	<b>\$1,418,817</b>	<b>11.9%</b>
61401	Vehicles	291,172	\$2,904,052	\$2,127,113	\$1,042,781	-64.1%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$291,172</b>	<b>\$2,904,052</b>	<b>\$2,127,113</b>	<b>\$1,042,781</b>	<b>-64.1%</b>
71104	Bond Delivery Cost	\$2,855	-	-	-	-
71107	POB Miscellaneous Principal	17,421	\$18,248	\$17,421	\$18,453	1.1%
71108	POB Miscellaneous Interest	1,558	13,604	12,987	11,062	-18.7%
<b>Total Debt Service</b>		<b>\$21,834</b>	<b>\$31,852</b>	<b>\$30,408</b>	<b>\$29,515</b>	<b>-7.3%</b>
<b>Total Expenditures</b>		<b>\$1,909,194</b>	<b>\$4,203,666</b>	<b>\$3,318,753</b>	<b>\$2,491,113</b>	<b>(40.7%)</b>
<b>Source of Funds</b>						
Fleet Management		\$1,908,522	\$4,202,993	\$3,318,080	\$2,490,440	-40.7%
AB 2766		672	673	673	673	-
<b>Total Sources</b>		<b>\$1,909,194</b>	<b>\$4,203,666</b>	<b>\$3,318,753</b>	<b>\$2,491,113</b>	<b>(40.7%)</b>



# INFORMATION TECHNOLOGY







# INFORMATION TECHNOLOGY DEPARTMENT

## DIRECTOR OF INFORMATION TECHNOLOGY

### END USER SUPPORT

- Help Desk
- Cybersecurity
- Mobile Device Management
- Telephone System
- Website / Intranet
- Broadcasting & Audio Visual (AV)
- Upgrade & Patch Management

### INFRASTRUCTURE SUPPORT

- Network & Data Center Operations
- Disaster Recovery
- Network & System Monitoring
- Upgrade & Patch Management
- Performance & Capacity Management
- Technology Refreshment

### APPLICATION SUPPORT

- Vendor Management
- Security & Workflow Management
- Reporting & Data Analytics
- Upgrade & Patch Management
- Integration Support
- Requirements Analysis
- Project Management

### GEOGRAPHIC INFORMATION SYSTEMS (GIS)

- Data Updates
- Data Analysis
- Mapping Support
- Website / Dashboard Support
- Core Systems Integration
- End User Training

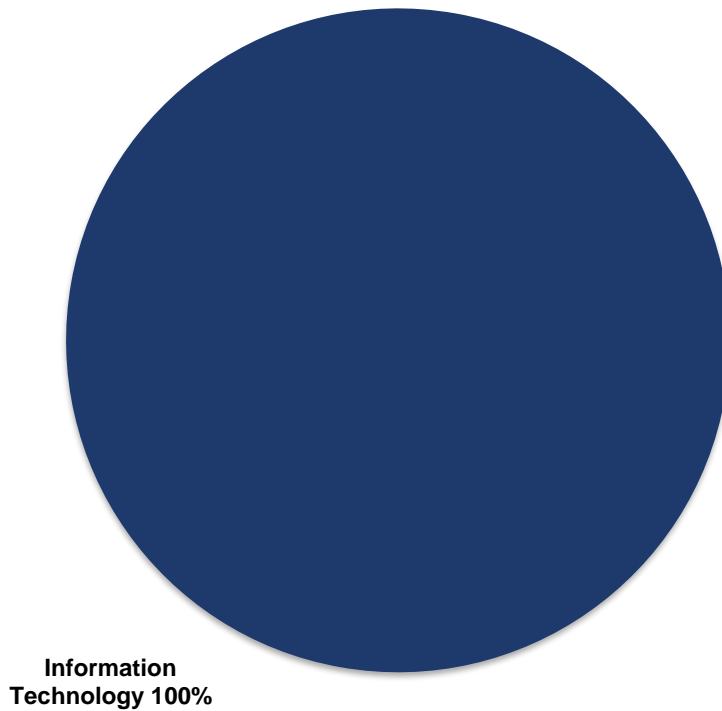
### MANAGEMENT & ADMINISTRATION

- IT Governance & Planning
- Service Level Management
- Finance Management
- Contracts & Procurements
- Policy & Procedures
- Project Management
- Public Record Act (PRA) Support

# INFORMATION TECHNOLOGY DEPARTMENT

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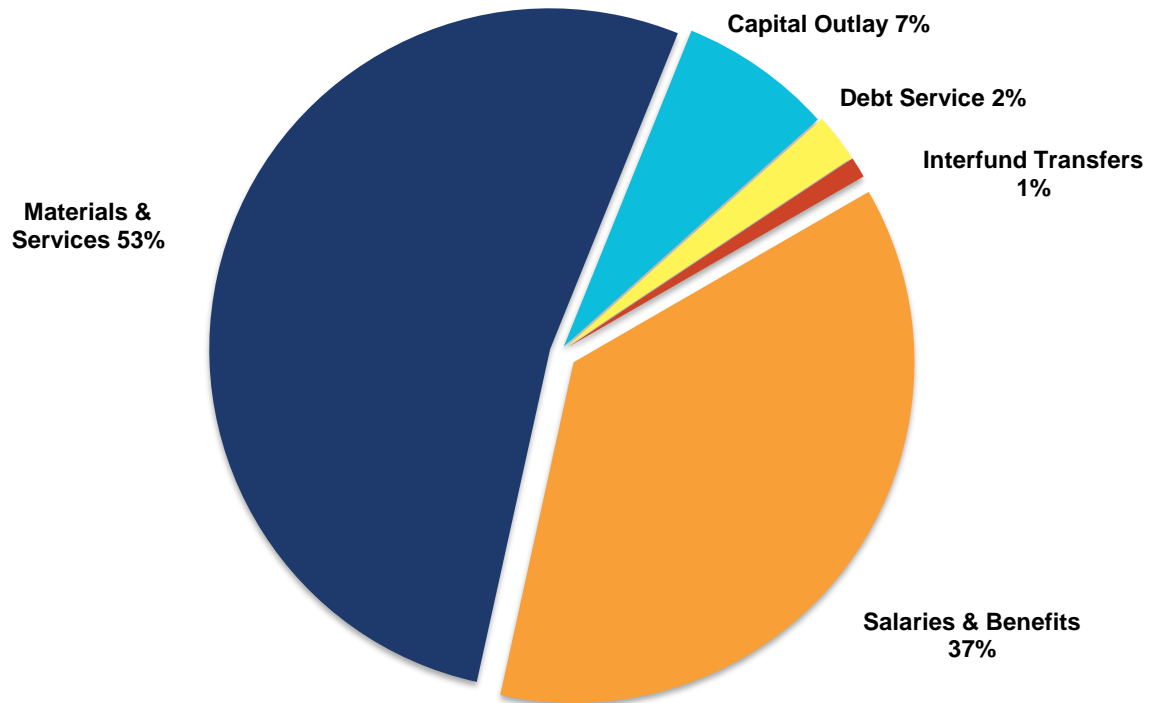
## FY 2022-23 Department Expenditure by Program



Program Expenditures	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimate	FY 2023 Proposed
Information Technology	4,902,750	3,520,830	3,228,221	4,276,387
<b>Total</b>	<b>\$4,902,750</b>	<b>\$3,520,830</b>	<b>\$3,228,221</b>	<b>\$4,276,387</b>
<b>Full-Time Positions</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>10</b>

# INFORMATION TECHNOLOGY DEPARTMENT

FY 2022-23  
Department Expenditure by Category



Category Expenditures	FY 2021 Actual	FY 2022 Adopted	FY 2022 Estimate	FY 2023 Proposed
Salaries & Benefits	\$3,497,168	\$1,365,414	\$1,413,737	\$1,573,136
Materials & Services	1,015,989	1,731,826	1,473,794	2,252,123
Capital Outlay	268,724	280,792	192,577	311,075
Debt Service	76,324	100,645	106,297	97,909
Interfund Transfers	44,545	42,153	41,816	42,144
<b>Total</b>	<b>\$4,902,750</b>	<b>\$3,520,830</b>	<b>\$3,228,221</b>	<b>\$4,276,387</b>

# INFORMATION TECHNOLOGY DEPARTMENT

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## MISSION

*To provide innovative, cost-effective technology leadership and management resulting in excellent customer service that enables departments to deliver on the City's Mission. The Information Technology Department strives to be responsive, reliable, accountable, and visionary as we work in collaboration with departments to implement and manage technology responsibly.*

## DEPARTMENT/PROGRAM OVERVIEW

The Information Technology (IT) Department supports the City's mission to provide exemplary municipal services, preserving our small beach town character and enhancing the quality of life for our residents, business and visitors. To that end, IT implements and manages a cost-effective, reliable, resilient, and secure technology environment.



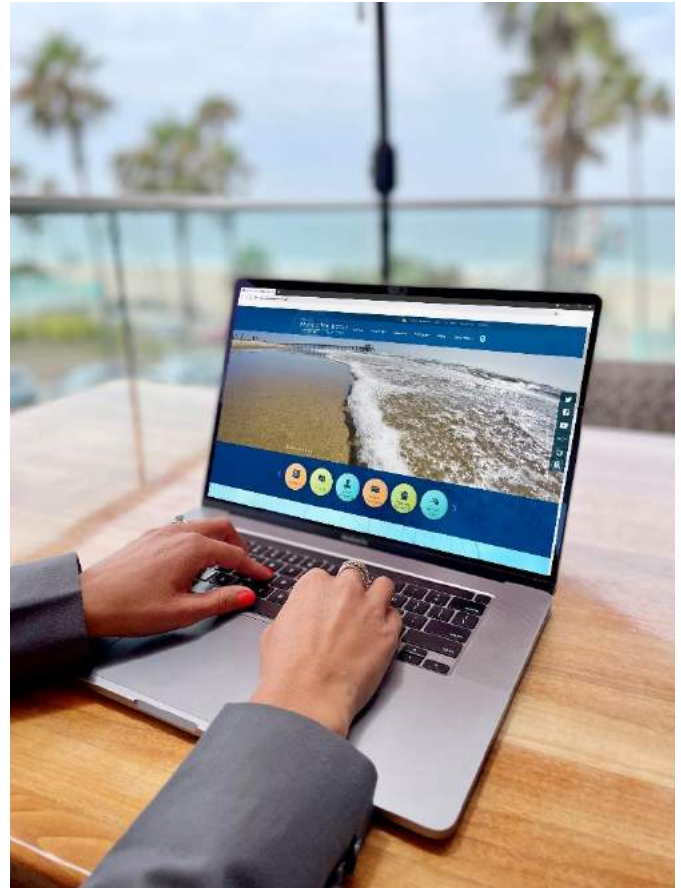
With technology constantly evolving, the status quo is not an option. Therefore, the Department aims to be innovative and agile focusing on continuous improvement of the City's complex technology environment encompassing servers, storage, networks, Geographic Information Systems (GIS) mapping, end-user computing, website/online portal services, print/scan devices, phone system, etc. Furthermore, IT partners with the City departments to deliver the solution that best addresses the evolving business and operational needs resulting in expanded and/or improved City services for the community and businesses.

The Department includes a highly qualified technical staff who bring a vast array of technology and business skills, including systems and network administration, desktop support, systems analysis, process analysis, project management, vendor management, reporting, technology procurement, and broadcasting. The City strategically sources products and services from proven vendors to further extend skills and expertise. These organizations complement the IT's wide range of services to ensure a reliable, high-performing, and secure technology environment.

The following identifies the IT Department's service framework in support of the City's business and operational needs:

- End-User Support
  - Help Desk
  - Desktop/Laptop/Tablet/Mobile
  - Telephone System
  - Website/Intranet
  - Broadcasting & Audio-Visual
  - Cybersecurity
  - Patch Management
  - End-User Device Technology Refreshment

- Infrastructure Support
  - Network and Data Center
  - Cybersecurity
  - Disaster Recovery
  - Network and System Monitoring and Performance Management
  - Patch Management
  - Capacity Management
  - Network & Server Equipment Technology Refreshment
- Application Support
  - Issue Resolution
  - Vendor Management
  - Application Security
  - Reporting, Data Analytics, and Workflow Management
  - Patch Management
  - Integration
  - Process Analysis
  - Project Management
- Geographic Information Systems (GIS) Support
  - Data Updates
  - Data Analysis
  - Mapping
  - Website/Dashboard
  - Patch Management
  - Integration to Core Systems (i.e., ERP, LMS, EDMS, Website, etc.)
  - Training
- Management and Administration
  - IT Governance and Planning
  - Service Management
  - Resource and Budget Management
  - Contract Management
  - Technology Procurement
  - Accounts Payable
  - Policy and Procedures
  - Project Management
  - Public Record Act Support





# INFORMATION TECHNOLOGY DEPARTMENT

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## RECENT ACCOMPLISHMENT HIGHLIGHTS

- Together with the Finance and HR Departments, IT implemented the Tyler Enterprise Resource Management System (ERP)/Human Capital Management (HCM) module that supports timekeeping, payroll, and human relations functions. The scope of the implementation includes electronic document management, dashboards, cashiering, online portals, and mobile apps.
- Continued to improve network and overall cybersecurity by implementing new solutions and additional features available through the City's existing vendors.
- Improved the City's network and system resiliency and redundancy by replacing single points of failure. As an example, the IT Department implemented redundant Internet Service Providers and automated failover if one of the providers fails.
- Continued to improve the City's disaster recovery processes, procedures, and solutions to reflect the critical nature that technology plays in day-to-day department business.
- Continued to provide ongoing cybersecurity end-user training and phishing tests to ensure staff awareness of the evolving cyber threats.
- In concert with Finance, initiated the Tyler ERP/Utility Billing component implementation to replace the City's legacy Eden solution.
- Implemented application support roles and responsibilities, and associated processes (issue management, change management, testing, etc.) to ensure the City's critical enterprise applications perform as intended and remain current with changing technology.
- Migrated the City's email and website domain from .info to .gov to align with industry standards and provide the public additional protection.
- Migrated the City's Intranet from on-premise to cloud to support improved access and support.
- Continued to support the City's enterprise-wide document management system and the online public access to City records facilitating greater government accessibility and transparency. This furthers the City's efforts to reduce paper in alignment with the City sustainability initiative and streamlined work processes.
- Continued to implement improvements to the City's fiber network for greater resiliency and bandwidth to support the expanded use of technology for more efficient and streamlined business processes.
- Continued to enhance the City's helpdesk functionalities, anti-virus/malware software, and automated patch management to ensure network security, resiliency, and reliability.
- To improve information access, sharing, and decision-making, expanded the City's Geographic Information System (GIS) to support mapping and integration with other core City systems such as Land Management System (LMS), ERP, and Document Management System.
- Continued support of remote workforce, including adding additional security features such as multi-factor authentication (MFA).
- Initiated the preparation phase for the M365 project migrating to the cloud the on-premise email and user file storage and implementing collaboration tools (MS Teams).
- Continued support of field technology (Ipads and tablets) for code enforcement and inspectors.
- Continued support of City Council, Planning Commission, and community meetings broadcast including remote, on-site, or hybrid.

## OBJECTIVES FY 2022-23

- Focus on continuous improvement in the following areas:
  - End-user support (help desk): Extend cybersecurity, implement tools that automate and streamline processes to address the rapidly growing use of mobile computing.
  - City's ERP and LMS solutions: Identify and implement selected enhanced features and functions.
  - Installed software: Implement patches, updates, and new releases to obtain the most value out of the City's investment(s).
- Continue with the next implementation phases of the M365 project: Migration to the cloud for City email and online storage, and deployment of collaboration tools (MS Teams).
- Continue to work with departments to proactively plan and implement technologies as identified in the budget process.
- Continue with the next phases of Tyler ERP implementation: Utility Billing, Business License, Inventory Management, and Transparency.
- In conjunction with City Clerk's Office, implement a new agenda management solution.
- Continue to support department initiatives to digitize paper documents to be uploaded into the City's Enterprise Document Management System (EDMS).
- Perform major GIS software platform upgrades to remain current with vendor standards and ensure ongoing support.
- Selective upgrades of meeting broadcasting equipment to eliminate obsolete, unsupported equipment and enhance the overall broadcast quality.



## MAJOR SERVICE DELIVERY CHANGES

As the City continues to implement technology to provide enhanced services and customer support and streamline business and operational processes, the IT Department constantly needs to evaluate its support and services model. This is an ongoing process centered on improving processes, procedures, methods, and tools to ensure quality support with the budget available. This fiscal year, the focus is still on operational efficiencies through improved automation and streamlined work processes.

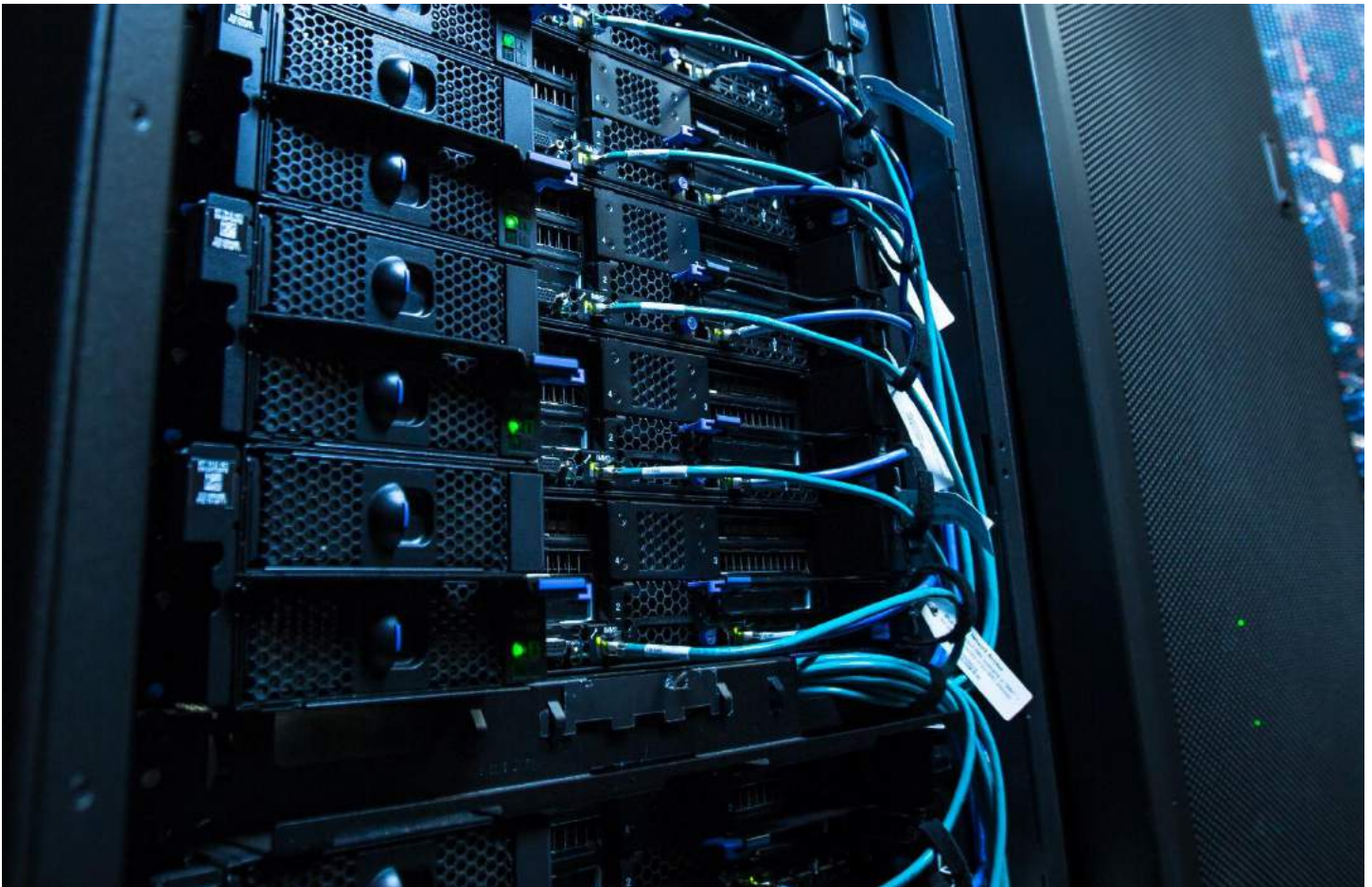
Recently, the IT Department added a resource offset by the IS Manager position elimination because of the early retirement program. The position's primary responsibility is dedicated to support the City's ERP and LMS applications and to ensure the departments are maximizing the City's investment in these solutions.

With the rapidly growing threats associated with cybersecurity, the Department continuously redefines staff roles and responsibilities to ensure appropriate support. Thus, the City is always adapting the cybersecurity protections to address the ever-evolving threats and to ensure rapid response to alerts and notifications provided by the City's security providers (sensors, malware, antivirus, etc.).

## INFORMATION TECHNOLOGY DEPARTMENT

For this budget, the IT Department carefully balances the need to control costs with the needs of the organization. Prior-year budget reductions are kept where possible including adjustments in some areas such as the annual hardware refreshment program.

<b>Authorized Full-Time Positions</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Proposed</b>
Information Technology Director	1	1	1	1
Information Systems Manager	1	1	-	-
Geographic Information Systems Analyst	1	1	1	1
Applications Analyst	-	-	-	2
Senior Technology Specialist	-	-	-	2
Technology Specialist	3	3	2	1
IT Analyst	1	1	2	-
Network Administrator	1	1	1	1
Senior Management Analyst	1	1	1	1
Technology Systems Engineer	-	-	1	1
<b>Total</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>10</b>



## INFORMATION TECHNOLOGY DEPARTMENT

Information Technology Object Description		FY 2021 Actual	FY 2022 Adopted	FY 2022 Y/E Est	FY 2023 Proposed	Var from FY 22 Budg
51101	Salaries & Allowances	\$1,138,439	\$1,008,905	\$1,103,960	\$1,212,909	20.2%
51103	Part Time Employee Salaries	65,963	36,631	23,148	-	-100.0%
51104	Overtime Regular Employees	44,776	38,117	32,196	44,824	17.6%
51201	Group Medical Insurance	148,875	151,170	122,888	156,895	3.8%
51202	Medicare	17,861	15,138	16,007	17,587	16.2%
51204	401A Plan City	27,449	24,874	28,291	33,942	36.5%
51211	PERS Regular Contributions	105,228	90,579	87,247	106,979	18.1%
51213	PERS Regular Net Pension Liab	1,852,398	-	-	-	-
51232	Workers Compensation	96,180	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$1,249,178</b>	<b>\$1,083,653</b>	<b>\$1,159,304</b>	<b>\$1,257,733</b>	<b>16.1%</b>
52101	Contract Services	\$67,340	\$93,456	\$80,120	\$91,347	-2.3%
52103	Computer Contract Services	426,876	1,026,543	736,645	1,062,174	3.5%
52201	Departmental Supplies	608	1,200	717	1,200	-
52202	Office Supplies	248	1,000	670	1,000	-
52203	Printing	-	700	669	700	-
52301	Training, Conf & Meetings	13,878	36,205	29,783	37,255	2.9%
52307	Memberships & Dues	488	2,040	975	1,100	-46.1%
52308	Reference Books & Periodicals	96	500	250	500	-
52801	Computers, Supplies & Software	497,977	773,833	603,018	1,028,782	32.9%
52802	Computer Maintenance & Repairs	7,469	24,434	18,000	24,490	0.2%
53101	Telephone	1,011	3,615	2,947	3,575	-1.1%
<b>Total Materials &amp; Services</b>		<b>\$495,071</b>	<b>\$1,122,899</b>	<b>\$818,821</b>	<b>\$1,156,421</b>	<b>3.0%</b>
54102	Warehouse Purchases	\$468	\$800	\$463	\$800	-
54105	Insurance Allocation	9,660	-	-	-	-
54108	Building & Ops Allocation	34,417	41,353	41,353	41,344	-0.0%
<b>Total Internal Services</b>		<b>\$10,128</b>	<b>\$800</b>	<b>\$463</b>	<b>\$800</b>	<b>-</b>
<b>Total Operating Expenditures</b>		<b>\$4,557,702</b>	<b>\$3,371,093</b>	<b>\$2,929,347</b>	<b>\$3,867,403</b>	<b>14.7%</b>
61203	Computer Equipment & Software	\$88,317	\$260,334	\$116,877	\$278,221	6.9%
61204	ERP Implementation	180,407	237,448	75,700	32,854	-86.2%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$268,724</b>	<b>\$497,781</b>	<b>\$192,577</b>	<b>\$311,075</b>	<b>-37.5%</b>
71104	Bond Delivery Cost	\$9,980	-	-	-	-
71107	POB Miscellaneous Principal	\$60,898	\$57,660	\$60,898	\$61,213	6.2%
71108	POB Miscellaneous Interest	5,445	42,985	45,399	36,696	-14.6%
<b>Total Debt Service</b>		<b>\$256,731</b>	<b>\$338,093</b>	<b>\$181,997</b>	<b>\$130,763</b>	<b>-61.3%</b>
<b>Total Expenditures</b>		<b>\$4,902,750</b>	<b>\$3,969,519</b>	<b>\$3,228,221</b>	<b>\$4,276,387</b>	<b>7.7%</b>

### Source of Funds

Information Technology Fund	4,902,750	\$3,969,519	\$3,228,221	\$4,276,387	7.7%
<b>Total Sources</b>	<b>\$4,902,750</b>	<b>\$3,969,519</b>	<b>\$3,228,221</b>	<b>\$4,276,387</b>	<b>7.7%</b>



# **FIVE YEAR FORECAST**



## FIVE YEAR FORECAST

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The City of Manhattan Beach is committed to strong stewardship of taxpayer dollars, including developing a responsive budget that delivers high quality services our residents expect and deserve. As we emerge from the pandemic, we continue to be faced with difficult choices in balancing quality of life service needs, aging infrastructure and long-term fiscal sustainability.

To assist with this effort, staff prepares projections for revenues and expenditures over the upcoming five-year period as the budget is developed each year. Estimates for revenue and expenditure growth are derived using trend analysis, economic data and known future changes.

The forecast also projects fund balances including policy reserves and unreserved balances. Fund transfers are indicated for easy identification of fund subsidies, such as in the Street Lighting and Landscape Fund and Stormwater Fund, which are being subsidized by the General Fund. Identifying additional sources of funding for Stormwater operations, and our core services, remains a top priority to address pressure on the General Fund. The projected subsidies to the Street Lighting and Landscape Fund and Stormwater Fund are projected to total about \$9.6 million over the next five years, which adds to the strain on our essential services valued by our public.

Nevertheless, the forecast included in this year's budget shows that the City has been successful in maintaining a fiscally prudent policy of 20% of General Fund expenditures in reserve for emergencies and urgent needs and, additionally, an Economic Uncertainty reserve of \$4 million through FY 2026-2027. Throughout the last two years of the pandemic, the City's revenues were vulnerable to the dynamics of sporadic economic shutdowns, particularly in the travel and tourism industries. By holding the line on costs, and taking prudent, low-impact measures like issuing Pension Obligation Bonds (POBs) in 2021, the City was able to mitigate the immediate impacts of revenue losses while waiting for relief from American Rescue Plan Act (ARPA) funds totaling \$8.4 million.

To obtain the most flexibility in the use of the funds, City Council allocated all of the City's ARPA allocation to the "revenue loss" category as defined by the U.S. Department of the Treasury's Final Rule for the State and Local Fiscal Recovery Funds (SLFRF) and then applied the loss to government services. Government services include, but is not limited to, maintenance or pay-go of infrastructure, modernization of cyber security, health services, environmental remediation, and provisions for public safety services. The net effect of these actions results in an increase of unreserved General Fund balance to be used at City Council's discretion. In FY 2020-2021, the City Council allocated \$1.4 million to support the reconstruction of Fire Station #2. In FY 2022-2023, a General Fund transfer of \$4.0 million is scheduled to the CIP Fund for one-time parks and facilities projects.

Other ongoing transfers out from the General Fund include a reallocation of the budgetary "savings" achieved by the issuance of the POBs in accordance with the Pension Liability Policy approved by the City Council in 2021. The "savings" derived from the difference between what would have been paid to CalPERS as escalating payments, versus the current level-debt payments of \$5.5 million, is allocated as 40% to the CIP Fund for debt service or capital projects and 60% to the PARS Pension Stabilization Trust Fund for future pension costs.

## FIVE YEAR FORECAST

Although these funds help support the CIP Fund, the five year forecast does show a lack of funding for significant capital improvement projects, such as recreational facilities, additional parking facilities, and upgrades to essential public buildings such as our community centers. Furthermore, these challenges are now compounded with rising costs due to high inflation.

Like all materials and contract services, labor costs in California continue to rise. As a service organization, the City delivers services through our dedicated employees. Multi-year labor agreements were recently signed with most of the City's bargaining units through June 30, 2025 bringing predictability to one of the City's biggest cost centers. After salaries, the second largest compensation driver for the City is retirement system costs. In FY 2022-2023, the City has budgeted \$4.7 million for current service costs associated with providing employees defined benefit pension plans through the California Public Employees' Retirement System (CalPERS).

Using the FY 2022-2023 Budget as a base, the following growth factors were applied to fiscal years 2023-2024 through 2026-2027 in order to estimate revenues, expenditures, and fund balances over the upcoming five-year period.

