

**CITY OF  
MANHATTAN BEACH  
CALIFORNIA**



***PROPOSED***

**FISCAL YEAR  
2012-2013  
OPERATING BUDGET**





Mayor  
Wayne Powell



Councilmember  
Amy Howorth



Mayor Pro-Tem  
David Lesser



Councilmember  
Richard Montgomery



Councilmember  
Nicholas W. Tell, Jr.



City Treasurer  
Tim Lilligren



City Manager  
David N. Carmany



## ELECTED OFFICIALS & EXECUTIVE STAFF

ELECTED OFFICIALS		TERM ENDS
<i>Mayor</i>	Wayne Powell	March 2013
<i>Mayor Pro-Tem</i>	David Lesser	March 2015
<i>City Councilmembers</i>	Richard Montgomery	March 2013
	Nicholas W. Tell, Jr.	March 2013
	Amy Howorth	March 2015
<i>City Treasurer</i>	Tim Lilligren	March 2013

---

## EXECUTIVE STAFF

<i>City Manager</i>	David N. Carmany
<i>City Clerk</i>	Liza Tamura
<i>Special Counsel</i>	Richard, Watson & Gershon
<i>Director of Finance</i>	Bruce Moe
<i>Director of Human Resources</i>	Cathy Hanson
<i>Director of Parks &amp; Recreation</i>	Richard Gill
<i>Chief of Police</i>	Eve R. Irvine
<i>Fire Chief</i>	Robert Espinosa
<i>Director of Community Development</i>	Richard Thompson
<i>Director of Public Works</i>	Jim Arndt

---



# TABLE OF CONTENTS

## Introduction

Budget Message .....	i
Budget User's Guide .....	xvii
Organization Chart .....	xxii
Budget Awards .....	xxiii

## Summaries

Source of Funds by Fund Type – City-Wide .....	1
Source of Funds – General Fund .....	2
Schedule of Revenues by Fund & Category – City-Wide.....	3
Schedule of Revenue Detail by Fund – City-Wide .....	4
Comparison of Revenues Graph – City-Wide.....	10
Use of Funds by Fund Type – City-Wide .....	11
Use of Funds by Department – City-Wide .....	12
Use of Funds by Category – City-Wide .....	13
Schedule of Expenditures by Fund – City-Wide.....	14
Schedule of Expenditures by Fund & Category – City-Wide.....	15
Expenditures by Department Program – City-Wide .....	16
Use of Funds by Department – General Fund .....	18
Use of Funds by Category – General Fund .....	19
FY 2011-2012 Schedule of Reserved & Designated Fund Balances .....	20

## Management Services

Summary .....	23
City Council .....	24
City Manager .....	26
City Treasurer .....	29
City Clerk.....	30
City Attorney.....	32

## Finance

Summary .....	35
Administration.....	36
Accounting .....	38
Revenue Services .....	40
General Services.....	42
Information Services.....	44

## Human Resources

Summary .....	47
Administration.....	48
Risk Management .....	50

# TABLE OF CONTENTS

## **Parks & Recreation**

Summary .....	53
Administration.....	54
Recreation Services .....	56
Cultural Arts .....	58
Sports & Aquatics.....	60
Volunteers .....	62
Older Adults .....	64
Transportation .....	66

## **Police**

Summary .....	69
Administration.....	70
Patrol.....	72
Investigations .....	74
Technical Support Services.....	76
Crime Prevention.....	78
Traffic Safety.....	80
Parking Enforcement.....	82
Animal Control.....	84
Jail Operations .....	86
Asset Forfeiture/Grants .....	88

## **Fire**

Summary.....	89
Administration.....	90
Prevention .....	92
Suppression .....	94
Paramedics .....	96
Emergency Preparedness .....	98

## **Community Development**

Summary.....	101
Administration.....	102
Planning .....	104
Building .....	106
Code Enforcement .....	108
Traffic Engineering .....	110



# TABLE OF CONTENTS

## Public Works

Summary.....	113
Administration.....	114
Civil Engineering .....	116
Street Maintenance .....	118
Building & Grounds Maintenance .....	120
Street Lighting & Landscaping.....	122
Downtown Streetscape Maintenance .....	123
Water Division .....	124
Storm Drain Maintenance.....	130
Sewer Maintenance.....	132
Solid Waste Management .....	134
Parking Facilities .....	136
Fleet Management .....	138

## Appendix

Schedule of Full-Time Positions .....	141
Schedule of Administrative Service Charges.....	143
Schedule of Debt Service & Lease Payments .....	144
Schedule of Capital Improvement Projects by Program .....	147
Schedule of Capital Purchases.....	148
Schedule of Expenditure Detail – City-Wide .....	150
Schedule of Expenditure Detail – General Fund.....	152
Schedule of Expenditure Detail by Department .....	155
Schedule of Expenditure Detail by Minor Program .....	170
Financial Policies.....	173
Manhattan Beach Facts & Figures .....	182
Glossary of Terms .....	183



# **INTRODUCTION**



# CITY MANAGER'S BUDGET MESSAGE

Mayor Powell and Members of the City Council:

It is my privilege to present the fiscal year 2012-2013 proposed operating budget. This important document serves as the basis for Council's decisions and sets the course for the coming fiscal year and beyond.

In January of this year, the City Council held a Strategic Planning session, and from that developed a mission statement:

*"The City of Manhattan Beach is dedicated to providing exemplary municipal services, preserving our small beach town character and enhancing the quality of life for our residents, businesses and visitors"*

Using the mission statement as the foundation, the City Council developed strategic goals, which include: maintaining and enhancing fiscal stability; increasing organizational effectiveness and efficiency; maintaining and enhancing City facilities, programs and infrastructure; and encouraging engagement and increased participation of residents and businesses. With these in mind, the fiscal year (FY) 2012-2013 budget was prepared.

The City has a long-standing tradition of being fiscally conservative. It has maintained adequate reserves, borrowed judiciously, staffed appropriately, and spent only where necessary, all while providing outstanding city services. In recent years, when the economy deteriorated, the city reduced costs through belt-tightening without major service impacts to residents and businesses. We have learned that keeping "rudder amidship" serves residents well over time as the city stays the course in good times and bad.

Today, the city continues to see overall economic stability and advancement. Major revenues are improving at varying paces. Property tax reversed the downward trend from two years ago, and is improving slowly. Sales tax is growing with the general economy and consumer confidence. Building activity is returning along with tourism and travel. The City continues to control costs.

Given this outlook, the City continues with the budget goals of maintaining the levels of service currently provided to residents, reducing expenses wherever practical, meeting employee obligations and maintaining adequate General Fund reserves. Finally, the City endeavors to provide all this information in a transparent fashion and provide the City Council with the tools to review budget recommendations.

As a service organization, labor makes up approximately 70% of costs. The City's skilled and dedicated workforce is what powers the day-to-day delivery of services. Staffing is reviewed to ensure the city is operating at the most efficient levels. Over the past few years a number of vacant positions have been eliminated due to budget constraints. With the budget outlook improving, a number of staffing changes are recommended that will improve effectiveness and efficiencies.

Public Safety has always been a top priority for the community. But in past years Police staffing was reluctantly reduced to help balance the budget. With the economic outlook improving, and the continued priority of public safety, this budget reflects the addition of one Police Lieutenant, two Police Officers (eliminated in the FY 2011-2012 budget), and one Police Services Officer (i.e. Jailer). These positions

are critical to the effective staffing and operation of the Police Department. Additionally, increased activity in the Community Development Department, and the resulting service level demands, are accommodated with the reinstatement of an Associate Planner. Finally, the Public Works Department has continued its efficiency efforts and has consolidated positions where possible. As a result, this budget includes the elimination of one Water Distribution Supervisor position and one Water Plant Operator position, both currently vacant.

Chief among the total compensation issues for the City is retirement system costs. In the United States today, some 13 million public sector workers – including teachers, police and firefighters, state and municipal employees, judges, and legislators – and another 6 million federal and military employees participate in government pension plans. The City of Manhattan Beach spends approximately \$6 million a year to provide its valued employees with defined benefit pension plans through the California Public Employees' Retirement System (CalPERS). But the cost of providing that benefit continues to increase; and CalPERS has made changes to its investment return assumptions which will necessitate even higher employer rates starting in 2013. Although CalPERS debated changing the actuarially assumed return on investment to as low as 7.25% (down from 7.75%), they did lower it to 7.5%, which is estimated to add \$600,000 annually in increased costs to the City. Pension benefit formula and financing policy are key issues as new labor agreements are negotiated this year with all labor associations.

In FY 2011-2012, the City Council formed an Ad Hoc Committee to guide the City's commitment to open, transparent and inclusive government. Among the actions taken to that end, the City is implementing new technology that will provide the community with additional avenues to accessing their local government. For example, software that will provide residents the opportunity to comment directly on City Council agenda items is planned for this fiscal year. Further, this year's budget includes funding for broadcasting equipment for the Police/Fire Community Room and Joslyn Center. These facilities, which often house special City Council meetings and other public gatherings, do not currently have the capability for live broadcasts. Utilizing restricted cable TV funds, this improvement will provide greater public access. Improvements to the City's website are underway, and further opportunities to engage the public are being considered.

A few years ago, in an effort to balance the General Fund budget, the City suspended funding of vehicle replacements. This short term solution was eliminated last fiscal year, and as the economy improved, the City renewed its efforts to maintaining its fleet of vehicles and provide for orderly replacement at the end of useful life. Whether the vehicle is a fire truck, police patrol car, or Dial-A-Ride bus, these vehicles are part of the infrastructure of providing services. This budget continues this replacement program in a significant fashion, by replacing an additional thirty-nine vehicles (the entire list of vehicles is located in the Appendix).

By nature, workers compensation and liability claims are unpredictable. Past attempts to "normalize" the budgeted costs through smoothing and averaging did not result in the desired effect. As a result, the current practice is to charge the affected department (i.e. the department the injury or claim is most closely associated with) for the total estimated cost (or reserve) of the claim. Fiscal year 2011-2012 included several new liability claims that have been reserved for in the Insurance Fund. Those cases are reflected in the department budgets under claims paid. In addition, insurance premiums have increased by \$127,576. Insurance premiums and risk management administration are also allocated to the using departments.

A perennial issue is the State fiscal crisis. It seems as though the difficulties in Sacramento make it challenging to budget and properly manage local financial resources. Most government services are dictated by the budget, and California has budget trouble.

One glaring example of the State shifting its budget problem to the local level is Assembly Bill 109. AB 109, known as the “Realignment Bill,” was signed into law by Governor Brown in April of 2011; the provisions of AB 109 took effect on October 1, 2011. AB 109 represents the most significant change in decades to sentencing and corrections. This realignment shifts governmental responsibilities from state to local government. It is important to 1) know how realignment will impact Manhattan Beach and 2) why this budget recommends hiring additional law enforcement personnel.

Realignment focuses on several aspects: criminal sentencing, punishment, and community supervision after incarcerated criminals are released. Certain offenders convicted for various offenses which are categorized as non-serious, non-violent, or non-sex related (the “three non’s”) are now categorized as Post Release Community Supervision. Rather than being committed to state prison as in the past, criminal offenders convicted under the “three non’s” will now serve out their sentences in county jails. Realignment will take approximately one-third of California’s current prisoners and “realign” them from state prison to local county jails and county probation programs. County jails are extremely overcrowded, and therefore, if a criminal falls into one of the “three non’s,” they are most likely going to have a significantly reduced sentence in county jail; if they even serve any county jail time. Many of these “three non” prisoners are “realigned” or released from county jail, sometimes with ankle monitors, to their homes to serve out their sentences.

A key component includes a mandate that offenders be released to the counties where they lived when the crime was committed. Realignment also requires probation departments to create and utilize programs for the treatment and rehabilitation of these offenders.

There were also over 500 amended statutes under realignment that provides for “imprisonment” in county jail and/or non-custodial mandatory supervision instead of state prison. All of the 500 plus amended crimes now fall under the “three non’s” mentioned earlier. Many of the amended statutes are related to drug offenses.

The State of California hopes to save an estimated \$450 million in the first year of realignment and a total of \$2 billion by October of 2015. Manhattan Beach may not have many Post Release Community Supervised criminals residing within our community, or even to be expected to be released in our City, but as in many cities throughout California, it is hard to decipher where one city’s border stops and another begins. Manhattan Beach is already seeing the effects of Realignment with a significant increase in property crimes and some violent crimes. Property crimes are spiking; this trend is disturbing. The enactment of AB 109 and its effect on sentencing has created a sense among criminals that the risk is worth the consequence. Some California police departments are arresting the same “three non” criminals multiple times during a single day.

Just as the City’s investment in its employees is a very important element to providing excellent services, good stewardship demands an investment in general infrastructure such as our community centers, parks and other facilities. The 2007 facilities Strategic Plan revealed the poor condition of many of our most important facilities. While we have begun addressing these needs through renovations to Begg Pool, Joslyn and Manhattan Heights centers, there is more ahead. The FY 2013-2017 CIP plan identified an annual estimated funding level need of \$2 million in order to simply maintain our facilities. Any large scale improvements will require even more funding.

In the past, such general improvements were the top funding priority for year-end General Fund surpluses, coupled with certain revenue sources dedicated to the Capital Improvement Projects (CIP) fund. With inconsistent General Fund surpluses available, and the majority of the dedicated CIP revenues being used to pay for the debt service on the Police/Fire headquarters, there are limited funds available for any meaningful projects. Ideally, on-going capital funding should be generated and built into the budget and not treated as an after-thought with remaining funds. While this year's budget places a priority on restoring service levels through staffing, further consideration must be given to enhancing funding sources to achieve that long term funding structure. In the interim, this budget includes an equity transfer of \$3 million of available unreserved General Fund moneys to the CIP Fund for various projects that would otherwise be unfunded.

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

Proposition "A" funds are used primarily for the City's Dial-A-Ride transportation services, although it also supports the Beach Cities Transit line and Ocean Express among other transportation purposes. Over the past few years, the City has expanded service levels without the benefit of increased revenues. Additionally, due to the economic recession, the primary funding source, which is a half-cent sales tax, declined. As a result, the Proposition "A" fund will exhaust all of its resources this year and require a subsidy from Measure "R" funds to maintain current service levels. Further, because of its funding status, the scheduled replacement of two Dial-A-Ride buses (\$230,000) is also being funded through a transfer of Measure "R" transportation funds (this is a permitted use). Looking ahead, we will need to review service levels and funding alternatives for this operation.

As we know from past resident satisfaction surveys, clean beaches are a top priority for the community. The main funding source for this endeavor is the Storm Water Fund. Unfortunately, the fund continues to absorb additional costs without the benefit of new revenues from assessments (any increase in assessments requires a successful Proposition 218 vote). Also, the Storm Water fund receives over \$300,000 a year in direct and indirect support from the General Fund. While the General Fund did receive reimbursement in FY 2012-2013, the Storm Water Fund cannot continue this transfer due to a concern for future capital requirements. At the same time, as costs rise, so does the General Fund subsidy, draining resources from other services and programs, including capital improvement funding previously discussed. With so much emphasis being placed on the environment, and more regulatory standards being enacted, the Storm Water Fund needs additional revenues. While there have been at least two attempts in the state legislature to define Storm Water revenues as user fees, thus not requiring voter approval to implement, that legislation has yet to pass. At some point, absent that legislation, property owners may wish to consider a measure to fund the proper handling and treatment of storm water runoff. This could be accomplished with a mail-in ballot.

Another area in need of fiscal attention is the Street Lighting and Landscape Fund. This fund pays for all costs associated with providing street lighting citywide, and for the maintenance of Streetscape in the downtown district. This fund is supported by assessments which have not changed in years (and cannot be adjusted without a Proposition 218 vote). As a result, the General Fund is subsidizing the Street Lighting Fund by \$195,685 in fiscal year 2012-2013. This deficit is likely to grow larger as energy costs increase. As the General Fund subsidy increases, it results in less available funding for such activities as Police, Fire, Paramedics, Parks and Recreation, Public Works, etc. A future vote, which could be accomplished using a mail-in ballot, would be necessary to properly fund operations.



It is important to note that in the past the General Fund has always had sufficient funds to backstop some of these operations when necessary. The City may need to consider proactively taking the steps necessary to support each and every program that is designed to be self-sustaining to restore financial balance, whether through increased assessments or, where appropriate, service level reductions.

If capital needs are considered along with service level demands, it is clear that the City will need to consider opportunities to grow its revenue base. Possible options include an increase in the transient occupancy tax (which could be accomplished without voter approval and would generate new revenue of approximately \$650,000), or the implementation of a utility user tax (UUT), for which a vote of the residents would be necessary. If an election were held, the City would need approval of a simple majority of the voters if the revenues were used for general purposes and not dedicated to a specific purpose. Each one percent of a UUT is estimated to generate \$650,000 in new revenue. Using the area average UUT of 5%, the City could generate approximately \$3.2 million in additional revenue (Manhattan Beach is one of the few cities that does not have a UUT). This is particularly important if the Council determines that further financial support to the school district is desirable.

In the City's overall fiscal health, reserve levels play an important role. For more than fifteen years, the City by policy has retained twenty percent of the General Fund's annual budgeted expenditures in reserve (for fiscal year 2012-2013 that amounts to \$10.6 million). Additionally, we prudently reserved an additional \$4 million for economic uncertainty. The City's financial policies state that the funds are to be used "in the event of significant financial emergency." While the past several years have been challenging in our abilities to fund our programs, the situation has not risen to the level of "significant financial emergency." Further, these reserves exist not to cover on-going long term operational expenditures, but rather as an emergency cushion for such events as a natural disaster where insurance is insufficient (or non-existent) to cover major structural losses, or an unforeseen loss of revenue which needs to be addressed on an emergency basis. We should avoid allocating these reserve funds for anything other than the most severe of events. It is this approach that has been a contributing factor in obtaining our AAA/Aaa rating from Standard & Poor's, Fitch and Moody's.

We are pleased to present a balanced operating budget that includes a surplus of \$252,691, as well as a \$3 million contribution to capital funding.

## **BUDGET OVERVIEW**

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

<b>Fund</b>	<b>Revenues</b>			<b>Expenditures</b>		
	<b>2011-2012</b>	<b>2012-2013</b>	<b>%Change</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>%Change</b>
General	\$51,170,408	\$53,158,918	3.9%	\$50,657,495	\$52,906,227	4.4%
<b>Special Revenue Funds</b>						
Street Lighting & Landscape	397,064	398,844	0.4%	583,651	594,529	1.9%
Gas Tax	1,381,167	1,487,617	7.7%	2,620,530	870,000	(66.8%)
Asset Forfeiture & Safety Grants	18,200	10,364	(43.1%)	327,363	216,833	(33.8%)
Federal & State Grants	-	-	0.0%	-	-	0.0%
Proposition A	623,200	552,201	(11.4%)	655,689	734,941	12.1%
Proposition C	460,000	8,554,416	1,759.7%	970,210	8,715,937	798.4%
AB 2766	48,000	44,915	(6.4%)	7,868	8,068	2.5%
Measure R	279,100	295,131	5.7%	400,000	-	(100.0%)
<b>Capital Project Funds</b>						
Capital Improvement Project	3,024,829	1,947,145	(35.6%)	2,127,676	5,785,311	171.9%
Underground Assessments District	400	219	(45.3%)	-	-	0.0%
<b>Enterprise Funds</b>						
Water	12,576,100	14,874,414	18.3%	12,657,963	13,222,851	4.5%
Stormwater	366,200	359,350	(1.9%)	657,187	598,089	(9.0%)
Wastewater	2,825,030	3,377,186	19.5%	3,061,557	3,688,710	20.5%
Refuse	4,568,373	4,566,324	(0.0%)	4,549,628	4,398,284	(3.3%)
Parking	2,113,447	2,299,594	8.8%	1,672,991	1,912,480	14.3%
County Parking Lots	449,500	531,000	18.1%	376,341	457,727	21.6%
State Pier & Parking Lot	436,300	500,363	14.7%	867,640	1,343,188	54.8%
<b>Internal Service Funds</b>						
Insurance Reserve	4,003,726	4,541,130	13.4%	4,022,761	4,558,840	13.3%
Information Systems	1,192,397	1,506,483	26.3%	1,192,397	1,522,432	27.7%
Fleet Management	3,250,206	3,077,925	(5.3%)	5,019,823	5,499,844	9.6%
Building Maintenance & Operations	1,404,275	1,550,806	10.4%	1,430,881	1,538,364	7.5%
<b>Trust &amp; Agency Funds</b>						
Special Assessment Redeption Fund	968,248	968,248	0.0%	968,248	962,612	(0.6%)
Pension Trust	145,700	139,150	(4.5%)	182,000	189,000	3.8%
<b>Budget Totals</b>	<b>\$91,701,870</b>	<b>\$104,741,743</b>	<b>14.2%</b>	<b>\$95,009,899</b>	<b>\$109,724,267</b>	<b>15.5%</b>

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

## Debt Service

Debt service for fiscal year 2012-2013 approximates \$4.7 million and includes: \$817,050 for the Police & Fire facility; \$850,658 for the Metlox parking structure and town square; \$317,581 in long standing Water & Waste Water improvement bonds; \$101,800 for the City's portion of the South Bay Regional Public Communications Authority (RCC) facility debt; \$509,823 for the financing of the Marine Sports Fields; \$1,103,202 for the pension obligation bonds for our Police & Fire departments; and \$954,112 in underground utility bond debt which exists as an assessment pass-through appropriation on the City's books. Debt service totaling \$114,335 is also budgeted for the lease payments on a new fire engine (\$67,388) and a sewer vacuum jet truck (\$46,947). The City is currently in the process of refinancing the debt for Metlox and the Water/Wastewater debt (the debt service listed are the existing amounts).

Both the Parking Fund and, to some extent, the Capital Improvement Fund, have been fully burdened by these debt levels making future capital projects dependent upon realized surplus reserve contributions and/or enhanced revenue measures.

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

## FUND SUMMARIES

### GENERAL FUND

At year end, current estimates for fiscal year 2011-2012 indicate that revenues will exceed expenditures in the General Fund by \$2,173,817. An improving economy and close monitoring of expenditures contributed to the better than expected results.

The surplus (unreserved) General Fund balance on June 30, 2012 is projected to be \$4,333,164 after accounting for the financial policies requirement and required reserves for existing liabilities. The fiscal year 2012-2013 budget includes an equity transfer of \$3 million to the CIP Fund for capital improvements. At the end of fiscal year 2012-2013, staff projects a Financial Policy Designation of \$10,581,245 (an increase from FY 2011-2012 of \$449,966), an Economic Uncertainty reserve of \$4 million, and an unreserved fund balance of \$1,013,477.

#### REVENUES:

General Fund revenues are projected to be \$53,158,918, an increase of \$1,988,510 or 3.9% from last year's budget. Increases in Sales Tax, Business License Tax, Property Tax, Building and Planning fees all contribute to the rise in revenue.

Specific revenue highlights include:

**Property Taxes:** For fiscal year 2012-2013, we are expecting a modest improvement in overall property tax revenues of \$516,605 over the prior year's budget (2.6%). This reflects only a slight increase over the FY 2011-2012 full year estimate of \$208,206 (1.0%) due to revised growth estimates provided by the County tax Assessor's office. This slow growth in the General Fund's largest revenue source reflects the housing market's uneven recovery from the housing bubble of 2007. While the growth is anemic, it is an improvement over the contraction in 2010-2011 in which we saw a decline in overall property tax revenue of approximately \$600,000 (3%). We expect to see continued modest growth in this revenue source in fiscal year 2013-2014 and beyond. This is our biggest General Fund revenue source (38% of total revenue).

Fiscal Year 2010-2011 Actual:	\$19,791,425
Fiscal Year 2011-2012 Budget:	\$19,753,700
Fiscal Year 2011-2012 Estimate:	\$20,062,099
Fiscal Year 2011-2012 Budget:	\$20,270,305

**Sales Tax:** Retail sales activity within the state and region continue to improve as consumer confidence and spending return. Additionally, the City is receiving the benefit of the DeWitt Petroleum location agreement which took effect in October 2010. In fiscal year 2012-2013, we expect sales tax to perform 7.8% (\$631,000) above the prior year's budget, and \$317,000 (3.8%) above 2011-2012 estimates (these figures are based on the City's net revenue after factoring in the DeWitt agreement).

Fiscal Year 2010-2011 Actual:	\$8,180,675
Fiscal Year 2011-2012 Budget:	\$8,125,000
Fiscal Year 2011-2012 Estimate:	\$8,439,000
Fiscal Year 2012-2013 Budget:	\$8,756,000

**Transient Occupancy Tax (TOT):** Due to remodeling activity during FY 2011-2012 at the Marriott and Residence Inn hotels, FY 2011-2012 revenues are expected to fall short of budget estimates by \$89,366 (2.7%). However, with the hotels back in full operation, revenues are expected to rebound to approximately \$3.26 million in FY 2012-2013. Beyond that, growth of 3% annually is expected as the economy and tourism continue to improve. TOT revenue also affects the Capital Improvement Fund since 15% of the total TOT is dedicated to that fund (the CIP amount is not included in the numbers below).

Fiscal Year 2010-2011 Actual:	\$3,169,337
Fiscal Year 2011-2012 Budget:	\$3,258,766
Fiscal Year 2011-2012 Estimate:	\$3,169,400
Fiscal Year 2012-2013 Budget:	\$3,264,482

**Business License Tax:** Budget-to-budget, business license tax is projected to increase by \$90,000 (3.3%). However, the fiscal year 2012-2013 budget more accurately reflects the actual collection expected in fiscal year 2011-2012, which at the time of this budget, is just wrapping up.

Fiscal Year 2010-2011 Actual:	\$2,844,068
Fiscal Year 2011-2012 Budget:	\$2,754,000
Fiscal Year 2011-2012 Estimate:	\$2,844,000
Fiscal Year 2012-2013 Budget:	\$2,844,000

**Building Permits:** Through April 2012, the City has issued 17% more permits with 27% higher valuations than the same period in the prior year. The majority of the activity continues to be in the residential remodeling arena. Fiscal year 2011-2012 estimates are approximately \$22,000 higher than the prior year actual receipts. The fiscal year 2012-2013 budget projects a \$40,000 (4.8%) increase over 2011-2012 full year estimates.

Fiscal Year 2010-2011 Actual:	\$818,468
Fiscal Year 2011-2012 Budget:	\$720,000
Fiscal Year 2011-2012 Estimate:	\$840,000
Fiscal Year 2012-2013 Budget:	\$880,000

**Plan Check Fees:** Fiscal year 2011-2012 full year estimates are expected to surpass budget by \$105,000 (12.5%) based on valuations and increased activity. Fiscal Year 2013 revenues are expected to increase over the prior year's budget by \$110,000 (13.1%) and approximate the 2011-2012 full year estimate.

Fiscal Year 2010-2011 Actual:	\$797,741
Fiscal Year 2011-2012 Budget:	\$840,000
Fiscal Year 2011-2012 Estimate:	\$945,000
Fiscal Year 2012-2013 Budget:	\$950,000

**Interest Income:** Interest rates remain at historically low levels, resulting in depressed interest earnings on the City's idle funds. As investments mature, reinvestment rates in today's market are now assumed to be 1.2% to 1.35% in the two and a half to three-year range. Eventually, rates will increase in as the economy improves. As a result, revenues are projected at \$550,000 in fiscal year 2012-2013.

Fiscal Year 2010-2011 Actual:	\$647,027
Fiscal Year 2011-2012 Budget:	\$500,000
Fiscal Year 2011-2012 Estimate:	\$550,000
Fiscal Year 2012-2013 Budget:	\$550,000

**Operating Service Transfers:** This revenue represents cost recovery to the General Fund for support provided to other activities and funds, including the enterprise funds (Water, Waste Water, Refuse, Parking). The amount to be recovered is determined through a periodic cost allocation plan study performed by an independent third party. For this fiscal year, the charge-out to the Storm Water Fund has been discontinued due to the minimal fund balance available, and the need to build balances to fund future capital projects. This results in a reduction in the Operating Transfers of \$375,161.

Fiscal Year 2010-2011 Actual:	\$3,025,307
Fiscal Year 2011-2012 Budget& Estimate:	\$3,288,499
Fiscal Year 2012-2013 Budget:	\$2,913,338

**Marriott Hotel Percentage Rent:** The hotel is built on City land is subject to a ground lease, in which the City shares in the room, food and beverage revenues generated. During FY 2011-2012, the Marriott renovated a number of guest rooms, resulting in lower overall room, food and beverage sales during construction. As a result, the FY 2011-2012 revenues are projected to come in below budget by \$206,618. However, with the construction completed, and the hotel fully operational, revenues in FY 2012-2013 are expected to rebound to FY 2010-2011 levels at a minimum.

Fiscal Year 2010-2011 Actual:	\$573,128
Fiscal Year 2011-2012 Budget:	\$618,000
Fiscal Year 2011-2012 Estimate:	\$412,382
Fiscal Year 2012-2013 Budget:	\$574,000

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

*General Fund Expenditure Highlights:*

General Fund expenditures equal \$52,906,227, an increase from the fiscal year 2011-2012 budget of \$2,248,732 (4.4%) and \$2,249,833 (4.3%) over FY 2011-2012 estimates. The following chart illustrates the specific budget categories and the associated changes:

**General Fund Budgeted Expenditures by Category**

Expenditure Category	Budget 2011-2012	Estimated 2011-2012	Budget 2012-2013	Budget to Budget Var		Budget to Estimated Var	
				Change	Percent	Change	Percent
Salaries & Benefits	\$35,763,535	\$35,333,760	\$36,414,174	\$650,639	1.8%	\$1,080,415	3.1%
Materials and Services	8,153,317	8,828,032	9,209,255	1,055,938	13.0%	381,223	4.3%
Internal Service Charges	4,947,393	4,932,968	5,349,809	402,416	8.1%	416,841	8.5%
Capital Equipment	-	12,082	87,001	87,001	-	74,919	620.1%
Debt Service	1,793,250	1,531,107	1,825,825	32,575	1.8%	294,718	19.2%
Interfund Transfers	0	18,445	20,163	20,163	-	1,718	9.3%
<b>Totals</b>	<b>\$50,657,495</b>	<b>\$50,656,394</b>	<b>\$52,906,227</b>	<b>\$2,248,732</b>	<b>4.4%</b>	<b>\$2,249,833</b>	<b>4.4%</b>

Over the past few years we have eliminated a number of vacant positions due to budget constraints. While the budget outlook has improved, we continue to review staffing to ensure we are operating at the most efficient levels. As a result, we are recommending a number of staffing changes that affect the General Fund. This includes the addition of one Police Lieutenant, two Police Officers (eliminated in the FY 2011-2012 budget), and one Police Services Officer (i.e. Jailer). These positions are critical to the effective staffing and operation of the Police Department, and with improved resource availability, are a top funding priority. Additionally, as the housing market rebounds there is increased activity and service demands in the Community Development Department, which is accommodated with the reinstatement of an Associate Planner.