### GROWTH FACTORS FOR FY 2023-2024 to FY 2026-2027 PROJECTIONS

	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026	FY 2026-2027
	Actual	Actual	Projection	Budget	Forecast	Forecast	Forecast	Forecast
<b>Key Revenues</b>								
Property Tax	5.9%	8.3%	6.4%	3.9%	3.5%	3.5%	3.5%	3.5%
Sales & Use Tax	-9.4%	-3.8%	19.9%	3.0%	3.0%	3.0%	3.0%	3.0%
Other Taxes & Assessments	-5.5%	1.8%	-3.2%	0.0%	3.0%	3.0%	3.0%	3.0%
Transient Occupancy Tax	-17.9%	-33.4%	93.6%	16.0%	3.0%	3.0%	3.5%	3.5%
Business License Tax	-9.9%	2.8%	-0.1%	5.3%	3.5%	3.5%	3.5%	3.5%
Charges for Services	-9.7%	31.2%	-14.7%	5.2%	3.0%	3.0%	3.5%	3.5%
Parks and Rec Class Revenue	-18.2%	-32.7%	39.7%	16.9%	3.1%	3.0%	3.0%	3.0%
Building Permits	-16.2%	-11.3%	6.9%	7.7%	3.0%	3.0%	3.0%	3.0%
Building Plan Check Fees	-20.1%	40.0%	0.7%	0.0%	2.0%	2.0%	2.0%	2.0%
Licenses & Permits	-14.6%	32.9%	4.1%	-1.1%	3.0%	3.0%	3.0%	3.0%
Fines	-1.9%	-25.1%	46.6%	4.3%	1.0%	1.0%	1.0%	1.0%
Interest Earnings	2.6%	-47.1%	23.6%	0.0%	2.0%	2.0%	2.0%	2.0%
Rents & Leases	-17.1%	-16.9%	31.1%	12.5%	1.8%	1.8%	1.8%	1.8%
Real Estate Transfer Tax	5.8%	36.7%	-2.9%	-6.8%	2.0%	2.0%	2.0%	2.0%
<b>Key Expenditures</b>								
Salary & Wages	1.4%	-0.7%	4.8%	3.7%	2.8%	3.0%	3.0%	3.0%
Employee Benefits	7.8%	2.0%	-27.2%	4.8%	7.4%	3.2%	3.3%	3.3%
Contract & Professional Services	-6.3%	-2.3%	26.3%	9.1%	-0.6%	4.1%	1.7%	4.1%
Materials & Services	-9.2%	-29.3%	32.6%	32.8%	2.9%	2.9%	2.9%	2.9%
Utilities	-2.6%	2.7%	7.0%	7.5%	3.0%	3.0%	3.0%	3.0%
Internal Service Charges	2.0%	-17.0%	41.7%	14.8%	1.6%	2.6%	2.5%	3.4%



# FIVE YEAR FORECAST

# GENERAL FUND

GENERAL FUND		FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026	FY 2026-2027
BEGINNING FUND BALANCE		Actual	Actual	Actual	Projection	Budget	Forecast	Forecast	Forecast	Forecast
Revenues		24,614,168	25,378,484	25,167,211	30,694,471	34,646,879	28,556,730	27,809,004	26,625,335	25,497,575
Core Revenues		75,101,678	72,069,886	72,972,165	82,043,336	86,151,569	88,693,070	91,314,093	94,064,913	96,905,975
Non-core Revenues (One-time & Grants) <sup>1</sup>		2,469,974	1,130,958	90,117,898	4,922,828	301,658	-	-	-	-
Total Revenues & Other Inflows		(A) \$77,571,653	\$73,200,844	\$163,090,063	\$86,966,164	\$86,453,227	\$88,693,070	\$91,314,093	\$94,064,913	\$96,905,975
Expenditures										
Core Expenditures <sup>2</sup>		71,705,496	72,681,676	71,016,720	78,138,460	83,339,818	85,612,711	88,132,326	90,426,880	93,200,244
Non-core Expenditures (One-time & Capital) <sup>3</sup>		2,521,419	276,909	85,592,473	313,894	1,903,200	-	-	-	-
T Total Expenditures & Other Outflows		(B) 74,226,915	72,958,584	156,609,193	78,452,354	85,243,018	85,612,711	88,132,326	90,426,880	93,200,244
Annual Structural (Core) Surplus/(Deficit)		3,396,182	(611,790)	1,955,445	3,904,876	2,811,751	3,080,358	3,181,768	3,638,033	3,705,731
Annual Surplus/(Deficit) Before Transfers		3,344,738	242,260	6,480,870	8,513,810	1,210,209	3,080,358	3,181,768	3,638,033	3,705,731
Fund Equity Transfers Total <sup>4</sup>		(C) (2,580,422)	(453,533)	(953,611)	(4,561,402)	(7,300,358)	(3,828,084)	(4,365,437)	(4,765,794)	(5,537,566)
Street Lighting & Landscape Fund		(144,634)	(169,012)	(325,242)	(216,953)	(222,333)	(227,973)	(233,781)	(239,761)	(245,918)
Prop A Fund		(15,480)	-	-	-	-	-	-	-	-
CIP Fund (Pension Liability Policy)		-	-	-	(492,596)	(798,292)	(994,920)	(1,194,471)	(1,298,757)	(1,391,131)
CIP Fund (One-time)		(560,100)	-	-	(175,000)	(4,000,000)	-	-	-	-
Stormwater Fund		(1,273,783)	(298,337)	(1,317,480)	(1,966,428)	(1,492,080)	(1,518,115)	(1,546,188)	(1,675,088)	(2,204,863)
Parking Fund		-	-	71,020	-	-	-	-	-	-
County Parking Lots Fund		263,873	263,816	489,165	428,469	409,786	405,304	400,711	395,948	391,041
Insurance Fund		-	-	-	-	-	-	-	-	-
Information Technology Fund		(600,299)	-	-	-	-	-	-	-	-
Refuse Fund (Closeout)		-	-	378,926	-	-	-	-	-	-
Fire Station 2 Construction Fund		-	-	-	(1,400,000)	-	-	-	-	-
PARS Trust Fund (Pension Liability Policy) <sup>5</sup>		(250,000)	(250,000)	(250,000)	(738,894)	(1,197,439)	(1,492,380)	(1,791,707)	(1,948,136)	(2,086,696)
Annual Incr./((Decr.) in Fund Balance (=A-B+C)		764,316	(211,273)	5,527,260	3,952,408	(6,090,149)	(747,726)	(1,183,669)	(1,127,760)	(1,831,835)
ENDING FUND BALANCE		\$25,378,484	\$25,167,211	\$30,694,471	\$34,646,879	\$28,556,730	\$27,809,004	\$26,625,335	\$25,497,575	\$23,665,740
Financial Policy Designation		\$ 14,937,974	\$ 15,004,887	\$ 14,624,838	\$ 15,539,658	\$ 17,048,604	\$ 17,122,542	\$ 17,626,465	\$ 18,085,376	\$ 18,640,049
Reserve for Economic Uncertainty		\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000
Reserve for Commitments		-	-	-	-	-	-	-	-	-
Unreserved Fund Balance <sup>5</sup>		\$ 6,440,510	\$ 6,162,324	\$ 12,069,633	\$ 15,107,221	\$ 7,508,126	\$ 6,686,462	\$ 4,998,870	\$ 3,412,199	\$ 1,025,691

<sup>1</sup> Includes loan repayment from prior Assistant City Manager in FY 2018-2019, Pension Obligation Bond proceeds in FY 2020-2021, and American Rescue Plan Act (ARPA) Funds in FY 2020-2021 and 2021-2022.

<sup>2</sup> FY 2020-2021 includes repayment of CalPERS Unfunded Actuarial Liabilities (UAL) after issuance of Pension Obligation Bonds.

<sup>3</sup> FY 2018-2019 includes one-time expenditures for Public Safety and Public Works radios (\$1,189,793), Permitting Software Solution (\$380,240) and \$1.0 million payment to MBUSD (first budgeted in FY 2017-18).

<sup>4</sup> Fund Equity Transfers include reallocation of savings resulting from Pension Obligation Bonds: 40% to CIP Fund and 60% to PARS Pension Stabilization Trust Fund.

<sup>5</sup> Unreserved Fund Balance includes Reserve for Encumbrances and ARPA funds received in FY 2020-2021 and 2021-2022.

**FIVE YEAR FORECAST**

**FY 2022-2023 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

**ALL FUNDS**

07/01/2022		FY 2022-2023						07/01/2023				
Beginning Balance		Estimated Revenues	Operating Expenditures	Capital Equip & Projects	Debt Service Payments	Total Expenditures	Fund Balance Before Xfers	Fund Transfers	Total Fund Balance	Reserves End Balance	Unreserved End Balance	
General Fund Undesignated <i>Transfer from County Lots Parking Fund</i> <i>Transfer to Street Lighting Fund</i> <i>Transfer to Stormwater Fund</i> <i>Transfer to Capital Improvements Fund</i> <i>Transfer to Cap. Impr. Fund (One-time)</i> <i>Transfer to Pars Trust Fund</i> <i>Financial Policy Designation</i> <i>Reserve for Economic Uncertainty</i>	\$15,107,221	\$86,453,227	(\$77,704,283)	(\$1,903,200)	(\$5,635,535)	(\$85,243,018)	\$16,317,430	(\$1,508,946) 409,786 (222,333) (1,492,080) (798,292) (4,000,000) (1,197,439)	\$7,508,126		\$7,508,126	
								15,539,658 4,000,000	17,048,604 4,000,000			
	\$34,646,879	\$86,453,227	(\$77,704,283)	(\$1,903,200)	(\$5,635,535)	(\$85,243,018)	\$35,857,088	(\$7,300,358)	\$28,556,730	\$21,048,604	\$7,508,126	
	Special Revenue Funds <i>Street Lighting &amp; Landscape</i> <i>Gas Tax</i> <i>Asset Forfeiture &amp; Safety Grants</i> <i>Police Safety Grants</i> <i>Prop A</i> <i>Prop C</i> <i>AB 2766</i> <i>Measure R</i> <i>Measure M</i> <i>Measure W</i>	\$0	\$389,689	(\$577,022)	(\$35,000)	-	(\$612,022)	(\$222,333)	\$222,333	\$0	-	\$0
		702,372	1,875,279	(60,138)	(1,515,000)	-	(1,575,138)	1,002,513		1,002,513	-	1,002,513
		76,198	41,800	(107,750)	-	-	(107,750)	10,248		10,248	-	10,248
		328,183	159,000	(155,000)	-	-	(155,000)	332,183		332,183	-	332,183
		316,000	883,003	(743,125)	-	(37,521)	(780,646)	418,357		418,357	-	418,357
		1,371,195	712,451	(60,138)	(1,200,000)	-	(1,260,138)	823,508		823,508	-	823,508
		199,473	47,500	(673)	-	-	(673)	246,300		246,300	-	246,300
937,839		547,088	(60,138)	(700,000)	-	(760,138)	724,789		724,789	-	724,789	
173,637		5,921,033	(60,138)	(5,810,000)	-	(5,870,138)	224,532		224,532	-	224,532	
539,707	1,611,500	-	(1,200,000)	-	(1,200,000)	951,207		951,207	-	951,207		
Total Special Revenue Funds Balance	\$4,644,604	\$12,188,343	(\$1,824,122)	(\$10,460,000)	(\$37,521)	(\$12,321,643)	\$4,511,304	\$222,333	\$4,733,637	-	\$4,733,637	
Capital Project Funds <i>Capital Improvements Program Fund</i> <i>Bond Construction Fund</i> <i>Underground Utility Construction Fund</i>												
	\$449,239	1,605,438	(\$240,550)	(\$3,202,500)	(\$1,169,539)	(\$4,612,589)	(\$2,557,912)	\$4,798,292	\$2,240,380	-	\$2,240,380	
	-	-	-	-	-	-	-	-	-	-	-	
	1,285,750	-	(1,285,750)	-	-	(1,285,750)	-	-	-	-	-	
Total Capital Project Funds Balance	\$1,734,989	1,605,438	(\$1,526,300)	(\$3,202,500)	(\$1,169,539)	(\$5,898,339)	(\$2,557,912)	\$4,798,292	\$2,240,380	-	\$2,240,380	
Enterprise Funds <i>Water</i> <i>Stormwater*</i> <i>Wastewater</i> <i>Parking</i> <i>County Parking Lots</i> <i>State Pier &amp; Parking</i> Enterprise Fund Reserves: <i>North Manhattan Beach BID Reserve</i>												
	\$2,617,610	\$16,472,500	(\$13,056,474)	-	(\$248,232)	(\$13,304,706)	\$5,785,404		\$5,785,404	4,434,902	\$1,350,502	
	-	344,484	(1,120,047)	(710,000)	(6,517)	(1,836,564)	(1,492,080)	1,492,080	-	-	-	
	5,105,964	3,628,000	(2,061,426)	(2,541,000)	(107,966)	(4,710,392)	4,023,572		4,023,572	723,131	3,300,441	
	607,282	3,983,200	(1,864,100)	(200,000)	(634,508)	(2,698,608)	1,891,874	(700,000)	1,191,874	832,869	359,004	
	-	1,363,000	(185,760)	-	(767,454)	(953,214)	409,786	(409,786)	-	-	-	
	(453,358)	833,500	(535,001)	(200,000)	(2,457)	(737,458)	(357,316)	700,000	342,684	179,153	163,531	
	420,300	-	-	-	-	-	420,300		420,300	420,300	-	
Total Enterprise Funds Balance	\$8,297,798	\$26,624,684	(\$18,822,808)	(\$3,651,000)	(\$1,767,134)	(\$24,240,942)	\$10,681,540	\$1,082,294	\$11,763,834	\$6,590,355	\$5,173,479	

# FIVE YEAR FORECAST

## FY 2022-2023 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES

# ALL FUNDS

	07/01/2022 Beginning Balance	FY 2022-2023						07/01/2023			
		Estimated Revenues	Operating Expenditures	Capital Equip & Projects	Debt Service Payments	Total Expenditures	Fund Balance Before Xfers	Fund Transfers	Total Fund Balance	Reserves End Balance	Unreserved End Balance
<b>Internal Service Funds</b>											
Insurance Reserve	\$8,838,538	\$7,549,860	(\$8,210,670)	-	(\$32,682)	(\$8,243,352)	\$8,145,046		\$8,145,046	\$7,030,000	\$1,115,046
Information Technology	1,076,171	3,698,533	(3,867,403)	(311,075)	(97,909)	(4,276,387)	498,317		498,317	-	498,317
Fleet Management	1,872,402	2,772,827	(1,418,144)	(1,042,781)	(29,515)	(2,490,440)	2,154,789		2,154,789	-	2,154,789
Building Maintenance & Operations	106,001	2,195,831	(2,159,630)	-	(36,201)	(2,195,831)	106,001		106,001	-	106,001
<b>Total Insurance Service Funds Balance</b>	<b>\$11,893,112</b>	<b>\$16,217,051</b>	<b>(\$15,655,847)</b>	<b>(\$1,353,856)</b>	<b>(\$196,307)</b>	<b>(\$17,206,010)</b>	<b>\$10,904,153</b>	<b>-</b>	<b>\$10,904,153</b>	<b>\$7,030,000</b>	<b>\$3,874,153</b>
<b>Trust &amp; Agency Funds</b>											
Underground Assessment Fund 2018 Ref	\$1,279,928	\$714,150	-	-	(\$700,450)	(\$700,450)	\$1,293,628		\$1,293,628		\$1,293,628
Underground Assessment Fund 12 & 14	1,060,675	606,106	-	-	(609,007)	(609,007)	1,057,774		1,057,774		1,057,774
Underground Assessment Fund 4	638,723	337,613	-	-	(341,813)	(341,813)	634,523		634,523		634,523
Post-Employment Benefits Trust Fund	93,190	264,480	(196,680)	-	-	(196,680)	160,990		160,990		160,990
PARS Trust Fund	2,609,423	50,000	-	-	-	-	2,659,423	1,197,439	3,856,862		3,856,862
<b>Total Trust Agency Funds Balance</b>	<b>\$5,681,939</b>	<b>\$1,972,349</b>	<b>(\$196,680)</b>	<b>-</b>	<b>(\$1,651,270)</b>	<b>(\$1,847,950)</b>	<b>\$5,806,338</b>	<b>\$1,197,439</b>	<b>\$7,003,777</b>	<b>-</b>	<b>\$7,003,777</b>
<b>Grand Total</b>											
	<b>\$66,899,321</b>	<b>\$145,061,092</b>	<b>(\$115,730,040)</b>	<b>(\$20,570,556)</b>	<b>(\$10,457,306)</b>	<b>(\$146,757,902)</b>	<b>\$65,202,510</b>	<b>-</b>	<b>\$65,202,510</b>	<b>\$34,668,959</b>	<b>\$30,533,551</b>

\* Not meeting current Financial Reserve Policy.



**FIVE YEAR FORECAST**

**FY 2023-2024 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

**ALL FUNDS**

	07/01/2023 Beginning Balance	FY 2023-2024						07/01/2024			
		Estimated Revenues	Operating Expenditures	Capital Equip & Projects	Debt Service Payments	Total Expenditures	Fund Balance Before Xfers	Fund Transfers	Total Fund Balance	Reserves End Balance	Unreserved End Balance
<b>General Fund Undesignated</b>											
Transfer from County Lots Parking Fund	\$7,508,126	\$88,693,070	(\$79,980,776)	-	(\$5,631,935)	(\$85,612,711)	\$10,588,484	(\$73,938)	\$6,686,462		\$6,686,462
Transfer to Street Lighting Fund								405,304			
Transfer to Stormwater Fund								(227,973)			
Transfer to Capital Improvements Fund								(1,518,115)			
Transfer to PARS Trust Fund								(994,920)			
Financial Policy Designation*	17,048,604						17,048,604	73,938	17,122,542	17,122,542	
Reserve for Economic Uncertainty	4,000,000						4,000,000		4,000,000	4,000,000	
<b>Total General Fund Balance</b>	<b>\$28,556,730</b>	<b>\$88,693,070</b>	<b>(\$79,980,776)</b>	<b>-</b>	<b>(\$5,631,935)</b>	<b>(\$85,612,711)</b>	<b>\$31,637,088</b>	<b>(\$3,828,084)</b>	<b>\$27,809,004</b>	<b>\$21,122,542</b>	<b>\$6,686,462</b>
<b>Special Revenue Funds</b>											
Street Lighting & Landscape	\$0	\$401,140	(\$594,113)	(\$35,000)	-	(\$629,113)	(\$227,973)	\$227,973	\$0		\$0
Gas Tax	\$1,002,513	1,894,252	(60,138)	(1,095,000)	-	(1,155,138)	1,741,627		\$1,741,627		\$1,741,627
Asset Forfeiture & Safety Grants	10,248	42,236	-	-	-	-	52,484		52,484		52,484
Police Safety Grants	332,183	159,080	(156,410)	-	-	(156,410)	334,853		334,853		334,853
Prop A	418,357	909,113	(788,413)	-	(37,521)	(825,934)	501,536		501,536		501,536
Prop C	823,508	733,795	(60,138)	(750,000)	-	(810,138)	747,164		747,164		747,164
AB 2766	246,300	47,990	(673)	-	-	(673)	293,617		293,617		293,617
Measure R	724,789	563,351	(60,138)	(1,000,000)	-	(1,060,138)	228,001		228,001		228,001
Measure M	224,532	2,629,284	(60,138)	(2,500,000)	-	(2,560,138)	293,678		293,678		293,678
Measure W	951,207	14,411,530	(1,230,000)	(14,000,000)	-	(15,230,000)	132,737		132,737		132,737
<b>Total Special Revenue Funds Balance</b>	<b>\$4,733,637</b>	<b>\$21,791,770</b>	<b>(\$3,010,161)</b>	<b>(\$19,380,000)</b>	<b>(\$37,521)</b>	<b>(\$22,427,682)</b>	<b>\$4,097,725</b>	<b>\$227,973</b>	<b>\$4,325,699</b>	<b>-</b>	<b>\$4,325,699</b>
<b>Capital Project Funds</b>											
Capital Improvement Fund	\$2,240,380	\$1,630,051	(\$247,767)	(\$1,985,000)	(\$1,168,138)	(\$3,400,905)	\$469,527	\$994,920	\$1,464,447	-	\$1,464,447
Bond Construction Fund	-	-	-	-	-	-	-	-	-	-	-
Underground Utility Construction Fund	-	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Project Funds Balance</b>	<b>\$2,240,380</b>	<b>\$1,630,051</b>	<b>(\$247,767)</b>	<b>(\$1,985,000)</b>	<b>(\$1,168,138)</b>	<b>(\$3,400,905)</b>	<b>\$469,527</b>	<b>\$994,920</b>	<b>\$1,464,447</b>	<b>-</b>	<b>\$1,464,447</b>
<b>Enterprise Funds</b>											
Water	\$5,785,404	\$17,866,545	(\$13,377,775)	(\$4,415,000)	(\$244,462)	(\$18,037,237)	\$5,614,712		\$5,614,712	4,540,746	\$1,073,967
Stormwater*	-	344,919	(1,146,517)	(710,000)	(6,517)	(1,863,034)	(1,518,115)	1,518,115	-	-	-
Wastewater	4,023,572	3,636,380	(2,088,131)	(4,175,609)	(106,111)	(6,369,851)	1,290,101		1,290,101	731,414	558,687
Parking	1,191,874	3,987,542	(1,902,362)	-	(859,383)	(2,561,745)	2,617,670	200,000	2,817,670	853,915	1,963,755
County Parking Lots	-	1,363,000	(190,242)	-	(767,454)	(957,696)	405,304	(405,304)	-	-	-
State Pier & Parking	342,684	833,665	(549,755)	-	(2,457)	(552,212)	624,138	(200,000)	424,138	184,071	240,067
<b>Enterprise Fund Reserves:</b>											
North Manhattan Beach BID Reserve	420,300	-	-	-	-	-	420,300		420,300	420,300	
<b>Total Enterprise Funds Balance</b>	<b>\$11,763,834</b>	<b>\$28,032,051</b>	<b>(\$19,254,781)</b>	<b>(\$9,300,609)</b>	<b>(\$1,786,384)</b>	<b>(\$30,341,774)</b>	<b>\$9,454,110</b>	<b>\$1,112,811</b>	<b>\$10,566,921</b>	<b>\$6,730,446</b>	<b>\$3,836,476</b>

# FIVE YEAR FORECAST

## FY 2023-2024 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES

# ALL FUNDS

	07/01/2023 Beginning Balance	FY 2023-2024						07/01/2024			
		Estimated Revenues	Operating Expenditures	Capital Equip & Projects	Debt Service Payments	Total Expenditures	Fund Balance Before Xfers	Fund Transfers	Total Fund Balance	Reserves End Balance	Unreserved End Balance
<b>Internal Service Funds</b>											
Insurance Reserve	\$8,145,046	\$7,776,150	(\$7,866,642)	-	(\$32,682)	(\$7,899,324)	\$8,021,872		\$8,021,872	\$7,030,000	\$991,872
Information Technology	498,317	3,692,542	(3,419,447)	(175,000)	(97,909)	(3,692,356)	498,503		498,503		498,503
Fleet Management	2,154,789	2,797,608	(1,455,563)	(1,000,000)	(29,515)	(2,485,078)	2,467,319		2,467,319		2,467,319
Building Maintenance & Operations	106,001	2,043,298	(2,007,097)	-	(36,201)	(2,043,298)	106,001		106,001		106,001
<b>Total Insurance Service Funds Balance</b>	<b>\$10,904,153</b>	<b>\$16,309,598</b>	<b>(\$14,748,749)</b>	<b>(\$1,175,000)</b>	<b>(\$196,307)</b>	<b>(\$16,120,056)</b>	<b>\$11,093,694</b>	<b>-</b>	<b>\$11,093,694</b>	<b>\$7,030,000</b>	<b>\$4,063,694</b>
<b>Trust &amp; Agency Funds</b>											
Underground Assessment Fund	\$1,293,628	\$735,575	-	-	(\$706,225)	(\$706,225)	\$1,322,977		\$1,322,977		\$1,322,977
Underground Assessment Fund 12 & 14	1,057,774	618,228	-	-	(606,207)	(606,207)	1,069,796		1,069,796		1,069,796
Underground Assessment Fund 4	634,523	344,365	-	-	(339,613)	(339,613)	639,276		639,276		639,276
Post-Employment Benefits Trust Fund	160,990	197,833	(197,690)	-	-	(197,690)	161,132		161,132		161,132
PARS Trust Fund	3,856,862	51,000	-	-	-	-	3,907,862	1,492,380	5,400,242		5,400,242
<b>Total Trust Agency Funds Balance</b>	<b>\$7,003,777</b>	<b>\$1,947,001</b>	<b>(\$197,690)</b>	<b>-</b>	<b>(\$1,652,044)</b>	<b>(\$1,849,734)</b>	<b>\$7,101,043</b>	<b>\$1,492,380</b>	<b>\$8,593,423</b>	<b>-</b>	<b>\$8,593,423</b>
<b>Grand Total</b>											
	<b>\$65,202,510</b>	<b>\$158,403,539</b>	<b>(\$117,439,924)</b>	<b>(\$31,840,609)</b>	<b>(\$10,472,329)</b>	<b>(\$159,752,862)</b>	<b>\$63,853,188</b>	<b>-</b>	<b>\$63,853,188</b>	<b>\$34,882,988</b>	<b>\$28,970,200</b>

\* Not meeting current Financial Reserve Policy.

**FIVE YEAR FORECAST**

**FY 2024-2025 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

**ALL FUNDS**

07/01/2024		FY 2024-2025						07/01/2025				
	Beginning Balance	Estimated Revenues	Operating Expenditures	Capital Equip & Projects	Debt Service Payments	Total Expenditures	Fund Balance Before Xfers	Fund Transfers	Total Fund Balance	Reserves End Balance	Unreserved End Balance	
General Fund Undesignated <i>Transfer from County Lots Parking Fund</i> <i>Transfer to Street Lighting Fund</i> <i>Transfer to Stormwater Fund</i> <i>Transfer to Capital Improvements Fund</i> <i>Transfer to Pairs Trust Fund</i> <i>Financial Policy Designation*</i> <i>Reserve for Economic Uncertainty</i>	\$6,686,462	\$91,314,093	(\$82,499,491)	-	(\$5,632,835)	(\$88,132,326)	\$9,868,230	(\$503,923) 400,711 (233,781) (1,546,188) (1,194,471) (1,791,707)	\$4,998,870		\$4,998,870	
	17,122,542						17,122,542	503,923	17,626,465	17,626,465		
	4,000,000						4,000,000		4,000,000	4,000,000		
	\$27,809,004	\$91,314,093	(\$82,499,491)	-	(\$5,632,835)	(\$88,132,326)	\$30,990,772	(\$4,365,437)	\$26,625,335	\$21,626,465	\$4,998,870	
	Special Revenue Funds  Street Lighting & Landscape Gas Tax Asset Forfeiture & Safety Grants Police Safety Grants Prop A Prop C AB 2766 Measure R Measure M Measure W	\$0	\$412,931	(\$611,712)	(\$35,000)	-	(\$646,712)	(\$233,780)	\$233,781	\$0		\$0
		1,741,627	1,913,419	(60,138)	(1,515,000)	-	(1,575,138)	2,079,908		\$2,079,908		\$2,079,908
52,484		42,677	-	-	-	-	95,161		95,161		95,161	
334,853		159,162	(157,862)	-	-	(157,862)	336,152		336,152		336,152	
501,536		936,002	(802,442)	-	(37,521)	(839,963)	597,576		597,576		597,576	
747,164		755,778	(60,138)	(750,000)	-	(810,138)	692,804		692,804		692,804	
293,617		48,485	(673)	-	-	(673)	341,429		341,429		341,429	
Capital Project Funds  Capital Improvement Fund Bond Construction Fund Underground Utility Construction Fund	228,001	580,098	(60,138)	(500,000)	-	(560,138)	247,962		247,962		247,962	
	293,678	648,081	(60,138)	(500,000)	-	(560,138)	381,621		381,621		381,621	
	132,737	411,561	(410,000)	-	-	(410,000)	134,298		134,298		134,298	
	\$4,325,699	\$5,908,193	(\$2,223,241)	(\$3,300,000)	(\$37,521)	(\$5,560,762)	\$4,673,130	\$233,781	\$4,906,911	-	\$4,906,911	
	Enterprise Funds  Water Stormwater* Wastewater* Parking County Parking Lots State Pier & Parking Enterprise Fund Reserves: North Manhattan Beach BID Reserve	\$1,464,447	\$1,655,385	(\$255,199)	(\$1,500,000)	(\$1,167,762)	(\$2,922,961)	\$196,870	\$1,194,471	\$1,391,341	-	\$1,391,341
		\$5,614,712	\$19,408,400	(\$13,721,707)	(\$3,250,000)	(\$247,059)	(\$17,218,766)	\$7,804,345		\$7,804,345	4,656,255	\$3,148,090
-		345,363	(1,175,035)	(710,000)	(6,517)	(1,891,552)	(1,546,188)	1,546,188	-	-	-	
Total Enterprise Funds Balance	1,290,101	3,644,982	(2,119,256)	(2,100,000)	(107,389)	(4,326,645)	608,438		608,438	608,438	-	
	2,817,670	3,992,006	(1,942,261)	-	(652,758)	(2,595,019)	4,214,657	200,000	4,414,657	865,006	3,549,651	
	-	1,363,000	(194,835)	-	(767,454)	(962,289)	400,711	(400,711)	-	-	-	
	424,138	833,833	(564,929)	-	(2,457)	(567,386)	690,585	(200,000)	490,585	189,129	301,457	
	420,300	-	-	-	-	-	420,300		420,300	420,300		
	\$10,566,921	\$29,587,584	(\$19,718,023)	(\$6,060,000)	(\$1,783,634)	(\$27,561,657)	\$12,592,849	\$1,145,478	\$13,738,326	\$6,739,129	\$6,999,197	

**FIVE YEAR FORECAST**

**FY 2024-2025 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

**ALL FUNDS**

	07/01/2024 Beginning Balance	FY 2024-2025						07/01/2025	
		Estimated Revenues	Operating Expenditures	Capital Equip & Projects	Debt Service Payments	Fund Service Expenditures	Total	Fund Balance Before Xfers	Fund Transfers
<b>Internal Service Funds</b>									
Insurance Reserve	\$8,021,872	\$8,029,023	(\$8,123,268)	-	(\$32,682)	(\$8,155,950)		\$7,894,946	
Information Technology	498,503	3,772,832	(3,505,864)	(175,000)	(97,909)	(3,778,773)		492,563	\$864,946
Fleet Management	2,467,319	2,842,952	(1,494,913)	(1,000,000)	(29,515)	(2,524,428)		2,785,843	492,563
Building Maintenance & Operations	106,001	2,093,236	(2,057,035)	-	(36,201)	(2,093,236)		106,001	2,785,843
<b>Total Insurance Service Funds Balance</b>	<b>\$11,093,694</b>	<b>\$16,738,044</b>	<b>(\$15,181,080)</b>	<b>(\$1,175,000)</b>	<b>(\$196,307)</b>	<b>(\$16,552,387)</b>	<b>\$11,279,352</b>	<b>\$11,279,352</b>	<b>\$7,030,000</b>
<b>Trust &amp; Agency Funds</b>									
Underground Assessment Fund	\$1,322,977	\$757,642	-	-	(\$716,425)	(\$716,425)		\$1,364,194	\$1,364,194
Underground Assessment Fund 12 & 14	1,069,796	630,593	-	-	(608,207)	(608,207)		1,092,182	1,092,182
Underground Assessment Fund 4	-	351,253	-	-	(340,113)	(340,113)		11,140	11,140
Post-Employment Benefits Trust Fund	161,132	198,189	(198,731)	-	-	(198,731)		160,590	160,590
PARS Trust Fund	5,400,242	52,020	-	-	-	-		5,452,262	7,243,969
<b>Total Trust Agency Funds Balance</b>	<b>\$7,954,147</b>	<b>\$1,989,696</b>	<b>(\$198,731)</b>	<b>-</b>	<b>(\$1,664,744)</b>	<b>(\$1,863,475)</b>	<b>\$8,080,368</b>	<b>\$1,791,707</b>	<b>\$9,872,075</b>
<b>Grand Total</b>	<b>\$63,213,912</b>	<b>\$147,192,996</b>	<b>(\$120,075,765)</b>	<b>(\$12,035,000)</b>	<b>(\$10,482,803)</b>	<b>(\$142,593,568)</b>	<b>\$67,813,340</b>	<b>\$67,813,340</b>	<b>\$35,395,594</b>

\* Not meeting current Financial Reserve Policy.