The fiscal year 2012-2013 budget includes a vacancy factor for full-time staffing of \$750,000 (approximately 2%) in the General Fund. This was done in recognition of the fact that there are times throughout the year that positions are vacant through attrition and retirements, and that salary savings are achieved during those vacancies. This practice, which was implemented for the first time three years ago, reduces funds allocated for staffing, but may result in insufficient funding if such vacancies do not occur. The prior practice of fully budgeting staff positions would result in year-end savings, which would contribute to fund balance or other uses such as capital improvement projects. This current method simply estimates and recognizes vacancies up-front, with the expected savings factored into the balanced budget.

The City utilizes the South Bay Regional Public Communications Authority (a.k.a. RCC) for its dispatch services. Each participating agency in the RCC pays an assessment for those services. For the past few years, the RCC has utilized a portion of their reserves to reduce assessments, but must now increase the fees to reflect the operational costs. Additionally, the RCC's costs to provide the service have increased due to CalPERS contributions as well as increased overtime and personnel related costs. As a result, the City's assessment, which is allocated in Police Department (75%) and Fire Department (25%) budgets, is increasing by \$196,273 (14.6%) for a total cost of \$1,543,728. This joint powers arrangement with other local agencies remains the model of effectiveness and efficiency, and serves the City well.

This budget reflects the change in approach in legal services approved by the Council during FY 2011-2012. City Attorney services are now provided by an outside firm (Richards Watson Gershon) with the costs reflected as a contract (not as previously reported as personnel related costs). However, City Attorney goals and associated costs continue to be reflected in the City Attorney program within Management Services.

By policy, the City Council maintains a contingency account (one-half of one percent of General Fund expenditures) within the adopted budget which allows Council to address issues during the year without the need to appropriate funds. In recent years, in an effort to balance the budget, this contingency was reduced, most recently to \$50,000. However, with an increase in available resources, the funding level for FY 2012-2013 has been increased by \$100,000 to a new allocation of \$150,000. In the event issues arise that exceed the contingency account during the year which the Council determines funding is necessary, a limited amount of surplus General Fund money is typically available for appropriation.

## **Other Fund Highlights**

### **CAPITAL IMPROVEMENTS & CONSTRUCTION FUNDS**

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

- 1998 Transient Occupancy Tax – 15% of the total tax
- 1998 On-Street Parking Meters - \$.25 per hour
- 2000 On-Street Parking Meters – additional \$.25 per hour
- 2000 Parking Citations - \$4 of all citations except expired meter cites

These revenues are projected to generate \$1,267,471 of the total fund revenue of \$1,947,145. Additionally, grant revenue of \$629,497 is projected to be received in FY 2012-2013 for the remainder of a Safe Routes to School program grant awarded in the prior year (total grant of \$735,934).

The majority of the revenue generated within the CIP Fund is dedicated to funding the Police & Fire facility debt service (\$817,050). Other projects will be funded from available fund balance and any future General Fund surpluses on a pay-as-you-go basis. A General Fund transfer of \$3 million into the CIP Fund is included in this year's budget, the result of the General Fund year end surplus and available General Fund balance.

The City's CIP fund accounts for capital improvement projects funded by general use revenue sources. Projects totaling \$4.26 million are included within the fiscal year 2012-2013 budget. These include high efficiency ventilation and lighting for City Hall (\$1.24 million), seismic retrofitting of Fire Station #2 (\$200,000), Marine Avenue Park fencing (\$160,000), a facilities assessment and park master plan (both \$100,000), bike lanes (\$100,000), a feasibility study of a traffic circle at 15<sup>th</sup> and Valley/Ardmore (\$80,000) and a master plan for Veteran's Parkway (\$40,000). Additionally, several improvements to the Downtown Streetscape, including traffic signal, crosswalk and pavement rehabilitation are planned which total \$2.24 million. More information about these projects may be found in the 2013-2017 Capital Improvement Project Plan. Including the \$3 million transfer in from the General Fund, the CIP fund is expected to have an unreserved fund balance of \$2.03 million at the end of fiscal year 2012-2013 for use at City Council's discretion.

### **SPECIAL REVENUE FUNDS**

The *Street Lighting and Landscaping Fund* derives its revenues from assessments to property owners. Those assessments, which have not been changed since 1996, would require a successful Proposition 218 vote in order to do so. As a result, the fiscal year 2012-2013 assessment basis remains fixed with no increase from the prior year. Because expenses for energy and maintenance are not fixed and continue to rise, the General Fund must contribute increased amounts each year in order to fund this service. For

fiscal year 2012-2013 that subsidy will be \$195,685. In addition to the subsidy, the City contributes \$20,163 to cover the City's portion of the Streetscape zone. The fiscal year 2012-2013 budget presents a fund which has exhausted its reserves. City Council needs to revisit an overall assessment plan, and consider a vote. Without such action, General Fund transfers will continue, further straining core municipal services.

The ***Gas Tax Fund*** accounts for moneys dedicated to roadway and sidewalk projects. This year's budget includes revenues of \$1,487,617 and expenditures of \$870,000. Projects include street resurfacing and construction projects, maintenance such as the annual slurry seal program and annual concrete curb and gutter replacement. More information about these projects may be found in the 2013-2017 Capital Improvement Projects listing.

The ***Asset Forfeiture Fund*** includes estimated revenues of \$8,862 consisting only of interest earnings on the fund balance. The City has made it a practice not to budget revenues from asset seizures because the revenue stream is unpredictable. By doing so, the City avoids the appearance of any impropriety in the seizing, sale or acquisition of forfeited property. Fiscal year 2012-2013 operational expenditures equal \$216,833. This includes funding for digital cameras for all officers and an associated computer network archival system for tracking and retrieving the images to be used as evidence and support for crime investigations. Also included in this year's budget is funding for the DNA analysis as needed from the Orange County Sheriff's Department.

The ***Federal and State Grant Fund*** reflects no anticipated or known grant fund income. However, during the year, if such grants are received, the budget will be adjusted accordingly.

The majority of ***Proposition "A" Fund*** revenues are based on a half-cent sales tax in Los Angeles County, which is then distributed on a per capita basis. FY 2012-2013 revenues are estimated at \$552,201 with expenditures of \$734,941. This deficit is covered through the use of Measure "R" funds; the Proposition "A" Fund is projected to have no fund balance at year end. Sustaining the current service levels in the future will require the City to utilize other resources (such as Measure "R"), or exchange General Fund moneys for Proposition "A" funds with another agency in the county, as was done last year. Further, this year's budget includes the purchase of two replacement Dial-A-Ride buses which would normally be purchased with Proposition "A" funds, but due to the lack of resources, are being funded with Measure "R" funds (which may be used for this transit related purpose). Expenditures in this year's budget include \$28,000 for support of the Beach Cities Transit replacement service for the MTA line 439 (which runs through Manhattan Beach); "Ocean Express" funding for \$20,000 to support two trips per hour bringing visitors from LAX area hotels to Downtown and the Village Mall; and \$55,000 for the recreational bus trips for the various programs put on by the Parks & Recreation department. The part time salaries budget has been increased to reflect the expanded services previously authorized by the City Council.

The ***Proposition "C" Fund***, established for transportation and street improvement programs, reflects estimated revenues of \$8,554,416 and capital expenditures of \$8,715,937 in fiscal year 2012-2013. Revenues include \$3.18 million in a Metropolitan Transportation Authority (MTA) grant, \$4.55 million in an MTA Measure R South Bay allocation, \$436,627 in transit sales tax and \$360,000 in a Federal earmark. These funds will be used for the Sepulveda Bridge Widening Project, which has an estimated cost of \$21.3 million.

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 \$44,915 and expenditures of \$8,068 support the City's clean air efforts in fiscal year 2012-2013. Additionally,



the budget includes a transfer of \$350,000 to the Fleet fund for the scheduled purchase of alternative fuel vehicles, a permitted use of the funds.

During fiscal year 2009-2010, the City began receiving funds from the new sales tax resulting from **Measure R** which was approved by the County's voters in November 2008. This half cent sales tax can be used for projects such as a trolley, 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). The City anticipates receiving approximately \$295,131 in revenue for 2012-2013. This year, \$70,892 is being transferred to the Proposition "A" Fund to sustain Dial-A-Ride programs, as well as a transfer of \$230,000 to the Fleet Fund to purchase two replacement Dial-A-Ride busses. The year-end fund balance is projected to be \$782,492.

## **ENTERPRISE FUNDS**

Fiscal year 2012-2013 revenues in the **Water Fund** are estimated at \$14,874,414 while expenditures in this fund equal \$13,222,851. New rates, adopted by the City Council in fiscal year 2009-2010 (effective January 2010), allow for the continued funding of capital projects and equipment (identified in the infrastructure study in fiscal year 2009-2010). For FY 2012-2013, projects total \$4.17 million and include \$2.35 million for water line replacements and new hydrant installation, \$1 million for a water well, \$500,000 for pump station improvements and \$317,500 for radio telemetry equipment used to operate the water system. More information about these projects may be found in the 2012-2013 Capital Improvement Projects listing in the Appendix of this document.

Revenues in the **Waste Water Fund** are projected to be \$3,377,186 with expenses and capital estimated at \$3,688,710. The infrastructure and rate study completed in 2009-2010 resulted in new rates being implemented, which support the capital improvements necessary to operate the utility. In fiscal year 2012-2013, funds totaling \$1.61 million are programmed for sewer infrastructure rehabilitation as well as network communications equipment. The expenses also include the lease of a new Sewer Vacuum Jet truck. It is important to note that while the scheduled rate increases have provided capital for infrastructure projects, net income is not sufficient to fund the policy reserves of \$692,210. Given the high priority of the projects, the budget places an emphasis on funding those critical needs ahead of funding reserves. However, if there were to be a need for emergency funding other resources are available in the interim. While a five-year rate structure was established when the new rates took effect in 2010, those rates will need to be revisited earlier than planned to fully fund the operation and reserves.

The **Storm Water Fund** contains budgeted revenues of \$359,350 and expenditures of \$598,089. The fiscal year 2012-2013 budget includes \$150,000 for storm drain video inspection and evaluation, and \$130,000 for the Veteran's Parkway infiltration project. Previously, several studies/projects were initiated which include an infiltration site study to identify runoff mitigation strategies; a storm water system condition assessment; and a Best Management Practices review for identifying sources of bacteria as well as ways to educate our community on reducing such pollution. The results of these studies will guide the next round of capital improvement projects in this area. Current assessments (which were last changed in 1996 and have remained unchanged since then) are not sufficient to sustain the program's capital needs in the future. As a result, General Fund transfers or a Proposition 218 vote to increase the assessments will ultimately be required to adequately fund this operation. Storm Water runoff is under increased regulatory and environmental pressures, which will result in increased costs. It is important to also note that last year, the General Fund collected the overhead costs of services provided by the General Fund (\$363,187) to the Storm Water Fund. With only \$286,721 remaining in the Storm Water fund by the end of FY 2012-2013, that reimbursement was not included in this year's

budget. This will allow some funding for future projects. However, the General Fund should no longer subsidize the Storm Water Fund, and at some juncture, the assessments will need to be addressed.

The ***Refuse Fund*** includes revenues and expenses for the City's refuse, recycling and street sweeping activities. Revenues for fiscal year 2012-2013 are projected to be \$4,566,324 and expenditures at \$4,398,284. The new contract with Waste Management took effect June 1, 2011 along with the new rates to residents and businesses. The first rate increase under the contract, which is included in the projected revenue and expenditures, is scheduled for July 2012.

The ***Parking Fund*** accounts for collections and expenditures for street meters and City owned lots, debt service on the Metlox parking structure, and maintenance of the Metlox Town Square. For fiscal year 2012-2013 this fund is projected to have \$2,299,594 in revenues and \$1,912,480 in expenditures. Fiscal year 2012-2013 includes debt service (\$301,900) on the \$1,073,000 loan to the fund from the Capital Improvements Fund for the purchase of new technology parking meters that accept credit cards (the loan will be paid off in FY 2014-2015). The budget also includes \$69,190 in new bank service charges that reflect the costs of parking meters accepting credit cards, and \$75,000 for inspection of parking structures. The projected year end unreserved fund balance is \$210,295; this is inadequate when considering the future replacement of aging structures which will be examined in the study. Future rate increases may be necessary to adequately fund the infrastructure.

The ***County Parking Lot Fund*** accounts for the two county-owned parking lots commonly referred to as El Porto and 26<sup>th</sup> Street. This fund is projected to have \$531,000 in revenues and \$457,727 in operating expenditures. Excess funds (\$73,273) are transferred to the General Fund after accounting for the County's share of revenue.

The ***State Pier and Parking Lot Fund*** relates to the operational activity for the State owned pier parking lots. This fund is projected to have \$500,363 in revenues and \$1,343,188 in expenditures. Of that total, \$940,000 has been allocated to Pier railing, comfort station and roundhouse repairs and restoration. The balance of the funds are used to maintain and operate the pier and parking lots, and the pier comfort stations.

## **INTERNAL SERVICE FUNDS**

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

The fiscal year 2012-2013 ***Insurance Reserve Fund*** budget contains revenues of \$4,541,130 and expenditures of \$4,558,840. The Insurance Reserve Fund allocates expenditures to City departments based on recent claims history. For fiscal year 2012-2013, charge outs for liability and property insurance increased by \$700,939 due to increased liability claims activity, and an \$127,576 increase in liability and property insurance premiums. Charge outs for workers compensation costs decreased by \$163,534, while the associated insurance premium increased by \$40,000. Claims paid for fiscal year 2012-2013 for both liability and workers compensation are estimated at \$3.06 million, an increase of \$387,050. The total fund balance at FY 2013 year end is estimated to be \$4.9 million. However, within that balance are long term liabilities for claims that are incurred but not reported with an estimated value of \$2.6 million, for which the City has recognized. After considering those liabilities, the remaining fund balance (\$2.3 million) is sufficient to meet the City Council's policy goal of \$2 million of working capital, which provides a buffer against highly unpredictable Workers' Compensation claims from both past and present employees.

The ***Information Systems Fund*** provides for the operation of the City's Information Systems division, including maintenance of the City's computer network and hardware infrastructure. The division's budget is charged out to the departments based on the number of devices (workstations and printers) being utilized. In fiscal year 2012-2013, the Information Systems Fund's revenues are \$1,506,483 and expenditures are \$1,522,432. This year's costs include replacement of several network servers and desktop computers, where the replacement schedule has been extended based on our experience with repairs in recent years. This has allowed us to reduce charge outs to using departments accordingly. Fiscal year 2012-2013 also includes the purchase of video broadcasting equipment for the Police/Fire community room and the Joslyn Center. This equipment, which costs \$288,310, is being purchased with PEG (Public, Education, Government) funds generated through Verizon and Time Warner cable systems. The improvements will provide the City with the capability to broadcast live cable productions (and streaming video) from both facilities when used for public meetings and gatherings. Additionally, \$35,500 has been allocated to upgrade the City's Internet connection to accommodate increased traffic and larger download files. The fund is projected to have a balance of \$354,653 at year end.

The ***Building Maintenance and Operations Fund*** consists of programs from two different departments. The fund provides for Public Work's Building Maintenance program which maintains City facilities and grounds, and the Finance Department's General Services program which ensures that office equipment (telephones, photocopiers, etc.) is maintained. The fund's fiscal year 2012-2013 budget includes revenues of \$1,550,806 and expenditures of \$1,538,364. Expenditures associated with this fund are allocated to departments based on their number of employees and the square feet of building they occupy.

The ***Fleet Management Fund*** is charged to departments in two separate line items - fleet maintenance and fleet rental. Fleet maintenance accounts for repairs and routine vehicle maintenance based on the average maintenance and repair cost according to the type and number of vehicles a department operates. The fleet rental charge provides for the replacement of City vehicles, and is a straight-line depreciated charge based on the cost and expected life of each vehicle. Last year's budget included increased funding to allow for the replacement of many vehicles which were past due. This year's budget continues that program with the purchase of 39 vehicles to bring the fleet up to date. A list of those vehicles is included in the Appendix of this document. The Fund is expected to have a year-end balance of \$543,395.

## CONCLUSION

At the beginning of this message, I pointed to the City's mission statement, and the resulting strategic goals: maintaining and enhancing fiscal stability; increasing organizational effectiveness and efficiency; maintaining and enhancing City facilities, programs and infrastructure; and encouraging engagement and increased participation of residents and businesses. I believe we have developed a spending plan that incorporates all of these goals: we remain fiscally sound and have options available to further strengthen our position; we are increasing effectiveness through staff resource allocations while reducing expenses and controlling costs where possible; we have committed significant funds to capital projects that benefit the community; and we are making great strides in engaging the public in the business of government. We have embraced the mission statement, and look forward to delivering on that goal.

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

In our on-going efforts to provide our citizens with ample opportunities to review and comment on the budget, several public meetings are scheduled:

<u>Date</u>	<u>Location</u>	<u>Time</u>
5/15/12	City Council Chambers Budget Introduction (during the regularly scheduled City Council Meeting)	6:30 PM
5/16/12	Police/Fire Community Room City Council Budget Study Session #1	6:00 PM
5/22/12	Police/Fire Community Room City Council Budget Study Session #2	6:00 PM
5/24/12	Police/Fire Community Room City Council Budget Study Session #3 (if necessary)	6:00 PM
6/5/12	City Council Chambers Budget Adoption (during the regularly scheduled City Council Meeting)	6:30 PM

Copies of the Operating Budget are available for public review at City Hall in the Finance Department and City Clerk's Office; and at the Library. The budget is also available on line at the City's website: **[www.citymb.info](http://www.citymb.info)**.

I would like to take this opportunity to thank all the City employees who worked very hard to develop this year's budget. Special thanks to the Finance Department, especially Bruce Moe, Henry Mitzner, Eden Serina, Jeanne O'Brien, Eugene Wee, and Helga Foushanes.

Sincerely,



**David N. Carmany**  
**City Manager**

# BUDGET USER'S GUIDE

Prior to July 1st of each year, the Manhattan Beach City Council adopts, by formal resolution, an annual budget. This document serves as a financial plan, the purpose of which is to identify the projected allocation and application of resources over the budget cycle.

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

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

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

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

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

## BUDGET PROCESS

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

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

In March, the Finance Director provides the City Manager with proposed revenue projections. These revenue estimates are then reviewed with the department budget requests to determine

available funding levels for the fiscal year. The City Manager and Finance Director then hold meetings with the departments to review the operating and supplemental budget requests.

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

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

## **BASIC ACCOUNTING**

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

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

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

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

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

## **CLASSIFICATION OF FUNDS**

### *GOVERNMENTAL FUND TYPES:*

#### **General Fund**

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

#### **Special Revenue Funds**

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

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

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

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

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

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

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

## **Capital Projects Funds**

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

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

## **Debt Service Funds**

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

### **PROPRIETARY FUND TYPES:**

## **Enterprise Funds**

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

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

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

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

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

*The County Parking Lots Fund* is used to account for the operation and maintenance of parking lots that are owned by Los Angeles County and leased to the City. Proceeds from the meters and



parking permits are divided 55 percent to the County, with an annual guaranteed minimum of \$130,000, and 45 percent to the City.

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

### **Internal Service Funds**

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

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

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

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

#### **FIDUCIARY FUND TYPES:**

### **Trust & Agency Funds**

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

# CITIZENS OF MANHATTAN BEACH

City Council

City Treasurer

Parking & Public Improvements Commission

Board of Building Appeals

Planning Commission

Parks & Recreation Commission

Cultural Arts Commission

Library Commission

City Attorney

City Manager

City Clerk

Finance

Human Resources

Parks & Recreation

Police

Fire

Community Development

Public Works

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

Administration  
~  
Accounting  
~  
Revenue Services  
~  
General Services  
~  
Information Systems

Administration  
~  
Risk Management

Administration  
~  
Recreation Services  
~  
Cultural Arts  
~  
Sports & Aquatics  
~  
Volunteers  
~  
Transportation

Administration  
~  
Patrol  
~  
Investigations  
~  
Technical Support  
~  
Crime Prevention  
~  
Traffic Safety  
~  
Jail Operations  
~  
Parking Enforcement  
~  
Animal Control  
~  
Asset Forfeiture

Administration  
~  
Prevention  
~  
Suppression  
~  
Paramedics  
~  
Emergency Preparedness

Administration  
~  
Planning  
~  
Building  
~  
Code Enforcement  
~  
Traffic Engineering

Administration  
~  
Civil Engineering  
~  
Street Maint  
~  
Bldg & Grounds Maintenance  
~  
Transportation  
~  
Street Lighting & Landscaping  
~  
Streetscape Maint  
~  
Water Programs  
~  
Storm Drain Maint  
~  
Sewer Maint  
~  
Solid Waste Mgmt  
~  
Parking Facilities  
~  
Fleet Mgmt



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Manhattan Beach**

**California**

For the Fiscal Year Beginning

**July 1, 2011**

*Linda C. Denton Jeffrey R. Egan*

President

Executive Director

# California Society of Municipal Finance Officers

*Certificate of Award*

## ***Excellence Award in Operating Budget Fiscal Year 2011-2012***

*Presented to the*

***City of Manhattan Beach***

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

*February 29, 2012*



  
\_\_\_\_\_  
Scott Johnson  
CSMFO President

  
\_\_\_\_\_  
Chu Thai, Chair  
Professional Standards and  
Recognition Committee

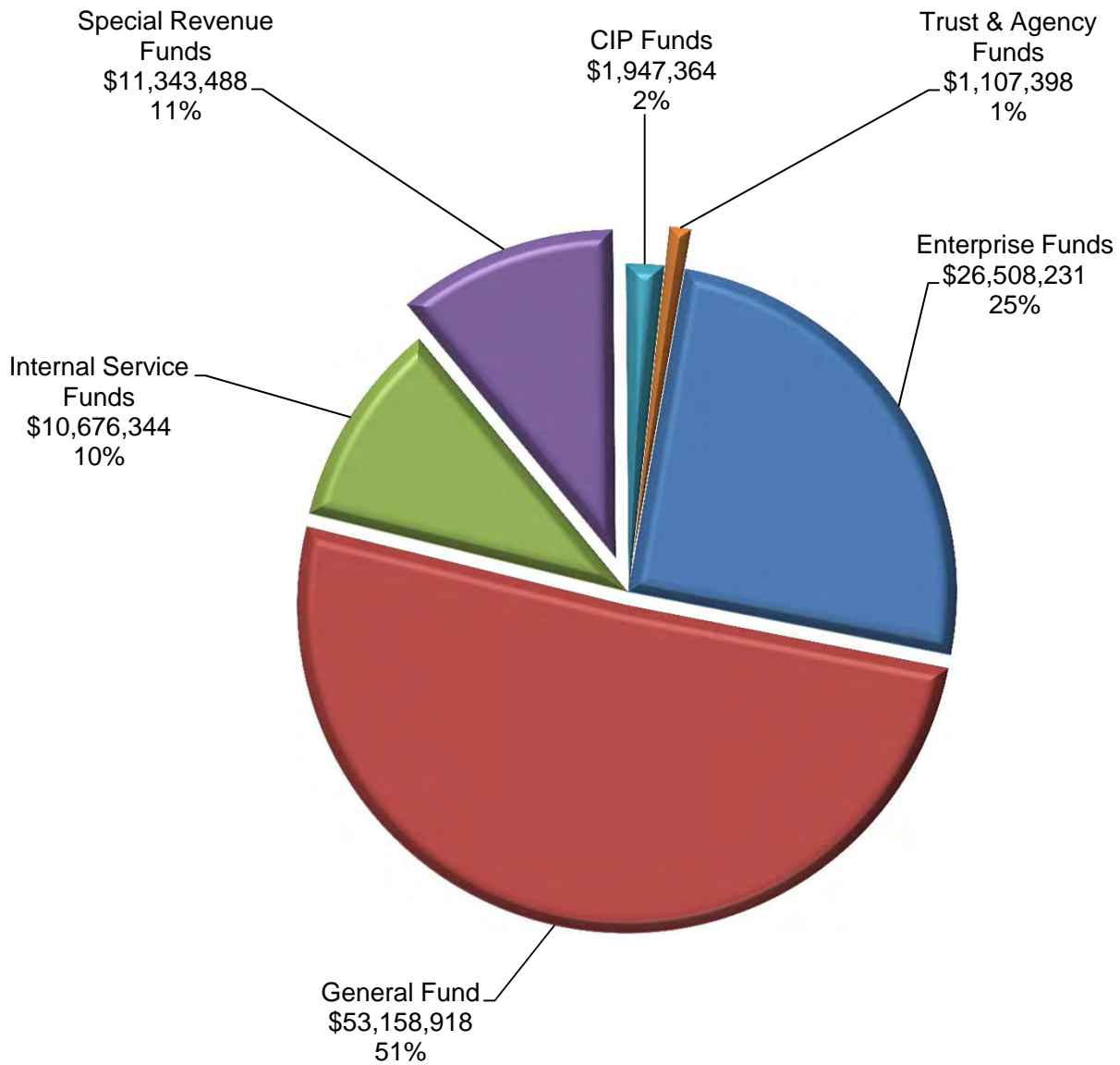
***Dedicated Excellence in Municipal Financial Reporting***

# **SUMMARIES**



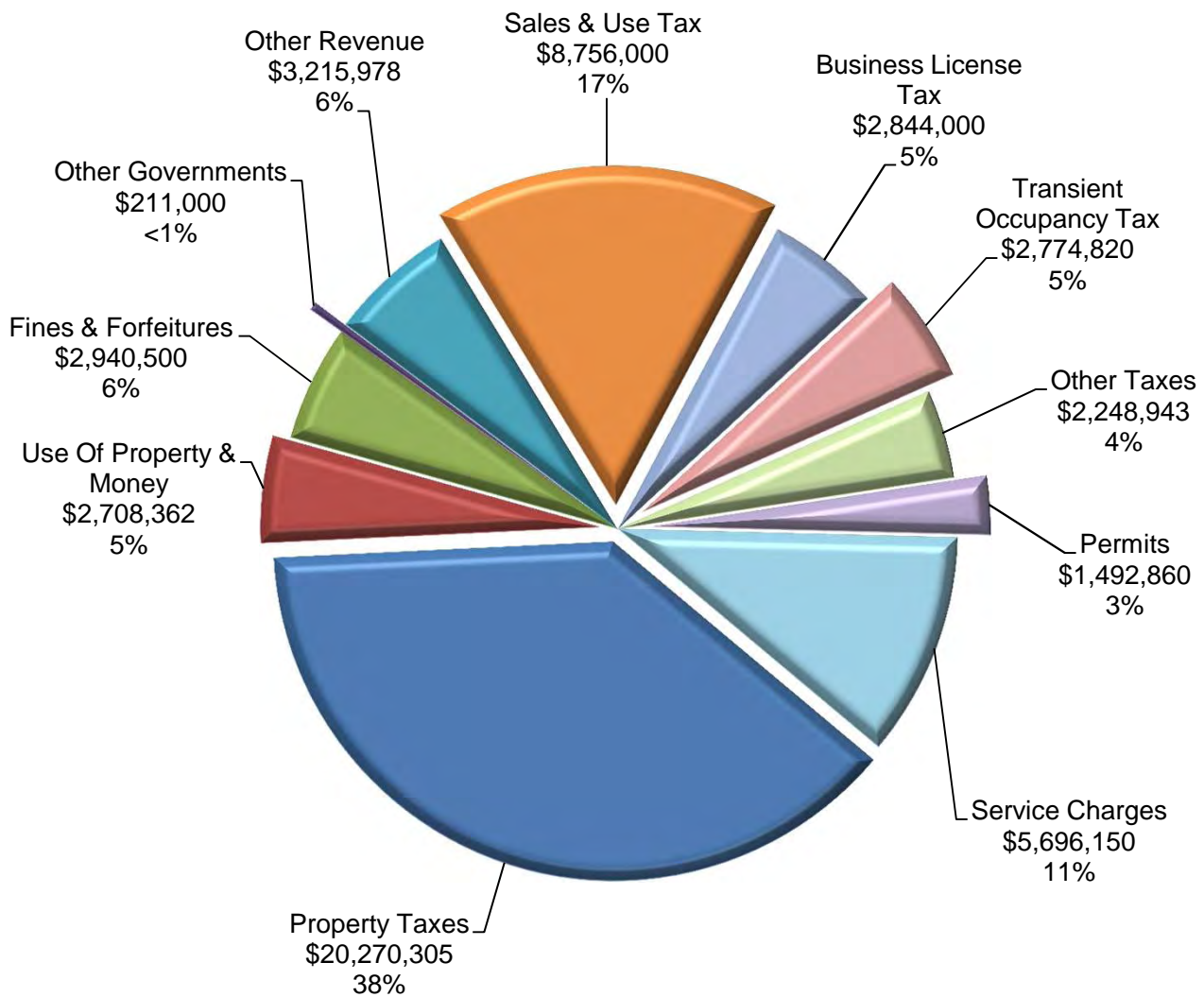
# 2012-2013 SOURCE OF FUNDS BY FUND TYPE

Source of Funds = \$104,741,743



# 2012-2013 SOURCE OF FUNDS - GENERAL FUND

Source of Funds - General Fund = \$53,158,918





## 2012-2013 SCHEDULE OF REVENUES BY FUND & CATEGORY

	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed	Increase (Decrease)	Percent Change
<b>General Fund</b>					
Revenue from Property Taxes	\$19,791,425	\$19,753,700	\$20,270,305	\$516,605	2.62%
Revenue from Sales & Use Tax	8,180,675	8,125,000	8,756,000	631,000	7.77%
Revenue from Transient Occupancy Tax	2,693,937	2,769,951	2,774,820	4,869	0.18%
Revenue from Business License Tax	2,844,068	2,754,000	2,844,000	90,000	3.27%
Revenue from Other Taxes	2,115,703	1,957,543	2,248,943	291,400	14.89%
Revenue from Permits	1,281,403	1,212,060	1,492,860	280,800	23.17%
Revenue from Fines & Forfeitures	2,757,134	2,924,500	2,940,500	16,000	0.55%
Revenue from Use of Property & Money	2,569,386	2,639,952	2,708,362	68,410	2.59%
Revenue from Vehicle License Fee	118,295	100,000	-	(100,000)	-
Revenue from Other Governments	381,441	191,359	211,000	19,641	10.26%
Revenue from Service Charges	5,818,104	5,232,994	5,696,150	463,156	8.85%
Miscellaneous Revenues	3,482,055	3,509,349	3,215,978	(293,371)	(8.36%)
<b>Total General Fund</b>	<b>\$52,033,626</b>	<b>\$51,170,408</b>	<b>\$53,158,918</b>	<b>\$1,988,510</b>	<b>3.89%</b>
<b>Special Revenue Funds</b>					
Street Lighting & Landscaping	\$394,396	\$397,064	\$398,844	\$1,780	0.45%
Gas Tax	970,271	1,381,167	1,487,617	106,450	7.71%
Asset Forfeiture	123,529	15,600	8,862	(6,738)	(43.19%)
Police Safety Grants	102,494	2,600	1,502	(1,098)	(42.23%)
Federal & State Grants	50,096	-	-	-	-
Proposition A	770,915	623,200	552,201	(70,999)	(11.39%)
Proposition C	448,401	460,000	8,554,416	8,094,416	1759.66%
AB 2766	45,004	48,000	44,915	(3,085)	(6.43%)
Measure R	313,592	279,100	295,131	16,031	5.74%
<b>Total Special Revenue Funds</b>	<b>\$3,218,698</b>	<b>\$3,206,731</b>	<b>\$11,343,488</b>	<b>\$8,136,757</b>	<b>253.74%</b>
<b>Capital Project Funds</b>					
Capital Improvement	\$1,204,461	\$3,024,829	\$1,947,145	(\$1,077,684)	(35.63%)
<b>Total Capital Projects Funds</b>	<b>\$1,204,461</b>	<b>\$3,024,829</b>	<b>\$1,947,145</b>	<b>(\$1,077,684)</b>	<b>(35.63%)</b>
<b>Underground Utility Construction Fund</b>					
Underground Utility Construction	\$274	400	\$219	(\$181)	(45.25%)
<b>Total Underground Utility Construction Fund</b>	<b>\$274</b>	<b>400</b>	<b>\$219</b>	<b>(\$181)</b>	<b>(45.25%)</b>
<b>Enterprise Funds</b>					
Water	\$9,619,635	\$12,576,100	\$14,874,414	\$2,298,314	18.28%
Stormwater	364,823	366,200	359,350	(6,850)	(1.87%)
Wastewater	2,636,215	2,825,030	3,377,186	552,156	19.55%
Refuse	4,214,791	4,568,373	4,566,324	(2,049)	(0.04%)
Parking	2,137,611	2,113,447	2,299,594	186,147	8.81%
County Parking Lots	463,197	449,500	531,000	81,500	18.13%
State Pier & Parking Lot	460,923	436,300	500,363	64,063	14.68%
<b>Total Enterprise Funds</b>	<b>\$19,897,195</b>	<b>\$23,334,950</b>	<b>\$26,508,231</b>	<b>\$3,173,281</b>	<b>13.60%</b>
<b>Internal Service Funds</b>					
Insurance Reserve	\$3,771,699	\$4,003,726	\$4,541,130	\$537,404	13.42%
Information Systems	1,078,105	1,192,397	1,506,483	314,086	26.34%
Fleet Management	2,525,154	3,250,206	3,077,925	(172,281)	(5.30%)
Building Maintenance & Operations	1,127,064	1,404,275	1,550,806	146,531	10.43%
<b>Total Internal Service Funds</b>	<b>\$8,502,022</b>	<b>\$9,850,604</b>	<b>\$10,676,344</b>	<b>\$825,740</b>	<b>8.38%</b>
<b>Trust &amp; Agency Funds</b>					
Special Assessment Redemption Fund	\$971,374	\$968,248	\$968,248	\$0	-
Pension Trust	108,644	145,700	139,150	(6,550)	(4.50%)
<b>Total Trust &amp; Agency Funds</b>	<b>\$1,080,018</b>	<b>\$1,113,948</b>	<b>\$1,107,398</b>	<b>(\$6,550)</b>	<b>(0.59%)</b>
<b>Grand Total</b>	<b>\$85,936,294</b>	<b>\$91,701,870</b>	<b>\$104,741,743</b>	<b>\$13,039,873</b>	<b>14.22%</b>

## 2012-2013 SCHEDULE OF REVENUE DETAIL BY FUND

		2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed	Increase (Decrease)	Percent Change
<b>General Fund</b>						
3101	CYr Secured Property Tax	\$15,679,819	\$15,754,000	\$16,256,590	\$502,590	3.19%
3102	CYr Unsecured Property Tax	731,035	723,000	741,327	18,327	2.53%
3103	PYr Secured Property Tax	365,626	300,000	88,692	(211,308)	(70.44%)
3104	PYr Unsecured Property Tax	24,872	23,000	23,000	-	-
3105	Supplemental Property Tax	214,153	118,700	275,000	156,300	131.68%
3106	Property Tax Collection Administration	(354,551)	(390,000)	(355,351)	34,649	(8.88%)
3107	Interest & Penalties	168,575	150,000	117,309	(32,691)	(21.79%)
3108	Property Tax in Lieu of VLF	2,961,896	3,075,000	3,123,738	48,738	1.58%
<b>Revenue from Property Tax</b>		<b>\$19,791,425</b>	<b>\$19,753,700</b>	<b>\$20,270,305</b>	<b>\$516,605</b>	<b>2.62%</b>
3201	Sales & Use Tax	\$6,142,725	\$6,094,000	\$6,574,726	\$480,726	7.89%
3202	Franchise Tax	1,289,442	1,259,543	1,290,000	30,457	2.42%
3203	Transient Occupancy Tax	2,693,937	2,769,951	2,774,820	4,869	0.18%
3204	Business License Tax	2,844,068	2,754,000	2,844,000	90,000	3.27%
3205	Property Tax In Lieu of Sales Tax	2,037,950	2,031,000	2,181,274	150,274	7.40%
3206	Real Estate Transfer Tax	473,280	360,000	525,000	165,000	45.83%
3207	PSAF Sales Tax	292,495	285,000	343,943	58,943	20.68%
3215	Vacation Rental TOT	60,486	53,000	90,000	37,000	69.81%
<b>Revenue from Other Taxes</b>		<b>\$15,834,383</b>	<b>\$15,606,494</b>	<b>\$16,623,763</b>	<b>\$1,017,269</b>	<b>6.52%</b>
3301	Building Permits	\$818,468	\$720,000	\$880,000	\$160,000	22.22%
3302	Other Construction Permits	247,523	230,000	300,000	70,000	30.43%
3303	Home Occupancy Permits	6,000	6,500	5,200	(1,300)	(20.00%)
3304	Fire Code Permits	23,894	21,100	36,700	15,600	73.93%
3306	Outdoor Facilities Permits	932	700	4,200	3,500	500.00%
3307	Film Permits	51,150	51,000	62,000	11,000	21.57%
3309	Building Permits Surcharge	70,533	63,000	84,000	21,000	33.33%
3310	Police Alarm Permits	7,940	66,000	64,000	(2,000)	(3.03%)
3350	Other Permits	3,555	2,760	2,760	-	-
3361	Animal License Fees	51,408	51,000	54,000	3,000	5.88%
<b>Revenue from Permits</b>		<b>\$1,281,403</b>	<b>\$1,212,060</b>	<b>\$1,492,860</b>	<b>\$280,800</b>	<b>23.17%</b>
3401	Vehicle Code Fines	\$241,550	\$316,900	\$220,000	(\$96,900)	(30.58%)
3402	Parking Citations	2,488,846	2,580,000	2,703,000	123,000	4.77%
3421	Municipal Code Fines	26,738	27,600	17,500	(10,100)	(36.59%)
<b>Revenue from Fines &amp; Forfeitures</b>		<b>\$2,757,134</b>	<b>\$2,924,500</b>	<b>\$2,940,500</b>	<b>\$16,000</b>	<b>0.55%</b>
3501	Interest Earnings	\$647,027	\$500,000	\$550,000	\$50,000	10.00%
3505	Installment Fund Earnings	85	-	-	-	-
3506	Unrealized Investment Gain/Loss	(17,848)	-	-	-	-
3509	Other Interest Income	8,807	21,600	21,600	-	-
3511	Misc. Rents & Concessions	33,977	32,300	38,000	5,700	17.65%
3512	Golf Course Rent	9,300	9,200	9,600	400	4.35%
3513	Tennis Club Rent	255,184	250,000	255,000	5,000	2.00%
3514	Tennis Club Percent Rent	120,091	120,000	120,000	-	-
3515	Marriott Hotel Rent	573,128	618,000	574,000	(44,000)	(7.12%)
3516	Minimum Hotel Rent Payments	399,996	400,000	400,000	-	-
3517	Wireless Communication Income	94,750	117,502	127,302	9,800	8.34%
3518	1334 Building Lease	40,052	40,200	40,949	749	1.86%
3519	Metlox Lease Payments	327,285	356,000	391,000	35,000	9.83%
3520	Investment Amortization	(98,023)	-	-	-	-
3531	Tennis Club Parking Lot Lease	30,588	30,700	30,993	293	0.95%
3532	Mall Parking Lot Lease	117,543	117,000	122,470	5,470	4.68%
3533	Post Office Lease	21,180	21,180	21,180	-	-
3534	Library Parking Lot Lease	6,264	6,270	6,268	(2)	(0.03%)
<b>Revenue from Use of Property &amp; Money</b>		<b>\$2,569,386</b>	<b>\$2,639,952</b>	<b>\$2,708,362</b>	<b>\$68,410</b>	<b>2.59%</b>

## 2012-2013 SCHEDULE OF REVENUE DETAIL BY FUND

	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed	Increase (Decrease)	Percent Change
3601 Vehicle in Lieu	\$118,295	\$100,000	\$0	(\$100,000)	-
3602 Homeowners Property Tax Relief	148,452	150,000	150,000	-	-
3604 State Mandated Cost Reimbursement	11,451	-	-	-	-
3605 BCHD Grant	-	29,359	29,000	(359)	(1.22%)
3607 STC Reimbursement	2,339	2,000	2,000	-	-
3608 POST Reimbursement	19,802	10,000	30,000	20,000	200.00%
3613 Miscellaneous Revenue	9,434	-	-	-	-
3617 State Grant Programs	95,813	-	-	-	-
3618 Federal Grant Programs	94,150	-	-	-	-
3622 Proposition A Project Specific	-	-	-	-	-
<b>Revenue from Other Governments</b>	<b>\$499,736</b>	<b>\$291,359</b>	<b>\$211,000</b>	<b>(\$80,359)</b>	<b>(27.58%)</b>
3701 New Residential Unit Fee	\$3,500	2,800	\$0	(\$2,800)	-
3702 Building Record Report Fees	49,428	\$30,000	50,000	20,000	66.67%
3703 Building Plan Check Fees	797,741	840,000	950,000	110,000	13.10%
3704 Planning Filing Fees	127,954	100,000	130,000	30,000	30.00%
3705 Microfilm Fees	70,525	71,000	92,000	21,000	29.58%
3706 Reproduction Fees	5,655	7,000	5,000	(2,000)	(28.57%)
3707 Police False Alarm Fees	84,240	80,190	84,000	3,810	4.75%
3708 Police Service Fees	113,235	31,000	29,000	(2,000)	(6.45%)
3709 Special Event OT Reimbursement	50,731	55,000	50,000	(5,000)	(9.09%)
3710 DUI Cost Recovery	(5,106)	35,000	3,000	(32,000)	(91.43%)
3711 Booking Fees	440	-	10,000	10,000	-
3712 Book Removal	5,395	7,000	5,000	(2,000)	(28.57%)
3713 Vehicle Release Fee	88,369	85,000	110,000	25,000	29.41%
3714 Animal Impound Fees	3,890	3,800	3,900	100	2.63%
3715 Fire Services Fees	157,512	45,000	152,000	107,000	237.78%
3716 Ambulance Fees	741,984	744,000	775,000	31,000	4.17%
3717 Fire Plan Check	54,740	48,000	60,000	12,000	25.00%
3718 Fire Inspection Fees	176,015	180,000	180,000	-	-
3719 Public Works Misc Fees	175,575	26,700	100,000	73,300	274.53%
3723 Fire False Alarm Fees	-	3,000	-	(3,000)	-
3734 Right of Way Permits	215,849	175,000	225,000	50,000	28.57%
3735 Inter-City Median Maintenance	12,273	5,800	12,000	6,200	106.90%
3736 Sepulveda Sweeping Reimbursement	1,634	3,800	1,600	(2,200)	(57.89%)
3751 Parking Meter Revenue	123,735	-	-	-	-
3771 Facility & Parks Reservations	381,911	263,587	318,255	54,668	20.74%
3772 Special Activities Classes	276,057	364,738	326,960	(37,778)	(10.36%)
3773 Special Events	128,772	125,424	148,080	22,656	18.06%
3774 Tennis Operations	133,966	148,655	138,855	(9,800)	(6.59%)
3776 Arts/Education Classes	287,419	240,000	250,000	10,000	4.17%
3778 Sports Leagues & Tournaments	432,214	440,000	400,000	(40,000)	(9.09%)
3779 Sports Classes	626,599	600,000	600,000	-	-
3780 Swimming Classes	412,870	400,000	400,000	-	-
3782 Banner Hanging	407	-	-	-	-
3784 Concerts in the Park	27,546	13,000	28,000	15,000	115.38%
3786 Older Adults Activities	54,456	58,000	58,000	-	-
3791 Returned Check Fees	525	500	500	-	-
3793 Business Licensing Processing Fee	48	-	-	-	-
<b>Revenue from Service Charges</b>	<b>\$5,818,104</b>	<b>\$5,232,994</b>	<b>\$5,696,150</b>	<b>\$463,156</b>	<b>8.85%</b>
3896 Operating Service Transfers	\$3,025,307	\$3,288,499	\$2,913,338	(\$375,161)	(11.41%)
<b>Revenue from Interfund Charges &amp; Transfers</b>	<b>\$3,025,307</b>	<b>\$3,288,499</b>	<b>\$2,913,338</b>	<b>(375,161)</b>	<b>(11.41%)</b>

## 2012-2013 SCHEDULE OF REVENUE DETAIL BY FUND

	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed	Increase (Decrease)	Percent Change
3902 Sale of Property	\$5,829	\$800	\$500	(\$300)	(37.50%)
3904 AP Discounts Taken	121	150	-	(150)	-
3905 Cash Over/Short	(41)	-	-	-	-
3913 Workers Comp Salary Continuation	280,207	100,000	150,000	50,000	50.00%
3941 Employee Phone Charge Reimbursement	1,041	900	800	(100)	(11.11%)
3943 Reimb-Phone Charges SBRPCA	6,210	5,500	6,340	840	15.27%
3994 P-Card Incentive	5,564	6,500	8,000	1,500	23.08%
3995 Miscellaneous Revenues	70,584	20,000	50,000	30,000	150.00%
3996 City Funds Exchange	87,233	87,000	87,000	-	-
<b>Miscellaneous Revenue</b>	<b>\$456,748</b>	<b>\$220,850</b>	<b>\$302,640</b>	<b>\$81,790</b>	<b>37.03%</b>
<b>Total General Fund</b>	<b>\$52,033,626</b>	<b>\$51,170,408</b>	<b>\$53,158,918</b>	<b>\$1,988,510</b>	<b>3.89%</b>
<b>Street Lighting &amp; Landscaping Fund</b>					
3211 CYr Assessments	\$265,523	\$265,343	\$265,391	48	0.02%
3212 PYr Assessments	5,474	5,800	5,800	\$0	-
3213 CYr Streetscape Assessments	107,211	106,476	106,490	14	0.01%
3214 PYr Streetscape Assessments	944	1,000	1,000	-	-
3899 Transfers In	15,235	18,445	20,163	1,718	9.31%
3904 AP Discounts Taken	9	-	-	-	-
<b>Total Street Lighting &amp; Landscaping Fund</b>	<b>\$394,396</b>	<b>\$397,064</b>	<b>\$398,844</b>	<b>\$1,780</b>	<b>0.45%</b>
<b>Gas Tax Fund</b>					
3211 C.Yr Assessments	\$0	\$0	\$155,000	\$155,000	-
3501 Interest Earnings	37,799	39,300	23,000	(16,300)	(41.48%)
3506 Unrealized Investment Gain/Loss	1,104	-	-	-	-
3609 State Gas Tax 2105	189,020	220,254	178,079	(42,175)	(19.15%)
3610 State Gas Tax 2106	115,474	144,876	123,907	(20,969)	(14.47%)
3611 State Gas Tax 2107	258,448	290,511	261,568	(28,943)	(9.96%)
3613 Miscellaneous Grants	19,602	-	-	-	-
3614 SB 821 TDA	-	17,000	18,667	1,667	9.81%
3637 State Gas Tax 2103	348,824	434,226	399,918	(34,308)	(7.90%)
3638 Measure R Regional	-	235,000	327,478	92,478	39.35%
<b>Total Gas Tax Fund</b>	<b>\$970,271</b>	<b>\$1,381,167</b>	<b>\$1,487,617</b>	<b>\$106,450</b>	<b>7.71%</b>
<b>Asset Forfeiture Fund</b>					
3501 Interest Earnings	\$14,823	\$15,600	\$8,862	(\$6,738)	(43.19%)
3506 Unrealized Investment Gain/Loss	(1,198)	-	-	-	-
3615 Fed Forfeitures - DOJ Local	63,214	-	-	-	-
3627 State Forfeitures - Regional	45,095	-	-	-	-
3629 Fed Forfeitures - Treasury Regional	1,595	-	-	-	-
<b>Total Asset Forfeiture Fund</b>	<b>\$123,529</b>	<b>\$15,600</b>	<b>\$8,862</b>	<b>(\$6,738)</b>	<b>(43.19%)</b>
<b>Police Safety Grants Fund</b>					
3501 Interest Earnings	\$2,513	\$2,600	\$1,502	(\$1,098)	(42.23%)
3506 Unrealized Investment Gain/Loss	(19)	-	-	-	-
3617 State SLES Program	100,000	-	-	-	-
<b>Total Federal Law Enforcement Services Fund</b>	<b>\$102,494</b>	<b>\$2,600</b>	<b>\$1,502</b>	<b>(\$1,098)</b>	<b>(42.23%)</b>
<b>Federal &amp; State Grants Fund</b>					
3623 Grant Administration	\$50,096	-	-	-	-
<b>Total Federal &amp; State Grants Fund</b>	<b>\$50,096</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## 2012-2013 SCHEDULE OF REVENUE DETAIL BY FUND

		2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed	Increase (Decrease)	Percent Change
<b>Proposition A Fund</b>						
3221	Transit Sales Tax	\$496,602	\$499,600	\$526,390	\$26,790	5.36%
3501	Interest Earnings	721	600	431	(169)	(28.17%)
3506	Unrealized Investment Gain/Loss	(112)	-	-	-	-
3760	Dial-A-Ride Fares	5,329	4,000	5,000	1,000	25.00%
3761	Bus Pass Subsidies	6,858	6,000	6,000	-	-
3995	Miscellaneous Revenues	14,317	13,000	14,380	1,380	10.62%
3996	City Funds Exchange	247,200	100,000	-	(100,000)	-
<b>Total Proposition A Fund</b>		<b>\$770,915</b>	<b>\$623,200</b>	<b>\$552,201</b>	<b>(\$70,999)</b>	<b>(11.39%)</b>
<b>Proposition C Fund</b>						
3221	Transit Sales Tax	\$412,778	\$418,300	\$436,627	\$18,327	4.38%
3501	Interest Earnings	39,787	41,700	23,789	(17,911)	(42.95%)
3506	Unrealized Investment Gain/Loss	(4,164)	-	-	-	-
3639	MTA Call For Grants	-	-	3,184,000	3,184,000	-
3640	Safetea-Lu Earmark	-	-	360,000	360,000	-
3641	Measure R SB Highway	-	-	4,550,000	4,550,000	-
<b>Total Proposition C Fund</b>		<b>\$448,401</b>	<b>\$460,000</b>	<b>\$8,554,416</b>	<b>\$8,094,416</b>	<b>1759.66%</b>
<b>AB 2766 Fund</b>						
3501	Interest Earnings	\$4,876	\$5,100	\$2,915	(\$2,185)	(42.84%)
3506	Unrealized Investment Gain/Loss	(203)	-	-	-	-
3621	AB 2766 Air Quality	40,331	42,900	42,000	(900)	(2.10%)
<b>Total AB 2766 Fund</b>		<b>\$45,004</b>	<b>\$48,000</b>	<b>\$44,915</b>	<b>(\$3,085)</b>	<b>(6.43%)</b>
<b>Measure R</b>						
3224	Proposition R Sales Tax	\$307,898	\$274,500	\$292,240	\$17,740	6.46%
3501	Interest Earnings	4,834	4,600	2,891	(1,709)	(37.15%)
3506	Unrealized Investment Gain/Loss	860	-	-	-	-
<b>Total Measure R Fund</b>		<b>\$313,592</b>	<b>\$279,100</b>	<b>\$295,131</b>	<b>\$16,031</b>	5.74%
<b>Capital Improvement Fund</b>						
3203	Transient Occupancy Tax	\$475,400	\$488,815	\$489,662	\$847	0.17%
3308	Park Development/Quimby	7,783	7,000	7,000	-	-
3402	Parking Citations	109,940	113,600	119,689	6,089	5.36%
3503	Bond Reserve Earnings	37,176	37,000	37,177	177	0.48%
3509	Other Interest Income	15,197	16,095	6,000	(10,095)	(62.72%)
3510	Loan Principal	-	-	-	-	-
3613	Miscellaneous Grants	17,951	735,934	629,497	(106,437)	(14.46%)
3751	Parking Meters	541,014	626,385	658,120	31,735	5.07%
3910	Contributions from Private Parties	-	1,000,000	-	(1,000,000)	-
<b>Total Capital Improvement Fund</b>		<b>\$1,204,461</b>	<b>\$3,024,829</b>	<b>\$1,947,145</b>	<b>(\$1,077,684)</b>	<b>(35.63%)</b>
<b>Underground Utility Construction Fund</b>						
3501	Interest Earnings	\$369	400	\$219	(\$181)	(45.25%)
3504	Construction/Escrow Fund Earnings	4	-	-	-	-
3506	Unrealized Investment Gain/Loss	(99)	-	-	-	-
<b>Total Underground Utility Construction Fund</b>		<b>\$274</b>	<b>400</b>	<b>\$219</b>	<b>(\$181)</b>	<b>(45.25%)</b>
<b>Water Fund</b>						
3501	Interest Earnings	\$83,202	\$88,000	\$49,746	(\$38,254)	(43.47%)
3503	Bond Reserve Fund Earnings	1,513	3,900	100	(3,800)	(97.44%)
3505	Installment Fund Earnings	1,312	-	-	-	-
3506	Unrealized Investment Gain/Loss	(9,911)	-	-	-	-
3520	Investment Amortization	(14,198)	-	-	-	-
3737	Utility Service Charge	9,401,172	12,345,800	14,675,568	2,329,768	18.87%
3738	Utility Connection Fees	63,967	58,000	79,000	21,000	36.21%
3740	Meter Installation	28,806	28,000	30,000	2,000	7.14%
3746	Penalties	34,553	32,500	35,000	2,500	7.69%
3902	Sale of Property	28,783	9,900	20,000	10,100	102.02%

## 2012-2013 SCHEDULE OF REVENUE DETAIL BY FUND

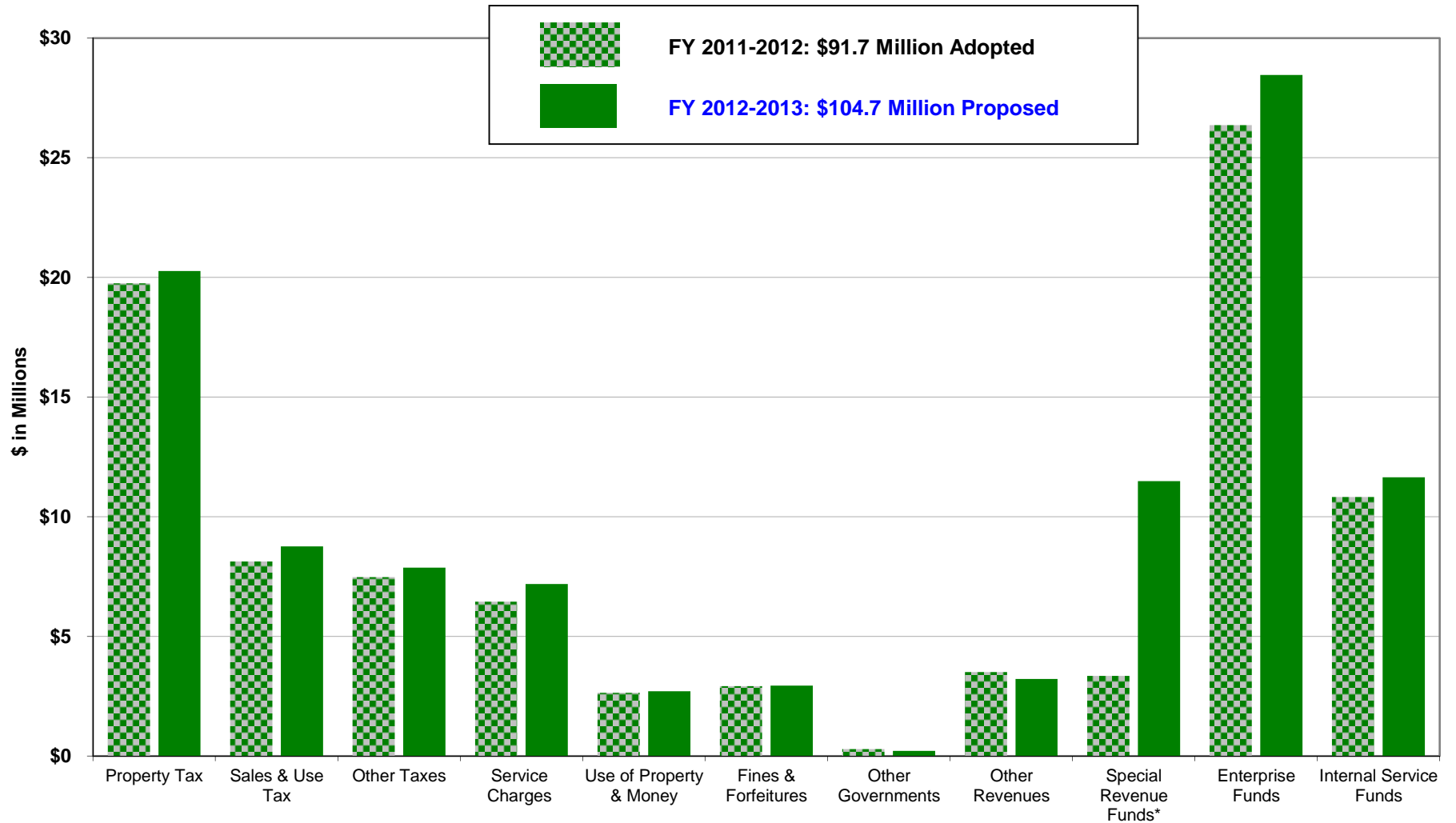
	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed	Increase (Decrease)	Percent Change
3904 AP Discounts Taken	10	-	-	-	-
3916 Bad Debt Wrieoff	-	-	(15,000)	(15,000)	-
3995 Miscellaneous Revenues	426	10,000	-	(10,000)	-
<b>Total Water Fund</b>	<b>\$9,619,635</b>	<b>\$12,576,100</b>	<b>\$14,874,414</b>	<b>\$2,298,314</b>	<b>18.28%</b>
<b>Stormwater Fund</b>					
3501 Interest Earnings	\$22,330	\$23,200	\$13,350	(\$9,850)	(42.46%)
3506 Unrealized Investment Gain/Loss	(1,260)	-	-	-	-
3520 Investment Amortization	(3,849)	-	-	-	-
3737 Utility Service Charge	347,602	343,000	346,000	3,000	0.87%
<b>Total Stormwater Fund</b>	<b>\$364,823</b>	<b>\$366,200</b>	<b>\$359,350</b>	<b>(\$6,850)</b>	<b>(1.87%)</b>
<b>Wastewater Fund</b>					
3351 Fats, Oil, Grease Permit	15,720	\$24,360	\$15,000	(\$9,360)	(38.42%)
3501 Interest Earnings	18,525	17,300	14,000	(\$3,300)	(19.08%)
3503 Bond Reserve Fund Earnings	1,015	1,870	50	(1,820)	(97.33%)
3505 Installment Fund Earnings	(1,303)	-	-	-	-
3506 Unrealized Investment Gain/Loss	653	-	-	-	-
3520 Investment Amortization	(3,349)	-	-	-	-
3737 Utility Service Charges	2,554,680	2,737,200	3,295,755	558,555	20.41%
3738 Utility Connection Fees	39,431	34,000	40,000	6,000	17.65%
3746 Penalties	10,840	10,300	12,381	2,081	20.20%
3904 AP Discounts Taken	3	-	-	-	-
<b>Total Wastewater Fund</b>	<b>\$2,636,215</b>	<b>\$2,825,030</b>	<b>\$3,377,186</b>	<b>\$552,156</b>	<b>19.55%</b>
<b>Refuse Fund</b>					
3501 Interest Earnings	\$9,105	\$10,100	\$5,444	(\$4,656)	(46.10%)
3506 Unrealized Investment Gain/Loss	(2,074)	-	-	-	-
3520 Investment Amortization	(1,522)	-	-	-	-
3613 Miscellaneous Grants	19,638	-	-	-	-
3732 Residential City Cost Recovery	-	-	357,830	357,830	-
3733 Commercial City Cost Recovery	22,518	-	258,890	258,890	-
3742 Residential Refuse Fee	1,904,363	2,189,000	1,961,800	(227,200)	(10.38%)
3743 Commercial Refuse Fee	1,215,095	1,304,000	1,419,330	115,330	8.84%
3744 Administration Fee	518,316	635,726	-	(635,726)	-
3746 Penalties	10,988	10,800	12,000	1,200	11.11%
3747 Recycling	-	28,000	29,000	1,000	3.57%
3748 Street Sweeping	372,179	367,647	418,030	50,383	13.70%
3750 Waste Management Plan	25,960	23,100	104,000	80,900	350.22%
3995 Miscellaneous Revenues	120,225	-	-	-	-
<b>Total Refuse Fund</b>	<b>\$4,214,791</b>	<b>\$4,568,373</b>	<b>\$4,566,324</b>	<b>(\$2,049)</b>	<b>(0.04%)</b>
<b>Parking Fund</b>					
3209 BID - A License Surcharge	\$104,512	\$100,000	\$102,000	2,000	2.00%
3210 BID - B License Surcharge	23,389	23,000	23,000	-	-
3501 Interest Earnings	26,918	25,300	16,094	(9,206)	(36.39%)
3503 Bond Reserve Fund Earnings	6,419	10,000	5,000	(5,000)	(50.00%)
3506 Unrealized Investment Gain/Loss	52	-	-	-	-
3520 Investment Amortization	(5,901)	-	-	-	-
3751 Parking Meters	1,740,701	1,700,787	1,900,000	199,213	11.71%
3752 Parking Lot Spaces	173,863	186,600	205,000	18,400	9.86%
3758 Cash Key Parking Program	45,027	50,300	31,000	(19,300)	(38.37%)
3759 Permit Parking Program	4,625	2,500	2,500	-	-
3904 AP Discounts Taken	71	-	-	-	-
3910 Contribution From Private Parties	2,599	-	-	-	-
3995 Miscellaneous Revenues	15,336	14,960	15,000	40	0.27%
<b>Total Parking Meter Fund</b>	<b>\$2,137,611</b>	<b>\$2,113,447</b>	<b>\$2,299,594</b>	<b>\$186,147</b>	<b>8.81%</b>