**FIVE YEAR FORECAST**

**FY 2025-2026 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

**ALL FUNDS**

07/01/2025		FY 2025-2026					07/01/2026					
	Beginning Balance	Estimated Revenues	Operating Expenditures	Capital Equip & Projects	Debt Service Payments	Total Expenditures	Fund Balance Before Xfers	Fund Transfers	Total Fund Balance	Reserves End Balance	Unreserved End Balance	
General Fund Undesignated <i>Transfer from County Lots Parking Fund</i> <i>Transfer to Street Lighting Fund</i> <i>Transfer to Stormwater Fund</i> <i>Transfer to Capital Improvements Fund</i> <i>Transfer to Pars Trust Fund</i> <i>Financial Policy Designation*</i> <i>Reserve for Economic Uncertainty</i>	\$4,998,870	\$94,064,913	(\$84,794,045)	-	(\$5,632,835)	(\$90,426,880)	\$8,636,903	(\$458,911) 395,948 (239,761) (1,675,088) (1,298,757) (1,948,136)	\$3,412,199		\$3,412,199	
	17,626,465						17,626,465	458,911	18,085,376	18,085,376		
	4,000,000						4,000,000		4,000,000	4,000,000		
	\$26,625,335	\$94,064,913	(\$84,794,045)	-	(\$5,632,835)	(\$90,426,880)	\$30,263,368	(\$4,765,794)	\$25,497,575	\$22,085,376	\$3,412,199	
	Special Revenue Funds											
	Street Lighting & Landscape	\$0	\$425,075	(\$629,835)	(\$35,000)	-	(\$664,835)	(\$239,760)	\$239,761	\$0		\$0
	Gas Tax	\$2,079,908	1,932,782	(60,138)	(1,015,000)	-	(1,075,138)	2,937,551		\$2,937,551		\$2,937,551
	Asset Forfeiture & Safety Grants	95,161	43,122	-	-	-	-	138,283		138,283		138,283
	Police Safety Grants	336,152	159,245	(159,358)	-	-	(159,358)	336,039		336,039		336,039
Prop A	597,576	963,732	(821,966)	-	(37,521)	(859,487)	701,822		701,822		701,822	
Prop C	692,804	778,420	(60,138)	(750,000)	-	(810,138)	661,086		661,086		661,086	
AB 2766	341,429	48,986	(673)	-	-	(673)	389,742		389,742		389,742	
Measure R	247,962	597,345	(60,138)	(500,000)	-	(560,138)	285,169		285,169		285,169	
Measure M	381,621	667,440	(60,138)	(500,000)	-	(560,138)	488,923		488,923		488,923	
Measure W	134,298	411,592	(410,000)	-	-	(410,000)	135,889		135,889		135,889	
Total Special Revenue Funds Balance	\$4,906,911	\$6,027,738	(\$2,262,384)	(\$2,800,000)	(\$37,521)	(\$5,099,905)	\$5,834,744	\$239,761	\$6,074,505	-	\$6,074,505	
Capital Project Funds												
Capital Improvement Fund	\$1,391,341	\$1,685,518	(\$262,855)	(\$1,350,000)	(\$1,161,238)	(\$2,774,093)	\$302,766	\$1,298,757	\$1,601,523	-	\$1,601,523	
Bond Construction Fund	-	-	-	-	-	-	-	-	-	-	-	
Underground Utility Construction Fund	-	-	-	-	-	-	-	-	-	-	-	
Total Capital Project Funds Balance	\$1,391,341	\$1,685,518	(\$262,855)	(\$1,350,000)	(\$1,161,238)	(\$2,774,093)	\$302,766	\$1,298,757	\$1,601,523	-	\$1,601,523	
Enterprise Funds												
Water	\$7,804,345	\$20,591,383	(\$14,076,297)	(\$5,400,000)	(\$249,154)	(\$19,725,451)	\$8,670,277		\$8,670,277	4,775,150	\$3,895,127	
Stormwater*	-	345,842	(1,204,413)	(810,000)	(6,517)	(2,020,930)	(1,675,088)	1,675,088	-	-	-	
Wastewater*	608,438	3,654,660	(2,151,560)	(1,950,000)	(108,419)	(4,209,979)	53,119		53,119	53,119	-	
Parking	4,414,657	3,996,597	(1,983,510)	(300,000)	(650,258)	(2,933,768)	5,477,486	150,000	5,627,486	877,923	4,749,563	
County Parking Lots	-	1,363,000	(199,598)	-	(767,454)	(967,052)	395,948	(395,948)	-	-	-	
State Pier & Parking	490,585	834,005	(580,590)	-	(2,457)	(583,047)	741,543	(150,000)	591,543	194,349	397,194	
Enterprise Fund Reserves:												
North Manhattan Beach BID Reserve	420,300	-	-	-	-	-	420,300		420,300	420,300		
Total Enterprise Funds Balance	\$13,738,326	\$30,785,486	(\$20,195,968)	(\$8,460,000)	(\$1,784,259)	(\$30,440,227)	\$14,083,586	\$1,279,140	\$15,362,726	\$6,320,842	\$9,041,884	

**FIVE YEAR FORECAST**

**FY 2025-2026 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

**ALL FUNDS**

	07/01/2025 Beginning Balance	FY 2025-2026						07/01/2026	
		Estimated Revenues	Operating Expenditures	Capital Equip & Projects	Debt Service Payments	Fund Service Expenditures	Total	Fund Balance Before Xfers	Fund Transfers
<b>Internal Service Funds</b>									
Insurance Reserve	\$7,894,946	\$8,290,528	(\$8,388,694)	-	(\$32,682)	(\$8,421,376)		\$7,764,097	
Information Technology	492,563	3,861,473	(3,595,933)	(175,000)	(97,909)	(3,868,842)		485,194	\$734,097
Fleet Management	2,785,843	2,889,204	(1,535,810)	(1,000,000)	(29,515)	(2,565,325)		3,109,721	485,194
Building Maintenance & Operations	106,001	2,131,858	(2,095,667)	-	(36,201)	(2,131,858)		106,001	3,109,721
<b>Total Insurance Service Funds Balance</b>	<b>\$11,279,352</b>	<b>\$17,173,062</b>	<b>(\$15,616,093)</b>	<b>(\$1,175,000)</b>	<b>(\$196,307)</b>	<b>(\$16,987,400)</b>	<b>\$11,465,014</b>	<b>\$11,465,014</b>	<b>\$7,030,000</b>
<b>Trust &amp; Agency Funds</b>									
Underground Assessment Fund	\$1,364,194	\$780,371	-	-	(\$509,025)	(\$509,025)		\$1,635,540	
Underground Assessment Fund 12 & 14	1,092,182	643,205	-	-	(605,107)	(605,107)		1,130,280	\$1,635,540
Underground Assessment Fund 4	-	358,278	-	-	(340,513)	(340,513)		17,765	1,130,280
Post-Employment Benefits Trust Fund	160,590	198,550	(199,803)	-	-	(199,803)		159,337	17,765
PARS Trust Fund	7,243,969	53,060	-	-	-	-		1,948,136	159,337
<b>Total Trust Agency Funds Balance</b>	<b>\$9,860,935</b>	<b>\$2,033,463</b>	<b>(\$199,803)</b>	<b>-</b>	<b>(\$1,454,644)</b>	<b>(\$1,654,447)</b>	<b>\$10,239,951</b>	<b>\$1,948,136</b>	<b>9,245,165</b>
<b>Grand Total</b>	<b>\$67,802,200</b>	<b>\$151,770,181</b>	<b>(\$123,331,149)</b>	<b>(\$13,785,000)</b>	<b>(\$10,266,804)</b>	<b>(\$147,382,953)</b>	<b>\$72,189,429</b>	<b>\$72,189,429</b>	<b>\$35,436,218</b>

\* Not meeting current Financial Reserve Policy.



**FIVE YEAR FORECAST**

**FY 2026-2027 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

**ALL FUNDS**

07/01/2026		FY 2026-2027						07/01/2027			
	Beginning Balance	Estimated Revenues	Operating Expenditures	Capital Equip & Projects	Debt Service Payments	Total Expenditures	Fund Balance Before Xfers	Fund Transfers	Total Fund Balance	Reserves End Balance	Unreserved End Balance
General Fund Unreserved <i>Transfer from County Lots Parking Fund</i> <i>Transfer to Street Lighting Fund</i> <i>Transfer to Stormwater Fund</i> <i>Transfer to Capital Improvements Fund</i> <i>Transfer to PARS Trust Fund</i> <i>Financial Policy Designation</i> <i>Reserve for Economic Uncertainty</i>	\$3,412,199	\$96,905,975	(\$87,567,409)	-	(\$5,632,835)	(\$93,200,244)	\$7,117,930	(\$554,673) 391,041 (245,918) (2,204,863) (1,391,131) (2,086,696)	\$1,025,690		\$1,025,690
	18,085,376						18,085,376	554,673	18,640,049	18,640,049	
	4,000,000						4,000,000		4,000,000	4,000,000	
	\$25,497,575	\$96,905,975	(\$87,567,409)	-	(\$5,632,835)	(\$93,200,244)	\$29,203,306	(\$5,537,567)	\$23,665,739	\$22,640,049	\$1,025,690
Special Revenue Funds  Street Lighting & Landscape Gas Tax Asset Forfeiture & Safety Grants Police Safety Grants Prop A Prop C AB 2766 Measure R Measure M Measure W	\$0	\$437,579	(\$648,497)	(\$35,000)	-	(\$683,497)	(\$245,917)	\$245,918	\$0		\$0
	\$2,937,551	1,952,343	(60,138)	(1,595,000)	-	(1,655,138)	3,234,756		\$3,234,756		\$3,234,756
	138,283	43,573	-	-	-	-	181,856		181,856		181,856
	336,039	159,330	(160,899)	-	-	(160,899)	334,469		334,469		334,469
	701,822	992,291	(842,074)	-	(37,521)	(879,595)	814,518		814,518		814,518
	661,086	801,741	(60,138)	(750,000)	-	(810,138)	652,689		652,689		652,689
	389,742	49,491	(673)	-	-	(673)	438,560		438,560		438,560
	285,169	615,106	(60,138)	(500,000)	-	(560,138)	340,137		340,137		340,137
	488,923	687,378	(60,138)	(500,000)	-	(560,138)	616,163		616,163		616,163
	135,889	411,624	(410,000)	-	-	(410,000)	137,513		137,513		137,513
Total Special Revenue Funds Balance		\$6,150,457	(\$2,302,695)	(\$3,380,000)	(\$37,521)	(\$5,720,216)	\$6,504,745	\$245,918	\$6,750,663	-	\$6,750,663
Capital Project Funds  Capital Improvement Fund Bond Construction Fund Underground Utility Construction Fund	\$1,601,523	\$1,716,679	(\$270,741)	(\$1,400,000)	(\$1,168,338)	(\$2,839,079)	\$479,123	\$1,391,131	\$1,870,253	-	\$1,870,253
	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-
Total Capital Project Funds Balance		\$1,601,523	\$1,716,679	(\$270,741)	(\$1,400,000)	(\$1,168,338)	(\$2,839,079)	\$479,123	\$1,391,131	\$1,870,253	\$1,870,253
Enterprise Funds  Water Stormwater* Wastewater* Parking County Parking Lots State Pier & Parking	\$8,670,277	\$21,408,167	(\$14,441,572)	(\$6,550,000)	(\$80,438)	(\$21,072,010)	\$9,006,435		\$9,006,435	4,840,670	\$4,165,765
	-	346,332	(1,234,678)	(1,310,000)	(6,517)	(2,551,195)	(2,204,863)	2,204,863	-	-	-
	53,119	3,664,628	(2,184,872)	(1,450,000)	(25,410)	(3,660,282)	57,466		57,466	57,466	-
	5,627,486	4,001,317	(2,026,005)	(1,500,000)	(\$56,508)	(4,182,513)	5,446,290	150,000	5,596,290	894,171	4,702,119
	-	1,363,000	(204,505)	-	(767,454)	(971,959)	391,041	(391,041)	-	-	-
	591,543	834,180	(596,722)	-	(2,457)	(599,179)	826,544	(150,000)	676,544	199,726	476,817
Enterprise Fund Reserves: North Manhattan Beach BID Reserve		-	-	-	-	-	420,300		420,300	420,300	
Total Enterprise Funds Balance		\$15,362,726	\$31,617,624	(\$20,688,355)	(\$10,810,000)	(\$1,538,784)	(\$33,037,139)	\$13,943,212	\$15,757,034	\$6,412,333	\$9,344,700

**FIVE YEAR FORECAST**

**FY 2026-2027 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

**ALL FUNDS**

	07/01/2026 Beginning Balance	FY 2026-2027						07/01/2027	
		Estimated Revenues	Operating Expenditures	Capital Equip & Projects	Debt Service Payments	Fund Service Expenditures	Total Expenditures	Fund Balance Before Xfers	Fund Transfers
<b>Internal Service Funds</b>									
Insurance Reserve	\$7,764,097	\$8,660,724	(\$8,662,983)	-	(\$32,682)	(\$8,695,665)		\$7,729,157	
Information Technology	485,194	3,952,821	(3,688,733)	(175,000)	(97,909)	(3,961,642)		476,374	\$699,157
Fleet Management	3,109,721	2,936,380	(1,577,928)	(1,000,000)	(29,515)	(2,607,443)		3,438,658	476,374
Building Maintenance & Operations	106,001	2,171,664	(2,135,463)	-	(36,201)	(2,171,664)		106,001	3,438,658
<b>Total Insurance Service Funds Balance</b>	<b>\$11,465,014</b>	<b>\$17,721,588</b>	<b>(\$16,065,106)</b>	<b>(\$1,175,000)</b>	<b>(\$196,307)</b>	<b>(\$17,436,413)</b>	<b>\$11,750,189</b>	<b>\$11,750,189</b>	<b>\$7,030,000</b>
<b>Trust &amp; Agency Funds</b>									
Underground Assessment Fund	\$1,635,540	\$803,782	-	-	(\$509,025)	(\$509,025)		\$1,930,297	
Underground Assessment Fund 12 & 14	1,130,280	656,069	-	-	(605,107)	(605,107)		1,181,242	\$1,930,297
Underground Assessment Fund 4	-	365,443	-	-	(340,513)	(340,513)		24,931	1,181,242
Post-Employment Benefits Trust Fund	159,337	198,913	(200,907)	-	-	(200,907)		157,343	24,931
PARS Trust Fund	9,245,165	54,122	-	-	-	-		9,299,286	157,343
<b>Total Trust Agency Funds Balance</b>	<b>\$12,170,322</b>	<b>\$2,078,329</b>	<b>(\$200,907)</b>	<b>-</b>	<b>(\$1,454,644)</b>	<b>(\$1,655,551)</b>	<b>\$12,593,100</b>	<b>\$14,679,796</b>	<b>\$11,385,983</b>
<b>Grand Total</b>	<b>\$72,171,664</b>	<b>\$156,190,652</b>	<b>(\$127,095,213)</b>	<b>(\$16,765,000)</b>	<b>(\$10,028,429)</b>	<b>(\$153,888,642)</b>	<b>\$74,473,674</b>	<b>\$74,473,674</b>	<b>\$36,082,382</b>

\* Not meeting current Financial Reserve Policy.



# **CAPITAL BUDGET SUMMARY**



# SCHEDULE OF CAPITAL IMPROVEMENT PROJECTS BY FUND

	Prior Year Appropriation <sup>1</sup>	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	TOTAL
<b>CIP Project Funding Summary</b>							
Street Lighting and Landscape Fund	\$44,989	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$219,989
Streets and Highways Fund	1,326,493	1,515,000	1,095,000	1,515,000	1,015,000	1,595,000	8,061,493
Prop C Fund	5,409,725	1,200,000	750,000	750,000	750,000	750,000	9,609,725
Measure R Fund	1,768,671	700,000	1,000,000	500,000	500,000	500,000	4,968,671
Measure M Fund	5,483,614	5,810,000	2,500,000	500,000	500,000	500,000	15,293,614
Measure W Fund	1,497,100	1,200,000	15,230,000	410,000	410,000	410,000	19,157,100
CIP Fund	5,388,809	3,202,500	1,985,000	1,500,000	1,350,000	1,400,000	14,826,309
Bond Construction Fund	6,198,842	-	-	-	-	-	6,198,842
Water Fund	17,216,042	-	4,415,000	3,250,000	5,400,000	6,550,000	36,831,042
Stormwater Fund	2,270,354	710,000	710,000	710,000	810,000	1,310,000	6,520,354
Wastewater Fund	10,288,752	2,541,000	4,175,609	2,100,000	1,950,000	1,450,000	22,505,361
Parking Fund	239,778	200,000	-	-	300,000	1,500,000	2,239,778
State Pier and Lot Fund	1,551,283	200,000	-	-	-	-	1,751,283
	<b>\$58,684,452</b>	<b>\$17,313,500</b>	<b>\$31,895,609</b>	<b>\$11,270,000</b>	<b>\$13,020,000</b>	<b>\$16,000,000</b>	<b>\$148,183,561</b>

<sup>1</sup>Prior year appropriation column includes estimated carryover funding at the end of FY 2021-2022 that will be expended as multi-year projects progress. Reported carryover funds reflect the amount of fund balance previously committed to projects in prior year adopted budgets. In the Five Year Forecast, Opening Fund Balances include assumptions for Committed Capital Project expenditures and, where applicable, anticipated grant revenue.



# SCHEDULE OF CAPITAL IMPROVEMENT PROJECTS BY FUND

	Prior Year						TOTAL
	Appropriation <sup>1</sup>	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	
<b>Street Lighting and Landscape Fund</b>							
Annual Streetlight Replacement	\$44,989	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$219,989
<b>Street Lighting &amp; Landscape Total</b>	<b>\$44,989</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$219,989</b>
<b>Streets and Highways Fund</b>							
<b>Streets-Concrete Repairs</b>							
Annual Citywide Concrete Repairs Program	\$286,012	\$365,000	\$365,000	\$365,000	\$365,000	\$365,000	\$2,111,012
Manhattan Village Senior Villas ADA Pathway - Construction	138,150	-	-	-	-	-	138,150
<b>Streets-Concrete Repairs Total</b>	<b>\$424,162</b>	<b>\$365,000</b>	<b>\$365,000</b>	<b>\$365,000</b>	<b>\$365,000</b>	<b>\$365,000</b>	<b>\$2,249,162</b>
<b>Streets-Pavement Projects</b>							
Biennial Slurry Seal Program	\$4,045	\$800,000	-	\$800,000	-	\$800,000	\$2,404,045
Annual Street Resurfacing Program	774,191	350,000	650,000	350,000	650,000	350,000	3,124,191
Triennial Pavement Management System Update	-	-	80,000	-	-	80,000	160,000
<b>Streets-Pavement Projects Total</b>	<b>\$778,236</b>	<b>\$1,150,000</b>	<b>\$730,000</b>	<b>\$1,150,000</b>	<b>\$650,000</b>	<b>\$1,230,000</b>	<b>\$5,688,236</b>
<b>Streets-Capacity Improvements</b>							
Aviation at Artesia, SB to WB Right-Turn Lane (SBHP Grant)	\$124,095	-	-	-	-	-	\$124,095
<b>Streets-Capacity Improvements Total</b>	<b>\$124,095</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$124,095</b>
<b>Streets &amp; Highways Total</b>	<b>\$1,326,493</b>	<b>\$1,515,000</b>	<b>\$1,095,000</b>	<b>\$1,515,000</b>	<b>\$1,015,000</b>	<b>\$1,595,000</b>	<b>\$8,061,493</b>
<b>Prop C Fund</b>							
<b>Streets-Pavement Projects</b>							
Annual Street Resurfacing Program	\$611,589	\$1,200,000	\$750,000	\$750,000	\$750,000	\$750,000	\$4,811,589
<b>Streets-Pavement Projects Total</b>	<b>\$611,589</b>	<b>\$1,200,000</b>	<b>\$750,000</b>	<b>\$750,000</b>	<b>\$750,000</b>	<b>\$750,000</b>	<b>\$4,811,589</b>
<b>Streets-Capacity Improvements</b>							
Dual LT Lanes on MBB at Sepulveda (SBHP Grant)	\$73,139	-	-	-	-	-	\$73,139
Sepulveda Bridge Widening (SBHP Grant)	1,291,909	-	-	-	-	-	1,291,909
Sepulveda Bridge Widening (MTA Call Grant)	2,011,433	-	-	-	-	-	2,011,433
Sepulveda Bridge Widening (Prop C Local)	654,312	-	-	-	-	-	654,312
Marine Ave at Cedar Ave Traffic and Int. Improvements (SBHP Grant)	767,343	-	-	-	-	-	767,343
<b>Streets-Capacity Improvements Total</b>	<b>\$4,798,136</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$4,798,136</b>
<b>Prop C Total</b>	<b>\$5,409,725</b>	<b>\$1,200,000</b>	<b>\$750,000</b>	<b>\$750,000</b>	<b>\$750,000</b>	<b>\$750,000</b>	<b>\$9,609,725</b>
<b>Measure R Fund</b>							
<b>Streets-Pavement Projects</b>							
Annual Street Resurfacing Program	\$330,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,830,000
<b>Streets-Pavement Projects Total</b>	<b>\$330,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$2,830,000</b>
<b>Streets-Capacity Improvements</b>							
Protected LT Lanes: MBB at Peck Ave	\$598,671	-	-	-	-	-	\$598,671
<b>Streets-Capacity Improvements Total</b>	<b>\$598,671</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$598,671</b>
<b>Streets-Pedestrian Improvements</b>							
Ocean Drive Walk Street Crossings	-	\$200,000	\$500,000	-	-	-	\$700,000
Rosecrans Bike Lane Improvements	\$240,000	-	-	-	-	-	240,000
Aviation Blvd and 33rd Missing Sidewalk (Partial Grant 5310)	600,000	-	-	-	-	-	600,000
<b>Streets-Pedestrian Improvements Total</b>	<b>\$840,000</b>	<b>\$200,000</b>	<b>\$500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$1,540,000</b>
<b>Measure R Total</b>	<b>\$1,768,671</b>	<b>\$700,000</b>	<b>\$1,000,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$4,968,671</b>

Items highlighted in blue shading represent grant funded projects. Items with an asterisk (\*) are included in the City Council Work Plan.

SCHEDULE OF CAPITAL IMPROVEMENT PROJECTS BY FUND

		Prior Year					
		Appropriation <sup>1</sup>	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
							TOTAL
<b>Measure M Fund</b>							
Manhattan Beach Advanced Traffic Signal (MBATS)		\$4,185,286	\$5,310,000	\$2,000,000	-	-	\$11,495,286
Rowell Avenue Sidewalk Gap Closure (Curtis & 1st St.)		684,278	-	-	-	-	684,278
ADA Transition Plan with Public Rights of Way		14,050	-	-	-	-	14,050
Annual Street Resurfacing Program		600,000	500,000	500,000	500,000	500,000	3,100,000
<b>Streets-Pedestrian Improvements Total</b>		<b>\$5,483,614</b>	<b>\$5,810,000</b>	<b>\$2,500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$15,293,614</b>
<b>Measure M Total</b>		<b>\$5,483,614</b>	<b>\$5,810,000</b>	<b>\$2,500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$15,293,614</b>
<b>Measure W Fund</b>							
<b>Stormwater Quality Improvements Projects</b>							
TMDL Trash Treatment Project		-	-	\$1,230,000	-	-	\$1,230,000
Shelley Street Improvement Project		-	-	-	\$410,000	\$410,000	1,230,000
28th Street Stormwater Infiltration Project (Phase 1)		\$1,497,100	\$1,200,000	14,000,000	-	-	16,697,100
<b>Safe Clean Water Program Total</b>		<b>\$1,497,100</b>	<b>\$1,200,000</b>	<b>\$15,230,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$19,157,100</b>
<b>Measure W Total</b>		<b>\$1,497,100</b>	<b>\$1,200,000</b>	<b>\$15,230,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$19,157,100</b>
<b>CIP Fund</b>							
<b>Facilities Projects</b>							
Annual Facilities Capital Maintenance Program		\$215,101	\$125,000	\$125,000	\$300,000	\$300,000	\$1,365,101
Citywide Security Cameras		329,067	230,000	160,000	100,000	-	819,067
Manhattan Village Senior Villas ADA Pathway		660,895	50,000	-	-	-	710,895
Park Improvements Program		-	150,000	250,000	250,000	250,000	1,150,000
Solar Power Installation at City Facilities		-	-	150,000	150,000	150,000	600,000
Poliwog Park Lighted Pathway		-	-	-	-	-	180,000
City Hall Renovations		-	180,000	-	-	-	282,500
Sand Dune Park Improvements		-	282,500	-	-	-	1,200,000
National Fitness Campaign (NFC) Equipment Installation		-	1,200,000	-	-	-	180,058
Ceramics Studio Renovations (Kiln)		115,058	65,000	-	-	-	237,292
Fire Station No. 2 Replacement		137,292	100,000	-	-	-	276,762
Senior and Scout Community Center Renovation*		276,762	-	-	-	-	1,000,000
Joslyn Center Façade Replacement*		1,000,000	-	-	-	-	320,000
Begg Field Improvements		-	70,000	250,000	-	-	400,000
Replace Light Controllers at Manhattan Village Field		-	-	400,000	-	-	100,230
School District Project		100,230	-	-	-	-	1,500,000
Biennial Slurry Seal Program - MBUSD		250,000	250,000	250,000	250,000	250,000	150,000
City Owned Refuse Enclosures Improvements		-	50,000	-	50,000	-	800,000
City Owned Refuse Enclosures Improvements		50,000	150,000	150,000	150,000	150,000	800,000
<b>Facilities Projects Total</b>		<b>\$3,134,405</b>	<b>\$2,902,500</b>	<b>\$1,735,000</b>	<b>\$1,250,000</b>	<b>\$1,100,000</b>	<b>\$11,271,905</b>
<b>Right-of-Way Projects</b>							
Non-Motorized Transport. Prog. (Bikelanes, Crosswalks)		\$23,092	-	-	-	-	\$23,092
Street LED Retrofit		16,509	-	-	-	-	16,509
Way Finding Program (Phase 1)*		2,319	-	-	-	-	2,319
Annual Non-Motorized Transport. Prog. (Bikelanes, Crosswalks)		157,715	\$150,000	\$150,000	\$150,000	\$150,000	907,715
<b>Right-of-Way Projects Subtotal</b>		<b>\$199,635</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$949,635</b>
<b>Grants and Special Funds Projects</b>							
Poliwog Park Playground Replacement (Prop A/CIP)		\$1,952,579	-	-	-	-	\$1,952,579
Poliwog Band Stage Design (Public Art Trust Fund)		100,000	-	-	-	-	100,000
Manhattan Village Senior Villas ADA Pathway - Construction (CDBG Funds)		2,190	-	-	-	-	2,190
Annual ADA Improvements Program (CDBG Funds)		-	\$100,000	\$100,000	\$100,000	\$100,000	500,000
Sepulveda/Oak Neighborhood Intrusion Study (MV Mall)		-	50,000	-	-	-	50,000
<b>Grants and Special Funds Projects Total</b>		<b>\$2,054,769</b>	<b>\$150,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$2,604,769</b>
<b>CIP Fund Total</b>		<b>\$5,388,809</b>	<b>\$3,202,500</b>	<b>\$1,985,000</b>	<b>\$1,500,000</b>	<b>\$1,350,000</b>	<b>\$14,826,309</b>

Items highlighted in blue shading represent grant funded projects. Items with an asterisk (\*) are included in the City Council Work Plan.

SCHEDULE OF CAPITAL IMPROVEMENT PROJECTS BY FUND

Prior Year							
Appropriation <sup>1</sup>							
	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	TOTAL	
Bond Construction Fund							
Fire Station No. 2 Replacement	\$6,198,842	-	-	-	-	\$6,198,842	
Bond Construction Fund Total	\$6,198,842	-	-	-	-	\$6,198,842	
Bond Construction Fund Total	\$6,198,842	-	-	-	-	\$6,198,842	
Water Fund							
Water Projects							
Annual Citywide Water Infrastructure Improvements	\$1,804,579	-	\$3,000,000	\$3,000,000	\$3,000,000	\$13,804,579	
Water Meter Upgrade and Automation	1,362,161	-	-	-	-	1,362,161	
Block 35 Ground Level Reservoir Replacement Design	-	-	-	1,200,000	-	1,200,000	
Larsson Street and 2nd Street Booster Station Improvement	1,356,357	-	-	-	-	1,356,357	
Paint Block 35 Elevated Tank	76,250	-	-	-	-	76,250	
Peck Reservoir Replacement	12,271,518	-	-	-	-	12,271,518	
Redrill & Equip Well 15	-	-	650,000	-	-	650,000	
Utility Radio Telemetry	-	-	215,000	-	-	215,000	
Well 15 Electrical Panel Replacement and VFD Installation	-	-	300,000	-	-	300,000	
Water Master Plan Update	43,385	-	-	-	150,000	193,385	
Electronics Automation - SCADA, etc.	200,000	-	-	-	-	200,000	
Variable Frequency Device Well 11a	101,792	-	-	-	-	101,792	
Generator Upgrades - Well 15 and Block 35	-	-	250,000	-	-	250,000	
Rosecrans Ave. Pipeline Replacement Project (Phase 1)	-	-	-	1,200,000	3,400,000	4,600,000	
Water Projects Total	\$17,216,042	-	\$4,415,000	\$3,250,000	\$5,400,000	\$6,550,000	\$36,831,042
Water Total	\$17,216,042	-	\$4,415,000	\$3,250,000	\$5,400,000	\$6,550,000	\$36,831,042
Stormwater Fund							
Stormwater Projects							
Storm Drain Capital BMPs	\$720,000	\$210,000	\$210,000	\$210,000	\$210,000	\$1,770,000	
Annual Storm Drain Repairs	998,048	500,000	500,000	500,000	500,000	3,498,048	
CCTV Storm Drain System	150,000	-	-	-	-	150,000	
Stormwater Master Plan Update	39,806	-	-	-	-	39,806	
Beach Cities Green Streets Project	362,500	-	-	-	-	362,500	
Shelley Street Improvement Project	-	-	-	-	100,000	600,000	700,000
Stormwater Projects Total	\$2,270,354	\$710,000	\$710,000	\$710,000	\$810,000	\$1,310,000	\$6,520,354
Stormwater Total	\$2,270,354	\$710,000	\$710,000	\$710,000	\$810,000	\$1,310,000	\$6,520,354
Wastewater Fund							
Wastewater Projects							
Annual Rehabilitation of Gravity Sewer Mains	\$2,993,083	-	\$1,100,000	\$700,000	\$700,000	\$6,193,083	
Poinsettia Lift Station and Force Main Replacement	3,101,380	-	-	-	-	3,101,380	
Pacific Lift Station Upgrade	2,102,122	-	3,000,000	-	-	5,102,122	
Utility Radio Telemetry	-	-	75,609	-	-	75,609	
Voorhees Lift Station Upgrade	1,912,167	\$2,441,000	-	-	-	4,353,167	
Meadows Lift Station Upgrade	-	-	-	1,250,000	350,000	1,600,000	
Wastewater Master Plan Update	180,000	100,000	-	-	-	280,000	
Palm Lift Station Upgrade	-	-	-	1,400,000	-	1,400,000	
City Hall Lift Station	-	-	-	-	400,000	400,000	
Wastewater Projects Total	\$10,288,752	\$2,541,000	\$4,175,609	\$2,100,000	\$1,950,000	\$1,450,000	\$22,505,361
Wastewater Total	\$10,288,752	\$2,541,000	\$4,175,609	\$2,100,000	\$1,950,000	\$1,450,000	\$22,505,361

Items highlighted in blue shading represent grant funded projects. Items with an asterisk (\*) are included in the City Council Work Plan.

Items highlighted in blue shading represent grant funded projects. Items with an asterisk (\*) are included in the City Council Work Plan.

## FY 2022-2023 SCHEDULE OF CAPITAL PURCHASES - EQUIPMENT & VEHICLES

Department	Description / Vehicle to Be Replaced	Expenditure Type	Prior Year Carryforward	Proposed Expenditure	FY 2023 Proposed
<b>COMPUTER EQUIPMENT &amp; SOFTWARE (Objects 61203 &amp; 61204)</b>					
Police Department	Bi-Directional Radio Amplifier	Replacement	\$130,000	-	\$130,000
Police Department	Network Security Upgrade	Upgrade	24,000	-	24,000
Fire Department	Upgrade Mobile Data Computing Devices	Replacement	41,500	-	41,500
Fire Department	Laptop Replacement - Training/Class Room	Replacement	-	\$2,500	2,500
Public Works	Hot Spots and Wi-Fi for iWater Program	New	17,500	-	17,500
Public Works	Laptops with Docking Stations	New	-	4,500	4,500
Public Works	Additional Bluebeam License	New	-	115	115
Information Technology	Citywide Replacement of Newtork Equipment	Replacement	-	123,221	123,221
Information Technology	Core Switch Replacement	Replacement	65,000	-	65,000
Information Technology	Storage Area Network Expansion	New	55,000	-	55,000
Information Technology	Core Switch Redundancy	New	35,000	-	35,000
Information Technology	ERP Implementation	New	32,854	-	32,854
<b>Total Equipment Purchases</b>			<b>\$400,854</b>	<b>\$130,336</b>	<b>\$531,190</b>
<b>VEHICLES (Object 61401)</b>					
<b>New Vehicles for FY 2023</b>					
Public Works	Ford F250 Valve Cycle Truck (#362)	New	\$167,000	-	\$167,000
<b>Replacement Vehicles for FY 2023</b>					
Police Department	Ford Interceptor PPV (#185)	Replacement	-	\$86,398	86,398
Police Department	Ford Interceptor PPV (#195)	Replacement	-	86,398	86,398
Police Department	Ford Interceptor PPV, Patrol (#197)	Replacement	-	68,852	68,852
Police Department	Honda Pilot (#203)	Replacement	-	89,022	89,022
Police Department	Chevrolet Tahoe PPV (#393)	Replacement	-	55,000	55,000
Police Department	Honda 6+ 1300P Motorcycle (#615)	Replacement	-	78,832	78,832
Police Department	Honda 5+ 1300P Motorcycle (#617)	Replacement	-	77,825	77,825
Police Department	Honda ST1300P (#618)	Replacement	-	42,000	42,000
Police Department	MPH Radar Trailer (#PD40)	Replacement	-	23,593	23,593
Police Department	Signal Radar Trailer (#PD41)	Replacement	-	26,890	26,890
Police Department	Signal Message Board (#PD42)	Replacement	-	90,971	90,971
Fire Department	Fire Utility Vehicle (#710)	Replacement	-	60,000	60,000
Public Works	COPCO Portable Generator (#62)	Replacement	-	90,000	90,000
<b>Total Vehicle Purchases</b>			<b>\$167,000</b>	<b>\$875,781</b>	<b>\$1,042,781</b>
<b>Total Funded Capital Purchases - Equipment &amp; Vehicles</b>			<b>\$567,854</b>	<b>\$1,006,117</b>	<b>\$1,573,971</b>
<b>TOTAL CAPITAL PURCHASES BY DEPARTMENT</b>					
Management Services			-	-	-
Finance			-	-	-
Human Resources			-	-	-
Parks and Recreation			-	-	-
Police Department			\$154,000	\$725,781	\$879,781
Fire Department			41,500	62,500	104,000
Community Development			-	-	-
Public Works			184,500	94,615	279,115
Information Technology			187,854	123,221	311,075
<b>Grand Total</b>			<b>\$567,854</b>	<b>\$1,006,117</b>	<b>\$1,573,971</b>

*Represents capital expenditures (units > \$5k) only.*

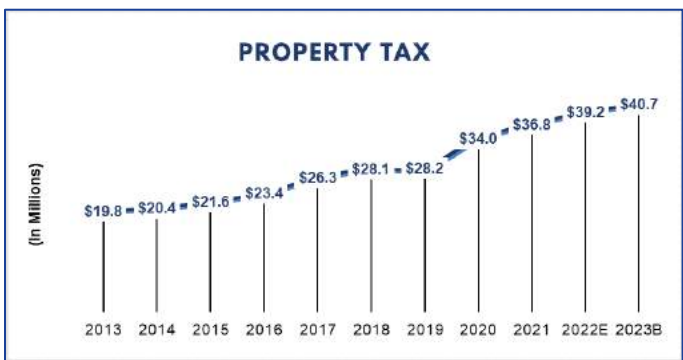
*A majority of the vehicles are purchased by Public Works through the Fleet Fund. A rental charge is then assessed to the respective departments for the estimated life of the vehicle.*

# APPENDIX



# MAJOR REVENUE SOURCES

The following are the major revenue sources and basis for estimates for the General Fund. These revenue sources comprise over 75% percent of the City's General Fund revenues. Other revenues not detailed here are estimated based on local economic trends and historical data.



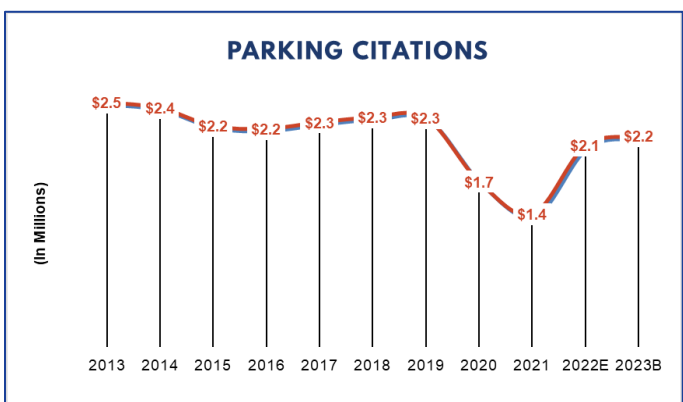
## PROPERTY TAX

Property Tax remains the largest component of General Fund revenues (46.8% of total), and is expected to increase by 3.9% from the FY 2021-2022 estimate. With a continued strong housing market, and residential construction and remodeling adding to the assessed valuation of properties, a measured continuation of steady growth is expected to continue. Property tax is estimated based on historical data, local economic trends, and independent third party analysis.



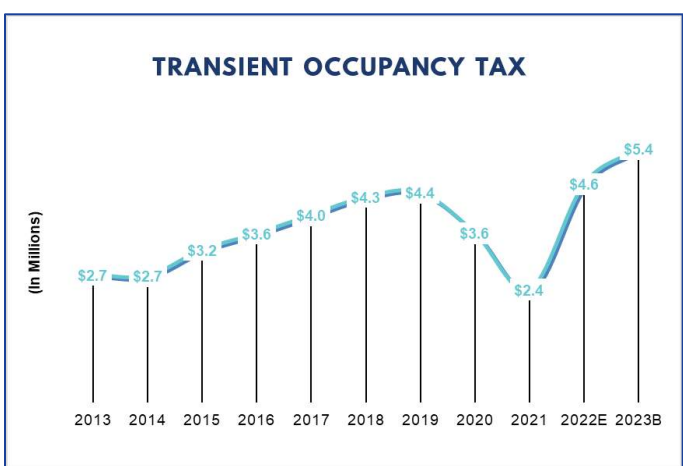
## SALES & USE TAX

The city's second largest General Fund revenue source (11.5% of total revenue) is expected to increase from the current year estimate by \$291,000 (3.0%). Industry groups performing positively within the City include Restaurants & Hotels and Food & Drugs. The Manhattan Village Mall revitalization project currently underway is expected to bolster the General Consumer Goods category.



## PARKING CITATIONS

Parking Citation fees were increased in FY 2015-2016 in an effort to offset losses in sales tax revenues. The fine of \$53 for most cites is aligned with neighboring cities. A portion of parking citation revenues (\$4 of all citations except expired meter cites) is dedicated to the Capital Improvement Fund (not included in the figures here). Additionally, \$12.50 of each citations goes to the County and State Construction Trust Funds.

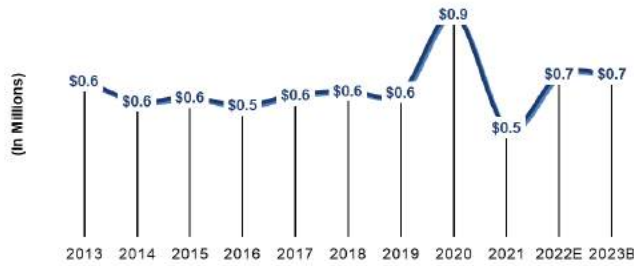


## TRANSIENT OCCUPANCY TAX

This revenue is expected to generate approximately \$5.4 million in revenue in FY 2022-2023, or \$737,000 (16.0%) over the current year estimate. The current year estimate itself is an increase of \$1.8 million (33.3%) above the actuals from FY 2020-2021 which were significantly than previous years due to the effects of the Coronavirus pandemic. TOT revenue also affects the CIP Fund since 15% of the first 10% of TOT is dedicated to that fund.

## MAJOR REVENUE SOURCES

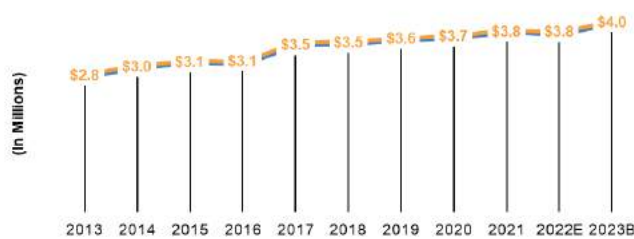
### INTEREST EARNINGS



### INTEREST EARNINGS

The City invests a portion of its reserved funds as authorized by the Investment Policy. These high-grade investments include Federal agency securities, medium-term notes, and certificates of deposit. Recent moves by the Fed have increased rates slightly, resulting in the City's maturing investments to be reinvested at slightly higher rates. Additional interest rate increases are predicted in the near future.

### BUSINESS LICENSE TAXES



### BUSINESS LICENSE TAX

The City issues approximately 5,000 business licenses annually, and revenue from this tax is based primarily on the type of business and gross receipts reported. This tax has been resilient in economic downturns and has remained consistent over the past few years, but has seen impacts due to the nature of the social response to the Coronavirus pandemic. Business License Tax is anticipated to come in \$200,000 (5.3%) above the FY 2021-2022 estimate.

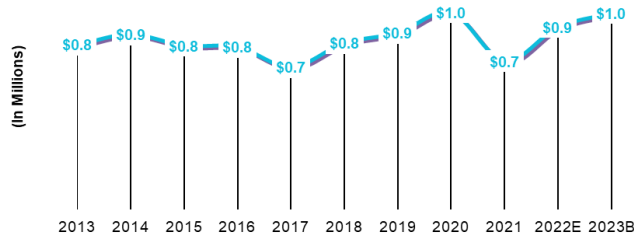
### BUILDING PERMITS & PLAN CHECK FEES



### BUILDING PERMITS & PLAN CHECK FEES

Residential and Commercial building activity remains strong within the City. Building Permit and Plan Check fees are currently at all-time highs due to several large commercial projects. At the current fee structure, fees from Building Permits and Plan Check Services are expected to decrease by roughly \$117,288 (3.3%) from the year-end estimates in FY 2021-2022.

### AMBULANCE & POLICE FALSE ALARM FEES



### AMBULANCE AND POLICE FALSE ALARM FEES

Since FY 2010-2011, ambulance service fees are matched to those of Los Angeles County, and the number of free police false alarms per 12-month period was reduced from two to one resulting in a jump in those fees that year. Since then, these fees have leveled off and are expected to remain steady in future years. Ambulance fees are based on the total number of Advanced Life Support (ALS) and Basic Life Support (BLS) transports.



## FY 2022-2023 SCHEDULE OF FULL-TIME POSITIONS

Department	FY 2019-20 Adopted	FY 2020-21 Adopted	FY 2021-22 Adopted	FY 2022-23 Proposed	Change
Management Services*	15.0	14.0	16.0	16.0	-
Finance	18.0	19.0	18.0	18.0	-
Human Resources	8.0	8.0	8.0	8.0	-
Parks and Recreation	25.0	25.0	21.0	21.0	-
Police	107.8	108.8	105.8	106.8	1.0
Fire	31.2	31.2	32.2	34.2	2.0
Community Development	30.0	30.0	31.0	33.0	2.0
Public Works	63.0	64.0	64.0	71.0	7.0
Information Technology	9.0	9.0	9.0	10.0	1.0
<b>Total Full-time Positions</b>	<b>307.0</b>	<b>309.0</b>	<b>305.0</b>	<b>318.0</b>	<b>13.0</b>

\*Includes five elected Councilmembers and elected City Treasurer.

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

The Fiscal Year 2022-23 Budget includes 318 authorized full-time positions, which includes two new positions (Fire Department Administrative Analyst and Community Development Senior Planner) added during the FY 2021-22 Mid-Year Budget Update on February 15, 2022. The following position changes are introduced this budget cycle:

**Management Services:** No Changes.

**Finance:** Upgraded one General Services Coordinator to Purchasing Analyst. Upgraded one Management Analyst to Budget & Financial Analyst. Upgraded one Receptionist Clerk to Administrative Assistant.

**Human Resources:** Upgraded one Human Resources Assistant to Human Resources Technician. Upgraded one Human Resources Analyst to Senior Human Resources Analyst.

**Parks and Recreation:** Upgraded two Recreation Program Supervisors to two Senior Recreation Supervisors. Eliminated one Program Supervisor. Reclassified one Recreation Manager to Senior Recreation Supervisor. Upgraded four Recreation Coordinators to Recreation Supervisors. Added one Recreation Coordinator (partially offset by elimination of two part-time Senior Recreation Leader IIs). Reinstated frozen Recreation Coordinator (partially offset by elimination of a part-time Senior Recreation Leader II).

**Police:** Reclassified IS Specialist to Technology Specialist (shared with Fire). Upgraded one Office Assistant to Administrative Assistant. Added one Public Safety Systems Specialist.

**Fire:** Added Emergency Preparedness Administrator (partially offset by elimination of part-time Emergency Services Coordinator).

**Community Development:** Added one Planning Technician.

**Public Works:** Eliminated two frozen Maintenance Worker I/II positions. Added one Maintenance Inspector. Added one Maintenance Worker III. Added one Management Analyst (partially offset by elimination of one part-time Management Analyst). Added one Associate Engineer. Added one Water Treatment Operator. Added one Sewer Maintenance Worker. Added one Lead Sewer System Maintenance Worker. Added two Utilities Technicians. Upgraded one Senior Civil Engineer to Principal Civil Engineer. Upgraded one Management Analyst to Senior Management Analyst.

**Information Technology:** Upgraded two IS Specialists to Senior Technology Specialist. Added one Technology Specialist (partially offset by elimination of part-time IS Specialist).

## FY 2022-2023 FULL-TIME POSITION COUNT

Department/Title		Department/Title	
<b>Management Services</b>		<b>Parks and Recreation</b>	
Assistant City Clerk	1.0	Administrative Analyst	1.0
Assistant to the City Manager	1.0	Administrative Assistant	1.0
City Clerk	1.0	Director	1.0
City Manager	1.0	Manager	1.0
City Treasurer (Elected)	1.0	Recreation Coordinator	3.0
Comm. & Civic Eng. Manager	1.0	Recreation Supervisor	8.0
Councilmember (Elected)	5.0	Senior Management Analyst	1.0
Deputy City Clerk	1.0	Senior Manager	1.0
Digital Comm. & Graphics Coord.	1.0	Senior Recreation Supervisor	3.0
Executive Assistant to CM/CC	1.0	Transportation Operator	1.0
Marketing & Comm. Coord.	1.0	<b>Parks and Recreation Total</b>	<b>21.0</b>
Policy & Management Analyst	1.0		
<b>Management Services Total</b>	<b>16.0</b>	<b>Police</b>	
<b>Finance</b>		Administrative Assistant	1.0
Account Services Rep I/II	3.0	Chief of Police	1.0
Accountant	2.0	Community Services Officer	12.0
Accounting Supervisor	1.0	Crime Analyst	1.0
Administrative Assistant	1.0	Executive Assistant	2.0
Budget & Financial Analyst	1.0	Lead Police Records Technician	2.0
Director	1.0	Office Assistant	3.0
Executive Assistant	1.0	Park Enforcement Officer	1.0
Financial Controller	1.0	Police Captain	2.0
Financial Services Manager	1.0	Police Lieutenant	5.0
Purchasing Supervisor	1.0	Police Officer	46.0
Purchasing Analyst	1.0	Police Records Manager	1.0
Purchasing Assistant	1.0	Police Records Specialist	1.0
Revenue Services Specialist	2.0	Police Records Technician	7.0
Revenue Services Supervisor	1.0	Police Sergeant	11.0
<b>Finance Total</b>	<b>18.0</b>	Police Services Officer	7.0
<b>Human Resources</b>		Property & Evidence Officer	1.0
Director	1.0	Public Safety Systems Specialist	1.0
Executive Assistant	1.0	Senior Management Analyst	1.0
Senior HR Analyst	1.0	Tech Specialist ( <i>shared with Fire</i> )	0.8
Human Resources Manager	1.0	<b>Police Total</b>	<b>106.8</b>
Human Resources Technician	3.0		
Risk Manager	1.0	<b>Fire</b>	
<b>Human Resources Total</b>	<b>8.0</b>	Administrative Analyst	1.0
		Battalion Chief	3.0
		Emergency Prep. Administrator	1.0
		Executive Assistant	1.0
		Fire Captain/Paramedic	6.0
		Fire Chief	1.0
		Fire Engineer/Paramedic	6.0
		Fire Inspector	1.0
		Fire Marshal/Captain	1.0
		Firefighter/Paramedic	13.0
		Tech Specialist ( <i>shared with Police</i> )	0.2
		<b>Fire Total</b>	<b>34.2</b>

# FY 2022-2023 FULL-TIME POSITION COUNT

Department/Title		Department/Title	
<b>Community Development</b>		<b>Public Works</b>	
Administrative Analyst	1.0	Administrative Assistant	3.0
Administrative Assistant	2.0	Associate Engineer	1.0
Assistant Planner	1.0	Building Repair Craftsperson	3.0
Associate Planner	3.0	City Engineer	1.0
Building Inspector	2.0	Director	1.0
Building Official	1.0	Electrician	2.0
Building Services Analyst	1.0	Equipment Maint Supervisor	1.0
Code Enforcement Officer	4.0	Equipment Mechanic I/II	3.0
Code Enforcement Supervisor	1.0	Executive Assistant	1.0
Director	1.0	Facility Supervisor	1.0
Environmental Sustain. Manager	1.0	Lead Sewer Maint Worker	1.0
Executive Assistant	1.0	Lead Water Sys Operator	1.0
Office Assistant	1.0	Maintenance Inspector	1.0
Permits Technician	2.0	Maintenance Worker I/II	8.0
Plan Check Engineer	1.0	Maintenance Worker III	4.0
Planning Manager	1.0	Maintenance Manager	1.0
Planning Technician	1.0	Maintenance Supervisor	1.0
Senior Building Inspector	2.0	Management Analyst	1.0
Senior Management Analyst	1.0	Meter Repair Worker	2.0
Senior Permits Technician	1.0	Principal Engineer	2.0
Senior Plan Check Engineer	1.0	Public Works Inspector	2.0
Senior Planner	1.0	Senior Civil Engineer	6.0
Traffic Engineer	1.0	Senior Engineering Tech	1.0
Traffic Engineering Tech I/II	1.0	Senior Management Analyst	4.0
<b>Community Development Total</b>	<b>33.0</b>	Senior Plant Operator	1.0
		Sewer Maint Worker I/II	4.0
		Urban Forester	1.0
		Utilities Manager	1.0
		Utilities Technician	2.0
		Wastewater Supervisor	1.0
		Water Meter Reader	1.0
		Water Plant Operator	1.0
		Water Supervisor	1.0
		Water Sys Operator I/II	3.0
		Water Sys Operator III	2.0
		Water Treatment Operator	1.0
		<b>Public Works Total</b>	<b>71.0</b>
		<b>Information Technology</b>	
		Director	1.0
		GIS Analyst	1.0
		Applications Analyst	2.0
		Network Administrator	1.0
		Senior Management Analyst	1.0
		Senior Technology Specialist	2.0
		Technology Specialist	1.0
		Technology Systems Engineer	1.0
		<b>Information Tech Total</b>	<b>10.0</b>
		<b>Total City-Wide</b>	<b>318.0</b>





## SCHEDULE OF ADMINISTRATIVE SERVICE CHARGES

In Fiscal Year 2019-2020, the City retained the services of Matrix Consulting Group, a firm that specializes in municipal cost allocation plans. 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. The study conducted in FY 2019-2020 was adopted by the City Council on February 18, 2020.

<b>General Fund Support Cost</b>	
<b>Fund</b>	<b>FY 2022-23</b>
Street Lighting & Landscape Fund	\$21,967
Gas Tax Fund*	60,138
Prop C Fund*	60,138
AB 2766 Fund	673
Measure R Fund*	60,138
Measure M Fund*	60,138
CIP Fund*	240,550
Water Fund	1,590,808
Stormwater Fund	194,717
Wastewater Fund	912,823
Parking Fund	534,001
County Parking Lot Fund	37,358
State Pier & Parking Lot Fund	44,175
<b>Total</b>	<b>\$3,817,624</b>

*Administrative service charges do not apply to funds supported by subventions or internal service funds.*

*\*General Fund support cost charged to these funds includes Engineering staff hours worked on Capital Improvement Projects.*

# SCHEDULE OF DEBT SERVICE & LEASE PAYMENTS

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## CITY DEBT SERVICE

### **Pension Obligation Bonds – *Citywide***

#### **Maturity Date: January 1, 2043**

In Fiscal Year 2020-2021, the City issued \$91.3 million in Pension Obligation Bonds and prepaid 100% of the CalPERS Unfunded Accrued Liability (UAL) of \$90.8 million (projected UAL based on the June 30, 2019 valuation) in May 2021. With lower interest rates paid on the bonds compared to the current 7% discount rate charged by CalPERS, the City's potential budgetary savings is estimated at \$36.4 million over 22 years. The City's Public Safety (Police and Fire) and Miscellaneous plans were combined to align repayment schedules with a maturity date of 2043 thereby reducing the amortization period. The new level debt service payments, averaging \$5.5 million annually City-wide, can be found in the Debt Service category in each department's General Fund Administration program as well as in any Enterprise and Internal Service Fund with a staffing allocation.

### **Marine Sports Fields Lease – *General Fund***

#### **Maturity Date: January 1, 2033**

In Fiscal Year 2001, the City entered into a Sale/Leaseback transaction with the Beach Cities Health District (BCHD). This transaction was a result of the City purchasing from TRW (now Northrup Grumman) seven acres of property located at the corner of Marine and Aviation within the City of Manhattan Beach. The City subsequently sold the property to BCHD with an exclusive agreement to lease back six of the seven acres. The lease authorized BCHD to spend funds up to \$2.5 million to construct recreational facilities on the property. These improvements were completed in Fiscal Year 2000-2001. In Fiscal Year 2002, the City issued variable rate Certificates of Participation to effect a full internal financing of the Sports Fields. The proceeds were used to pay in full all principal and interest obligations under the aforementioned lease with BCHD.

In Fiscal Year 2016-17, the City refunded the variable rate Certificates of Participation and issued fixed rate Certificates of Participation to secure lower interest rate payments through the maturity date of 2033. Debt service payments can be found in the Parks & Recreation Administration program budget.

### **Metlox Refunding Certificates of Participation – *Parking Fund***

#### **Maturity Date: January 1, 2032**

In January 2003, the City issued Certificates of Participation to pay for 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 original amount issued was \$13,350,000. In July 2012 and December 2021, with call dates approaching, the City took advantage of lower interest rates by refinancing the outstanding Certificates of Participation. The December 2021 refinancing for the outstanding balance of \$5,025,000 resulted in savings of approximately \$94,000 per fiscal year through 2032.

### **Water/Wastewater Refunding Certificates of Participation – *Water Fund / Wastewater Fund***

#### **Maturity Date: January 1, 2026**

The original 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 Certificate of Participation refunding bonds in July 2012 and December 2021 (concurrent with the Metlox refunding bonds) to take advantage of lower interest rates. The December 2021 refinancing for the outstanding balance of \$900,000 resulted in savings of approximately \$9,950 per fiscal year through 2026.

## SCHEDULE OF DEBT SERVICE & LEASE PAYMENTS

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### **Police/Fire Facility Refunding Certificates of Participation – CIP Fund**

#### **Maturity Date: January 1, 2032**

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 reduced debt service payments over 19 years by \$3,608,790. The original certificates were issued to complete financing for the January 2007 construction of the Police/Fire/Civic Center.

### **Fire Station No. 2 Certificates of Participation – CIP Fund**

#### **Maturity Date: January 1, 2051**

In August 2021, the City issued \$7,440,000 of Certificates of Participation to fund the reconstruction of Fire Station No. 2, which was originally constructed in 1954 and no longer met current standards for seismic retrofitting or operational needs.

### **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 \$21.2 billion, resulting in a legal general bonded debt limit of \$795,000,000. The City has no general bonded debt subject to the debt limit.

## **ASSESSMENT DISTRICTS**

### **Underground Utility Assessment Bonds 2018 Refunding – Special Assessment UUAD 2018 Refunding**

#### **Maturity Date: September 2, 2026**

In fiscal years 2005 and 2006, the City issued 1915 Act Underground Utility Assessment Bonds that financed the undergrounding of overhead utilities in five districts within the City. The two series were refinanced in FY 2017-18 to take advantage of lower interest rates. The City acts as a conduit between the property owners and the bond holders, and therefore these bonds are not debt of the City. Assessments are placed on the property tax bill in order to fund annual debt service.

### **Underground Utility Assessment Bonds 19-12 & 19-14 – Special Assessment UUAD 19-12 & 19-14**

#### **Maturity Date: September 2, 2040**

In 2019, the City issued 1915 Act Underground Utility Assessment Bonds that financed the undergrounding of overhead utilities in two districts (19-12 & 19-14) within the City. The City acts as a conduit between the property owners and the bond holders, and therefore these bonds are not debt of the City. Assessments are placed on the property tax bill in order to fund annual debt service.

### **Underground Utility Assessment Bonds 19-4 – Special Assessment UUAD 19-4**

#### **Maturity Date: September 2, 2040**

In 2019, the City issued 1915 Act Underground Utility Assessment Bonds that financed the undergrounding of overhead utilities in district 19-4 within the City. The City acts as a conduit between the property owners and the bond holders, and therefore these bonds are not debt of the City. Assessments are placed on the property tax bill in order to fund annual debt service.



FY 2022-2023 SCHEDULE OF DEBT SERVICE & LEASE PAYMENTS

Description	Fund	FY 2023 Principal	FY 2023 Interest	FY 2023 Lease	FY 2023 Total	Principal Remaining	Interest Remaining	Total Remaining
<b>City Debt Service</b>								
Pension Obligation Bonds	General/Enterprise/Internal	\$3,450,000	\$2,067,795	-	\$5,517,795	\$84,660,000	\$25,688,292	\$110,348,292
Marine Avenue Sports Field Bonds	General	335,000	143,600	-	478,600	4,075,000	674,650	4,749,650
Water/Wastewater Refunding Bonds	Water/Wastewater	210,000	39,750	-	249,750	690,000	53,250	743,250
Metlox Refunding Bonds	Parking	380,000	241,750	-	621,750	4,645,000	1,119,875	5,764,875
Police/Fire Facility Refunding Bonds	Capital Improvement	560,000	206,863	-	766,863	5,530,000	832,050	6,362,050
Fire Station No. 2 Bonds	Capital Improvement	125,000	275,875	-	400,875	7,210,000	4,066,925	11,276,925
<b>Subtotal</b>		<b>\$5,060,000</b>	<b>\$2,975,632</b>	<b>-</b>	<b>\$8,035,632</b>	<b>\$106,810,000</b>	<b>\$32,435,042</b>	<b>\$139,245,042</b>
<b>Assessment Districts</b>								
Utility Assessment Districts (2018)	Spec Assess UAD 2018 Ref	620,000	78,450	-	698,450	2,305,000	128,925	2,433,925
Utility Assessment Districts (19-12 & 19-14)	Spec Assess UAD 12 14	390,000	215,006	-	605,006	8,620,000	2,203,334	10,823,334
Utility Assessment Districts (19-4)	Spec Assess UAD 4	220,000	114,813	-	334,813	4,810,000	1,172,806	5,982,806
<b>Subtotal</b>		<b>\$1,230,000</b>	<b>\$408,269</b>	<b>-</b>	<b>\$1,638,269</b>	<b>\$15,735,000</b>	<b>\$3,505,066</b>	<b>\$19,240,066</b>
<b>Total Bonded Debt Service</b>		<b>\$6,290,000</b>	<b>\$3,383,901</b>	<b>-</b>	<b>\$9,673,901</b>	<b>\$122,545,000</b>	<b>\$35,940,108</b>	<b>\$158,485,108</b>
Operating Leases - County Lots	County Parking Lots	-	-	\$765,000	\$765,000	-	-	-
<b>Total Operating Leases</b>		<b>-</b>	<b>-</b>	<b>\$765,000</b>	<b>\$765,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total</b>		<b>\$6,290,000</b>	<b>\$3,383,901</b>	<b>\$765,000</b>	<b>\$10,438,901</b>	<b>\$122,545,000</b>	<b>\$35,940,108</b>	<b>\$158,485,108</b>