## 2012-2013 SCHEDULE OF REVENUE DETAIL BY FUND

		2010-2011	2011-2012	2012-2013	Increase	Percent
		Actual	Adopted	Proposed	(Decrease)	Change
<b>County Parking Lots Fund</b>						
3753	Parking Lot B Meters	\$86,820	\$88,500	\$95,000	\$6,500	7.34%
3754	Parking Lot C Meters	365,987	350,000	425,000	75,000	21.43%
3755	Parking Lot B Spaces	1,770	1,900	2,500	600	31.58%
3756	Parking Lot C Spaces	8,620	9,100	8,500	(600)	(6.59%)
<b>Total County Parking Lots Fund</b>		<b>\$463,197</b>	<b>\$449,500</b>	<b>\$531,000</b>	<b>\$81,500</b>	<b>18.13%</b>
<b>State Pier &amp; Parking Lot Fund</b>						
3501	Interest Earnings	\$34,057	\$36,300	\$20,363	(\$15,937)	(43.90%)
3506	Unrealized Investment Gain/Loss	(2,215)	-	-	-	-
3520	Investment Amortization	(5,812)	-	-	-	-
3751	Parking Meters	434,747	400,000	480,000	80,000	20.00%
3904	AP Discounts Taken	146	-	-	-	-
<b>Total State Pier &amp; Parking Lot Fund</b>		<b>\$460,923</b>	<b>\$436,300</b>	<b>\$500,363</b>	<b>\$64,063</b>	<b>14.68%</b>
<b>Insurance Reserve Fund</b>						
3850	Workers Comp Billing	\$1,993,641	\$2,940,646	\$2,777,111	(\$163,535)	(5.56%)
3851	Unemployment Billings	34,980	75,040	75,040	-	-
3852	Liability Insurance Billings	1,671,360	983,040	1,683,979	700,939	71.30%
3901	Damage Claims	2,492	-	-	-	-
3906	Insurance Recoveries	1,730	5,000	5,000	-	-
3911	Cobra Payments	188	-	-	-	-
3914	Excess of SIR Reoveries	67,308	-	-	-	-
<b>Total Insurance Reserve fund</b>		<b>\$3,771,699</b>	<b>\$4,003,726</b>	<b>\$4,541,130</b>	<b>\$537,404</b>	<b>13.42%</b>
<b>Information Systems Fund</b>						
3860	Information Systems Charge	\$1,078,105	\$1,192,397	\$1,218,173	\$25,776	2.16%
3870	Contributions	-	-	288,310	288,310	-
<b>Total Information Systems Fund</b>		<b>\$1,078,105</b>	<b>\$1,192,397</b>	<b>\$1,506,483</b>	<b>\$314,086</b>	<b>26.34%</b>
<b>Fleet Management Fund</b>						
3853	Fleet Rental Charge	\$1,448,250	\$1,117,840	\$1,034,540	(\$83,300)	(7.45%)
3854	Fleet Maintenance Charge	\$1,046,337	\$1,089,366	975,385	(113,981)	(10.46%)
3902	Sale of Property	15,104	-	-	-	-
3930	Lease Purchase Proceeds	-	1,018,000	1,018,000	-	-
3942	Reimbursement Gas Charges MBUSD	15,389	25,000	25,000	-	-
3995	Miscellaneous Revenues	74	-	25,000	25,000	-
<b>Total Fleet Management Fund</b>		<b>\$2,525,154</b>	<b>\$3,250,206</b>	<b>\$3,077,925</b>	<b>(\$172,281)</b>	<b>(5.30%)</b>
<b>Building Maintenance &amp; Operations Fund</b>						
3861	Building Maintenance	\$1,006,886	\$1,290,465	\$1,443,461	\$152,996	11.86%
3862	Warehouse Sales	82,658	81,810	82,345	535	0.65%
3863	Garage Sales	37,490	32,000	25,000	(7,000)	(21.88%)
3904	AP Discounts Taken	30	-	-	-	-
<b>Total Building Maintenance &amp; Operation Fund</b>		<b>\$1,127,064</b>	<b>\$1,404,275</b>	<b>\$1,550,806</b>	<b>\$146,531</b>	<b>10.43%</b>
<b>Special Assessment Redemption Fund</b>						
3211	CYr Assessments	\$971,357	\$968,248	\$968,248	-	-
3503	Bond Reserve Fund Earnings	10	-	-	-	-
3505	Installment Fund Earnings	7	-	-	-	-
3936	Bond Redemption	-	-	-	-	-
<b>Total Special Assessment Redemption Fund</b>		<b>\$971,374</b>	<b>\$968,248</b>	<b>\$968,248</b>	<b>-</b>	<b>-</b>
<b>Pension Trust Fund</b>						
3501	Interest Earnings	\$28,684	\$31,700	\$17,150	(\$14,550)	(45.90%)
3506	Unrealized Investment Gain/Loss	(3,630)	-	-	-	-
3945	Reimbursement Ca Emplr Ret Ben Trust	83,590	114,000	122,000	8,000	7.02%
<b>Total Pension Trust Fund</b>		<b>\$108,644</b>	<b>\$145,700</b>	<b>\$139,150</b>	<b>(\$6,550)</b>	<b>(4.50%)</b>
<b>Grand Total</b>		<b>\$85,936,294</b>	<b>\$91,701,870</b>	<b>\$104,741,743</b>	<b>\$13,039,873</b>	<b>14.22%</b>

# COMPARISON OF BUDGETED REVENUES

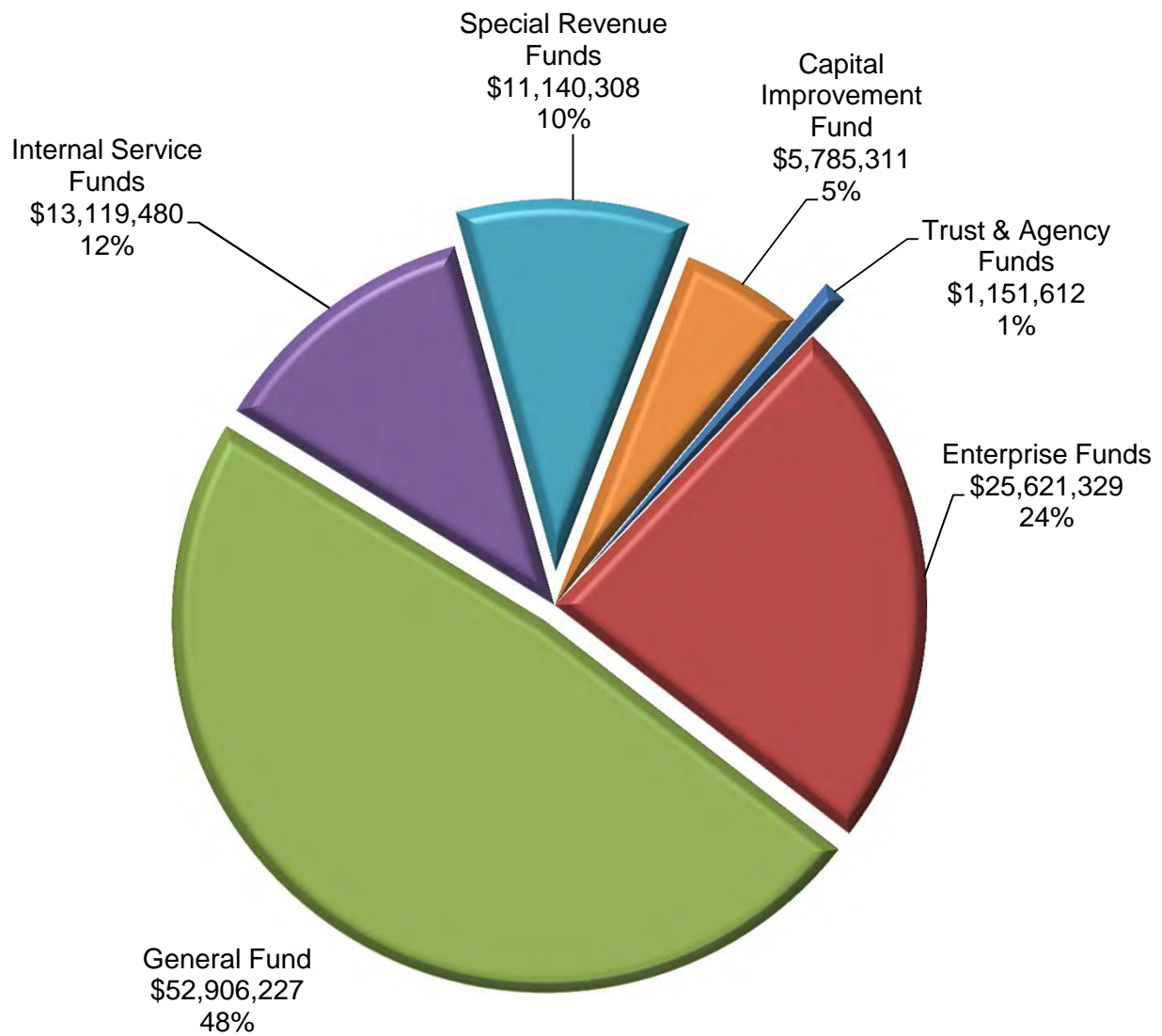


\* Includes Trust Funds



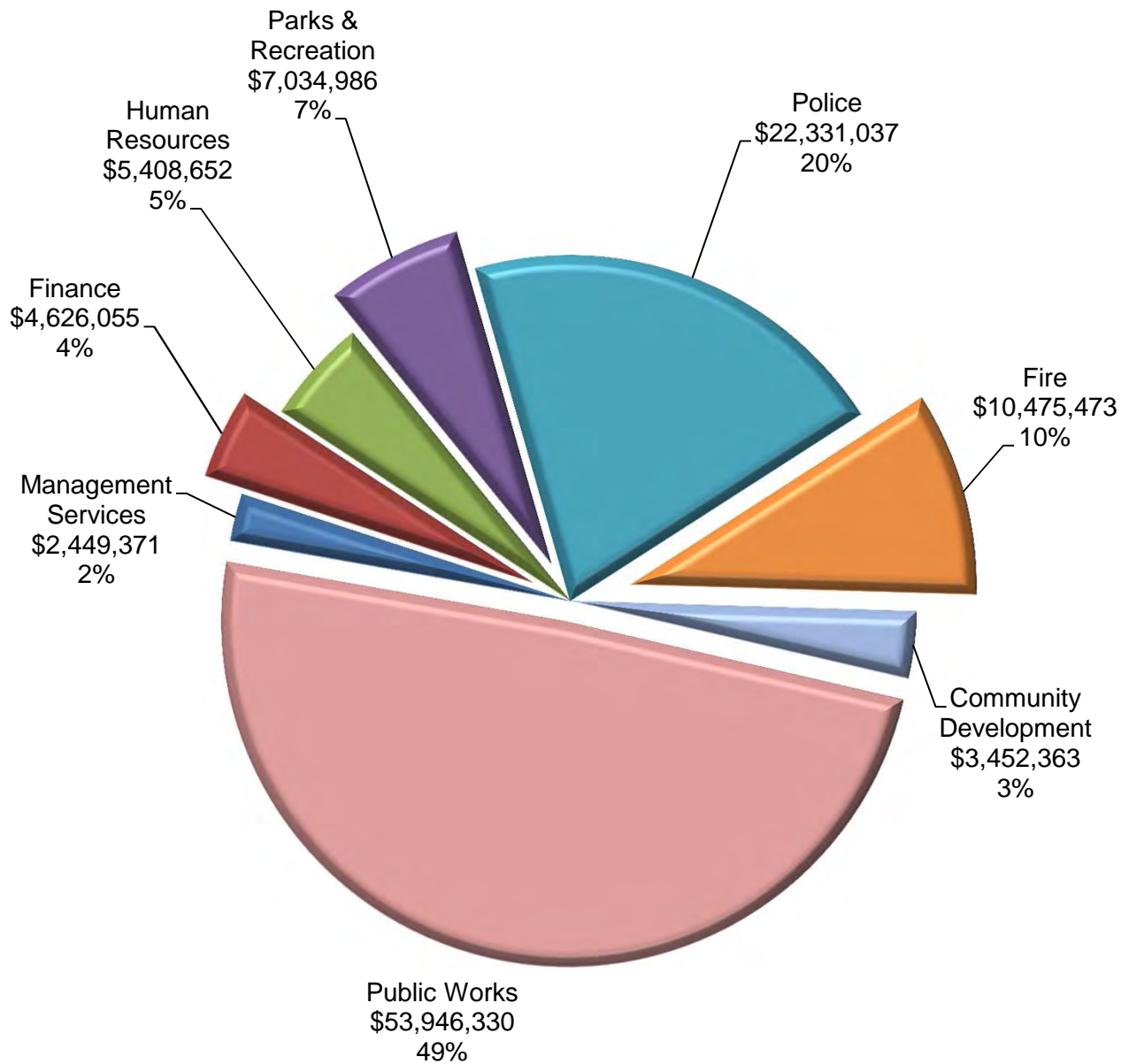
# 2012-2013 USE OF FUNDS BY FUND TYPE

Use of Funds - City-Wide = \$109,724,267



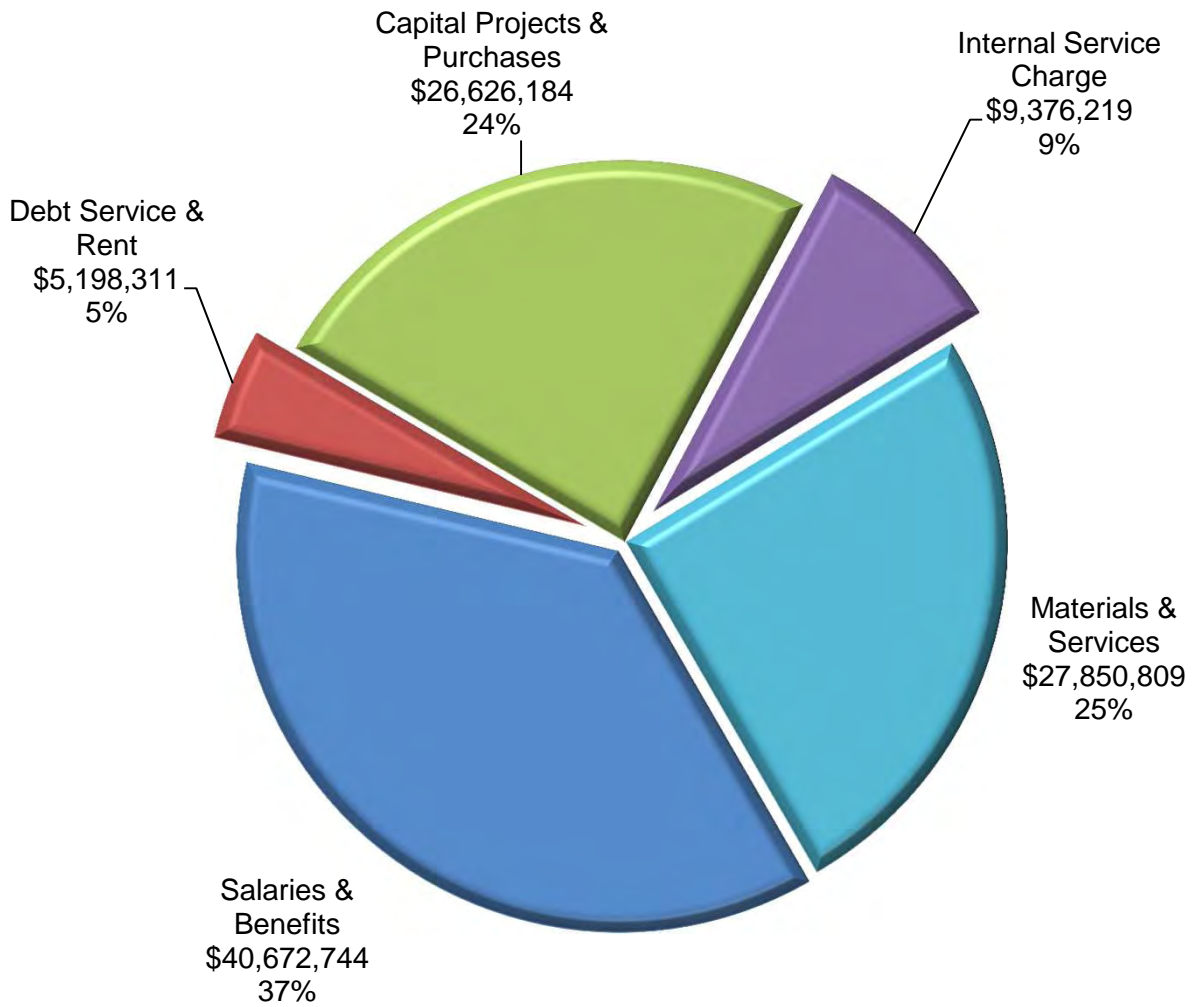
# 2012-2013 USE OF FUNDS BY DEPARTMENT

Use of Funds - City-Wide = \$109,724,267



# 2012-2013 USE OF FUNDS BY CATEGORY

Use of Funds - City-Wide = \$109,724,267



## 2012-2013 SCHEDULE OF EXPENDITURES BY FUND

	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed	Increase (Decrease)	Percent Change
<b>General Fund</b>	<b>\$50,197,846</b>	<b>\$50,657,495</b>	<b>\$52,906,227</b>	<b>\$2,248,732</b>	<b>4.44%</b>
Street Lighting & Landscaping Fund	\$567,062	\$583,651	\$594,529	\$10,878	1.86%
Gas Tax Fund	1,121,842	2,620,530	870,000	(1,750,530)	(66.80%)
Asset Forfeiture Fund	74,114	327,363	216,833	(110,530)	(33.76%)
Police Safety Grants Fund	102,119	-	-	-	-
Federal & State Grants Fund	3,604	-	-	-	-
Proposition A Fund	690,630	655,689	734,941	79,252	12.09%
Proposition C Fund	17,912	970,210	8,715,937	7,745,727	798.36%
AB 2766 Fund	7,926	7,868	8,068	200	2.54%
Measure R Fund	-	400,000	-	(400,000)	-
<b>Total Special Revenue Funds</b>	<b>\$2,585,209</b>	<b>\$5,565,311</b>	<b>\$11,140,308</b>	<b>\$5,574,997</b>	<b>100.17%</b>
Capital Improvement Fund	\$1,650,850	\$2,127,676	\$5,785,311	\$3,657,635	171.91%
<b>Total Capital Improvement Fund</b>	<b>\$1,650,850</b>	<b>\$2,127,676</b>	<b>\$5,785,311</b>	<b>\$3,657,635</b>	<b>171.91%</b>
Underground Assessment District	\$15,575	-	-	-	-
<b>Total Underground Assessment District</b>	<b>\$15,575</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Water Fund	\$9,692,145	\$12,657,963	\$13,222,851	\$564,888	4.46%
Stormwater Fund	255,952	657,187	598,089	(59,098)	(8.99%)
Wastewater Fund	1,654,842	3,061,557	3,688,710	627,153	20.48%
Refuse Fund	4,384,730	4,549,628	4,398,284	(151,344)	-
Parking Fund	1,975,117	1,672,991	1,912,480	239,489	14.32%
County Parking Lots Fund	347,836	376,341	457,727	81,386	21.63%
State Pier & Parking Lot Fund	433,179	867,640	1,343,188	475,548	54.81%
<b>Total Enterprise Funds</b>	<b>\$18,743,801</b>	<b>\$23,843,307</b>	<b>\$25,621,329</b>	<b>\$1,778,022</b>	<b>7.46%</b>
Insurance Reserve Fund	4,149,906	\$4,022,761	\$4,558,840	\$536,079	13.33%
Information Systems Fund	1,185,775	1,192,397	1,522,432	330,035	27.68%
Fleet Management Fund	1,141,984	5,019,823	5,499,844	480,021	9.56%
Building Maintenance & Operations Fund	1,123,275	1,430,881	1,538,364	107,483	7.51%
<b>Total Internal Service Funds</b>	<b>\$7,600,939</b>	<b>\$11,665,862</b>	<b>\$13,119,480</b>	<b>\$1,453,618</b>	<b>12.46%</b>
Special Assessment Redemption Fund	\$976,782	\$968,248	\$962,612	(\$5,636)	(0.58%)
Pension Trust Fund	149,571	182,000	189,000	7,000	3.85%
<b>Total Trust &amp; Agency Funds</b>	<b>\$1,126,353</b>	<b>\$1,150,248</b>	<b>\$1,151,612</b>	<b>\$1,364</b>	<b>0.12%</b>
<b>Grand Total</b>	<b>\$81,920,573</b>	<b>\$95,009,899</b>	<b>\$109,724,267</b>	<b>\$14,714,368</b>	<b>15.49%</b>
<b>Total Operating Expenses</b>	<b>\$78,059,877</b>	<b>\$84,331,133</b>	<b>\$88,106,389</b>	<b>\$3,775,256</b>	<b>4.48%</b>
<b>Total Capital Projects*</b>	<b>\$3,860,696</b>	<b>\$10,678,766</b>	<b>\$21,617,878</b>	<b>\$10,939,112</b>	<b>102.44%</b>

\*Total Capital Projects include a carryforward project from fiscal year 2011-2012 in the amount of \$699,441.

## 2012-2013 SCHEDULE OF EXPENDITURES BY FUND & CATEGORY

	Salaries & Benefits	Materials & Services	Capital Projects & Purchases	Debt Service & Rent	Internal Service Charge	Total	Percent of Total
General Fund	\$36,414,174	\$9,229,418	\$87,001	\$1,825,825	\$5,349,809	\$52,906,227	48.22%
Street Lighting & Landscaping Fund	42,707	447,145	-	-	104,677	594,529	0.54%
Gas Tax Fund	-	-	870,000	-	-	870,000	0.79%
Asset Forfeiture Fund	35,508	181,325	-	-	-	216,833	0.20%
Police Safety Grants Fund	-	-	-	-	-	-	-
Federal & State Grants Fund	-	-	-	-	-	-	-
Proposition A Fund	516,030	153,975	-	-	64,936	734,941	0.67%
Proposition C Fund	-	-	8,715,937	-	-	8,715,937	7.94%
AB 2766 Fund	7,000	-	-	-	1,068	8,068	0.01%
Measure R Fund	-	-	-	-	-	-	-
Capital Improvement Fund	-	4,820	4,959,441	821,050	-	5,785,311	5.27%
Water Fund	1,036,997	6,111,623	4,195,500	215,672	1,663,059	13,222,851	12.05%
Stormwater Fund	102,969	205,950	280,000	-	9,170	598,089	0.55%
Wastewater Fund	293,374	247,740	1,757,000	106,109	1,284,487	3,688,710	3.36%
Refuse Fund	127,920	3,883,375	-	-	386,989	4,398,284	4.01%
Parking Fund	122,764	659,236	75,000	860,658	194,822	1,912,480	1.74%
County Parking Lot Fund	31,749	96,123	-	292,050	37,805	457,727	0.42%
State Pier & Parking Lot Fund	32,130	269,017	940,000	-	102,041	1,343,188	1.22%
Insurance Reserve Fund	241,041	4,287,169	-	-	30,630	4,558,840	4.15%
Information Systems Fund	676,142	481,732	333,310	-	31,248	1,522,432	1.39%
Fleet Management Fund	338,324	589,465	4,412,995	114,335	44,725	5,499,844	5.01%
Building Maintenance Fund	464,915	1,002,696	-	-	70,753	1,538,364	1.40%
Special Assessment Redemption Bond	-	-	-	962,612	-	962,612	0.88%
Pension Trust Fund	189,000	-	-	-	-	189,000	0.17%
<b>Grand Total 2012-2013</b>	<b>\$40,672,744</b>	<b>\$27,850,809</b>	<b>\$26,626,184</b>	<b>\$5,198,311</b>	<b>\$9,376,219</b>	<b>\$109,724,267</b>	<b>100.00%</b>
<b>Grand Total 2011-2012 Adopted</b>	<b>\$40,200,725</b>	<b>\$25,711,251</b>	<b>\$14,877,479</b>	<b>\$5,145,027</b>	<b>\$9,075,417</b>	<b>\$95,009,899</b>	
<b>Dollar Change</b>	<b>\$472,019</b>	<b>\$2,139,558</b>	<b>\$11,748,705</b>	<b>\$53,284</b>	<b>\$300,802</b>	<b>\$14,714,368</b>	
<b>Percent Change</b>	<b>1.17%</b>	<b>8.32%</b>	<b>78.97%</b>	<b>1.04%</b>	<b>3.31%</b>	<b>15.49%</b>	