*Excludes Administration Costs. Interest calculated on modified accrual basis.*



# SCHEDULE OF EXPENDITURE DETAIL - CITYWIDE

Object	Description	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	% of Total	Change from 2021-22 Adopted	
51101	Salaries & Allowances	\$17,357,525	\$17,552,673	\$17,191,826	\$19,788,007	13.5%	\$2,235,334	12.7%
51102	Sworn Employee Salaries	13,750,723	14,129,945	14,157,858	14,045,675	9.6%	(84,270)	(0.6%)
51103	Part Time Employee Salaries	2,401,664	2,782,686	2,769,794	2,789,714	1.9%	7,028	0.3%
51104	Overtime Regular Employees	386,530	456,630	568,890	528,979	0.4%	72,349	15.8%
51105	Overtime Sworn Employees	3,323,093	3,692,516	4,173,446	3,704,662	2.5%	12,146	0.3%
51106	Overtime Mutual Aid	570,950	169,344	100,000	169,344	0.1%	-	-
51107	Overtime Special Events	223,269	478,554	517,054	520,066	0.4%	41,512	8.7%
51108	Cooperative Resources	2,186	50,000	50,000	30,044	0.0%	(19,956)	(39.9%)
51109	Overtime Training & Special Detail	47,252	163,220	154,284	167,984	0.1%	4,764	2.9%
51110	Supplemental Pension Plan	14,382	13,228	13,228	13,228	0.0%	-	-
51111	Single Highest Year Plan	25,050	20,452	20,452	20,452	0.0%	-	-
51113	Commuter Pay	1,080	10,000	2,040	10,000	0.0%	-	-
51114	Fire Retiree's Health Ins	21,176	23,000	23,000	23,000	0.0%	-	-
51115	Police Retiree's Health Plan	95,610	95,000	95,000	95,000	0.1%	-	-
51116	Miscellaneous Retirees Health Plan	45,572	45,000	45,000	45,000	0.0%	-	-
51201	Group Medical Insurance	4,451,766	4,898,446	4,056,886	5,359,319	3.7%	460,873	9.4%
51202	Medicare	520,762	490,240	504,906	524,790	0.4%	34,550	7.0%
51204	401A Plan City	336,102	340,670	355,537	416,951	0.3%	76,281	22.4%
51205	Contribution to City Pension Plan	-	33,680	33,680	33,680	0.0%	-	-
51211	PERS Regular Contributions	1,652,745	1,678,862	1,593,319	1,839,274	1.3%	160,412	9.6%
51212	PERS Sworn Contributions	2,804,318	3,070,392	2,907,651	2,863,735	2.0%	(206,657)	(6.7%)
51213	PERS Regular Net Pension Liability	30,319,570	-	-	-	-	-	-
51214	PERS Sworn Net Pension Liability	65,984,638	-	-	-	-	-	-
51219	PERS Supplement Retirement Payn	15,593	13,094	13,194	13,094	0.0%	-	-
51221	Accrued Leave	2,092	-	-	-	-	-	-
51231	Unemployment	25,020	60,000	60,000	60,000	0.0%	-	-
51232	Workers Compensation	4,835,640	4,648,800	4,648,800	4,204,500	2.9%	(444,300)	(9.6%)
<b>Total Salaries &amp; Benefits</b>		<b>\$149,214,306</b>	<b>\$54,916,432</b>	<b>\$54,055,845</b>	<b>\$57,266,498</b>	<b>39.0%</b>	<b>\$2,350,066</b>	<b>4.3%</b>
52101	Contract Services	\$23,217,901	\$18,559,916	\$21,272,980	\$20,910,376	14.2%	\$2,350,460	12.7%
52102	Audit Services	53,000	57,000	59,000	78,400	0.1%	21,400	37.5%
52103	Computer Contract Services	970,037	1,590,921	1,496,669	1,890,013	1.3%	299,092	18.8%
52104	Elections	77,852	500	2,380	144,271	0.1%	143,771	28754.2%
52105	SBRPCA Communications	1,152,714	1,698,767	1,698,767	1,886,474	1.3%	187,707	11.0%
52106	Physical/Psychological Exams	38,588	57,480	47,000	69,500	0.0%	12,020	20.9%
52107	Legal Services	1,182,969	1,000,000	1,056,658	1,072,000	0.7%	72,000	7.2%
52108	Background Investigations	1,542	4,884	20,864	13,048	0.0%	8,164	167.2%
52109	Automotive Repair Services	139,893	85,000	85,000	100,000	0.1%	15,000	17.6%
52201	Departmental Supplies	1,476,783	2,068,565	1,998,559	3,952,354	2.7%	1,883,789	91.1%
52202	Office Supplies	69,849	89,750	77,131	95,000	0.1%	5,250	5.8%
52203	Printing	39,197	128,153	113,833	144,006	0.1%	15,853	12.4%
52204	Postage	65,781	68,323	59,998	69,727	0.0%	1,404	2.1%
52205	Uniforms/Safety Equipment	182,777	284,955	291,744	325,140	0.2%	40,185	14.1%
52206	Advertising	87,671	92,154	83,389	107,254	0.1%	15,100	16.4%
52207	Tools & Minor Equipment	22,407	8,900	9,478	16,800	0.0%	7,900	88.8%
52208	Automotive Parts	26,181	25,000	25,000	25,000	0.0%	-	-
52301	Training, Conferences & Meetings	122,103	483,311	397,810	833,335	0.6%	350,024	72.4%
52302	STC Training	4,336	3,850	3,800	4,250	0.0%	400	10.4%
52303	POST Training	41,515	49,700	49,000	59,600	0.0%	9,900	19.9%
52304	Employee Awards & Events	7,143	27,000	17,460	35,500	0.0%	8,500	31.5%
52305	Recruitment Costs	11,865	50,044	49,020	50,544	0.0%	500	1.0%
52306	Tuition Reimbursement	18,264	30,000	20,000	30,000	0.0%	-	-
52307	Memberships & Dues	93,065	123,947	120,339	140,555	0.1%	16,608	13.4%
52308	Reference Books & Periodicals	9,905	13,390	14,066	19,685	0.0%	6,295	47.0%
52401	Warehouse Inventory Purchases	87,657	85,000	85,000	85,000	0.1%	-	-
52402	Automotive Fuel	305,334	371,150	371,150	438,050	0.3%	66,900	18.0%
52403	City Store Purchases	16,585	30,000	30,000	30,000	0.0%	-	-
52404	Bank Service Charge	571,023	650,000	656,000	602,500	0.4%	(47,500)	(7.3%)
52406	Assessments & Taxes	435,846	434,160	433,799	554,000	0.4%	119,840	27.6%
52501	Bus Pass Subsidies	-	5,600	5,600	5,600	0.0%	-	-
52502	Recreation Bus Trips	-	59,225	14,000	59,225	0.0%	-	-
52601	Insurance Premiums	882,323	1,040,993	1,006,214	1,529,778	1.0%	488,785	47.0%
52602	Claims Paid	4,518,465	4,550,000	8,300,000	5,000,000	3.4%	450,000	9.9%
52603	Claims Administration	209,987	255,000	255,000	270,000	0.2%	15,000	5.9%
52604	Miscellaneous Bonds/Insurance	8,497	10,250	8,046	10,250	0.0%	-	-
52605	Unemployment Claims	131,831	100,000	20,000	25,000	0.0%	(75,000)	(75.0%)
52606	Property Insurance	289,639	414,000	384,594	520,000	0.4%	106,000	25.6%
52702	Public Service Events	-	21,750	21,750	25,750	0.0%	4,000	18.4%
52703	City Funds Match	10,563	12,000	25,000	12,000	0.0%	-	-
52704	City Funds Exchange	188,125	-	-	-	-	-	-
52705	Service Agency Contributions	27,986	37,315	37,315	37,315	0.0%	-	-

# SCHEDULE OF EXPENDITURE DETAIL - CITYWIDE

Object Description	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	% of Total	Change from 2021-22 Adopted	
52706 DMBBPA Allocation	98,995	103,000	103,000	103,000	0.1%	-	-
52713 City Loans	125,000	-	-	-	-	-	-
52801 Computers, Supplies & Software	583,048	894,905	783,669	1,152,362	0.8%	257,457	28.8%
52802 Computer Maintenance & Repairs	7,469	24,434	18,000	24,490	0.0%	56	0.2%
53101 Telephone	251,746	261,850	281,042	292,165	0.2%	30,315	11.6%
53102 Electricity	1,185,605	970,529	1,101,346	1,151,329	0.8%	180,800	18.6%
53103 Natural Gas	141,301	152,801	175,287	196,518	0.1%	43,717	28.6%
53104 Water	575,423	547,410	583,592	604,051	0.4%	56,641	10.3%
<b>Total Materials &amp; Services</b>	<b>\$39,765,786</b>	<b>\$37,632,882</b>	<b>\$43,769,348</b>	<b>\$44,801,215</b>	<b>30.5%</b>	<b>\$7,168,333</b>	<b>19.0%</b>
54101 Administrative Service Charge	\$3,222,654	\$2,855,422	\$2,947,798	\$2,855,422	1.9%	-	-
54102 Warehouse Purchases	82,649	119,436	114,328	125,830	0.1%	\$6,394	5.4%
54103 Garage Purchases	27,613	30,000	30,000	30,000	0.0%	-	-
54104 Information Systems Allocation	2,814,348	3,039,108	3,039,108	3,698,533	2.5%	659,425	21.7%
54105 Insurance Allocation	2,293,320	2,630,760	2,630,760	2,685,360	1.8%	54,600	2.1%
54106 Fleet Rental Allocation	-	1,061,270	1,061,270	1,408,820	1.0%	347,550	32.7%
54107 Fleet Maintenance Allocation	-	1,186,942	1,186,942	1,319,333	0.9%	132,391	11.2%
54108 Building & Operations Allocation	1,650,199	1,954,980	1,954,980	2,089,826	1.4%	134,846	6.9%
54109 Engineering Service Charges	868,393	1,125,916	1,125,916	962,202	0.7%	(163,714)	(14.5%)
<b>Total Internal Services</b>	<b>\$10,959,176</b>	<b>\$14,003,834</b>	<b>\$14,091,102</b>	<b>\$15,175,326</b>	<b>10.3%</b>	<b>\$1,171,492</b>	<b>8.4%</b>
59201 Transfers Out	\$11,060	\$122,001	\$122,001	\$12,001	0.0%	(\$110,000)	(90.2%)
<b>Total Transfers</b>	<b>\$11,060</b>	<b>\$122,001</b>	<b>\$122,001</b>	<b>\$12,001</b>	<b>0.0%</b>	<b>(\$110,000)</b>	<b>(90.2%)</b>
<b>Total Operating Expenditures</b>	<b>\$199,950,329</b>	<b>\$106,675,149</b>	<b>\$112,038,296</b>	<b>\$117,255,040</b>	<b>79.9%</b>	<b>10,579,891</b>	<b>5.0%</b>
61201 Furniture & Fixtures	-	-	\$12,065	\$18,700	0.0%	18,700	-
61203 Computer Equipment & Software	\$156,102	\$460,938	340,516	597,721	0.4%	136,783	29.7%
61204 ERP Implementation	195,977	32,854	75,700	32,854	0.0%	-	-
61301 Machinery & Equipment	15,141	22,690	95,690	-	-	(22,690)	(100.0%)
61401 Vehicles	291,172	2,764,536	2,127,113	1,082,781	0.7%	(1,681,755)	(60.8%)
62201 CIP Bldg & Facility - CYr	13,146,027	2,985,000	21,190,948	3,177,500	2.2%	192,500	6.4%
62202 CIP Landscape & Site - CYr	130,187	1,600,000	508,569	1,530,000	1.0%	(70,000)	(4.4%)
62211 CIP Street Improvements - CYr	10,499,546	4,885,000	12,897,620	9,525,000	6.5%	4,640,000	95.0%
62221 CIP Utility Improvements - CYr	2,237,805	4,600,000	3,084,228	2,541,000	1.7%	(2,059,000)	(44.8%)
62231 Infrastructure Improvements	672,844	800,000	2,129,583	540,000	0.4%	(260,000)	(32.5%)
<b>Total Capital Projects &amp; Equipment</b>	<b>\$27,344,800</b>	<b>\$18,151,018</b>	<b>\$42,462,032</b>	<b>\$19,045,556</b>	<b>13.0%</b>	<b>\$894,538</b>	<b>4.9%</b>
71101 Bond Principal	\$2,150,000	\$3,090,001	\$3,090,001	\$2,845,000	1.9%	(\$245,001)	(7.9%)
71102 Bond Interest	1,200,717	1,230,471	1,230,471	1,316,109	0.9%	85,638	7.0%
71103 Bond Administration Fee	12,730	13,400	13,400	13,400	0.0%	-	-
71104 Bond Delivery Cost	509,843	-	204,643	-	-	-	-
71107 POB Miscellaneous Principal	186,998	995,008	995,000	1,085,000	0.7%	89,992	9.0%
71108 POB Miscellaneous Interest	16,720	741,759	741,767	650,446	0.4%	(91,313)	(12.3%)
71109 POB Safety Principal	-	2,170,000	2,170,000	2,365,000	1.6%	195,000	9.0%
71110 POB Safety Interest	-	1,616,350	1,616,350	1,417,351	1.0%	(198,999)	(12.3%)
72101 Land Leases	772,232	687,000	765,000	765,000	0.5%	78,000	11.4%
<b>Total Debt Service</b>	<b>\$4,849,241</b>	<b>\$10,543,989</b>	<b>\$10,826,632</b>	<b>\$10,457,306</b>	<b>7.1%</b>	<b>(\$86,683)</b>	<b>(0.8%)</b>
<b>Total Other Expenditures</b>	<b>\$32,205,101</b>	<b>\$28,817,008</b>	<b>\$53,410,665</b>	<b>\$29,514,863</b>	<b>20.1%</b>	<b>\$697,855</b>	<b>2.4%</b>
<b>Total City-Wide Expenditures</b>	<b>\$232,144,370</b>	<b>\$135,370,156</b>	<b>\$165,326,960</b>	<b>\$146,757,902</b>	<b>100.0%</b>	<b>\$11,387,746</b>	<b>8.4%</b>

# SCHEDULE OF EXPENDITURE DETAIL - GENERAL FUND

Object	Description	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	% of Total	Change from 2021-22 Adopted	
51101	Salaries & Allowances	\$13,669,033	\$13,998,745	\$13,556,393	\$15,485,000	18.2%	\$1,486,255	10.6%
51102	Sworn Employee Salaries	13,750,723	14,129,945	14,157,858	14,045,675	16.5%	(84,270)	(0.6%)
51103	Part Time Employee Salaries	2,109,467	2,460,951	2,469,932	2,496,079	2.9%	35,128	1.4%
51104	Overtime Regular Employees	261,748	321,381	400,994	362,259	0.4%	40,878	12.7%
51105	Overtime Sworn Employees	3,264,367	3,635,516	4,113,446	3,642,912	4.3%	7,396	0.2%
51106	Overtime Mutual Aid	570,950	169,344	100,000	169,344	0.2%	-	-
51107	Overtime Special Events	223,269	478,554	517,054	520,066	0.6%	41,512	8.7%
51108	Cooperative Resources	2,186	50,000	50,000	30,044	0.0%	(19,956)	(39.9%)
51109	Overtime Training & Special Detail	47,252	163,220	154,284	167,984	0.2%	4,764	2.9%
51113	Commuter Pay	1,080	10,000	2,040	10,000	0.0%	-	-
51201	Group Medical Insurance	3,839,686	4,243,352	3,520,179	4,585,550	5.4%	342,198	8.1%
51202	Medicare	461,675	434,062	450,795	458,139	0.5%	24,077	5.5%
51204	401A Plan City	282,808	287,557	296,056	348,273	0.4%	60,716	21.1%
51205	Contribution to City Pension Plan	-	33,680	33,680	33,680	0.0%	-	-
51211	PERS Regular Contributions	1,300,194	1,333,430	1,269,150	1,433,807	1.7%	100,377	7.5%
51212	PERS Sworn Contributions	2,804,318	3,070,392	2,907,651	2,863,735	3.4%	(206,657)	(6.7%)
51213	PERS Regular Net Pension Liability	24,109,725	-	-	-	-	-	-
51214	PERS Sworn Net Pension Liability	65,984,638	-	-	-	-	-	-
51219	PERS Supplement Retirement Paym	15,593	13,094	13,194	13,094	0.0%	-	-
51231	Unemployment	25,020	60,000	60,000	60,000	0.1%	-	-
51232	Workers Compensation	4,690,320	4,646,940	4,646,940	4,062,840	4.8%	(584,100)	(12.6%)
<b>Total Salaries &amp; Benefits</b>		<b>\$137,414,050</b>	<b>\$49,540,163</b>	<b>\$48,719,646</b>	<b>\$50,788,481</b>	<b>59.6%</b>	<b>\$1,248,318</b>	<b>2.5%</b>
52101	Contract Services	\$5,831,316	\$6,192,973	\$7,669,252	\$8,254,044	9.7%	\$2,061,071	33.3%
52102	Audit Services	53,000	57,000	59,000	78,400	0.1%	21,400	37.5%
52103	Computer Contract Services	480,115	640,345	670,254	717,574	0.8%	77,229	12.1%
52104	Elections	77,852	500	2,380	144,271	0.2%	143,771	28754.2%
52105	SBRPCA Communications	1,152,714	1,698,767	1,698,767	1,886,474	2.2%	187,707	11.0%
52106	Physical/Psychological Exams	38,588	57,480	47,000	69,500	0.1%	12,020	20.9%
52107	Legal Services	1,176,039	1,000,000	1,056,658	1,072,000	1.3%	72,000	7.2%
52108	Background Investigations	1,542	4,884	20,864	13,048	0.0%	8,164	167.2%
52109	Automotive Repair Services	139,893	85,000	85,000	100,000	0.1%	15,000	17.6%
52201	Departmental Supplies	706,451	1,081,622	1,104,004	2,893,361	3.4%	1,811,739	167.5%
52202	Office Supplies	69,601	88,750	76,461	94,000	0.1%	5,250	5.9%
52203	Printing	33,083	116,541	103,064	132,306	0.2%	15,765	13.5%
52204	Postage	64,726	67,151	59,198	68,608	0.1%	1,457	2.2%
52205	Uniforms/Safety Equipment	162,390	225,490	233,463	265,815	0.3%	40,325	17.9%
52206	Advertising	87,671	91,454	82,094	106,554	0.1%	15,100	16.5%
52207	Tools & Minor Equipment	7,090	1,000	1,106	8,900	0.0%	7,900	790.0%
52301	Training, Conferences & Meetings	103,487	381,456	301,562	719,275	0.8%	337,819	88.6%
52302	STC Training	4,336	3,850	3,800	4,250	0.0%	400	10.4%
52303	POST Training	41,515	49,700	49,000	59,600	0.1%	9,900	19.9%
52304	Employee Awards & Events	7,143	27,000	17,460	35,500	0.0%	8,500	31.5%
52305	Recruitment Costs	11,865	50,044	49,020	50,544	0.1%	500	1.0%
52306	Tuition Reimbursement	18,264	30,000	20,000	30,000	0.0%	-	-
52307	Memberships & Dues	89,184	114,262	109,553	129,005	0.2%	14,743	12.9%
52308	Reference Books & Periodicals	9,560	11,890	12,700	18,185	0.0%	6,295	52.9%
52403	City Store Purchases	16,585	30,000	30,000	30,000	0.0%	-	-
52404	Bank Service Charge	254,113	291,061	240,000	255,000	0.3%	(36,061)	(12.4%)
52406	Assessments & Taxes	3,704	4,000	3,639	4,000	0.0%	-	-
52702	Public Service Events	-	21,750	21,750	25,750	0.0%	4,000	18.4%
52703	City Funds Match	10,563	12,000	25,000	12,000	0.0%	-	-
52704	City Funds Exchange	188,125	-	-	-	-	-	-
52705	Service Agency Contributions	27,986	37,315	37,315	37,315	0.0%	-	-
52713	City Loans	125,000	-	-	-	-	-	-
52801	Computers, Supplies & Software	67,682	38,246	53,167	42,235	0.0%	3,989	10.4%
53101	Telephone	50,639	92,151	83,570	92,147	0.1%	(4)	(0.0%)
53102	Electricity	389,282	395,202	412,987	454,700	0.5%	59,498	15.1%
53103	Natural Gas	40,683	34,373	42,693	52,940	0.1%	18,567	54.0%
53104	Water	463,961	442,635	471,667	487,017	0.6%	44,382	10.0%
<b>Total Materials &amp; Services</b>		<b>\$12,005,748</b>	<b>\$13,475,892</b>	<b>\$14,953,448</b>	<b>\$18,444,318</b>	<b>21.6%</b>	<b>\$4,968,426</b>	<b>36.9%</b>

# SCHEDULE OF EXPENDITURE DETAIL - GENERAL FUND

Object Description	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	% of Total	Change from 2021-22 Adopted	
54102 Warehouse Purchases	\$39,173	\$52,456	\$52,545	\$59,550	0.1%	\$7,094	13.5%
54104 Information Systems Allocation	2,490,696	2,713,303	2,713,303	3,286,146	3.9%	572,843	21.1%
54105 Insurance Allocation	2,180,520	2,368,080	2,368,080	2,648,580	3.1%	280,500	11.8%
54106 Fleet Rental Allocation	-	873,130	873,130	1,068,520	1.3%	195,390	22.4%
54107 Fleet Maintenance Allocation	-	998,472	998,472	1,109,644	1.3%	111,172	11.1%
54108 Building & Operations Allocation	1,429,285	1,692,752	1,692,752	1,812,043	2.1%	119,291	7.0%
<b>Total Internal Services</b>	<b>\$6,139,675</b>	<b>\$8,698,193</b>	<b>\$8,698,282</b>	<b>\$9,984,483</b>	<b>11.7%</b>	<b>\$1,286,290</b>	<b>14.8%</b>
59201 Transfers Out	\$11,060	\$122,001	\$122,001	\$12,001	0.0%	(\$110,000)	(90.2%)
<b>Total Transfers</b>	<b>\$11,060</b>	<b>\$122,001</b>	<b>\$122,001</b>	<b>\$12,001</b>	<b>0.0%</b>	<b>(\$110,000)</b>	<b>(90.2%)</b>
<b>Total Operating Expenditures</b>	<b>\$155,570,534</b>	<b>\$71,836,249</b>	<b>\$72,493,377</b>	<b>\$79,229,283</b>	<b>92.9%</b>	<b>7,393,034</b>	<b>0.9%</b>
61201 Furniture & Fixtures	-	-	\$12,065	\$18,700	0.0%	18,700	-
61203 Computer Equipment & Software	\$67,728	\$195,500	206,139	319,500	0.4%	124,000	63.4%
61301 Machinery & Equipment	15,141	22,690	95,690	-	-	(\$22,690)	(100.0%)
<b>Total Capital Projects &amp; Equipment</b>	<b>\$82,869</b>	<b>\$218,190</b>	<b>\$313,894</b>	<b>\$378,200</b>	<b>0.4%</b>	<b>\$160,010</b>	<b>73.3%</b>
71101 Bond Principal	\$310,000	\$320,000	\$320,000	\$335,000	0.4%	\$15,000	4.7%
71102 Bond Interest	167,750	156,700	156,700	143,600	0.2%	(13,100)	(8.4%)
71103 Bond Administration Fee	1,600	1,600	1,600	1,600	0.0%	-	-
71104 Bond Delivery Cost	476,441	-	-	-	-	-	-
71107 POB Miscellaneous Principal	-	790,158	790,855	858,389	1.0%	68,231	8.6%
71108 POB Miscellaneous Interest	-	589,045	589,578	514,595	0.6%	(74,450)	(12.6%)
71109 POB Safety Principal	-	2,170,000	2,170,000	2,365,000	2.8%	195,000	9.0%
71110 POB Safety Interest	-	1,616,350	1,616,350	1,417,351	1.7%	(198,999)	(12.3%)
<b>Total Debt Service</b>	<b>\$955,791</b>	<b>\$5,643,853</b>	<b>\$5,645,083</b>	<b>\$5,635,535</b>	<b>6.6%</b>	<b>(\$8,318)</b>	<b>(0.1%)</b>
<b>Total Other Expenditures</b>	<b>\$1,049,720</b>	<b>\$5,984,044</b>	<b>\$6,080,978</b>	<b>\$6,025,736</b>	<b>7.1%</b>	<b>\$41,692</b>	<b>0.7%</b>
<b>Total General Fund Expenditures</b>	<b>\$156,609,193</b>	<b>\$77,698,292</b>	<b>\$78,452,354</b>	<b>\$85,243,018</b>	<b>100.0%</b>	<b>7,544,726</b>	<b>9.7%</b>



# SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

## MANAGEMENT SERVICES

Object	Description	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	% of Total	Change from 2021-22 Adopted	
51101	Salaries & Allowances	\$989,152	\$1,268,999	\$1,395,447	\$1,323,053	31.4%	\$54,054	4.3%
51103	Part Time Employee Salaries	27,009	25,449	25,449	26,666	0.6%	1,217	4.8%
51104	Overtime Regular Employees	496	500	5,500	6,500	0.2%	6,000	1200.0%
51201	Group Medical Insurance	164,195	199,704	215,366	258,443	6.1%	58,739	29.4%
51202	Medicare	14,471	18,273	19,992	19,075	0.5%	802	4.4%
51204	401A Plan City	37,052	40,444	43,305	43,625	1.0%	3,181	7.9%
51211	PERS Regular Contribution	87,649	109,891	118,973	113,073	2.7%	3,182	2.9%
51213	PERS Regular Net Pensions Liability	1,635,333	-	-	-	-	-	-
51219	PERS Supplement Retirement Paym	-	-	100	-	-	-	-
51231	Unemployment	420	200	200	200	0.0%	-	-
51232	Workers Compensation	68,100	1,980	1,980	-	-	(1,980)	-
<b>Total Salaries &amp; Benefits</b>		<b>\$3,023,878</b>	<b>\$1,665,440</b>	<b>\$1,826,312</b>	<b>\$1,790,635</b>	<b>42.5%</b>	<b>\$125,195</b>	<b>7.5%</b>
52101	Contract Services	\$253,033	\$217,870	\$255,454	\$304,970	7.2%	\$87,100	40.0%
52103	Computer Contract Services	98,141	124,209	168,785	141,709	3.4%	17,500	14.1%
52104	Elections	77,852	500	2,380	144,271	3.4%	143,771	28754.2%
52107	Legal Services	1,027,802	785,000	840,000	857,000	-	72,000	9.2%
52201	Departmental Supplies	14,648	47,300	23,150	47,400	1.1%	100	0.2%
52202	Office Supplies	14,887	8,000	4,100	8,000	0.2%	-	-
52203	Printing	281	1,000	2,187	1,000	0.0%	-	-
52204	Postage	403	368	368	428	0.0%	60	16.3%
52206	Advertising	52,949	16,250	15,250	16,250	0.4%	-	-
52301	Training, Conferences & Meetings	4,384	80,880	29,500	151,180	3.6%	70,300	86.9%
52304	Employee Awards & Events	309	-	360	-	-	-	-
52307	Memberships & Dues	49,362	55,880	55,430	62,130	1.5%	6,250	11.2%
52308	Reference Books & Periodicals	170	200	50	200	0.0%	-	-
52403	City Store Purchases	5,576	30,000	30,000	30,000	0.7%	-	-
52406	Assessments & Taxes	3,704	4,000	3,639	4,000	0.1%	-	-
52702	Public Service Events	-	21,750	21,750	25,750	0.6%	4,000	18.4%
52801	Computers, Supplies & Software	2,444	1,000	367	1,000	0.0%	-	-
53101	Telephone	915	4,214	3,340	3,751	0.1%	(463)	(11.0%)
<b>Total Materials &amp; Services</b>		<b>\$1,606,860</b>	<b>\$1,398,421</b>	<b>\$1,456,110</b>	<b>\$1,799,039</b>	<b>42.7%</b>	<b>\$400,618</b>	<b>28.6%</b>
54102	Warehouse Purchases	\$64	-	\$110	-	-	-	-
54104	Information Systems Allocation	259,788	\$257,860	257,860	\$315,115	7.5%	\$57,255	22.2%
54105	Insurance Allocation	18,300	9,540	9,540	12,000	0.3%	2,460	25.8%
54108	Building & Operations Allocation	143,807	170,316	170,316	182,318	4.3%	12,002	7.0%
<b>Total Internal Services</b>		<b>\$421,959</b>	<b>\$437,716</b>	<b>\$437,826</b>	<b>\$509,433</b>	<b>12.1%</b>	<b>\$71,717</b>	<b>16.4%</b>
<b>Total Operating Expenditures</b>		<b>\$5,052,697</b>	<b>\$3,501,577</b>	<b>\$3,720,248</b>	<b>\$4,099,107</b>	<b>97.3%</b>	<b>\$597,530</b>	<b>17.1%</b>
71104	Bond Delivery Cost	\$8,621	-	-	-	-	-	-
71107	POB Miscellaneous Principal	-	\$56,218	\$53,634	\$71,220	1.7%	\$15,002	26.7%
71108	POB Miscellaneous Interest	-	41,910	39,984	42,696	1.0%	786	1.9%
<b>Total Debt Service</b>		<b>\$8,621</b>	<b>\$98,128</b>	<b>\$93,618</b>	<b>\$113,916</b>	<b>2.7%</b>	<b>\$15,788</b>	<b>16.1%</b>
<b>Total Other Expenditures</b>		<b>\$8,621</b>	<b>\$98,128</b>	<b>\$93,618</b>	<b>\$113,916</b>	<b>2.7%</b>	<b>\$15,788</b>	<b>16.1%</b>
<b>Total Expenditures</b>		<b>\$5,061,318</b>	<b>\$3,599,705</b>	<b>\$3,813,866</b>	<b>\$4,213,023</b>	<b>100.0%</b>	<b>\$613,318</b>	<b>17.0%</b>



# SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

## FINANCE

Object	Description	2020-21	2021-22	2021-22	2022-23	% of	Change from	
		Actual	Adopted	Estimate	Proposed	Total	2021-22 Adopted	
51101	Salaries & Allowances	\$1,706,848	\$1,520,896	\$1,567,212	\$1,672,410	39.0%	\$151,514	10.0%
51103	Part Time Employee Salaries	111,170	115,604	136,816	130,719	3.0%	15,115	13.1%
51104	Overtime Regular Employees	6,901	6,765	12,181	9,321	0.2%	2,556	37.8%
51110	Supplemental Pension Plan	14,382	13,228	13,228	13,228	0.3%	-	-
51111	Single Highest Year Plan	25,050	20,452	20,452	20,452	0.5%	-	-
51114	Fire Retiree's Health Ins	21,176	23,000	23,000	23,000	0.5%	-	-
51115	Police Retiree's Health Plan	95,610	95,000	95,000	95,000	2.2%	-	-
51116	Miscellaneous Retirees Health Plan	45,572	45,000	45,000	45,000	1.0%	-	-
51201	Group Medical Insurance	257,793	290,549	228,101	317,135	7.4%	26,586	9.2%
51202	Medicare	23,349	23,727	23,256	26,215	0.6%	2,488	10.5%
51204	401A Plan City	39,013	41,011	39,676	50,542	1.2%	9,531	23.2%
51205	Contribution to City Pension Plan	-	650	650	650	0.0%	-	-
51211	PERS Regular Contribution	150,597	145,444	147,152	156,788	3.7%	11,344	7.8%
51213	PERS Regular Net Pensions Liability	2,831,290	-	-	-	-	-	-
51231	Unemployment	420	200	200	200	0.0%	-	-
51232	Workers Compensation	24,060	136,140	136,140	2,340	0.1%	(133,800)	(98.3%)
<b>Total Salaries &amp; Benefits</b>		<b>\$5,353,231</b>	<b>\$2,477,666</b>	<b>\$2,488,064</b>	<b>\$2,563,000</b>	<b>59.8%</b>	<b>\$85,334</b>	<b>3.4%</b>
52101	Contract Services	\$279,088	\$260,330	\$300,820	\$336,342	7.8%	\$76,012	29.2%
52102	Audit Services	53,000	57,000	59,000	78,400	1.8%	21,400	37.5%
52103	Computer Contract Services	84,396	100,000	100,000	105,000	2.4%	5,000	5.0%
52201	Departmental Supplies	10,561	9,550	17,770	11,350	0.3%	1,800	18.8%
52202	Office Supplies	4,324	7,000	3,525	5,000	0.1%	(2,000)	(28.6%)
52203	Printing	8,117	10,747	11,328	23,142	0.5%	12,395	115.3%
52204	Postage	37,210	35,801	34,150	39,441	-	3,640	10.2%
52205	Uniforms/Safety Equipment	1,190	1,690	1,300	2,700	0.1%	1,010	59.8%
52206	Advertising	1,043	1,150	1,150	1,150	0.0%	-	-
52208	Automotive Parts	26,171	25,000	25,000	25,000	0.6%	-	-
52301	Training, Conferences & Meetings	4,059	8,674	14,548	47,690	1.1%	39,016	449.8%
52304	Employee Awards & Events	478	600	600	600	0.0%	-	-
52307	Memberships & Dues	1,135	2,780	2,565	2,830	0.1%	50	1.8%
52308	Reference Books & Periodicals	2,081	1,150	950	1,150	0.0%	-	-
52401	Warehouse Inventory Purchases	87,657	85,000	85,000	85,000	2.0%	-	-
52404	Bank Service Charge	254,113	291,061	240,000	255,000	5.9%	(36,061)	(12.4%)
52713	City Loans	125,000	-	-	-	-	-	-
52801	Computers, Supplies & Software	1,548	-	700	1,400	0.0%	1,400	-
53101	Telephone	3,367	4,806	4,655	4,278	0.1%	(528)	(11.0%)
<b>Total Materials &amp; Services</b>		<b>\$984,538</b>	<b>\$902,339</b>	<b>\$903,061</b>	<b>\$1,025,473</b>	<b>23.9%</b>	<b>\$123,134</b>	<b>13.6%</b>
54102	Warehouse Purchases	\$5,488	\$9,580	\$8,080	\$7,580	0.2%	(\$2,000)	(20.9%)
54104	Information Systems Allocation	196,332	209,512	209,512	259,638	6.1%	50,126	23.9%
54105	Insurance Allocation	18,300	9,540	9,540	12,000	0.3%	2,460	25.8%
54106	Fleet Rental Allocation	-	5,050	5,050	-	-	(5,050)	-
54107	Fleet Maintenance Allocation	-	1,974	1,974	2,151	0.1%	177	9.0%
54108	Building & Operations Allocation	203,755	241,315	241,315	258,321	6.0%	17,006	7.0%
<b>Total Internal Services</b>		<b>\$423,875</b>	<b>\$476,971</b>	<b>\$475,471</b>	<b>\$539,690</b>	<b>12.6%</b>	<b>\$62,719</b>	<b>13.1%</b>
<b>Total Operating Expenditures</b>		<b>\$6,761,643</b>	<b>\$3,856,976</b>	<b>\$3,866,596</b>	<b>\$4,128,163</b>	<b>96.3%</b>	<b>\$271,187</b>	<b>7.0%</b>

# SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

## FINANCE

Object	Description	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	% of Total	Change from 2021-22 Adopted	
61201	Furniture & Fixtures	-	-	-	\$4,200	0.1%	\$4,200	-
61203	Computer Equipment & Software	-	-	\$350	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		-	-	<b>\$350</b>	<b>\$4,200</b>	<b>0.1%</b>	<b>\$4,200</b>	-
71104	Bond Delivery Cost	\$15,411	-	-	-	-	-	-
71107	POB Miscellaneous Principal	-	\$87,799	\$92,761	\$96,421	2.2%	\$8,622	9.8%
71108	POB Miscellaneous Interest	-	65,454	69,153	57,804	1.3%	(7,650)	(11.7%)
71110	POB Safety Interest	-	-	-	-	-	-	-
<b>Total Debt Service</b>		<b>\$15,411</b>	<b>\$153,253</b>	<b>\$161,914</b>	<b>\$154,225</b>	<b>3.6%</b>	<b>\$972</b>	<b>0.6%</b>
<b>Total Other Expenditures</b>		<b>\$15,411</b>	<b>\$153,253</b>	<b>\$162,264</b>	<b>\$158,425</b>	<b>3.7%</b>	<b>\$5,172</b>	<b>3.4%</b>
<b>Total Expenditures</b>		<b>\$6,777,054</b>	<b>\$4,010,229</b>	<b>\$4,028,860</b>	<b>\$4,286,588</b>	<b>100.0%</b>	<b>\$276,359</b>	<b>6.9%</b>
<b>Source of Funds</b>								
General Fund		\$6,373,368	\$3,607,149	\$3,627,380	\$3,867,223	90.2%	\$260,074	7.2%
Building Maintenance & Operations Fund		201,896	206,400	204,800	222,685	5.2%	16,285	7.9%
Pension Trust Fund		201,790	196,680	196,680	196,680	4.6%	-	-
<b>Total Source of Funds</b>		<b>\$6,777,054</b>	<b>\$4,010,229</b>	<b>\$4,028,860</b>	<b>\$4,286,588</b>	<b>100.0%</b>	<b>\$276,359</b>	<b>6.9%</b>



# SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

## HUMAN RESOURCES

Object	Description	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	% of Total	Change from 2021-22 Adopted	
51101	Salaries & Allowances	\$870,959	\$853,220	\$1,008,828	\$899,823	9.1%	\$46,603	5.5%
51103	Part Time Employee Salaries	25,080	-	45,000	81,640	0.8%	81,640	-
51104	Overtime Regular Employees	142	2,500	1,650	1,750	0.0%	(750)	(30.0%)
51113	Commuter Pay	1,080	10,000	2,040	10,000	0.1%	-	-
51201	Group Medical Insurance	126,391	137,934	132,044	162,823	1.7%	24,889	18.0%
51202	Medicare	12,652	12,370	14,977	13,047	0.1%	677	5.5%
51204	401A Plan City	38,371	37,367	43,373	40,492	0.4%	3,125	8.4%
51211	PERS Regular Contribution	84,585	76,192	91,950	79,365	0.8%	3,173	4.2%
51213	PERS Regular Net Pensions Liability	1,468,224	-	-	-	-	-	-
51231	Unemployment	420	200	200	200	0.0%	-	-
51232	Workers Compensation	26,520	66,960	66,960	47,880	0.5%	(19,080)	(28.5%)
<b>Total Salaries &amp; Benefits</b>		<b>\$2,654,426</b>	<b>\$1,196,743</b>	<b>\$1,407,022</b>	<b>\$1,337,020</b>	<b>13.6%</b>	<b>\$140,277</b>	<b>11.7%</b>
52101	Contract Services	\$186,346	\$297,958	\$546,851	\$338,154	3.4%	\$40,196	13.5%
52103	Computer Contract Services	16,281	11,767	12,500	46,767	0.5%	35,000	297.4%
52106	Physical/Psychological Exams	13,457	29,400	18,000	36,700	-	7,300	24.8%
52107	Legal Services	148,237	210,000	215,658	210,000	2.1%	-	-
52201	Departmental Supplies	1,029	1,500	1,500	3,500	-	2,000	133.3%
52202	Office Supplies	1,417	3,950	2,500	4,450	0.0%	500	12.7%
52203	Printing	1,296	150	150	150	0.0%	-	-
52204	Postage	680	772	600	720	0.0%	(52)	(6.7%)
52301	Training, Conferences & Meetings	12,003	70,400	35,000	100,350	1.0%	29,950	42.5%
52304	Employee Awards & Events	3,449	20,000	10,000	25,000	0.3%	5,000	25.0%
52305	Recruitment Costs	10,898	44,500	44,500	45,000	0.5%	500	1.1%
52306	Tuition Reimbursement	18,264	30,000	20,000	30,000	-	-	-
52307	Memberships & Dues	3,483	2,564	1,925	2,614	-	50	2.0%
52308	Reference Books & Periodicals	249	100	100	100	-	-	-
52601	Insurance Premiums	882,323	1,040,993	1,006,214	1,529,778	-	488,785	47.0%
52602	Claims Paid	4,518,465	4,550,000	8,300,000	5,000,000	-	450,000	9.9%
52603	Claims Administration	209,987	255,000	255,000	270,000	-	15,000	5.9%
52604	Miscellaneous Bonds/Insurance	8,497	10,250	8,046	10,250	-	-	-
52605	Unemployment Claims	131,831	100,000	20,000	25,000	-	(75,000)	(75.0%)
52606	Property Insurance	289,639	414,000	384,594	520,000	-	106,000	25.6%
53101	Telephone	533	2,608	2,055	2,321	-	(287)	(11.0%)
<b>Total Materials &amp; Services</b>		<b>\$6,458,363</b>	<b>\$7,095,912</b>	<b>\$10,885,193</b>	<b>\$8,200,854</b>	<b>83.1%</b>	<b>\$1,104,942</b>	<b>15.6%</b>
54102	Warehouse Purchases	\$230	\$200	\$200	\$200	0.0%	-	-
54104	Information Systems Allocation	105,216	108,499	108,499	132,037	1.3%	\$23,538	21.7%
54105	Insurance Allocation	12,480	9,540	9,540	12,000	0.1%	2,460	25.8%
54108	Building & Operations Allocation	83,858	99,316	99,316	106,314	1.1%	6,998	7.0%
<b>Total Internal Services</b>		<b>\$201,784</b>	<b>\$217,555</b>	<b>\$217,555</b>	<b>\$250,551</b>	<b>2.5%</b>	<b>\$32,996</b>	<b>15.2%</b>
<b>Total Operating Expenditures</b>		<b>\$9,314,572</b>	<b>\$8,510,210</b>	<b>\$12,509,770</b>	<b>\$9,788,425</b>	<b>99.2%</b>	<b>\$1,278,215</b>	<b>15.0%</b>
71104	Bond Delivery Cost	7,826	-	-	-	-	-	-
71107	POB Miscellaneous Principal	\$19,518	\$48,994	\$48,305	\$48,701	0.5%	(\$293)	(0.6%)
71108	POB Miscellaneous Interest	1,745	36,524	36,012	29,195	0.3%	(7,329)	(20.1%)
<b>Total Debt Service</b>		<b>\$29,090</b>	<b>\$85,518</b>	<b>\$84,317</b>	<b>\$77,896</b>	<b>0.5%</b>	<b>(\$7,622)</b>	<b>(8.9%)</b>
<b>Total Expenditures</b>		<b>\$9,343,662</b>	<b>\$8,595,728</b>	<b>\$12,594,087</b>	<b>\$9,866,321</b>	<b>100.0%</b>	<b>\$1,270,593</b>	<b>14.8%</b>
<b>Source of Funds</b>								
General Fund		\$2,007,051	\$1,416,358	\$1,710,033	\$1,622,969	16.4%	\$206,611	14.6%
Insurance Reserve		7,336,611	7,179,370	10,884,054	8,243,352	83.6%	1,063,982	14.8%
<b>Total Source of Funds</b>		<b>\$9,343,662</b>	<b>\$8,595,728</b>	<b>\$12,594,087</b>	<b>\$9,866,321</b>	<b>100.0%</b>	<b>\$1,270,593</b>	<b>14.8%</b>

# SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

## PARKS & RECREATION

Object	Description	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	% of Total	Change from 2021-22 Adopted	
51101	Salaries & Allowances	\$1,978,154	\$1,726,962	\$1,678,271	\$1,864,744	19.1%	\$137,782	8.0%
51103	Part Time Employee Salaries	1,330,327	1,943,520	1,760,885	1,983,573	20.3%	40,053	2.1%
51104	Overtime Regular Employees	11,742	26,774	23,913	21,300	0.2%	(5,474)	(20.4%)
51201	Group Medical Insurance	334,949	319,214	274,076	352,074	3.6%	32,860	10.3%
51202	Medicare	47,334	53,069	47,026	56,361	0.6%	3,292	6.2%
51204	401A Plan City	33,385	36,642	36,134	39,346	0.4%	2,704	7.4%
51205	Contribution to City Pension Plan	-	11,766	11,766	11,766	0.1%	-	-
51211	PERS Regular Contribution	244,888	241,745	229,138	252,546	2.6%	10,801	4.5%
51213	PERS Regular Net Pensions Liability	3,904,456	-	-	-	-	-	-
51231	Unemployment	8,100	46,816	46,816	46,816	0.5%	-	-
51232	Workers Compensation	58,860	122,040	122,040	20,040	0.2%	(102,000)	(83.6%)
<b>Total Salaries &amp; Benefits</b>		<b>\$7,952,195</b>	<b>\$4,528,548</b>	<b>\$4,230,065</b>	<b>\$4,648,566</b>	<b>47.5%</b>		<b>2.7%</b>
52101	Contract Services	\$1,696,969	\$2,034,401	\$2,244,413	\$2,399,240	24.5%	\$364,839	17.9%
52103	Computer Contract Services	25,906	25,000	25,000	26,700	0.3%	1,700	6.8%
52201	Departmental Supplies	113,592	325,864	319,593	447,633	4.6%	121,769	37.4%
52202	Office Supplies	11,615	16,000	15,000	20,000	0.2%	4,000	25.0%
52203	Printing	9,509	68,826	55,794	68,064	0.7%	(762)	(1.1%)
52204	Postage	11,446	13,555	11,300	12,133	0.1%	(1,422)	(10.5%)
52205	Uniforms/Safety Equipment	9,313	14,595	11,423	13,855	0.1%	(740)	(5.1%)
52206	Advertising	11,870	39,912	31,602	56,004	0.6%	16,092	40.3%
52301	Training, Conferences & Meetings	6,290	14,497	8,750	69,250	0.7%	54,753	377.7%
52305	Recruitment Costs	437	5,544	4,520	5,544	0.1%	-	-
52307	Memberships & Dues	5,894	13,148	11,155	12,935	0.1%	(213)	(1.6%)
52308	Reference Books & Periodicals	391	1,200	400	1,200	0.0%	-	-
52403	City Store Purchases	11,009	-	-	-	-	-	-
52501	Bus Pass Subsidies	-	5,600	5,600	5,600	0.1%	-	-
52502	Recreation Bus Trips	-	59,225	14,000	59,225	0.6%	-	-
52704	City Funds Exchange	188,125	-	-	-	-	-	-
52705	Service Agency Contributions	27,986	37,315	37,315	37,315	0.4%	-	-
52801	Computers, Supplies & Software	11,955	4,396	5,450	2,120	0.0%	(2,276)	(51.8%)
53101	Telephone	8,630	16,299	14,446	16,511	0.2%	212	1.3%
53102	Electricity	101,888	95,919	91,642	94,391	1.0%	(1,528)	(1.6%)
53103	Natural Gas	8,234	8,867	9,648	11,964	0.1%	3,097	34.9%
<b>Total Materials &amp; Services</b>		<b>\$2,261,059</b>	<b>\$2,800,163</b>	<b>\$2,917,051</b>	<b>\$3,359,684</b>	<b>34.3%</b>	<b>\$559,521</b>	<b>20.0%</b>
54102	Warehouse Purchases	\$10,357	\$21,026	\$19,426	\$25,770	0.3%	\$4,744	22.6%
54104	Information Systems Allocation	479,520	485,615	485,615	589,916	6.0%	104,301	21.5%
54105	Insurance Allocation	90,300	556,440	556,440	150,540	1.5%	(405,900)	(72.9%)
54106	Fleet Rental Allocation	-	31,350	31,350	19,300	0.2%	(12,050)	(38.4%)
54107	Fleet Maintenance Allocation	-	78,557	78,557	80,296	0.8%	1,739	2.2%
54108	Building & Operations Allocation	143,807	170,315	170,315	182,318	1.9%	12,003	7.0%
<b>Total Internal Services</b>		<b>\$723,984</b>	<b>\$1,343,303</b>	<b>\$1,341,703</b>	<b>\$1,048,140</b>	<b>10.7%</b>	<b>(\$295,163)</b>	<b>(22.0%)</b>
<b>Total Operating Expenditures</b>		<b>\$10,937,238</b>	<b>\$8,672,014</b>	<b>\$8,488,819</b>	<b>\$9,056,390</b>	<b>92.6%</b>	<b>\$384,376</b>	<b>4.4%</b>

# SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

## PARKS & RECREATION

Object	Description	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	% of Total	Change from 2021-22 Adopted	
61203	Computer Equipment & Software	\$57	-	-	-	-	-	-
61301	Machinery & Equipment	-	\$22,690	\$22,690	-	-	(\$22,690)	-
62202	CIP Landscape & Site - CYr	130,187	1,600,000	508,569	-	-	(1,600,000)	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$130,244</b>	<b>\$1,622,690</b>	<b>\$531,259</b>	<b>-</b>	<b>-</b>	<b>(\$1,622,690)</b>	<b>-</b>
71101	Bond Principal	\$310,000	\$320,000	\$320,000	\$335,000	3.4%	\$15,000	4.7%
71102	Bond Interest	167,750	156,700	156,700	143,600	1.5%	(13,100)	(8.4%)
71103	Bond Administration Fee	1,600	1,600	1,600	1,600	0.0%	-	-
71104	Bond Delivery Cost	20,749	-	-	-	-	-	-
71107	POB Miscellaneous Principal	-	101,202	129,078	153,462	1.6%	52,260	51.6%
71108	POB Miscellaneous Interest	-	75,446	96,228	91,999	0.9%	16,553	21.9%
<b>Total Debt Service</b>		<b>\$500,099</b>	<b>\$654,948</b>	<b>\$703,606</b>	<b>\$725,661</b>	<b>7.4%</b>	<b>\$70,713</b>	<b>10.8%</b>
<b>Total Other Expenditures</b>		<b>\$630,342</b>	<b>\$2,277,638</b>	<b>\$1,234,865</b>	<b>\$725,661</b>	<b>7.4%</b>	<b>(\$1,551,977)</b>	<b>(68.1%)</b>
<b>Total Expenditures</b>		<b>\$11,567,580</b>	<b>\$10,949,652</b>	<b>\$9,723,684</b>	<b>\$9,782,051</b>	<b>100.0%</b>	<b>(\$1,167,601)</b>	<b>(10.7%)</b>
<b>Source of Funds</b>								
General Fund		\$10,294,590	\$8,417,571	\$8,378,462	\$9,001,405	92.0%	\$583,834	6.9%
Proposition A Fund		1,142,804	932,081	836,653	780,646	8.0%	(151,435)	(16.2%)
Capital Improvement Fund		130,187	1,600,000	508,569	-	-	(1,600,000)	-
<b>Total Source of Funds</b>		<b>\$11,567,580</b>	<b>\$10,949,652</b>	<b>\$9,723,684</b>	<b>\$9,782,051</b>	<b>100.0%</b>	<b>(\$1,167,601)</b>	<b>(10.7%)</b>



# SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

## POLICE

Object	Description	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	% of Total	Change from 2021-22 Adopted	
51101	Salaries & Allowances	\$2,884,504	\$2,823,402	\$2,596,165	\$2,955,681	8.6%	\$132,279	4.7%
51102	Sworn Employee Salaries	9,097,892	9,200,176	9,278,205	9,217,406	26.9%	17,230	0.2%
51103	Part Time Employee Salaries	308,795	412,900	381,000	402,430	1.2%	(10,470)	(2.5%)
51104	Overtime Regular Employees	203,710	244,874	264,500	247,764	0.7%	2,890	1.2%
51105	Overtime Sworn Employees	1,212,096	1,815,890	1,726,600	1,816,910	5.3%	1,020	0.1%
51107	Overtime Special Events	221,225	385,700	435,000	405,200	1.2%	19,500	5.1%
51201	Group Medical Insurance	1,600,510	1,697,285	1,403,900	1,757,757	5.1%	60,472	3.6%
51202	Medicare	189,074	175,207	170,971	177,215	0.5%	2,008	1.1%
51204	401A Plan City	16,362	18,210	18,855	19,112	0.1%	902	5.0%
51205	Contribution to City Pension Plan	-	15,474	15,474	15,474	0.0%	-	-
51211	PERS Regular Contribution	268,441	255,222	231,049	260,926	0.8%	5,704	2.2%
51212	PERS Sworn Contributions	1,870,092	2,060,530	1,914,697	1,887,850	5.5%	(172,680)	(8.4%)
51213	PERS Regular Net Pensions Liability	5,073,176	-	-	-	-	-	-
51214	PERS Sworn Net Pension Liability	45,041,372	-	-	-	-	-	-
51219	PERS Supplement Retirement Payrn	6,797	4,504	4,504	4,504	0.0%	-	-
51231	Unemployment	8,700	4,175	4,175	4,175	0.0%	-	-
51232	Workers Compensation	2,891,700	1,800,840	1,800,840	2,321,100	6.8%	520,260	28.9%
<b>Total Salaries &amp; Benefits</b>		<b>\$70,894,446</b>	<b>\$20,914,389</b>	<b>\$20,245,935</b>	<b>\$21,493,504</b>	<b>62.7%</b>	<b>\$579,115</b>	<b>2.8%</b>
52101	Contract Services	\$835,425	\$1,252,868	\$1,265,500	\$1,544,270	4.5%	\$291,402	23.3%
52103	Computer Contract Services	209,616	320,550	300,150	326,590	1.0%	6,040	1.9%
52105	SBRPCA Communications	866,527	1,311,575	1,311,575	1,452,356	4.2%	140,781	10.7%
52106	Physical/Psychological Exams	24,631	27,200	27,000	31,200	0.1%	4,000	14.7%
52107	Legal Services	-	5,000	1,000	5,000	0.0%	-	-
52108	Background Investigations	1,542	4,020	20,000	11,320	0.0%	7,300	181.6%
52201	Departmental Supplies	328,301	295,540	338,907	320,345	0.9%	24,805	8.4%
52202	Office Supplies	24,995	32,100	32,000	32,100	0.1%	-	-
52203	Printing	8,918	16,100	16,000	16,100	0.0%	-	-
52204	Postage	6,866	7,626	4,500	7,278	0.0%	(348)	(4.6%)
52205	Uniforms/Safety Equipment	84,374	152,290	146,500	160,900	0.5%	8,610	5.7%
52206	Advertising	-	800	150	500	0.0%	(300)	(37.5%)
52301	Training, Conferences & Meetings	50,563	127,100	122,100	161,450	0.5%	34,350	27.0%
52302	STC Training	4,336	3,850	3,800	4,250	0.0%	400	10.4%
52303	POST Training	41,515	49,700	49,000	59,600	0.2%	9,900	19.9%
52304	Employee Awards & Events	315	2,900	1,500	2,900	0.0%	-	-
52307	Memberships & Dues	6,083	9,540	8,850	10,005	0.0%	465	4.9%
52308	Reference Books & Periodicals	1,726	990	900	1,190	0.0%	200	20.2%
52703	City Funds Match	10,563	12,000	25,000	12,000	0.0%	-	-
52801	Computers, Supplies & Software	8,015	28,500	26,500	29,500	0.1%	1,000	3.5%
53101	Telephone	21,371	36,563	33,528	37,572	0.1%	1,009	2.8%
53102	Electricity	146,064	138,021	154,526	159,162	0.5%	21,141	15.3%
53103	Natural Gas	11,568	9,222	12,136	15,049	0.0%	5,827	63.2%
53104	Water	14,601	14,466	14,280	15,189	0.0%	723	5.0%
<b>Total Materials &amp; Services</b>		<b>\$2,707,916</b>	<b>\$3,858,521</b>	<b>\$3,915,402</b>	<b>\$4,415,826</b>	<b>12.9%</b>	<b>\$557,305</b>	<b>14.4%</b>
54102	Warehouse Purchases	\$5,224	\$4,500	\$4,500	\$4,800	0.0%	\$300	6.7%
54104	Information Systems Allocation	676,128	798,818	798,818	969,015	2.8%	170,197	21.3%
54105	Insurance Allocation	644,880	746,220	746,220	2,139,420	6.2%	1,393,200	186.7%
54106	Fleet Rental Allocation	-	353,780	353,780	371,890	1.1%	18,110	5.1%
54107	Fleet Maintenance Allocation	-	745,353	745,353	833,109	2.4%	87,756	11.8%
54108	Building & Operations Allocation	410,658	486,357	486,357	520,631	1.5%	34,274	7.0%
<b>Total Internal Services</b>		<b>\$1,736,891</b>	<b>\$3,135,028</b>	<b>\$3,135,028</b>	<b>\$4,838,865</b>	<b>14.1%</b>	<b>\$1,703,837</b>	<b>54.3%</b>
<b>Total Operating Expenditures</b>		<b>\$75,339,253</b>	<b>\$27,907,938</b>	<b>\$27,296,365</b>	<b>\$30,748,195</b>	<b>89.7%</b>	<b>\$2,840,257</b>	<b>10.2%</b>

# SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

## POLICE

Object	Description	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	% of Total	Change from 2021-22 Adopted	
61203	Computer Equipment & Software	\$51,225	\$154,000	\$205,789	\$274,000	0.8%	120,000	77.9%
61301	Machinery & Equipment	-	-	73,000	-	-	\$0	-
61401	Vehicles	-	-	-	40,000	0.1%	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$51,225</b>	<b>\$154,000</b>	<b>\$278,789</b>	<b>\$314,000</b>	<b>0.9%</b>	<b>\$120,000</b>	<b>103.9%</b>
71101	Bond Principal	\$265,000	\$582,500	\$272,500	\$280,000	0.8%	(\$302,500)	(51.9%)
71102	Bond Interest	119,781	251,719	111,719	103,432	0.3%	(148,287)	(58.9%)
71103	Bond Administration Fee	900	900	900	900	0.0%	-	-
71104	Bond Delivery Cost	262,627	-	-	-	-	-	-
71107	POB Miscellaneous Principal	-	164,125	166,260	156,456	0.5%	(7,669)	(4.7%)
71108	POB Miscellaneous Interest	-	122,354	123,946	93,793	0.3%	(28,561)	(23.3%)
71109	POB Safety Principal	-	1,480,000	1,480,000	1,615,000	4.7%	135,000	9.1%
71110	POB Safety Interest	-	1,102,890	1,102,890	967,105	2.8%	(135,785)	(12.3%)
<b>Total Debt Service</b>		<b>\$648,309</b>	<b>\$3,704,488</b>	<b>\$3,258,215</b>	<b>\$3,216,686</b>	<b>9.4%</b>	<b>(\$487,802)</b>	<b>(13.2%)</b>
<b>Total Other Expenditures</b>		<b>\$699,534</b>	<b>\$3,858,488</b>	<b>\$3,537,004</b>	<b>\$3,530,686</b>	<b>10.3%</b>	<b>(\$367,802)</b>	<b>(8.5%)</b>
<b>Total Expenditures</b>		<b>\$76,038,787</b>	<b>\$31,766,426</b>	<b>\$30,833,369</b>	<b>\$34,278,881</b>	<b>100.0%</b>	<b>\$2,472,455</b>	<b>7.9%</b>
<b>Source of Funds</b>								
	General Fund	\$75,294,468	\$30,667,807	\$30,120,070	\$33,631,799	98.1%	\$2,963,992	9.7%
	Asset Forfeiture	167,437	108,500	135,773	107,750	0.3%	(750)	(0.7%)
	Police Safety Grants Fund	191,200	155,000	192,407	155,000	0.5%	-	-
	Capital Improvement Fund	385,681	835,119	385,119	384,332	1.1%	(450,787)	(54.0%)
<b>Total Source of Funds</b>		<b>\$76,038,787</b>	<b>\$31,766,426</b>	<b>\$30,833,369</b>	<b>\$34,278,881</b>	<b>100.0%</b>	<b>\$2,512,455</b>	<b>7.9%</b>

# SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

## FIRE

Object	Description	2020-21	2021-22	2021-22	2022-23	% of	Change from	
		Actual	Adopted	Estimate	Proposed	Total	2021-22 Adopted	
51101	Salaries & Allowances	\$109,785	\$169,602	\$148,846	\$364,077	2.3%	\$194,475	114.7%
51102	Sworn Employee Salaries	4,652,832	4,929,769	4,879,653	4,828,269	30.1%	(101,500)	(2.1%)
51103	Part Time Employee Salaries	250,952	153,340	153,340	39,293	0.2%	(114,047)	(74.4%)
51104	Overtime Regular Employees	7,895	1,000	22,000	9,375	0.1%	8,375	837.5%
51105	Overtime Sworn Employees	2,110,997	1,876,626	2,446,846	1,887,752	11.8%	11,126	0.6%
51106	Overtime Mutual Aid	570,950	169,344	100,000	169,344	1.1%	-	-
51107	Overtime Special Events	2,044	31,704	20,904	53,716	0.3%	22,012	69.4%
51108	Cooperative Resources	2,186	50,000	50,000	30,044	0.2%	(19,956)	(39.9%)
51109	Overtime Training & Special Detail	47,252	163,220	154,284	167,984	1.0%	4,764	2.9%
51201	Group Medical Insurance	616,044	679,982	592,606	700,846	4.4%	20,864	3.1%
51202	Medicare	101,921	72,235	100,747	75,859	0.5%	3,624	5.0%
51204	401A Plan City	186	5,641	5,840	11,028	0.1%	5,387	95.5%
51211	PERS Regular Contribution	10,649	21,988	14,199	32,112	0.2%	10,124	46.0%
51212	PERS Sworn Contributions	934,225	1,009,862	992,954	975,885	6.1%	(33,977)	(3.4%)
51213	PERS Regular Net Pensions Liability	177,002	-	-	-	-	-	-
51214	PERS Sworn Net Pension Liability	20,943,266	-	-	-	-	-	-
51219	PERS Supplement Retirement Paym	8,795	8,590	8,590	8,590	0.1%	-	-
51231	Unemployment	420	-	-	-	-	-	-
51232	Workers Compensation	1,519,680	2,449,080	2,449,080	1,593,600	9.9%	(855,480)	(34.9%)
<b>Total Salaries &amp; Benefits</b>		<b>\$32,067,079</b>	<b>\$11,791,983</b>	<b>\$12,139,889</b>	<b>\$10,947,774</b>	<b>68.3%</b>	<b>(\$844,209)</b>	<b>(7.2%)</b>
52101	Contract Services	\$725,825	\$434,573	\$451,193	\$537,556	3.4%	\$102,983	23.7%
52103	Computer Contract Services	22,611	19,820	19,820	28,320	0.2%	8,500	42.9%
52105	SBRPCA Communications	286,188	387,192	387,192	434,118	2.7%	46,926	12.1%
52106	Physical/Psychological Exams	500	880	2,000	1,600	0.0%	720	81.8%
52108	Background Investigations	-	864	864	1,728	0.0%	864	100.0%
52109	Automotive Repair Services	139,893	85,000	85,000	100,000	0.6%	15,000	17.6%
52201	Departmental Supplies	174,409	161,250	174,950	212,015	1.3%	50,765	31.5%
52202	Office Supplies	2,228	3,000	3,000	3,400	0.0%	400	13.3%
52203	Printing	390	1,430	1,755	2,250	0.0%	820	57.3%
52204	Postage	164	182	180	174	0.0%	(8)	(4.4%)
52205	Uniforms/Safety Equipment	55,006	59,440	73,640	88,130	0.6%	28,690	48.3%
52207	Tools & Minor Equipment	4,520	-	-	7,900	0.0%	7,900	-
52301	Training, Conferences & Meetings	23,231	55,550	48,550	97,675	0.6%	42,125	75.8%
52304	Employee Awards & Events	1,100	2,000	2,000	4,000	0.0%	2,000	100.0%
52305	Recruitment Costs	530	-	-	-	-	-	-
52307	Memberships & Dues	2,205	4,005	4,185	5,675	0.0%	1,670	41.7%
52308	Reference Books & Periodicals	2,206	2,850	2,850	4,495	0.0%	1,645	57.7%
52801	Computers, Supplies & Software	10,145	-	-	-	-	-	-
53101	Telephone	10,659	15,585	14,988	16,390	0.1%	805	5.2%
53102	Electricity	72,256	71,220	80,452	82,866	0.5%	11,646	16.4%
53103	Natural Gas	11,746	8,568	10,097	12,520	0.1%	3,952	46.1%
53104	Water	6,232	6,974	7,450	6,543	0.0%	(431)	(6.2%)
<b>Total Materials &amp; Services</b>		<b>\$1,552,045</b>	<b>\$1,320,383</b>	<b>\$1,370,166</b>	<b>\$1,647,355</b>	<b>10.3%</b>	<b>\$326,972</b>	<b>24.8%</b>
54102	Warehouse Purchases	\$3,719	\$4,600	\$5,300	\$5,800	0.0%	\$1,200	26.1%
54104	Information Systems Allocation	346,104	356,685	356,685	431,989	2.7%	75,304	21.1%
54105	Insurance Allocation	78,360	174,000	174,000	236,940	1.5%	62,940	36.2%
54106	Fleet Rental Allocation	-	305,380	305,380	433,380	2.7%	128,000	41.9%
54107	Fleet Maintenance Allocation	-	51,476	51,476	61,398	0.4%	9,922	19.3%
54108	Building & Operations Allocation	154,009	182,399	182,399	195,253	1.2%	12,854	7.0%
<b>Total Internal Services</b>		<b>\$582,192</b>	<b>\$1,074,540</b>	<b>\$1,075,240</b>	<b>\$1,364,760</b>	<b>8.5%</b>	<b>\$290,220</b>	<b>27.0%</b>
59201	Transfers Out	-	\$30,000	\$30,000	-	-	(\$30,000)	-
<b>Total Transfers</b>		<b>-</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>-</b>	<b>-</b>	<b>(\$30,000)</b>	<b>-</b>
<b>Total Operating Expenditures</b>		<b>\$34,201,316</b>	<b>\$14,216,906</b>	<b>\$14,615,295</b>	<b>\$13,959,889</b>	<b>87.1%</b>	<b>(\$257,017)</b>	<b>(1.8%)</b>

# SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

FIRE

Object	Description	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	% of Total	Change from 2021-22 Adopted	
61201	Furniture & Fixtures	-	-	-	\$4,500	0.0%	\$4,500	-
61203	Computer Equipment & Software	\$1,009	\$41,500	-	44,000	0.3%	2,500	6.0%
61301	Machinery & Equipment	15,141	-	-	-	-	-	-
62201	CIP Bldg & Facility - CYr	68,766	-	\$2,081,122	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$84,915</b>	<b>\$41,500</b>	<b>\$2,081,122</b>	<b>\$48,500</b>	<b>0.3%</b>	<b>\$7,000</b>	<b>16.9%</b>
71101	Bond Principal	\$265,000	\$272,500	\$582,500	\$405,000	2.5%	\$132,500	48.6%
71102	Bond Interest	119,781	111,719	251,719	379,307	2.4%	267,588	239.5%
71103	Bond Administration Fee	900	900	900	900	0.0%	-	-
71104	Bond Delivery Cost	113,851	-	204,643	-	-	-	-
71107	POB Miscellaneous Principal	-	5,473	5,837	18,478	0.1%	13,005	237.6%
71108	POB Miscellaneous Interest	-	4,080	4,352	11,078	0.1%	6,998	171.5%
71109	POB Safety Principal	-	690,000	690,000	750,000	4.7%	60,000	8.7%
71110	POB Safety Interest	-	513,460	513,460	450,246	2.8%	(63,214)	(12.3%)
<b>Total Debt Service</b>		<b>\$499,533</b>	<b>\$1,598,132</b>	<b>\$2,253,411</b>	<b>\$2,015,009</b>	<b>12.6%</b>	<b>\$416,877</b>	<b>26.1%</b>
<b>Total Other Expenditures</b>		<b>\$584,448</b>	<b>\$1,639,632</b>	<b>\$4,334,533</b>	<b>\$2,063,509</b>	<b>12.9%</b>	<b>\$423,877</b>	<b>25.9%</b>
<b>Total Expenditures</b>		<b>\$34,785,764</b>	<b>\$15,856,538</b>	<b>\$18,949,828</b>	<b>\$16,023,398</b>	<b>100.0%</b>	<b>\$166,860</b>	<b>1.1%</b>
<b>Source of Funds</b>								
General Fund		\$34,331,317	\$15,471,419	\$15,828,944	\$15,238,191	95.1%	(\$233,228)	(1.5%)
Capital Improvement Fund		454,447	385,119	849,725	785,207	4.9%	400,088	103.9%
Bond Construction Fund		-	-	2,271,159	-	-	-	-
<b>Total Source of Funds</b>		<b>\$34,785,764</b>	<b>\$15,856,538</b>	<b>\$18,949,828</b>	<b>\$16,023,398</b>	<b>100.0%</b>	<b>\$166,860</b>	<b>1.1%</b>



# SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

## COMMUNITY DEVELOPMENT

Object	Description	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	% of Total	Change from 2021-22 Adopted	
51101	Salaries & Allowances	\$2,724,146	\$2,868,834	\$2,526,448	\$3,167,847	45.1%	\$299,013	10.4%
51103	Part Time Employee Salaries	50,417	42,476	79,676	69,581	1.0%	27,105	63.8%
51104	Overtime Regular Employees	7,268	21,350	14,300	39,945	0.6%	18,595	87.1%
51201	Group Medical Insurance	402,395	462,439	336,226	517,200	7.4%	54,761	11.8%
51202	Medicare	39,510	42,214	36,424	46,633	0.7%	4,419	10.5%
51204	401A Plan City	58,063	39,347	46,612	60,072	0.9%	20,725	52.7%
51211	PERS Regular Contribution	247,484	258,611	221,011	279,405	4.0%	20,794	8.0%
51213	PERS Regular Net Pensions Liability	4,682,147	-	-	-	-	-	-
51231	Unemployment	420	2,209	2,209	2,209	0.0%	-	-
51232	Workers Compensation	37,320	34,380	34,380	28,740	0.4%	(5,640)	(16.4%)
<b>Total Salaries &amp; Benefits</b>		<b>\$8,249,171</b>	<b>\$3,771,860</b>	<b>\$3,297,286</b>	<b>\$4,211,632</b>	<b>59.9%</b>	<b>\$439,772</b>	<b>11.7%</b>
52101	Contract Services	\$1,500,125	\$951,499	\$1,667,183	\$1,531,432	21.8%	\$579,933	60.9%
52103	Computer Contract Services	49,069	59,999	59,999	60,188	0.9%	189	0.3%
52201	Departmental Supplies	9,593	18,900	28,250	37,100	0.5%	18,200	96.3%
52202	Office Supplies	2,995	8,700	6,336	6,050	0.1%	(2,650)	(30.5%)
52203	Printing	4,358	16,100	13,850	17,450	0.2%	1,350	8.4%
52204	Postage	5,320	5,918	5,150	5,639	0.1%	(279)	(4.7%)
52205	Uniforms/Safety Equipment	3,512	6,200	7,900	7,915	0.1%	1,715	27.7%
52206	Advertising	12,261	18,192	18,792	17,500	0.2%	(692)	(3.8%)
52207	Tools & Minor Equipment	424	1,000	1,000	1,000	0.0%	-	-
52301	Training, Conferences & Meetings	5,225	23,005	29,404	87,785	1.2%	64,780	281.6%
52304	Employee Awards & Events	166	500	500	500	0.0%	-	-
52307	Memberships & Dues	13,661	17,295	16,341	18,796	0.3%	1,501	8.7%
52308	Reference Books & Periodicals	776	3,400	3,300	5,700	0.1%	2,300	67.6%
52801	Computers, Supplies & Software	9,248	11,600	15,900	10,850	0.2%	(750)	(6.5%)
53101	Telephone	3,000	7,020	6,100	6,247	0.1%	(773)	(11.0%)
<b>Total Materials &amp; Services</b>		<b>\$1,619,733</b>	<b>\$1,149,328</b>	<b>\$1,880,005</b>	<b>\$1,814,152</b>	<b>25.8%</b>	<b>\$664,824</b>	<b>57.8%</b>
54102	Warehouse Purchases	\$1,559	\$1,500	\$1,779	\$1,900	0.0%	\$400	26.7%
54104	Information Systems Allocation	275,856	274,887	274,887	335,826	4.8%	60,939	22.2%
54105	Insurance Allocation	18,300	9,540	9,540	12,000	0.2%	2,460	25.8%
54106	Fleet Rental Allocation	-	27,650	27,650	43,290	0.6%	15,640	56.6%
54107	Fleet Maintenance Allocation	-	21,580	21,580	24,232	0.3%	2,652	12.3%
54108	Building & Operations Allocation	239,695	283,878	283,878	303,884	4.3%	20,006	7.0%
<b>Total Internal Services</b>		<b>\$535,410</b>	<b>\$619,035</b>	<b>\$619,314</b>	<b>\$721,132</b>	<b>10.3%</b>	<b>\$102,097</b>	<b>16.5%</b>
59201	Transfers Out	-	\$80,000	\$80,000	-	-	(\$80,000)	-
<b>Total Transfers</b>		<b>-</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>-</b>	<b>-</b>	<b>(\$80,000)</b>	<b>-</b>
<b>Total Operating Expenditures</b>		<b>\$10,404,314</b>	<b>\$5,620,223</b>	<b>\$5,876,605</b>	<b>\$6,746,916</b>	<b>96.0%</b>	<b>\$1,126,693</b>	<b>20.0%</b>
61201	Furniture & Fixtures	-	-	\$12,065	\$10,000	0.1%	\$10,000	-
61203	Computer Equipment & Software	\$14,080	-	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$14,080</b>	<b>-</b>	<b>\$12,065</b>	<b>\$10,000</b>	<b>0.1%</b>	<b>\$10,000</b>	<b>-</b>
71104	Bond Delivery Cost	\$24,656	-	-	-	-	-	-
71107	POB Miscellaneous Principal	-	\$165,379	\$153,388	\$169,453	2.4%	\$4,074	2.5%
71108	POB Miscellaneous Interest	-	123,289	114,350	101,585	1.4%	(21,704)	(17.6%)
<b>Total Debt Service</b>		<b>\$24,656</b>	<b>\$288,668</b>	<b>\$267,738</b>	<b>\$271,038</b>	<b>3.9%</b>	<b>(\$17,630)</b>	<b>(6.1%)</b>
<b>Total Other Expenditures</b>		<b>\$38,736</b>	<b>\$288,668</b>	<b>\$279,803</b>	<b>\$281,038</b>	<b>4.0%</b>	<b>(\$7,630)</b>	<b>(2.6%)</b>
<b>Total Expenditures</b>		<b>\$10,443,051</b>	<b>\$5,908,891</b>	<b>\$6,156,408</b>	<b>\$7,027,954</b>	<b>100.0%</b>	<b>\$1,119,063</b>	<b>18.9%</b>
<b>Source of Funds</b>								
General Fund		\$10,443,051	\$5,908,891	\$6,156,408	\$7,027,954	100.0%	\$1,119,063	4.2%
<b>Total Source of Funds</b>		<b>\$10,443,051</b>	<b>\$5,908,891</b>	<b>\$6,156,408</b>	<b>\$7,027,954</b>	<b>100.0%</b>	<b>\$1,119,063</b>	<b>18.9%</b>



# SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

## PUBLIC WORKS

Object	Description	2020-21	2021-22	2021-22	2022-23	% of	Change from	
		Actual	Adopted	Estimate	Proposed	Total	2021-22 Adopted	
51101	Salaries & Allowances	\$4,955,538	\$5,311,853	\$5,166,649	\$6,327,463	11.1%	\$1,015,610	19.1%
51103	Part Time Employee Salaries	231,950	52,766	164,480	55,812	0.1%	3,046	5.8%
51104	Overtime Regular Employees	103,600	114,750	192,650	148,200	0.3%	33,450	29.2%
51107	Overtime Special Events	-	61,150	61,150	61,150	0.1%	-	-
51201	Group Medical Insurance	800,613	960,169	751,679	1,136,146	2.0%	175,977	18.3%
51202	Medicare	74,590	78,007	75,506	92,798	0.2%	14,791	19.0%
51204	401A Plan City	86,220	97,134	93,451	118,792	0.2%	21,658	22.3%
51205	Contribution to City Pension Plan	-	5,790	5,790	5,790	0.0%	-	-
51211	PERS Regular Contribution	453,226	479,190	452,600	558,080	1.0%	78,890	16.5%
51213	PERS Regular Net Pensions Liability	8,695,544	-	-	-	-	-	-
51221	Accrued Leave	2,092	-	-	-	-	-	-
51231	Unemployment	6,120	6,200	6,200	6,200	0.0%	-	-
51232	Workers Compensation	113,220	37,380	37,380	190,800	0.3%	153,420	410.4%
<b>Total Salaries &amp; Benefits</b>		<b>\$15,522,712</b>	<b>\$7,204,389</b>	<b>\$7,007,535</b>	<b>\$8,701,231</b>	<b>15.3%</b>	<b>\$1,496,842</b>	<b>20.8%</b>
52101	Contract Services	\$17,673,750	\$13,019,070	\$14,461,446	\$13,827,065	24.3%	\$807,995	6.2%
52103	Computer Contract Services	37,140	87,450	73,770	92,565	0.2%	5,115	5.8%
52107	Legal Services	6,930	-	-	-	-	-	-
52201	Departmental Supplies	824,042	1,207,461	1,093,722	2,871,811	5.0%	1,664,350	137.8%
52202	Office Supplies	7,140	10,000	10,000	15,000	0.0%	5,000	50.0%
52203	Printing	6,328	13,100	12,100	15,150	0.0%	2,050	15.6%
52204	Postage	3,692	4,101	3,750	3,914	0.0%	(187)	(4.6%)
52205	Uniforms/Safety Equipment	29,381	50,740	50,981	51,640	0.1%	900	1.8%
52206	Advertising	9,547	15,850	16,445	15,850	0.0%	-	-
52207	Tools & Minor Equipment	17,464	7,900	8,478	7,900	0.0%	-	-
52301	Training, Conferences & Meetings	2,471	67,000	80,175	80,700	0.1%	13,700	20.4%
52304	Employee Awards & Events	1,327	1,000	2,500	2,500	0.0%	1,500	150.0%
52307	Memberships & Dues	10,755	16,695	18,913	24,470	0.0%	7,775	46.6%
52308	Reference Books & Periodicals	2,209	3,000	5,266	5,150	0.0%	2,150	71.7%
52402	Automotive Fuel	305,334	371,150	371,150	438,050	0.8%	66,900	18.0%
52404	Bank Service Charge	316,910	358,939	416,000	347,500	0.6%	(11,439)	(3.2%)
52406	Assessments & Taxes	432,142	430,160	430,160	550,000	1.0%	119,840	27.9%
52706	DMBBPA Allocation	98,995	103,000	103,000	103,000	0.2%	-	-
52801	Computers, Supplies & Software	41,717	120,750	131,734	78,710	0.1%	(42,040)	(34.8%)
53101	Telephone	202,259	171,140	198,983	201,520	0.4%	30,380	17.8%
53102	Electricity	865,398	665,369	774,726	814,910	1.4%	149,541	22.5%
53103	Natural Gas	109,753	126,144	143,406	156,985	0.3%	30,841	24.4%
53104	Water	554,590	525,970	561,862	582,319	1.0%	56,349	10.7%
<b>Total Materials &amp; Services</b>		<b>\$21,559,283</b>	<b>\$17,375,989</b>	<b>\$18,968,567</b>	<b>\$20,286,709</b>	<b>35.6%</b>	<b>\$2,910,720</b>	<b>16.8%</b>
54101	Administrative Service Charge	\$3,222,654	\$2,855,422	\$2,947,798	\$2,855,422	5.0%	\$0	-
54102	Warehouse Purchases	55,541	77,230	74,470	78,980	0.1%	1,750	2.3%
54103	Garage Purchases	27,613	30,000	30,000	30,000	0.1%	-	-
54104	Information Systems Allocation	475,404	547,232	547,232	664,997	1.2%	117,765	21.5%
54105	Insurance Allocation	1,402,740	1,115,940	1,115,940	110,460	0.2%	(1,005,480)	(90.1%)
54106	Fleet Rental Allocation	-	338,060	338,060	540,960	0.9%	202,900	60.0%
54107	Fleet Maintenance Allocation	-	288,002	288,002	318,147	0.6%	30,145	10.5%
54108	Building & Operations Allocation	236,192	279,731	279,731	299,443	0.5%	19,712	7.0%
54109	Engineering Service Charges	868,393	1,125,916	1,125,916	962,202	1.7%	(163,714)	(14.5%)
<b>Total Internal Services</b>		<b>\$6,288,538</b>	<b>\$6,657,533</b>	<b>\$6,747,149</b>	<b>\$5,860,611</b>	<b>10.3%</b>	<b>(\$796,922)</b>	<b>(12.0%)</b>
59201	Transfers Out	\$11,060	\$12,001	\$12,001	\$12,001	0.0%	-	-
<b>Total Transfers</b>		<b>\$11,060</b>	<b>\$12,001</b>	<b>\$12,001</b>	<b>\$12,001</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>
<b>Total Operating Expenditures</b>		<b>\$43,370,533</b>	<b>\$31,237,911</b>	<b>\$32,723,251</b>	<b>\$34,848,551</b>	<b>61.1%</b>	<b>\$3,610,640</b>	<b>11.6%</b>

# SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

## PUBLIC WORKS

		2020-21	2021-22	2021-22	2022-23	% of	Change from	
Object	Description	Actual	Adopted	Estimate	Proposed	Total	2021-22	Adopted
61203	Computer Equipment & Software	\$1,414	\$17,500	\$17,500	\$1,500	0.0%	(\$16,000)	(91.4%)
61204	ERP Implementation	15,570	-	-	-	-	-	-
61401	Vehicles	291,172	2,764,536	2,127,113	1,042,781	1.8%	(1,721,755)	(62.3%)
62201	CIP Bldg & Facility - CYr	13,077,261	2,985,000	19,109,826	3,177,500	5.6%	192,500	6.4%
62202	CIP Landscape & Site - CYr	-	-	-	1,530,000	2.7%	1,530,000	-
62211	CIP Street Improvements - CYr	10,499,546	4,885,000	12,897,620	9,525,000	16.7%	4,640,000	95.0%
62221	CIP Utility Improvements - CYr	2,237,805	4,600,000	3,084,228	2,541,000	4.5%	(2,059,000)	(44.8%)
62231	Infrastructure Improvements	672,844	800,000	2,129,583	540,000	0.9%	(260,000)	(32.5%)
Total Capital Projects & Equipment		\$26,795,612	\$16,052,036	\$39,365,870	\$18,357,781	32.2%	\$2,305,745	14.4%
71101	Bond Principal	\$1,310,000	\$1,915,001	\$1,915,001	\$1,825,000	3.2%	(\$90,001)	(4.7%)
71102	Bond Interest	793,405	710,333	710,333	689,770	1.2%	(20,563)	(2.9%)
71103	Bond Administration Fee	9,330	10,000	10,000	10,000	0.0%	-	-
71104	Bond Delivery Cost	46,121	-	-	-	-	-	-
71107	POB Miscellaneous Principal	106,582	308,158	284,839	309,596	0.5%	1,438	0.5%
71108	POB Miscellaneous Interest	9,530	229,717	212,343	185,600	0.3%	(44,117)	(19.2%)
Total Debt Service		\$2,274,967	\$3,173,209	\$3,132,516	\$3,019,966	5.3%	(\$153,243)	(4.8%)
72101	Land Leases	\$772,232	\$687,000	\$765,000	\$765,000	1.3%	\$78,000	11.4%
Total Property & Equipment Leases		\$772,232	\$687,000	\$765,000	\$765,000	1.3%	\$78,000	11.4%
Total Other Expenditures		\$29,842,811	\$19,912,245	\$43,263,386	\$22,142,747	38.8%	\$2,230,502	11.2%
Total Expenditures		\$73,224,404	\$51,162,157	\$75,998,638	\$57,003,299	100.0%	\$5,841,142	11.4%
Source of Funds								
General Fund		\$12,804,030	\$8,609,392	\$8,817,191	\$10,640,454	18.7%	\$2,031,062	23.6%
Street Lighting & Landscape Fund		672,311	570,702	631,653	612,022	1.1%	41,320	7.2%
Gas Tax		2,212,522	2,098,738	2,661,331	1,575,138	2.8%	(523,600)	(24.9%)
Proposition C Fund		7,259,707	192,332	8,110,046	1,260,138	2.2%	1,067,806	555.2%
AB 2766 Fund		672	673	673	673	-	-	-
Measure R		118,121	263,738	275,684	760,138	1.3%	496,400	188.2%
Measure M		359,066	2,413,738	1,335,142	5,870,138	10.3%	3,456,400	143.2%
Measure W		278,247	-	-	1,200,000	-	1,200,000	-
Capital Improvement Fund		1,557,450	1,283,546	3,045,717	3,443,050	6.0%	2,159,504	168.2%
Underground Assessment Districts Fund		6,972,203	1,779,705	2,984,342	1,285,750	2.3%	(493,955)	(27.8%)
Water Fund		26,051,113	15,551,079	30,656,868	13,304,706	23.3%	(2,246,373)	(14.4%)
Stormwater Fund		1,418,494	1,787,478	2,324,646	1,836,564	3.2%	49,086	2.7%
Wastewater Fund		3,146,450	3,045,862	3,421,762	4,710,392	8.3%	1,664,530	54.6%
Parking Fund		3,591,091	2,933,472	3,093,998	2,698,608	4.7%	(234,864)	(8.0%)
County Parking Lots Fund		934,580	872,452	935,274	953,214	1.7%	80,762	9.3%
State Pier and Parking Lot Fund		556,180	2,160,254	728,048	737,458	1.3%	(1,422,796)	(65.9%)
Fleet Management Fund		1,908,522	4,056,296	3,318,080	2,490,440	4.4%	(1,565,856)	(38.6%)
Building Maintenance & Operations Fund		2,268,849	1,890,930	2,006,413	1,973,146	3.5%	82,216	4.3%
Special Assessment Redemption Fund		716,800	708,900	708,900	700,450	1.2%	(8,450)	(1.2%)
Special Assessment UAD 12 14 Fund		280,129	606,707	606,707	609,007	1.1%	2,300	0.4%
Special Assessment UAD 19-04 Fund		117,868	336,163	336,163	341,813	0.6%	5,650	1.7%
Total Source of Funds		\$73,224,404	\$51,162,157	\$75,998,638	\$57,003,299	100.0%	\$5,841,142	11.4%



# SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

## INFORMATION TECHNOLOGY

Object	Description	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	% of Total	Change from 2021-22 Adopted	
51101	Salaries & Allowances	\$1,138,439	\$1,008,905	\$1,103,960	\$1,212,909	28.4%	\$204,004	20.2%
51103	Part Time Employee Salaries	65,963	36,631	23,148	-	-	(36,631)	-
51104	Overtime Regular Employees	44,776	38,117	32,196	44,824	1.0%	6,707	17.6%
51201	Group Medical Insurance	148,875	151,170	122,888	156,895	3.7%	5,725	3.8%
51202	Medicare	17,861	15,138	16,007	17,587	0.4%	2,449	16.2%
51204	401A Plan City	27,449	24,874	28,291	33,942	0.8%	9,068	36.5%
51211	PERS Regular Contribution	105,228	90,579	87,247	106,979	2.5%	16,400	18.1%
51213	PERS Regular Net Pensions Liability	1,852,398	-	-	-	-	-	-
51232	Workers Compensation	96,180	-	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$3,497,168</b>	<b>\$1,365,414</b>	<b>\$1,413,737</b>	<b>\$1,573,136</b>	<b>36.8%</b>	<b>\$207,722</b>	<b>15.2%</b>
52101	Contract Services	\$67,340	\$91,347	\$80,120	\$91,347	2.1%	-	-
52103	Computer Contract Services	426,876	842,126	736,645	1,062,174	24.8%	\$220,048	26.1%
52201	Departmental Supplies	608	1,200	717	1,200	0.0%	-	-
52202	Office Supplies	248	1,000	670	1,000	0.0%	-	-
52203	Printing	-	700	669	700	0.0%	-	-
52301	Training, Conferences & Meetings	13,878	36,205	29,783	37,255	0.9%	1,050	2.9%
52307	Memberships & Dues	488	2,040	975	1,100	0.0%	(940)	(46.1%)
52308	Reference Books & Periodicals	96	500	250	500	0.0%	-	-
52801	Computers, Supplies & Software	497,977	728,659	603,018	1,028,782	24.1%	300,123	41.2%
52802	Computer Maintenance & Repairs	7,469	24,434	18,000	24,490	0.6%	56	0.2%
53101	Telephone	1,011	3,615	2,947	3,575	0.1%	(40)	(1.1%)
<b>Total Materials &amp; Services</b>		<b>\$1,015,989</b>	<b>\$1,731,826</b>	<b>\$1,473,794</b>	<b>\$2,252,123</b>	<b>52.7%</b>	<b>\$520,297</b>	<b>30.0%</b>
54102	Warehouse Purchases	\$468	\$800	\$463	\$800	0.0%	-	-
54105	Insurance Allocation	9,660	-	-	-	-	-	-
54108	Building & Operations Allocation	34,417	41,353	41,353	41,344	1.0%	(\$9)	(0.0%)
<b>Total Internal Services</b>		<b>\$44,545</b>	<b>\$42,153</b>	<b>\$41,816</b>	<b>\$42,144</b>	<b>1.0%</b>	<b>(\$9)</b>	<b>(0.0%)</b>
<b>Total Operating Expenditures</b>		<b>\$4,557,702</b>	<b>\$3,139,393</b>	<b>\$2,929,347</b>	<b>\$3,867,403</b>	<b>90.4%</b>	<b>\$728,010</b>	<b>23.2%</b>
61203	Computer Equipment & Software	\$88,317	\$247,938	\$116,877	\$278,221	6.5%	\$30,283	12.2%
61204	ERP Implementation	180,407	32,854	75,700	32,854	0.8%	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$268,724</b>	<b>\$280,792</b>	<b>\$192,577</b>	<b>\$311,075</b>	<b>7.3%</b>	<b>\$30,283</b>	<b>10.8%</b>
71104	Bond Delivery Cost	\$9,980	-	-	-	-	-	-
71107	POB Miscellaneous Principal	60,898	\$57,660	\$60,898	\$61,213	1.4%	\$3,553	6.2%
71108	POB Miscellaneous Interest	5,445	42,985	45,399	36,696	0.9%	(6,289)	(14.6%)
<b>Total Debt Service</b>		<b>\$76,324</b>	<b>\$100,645</b>	<b>\$106,297</b>	<b>\$97,909</b>	<b>2.3%</b>	<b>(\$2,736)</b>	<b>(2.7%)</b>
<b>Total Other Expenditures</b>		<b>\$345,047</b>	<b>\$381,437</b>	<b>\$298,874</b>	<b>\$408,984</b>	<b>9.6%</b>	<b>\$27,547</b>	<b>7.2%</b>
<b>Total Expenditures</b>		<b>\$4,902,750</b>	<b>\$3,520,830</b>	<b>\$3,228,221</b>	<b>\$4,276,387</b>	<b>100.0%</b>	<b>\$755,557</b>	<b>21.5%</b>
<b>Source of Funds</b>								
Information Systems Fund		\$4,902,750	\$3,520,830	\$3,228,221	\$4,276,387	100.0%	\$755,557	21.5%
<b>Total Source of Funds</b>		<b>\$4,902,750</b>	<b>\$3,520,830</b>	<b>\$3,228,221</b>	<b>\$4,276,387</b>	<b>100.0%</b>	<b>\$755,557</b>	<b>21.5%</b>



## SCHEDULE OF EXPENDITURE BY MINOR PROGRAM

Program	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	Change from 2021-22 Adopted	
<b>Management Services</b>						
City Council	\$344,293	\$410,398	\$395,608	\$483,526	\$73,128	17.8%
City Manager	2,691,607	1,482,985	1,519,253	1,732,834	249,849	16.8%
City Treasurer	36,363	45,222	29,366	52,518	7,296	16.1%
City Clerk	828,603	727,824	867,346	950,814	222,990	30.6%
City Attorney	1,160,453	933,276	1,002,293	993,331	60,055	6.4%
<b>Total Management Services</b>	<b>\$5,061,318</b>	<b>\$3,599,705</b>	<b>\$3,813,866</b>	<b>\$4,213,023</b>	<b>\$613,318</b>	<b>17.0%</b>
<b>Finance</b>						
Administration	\$4,268,209	\$1,713,538	\$1,750,103	\$1,641,220	(\$72,318)	(4.2%)
Accounting	768,649	660,570	645,539	847,334	186,764	28.3%
Revenue Services*	1,039,004	1,029,268	1,039,937	1,106,244	76,976	7.5%
<i>Revenue Services</i>	<i>540,150</i>	<i>551,305</i>	<i>573,247</i>	<i>629,327</i>	<i>78,022</i>	<i>14.2%</i>
<i>Business Licensing</i>	<i>113,015</i>	<i>107,676</i>	<i>112,423</i>	<i>119,337</i>	<i>11,661</i>	<i>10.8%</i>
<i>Parking Citations</i>	<i>205,183</i>	<i>189,603</i>	<i>182,651</i>	<i>191,822</i>	<i>2,219</i>	<i>1.2%</i>
<i>Utility Billing</i>	<i>180,657</i>	<i>180,684</i>	<i>171,616</i>	<i>165,758</i>	<i>(14,926)</i>	<i>(8.3%)</i>
Purchasing*	701,192	606,853	593,281	691,790	84,937	14.0%
<i>Purchasing</i>	<i>499,296</i>	<i>400,453</i>	<i>388,481</i>	<i>469,105</i>	<i>68,652</i>	<i>17.1%</i>
<i>General Services</i>	<i>201,896</i>	<i>206,400</i>	<i>204,800</i>	<i>222,685</i>	<i>16,285</i>	<i>7.9%</i>
<b>Total Finance</b>	<b>\$6,777,054</b>	<b>\$4,010,229</b>	<b>\$4,028,860</b>	<b>\$4,286,588</b>	<b>\$438,272</b>	<b>10.9%</b>
<b>Human Resources</b>						
Administration	\$2,007,051	\$1,416,358	\$1,710,033	\$1,622,969	\$206,611	14.6%
Risk Management*	7,336,611	7,179,370	10,884,054	8,243,352	1,063,982	14.8%
<i>Risk Management</i>	<i>1,256,376</i>	<i>768,742</i>	<i>869,815</i>	<i>838,764</i>	<i>70,022</i>	<i>9.1%</i>
<i>Liability</i>	<i>1,718,064</i>	<i>2,061,243</i>	<i>5,675,672</i>	<i>2,774,028</i>	<i>712,785</i>	<i>34.6%</i>
<i>Workers Compensation</i>	<i>4,362,171</i>	<i>4,349,385</i>	<i>4,338,567</i>	<i>4,630,560</i>	<i>281,175</i>	<i>6.5%</i>
<b>Total Human Resources</b>	<b>\$9,343,662</b>	<b>\$8,595,728</b>	<b>\$12,594,087</b>	<b>\$9,866,321</b>	<b>\$2,334,575</b>	<b>27.2%</b>
<b>Parks &amp; Recreation</b>						
Administration	\$6,022,856	\$4,594,511	\$3,565,492	\$2,839,476	(\$1,755,035)	(38.2%)
Recreation Services*	2,086,180	2,513,495	2,481,224	2,786,674	273,179	10.9%
<i>Recreation Services</i>	<i>912,043</i>	<i>1,252,363</i>	<i>1,091,074</i>	<i>1,364,058</i>	<i>111,695</i>	<i>8.9%</i>
<i>Teen Drop In Center</i>	<i>91,724</i>	<i>181,878</i>	<i>173,766</i>	<i>213,881</i>	<i>32,003</i>	<i>17.6%</i>
<i>Special Activity Classes</i>	<i>88,753</i>	<i>63,842</i>	<i>142,129</i>	<i>148,227</i>	<i>84,385</i>	<i>132.2%</i>
<i>Youth &amp; Teen Programs</i>	<i>460,602</i>	<i>542,339</i>	<i>558,856</i>	<i>544,590</i>	<i>2,251</i>	<i>0.4%</i>
<i>Facility &amp; Parks Reservations</i>	<i>533,059</i>	<i>473,073</i>	<i>515,399</i>	<i>515,918</i>	<i>42,845</i>	<i>9.1%</i>
Cultural Arts*	473,128	830,626	617,469	932,888	102,262	12.3%
<i>Cultural Arts</i>	<i>284,244</i>	<i>468,164</i>	<i>388,682</i>	<i>530,240</i>	<i>62,076</i>	<i>13.3%</i>
<i>Art Classes</i>	<i>188,599</i>	<i>243,491</i>	<i>189,377</i>	<i>282,414</i>	<i>38,923</i>	<i>16.0%</i>
<i>Concerts In The Park</i>	<i>284</i>	<i>118,971</i>	<i>39,410</i>	<i>120,234</i>	<i>1,263</i>	<i>1.1%</i>
Sports Leagues & Tournaments*	1,359,450	1,486,936	1,661,668	1,719,294	232,358	15.6%
<i>Sports Leagues &amp; Tournamen</i>	<i>63,297</i>	<i>208,447</i>	<i>238,561</i>	<i>197,139</i>	<i>(11,308)</i>	<i>(5.4%)</i>
<i>Sports Classes</i>	<i>383,870</i>	<i>320,488</i>	<i>463,692</i>	<i>526,340</i>	<i>205,852</i>	<i>64.2%</i>
<i>Swimming Activities</i>	<i>486,355</i>	<i>551,065</i>	<i>465,682</i>	<i>585,844</i>	<i>34,779</i>	<i>6.3%</i>
<i>Tennis Operations</i>	<i>425,926</i>	<i>406,936</i>	<i>493,733</i>	<i>409,971</i>	<i>3,035</i>	<i>0.7%</i>
Volunteers	176,369	182,441	180,922	201,346	18,905	10.4%
Older Adults*	1,449,598	1,341,643	1,216,909	1,302,373	(39,270)	(2.9%)
<i>Older Adults Activities</i>	<i>68,878</i>	<i>107,764</i>	<i>93,177</i>	<i>120,546</i>	<i>12,782</i>	<i>11.9%</i>
<i>Senior Services</i>	<i>237,916</i>	<i>301,798</i>	<i>287,079</i>	<i>401,181</i>	<i>99,383</i>	<i>32.9%</i>
<i>Transportation</i>	<i>1,142,804</i>	<i>932,081</i>	<i>836,653</i>	<i>780,646</i>	<i>(151,435)</i>	<i>(16.2%)</i>
<b>Total Parks &amp; Recreation</b>	<b>\$11,567,580</b>	<b>\$10,949,652</b>	<b>\$9,723,684</b>	<b>\$9,782,051</b>	<b>(\$599,072)</b>	<b>(5.5%)</b>