## 2012-2013 EXPENDITURES BY DEPARTMENT PROGRAM

	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed	\$ Change Prior Year	% Change Prior Year
<b>Management Services</b>					
City Council	\$429,884	\$309,842	\$786,714	\$476,872	153.91%
City Manager	1,650,206	628,561	671,492	42,931	6.83%
City Treasurer	28,604	27,104	32,307	5,203	19.20%
City Clerk	412,602	356,057	434,924	78,867	22.15%
City Attorney	511,547	506,537	523,934	17,397	3.43%
<b>Total Management Services</b>	<b>\$3,032,844</b>	<b>\$1,828,101</b>	<b>\$2,449,371</b>	<b>\$621,270</b>	<b>33.98%</b>
<b>Finance</b>					
Administration	\$1,125,596	\$1,144,906	\$1,082,182	(\$62,724)	(5.48%)
Accounting	455,456	534,285	529,326	(4,959)	(0.93%)
Revenue Services	903,132	901,511	916,759	15,248	1.69%
General Services	553,634	548,494	575,356	26,862	4.90%
Information Systems	1,185,775	1,192,397	1,522,432	330,035	27.68%
<b>Total Finance</b>	<b>\$4,223,592</b>	<b>\$4,321,593</b>	<b>\$4,626,055</b>	<b>\$304,462</b>	<b>7.05%</b>
<b>Human Resources</b>					
Administration	\$735,178	\$897,946	\$849,812	(\$48,134)	(5.36%)
Risk Management	4,149,906	4,022,761	4,558,840	536,079	13.33%
<b>Total Human Resources</b>	<b>\$4,885,083</b>	<b>\$4,920,707</b>	<b>\$5,408,652</b>	<b>\$487,945</b>	<b>9.92%</b>
<b>Parks &amp; Recreation</b>					
Administration	\$1,599,770	\$2,722,850	\$1,917,862	(\$804,988)	(29.56%)
Recreation Services	1,680,962	1,826,303	1,866,824	40,521	2.22%
Cultural Arts	555,691	552,315	559,376	7,061	1.28%
Sports & Aquatics	1,381,861	1,563,075	1,601,983	38,908	2.49%
Volunteers	121,429	118,009	117,914	(95)	(0.08%)
Older Adults	246,117	236,811	236,086	(725)	(0.31%)
Transportation	690,630	655,689	734,941	79,252	12.09%
<b>Total Parks &amp; Recreation</b>	<b>\$6,276,460</b>	<b>\$7,675,052</b>	<b>\$7,034,986</b>	<b>(\$640,066)</b>	<b>(8.34%)</b>
<b>Police</b>					
Administration	\$4,241,212	\$4,403,762	\$5,141,363	\$737,601	16.75%
Patrol	7,694,585	7,544,938	7,819,304	274,366	3.64%
Investigations	2,439,530	2,568,828	2,617,048	48,220	1.88%
Technical Support Services	2,155,494	2,191,742	2,366,098	174,356	7.96%
Crime Prevention	240,771	240,343	259,477	19,134	7.96%
Traffic Safety	1,641,044	1,780,215	1,595,739	(184,476)	(10.36%)
Jail Operations	527,640	505,942	579,849	73,907	14.61%
Parking Enforcement	1,329,802	1,399,297	1,398,409	(888)	(0.06%)
Animal Control	341,573	324,737	336,917	12,180	3.75%
Asset Forfeiture	74,114	327,363	216,833	(110,530)	(33.76%)
Law Enforcement Grants	102,119	-	-	-	-
<b>Total Police</b>	<b>\$20,787,885</b>	<b>\$21,287,167</b>	<b>\$22,331,037</b>	<b>\$1,043,870</b>	<b>4.90%</b>
<b>Fire</b>					
Administration	\$1,903,051	\$2,183,397	\$2,256,443	\$73,046	3.35%
Prevention	930,281	849,317	842,689	(6,628)	(0.78%)
Suppression	4,561,692	4,127,682	4,269,183	141,501	3.43%
Paramedics	2,945,657	3,083,336	3,071,674	(11,662)	(0.38%)
Emergency Preparedness	17,844	19,268	35,484	16,216	84.16%
<b>Total Fire</b>	<b>\$10,358,525</b>	<b>\$10,263,000</b>	<b>\$10,475,473</b>	<b>\$212,473</b>	<b>2.07%</b>

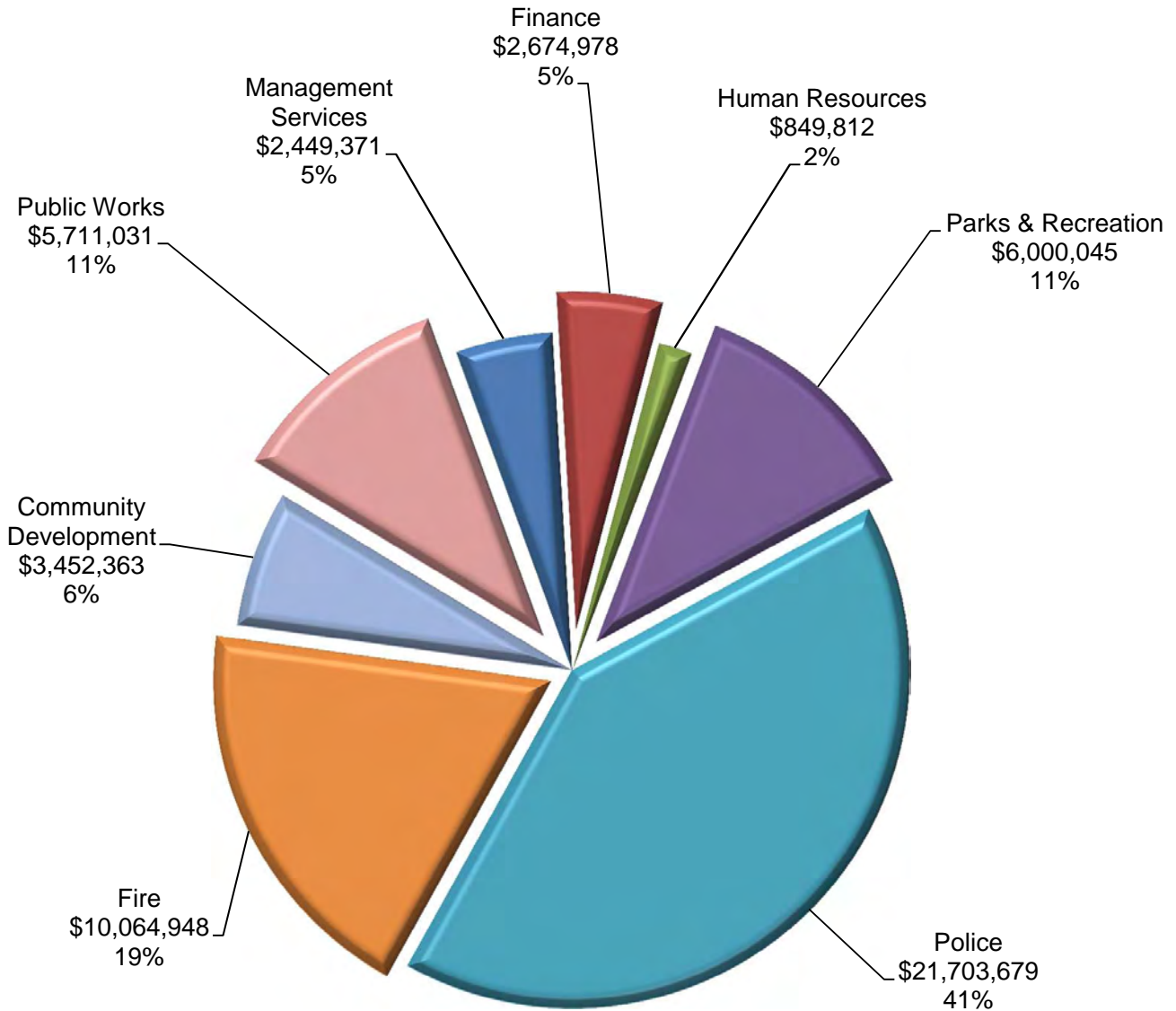
## 2012-2013 EXPENDITURES BY DEPARTMENT PROGRAM

	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed	\$ Change Prior Year	% Change Prior Year
<b>Community Development</b>					
Administration	\$506,713	\$490,344	\$550,767	\$60,423	12.32%
Planning	719,652	754,483	1,005,251	250,768	33.24%
Building	1,557,543	1,400,576	1,502,061	101,485	7.25%
Code Enforcement	204,079	201,706	201,560	(146)	(0.07%)
Traffic Engineering	205,686	196,836	192,724	(4,112)	(2.09%)
<b>Total Community Development</b>	<b>\$3,193,673</b>	<b>\$3,043,945</b>	<b>\$3,452,363</b>	<b>\$408,418</b>	<b>13.42%</b>
<b>Public Works</b>					
Administration	\$1,180,695	\$1,340,335	\$1,362,983	\$22,648	1.69%
Civil Engineering	2,360,805	3,517,505	13,266,746	9,749,241	277.16%
Street Maintenance	3,252,634	5,194,548	5,309,358	114,810	2.21%
Building & Grounds*	1,907,604	2,163,297	2,283,473	120,176	5.56%
Transportation	7,926	7,868	8,068	200	2.54%
Street Lighting & Landscaping	409,145	401,589	392,898	(8,691)	(2.16%)
Streetscape Maintenance	157,917	182,062	201,631	19,569	10.75%
Water Administration	3,571,685	4,436,868	4,416,145	(20,723)	(0.47%)
Water Source of Supply	3,210,666	4,776,836	5,626,288	849,452	17.78%
Water Pumping/Treatment	1,422,665	2,244,101	1,996,674	(247,427)	(11.03%)
Water Maintenance	1,487,129	1,200,158	1,183,744	(16,414)	(1.37%)
Storm Drain Maintenance	255,952	657,187	598,089	(59,098)	(8.99%)
Sewer Maintenance	1,654,842	3,061,557	3,688,710	627,153	20.48%
Solid Waste Management	4,384,730	4,549,628	4,398,284	(151,344)	(3.33%)
Parking Facilities	2,756,132	2,916,972	3,713,395	796,423	27.30%
Fleet Maintenance	1,141,984	5,019,823	5,499,844	480,021	9.56%
<b>Total Public Works</b>	<b>\$29,162,512</b>	<b>\$41,670,334</b>	<b>\$53,946,330</b>	<b>\$12,275,996</b>	<b>29.46%</b>
<b>Grand Total</b>	<b>\$81,920,573</b>	<b>\$95,009,899</b>	<b>\$109,724,267</b>	<b>\$14,714,368</b>	<b>15.49%</b>

\* Beginning FY 2011-2012, Electrical Maintenance will be rolled into Building & Grounds Maintenance. Historicals have been adjusted to reflect the merge.

# 2012-2013 USE OF FUNDS BY DEPARTMENT - GENERAL FUND

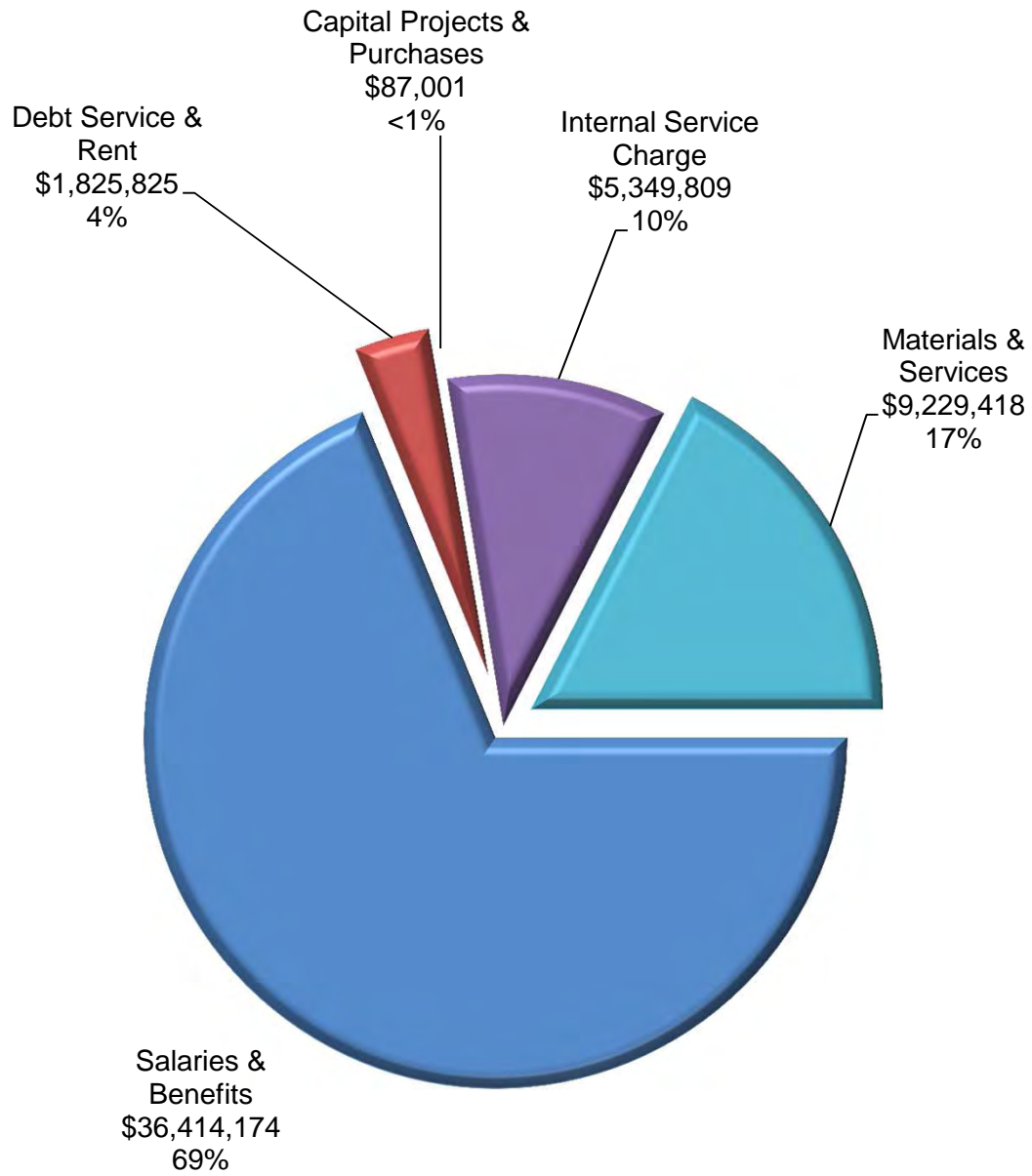
## Use of Funds - General Fund = \$52,906,227





# 2012-2013 USE OF FUNDS BY CATEGORY - GENERAL FUND

Use of Funds - General Fund = \$52,906,227



**FY 2012-2013 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

	07/01/2012 Opening Balance	2012-2013 Estimated Revenues	2012-2013 Operating Expenditures	2012-2013 Capital Projects Expenditures	2012-2013 Total Expenditures	2012-2013 Fund Balance Before Xfers	2012-2013 Fund Transfers	06/30/2013 Total Fund Balance	06/30/2013 Reserves & Designations	06/30/2013 Unreserved Balance
<b>General Fund Undesignated</b>	\$4,333,164	\$53,158,918	(\$52,906,227)	-	(\$52,906,227)	\$4,585,855	(\$449,966)	\$1,013,477		\$1,013,477
<i>Transfer from County Lots Parking Fund</i>	-						73,273			
<i>Transfer to Street Lighting Fund</i>	-						(195,685)			
<i>Transfer to CIP Fund</i>							(3,000,000)			
<i>Financial Policy Designation</i>	10,131,279					10,131,279	449,966	10,581,245	10,581,245	
<i>Reserve for Economic Uncertainty</i>	4,000,000					4,000,000		4,000,000	4,000,000	
<i>Debt Service Reserve</i>	185,364					185,364		185,364	185,364	
<b>Total General Fund Balance</b>	<b>\$18,649,807</b>	<b>\$53,158,918</b>	<b>(\$52,906,227)</b>	<b>-</b>	<b>(\$52,906,227)</b>	<b>\$18,902,498</b>	<b>(\$3,122,412)</b>	<b>\$15,780,086</b>	<b>\$14,766,609</b>	<b>\$1,013,477</b>
<b>Special Revenue Funds</b>										
Street Lighting & Landscape	-	\$398,844	(\$594,529)	-	(\$594,529)	(\$195,685)	\$195,685	-		-
Gas Tax	(\$0)	1,487,617	-	(870,000)	(870,000)	617,617		\$617,617		\$617,617
Asset Forfeiture & Safety Grants	794,559	8,862	(216,833)	-	(216,833)	586,588		586,588		586,588
Police Safety Grants	199,527	1,502	-	-	-	201,029		201,029		201,029
Federal & State Grants	(22,488)	-	-	-	-	(22,488)		(22,488)		(22,488)
Prop A	111,848	552,201	(734,941)	-	(734,941)	(70,892)	70,892	-		-
Prop C	1,435,828	8,554,416	-	(8,715,937)	(8,715,937)	1,274,307		1,274,307		1,274,307
AB 2766	393,226	44,915	(8,068)	-	(8,068)	430,073	(350,000)	80,073		80,073
Measure R	788,254	295,131	-	-	-	1,083,385	(300,892)	782,492		782,492
<b>Total Special Revenue Funds Balance</b>	<b>\$3,700,753</b>	<b>\$11,343,488</b>	<b>(\$1,554,371)</b>	<b>(\$9,585,937)</b>	<b>(\$11,140,308)</b>	<b>\$3,903,933</b>	<b>(\$384,315)</b>	<b>\$3,519,618</b>	<b>-</b>	<b>\$3,519,618</b>
<b>Capital Project Funds</b>										
Capital Improvement Fund	\$2,565,071	\$1,947,145	(\$825,870)	(\$4,959,441)	(\$5,785,311)	(\$1,273,095)		\$2,028,805		\$2,028,805
Transfer from General Fund							3,000,000			
Transfer from Parking Fund	-						301,900			-
Reserve for UAD Loan	366,000					366,000		366,000	366,000	
Police/Fire Debt Service Reserve	817,075					817,075		817,075	817,075	
Artesia Blvd Reserve	100,000					100,000		100,000	100,000	
<b>Total Capital Improvement Fund</b>	<b>\$3,848,146</b>	<b>\$1,947,145</b>	<b>(\$825,870)</b>	<b>(\$4,959,441)</b>	<b>(\$5,785,311)</b>	<b>\$9,980</b>	<b>\$3,301,900</b>	<b>\$3,311,880</b>	<b>\$1,283,075</b>	<b>\$2,028,805</b>
Underground Utility Construction Fund	411,229	219	-	-	-	411,448		411,448		411,448
<b>Total Capital Project Funds Balance</b>	<b>\$4,259,375</b>	<b>\$1,947,364</b>	<b>(\$825,870)</b>	<b>(\$4,959,441)</b>	<b>(\$5,785,311)</b>	<b>\$421,428</b>	<b>\$3,301,900</b>	<b>\$3,723,328</b>	<b>\$1,283,075</b>	<b>\$2,440,253</b>
<b>Enterprise Funds</b>										
Water	\$5,790,648	\$14,874,414	(\$9,055,351)	(\$4,167,500)	(\$13,222,851)	\$7,442,211		\$7,442,211	\$3,015,432	\$4,426,780
Stormwater	631,383	359,350	(318,089)	(280,000)	(598,089)	392,644		392,644	105,924	286,721
Wastewater	427,544	3,377,186	(2,078,710)	(1,610,000)	(3,688,710)	116,020		116,020	-	116,020
Refuse	610,275	4,566,324	(4,398,284)	-	(4,398,284)	778,315		778,315	778,315	-
Parking	736,962	2,299,594	(1,837,480)	(75,000)	(1,912,480)	1,124,076	(301,900)	822,176	611,881	210,295
County Parking Lots	-	531,000	(457,727)	-	(457,727)	73,273	(73,273)	-		-
State Pier & Parking Lot	1,836,607	500,363	(403,188)	(940,000)	(1,343,188)	993,782		993,782		993,782
<b>Enterprise Fund Reserves:</b>										
Water Bond Reserve	\$226,097					\$226,097		\$226,097	\$226,097	
Waste Water Bond Reserve	111,236					111,236		111,236	111,236	
Metlox Bond Reserve	871,500					871,500		871,500	871,500	
North Manhattan Beach BID Reserve	517,072					517,072		517,072	517,072	
<b>Total Enterprise Funds Balance</b>	<b>\$11,759,325</b>	<b>\$26,508,231</b>	<b>(\$18,548,829)</b>	<b>(\$7,072,500)</b>	<b>(\$25,621,329)</b>	<b>\$12,646,227</b>	<b>(\$375,173)</b>	<b>\$12,271,054</b>	<b>\$6,237,457</b>	<b>\$6,033,597</b>

**FY 2012-2013 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

	07/01/2012 Opening Balance	2012-2013 Estimated Revenues	2012-2013 Operating Expenditures	2012-2013 Capital Projects Expenditures	2012-2013 Total Expenditures	2012-2013 Fund Balance Before Xfers	2012-2013 Fund Transfers	06/30/2013 Total Fund Balance	06/30/2013 Reserves & Designations	06/30/2013 Unreserved Balance
<b>Internal Service Funds</b>										
Insurance Reserve	\$4,952,006	\$4,541,130	(\$4,558,840)	-	(\$4,558,840)	\$4,934,296		\$4,934,296		\$4,934,296
Information Systems	370,602	1,506,483	(1,522,432)	-	(1,522,432)	354,653		354,653		354,653
Fleet Management	2,385,314	3,077,925	(5,499,844)	-	(5,499,844)	(36,605)	580,000	543,395		543,395
Building Maintenance & Operations	(8,484)	1,550,806	(1,538,364)	-	(1,538,364)	3,958		3,958		3,958
<b>Total Insurance Service Funds Balance</b>	<b>\$7,699,437</b>	<b>\$10,676,344</b>	<b>(\$13,119,480)</b>	<b>-</b>	<b>(\$13,119,480)</b>	<b>\$5,256,301</b>	<b>\$580,000</b>	<b>\$5,836,301</b>	<b>-</b>	<b>\$5,836,301</b>
<b>Trust &amp; Agency Funds</b>										
Underground Assessment Fund	\$1,734,547	\$968,248	(\$962,612)	-	(\$962,612)	\$1,740,183		\$1,740,183	\$1,740,183	
Pension Trust	478,246	139,150	(189,000)	-	(189,000)	428,396		428,396	428,396	
<b>Total Trust Agency Funds Balance</b>	<b>\$2,212,793</b>	<b>\$1,107,398</b>	<b>(\$1,151,612)</b>	<b>-</b>	<b>(\$1,151,612)</b>	<b>\$2,168,579</b>	<b>-</b>	<b>\$2,168,579</b>	<b>\$2,168,579</b>	<b>-</b>
<b>Grand Total - Adopted Budget</b>	<b>\$48,281,490</b>	<b>\$104,741,743</b>	<b>(\$88,106,389)</b>	<b>(\$21,617,878)</b>	<b>(\$109,724,267)</b>	<b>\$43,298,966</b>	<b>-</b>	<b>\$43,298,966</b>	<b>\$24,455,720</b>	<b>\$18,843,246</b>



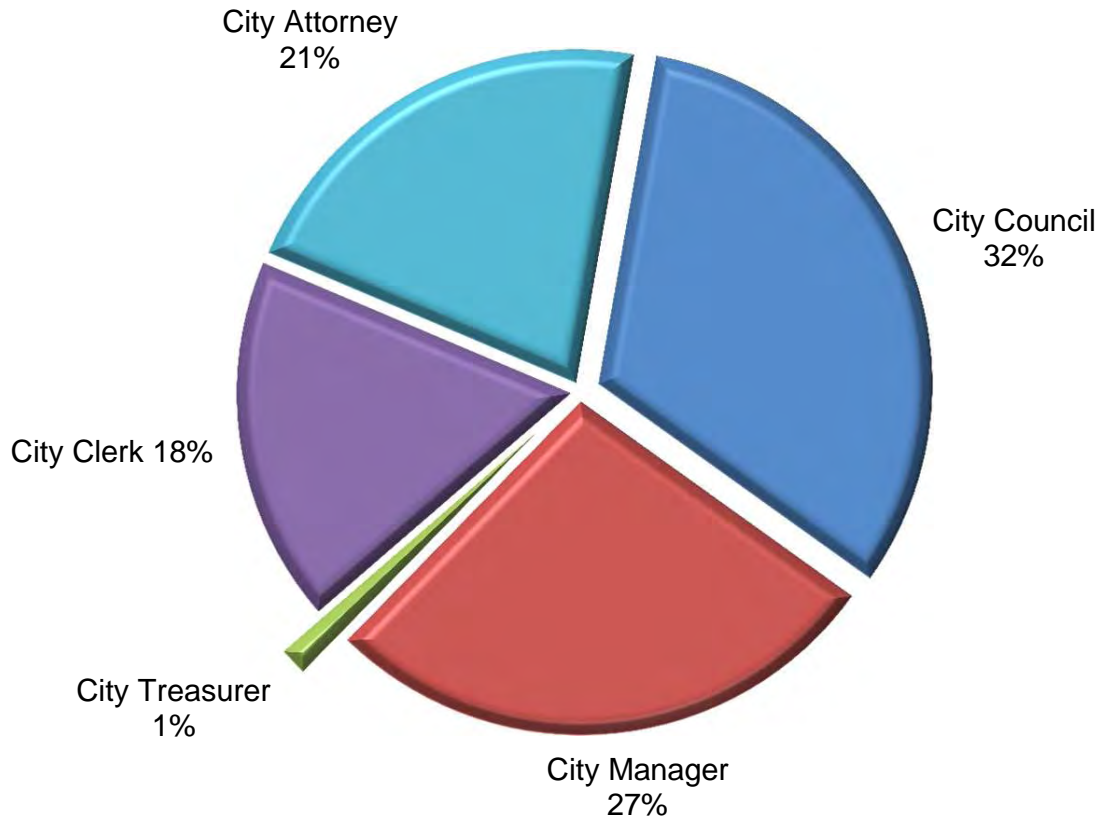
**This Page Left Blank Intentionally**

**MANAGEMENT SERVICES  
DEPARTMENT**



# MANAGEMENT SERVICES

**2012-2013  
Department Expenditure by Program**



<b>Program</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted</b>	<b>2011-2012 Estimate</b>	<b>2012-2013 Proposed</b>
City Council	\$429,884	\$309,842	\$258,516	\$786,714
City Manager	1,650,206	628,561	600,481	671,492
City Treasurer	28,604	27,104	28,865	32,307
City Clerk	412,602	356,057	354,320	434,924
City Attorney	511,547	506,537	543,946	523,934
<b>Total</b>	<b>\$3,032,844</b>	<b>\$1,828,101</b>	<b>\$1,786,128</b>	<b>\$2,449,371</b>
<b>Full-Time Positions</b>	<b>14</b>	<b>13</b>	<b>12</b>	<b>12</b>

# MANAGEMENT SERVICES: CITY COUNCIL

## MISSION STATEMENT

*The City of Manhattan Beach is dedicated to providing exemplary municipal services, preserving our small beach town character and enhancing the quality of life for our residents, businesses and visitors.*

## GOAL

To provide accessible, proactive leadership and governance for the community through the establishment of policies that will lead to the enhancement of the quality of life for Manhattan Beach residents

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 issues as well as State and Federal.

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

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

The City Council will be faced with numerous challenges and opportunities in the coming year. Some of these items include addressing the economic and budget challenges facing the City, continuance of environmental initiatives, and working with Los Angeles County to construct a new library.

Please visit the City's website at [www.citymb.info](http://www.citymb.info) for more information, or contact individual Council members.



	2009-2010 Actual	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed
<b>Staffing</b>				
City Councilmembers	5	5	5	5



City Council Object	Description	2010-2011 Actual	2011-2012 Adopted	2011-2012 Y/E Est	2012-2013 Proposed	Var from FY 2012 Y/E	% of Total
4101	Salaries & Allowances	\$67,923	\$67,107	\$64,234	\$65,329	1.7%	8.3%
4103	Part-time Salaries	1,050	1,140	922	1,140	23.7%	0.1%
4201	Group Medical Insurance	20,259	19,208	20,527	23,205	13.0%	2.9%
4202	Medicare Contributions	913	1,007	839	594	(29.2%)	0.1%
4211	PERS Regular Contribution	4,414	5,186	4,889	5,215	6.7%	0.7%
4213	PARS Retirement Contribution	5	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$94,563</b>	<b>\$93,648</b>	<b>\$91,411</b>	<b>\$95,483</b>	<b>4.5%</b>	<b>12.1%</b>
5101	Contract Services	\$187	\$100	\$1,000	\$1,722	72.2%	0.2%
5108	Legal Services	110,573	-	-	-	-	-
5201	Office Supplies	1,793	-	-	-	-	-
5202	Membership & Dues	21,164	38,935	42,000	40,985	(2.4%)	5.2%
5204	Conferences & Meetings	46,763	39,100	33,600	43,535	29.6%	5.5%
5205	Training	-	2,600	4,534	8,900	96.3%	1.1%
5207	Advertising	1,971	3,600	1,500	3,600	140.0%	0.5%
5208	Postage	222	210	193	210	9.1%	0.0%
5217	Departmental Supplies	12,950	9,400	16,144	9,400	(41.8%)	1.2%
5225	Printing	273	600	63	600	852.4%	0.1%
5251	Claims Paid	70,000	-	-	-	-	-
5260	Council Contingencies	-	50,000	-	150,000	-	19.1%
5262	Public Relations	23,681	14,875	11,434	17,375	52.0%	2.2%
5501	Telephone	57	60	67	70	3.9%	0.0%
<b>Total Materials &amp; Services</b>		<b>\$289,634</b>	<b>\$159,480</b>	<b>\$110,535</b>	<b>\$276,397</b>	<b>150.1%</b>	<b>35.1%</b>
5611	Warehouse Services	\$119	\$250	\$59	\$250	323.7%	0.0%
5621	Information Systems Allocation	8,724	9,655	9,655	9,864	2.2%	1.3%
5631	Insurance Allocation	-	-	-	352,806	-	44.8%
5651	Building & Operations Allocation	36,844	46,809	46,856	51,914	10.8%	6.6%
<b>Total Internal Services</b>		<b>\$45,687</b>	<b>\$56,714</b>	<b>\$56,570</b>	<b>\$414,834</b>	<b>633.3%</b>	<b>52.7%</b>
<b>Total Expenditures</b>		<b>\$429,884</b>	<b>\$309,842</b>	<b>\$258,516</b>	<b>\$786,714</b>	<b>204.3%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$429,884	\$309,842	\$258,516	\$786,714	204.3%	100.0%
<b>Total</b>		<b>\$429,884</b>	<b>\$309,842</b>	<b>\$258,516</b>	<b>\$786,714</b>	<b>204.3%</b>	<b>100.0%</b>

# MANAGEMENT SERVICES: CITY MANAGER

## GOAL

To implement City Council policy directives, provide organizational leadership, coordinate with community organizations, and ensure the delivery of quality service to the residents of the City of Manhattan Beach

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 is responsible for the oversight of all City operations ranging from budget and purchasing to personnel matters and the delivery of public services. By providing leadership and direction to the City's management team, the City Manager works with all departments to develop policy recommendations and responds to City Council directives.



The City Manager's Office is involved in, and responsible for, projects, programs and services that the City Council has identified as top priorities for the community and the organization. Chief among the areas of priority and concern is providing vigilant oversight of the organization's budget. The City Manager's Office helps to ensure that funds are spent prudently while high-quality services are maintained for the community.

In addition to performing the day-to-day activities associated with management of the organization, the City Manager's Office facilitates citizen inquiries regarding public documents and City services, serves as a cable franchise liaison, implements special projects authorized by the City Council, and supports the City Council in the development and adoption of City policy.

Full-Time Staffing	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Adopted	Proposed
City Manager	1	1	1	1
Assistant to the City Manager	1	1	-	-
Senior Management Analyst	-	-	1	1
Administrative Assistant to the City Manager	1	1	1	1
Environmental Program Manager	1	1	-	-
<b>Total</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>

City Manager Object	Description	2010-2011 Actual	2011-2012 Adopted	2011-2012 Y/E Est	2012-2013 Proposed	Var from FY 2012 Y/E	% of Total
4101	Salaries & Allowances	\$363,663	\$363,187	\$295,672	\$362,708	22.7%	54.0%
4103	Part-time Salaries	32,764	24,000	8,597	24,500	185.0%	3.6%
4111	Overtime Regular Employees	494	-	279	-	(100.0%)	-
4201	Group Medical Insurance	21,082	33,849	20,051	34,647	72.8%	5.2%
4202	Medicare Contributions	5,158	5,718	4,314	5,748	33.2%	0.9%
4203	Unemployment	-	1,000	1,000	1,000	-	0.1%
4204	401A Plan City Contributions	12,860	16,228	13,016	16,322	25.4%	2.4%
4205	Worker's Compensation	-	12,206	12,206	27,110	122.1%	4.0%
4206	Medical Retirement Contributions	6,768	6,768	4,010	4,340	8.2%	0.6%
4211	PERS Regular Contribution	59,912	67,218	58,530	63,147	7.9%	9.4%
<b>Total Salaries &amp; Benefits</b>		<b>\$502,701</b>	<b>\$530,174</b>	<b>\$417,675</b>	<b>\$539,522</b>	<b>29.2%</b>	<b>80.3%</b>
5101	Contract Services	\$78,672	\$1,900	\$76,275	\$27,022	(64.6%)	4.0%
5102	Contract Personnel	-	-	3,774	-	(100.0%)	-
5201	Office Supplies	1,739	3,400	4,191	5,000	19.3%	0.7%
5202	Membership & Dues	65	3,391	3,900	5,075	30.1%	0.8%
5203	Reference Materials	556	474	474	474	-	0.1%
5204	Conferences & Meetings	2,939	11,225	6,350	11,225	76.8%	1.7%
5205	Training	1,618	4,000	3,000	9,000	200.0%	1.3%
5207	Advertising	7,631	-	-	-	-	-
5208	Postage	148	110	101	110	9.0%	0.0%
5217	Departmental Supplies	26,672	1,750	12,200	2,250	(81.6%)	0.3%
5225	Printing	331	120	250	250	-	0.0%
5270	City Manager Home Loan	432,000	-	-	-	-	-
5501	Telephone	1,889	2,000	2,246	2,300	2.4%	0.3%
<b>Total Materials &amp; Services</b>		<b>\$554,260</b>	<b>\$28,370</b>	<b>\$112,761</b>	<b>\$62,706</b>	<b>(44.4%)</b>	<b>9.3%</b>
5621	Information Systems Allocation	\$17,460	\$19,310	\$19,310	\$19,728	2.2%	2.9%
5631	Insurance Allocation	-	22,620	22,620	18,388	(18.7%)	2.7%
5641	Fleet Rental Allocation	12,000	-	-	-	-	-
5642	Fleet Maintenance Allocation	1,677	-	-	-	-	-
5651	Building & Operations Allocation	22,108	28,087	28,115	31,148	10.8%	4.6%
<b>Total Internal Services</b>		<b>\$53,245</b>	<b>\$70,017</b>	<b>\$70,045</b>	<b>\$69,264</b>	<b>(1.1%)</b>	<b>10.3%</b>
6151	Land	\$437,500	-	-	-	-	-
6212	CIP Bldg & Facilities - CYr	102,500	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$437,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$1,650,206</b>	<b>\$628,561</b>	<b>\$600,481</b>	<b>\$671,492</b>	<b>11.8%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$1,108,114	\$628,561	\$600,481	\$671,492	11.8%	100.0%
Capital Improvement Fund		542,092	-	-	-	-	-
<b>Total</b>		<b>\$1,650,206</b>	<b>\$628,561</b>	<b>\$600,481</b>	<b>\$671,492</b>	<b>11.8%</b>	<b>100.0%</b>



**This Page Left Blank Intentionally**

# MANAGEMENT SERVICES: CITY TREASURER

## GOAL

To oversee the City's investment function and develop prudent investment and banking policies to assure that investment principal is protected, liquidity is maintained, and portfolio yields are safely maximized

## INITIATIVES

- Protect the City's assets and invest funds safely
- Update the annual investment policy

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 \$50 to \$60 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.



	2009-2010 Actual	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed
<b>Staffing</b>				
City Treasurer	1	1	1	1

	2009-2010 Actual	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed
<b>Service Indicators</b>				
% - Average annual portfolio yield	1.35%	1.27%	1.50%	1.25%

City Treasurer		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$8,567	\$6,722	\$8,356	\$8,317	(0.5%)	25.7%
4201	Group Medical Insurance	14,383	13,872	14,510	16,479	13.6%	51.0%
4202	Medicare Contributions	112	99	110	99	(10.0%)	0.3%
4211	PERS Regular Contribution	885	1,037	973	1,043	7.2%	3.2%
<b>Total Salaries &amp; Benefits</b>		<b>\$23,946</b>	<b>\$21,730</b>	<b>\$23,949</b>	<b>\$25,938</b>	<b>8.3%</b>	<b>80.3%</b>
5104	Computer Contract Services	\$2,806	\$2,945	\$2,918	\$3,034	4.0%	9.4%
5202	Membership & Dues	182	347	360	360	-	1.1%
5204	Conferences & Meetings	1,670	2,082	1,638	2,975	81.6%	9.2%
<b>Total Materials &amp; Services</b>		<b>\$4,658</b>	<b>\$5,374</b>	<b>\$4,916</b>	<b>\$6,369</b>	<b>29.6%</b>	<b>19.7%</b>
<b>Total Expenditures</b>		<b>\$28,604</b>	<b>\$27,104</b>	<b>\$28,865</b>	<b>\$32,307</b>	<b>11.9%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$28,604	\$27,104	\$28,865	\$32,307	11.9%	100.0%
<b>Total</b>		<b>\$28,604</b>	<b>\$27,104</b>	<b>\$28,865</b>	<b>\$32,307</b>	<b>11.9%</b>	<b>100.0%</b>

# MANAGEMENT SERVICES: CITY CLERK

## GOAL

To promote public trust in local government by recording and managing the City's official documents, maintaining an accurate record of the City Council proceedings, administering fair municipal elections as mandated by law, and providing timely information and the highest level of services in a professional, efficient and effective manner to support the community-at-large, City Council, and City departments

## INITIATIVES

- Maintain complete and accurate City records
- Enhance access to the City Document Imaging System
- Respond to subpoenas and requests for public records in accordance with the federal and state laws
- Maintain the Municipal Code, Ordinances, and Resolutions in conjunction with the City Attorney's Office
- Prepare public meetings and hearings documentation in conformity with internal procedures and the Brown Act
- Conduct the City's General Municipal Election scheduled for Tuesday, March 5, 2013, and provide "Voter Outreach" to the residents
- Enhance Open Government by implementing tools to improve public information and communication of government activities



The City Clerk's Office is dedicated to working together with the City officials and the public to ensure that open and effective government standards are in place to secure the public trust, and provide a system of transparency, public participation, collaboration and accountability. City Clerk serves as the ultimate resource for information for the public, the City Council, City staff and other governmental agencies, manages legal requirements for public notices and filing of referendums and initiatives, and keeps complete and accurate records of Council proceedings. The City Clerk's Office continues to work diligently with the City's Information Systems Division (IS) to provide broadcasting of City Council and Planning Commission meetings on Manhattan Beach Local Community Cable, Time Warner Channel 8, Verizon Channel 35 and City Website Live Streaming Video, ensuring public information and access to the local government process.

As a custodian of the City's official records, the office is devoted to maintaining all official City document archives and legislative history and ensuring the preservation, protection and integrity of the public records. The City Clerk's Office commits an ample amount of time coordinating the dissemination of information and managing public requests in a timely manner. The City Clerk is the City's Election Officer, and as such, conducts and certifies the City's municipal elections for six elected offices (5 City Council and 1 City Treasurer). In addition, the City Clerk's Office administers oaths and affirmations, files annual Statements of Economic Interest, and performs other duties as may be required by law.

For fiscal year 2012-2013, as prescribed by law within odd-numbered years, the City Clerk's office will conduct the City's General Municipal Election scheduled for Tuesday, March 5, 2013. A key initiative is to conduct voter outreach to residents in order to remind them that voting is not only a privilege, but a civic duty.

The City Clerk's Office is also actively working to improve public information and communication of government activities through open and transparent government with Granicus technology and tools to streamline the agenda and minutes creation process, capture and display live City Council votes, and provide greater research and transparency tools to the public in the form of a one-stop shop legislative web portal that will allow for searching of legislative text, attachments, agendas, minutes, and votes.

	2009-2010	2010-2011	2011-2012	2012-2013
Full-Time Staffing	Actual	Actual	Adopted	Proposed
City Clerk	1	1	1	1
Senior Deputy City Clerk	1	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

City Clerk		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$190,558	\$186,566	\$190,522	\$184,872	(3.0%)	42.5%
4103	Part-time Salaries	22,517	24,000	8,568	24,500	185.9%	5.6%
4111	Overtime Regular Employees	776	500	279	500	79.2%	0.1%
4201	Group Medical Insurance	29,748	28,788	30,097	32,503	8.0%	7.5%
4202	Medicare Contributions	2,853	3,101	2,740	3,116	13.7%	0.7%
4204	401A Plan City Contributions	5,313	5,293	5,313	5,293	(0.4%)	1.2%
4206	Medical Retirement Contributions	2,940	2,940	2,230	2,410	8.1%	0.6%
4211	PERS Regular Contribution	29,802	36,495	34,457	32,436	(5.9%)	7.5%
<b>Total Salaries &amp; Benefits</b>		<b>\$284,508</b>	<b>\$287,683</b>	<b>\$274,206</b>	<b>\$285,630</b>	<b>4.2%</b>	<b>65.7%</b>
5101	Contract Services	\$16,397	\$15,090	\$11,400	\$15,140	32.8%	3.5%
5102	Contract Personnel	-	-	12,900	5,000	(61.2%)	1.1%
5105	Elections	66,994	1,200	1,200	71,425	5852.1%	16.4%
5201	Office Supplies	966	-	-	-	-	-
5202	Membership & Dues	745	685	890	652	(26.7%)	0.1%
5203	Reference Materials	27	-	-	-	-	-
5204	Conferences & Meetings	30	1,160	520	1,160	123.1%	0.3%
5205	Training	-	100	440	2,100	377.3%	0.5%
5207	Advertising	1,106	1,500	2,374	2,000	(15.8%)	0.5%
5208	Postage	332	330	303	330	9.1%	0.1%
5210	Computer Supplies & Software	303	-	-	-	-	-
5212	Office Equip Maintenance	-	250	90	250	177.8%	0.1%
5217	Departmental Supplies	19	50	2,055	550	(73.2%)	0.1%
5225	Printing	140	200	100	200	100.0%	0.0%
5501	Telephone	113	120	135	130	(3.5%)	0.0%
<b>Total Materials &amp; Services</b>		<b>\$87,171</b>	<b>\$20,685</b>	<b>\$32,406</b>	<b>\$98,937</b>	<b>205.3%</b>	<b>22.7%</b>
5621	Information Systems Allocation	\$26,184	\$28,965	\$28,965	\$29,591	2.2%	6.8%
5651	Building & Operations Allocation	14,739	18,724	18,743	20,766	10.8%	4.8%
<b>Total Internal Services</b>		<b>\$40,923</b>	<b>\$47,689</b>	<b>\$47,708</b>	<b>\$50,357</b>	<b>5.6%</b>	<b>11.6%</b>
<b>Total Expenditures</b>		<b>\$412,602</b>	<b>\$356,057</b>	<b>\$354,320</b>	<b>\$434,924</b>	<b>22.7%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$412,602	\$356,057	\$354,320	\$434,924	22.7%	100.0%
<b>Total</b>		<b>\$412,602</b>	<b>\$356,057</b>	<b>\$354,320</b>	<b>\$434,924</b>	<b>22.7%</b>	<b>100.0%</b>

# MANAGEMENT SERVICES: CITY ATTORNEY

## GOAL

To provide high quality legal services to the City Council, City Manager, City department heads, City staff and commissions; represent the City before judicial and administrative proceedings; and manage outside counsel representing the City

## INITIATIVES

- Continue to provide legal support to various City departments on the implementation of the new Manhattan Beach Library
- Provide annual AB 1234 training, Brown Act, Public Records Act and Conflict of Interest training to City Commissions and City Council\*
- Continue to provide specific training to the Police Department in the area of Pitchess Motions and other substantive areas as needed\*
- Implement a City-wide training program in various areas such as contracts, records retention, requests for proposals, Public Records Act, Brown Act, Conflicts of Interest and the California Environmental Quality Act\*
- Continue to review the City's current contract forms and revise and update as necessary\*
- Continue to review the City's current practices and policies in various areas city-wide and provide recommendations to increase organization effectiveness, efficiency, legal compliance and streamline processes\*
- Continue to provide support for the advancement of the Open Government Initiatives as adopted by the City Council\*
- Provide updates to the City Council and City Staff on changes in the laws affecting the City
- Evaluate the need for a complete law library and reduce or eliminate subscriptions to reduce the budget for publication services.
- Manage outside litigation

The City Attorney's Office consists of a contracted City Attorney who provides legal services on a flat retainer basis and who is admitted to practice law by the California Bar Association and experienced in the practice of Municipal Law, and a legal secretary employed by the City. City Prosecution services is provided on an as-needed hourly basis by a part-time contract deputy prosecutor. The Office has a California law library and through the City Attorney's law firm, computer on-line services linked to state, federal and out-of-state legal databases.

The City Attorney's Office drafts ordinances, resolutions and agreements as well as provides general legal services and advice, oral and written, to all City departments on a daily and routine basis. Attorneys specializing in areas of real estate, finance, California Environmental Quality Act, public works, labor and other specialties are all available to the City Manager, City departments and the City Council at anytime. 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 and serves as media liaison on matters of litigation. The City Attorney maintains office hours at City Hall on a regular basis, and any other attorney in the City Attorney's law firm is available to the City Manager, City Council and City Staff via telephone or e-mail. Through the services of the City Prosecutor, the office prosecutes violations of the City Municipal Code in the form of criminal misdemeanors or through an administrative process.

*\*These initiatives furthers one of the goals adopted as part of the City's Strategic Plan*

	2009-2010	2010-2011	2011-2012	2012-2013
Full-Time Staffing	Actual	Actual	Adopted	Proposed
City Attorney (In-House)	1	1	1	-
Legal Secretary	1	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>



<b>City Attorney</b>		<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2012 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$265,816	\$287,578	\$80,193	\$75,648	(5.7%)	14.4%
4201	Group Medical Insurance	27,197	30,942	11,936	13,371	12.0%	2.6%
4202	Medicare Contributions	3,689	1,126	1,084	1,126	3.9%	0.2%
4204	401A Plan City Contributions	10,680	12,876	3,471	3,458	(0.4%)	0.7%
4206	Medical Retirement Contributions	3,828	3,828	1,110	1,200	8.1%	0.2%
4211	PERS Regular Contribution	38,271	49,465	32,225	13,357	(58.6%)	2.5%
<b>Total Salaries &amp; Benefits</b>		<b>\$349,481</b>	<b>\$385,815</b>	<b>\$130,019</b>	<b>\$108,160</b>	<b>(16.8%)</b>	<b>20.6%</b>
5101	Contract Services	\$86,962	\$75,672	\$90,000	\$90,000	-	17.2%
5108	Legal Services	37,207	-	280,000	280,000	-	53.4%
5201	Office Supplies	456	-	500	-	(100.0%)	-
5202	Membership & Dues	410	477	410	-	(100.0%)	-
5203	Reference Materials	11,564	13,164	12,000	13,164	9.7%	2.5%
5204	Conferences & Meetings	397	-	-	-	-	-
5205	Training	50	1,200	600	-	(100.0%)	-
5208	Postage	127	130	119	130	9.1%	0.0%
5217	Departmental Supplies	-	100	128	100	(21.9%)	0.0%
5501	Telephone	1,323	1,400	1,572	1,550	(1.4%)	0.3%
<b>Total Materials &amp; Services</b>		<b>\$138,495</b>	<b>\$92,143</b>	<b>\$385,329</b>	<b>\$384,944</b>	<b>(0.1%)</b>	<b>73.5%</b>
5611	Warehouse Services	\$108	\$200	\$200	\$200	-	0.0%
5621	Information Systems Allocation	8,724	9,655	9,655	9,864	2.2%	1.9%
5651	Building & Operations Allocation	14,739	18,724	18,743	20,766	10.8%	4.0%
<b>Total Internal Services</b>		<b>\$23,571</b>	<b>\$28,579</b>	<b>\$28,598</b>	<b>\$30,830</b>	<b>7.8%</b>	<b>5.9%</b>
<b>Total Expenditures</b>		<b>\$511,547</b>	<b>\$506,537</b>	<b>\$543,946</b>	<b>\$523,934</b>	<b>(3.7%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$511,547	\$506,537	\$543,946	\$523,934	(3.7%)	100.0%
<b>Total</b>		<b>\$511,547</b>	<b>\$506,537</b>	<b>\$543,946</b>	<b>\$523,934</b>	<b>(3.7%)</b>	<b>100.0%</b>



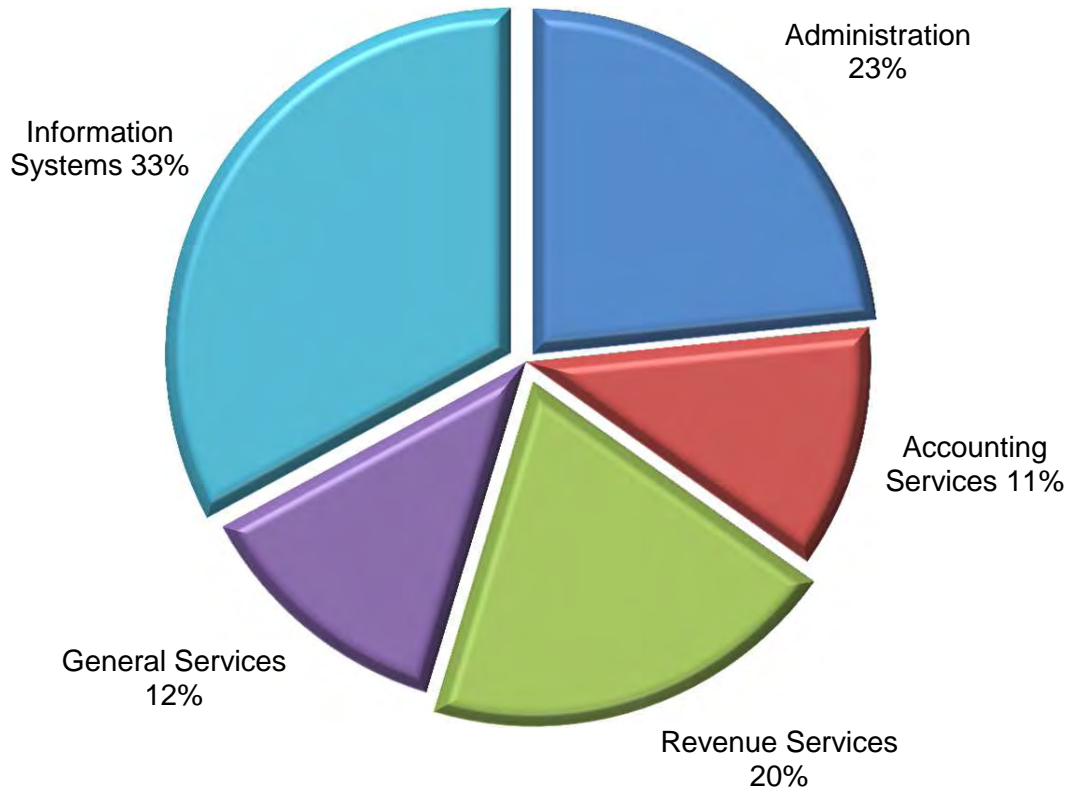
**This Page Left Blank Intentionally**

**FINANCE  
DEPARTMENT**



# FINANCE DEPARTMENT

2012-2013  
Department Expenditure by Program



Program	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Proposed
Administration	\$1,125,596	\$1,213,962	\$1,149,154	\$1,082,182
Accounting Services	455,456	429,789	520,331	529,326
Revenue Services	903,132	850,940	904,480	916,759
General Services	553,634	559,147	536,811	575,356
Information Systems	1,185,775	1,363,739	1,267,480	1,522,432
<b>Total</b>	<b>\$4,223,592</b>	<b>\$4,417,577</b>	<b>\$4,378,256</b>	<b>\$4,626,055</b>
<b>Full-Time Positions</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>

# FINANCE: ADMINISTRATION

## GOAL

To provide timely, accurate and relevant budgetary and financial information to City Council, the City Manager, residents and customers, establish strong internal controls in line with City policies, and assure compliance with established accounting standards

## INITIATIVES

- Support the City Council, Treasurer and City Manager in the development of long-term sustainable financial plans, including capital financing
- Formally document all desk procedures and established internal controls
- Work collaboratively with the Human Resources Department during labor negotiations with all three bargaining units
- Maintain high standards of excellence through the continuance of the City's AAA/Aaa bond rating, unqualified audit opinions, and various budgeting and financial reporting awards

The Administration division of Finance is responsible for creation, monitoring and periodic reporting on the annual budget; investment of City funds in conjunction with the elected City Treasurer; debt issuance and management; and creation of the annual financial report in concert with the Accounting division.

The fiscal year 2010-2011 financial audit, completed this past year, once again resulted in an unqualified opinion (the highest attainable) and a positive validation of our financial internal controls. The Finance Department is also pleased that the fiscal year 2011-2012 Budget again won awards from the California Society of Municipal Finance Officers and the Government Finance Officers Association.

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Staffing</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Director	1	1	1	1
Assistant Finance Director	1	1	-	-
Budget Analyst	1	1	1	1
Executive Secretary	1	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Maintain AAA/Aaa GO Bond Rating	Yes	Yes	Yes	Yes
Attain an Unqualified audit opinion	Yes	Yes	Yes	Yes
Attain CSMFO and GFOA Annual Budget Awards	Yes	Yes	Yes	Yes

Administration		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$291,915	\$291,753	\$289,186	\$289,105	(0.0%)	26.7%
4111	Overtime Regular Employees	-	530	300	500	66.7%	0.0%
4120	Supplemental Pension Plan	18,954	19,000	19,000	19,000	-	1.8%
4121	Single Highest Year Plan	47,027	47,000	47,000	48,000	2.1%	4.4%
4124	Fire Retiree's Health Plan	10,685	21,000	17,000	22,000	29.4%	2.0%
4125	Police Retiree's Health Plan	53,604	65,000	64,000	69,000	7.8%	6.4%
4126	Miscellaneous Retiree's Health Plan	19,301	30,000	28,000	31,000	10.7%	2.9%
4201	Group Medical Insurance	32,077	31,372	32,436	35,189	8.5%	3.3%
4202	Medicare Contributions	4,181	4,304	4,126	4,311	4.5%	0.4%
4203	Unemployment	-	1,020	1,020	1,020	-	0.1%
4204	401A Plan City Contributions	8,776	8,742	8,776	8,742	(0.4%)	0.8%
4205	Worker's Compensation	8,292	53,460	53,460	15,616	(70.8%)	1.4%
4206	Medical Retirement Contributions	5,892	5,892	4,010	4,340	8.2%	0.4%
4211	PERS Regular Contribution	49,980	50,199	48,029	50,479	5.1%	4.7%
<b>Total Salaries &amp; Benefits</b>		<b>\$550,684</b>	<b>\$629,272</b>	<b>\$616,343</b>	<b>\$598,302</b>	<b>(2.9%)</b>	<b>55.3%</b>
5101	Contract Services	\$6,271	\$1,212	\$701	\$789	12.6%	0.1%
5103	Audit Services	-	10,000	-	10,000	-	0.9%
5104	Computer Contract Services	24,769	25,601	25,599	26,457	3.4%	2.4%
5201	Office Supplies	1,272	5,730	4,500	4,500	-	0.4%
5202	Membership & Dues	860	515	515	515	-	0.0%
5203	Reference Materials	1,205	-	530	550	3.8%	0.1%
5204	Conferences & Meetings	3,573	3,100	2,000	3,975	98.8%	0.4%
5205	Training	-	700	-	400	-	0.0%
5207	Advertising	254	300	640	300	(53.1%)	0.0%
5210	Computer Supplies & Software	1,268	-	-	-	-	-
5214	Employee Awards & Events	176	250	400	400	-	0.0%
5217	Departmental Supplies	991	700	625	625	-	0.1%
5225	Printing	4,811	4,500	4,800	4,000	(16.7%)	0.4%
5231	Bank Service Charge	215,696	130,000	155,950	128,950	(17.3%)	11.9%
5265	Contributions to Service Agencies	90,758	119,338	119,338	75,092	(37.1%)	6.9%
5267	UAD Loan Program	6,631	7,000	-	4,820	-	0.4%
5501	Telephone	3,590	3,800	4,267	4,200	(1.6%)	0.4%
<b>Total Materials &amp; Services</b>		<b>\$362,125</b>	<b>\$312,746</b>	<b>\$319,865</b>	<b>\$265,573</b>	<b>(17.0%)</b>	<b>24.5%</b>
5611	Warehouse Services	\$2,069	\$1,800	\$2,000	\$2,000	-	0.2%
5621	Information Systems Allocation	17,460	19,310	19,310	19,728	2.2%	1.8%
5631	Insurance Allocation	67,980	22,620	22,620	20,072	(11.3%)	1.9%
5651	Building & Operations Allocation	125,279	159,158	159,316	176,507	10.8%	16.3%
<b>Total Internal Services</b>		<b>\$212,787</b>	<b>\$202,888</b>	<b>\$203,246</b>	<b>\$218,307</b>	<b>7.4%</b>	<b>20.2%</b>
6141	Computer Equipment & Software	-	-	\$9,700	-	(100.0%)	-
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>-</b>	<b>\$9,700</b>	<b>-</b>	<b>(100.0%)</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$1,125,596</b>	<b>\$1,144,906</b>	<b>\$1,149,154</b>	<b>\$1,082,182</b>	<b>(5.8%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$969,394	\$955,906	\$974,154	\$888,362	(8.8%)	82.1%
Capital Improvement Fund		6,631	7,000	-	4,820	-	0.4%
Pension Trust		149,571	182,000	175,000	189,000	8.0%	17.5%
<b>Total</b>		<b>\$1,125,596</b>	<b>\$1,144,906</b>	<b>\$1,149,154</b>	<b>\$1,082,182</b>	<b>(0.8%)</b>	<b>100.0%</b>

# FINANCE: ACCOUNTING

## GOAL

To maintain and control the general ledger, accounts payable and payroll, and to ensure accountability and timely provision of accurate financial information

## INITIATIVES

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

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

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

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

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Staffing</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Controller	1	1	1	1
Senior Accountant	-	-	1	1
Accountant	2	2	2	2
<b>Total</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
# - Payroll checks direct deposit	8,581	9,079	8,600	9,200
# - Payroll checks reissued due to error	-	-	-	-
# - Accounts payable checks and wires	7,055	5,925	6,500	6,500
# - Accounts payable checks reissued due to error	-	-	-	-



Accounting Object	Description	2010-2011 Actual	2011-2012 Adopted	2011-2012 Y/E Est	2012-2013 Proposed	Var from FY 2012 Y/E	% of Total
4101	Salaries & Allowances	\$263,294	\$314,232	\$313,576	\$314,465	0.3%	59.4%
4103	Part-time Salaries	25,729	26,104	24,600	24,600	-	4.6%
4111	Overtime Regular Employees	378	500	500	500	-	0.1%
4201	Group Medical Insurance	27,467	41,553	30,448	38,563	26.7%	7.3%
4202	Medicare Contributions	2,222	3,233	2,900	3,264	12.6%	0.6%
4204	401A Plan City Contributions	6,136	5,974	7,279	7,928	8.9%	1.5%
4206	Medical Retirement Contributions	4,404	2,940	4,450	4,830	8.5%	0.9%
4211	PERS Regular Contribution	39,112	58,937	55,048	59,410	7.9%	11.2%
<b>Total Salaries &amp; Benefits</b>		<b>\$368,742</b>	<b>\$453,473</b>	<b>\$438,801</b>	<b>\$453,560</b>	<b>3.4%</b>	<b>85.7%</b>
5101	Contract Services	\$1,641	\$11,000	\$7,800	\$1,700	(78.2%)	0.3%
5102	Contract Personnel	19,440	-	5,875	-	(100.0%)	-
5103	Audit Services	37,824	37,835	38,959	42,628	9.4%	8.1%
5201	Office Supplies	962	-	-	-	-	-
5202	Membership & Dues	300	300	150	250	66.7%	0.0%
5203	Reference Materials	-	1,205	695	700	0.7%	0.1%
5204	Conferences & Meetings	80	1,500	-	1,500	-	0.3%
5205	Training	126	400	200	400	100.0%	0.1%
5207	Advertising	480	300	140	150	7.1%	0.0%
5208	Postage	3,602	3,710	3,402	3,710	9.1%	0.7%
5210	Computer Supplies & Software	368	-	-	-	-	-
5217	Departmental Supplies	686	1,500	1,000	1,000	-	0.2%
5225	Printing	1,383	1,260	1,200	1,200	-	0.2%
5501	Telephone	2,362	2,500	2,807	2,800	(0.3%)	0.5%
<b>Total Materials &amp; Services</b>		<b>\$69,253</b>	<b>\$61,510</b>	<b>\$62,228</b>	<b>\$56,038</b>	<b>(9.9%)</b>	<b>10.6%</b>
5621	Information Systems Allocation	\$17,460	\$19,302	\$19,302	\$19,728	2.2%	3.7%
<b>Total Internal Services</b>		<b>\$17,460</b>	<b>\$19,302</b>	<b>\$19,302</b>	<b>\$19,728</b>	<b>2.2%</b>	<b>3.7%</b>
<b>Total Expenditures</b>		<b>\$455,456</b>	<b>\$534,285</b>	<b>\$520,331</b>	<b>\$529,326</b>	<b>1.7%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$455,456	\$534,285	\$520,331	\$529,326	1.7%	100.0%
<b>Total</b>		<b>\$455,456</b>	<b>\$534,285</b>	<b>\$520,331</b>	<b>\$529,326</b>	<b>1.7%</b>	<b>100.0%</b>

# FINANCE: REVENUE SERVICES

## GOAL

To provide superior customer service and process utility billing, business licensing, citations, filming permits, cash receipts, account receivable billings and collections in a professional, effective and timely manner

## INITIATIVES

- Implement new electronic bill presentment services for paperless bill delivery to water and refuse utility customers
- Initiate new on-line utility billing web portal to increase monthly collection rates and give customers the ability to make recurring payments, direct pay via checking account, and schedule future payments
- Commence a new request for proposal to update the City's current ambulance billing service vendor
- Maintain department efficiency and customer satisfaction through ease of pay with automated bill and credit card payments
- Continue high level of customer service with prompt assistance of cashier transactions

The Revenue Services Division administers the billing, cash controls and collection of direct City revenues, including: business licenses, miscellaneous accounts receivable, central cashiering, animal licenses, parking citation payments, transient occupancy tax from hotels and vacation rentals, and water and refuse service billings. Revenue Services staff administers the taxi cab franchise program and motion picture film coordination within the City. The Division is responsible for the analysis and creation of the City-wide user fees and cost allocation plan, which allows the City to recover costs for providing certain discretionary services. Revenue Services also coordinates the lease of City commercial parking lot spaces to local merchants, as well as the residential overnight parking program and override parking programs available in the downtown residential and Mira Costa High School areas. Staff oversees the administration of the City's new 'smart parking meters' which accept credit cards, as well as parking meters with cash key technology.