\*Major Program



# SCHEDULE OF EXPENDITURE BY MINOR PROGRAM

Program	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	Change from 2021-22 Adopted	
Police Department						
Administration	\$67,436,502	\$23,244,977	\$22,982,487	\$25,477,722	\$2,232,745	9.6%
Administration	54,744,254	9,470,399	9,229,995	11,187,090	1,716,691	18.1%
Technical Support Services	1,570,158	2,090,551	1,880,776	2,124,817	34,266	1.6%
Communications	917,270	1,312,169	1,312,279	1,453,123	140,954	10.7%
Community Affairs	629,061	624,137	516,446	599,972	(24,165)	(3.9%)
Patrol	9,575,759	9,747,721	10,042,991	10,112,720	364,999	3.7%
Investigations*	2,743,449	2,793,975	2,460,565	2,780,642	(13,333)	(0.5%)
Investigations	2,737,871	2,766,526	2,440,612	2,752,557	(13,969)	(0.5%)
School Resource Officer	5,579	27,449	19,953	28,085	636	2.3%
Traffic Safety	2,497,204	2,609,908	2,351,746	2,614,991	5,083	0.2%
Jail Operations	797,861	779,465	865,377	823,858	44,393	5.7%
Parking Enforcement & Animal Control*	2,205,133	2,074,601	1,845,014	2,318,918	244,317	11.8%
Parking Enforcement	1,864,210	1,729,097	1,506,752	1,957,535	228,438	13.2%
Animal Control	340,923	345,504	338,262	361,383	15,879	4.6%
Regional*	167,437	108,500	135,773	107,750	(750)	(0.7%)
Treasury Regional	27,851	-	-	-	-	-
Treasury Local	10,485	-	-	-	-	-
DOJ Regional	12,564	67,000	73,773	69,750	2,750	4.1%
DOJ Local	12,109	-	-	-	-	-
State Regional	98,490	41,500	62,000	38,000	(3,500)	(8.4%)
State Local	5,939	-	-	-	-	-
State SLES Grant	191,200	155,000	192,407	155,000	-	0.0%
Total Police Department	\$76,038,787	\$31,766,426	\$30,833,369	\$34,278,881	\$4,975,434	15.7%
Fire Department						
Administration	\$23,141,999	\$5,507,145	\$8,334,224	\$5,532,743	\$25,598	0.5%
Community Risk Reduction *	583,816	801,096	707,338	809,337	8,241	1.0%
Prevention	583,816	796,546	702,788	795,327	(1,219)	(0.2%)
Fire Investigation	-	4,550	4,550	14,010	9,460	207.9%
Fire Operations	7,974,168	6,752,774	7,130,056	6,906,570	153,796	2.3%
Emergency Medical Services	2,669,033	2,290,302	2,313,939	2,303,025	12,723	0.6%
Support Services*	416,749	505,221	464,271	471,723	(33,498)	(6.6%)
Support Services	339,083	280,194	288,640	297,287	17,093	6.1%
Emergency Preparedness	16,677	99,781	91,885	29,729	(70,052)	(70.2%)
CERT	12,070	12,928	12,928	20,056	7,128	55.1%
Communications	45,608	98,088	56,588	101,771	3,683	3.8%
Public Education	3,310	14,230	14,230	22,880	8,650	60.8%
Total Fire Department	\$34,785,764	\$15,856,538	\$18,949,828	\$16,023,398	\$141,603	0.9%
Community Development						
Administration	\$5,174,407	\$1,079,988	\$1,053,916	\$1,344,233	\$264,245	24.5%
Planning	980,474	967,835	1,065,365	1,306,043	338,208	34.9%
Plan Check & Inspection*	2,803,804	2,426,727	2,494,212	2,929,052	502,325	20.7%
Plan Check	1,686,674	1,412,661	1,541,597	1,818,822	406,161	28.8%
Inspection	1,117,130	1,014,066	952,615	1,110,230	96,164	9.5%
Code Enforcement	677,162	770,779	681,835	691,609	(79,170)	(10.3%)
Traffic Engineering	425,430	449,270	510,901	520,259	70,989	15.8%
Environmental Programs	381,774	214,292	350,179	236,758	22,466	10.5%
Total Community Development	\$10,443,051	\$5,908,891	\$6,156,408	\$7,027,954	\$1,621,388	27.4%

\*Major Program

## SCHEDULE OF EXPENDITURE BY MINOR PROGRAM

Program	2020-21 Actual	2021-22 Adopted	2021-22 Estimate	2022-23 Proposed	Change from 2021-22 Adopted	
<b>Public Works</b>						
Administration	\$6,884,709	\$1,720,730	\$1,665,742	\$1,774,644	\$53,914	3.1%
Civil Engineering	18,641,734	7,134,915	16,620,729	10,607,304	3,472,389	48.7%
Street Repair*	5,845,093	8,069,923	9,190,583	11,491,528	3,421,605	42.4%
Street Repair	5,257,258	7,259,257	7,532,124	10,736,827	3,477,570	47.9%
Sidewalk Repair	341,926	465,000	242,041	365,000	(100,000)	(21.5%)
Traffic Control	245,910	345,666	1,416,418	389,701	44,035	12.7%
Building & Grounds Maintenance*	3,295,207	3,258,321	3,410,582	4,585,746	1,327,425	40.7%
Bldg & Grounds Maintenance	2,268,849	1,890,930	2,006,413	1,973,146	82,216	4.3%
Parks Maintenance	837,154	1,108,441	1,139,204	2,346,318	1,237,877	111.7%
School District Maintenance	189,204	258,950	264,965	266,282	7,332	2.8%
Transportation	672	673	673	673	-	0.0%
Street Lighting*	672,311	570,702	631,653	612,022	41,320	7.2%
Street Lighting	560,178	446,212	505,184	476,629	30,417	6.8%
Arbolado Tract Lighting	1,529	4,484	4,001	4,050	(434)	(9.7%)
Streetscape Maintenance	110,604	120,006	122,468	131,343	11,337	9.4%
Water Administration*	26,051,113	15,551,079	30,656,868	13,304,706	(2,246,373)	(14.4%)
Water Administration	14,989,690	4,749,143	20,782,472	2,015,387	(2,733,756)	(57.6%)
Water Source Of Supply	7,682,916	6,784,247	6,820,994	7,484,083	699,836	10.3%
Water Pumping	1,558,320	2,209,818	1,375,968	1,394,604	(815,214)	(36.9%)
Water Treatment	41,917	284,515	221,122	273,015	(11,500)	(4.0%)
Water Maintenance	1,778,271	1,523,356	1,456,312	2,137,617	614,261	40.3%
Storm Drain Maintenance	1,696,741	1,787,478	2,324,646	3,036,564	1,249,086	69.9%
Sewer Maintenance	3,146,450	3,045,862	3,421,762	4,710,392	1,664,530	54.6%
Street Meters & Lots*	5,081,850	5,966,178	4,757,320	4,389,280	(1,576,898)	(26.4%)
Street Meters & City Lots	3,591,091	2,933,472	3,093,998	2,698,608	(234,864)	(8.0%)
State Lot A Pier	556,180	2,160,254	728,048	737,458	(1,422,796)	(65.9%)
County Lot B - 26th St	274,903	241,473	259,620	266,657	25,184	10.4%
County Lot C - El Porto	659,677	630,979	675,654	686,557	55,578	8.8%
Fleet*	1,908,522	4,056,296	3,318,080	2,490,440	(1,565,856)	(38.6%)
Fleet Maintenance	1,617,351	1,271,760	1,190,967	1,447,659	175,899	13.8%
Fleet Replacement	291,172	2,784,536	2,127,113	1,042,781	(1,741,755)	(62.6%)
<b>Total Public Works</b>	<b>\$73,224,404</b>	<b>\$51,162,157</b>	<b>\$75,998,638</b>	<b>\$57,003,299</b>	<b>\$5,242,365</b>	<b>10.2%</b>
<b>Information Technology</b>						
Information Technology	\$4,902,750	\$3,520,830	\$3,228,221	\$4,276,387	755,557	21.5%
<b>Total Information Technology</b>	<b>\$4,902,750</b>	<b>\$3,520,830</b>	<b>\$3,228,221</b>	<b>\$4,276,387</b>	<b>\$755,557</b>	<b>21.5%</b>

<b>Total</b>	<b>\$232,144,370</b>	<b>\$135,370,156</b>	<b>\$165,326,960</b>	<b>\$146,757,902</b>	<b>\$15,523,440</b>	<b>11.5%</b>
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\*Major Program



# **CITY OF MANHATTAN BEACH**

## **FINANCIAL POLICIES**



**Proposed for Adoption by City Council on June 7, 2022**

## 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 developed a variety of financial policies that can be found on the City's website ([www.manhattanbeach.gov](http://www.manhattanbeach.gov)). The set of policies within this document, adopted concurrently 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 effort when discussing financial matters, facilitating financial transparency, and providing continuity over time as elected officials and staff members change. While these policies will be amended periodically, they will provide the 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 fiscal stability, efficiency and effectiveness.

The Financial Policies are divided into nine general categories for ease of reference. These categories include:

- 1) General Policies;
- 2) Accounting, Auditing, and Financial Reporting Policies;
- 3) 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.

The Financial Policies also reference the following City Policies, which are also available on the City's website at [www.ManhattanBeach.gov/FinancialPolicies](http://www.ManhattanBeach.gov/FinancialPolicies):

- Budget Policy
- Debt Management and Disclosure Policy
- Investment Policy
- Pension Policy

## 1 - 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;
- implement performance measurements as part of an ongoing effort to ensure high-quality and efficient services;
- establish and maintain appropriate cash reserves;
- establish and maintain investment policies that are in accordance with State laws; and
- maintain long-term fiscal sustainability through conservative forecasting and proactive efforts to achieve structurally balanced operating budgets where recurring revenues equal or exceed recurring expenditures.

## 2 - 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 and timely fashion, and in a format that is easy for City Council, residents, and staff 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 Annual Comprehensive Financial Report.

The independent audit firm will be reviewed and selected at least once every five years. The contract will be for a period of no more than five years. 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 will be awarded by the City Council.

An Annual Comprehensive 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 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 unmodified audit opinion and to maintain a Certificate of Achievement for Excellence in Financial Reporting from the GFOA.

## 3 - FUND BALANCE POLICIES

The City utilizes a variety of accounting funds for recording revenues and expenditures. Fund balance is defined as the difference between the assets and liabilities within a fund. 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 City Council authorizes the City Manager or Director of Finance to make assignment of funds. Where City 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.



City Council may, at its discretion, set aside additional policy reserve funds above the 20% minimum. The City currently has funds set aside in an Economic Uncertainty reserve to be used at City Council's discretion.

Additional amounts may be allocated for specific purposes, such as capital projects or known significant future cost items. Any residual balance from these commitments shall be returned to the General Fund Unassigned Fund Balance for general operational working capital uses.

## **ENTERPRISE FUNDS**

The City's Enterprise Funds (Water, Stormwater, Wastewater, Parking, County Parking Lots, and Pier) will maintain reserves equal to four months or 33% of operating expenses. If reserves in any Enterprise Fund are anticipated to be less than this policy, then it shall be noted in the City's Budget document and a plan will be developed by Finance staff to address the reserve level.

## **FLEET MANAGEMENT FUND**

Using 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 TECHNOLOGY FUND**

Using the Information Technology 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 Information Technology Department. Sufficient reserves will be maintained in the Fund for department operations and equipment replacements as appropriate.

## **INSURANCE RESERVE FUND**

The City maintains a self-insurance fund for property, liability, and workers' compensation expenses. This fund pays insurance premiums, benefit and settlement payments up to the Self-Insured Retention (SIR), and administrative and operating expenses. The Insurance Reserve Fund is supported by charges to other City funds for the services it provides. These annual charges for service shall be established to approximately equal the annual expenses of the fund, plus any additional charges to maintain reserves.

Reserves shall be maintained for current and long-term general liability and workers' compensation liability. Current liability is determined monthly by analyzing the current case reserves and determining the amount the City is liable for up to the SIR. The long-term liability reserves shall be at minimum 50% of the Incurred But Not Reported (IBNR) as determined by a biennial actuarial report. If the reserves fall below policy, then Finance staff will develop a long-term plan to raise reserves up to the policy.

## TRUST AND AGENCY FUNDS

The City maintains funds on a trustee basis for a number of purposes. These funds shall be segregated from the City's general funds.

- Other Post-Employment Benefits (OPEB): This account was established to track payments for post-employment benefits. The City has a retiree medical program that pays a portion of the employee's medical costs if certain criteria are met. Additionally, the City also funds ongoing PEMHCA contributions. These OPEB benefits are reimbursed with funds held by the California Employees' Retirement Benefit Trust (CERBT) administered by CalPERS.
- Section 115 Pension Trust: The purpose of this account is to track the funds deposited in the City's Section 115 pension trust. This trust is used to set aside monies to meet future pension contributions or liabilities.

Utility Underground Assessment District (UUAD) Projects: When a UUAD is formed, the City establishes an account to track the bond proceeds and expenditures for each project. Additionally, revenues from direct assessments are deposited into these accounts and later used to pay debt service payments on bonds as well as other administrative fees.

## 4 - DEBT POLICIES

### ISSUANCE OF DEBT

The City will not use long-term debt to pay for current operations. A Debt Management and Disclosure Policy was adopted by the City Council on January 16, 2018, to establish guidelines and parameters for the effective governance, management and administration of debt.

The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements. The term of the debt shall not extend beyond the useful life of the improvements to be financed.

The use of pension obligation bonds (POBs) may be used to extinguish accrued actuarial pension liabilities if market conditions prove the debt issuance to be advantageous to the City's long-term fiscal sustainability. Issuance of POBs and payments will be in accordance with the Unfunded Pension Liability Policy adopted by the City Council on March 2, 2021, to provide guidance on the development and adoption of funding plans for the City's defined benefit pension plans.

### CREDIT RATING

It is the City's goal to maintain our AAA credit rating from one or more 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 may 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 with a useful life less than the term of the lease.

## 5 - REVENUE POLICIES

### GENERAL FUND REVENUE

The City will strive to develop and maintain diversified and reliable revenue streams 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

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.

### 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” transit funds). 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.

## **COST RECOVERY FEES**

A user fee is a cost recovery charge for a service provided by a governmental agency to a public citizen or group. In accordance with State laws and government codes, such fees will recover the cost of providing the service, including all direct and indirect costs, administrative overhead, depreciation, etc.

The City conducts a user fee study and comprehensive cost allocation plan (CAP) to determine reasonable amounts to charge. The fees are reviewed periodically, but not less than every four years, to ensure that full cost recovery levels are identified and aligned with current salary and benefit rates as approved in employee labor group agreements. By policy, City Council may direct certain fees to be lowered for particular purposes. Waivers of user fees will be presented for City Council approval as appropriate.

The CAP study also determines appropriate administrative charge-outs for the support each fund receives from other funds. Additionally, engineering support is charged out directly by determining the amount of time each engineer works on a specific project or program.

Fees such as parking meter rates, fines, facility rentals, recreation class fees, 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.

## **6 - 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:

- 12.5%% of annual hotel transient occupancy tax (1.5% of the 12% tax);
- Fifty cents of the per hour charge for all on-street City parking meter collections; and
- \$4 of each parking citation (with the exception of expired meter citations).

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 that projects 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, operating costs associated with capital projects will be estimated and considered in conjunction with the CIP and operating budget as appropriate.

## **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.

### **7 - CAPITALIZATION & DEPRECIATION POLICIES**

The City shall capitalize equipment and facilities within the following parameters:

- Fixed Asset Equipment \$5,000 or more per unit
- Capital Projects - \$100,000 or more

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).

### **8 - CASH MANAGEMENT & INVESTMENT POLICIES**

The Finance Subcommittee & City Council shall annually review and update, or modify as appropriate, the City's Investment Policy. The Policy shall be adopted by action of the City Council based upon the Finance Subcommittee's recommendations.

Reports on the City's investment portfolio and cash position shall be provided to the City Council monthly. Invested funds will be managed in a prudent and diligent manner with emphasis on safety, liquidity, and yield, in that order.

### **9 - OPERATING BUDGET POLICIES**

#### **BALANCED OPERATING BUDGET**

A Budget Policy was adopted by the City Council on October 15, 2019, to provide guiding budget principles encompassing the development, implementation, and evaluation of a spending plan for the provision of services and capital assets. 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 or make one-time purchases 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 unassigned fund 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 financial plan for the City. It will serve as the policy document of the City Council for implementing its goals and objectives. The budget shall also provide 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 City Council meeting in May of each year; and City Council will adopt the budget no later than June 30 of each year. Funds may not be expended or encumbered in the following fiscal year until the budget has been adopted by the City Council.

The City's budget document will be presented by department, with a logical breakdown of programs and proposed expenditures. The purpose of this format is to clearly outline the major service areas and associated expenditures. The budget document will also summarize expenditures at the personnel, operating and maintenance, and capital levels.

The City's budget document will include budgetary goals and performance measures to describe the workload of each department as well as track departments' efficiency and effectiveness in providing desired service levels.

## **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 unexpended appropriations from the prior fiscal year may be carried forward to the next fiscal year provided the funds have been previously encumbered for a specific purpose, or apply to authorized, but uncompleted, projects in the adopted Capital Improvement Plan. Such amendments may be approved by the City Manager.

Budget accountability rests primarily with the operating departments of the City.

## **BUDGET REPORTING**

Monthly reports showing budgeted and actual revenues and expenditures will be prepared and provided to the City Council. Additionally, department staff have access to the City's financial system and receive monthly year-to-date budget and actual expenditure reports.





## 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, including long range forecasting;
- Establishes linkages to broad organizational goals;
- Focuses budget decisions on results and outcomes;
- Involves and promotes effective communication with stakeholders; and
- Provides guidance to government management and employees.

In addition to these key characteristics, the City has Financial Policies (located in the Appendix of the Budget), and general Budget Policies which are the basis on which staff develops budget recommendations and establishes funding priorities within the limited resources the City has available to provide municipal services. These Budget Policies are as follows:

### 1) Overall Budget Principles

- a. The budget shall be a performance, financing, and spending plan adopted by the City Council. It will contain information and data regarding expected revenues and expenditures, as well as goals and performance metrics.
- b. The Finance Director shall prepare and present a budget preparation calendar to City Council by the end of January each year. The calendar will include review dates as well as City Council budget study session dates.
- c. The City Manager prepares and refines written policies and goals to guide the preparation of performance, financing and spending plans for the City's Budget. Adopted budgets will comply with the adopted policies and City Council priorities.
- d. The City's budget presentation shall display the City's plan in a Council Constituent-friendly format. The City will use a program budgeting format to convey the purposes and goals of the City operations. The City will also prepare and post on its website the line item detail for those who wish to review that information.
- e. Decision making for capital improvements will be coordinated with the operating budget to make effective use of the City's limited resources for operating and maintaining facilities.
- f. The City Manager has primary responsibility for formulating budget proposals in line with City Council priority directions, and implementing those proposals once they are approved.
- g. The budget will be developed with an understanding of what the City is required to do versus what it has chosen to do.
- h. Consideration shall be given to alternative service delivery options and opportunities to innovate.
- i. Staff will pursue the streamlining of processes and reduction of costs wherever possible.

## BUDGET POLICIES

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- 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. Authorized positions, as approved by the City Council, are included in the Budget. The City Manager may approve short-term over-hires for authorized positions based on organizational needs, provided that budgetary savings are available within the requesting department.

### 2) Fiscal Integrity

- a. Ongoing operating expenditure budgets will not exceed the amount of ongoing revenue budgets. New program requests will identify either a new ongoing source of revenue or identify offsetting/ongoing expenditures to be eliminated.
- b. Any year end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and will be available for capital projects and/or “one-time only” expenditures.
- c. The City will maintain the fiscal integrity of its operating and capital improvement budgets which provide services and maintain certain public facilities, streets and utilities. It is the City’s intent to maximize the level of public goods and services while minimizing the level of debt.
- d. The City will maintain a structurally balanced operating budget which is defined as projected on-going (core) revenues equal to or in excess of planned expenditures, excluding approved one-time capital purchases.
  - a. Prior year budgetary savings resulting from vacant full-time positions (“vacancy savings”) will be analyzed with each budget cycle. Vacancy savings may be included in the operating budget provided that:
    - i. The vacancy factor used to estimate savings is based on a three-year simple moving average of prior year trends.
    - ii. The vacancy factor does not exceed 4.0% of salaries in line with the City’s conservative budgeting approach.
- e. Restricted funds and non-General Fund moneys shall be utilized first when appropriate.
- f. One time resources shall not be used for on-going expenses.
- g. Long term debt shall not be utilized to fund on-going operations.
- h. Adequate reserves shall be maintained and enhanced, and reviewed annually by the City Council through the budget process.

### 3) Revenues

- a. Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies or reliable economic forecasters when available.
- b. Generally, revenue estimates shall not assume growth rates in excess of inflation and scheduled rate increases.

- c. If revenues from “one-time” or limited duration sources are used to balance the City’s annual operating budget, it is to be fully disclosed and explained at the time the budget is presented. It is the City’s goal to not rely on these types of revenues to balance the operating budget.

#### 4) Funding Non-Current Liabilities

- a. Maintenance and Replacement funding will be prioritized each year to ensure that capital facilities and equipment are sufficiently maintained to avoid service disruptions and minimize future costs. A schedule of equipment replacements will be maintained and included in the five year projections.
- b. The City obtains Valuation Reports containing actuarially determined contributions (ADC) for the purpose of funding the long-term costs of benefits provided to employees and annuitants through Pension and Other Post-Employment Benefits (OPEB) plans. The ADC includes the “Normal Cost” for current service and Amortization of any under-funded amount. The City will review all Valuation Reports to validate the completeness and accuracy of the member census data and the reasonableness of the actuarial assumptions.
  - i. Pension and OPEB costs will be budgeted no less than the full amount of the ADC, including the Normal Cost (as a percent of current payroll) and Amortization to collect any under-funded amount.
  - ii. The funding status of the City’s Pension and OPEB plans will be presented during annual budget presentations to assist the City Council in resource allocation decisions. In addition to the ADC, additional funds (e.g. budgetary surpluses or unanticipated one-time revenues) may also be allocated toward the City’s unfunded liabilities to accelerate the payoff.

#### 5) Internal Service Charges

The City will utilize Internal Service Funds to allocate costs incurred across multiple departments, including fleet, technology, insurance costs including workers compensation and liability, and building maintenance and operational costs.

##### a. Fleet Management Fund

- i. Through the use of the Fleet Management Fund, the City will annually budget sufficient funds to provide for the orderly maintenance, repair and replacement of the City’s vehicles. This fund is supported by charges to user departments which are adjusted annually based on the department’s proportionate share of estimated fleet management expenses. Sufficient working capital will be maintained in the fund to provide for the scheduled replacement of fleet vehicles at the end of their useful lives.
- ii. In order to maintain an optimal working fleet and minimize repair costs, it is the City’s intent to follow the established vehicle replacement schedule.

##### b. Information Technology Fund

- i. Through the use of the Information Technology Fund, the City will annually budget sufficient funds to provide for the orderly maintenance, repair and replacement of

## BUDGET POLICIES

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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 IT Department.

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.

6) 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. At mid-year, staff will produce a Budget Status Report reflecting financial performance and present the data to City Council.
- c. With the presentation of the proposed budget, staff will provide revenue and expenditure projections for the next five years for all funds. Projections will include estimated operating costs for future capital improvements that are included in the capital budget (See the Capital Improvement 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.
- d. The City will also monitor progress toward citywide strategic objectives through performance measures. The measures will illustrate trends, targets, and other criteria by which the City's efforts on a given program can be evaluated on a periodic basis. This evaluation is intended to inform organizational learning and assist policymakers in decision-making.

7) Civic Engagement

- a. Citizen involvement during the budget process shall be encouraged through community meetings, study sessions, and public hearings.
- 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.

8) Capital Budget – Fiscal Policies

- a. Capital project proposals shall include substantially complete, reliable and attainable cost estimates. Project cost estimates for the Capital Budget should be based upon a preliminary analysis of the project and are expected to be as reliable as the level of detail known about the project.
- b. Proposals shall include a comprehensive project sheet. The project sheet shall include a detailed description of the scope of the project, approximate schedule, and proposed funding plan. The plan should indicate resources necessary to complete any given phase of the project, e.g., design, rights-of-way acquisition, construction, project management, contingency, etc.
- c. All proposals for capital projects will be presented to the City Council within the framework of a Capital Budget. 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 CIP budget process or through specific recommended actions for individual projects.
- f. Staff shall seek ways of ensuring administrative costs of implementing the Capital Budget are kept at appropriate levels.
- g. The Capital Budget shall contain only those projects that can be reasonably expected to be accomplished during the budget period, unless the project is a multi-year funded project. The detail sheet for each project shall contain a project schedule with milestones indicated.
- h. Capital projects that are not expensed during the budget period will be re-budgeted or carried over to the next fiscal period except as reported to the City Council for its approval. Multi-year projects with unexpended funds will be carried over to the next fiscal period.
- i. A capital project will not be budgeted unless there is a reasonable expectation that funding is available.
- j. Whenever feasible, practical and allowable, salaries and benefits for Public Works Engineers will be charged against enterprise, special revenue or grant funds utilized for the design and construction of capital projects.

*\*As Adopted on October 15, 2019*



## 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.

**ARPA:** American Rescue Plan Act

**Assessed Valuation:** A dollar value placed upon real estate or other property, by Los Angeles County, as a basis for levying property taxes.

**Beginning Fund Balance:** Fund balance of a fund, from the end of the prior year, including both available, designated and restricted reserves carrying over into the following year.

**BIDs:** Business Improvement Districts

**Bond:** A city may raise capital by issuing a written promise to pay a specified sum of money called the face value, or principal amount, at a specified date or dates in the future, together with periodic interest, at a special rate.

**Budget:** The financial plan for the operation of a program or organization that includes an estimate of proposed expenditures for a given period of time and the proposed means of financing those expenditures.

**Budget Message:** A general outline of the budget which includes comments regarding the City's financial status at the time of the message, and recommendations regarding the financial policies for the coming period.

**Capital Improvement Plan (CIP):** A financial plan of proposed capital improvement projects. CIP projects typically improve City owned assets such as buildings, parks, streets and other infrastructure components. Capital projects often span more than one fiscal year.

**Capital Projects & Purchases:** A budget category which budgets major equipment purchases and capital improvement projects.

**Capital Projects:** Improvements costing \$10,000 or more, that have a useful life of one year or more, and selected studies costing in excess of \$5,000, that are expected to lead to a capital project. Examples include constructing a new park, street resurfacing, building remodels/repairs, and construction of water mains.

**CIP:** Capital Improvement Project/Capital Improvement Plan/Capital Improvement Program.

**Debt Service:** Annual principal and interest payments owed on money has borrowed.

**Department:** An organizational unit comprised of divisions, or programs. The City of Manhattan Beach has nine departments: Management Services, Finance, Personnel, Parks & Recreation, Police, Fire, Community Development, Public Works and Information Technology.

**Division:** A program, or activity, within a department, which furthers the objectives of the City Council by providing services, or a product.

**Encumbrances:** Financial commitments related to unperformed contracts for goods, or services, for which part of an appropriation is reserved. Encumbrances end when the obligations are paid, or otherwise terminated.

**Enterprise Funds:** Funds established to account for the total costs of those governmental facilities and services that are operated in a manner similar to private enterprise. These programs are entirely, or predominately, self-supporting.

**Expenditure:** The cost of goods received or services rendered for the government unit.

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## GLOSSARY OF TERMS & ABBREVIATIONS

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**Fiscal Year:** A 12-month period of time to which an annual operating budget applies. The City of Manhattan Beach's fiscal year is July 1 through June 30.

**Fund:** A self-balancing set of accounts. Governmental accounting information is organized into funds, each with separate revenues, expenditures and fund balances. There are four major types of funds: General, Proprietary, Special Revenue, and Trust & Agency.

**Fund Balance:** The difference between a fund's assets and its liabilities. Portions of the fund balance may be reserved for various purposes, such as contingencies or encumbrances.

**GAAP:** Generally Accepted Accounting Principles

**GASB:** Governmental Accounting Standards Board

**General Fund:** The primary fund of the City, used to account for all revenues and expenditures of the City not legally required to be accounted for in another fund.

**GFOA:** Government Finance Officers Association

**Grant:** Contributions, or gifts of cash, or other assets from another entity. Grants are typically to be used, or expended for a specific purpose.

**HVAC:** Heating, Ventilation & Air Conditioning

**Infrastructure:** The underlying foundation or basic framework of a system or organization, such as the roads, sewers, and storm drains, etc.

**Internal Service Charge:** A charge to departments' budgets designed to provide the operation, maintenance and replacement of some shared City function. The City of Manhattan Beach uses internal service charges to provide for its City-wide computer network, operation and replacement of its vehicle fleet, allocation of insurance costs and the maintenance and operation of City facilities.

**Internal Service Fund:** The City of Manhattan Beach operates four internal service funds: Insurance Reserve; Information Systems; Fleet Management and Building Maintenance and Operation. Internal service funds provide for the operation, maintenance and replacement of some shared City functions.

**Line-item:** Refers to any individual expenditure object or appropriation detailed in the department's budget.

**Materials & Services:** This budget category accounts for all non-personnel, and non-capital expenses. Such expenditures include building maintenance, contract services, equipment maintenance, office supplies, and utility costs.

**MTA:** Metropolitan Transportation Authority

**Municipal Code:** The collection of City Council approved ordinances currently in effect. The Municipal Code defines City policy in various categories (i.e., building regulations, planning and zoning regulations, sanitation and health standards, and traffic regulations).

**Operating Budget:** The financial plan for the operation of a program or organization that includes an estimate of proposed expenditures for a given period of time and the proposed means of financing those expenditures.

**Ordinance:** A formal legislative enactment by the City Council. An ordinance has the full force and effect of law within the City boundaries, unless it is in conflict with any higher form of law, such as a State statute or constitutional provision. An ordinance has a higher legal standing than a resolution.

**Overhire:** An authorized position without moneys budgeted for salary and fringe benefits. The overhire concept assumes that a department (particularly Police and Fire) experiences several position vacancies during a fiscal year, and that the salary and fringe benefit savings from these vacancies will off-set the cost of the overhire personnel. The overhire personnel in-turn ensures that the department will not be forced to limit operations because of staffing shortages and can better control overtime expenditures.

**Pension Obligation Bond (POB):** A taxable bond that is issued to pay for the unfunded portion of the City's pension liabilities.

**Performance Measure:** Indicators used in budgets to show, for example, the amount of work accomplished,

## GLOSSARY OF TERMS & ABBREVIATIONS

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the efficiency with which tasks are accomplished, or the effectiveness of a program.

**POB:** Pension Obligation Bond. A taxable bond that is issued to pay for the unfunded portion of the City's pension liabilities.

**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 (SBRPCA)

**Reserve:** Used to earmark a portion of the fund balance as segregated for a specific use.

**Resolution:** A special order of the City Council, which requires less legal formality than an ordinance in terms of public notice and the number of public readings prior to approval. A resolution has lower legal standing than an ordinance. The Operating Budget is approved by resolution, and requires a majority vote of the Council Members present.

**Salaries & Benefits:** A budget category, which accounts for full-time and part-time employees, overtime expenses, and fringe benefits.

**Service Indicator:** Indicators used in budgets to show, for example, the amount of work accomplished, the efficiency with which tasks are accomplished, or the effectiveness of a program.

**Special Revenue Funds:** Funds used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**TOT:** Transient Occupancy Tax

**Transfer:** Moneys appropriated from one fund to another, in order to reimburse the fund for expenses, or to finance the operation of the other fund. Transfers between a Proprietary Fund and a Governmental Fund are budgeted as revenues and expenditures in the various funds, to comply with governmental accounting principles.

**Trust & Agency Funds:** A classification of funds, which temporarily holds cash for other agencies or legal entities.

**UUT:** Utility User Tax