In November 2011, the City upgraded the central cashier software, which allows for better integration with daily uploads and communication with the City's financial software solution. The results of the new cashiering software will be enhanced reporting, information availability, upgraded receipting and integration, allowing for greater efficiencies within the Division.

Electronic bill presentment will be implemented during the summer of 2012. The City will provide customers with e-billing services, electronic archival of bills, electronic statements and payment of bills. The new utility billing web portal will allow customers the ability to make recurring payments, schedule future payments and print or save their e-bill.

Staffing	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Adopted	Proposed
Revenue Services Manager	1	1	1	1
Account Services Representative I	5	5	5	5
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

Service Indicators	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Adopted	Proposed
# - Annual number of customer cashier transactions	37,000	34,500	36,000	35,300
% - Monthly collection rate on residential utility bill	90%	91%	90%	93%
# - Bi-monthly auto debit utility payments	2,700	2,810	2,900	2,840
# - Bi-monthly Credit Card Payments	1,400	1,620	1,600	1,680

Revenue Services		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$352,603	\$337,582	\$353,308	\$338,973	(4.1%)	37.0%
4103	Part-time Salaries	27,321	33,696	33,696	35,389	5.0%	3.9%
4111	Overtime Regular Employees	8,890	4,918	3,400	3,300	(2.9%)	0.4%
4201	Group Medical Insurance	69,803	69,336	70,915	77,529	9.3%	8.5%
4202	Medicare Contributions	5,480	5,469	5,535	5,609	1.3%	0.6%
4204	401A Plan City Contributions	3,954	3,939	3,954	3,939	(0.4%)	0.4%
4206	Medical Retirement Contributions	8,820	8,820	6,670	7,210	8.1%	0.8%
4211	PERS Regular Contribution	51,608	62,810	61,980	66,029	6.5%	7.2%
<b>Total Salaries &amp; Benefits</b>		<b>\$528,480</b>	<b>\$526,570</b>	<b>\$539,458</b>	<b>\$537,978</b>	<b>(0.3%)</b>	<b>58.7%</b>
5101	Contract Services	\$96,820	\$111,750	\$108,950	\$118,240	8.5%	12.9%
5104	Computer Contract Services	167,003	173,725	169,564	172,550	1.8%	18.8%
5201	Office Supplies	1,433	-	-	-	-	-
5202	Membership & Dues	-	75	75	100	33.3%	0.0%
5204	Conferences & Meetings	-	400	475	900	89.5%	0.1%
5207	Advertising	49	100	28	100	257.1%	0.0%
5208	Postage	36,319	36,110	33,734	34,130	1.2%	3.7%
5209	Tools & Minor Equip	280	300	275	300	9.1%	0.0%
5212	Office Equip Maintenance	598	610	545	625	14.7%	0.1%
5217	Departmental Supplies	521	2,000	1,700	1,150	(32.4%)	0.1%
5225	Printing	7,568	7,250	6,600	6,800	3.0%	0.7%
5261	Chamber Allocation	25,000	-	-	-	-	-
5501	Telephone	2,692	2,850	3,200	3,130	(2.2%)	0.3%
<b>Total Materials &amp; Services</b>		<b>\$338,285</b>	<b>\$335,170</b>	<b>\$325,147</b>	<b>\$338,025</b>	<b>4.0%</b>	<b>36.9%</b>
5611	Warehouse Services	\$1,448	\$1,150	\$1,254	\$1,300	3.7%	0.1%
5621	Information Systems Allocation	34,920	38,621	38,621	39,456	2.2%	4.3%
<b>Total Internal Services</b>		<b>\$36,368</b>	<b>\$39,771</b>	<b>\$39,875</b>	<b>\$40,756</b>	<b>2.2%</b>	<b>4.4%</b>
<b>Total Expenditures</b>		<b>\$903,132</b>	<b>\$901,511</b>	<b>\$904,480</b>	<b>\$916,759</b>	<b>1.4%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$903,132	\$901,511	\$904,480	\$916,759	1.4%	100.0%
<b>Total</b>		<b>\$903,132</b>	<b>\$901,511</b>	<b>\$904,480</b>	<b>\$916,759</b>	<b>1.4%</b>	<b>100.0%</b>

# FINANCE: GENERAL SERVICES

## GOAL

To purchase and manage the acquisition of the City's materials and contracted services, and provide cost-effective agreements and contracts

## INITIATIVES

- Consider different methods of disposing surplus property for greater return
- Explore replacement options for the automated warehouse and auto parts inventory system
- Attain a high number of quotes and bids for maximum benefit and price efficiencies

General Services is responsible for procurement, contracting, warehousing, disposal of surplus property, and mailing services. Funding for these support services comes from the General Fund and the Building Maintenance & Operation Fund.

During fiscal year 2011-2012, General Services assisted several departments with grant funded purchases which included a \$228,000 grant from the Department of Homeland Security for dual-band portable radios for the Fire Department, and a \$3,000 rebate from the Metropolitan Water District for the installation of low flow plumbing fixtures. Also during that fiscal year General Services was tasked with the acquisition of sixty-two replacement vehicles. Staff has increased outreach efforts to ensure a high bid response level in order to obtain the best pricing available.

Staff continues to expand the purchasing card (Pcard) program, which has grown to 74 cardholders. Staff will continue to identify those small-dollar purchases that can be transacted on the Pcard, which allows for great efficiency within the Division and other departments.

In fiscal year 2012-2013, General Services will focus on vehicle replacements as well as maximizing the return on surplus vehicles. In addition, staff will begin the process towards establishing a calendar to better prioritize bids and requests for proposals on multi-year contracts for internal customers.

	2009-2010	2010-2011	2011-2012	2012-2013
Staffing	Actual	Actual	Adopted	Proposed
General Services Manager	1	1	1	1
General Services Coordinator	1	1	1	1
Purchasing Clerk	1	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

	2009-2010	2010-2011	2011-2012	2012-2013
Service Indicators	Actual	Actual	Adopted	Proposed
% - POs (<\$20k) processed within 5 business days	90%	81%	90%	90%
% - Warehouse orders processed & filled in 1 day	99%	99%	100%	100%
# - Number of quotes/bids processed or analyzed	379	360	300	300
\$ - Purchasing card (pcard) spent	n/a	\$726,765	n/a	\$880,000

\* New for fiscal year 2012-2013

<b>General Services</b>		<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2012 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$230,047	\$226,446	\$232,334	\$225,596	(2.9%)	39.2%
4103	Part-time Salaries	12,592	-	45	-	(100.0%)	-
4111	Overtime Regular Employees	-	100	100	100	-	0.0%
4201	Group Medical Insurance	30,144	29,614	30,439	33,366	9.6%	5.8%
4202	Medicare Contributions	3,334	3,341	3,222	3,360	4.3%	0.6%
4204	401A Plan City Contributions	2,722	2,712	2,722	2,712	(0.4%)	0.5%
4206	Medical Retirement Contributions	4,404	4,404	3,340	3,610	8.1%	0.6%
4211	PERS Regular Contribution	33,439	39,251	38,163	39,705	4.0%	6.9%
<b>Total Salaries &amp; Benefits</b>		<b>\$316,682</b>	<b>\$305,868</b>	<b>\$310,365</b>	<b>\$308,449</b>	<b>(0.6%)</b>	<b>53.6%</b>
5101	Contract Services	\$83,315	\$93,450	\$87,450	\$122,850	40.5%	21.4%
5201	Office Supplies	1,263	-	-	-	-	-
5202	Membership & Dues	365	505	515	515	-	0.1%
5204	Conferences & Meetings	65	1,700	2,168	2,695	24.3%	0.5%
5205	Training	518	150	-	300	-	0.1%
5206	Uniforms/Safety Equip	380	770	777	777	-	0.1%
5208	Postage	665	650	604	650	7.6%	0.1%
5211	Automotive Parts	41,110	39,000	24,982	25,000	0.1%	4.3%
5217	Departmental Supplies	1,104	700	660	660	-	0.1%
5222	Warehouse Purchases	79,758	75,000	78,487	82,345	4.9%	14.3%
5225	Printing	-	-	43	-	(100.0%)	-
5501	Telephone	897	950	1,067	1,100	3.1%	0.2%
<b>Total Materials &amp; Services</b>		<b>\$209,440</b>	<b>\$212,875</b>	<b>\$196,753</b>	<b>\$236,892</b>	<b>20.4%</b>	<b>41.2%</b>
5611	Warehouse Services	\$5,916	\$5,100	\$5,070	\$5,070	-	0.9%
5621	Information Systems Allocation	17,460	19,310	19,310	19,728	2.2%	3.4%
5641	Fleet Rental Allocation	-	3,560	3,560	3,560	-	0.6%
5642	Fleet Maintenance Allocation	4,136	1,781	1,753	1,657	(5.5%)	0.3%
<b>Total Internal Services</b>		<b>\$27,512</b>	<b>\$29,751</b>	<b>\$29,693</b>	<b>\$30,015</b>	<b>1.1%</b>	<b>5.2%</b>
<b>Total Expenditures</b>		<b>\$553,634</b>	<b>\$548,494</b>	<b>\$536,811</b>	<b>\$575,356</b>	<b>7.2%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$343,189	\$336,414	\$341,262	\$340,531	(0.2%)	59.2%
Building Maintenance & Operations Fund		210,444	212,080	195,549	234,825	20.1%	40.8%
<b>Total</b>		<b>\$553,634</b>	<b>\$548,494</b>	<b>\$536,811</b>	<b>\$575,356</b>	<b>7.2%</b>	<b>100.0%</b>

# FINANCE: INFORMATION SYSTEMS

## GOAL

To promote integrated City-wide communications, provide innovative long term enterprise technology solutions, and support current and future technical needs of City staff through high quality, cost effective and timely information systems service, telecommunications and infrastructure

## INITIATIVES

- Update the Information Systems Master Plan in alignment with City Council's Strategic Plan goals
- Continue to plan for and promote e-Commerce, assuring it exists in a safe and stable environment
- Continue to support the Open Government initiative by broadcasting City meetings on the City's website and local government cable channels, and implement further broadcast capabilities in other City locations
- Continue to develop an e-Government plan, enhance the City's website, and use social media to improve City operations effectiveness, efficiency, communication, and customer service

The Information Systems Division is dedicated to maintaining and improving operations, services and communications through technology, data and voice in support of the City's strategic and operational requirements. As a crucial component of the organization, Information Systems is committed to sustaining growth and productivity, and supplying additional services while improving existing operations through greater information and faster response time. The Division is devoted to tactical planning and improving the use of the City's landline and cellular telephone system. Information Systems manages the City's cable broadcast of Time Warner Channel 8 and Verizon Channel 35. For fiscal year 2012-2013, Information Systems has budgeted an extension of the City's existing broadcast capabilities to include the Public Safety Facility and the Joslyn Center.

The City's website, launched in 2007, will be refreshed keeping the features of the City Calendar, Employment Opportunities, Community News and Updates, Extranet, Photo Gallery, Frequently Asked Questions and Electronic Email Notifications, while adding updated functionality. The "Reach the Beach" service request system which streamlines the City's operations and services is recognized as a valuable addition to the City website, evident by the number of requests received this past year. Residents and staff are able to initiate requests directly to Public Works as well as other City departments, with over 7,500 citizen requests and 2,100 staff requests initiated last year. The City's e-Government plan will remain centered on using the website to accelerate and streamline service delivery to citizens, reduce paperwork burdens, and apply best practices to improve government efficiency, effectiveness and accessibility to the public. Current initiatives are to use social media and continue to build content and improve usability and accessibility of the City's website solutions. Information Systems is dedicated to providing a secure and stable environment for e-Government communications and transactions.

Information Systems continues to ensure the integrity of the City's data and voice network by maintaining the City's infrastructure to accommodate technical advances and growth. The Division's budget includes expenditures to support the replacements of network servers, desktops, laptops and printers (objects 5210 and 6141). The budget also includes the purchase of broadcasting equipment for the Police/Fire Conference room and Joslyn Center for \$288,310 which will be funded by Public, Education, and Government Access (PEG) funds.

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Staffing</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Information Systems Manager	1	1	1	1
Network Administrator	2	2	2	2
Information Systems Specialist	1	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
# - Network Servers/Workstations/Printers Supported	409	413	410	408
# - Telephone Handsets and Mobile Phones Supported	486	449	470	448
# - Unique visitors on the Website*	721,957	2,533,511	n/a	3,500,000
# - City meetings broadcasted	38	45	45	50
# - e-Notifications sent to Website email subscribers*	n/a	126	n/a	140
# - Granicus internet viewers of City meetings*	n/a	4,056	n/a	4,100

\* New for fiscal year 2012-2013

Information Systems		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$406,542	\$387,220	\$400,740	\$399,240	(0.4%)	26.2%
4103	Part-time Salaries	98,050	87,545	92,213	99,371	7.8%	6.5%
4111	Overtime Regular Employees	9,751	12,040	12,931	22,470	73.8%	1.5%
4201	Group Medical Insurance	51,869	52,023	51,795	59,251	14.4%	3.9%
4202	Medicare Contributions	7,218	6,884	7,191	7,384	2.7%	0.5%
4204	401A Plan City Contributions	6,066	6,043	6,066	6,043	(0.4%)	0.4%
4206	Medical Retirement Contributions	5,892	5,892	4,450	4,830	8.5%	0.3%
4211	PERS Regular Contribution	62,222	77,584	71,266	77,553	8.8%	5.1%
4213	PARS Retirement Contribution	1,139	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$648,749</b>	<b>\$635,231</b>	<b>\$646,652</b>	<b>\$676,142</b>	<b>4.6%</b>	<b>44.4%</b>
5101	Contract Services	\$4,837	\$4,715	\$4,371	\$4,691	7.3%	0.3%
5104	Computer Contract Services	136,326	139,180	151,812	191,411	26.1%	12.6%
5201	Office Supplies	439	-	-	-	-	-
5202	Membership & Dues	390	540	490	1,075	119.4%	0.1%
5203	Reference Materials	89	300	186	200	7.5%	0.0%
5204	Conferences & Meetings	2,917	3,000	2,652	4,700	77.2%	0.3%
5205	Training	3,052	3,500	2,520	2,500	(0.8%)	0.2%
5207	Advertising	900	1,000	-	-	-	-
5210	Computer Supplies & Software	223,167	242,844	218,234	263,055	20.5%	17.3%
5213	Computer Maintenance & Repairs	7,304	16,500	10,274	11,500	11.9%	0.8%
5217	Departmental Supplies	874	100	418	100	(76.1%)	0.0%
5225	Printing	92	-	-	-	-	-
5501	Telephone	2,173	2,300	2,583	2,500	(3.2%)	0.2%
<b>Total Materials &amp; Services</b>		<b>\$382,559</b>	<b>\$413,979</b>	<b>\$393,540</b>	<b>\$481,732</b>	<b>22.4%</b>	<b>31.6%</b>
5611	Warehouse Services	\$70	\$100	\$54	\$100	85.2%	0.0%
5651	Building & Operations Allocation	22,108	28,087	28,115	31,148	10.8%	2.0%
<b>Total Internal Services</b>		<b>\$22,178</b>	<b>\$28,187</b>	<b>\$28,169</b>	<b>\$31,248</b>	<b>10.9%</b>	<b>2.1%</b>
6141	Computer Equipment & Software	\$132,288	\$115,000	\$199,119	\$333,310	67.4%	21.9%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$132,288</b>	<b>\$115,000</b>	<b>\$199,119</b>	<b>\$333,310</b>	<b>67.4%</b>	<b>21.9%</b>
<b>Total Expenditures</b>		<b>\$1,185,775</b>	<b>\$1,192,397</b>	<b>\$1,267,480</b>	<b>\$1,522,432</b>	<b>20.1%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Information Systems Fund		\$1,185,775	\$1,192,397	\$1,267,480	\$1,522,432	20.1%	100.0%
<b>Total</b>		<b>\$1,185,775</b>	<b>\$1,192,397</b>	<b>\$1,267,480</b>	<b>\$1,522,432</b>	<b>20.1%</b>	<b>100.0%</b>



**This Page Left Blank Intentionally**

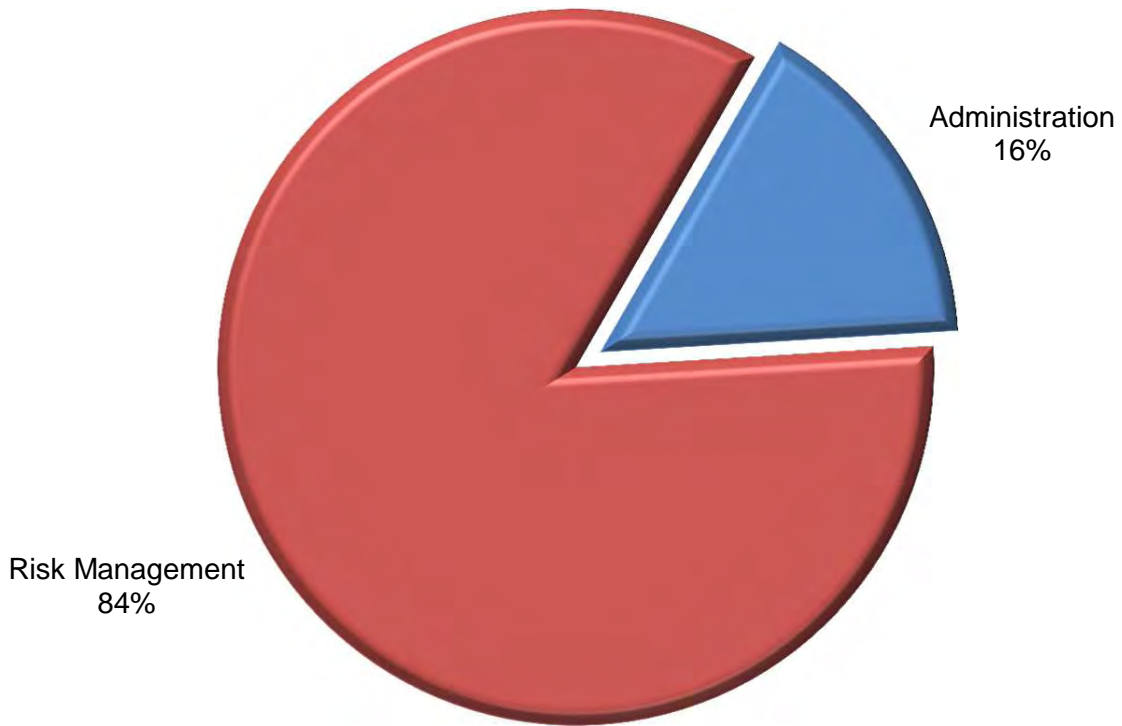


**HUMAN RESOURCES  
DEPARTMENT**



# HUMAN RESOURCES DEPARTMENT

2012-2013  
Department Expenditure by Program



Program	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Proposed
Administration	\$735,178	\$897,946	\$861,952	\$849,812
Risk Management	4,149,906	4,022,761	3,992,694	4,558,840
<b>Total</b>	<b>\$4,885,083</b>	<b>\$4,920,707</b>	<b>\$4,854,646</b>	<b>\$5,408,652</b>
<b>Full-Time Positions</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>6</b>

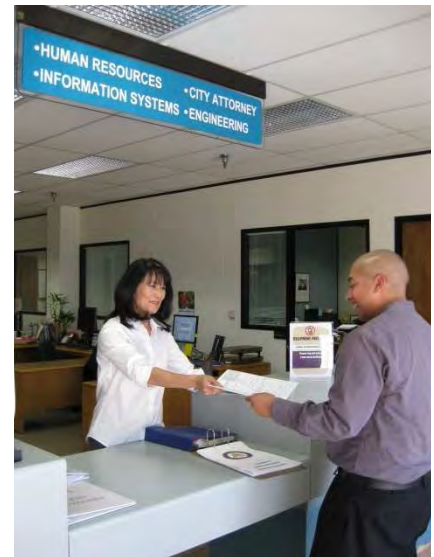
# HUMAN RESOURCES: ADMINISTRATION

## GOAL

To provide professional assistance and guidance to departments in recruiting, developing, maintaining and managing a highly qualified workforce that provides quality customer service

## INITIATIVES

- Continue to support the negotiation process with the three unions
- Partner with departments on succession planning
- Assist vendor with City-wide Classification Study
- Collaborate with departments to evaluate and, as necessary, improve upon current recruitment processes and procedures to assist departments in obtaining high quality candidates
- Review the Employee Recognition Program to find new ways to recognize outstanding employees
- Continue to work with the Emergency Preparedness Team to facilitate employee notification in response to any disaster
- Educate employees on pertinent and relevant news and information, and disseminate in a timely fashion through the Employee Newsletter
- Ensure efficiency in the new hire process for minimal department interruptions



The Human Resources Administration Division provides support services to the City's full-time and part-time employees in areas such as recruitment and selection, classification and compensation, employee and labor relations, training, personnel processing, interpretation of rules, regulations and policies, and Equal Employee Opportunity/American Disability Act (EEO/ADA) compliance.

In fiscal year 2012-2013 Human Resources staff will actively participate and support the negotiations process with the City's three bargaining groups. Upon completion of the City-wide Classification Study, Human Resources will work with the departments and bargaining groups to implement the study recommendations.

Human Resources will partner with the City Manager and Department Heads regarding succession planning which includes identifying potential gaps in organizational knowledge with pending retirements in the next couple of years, identifying key personnel with aptitude to step into these positions, facilitating knowledge sharing within and across the departments, and looking for ways to improve workforce proficiency while operating with fewer resources. Human Resources will also continue to evaluate the recruitment processes and procedures to ensure the City recruits top quality applicants at all levels within the organization in an efficient and cost effective manner.

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Full-Time Staffing</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Director	1	1	1	0.75
Risk Manager	-	-	-	0.25
Senior Human Resources Analyst	1	1	1	1
Human Resources Analyst	1	1	1	1
Human Resources Technician	-	-	1	1
Executive Secretary	1	1	-	-
Human Resources Assistant	1	1	-	-
<b>Total</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>4</b>

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
# - Employee newsletters issued per year	3	3	3	3
# - Semi-annual New Employee Orientations	2	1	2	2
% - Complete new hire processing in 10 days*	n/a	n/a	n/a	100%

\* New for fiscal year 2012-2013

Administration		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$239,685	\$340,555	\$292,922	\$333,798	14.0%	39.3%
4103	Part-time Salaries	12,471	33,762	29,000	49,411	70.4%	5.8%
4111	Overtime Regular Employees	184	599	600	3,200	433.3%	0.4%
4201	Group Medical Insurance	23,092	46,833	32,054	46,740	45.8%	5.5%
4202	Medicare Contributions	3,556	4,290	3,959	5,258	32.8%	0.6%
4203	Unemployment	-	1,020	1,020	1,020	-	0.1%
4204	401A Plan City Contributions	6,761	9,017	8,241	12,624	53.2%	1.5%
4205	Worker's Compensation	99,012	132,420	132,420	17,070	(87.1%)	2.0%
4206	Medical Retirement Contributions	7,356	7,356	4,960	5,360	8.1%	0.6%
4211	PERS Regular Contribution	46,628	58,181	52,195	57,774	10.7%	6.8%
4213	PARS Retirement Contribution	376	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$439,121</b>	<b>\$634,033</b>	<b>\$557,371</b>	<b>\$532,255</b>	<b>(4.5%)</b>	<b>62.6%</b>
5101	Contract Services	\$8,283	\$3,671	\$49,744	\$2,936	(94.1%)	0.3%
5104	Computer Contract Services	6,135	16,290	6,290	6,449	2.5%	0.8%
5107	Physical/Psych Exams	13,409	19,543	13,000	21,215	63.2%	2.5%
5108	Legal Services	46,130	35,000	65,000	80,000	23.1%	9.4%
5201	Office Supplies	1,878	2,000	1,568	2,500	59.4%	0.3%
5202	Membership & Dues	785	935	935	1,307	39.8%	0.2%
5203	Reference Materials	499	435	500	435	(13.0%)	0.1%
5204	Conferences & Meetings	2,200	3,490	5,223	5,480	4.9%	0.6%
5205	Training	3,093	13,044	10,500	10,480	(0.2%)	1.2%
5208	Postage	2,549	2,640	2,436	2,640	8.4%	0.3%
5214	Employee Awards & Events	3,971	10,000	8,100	10,000	23.5%	1.2%
5216	Tuition Reimbursement	24,188	20,000	20,000	20,000	-	2.4%
5217	Departmental Supplies	135	-	1,901	-	(100.0%)	-
5218	Recruitment Costs	40,543	29,804	12,000	29,874	149.0%	3.5%
5225	Printing	219	100	100	100	-	0.0%
5501	Telephone	2,125	2,250	2,527	2,500	(1.1%)	0.3%
<b>Total Materials &amp; Services</b>		<b>\$156,144</b>	<b>\$159,202</b>	<b>\$199,823</b>	<b>\$195,916</b>	<b>(2.0%)</b>	<b>23.1%</b>
5611	Warehouse Services	\$167	\$200	\$200	\$200	-	0.0%
5621	Information Systems Allocation	34,920	38,620	38,620	39,455	2.2%	4.6%
5631	Insurance Allocation	67,980	19,080	19,080	20,072	5.2%	2.4%
5651	Building & Operations Allocation	36,846	46,811	46,858	51,914	10.8%	6.1%
<b>Total Internal Services</b>		<b>\$139,913</b>	<b>\$104,711</b>	<b>\$104,758</b>	<b>\$111,641</b>	<b>6.6%</b>	<b>13.1%</b>
6141	Computer Equipment & Software	-	-	-	\$10,000	-	0.7%
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>\$10,000</b>	<b>-</b>	<b>0.7%</b>
<b>Total Expenditures</b>		<b>\$735,178</b>	<b>\$897,946</b>	<b>\$861,952</b>	<b>\$849,812</b>	<b>(1.4%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$735,178	\$897,946	\$861,952	\$849,812	(1.4%)	100.0%
<b>Total</b>		<b>\$735,178</b>	<b>\$897,946</b>	<b>\$861,952</b>	<b>\$849,812</b>	<b>(1.4%)</b>	<b>100.0%</b>

# HUMAN RESOURCES: RISK MANAGEMENT

## GOAL

To protect the City's resources by minimizing risk, preserving assets and protecting against random/accidental losses

## INITIATIVES

- Purchase cost effective insurance
- Partner with "high risk" departments to monitor workers' compensation claims and discuss proactive ways to help prevent/reduce claims
- Audit Risk Management policies and procedures
- Review and revitalize the City's safety program with assistance from the Insurance Pool, Central Safety Committee and departments in order to keep employees aware of safety on the job
- Provide worker's compensation training for supervisors and employees
- Review Wellness Program options available to the City, and implement a City-wide program



The Risk Management Division oversees general liability, workers' compensation, property insurance, unemployment claims, employee health benefits programs, safety training/programs and other wellness initiatives/programs. As part of the safety program, Risk Management offers various training opportunities to City employees to heighten awareness of safe practices in order to reduce an employee's chance of injury on the job site. Risk Management partners with an Insurance Pool, the departments and the Central Safety Committee to update the current safety program and provide an updated training plan.

In order to help stabilize costs in the liability and workers' compensation budget, the City participates in an insurance pool to help share the cost of premiums and find affordable property insurance for comparable-sized cities. Our participation in the insurance pool allows the City the ability to bring in more safety, wellness and ergonomic training and consultation programs for prevention of injuries to employees. In fiscal year 2012-2013 Risk Management will review available Wellness Programs and options in partnership with the Vitality City initiative, and will work with various departments in order to provide a health and wellness program to keep City employees healthy and safe.

Our main goals over the next few years will be to work with departments and employees to ensure a safe work environment, provide training/programs to help reduce accidental loss and research new programs addressing employee wellness. Risk Management is committed to finding new ways to keep employees healthy and safe in efforts to reduce workers' compensation costs.

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Full-Time Staffing</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Director	-	-	-	0.25
Risk Manager	1	1	1	0.75
Human Resources Technician	1	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
# - Meetings to reduce Workers Comp costs	2	3	3	3
# - Semi-annual liability claim reviews to reduce costs	2	1	2	2

<b>Risk Management</b>		<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2012 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$165,286	\$175,953	\$143,744	\$171,247	19.1%	3.8%
4111	Overtime Regular Employees	489	375	375	376	0.3%	0.0%
4201	Group Medical Insurance	31,052	29,327	21,743	28,696	32.0%	0.6%
4202	Medicare Contributions	1,332	1,603	1,521	2,014	32.4%	0.0%
4204	401A Plan City Contributions	5,957	6,416	5,630	6,309	12.1%	0.1%
4206	Medical Retirement Contributions	2,940	2,940	2,390	2,590	8.4%	0.1%
4211	PERS Regular Contribution	24,949	30,127	26,556	29,809	12.2%	0.7%
<b>Total Salaries &amp; Benefits</b>		<b>\$232,004</b>	<b>\$246,741</b>	<b>\$201,959</b>	<b>\$241,041</b>	<b>19.4%</b>	<b>5.3%</b>
5101	Contract Services	\$27,044	\$20,607	\$20,607	\$21,001	1.9%	0.5%
5102	Contract Personnel	-	-	-	\$19,900	-	0.4%
5202	Membership & Dues	275	370	370	370	-	0.0%
5203	Reference Materials	349	170	190	180	(5.3%)	0.0%
5204	Conferences & Meetings	584	900	685	900	31.4%	0.0%
5205	Training	585	9,000	6,000	9,000	50.0%	0.2%
5214	Employee Awards & Events	4,771	3,011	3,011	3,011	-	0.1%
5250	Insurance Premiums	455,986	455,986	500,322	583,562	16.6%	12.8%
5251	Claims Paid	2,784,830	2,669,300	2,655,938	3,056,350	15.1%	67.0%
5252	Claims Admin	120,952	123,278	123,278	126,976	3.0%	2.8%
5253	Faithful Performance Bond	1,767	3,019	3,019	3,019	-	0.1%
5254	Unemployment Claims	49,966	75,000	75,000	75,000	-	1.6%
5255	Property Insurance	379,316	380,000	366,056	380,000	3.8%	8.3%
5501	Telephone	8,833	7,000	7,861	7,900	0.5%	0.2%
<b>Total Materials &amp; Services</b>		<b>\$3,835,258</b>	<b>\$3,747,641</b>	<b>\$3,762,337</b>	<b>\$4,287,169</b>	<b>13.9%</b>	<b>94.0%</b>
5601	Administrative Service Charge	\$59,181	-	-	-	-	-
5621	Information Systems Allocation	8,724	9,655	9,655	9,864	2.2%	0.2%
5651	Building & Operations Allocation	14,739	18,724	18,743	20,766	10.8%	0.5%
<b>Total Internal Services</b>		<b>\$82,644</b>	<b>\$28,379</b>	<b>\$28,398</b>	<b>\$30,630</b>	<b>7.9%</b>	<b>0.7%</b>
<b>Total Expenditures</b>		<b>\$4,149,906</b>	<b>\$4,022,761</b>	<b>\$3,992,694</b>	<b>\$4,558,840</b>	<b>14.2%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Insurance Reserve Fund		\$4,149,906	\$4,022,761	\$3,992,694	\$4,558,840	14.2%	100.0%
<b>Total</b>		<b>\$4,149,906</b>	<b>\$4,022,761</b>	<b>\$3,992,694</b>	<b>\$4,558,840</b>	<b>14.2%</b>	<b>100.0%</b>



**This Page Left Blank Intentionally**

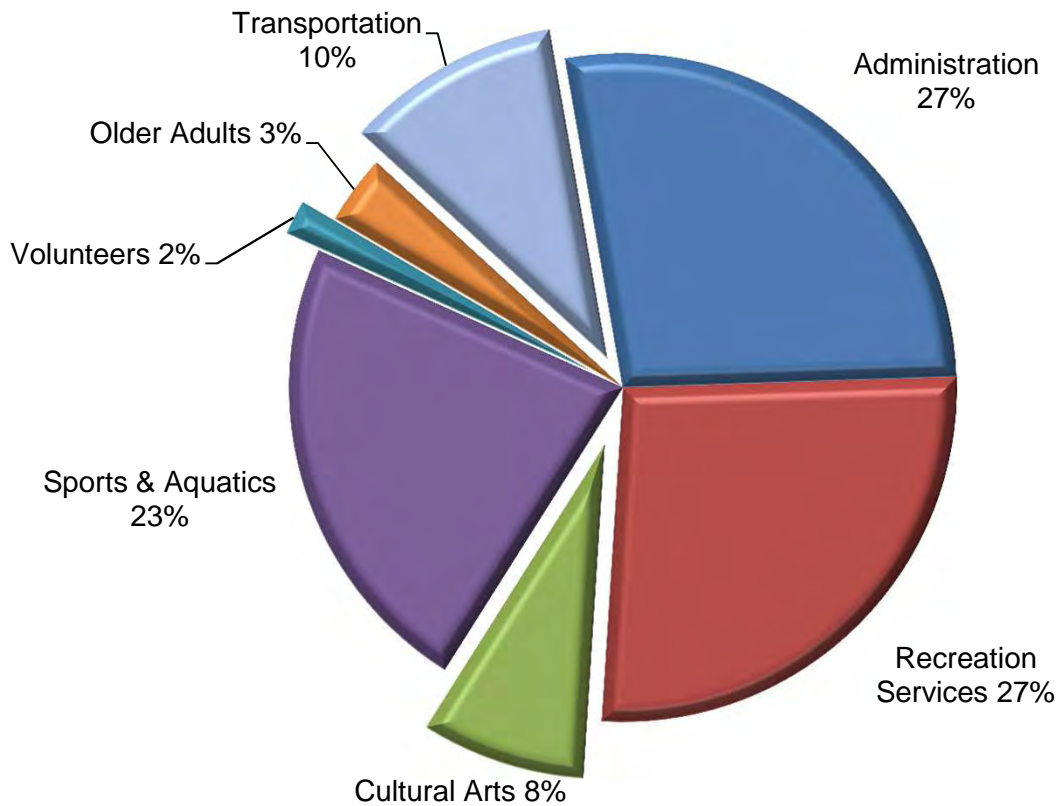


**PARKS AND RECREATION  
DEPARTMENT**



# PARKS & RECREATION DEPARTMENT

**2012-2013  
Department Expenditure by Program**



<b>Program Expenditures</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted</b>	<b>2011-2012 Estimate</b>	<b>2012-2013 Proposed</b>
Administration	\$1,599,770	\$2,722,850	\$5,141,480	\$1,917,862
Recreation Services	1,680,962	1,826,303	1,724,165	1,866,824
Cultural Arts	555,691	552,315	477,893	559,376
Sports & Aquatics	1,381,861	1,563,075	1,525,311	1,601,983
Volunteers	121,429	118,009	119,946	117,914
Older Adults	246,117	236,811	250,374	236,086
Transportation	690,630	655,689	629,399	734,941
<b>Total</b>	<b>\$6,276,460</b>	<b>\$7,675,052</b>	<b>\$9,868,568</b>	<b>\$7,034,986</b>

<b>Program Revenues</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted</b>	<b>2011-2012 Estimate</b>	<b>2012-2013 Proposed</b>
Recreation Services	\$920,706	\$902,404	\$866,072	\$932,150
Cultural Arts	314,965	253,000	284,355	278,000
Sports & Aquatics	1,471,683	1,440,000	1,420,000	1,400,000
Older Adults	54,456	58,000	58,000	58,000
<b>Total</b>	<b>\$2,761,810</b>	<b>\$2,653,404</b>	<b>\$2,628,427</b>	<b>\$2,668,150</b>
<b>Full-Time Positions</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>

# PARKS AND RECREATION: ADMINISTRATION

## GOAL

To provide vision, direction, and support resources for department staff and City Council, while responding to community needs by providing the most effective and efficient Parks and Recreation programs

## INITIATIVES

- Assist with the planning of the City's Centennial Celebration in 2012 and green initiatives
- Enhance and support all on-line reservations through the ActiveNet registration system
- Publish four activity guides and continue to develop an interactive digital City-wide activities guide that includes hyperlinks, web-clips and interactive pictures
- Assist City Council and the Los Angeles County library staff with the renovation of the County library
- Maintain a percentage of department revenues over expenditures of 50%, and a high level of customer service and favorable ratings
- Increase the number of online registrations for maximum staff efficiency and customer ease

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

The Administration Division oversees all operating functions of the Department including administration of capital improvement projects; coordination of the Parks and Recreation Commission, Library Commission, Cultural Arts Commission, and ad-hoc committees; budget development; and coordination of City-wide community events.

The fiscal year 2012-2013 budget includes estimated General Fund revenue of \$2.7 million from class registration activities, facility reservations and recreation events, and debt service cost of \$0.6 million for the acquisition of the Marine Avenue sports fields facility (Land Leases, 7100 object series).

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Full-Time Staffing</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Director	1	1	1	1
Executive Secretary	1	1	1	1
Recreation Services Manager	1	1	1	1
Park Services Enforcement Officer	1	1	1	1
Administrative Clerk II	1	1	1	1
Receptionist Clerk	1	1	1	1
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
% - Dept revenue as % of operating expenses	60%	48%	50%	50%
# - Online registrations processed	8,903	9,657	8,000	9,700
# - In-house registrations processed	8,286	6,904	8,000	7,000
# - Online facility reservations processed*	n/a	58	n/a	70
# - In-house facility reservations processed*	n/a	697	600	725
% - Customers rating registration process favorable	94%	94%	95%	100%

Administration		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$349,743	\$343,413	\$297,879	\$333,779	12.1%	17.4%
4103	Part-time Salaries	50,505	52,272	50,625	58,429	15.4%	3.0%
4111	Overtime Regular Employees	962	2,802	6,500	6,500	-	0.3%
4201	Group Medical Insurance	56,069	59,045	50,694	74,169	46.3%	3.9%
4202	Medicare Contributions	5,240	5,825	4,959	5,775	16.5%	0.3%
4203	Unemployment	12,120	22,500	22,500	22,500	-	1.2%
4204	401A Plan City Contributions	5,704	5,682	5,704	5,682	(0.4%)	0.3%
4205	Worker's Compensation	-	101,460	101,460	15,009	(85.2%)	0.8%
4206	Medical Retirement Contributions	7,356	7,356	6,240	6,750	8.2%	0.4%
4211	PERS Regular Contribution	52,891	63,042	54,011	60,802	12.6%	3.2%
4213	PARS Retirement Contribution	363	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$540,953</b>	<b>\$663,397</b>	<b>\$600,572</b>	<b>\$589,395</b>	<b>(1.9%)</b>	<b>30.7%</b>
5101	Contract Services	\$21,958	\$17,000	\$24,400	\$16,240	(33.4%)	0.8%
5102	Contract Personnel	3,824	5,750	6,408	5,750	(10.3%)	0.3%
5201	Office Supplies	7,008	23,210	20,000	20,000	-	1.0%
5202	Membership & Dues	1,175	665	630	665	5.6%	0.0%
5203	Reference Materials	188	400	400	400	-	0.0%
5204	Conferences & Meetings	195	90	844	90	(89.3%)	0.0%
5205	Training	25	2,374	1,632	2,374	45.5%	0.1%
5206	Uniforms/Safety Equip	289	350	350	350	-	0.0%
5207	Advertising	5,376	5,000	7,186	5,163	(28.2%)	0.3%
5208	Postage	24,036	26,220	24,963	26,220	5.0%	1.4%
5210	Computer Supplies & Software	5,575	500	500	825	65.0%	0.0%
5212	Office Equip Maintenance	160	-	-	-	-	-
5217	Departmental Supplies	9,158	4,400	26,800	5,015	(81.3%)	0.3%
5218	Recruitment Costs	-	-	-	1,600	-	0.1%
5225	Printing	56,475	71,288	74,913	73,700	(1.6%)	3.8%
5264	City Funds Exchange	173,040	70,000	70,000	-	(100.0%)	-
5501	Telephone	7,952	8,450	9,360	9,300	(0.6%)	0.5%
<b>Total Materials &amp; Services</b>		<b>\$316,434</b>	<b>\$235,697</b>	<b>\$268,386</b>	<b>\$167,692</b>	<b>(37.5%)</b>	<b>8.7%</b>
5611	Warehouse Services	\$1,656	\$1,700	\$1,300	\$1,500	15.4%	0.1%
5621	Information Systems Allocation	30,552	33,793	33,793	34,523	2.2%	1.8%
5631	Insurance Allocation	73,740	22,620	22,620	47,698	110.9%	2.5%
5641	Fleet Rental Allocation	32,200	30,010	30,010	30,010	-	1.6%
5642	Fleet Maintenance Allocation	25,932	27,551	27,195	25,628	(5.8%)	1.3%
5651	Building & Operations Allocation	90,220	112,347	112,459	124,593	10.8%	6.5%
<b>Total Internal Services</b>		<b>\$254,299</b>	<b>\$228,021</b>	<b>\$227,377</b>	<b>\$263,952</b>	<b>16.1%</b>	<b>13.8%</b>
6202	Studies Audits & Analysis	-	-	-	\$140,000	-	7.3%
6212	CIP Bldg & Facilities - CYr	-	-	\$3,660,145	160,000	(95.6%)	8.3%
6252	CIP Landscape & Site - CYr	\$137,263	\$1,000,000	50,000	-	(100.0%)	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$137,263</b>	<b>\$1,000,000</b>	<b>\$3,710,145</b>	<b>\$300,000</b>	<b>(91.9%)</b>	<b>15.6%</b>
7101	Bond Principal	\$230,000	\$235,000	\$235,000	\$245,000	4.3%	12.8%
7102	Bond Interest	25,064	273,735	13,000	264,823	1937.1%	13.8%
7103	Bond Administration Fee	95,758	87,000	87,000	87,000	-	4.5%
<b>Total Debt Service</b>		<b>\$350,822</b>	<b>\$595,735</b>	<b>\$335,000</b>	<b>\$596,823</b>	<b>78.2%</b>	<b>31.1%</b>
<b>Total Expenditures</b>		<b>\$1,599,770</b>	<b>\$2,722,850</b>	<b>\$5,141,480</b>	<b>\$1,917,862</b>	<b>(62.7%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$1,599,770	\$2,722,850	\$1,431,335	\$1,617,862	13.0%	84.4%
Capital Improvement Fund		-	-	3,710,145	300,000	(91.9%)	15.6%
<b>Total</b>		<b>\$1,599,770</b>	<b>\$2,722,850</b>	<b>\$5,141,480</b>	<b>\$1,917,862</b>	<b>(62.7%)</b>	<b>100.0%</b>

# PARKS AND RECREATION: RECREATION SERVICES

## GOAL

To implement the Department's brand promise "*Parks Make Life Better*" core values, vision and missions by providing a wide range of recreational opportunities through safe and clean parks, facilities, and programs that will have positive personal, social, environmental, and economic benefits to the community

## INITIATIVES

- Implement City Centennial events
- Increase the number of special event participants to 23,000 with a 90% favorable rating
- Implement computer reservations for Tennis operations
- Increase Tennis reservation participation by 5%
- Assist in the development of recreation facility rental web marketing
- Increase the favorable rating of specialty classes to 95%
- Continue to expand environmental education plus health and wellness activities for all ages with connections to the Vitality Cities project
- Implement capital improvement projects approved for City parks' play equipment
- Implement "Parks Make Life Better" branding campaign in all Division activities



Recreation Services oversees a number of activities including: specialty classes; nature and outdoor recreation activities, facility reservations & operations; tennis operations; playground program; teen center; and bus trips for youth.

In response to recreational trends, interests and needs of the community, Recreation Services continues to be proactive in providing new and exciting specialty classes including health, wellness and nutrition. The highlights for fiscal year 2012-2013 include: marketing of the community centers after their renovations; implementing City Centennial events; administering computer tennis reservation with increased participation; increasing to a 95% Specialty classes favorable rating by utilizing an aggressive facility cleaning plan; developing new recreation class activities which include youth specialty camps and classes and tennis activities; and targeting high-school-aged recreation opportunities. Recreation Services also plans to include exciting youth health and wellness activity initiatives that complement the brand promise, and expand its tennis reservation and facility operations by aggressively marketing services through electronic media.

The Recreation Services budget supports a variety of activities including Facility Reservations, Teen Drop in Center, Tennis Operations, and the After School Children's Enrichment Program at Live Oak Park and Marine Ave Park. The budget includes funds for trips, special events, and janitorial services (object 5101), as well as funds for class instructors (object 5102) and class supplies (object 5217). There is a slight increase in janitorial services due primarily to the implementation of a more aggressive facility cleaning plan for our newly renovated community centers.

	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Adopted	Proposed
<b>Full-Time Staffing</b>				
Recreation Services Manager	1	1	1	1
Recreation Supervisor	2	2	2	2
Facilities Reservations Clerk	1	1	1	1
Administrative Clerk I/II	1	1	1	1
<b>Total</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
# - Specialty class participants	2,112	2,388	2,400	2,450
# - Family special event participants	21,275	22,650	22,000	23,000
% - Specialty classes rated favorably	93%	90%	100%	100%
# - Tennis attendance per year	42,024	42,867	43,000	44,000
% Facility reservations rated favorably	98%	98%	100%	100%
% - Teen Center programs rated favorably	94%	95%	100%	100%
% - Playground programs rated favorably	95%	90%	100%	100%

<b>Recreation Services</b>	2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
<b>Object Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2012 Y/E</b>	<b>Total</b>
4101 Salaries & Allowances	\$281,996	\$284,456	\$299,100	\$290,592	(2.8%)	15.6%
4103 Part-time Salaries	586,620	613,296	533,400	619,010	16.0%	33.2%
4111 Overtime Regular Employees	11,553	788	4,929	1,788	(63.7%)	0.1%
4201 Group Medical Insurance	53,603	57,315	56,683	63,163	11.4%	3.4%
4202 Medicare Contributions	12,608	13,089	12,970	14,187	9.4%	0.8%
4204 401A Plan City Contributions	2,739	2,730	2,739	2,824	3.1%	0.2%
4206 Medical Retirement Contributions	6,576	6,576	5,120	5,530	8.0%	0.3%
4211 PERS Regular Contribution	55,439	84,787	66,856	92,558	38.4%	5.0%
4213 PARS Retirement Contribution	9,120	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$1,020,255</b>	<b>\$1,063,037</b>	<b>\$981,797</b>	<b>\$1,089,652</b>	<b>11.0%</b>	<b>58.4%</b>
5101 Contract Services	\$158,675	\$236,005	\$141,000	\$167,873	19.1%	9.0%
5102 Contract Personnel	86,094	94,998	145,877	174,541	19.6%	9.3%
5201 Office Supplies	8,343	-	450	-	(100.0%)	-
5202 Membership & Dues	929	700	900	700	(22.2%)	0.0%
5203 Reference Materials	-	100	100	100	-	0.0%
5205 Training	6,416	12,083	8,000	11,695	46.2%	0.6%
5206 Uniforms/Safety Equip	2,349	6,000	5,000	6,000	20.0%	0.3%
5207 Advertising	13,732	30,100	29,800	22,750	(23.7%)	1.2%
5210 Computer Supplies & Software	5,826	-	-	-	-	-
5217 Departmental Supplies	68,540	50,687	94,975	72,400	(23.8%)	3.9%
5218 Recruitment Costs	1,440	1,440	820	1,920	134.1%	0.1%
5225 Printing	5,580	11,980	7,018	8,080	15.1%	0.4%
5501 Telephone	3,587	4,600	4,389	4,600	4.8%	0.2%
5502 Electricity	209,099	217,316	204,837	204,837	0.0%	11.0%
5503 Natural Gas	8,082	8,879	7,883	8,041	2.0%	0.4%
<b>Total Materials &amp; Services</b>	<b>\$578,692</b>	<b>\$674,888</b>	<b>\$651,049</b>	<b>\$683,537</b>	<b>5.0%</b>	<b>36.6%</b>
5611 Warehouse Services	\$12,395	\$8,000	\$11,000	\$12,000	9.1%	0.6%
5621 Information Systems Allocation	65,484	72,414	72,414	73,978	2.2%	4.0%
5641 Fleet Rental Allocation	-	3,570	3,570	3,570	-	0.2%
5642 Fleet Maintenance Allocation	4,136	4,394	4,335	4,087	(5.7%)	0.2%
<b>Total Internal Services</b>	<b>\$82,015</b>	<b>\$88,378</b>	<b>\$91,319</b>	<b>\$93,635</b>	<b>2.5%</b>	<b>5.0%</b>
<b>Total Expenditures</b>	<b>\$1,680,962</b>	<b>\$1,826,303</b>	<b>\$1,724,165</b>	<b>\$1,866,824</b>	<b>8.3%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$1,680,962	\$1,826,303	\$1,724,165	\$1,866,824	8.3%	100.0%
<b>Total</b>	<b>\$1,680,962</b>	<b>\$1,826,303</b>	<b>\$1,724,165</b>	<b>\$1,866,824</b>	<b>8.3%</b>	<b>100.0%</b>

# PARKS AND RECREATION: CULTURAL ARTS

## GOAL

To provide balanced programs that meet the creative, social and cultural needs of the community with a focus on recreation, entertainment and life-long education

## INITIATIVES

- Complete installation of the City's Centennial Art Project in Spring 2013
- Complete the selection and installation of the Sculpture Garden Program's fourth display
- Increase the number of bench donations and bench designs for the Strand Alcove Bench Program
- Increase sponsorship for the Concerts in the Park
- Organize and present six to eight art exhibitions in the Creative Arts Center gallery
- Maintain the high level of participation in Concerts in the Park and activities at the Creative Arts Center
- Maintain a high favorable rating from participants of cultural arts classes



The Cultural Arts Division provides the community with visual, literary, musical and performing arts programs, exhibitions, local artist programming, concerts and public art programs. In conjunction with the Cultural Arts Commission, it completed the second Sculpture Garden's temporary display at Metlox & 13<sup>th</sup> Street, the Civic Plaza, and Veterans Memorial Parkway in December 2011, and the third year sculpture selection was installed at the same locations in April 2012.

The Cultural Arts Commission plans to increase the number of bench designs available for the Strand Alcove Bench Program by identifying new designs for consideration. Donors have the option of submitting a design of their choice to the Cultural Arts Commission for recommendation to City Council. The Donor Guideline brochure for the Strand Alcove Bench Program is available on the City's website, or by contacting the Cultural Arts division.

The Creative Arts Center hosts a number of exhibitions during the year. The City provides a venue for art exhibitions by students from local schools and older adults in Manhattan Beach.

Staff continues to strategize and develop art classes that reflect current trends and community interests. New offerings include off-site instruction, special interest classes, and seasonal student camps. The Cultural Arts Division strives to provide art educational experiences for every member of the community.

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Full-Time Staffing</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Cultural Arts Manager	1	1	1	1
Recreation Supervisor	1	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
# - Outdoor event attendees	65,000	53,000	60,000	60,000
% - Overall programs rated favorably	95%	88%	95%	95%
# - Creative Arts Center participants	4,500	6,086	4,500	5,500
# - Total benches donated (goal over time = 44)	n/a	n/a	n/a	16
\$ - Concert donation/sponsorship (including in-kind)*	n/a	n/a	\$23,000	\$28,000

\* New for fiscal year 2012-2013



<b>Cultural Arts</b>		<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2012 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$172,248	\$166,190	\$118,034	\$162,428	37.6%	29.0%
4103	Part-time Salaries	47,803	74,511	68,304	74,511	9.1%	13.3%
4111	Overtime Regular Employees	2,810	2,486	1,819	2,486	36.7%	0.4%
4201	Group Medical Insurance	15,929	15,643	10,531	15,117	43.5%	2.7%
4202	Medicare Contributions	3,168	3,532	2,404	3,546	47.5%	0.6%
4204	401A Plan City Contributions	3,828	3,775	1,185	3,826	222.9%	0.7%
4206	Medical Retirement Contributions	3,324	3,324	2,500	2,700	8.0%	0.5%
4211	PERS Regular Contribution	26,487	28,589	23,376	28,118	20.3%	5.0%
4213	PARS Retirement Contribution	1,055	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$276,651</b>	<b>\$298,050</b>	<b>\$228,153</b>	<b>\$292,732</b>	<b>28.3%</b>	<b>52.3%</b>
5101	Contract Services	\$81,079	\$87,000	\$13,603	\$23,300	71.3%	4.2%
5102	Contract Personnel	152,082	120,700	193,000	197,212	2.2%	35.3%
5201	Office Supplies	2,558	-	-	-	-	-
5202	Membership & Dues	530	300	300	300	-	0.1%
5203	Reference Materials	35	35	35	35	-	0.0%
5204	Conferences & Meetings	-	300	300	300	-	0.1%
5205	Training	427	900	900	900	-	0.2%
5207	Advertising	2,486	1,842	1,000	1,888	88.8%	0.3%
5217	Departmental Supplies	16,630	13,650	13,500	13,650	1.1%	2.4%
5218	Recruitment Costs	32	-	64	-	(100.0%)	-
5225	Printing	681	4,500	2,000	3,500	75.0%	0.6%
<b>Total Materials &amp; Services</b>		<b>\$256,539</b>	<b>\$229,227</b>	<b>\$224,702</b>	<b>\$241,085</b>	<b>7.3%</b>	<b>43.1%</b>
5611	Warehouse Services	\$673	\$900	\$900	\$900	-	0.2%
5621	Information Systems Allocation	21,828	24,138	24,138	24,659	2.2%	4.4%
<b>Total Internal Services</b>		<b>\$22,501</b>	<b>\$25,038</b>	<b>\$25,038</b>	<b>\$25,559</b>	<b>2.1%</b>	<b>4.6%</b>
<b>Total Expenditures</b>		<b>\$555,691</b>	<b>\$552,315</b>	<b>\$477,893</b>	<b>\$559,376</b>	<b>17.1%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$555,691	\$552,315	\$477,893	\$559,376	17.1%	100.0%
<b>Total</b>		<b>\$555,691</b>	<b>\$552,315</b>	<b>\$477,893</b>	<b>\$559,376</b>	<b>17.1%</b>	<b>100.0%</b>

# PARKS AND RECREATION: SPORTS & AQUATICS

## GOAL

To provide a variety of programs that promote physical and mental well-being to the community

## INITIATIVES

- Maintain a high favorable rating on swim programs
- Continue to expand the number of participants in classes, events and teams
- Maintain 100% aquatics revenue as a percentage of expenditures
- Provide additional health and wellness classes and program options as part of the Vitality Cities Partnership
- Establish a Starting New At Golf (SNAG) League
- Partner with Beach Cities Baseball Academy to provide specialized baseball instruction
- Expand partnerships with local sports and fitness businesses such as Karma Crossfit, Level 10 Fitness and Body and Mind Coe-Dynamics.



The Sports, Fitness and Aquatics Division provides a multitude of quality year-round programs encompassing sports and fitness classes, camps, leagues and tournaments, and a variety of beach and swim programs. These programs are offered to all age levels, and are taught by expert sports, fitness and aquatics professionals. Highlights of the division include: successfully organizing the Manhattan Beach Open and Charlie Saikley 6-Man Beach Volleyball Tournament; providing new programs such as a youth golf program through a \$12,000 grant received from the National Parks and Recreation Association (one of 15 cities selected in the U.S.), triathlon training clinics/camps in collaboration with local businesses and coaches, and a swim team program through USA Swimming for elite swimmers; implementing a control-link automated lighting system at Marine Park and Marine Sports Complex to reduce energy consumption and track light usage; updating the field policy guidelines collaboratively with user groups; increasing transparency of field allocations through online field schedule viewing; and increasing sports and aquatics registrations.

The Division works closely with the following community organizations to provide youth sports leagues: Manhattan Little League, American Youth Soccer Organization (AYSO), Mira Costa Pony Baseball, Manhattan Beach Youth Basketball, and many club sports groups including flag football and lacrosse. This division also coordinates several beach volleyball tournaments including: California Beach Volleyball Association tournaments (various levels), Father's Day Beach Volleyball Tournament, the Manhattan Beach Open and the International Surf Festival's Charlie Saikley Six-Person Beach Volleyball Tournament.

The Sports, Fitness and Aquatics Division works with the Los Angeles County Department of Beaches and Harbors in coordinating and permitting all beach activities in Manhattan Beach. The division also works with the Manhattan Beach Unified School District for joint use of facilities, including Begg Pool's programming and maintenance.

Each of the program areas for the Sports, Fitness and Aquatics Division are self-sustaining. The fiscal year 2012-2013 budget anticipates approximately \$1,400,000 in revenue for the division which includes sports leagues, sports and fitness classes, and aquatics.

	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Adopted	Proposed
<b>Full-Time Staffing</b>				
Recreation Services Manager	1	1	1	1
Recreation Supervisor	1	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
# - Sports and fitness class participants	4,108	7,538	4,000	7,000
# - Adult sports league teams	445	467	450	410
# - Begg Pool registrations	3,511	3,205	3,500	3,000
# - Recreational swim and swim event users	16,648	10,223	8,570	10,000
% - Swim programs rated favorably	92%	95%	98%	95%
% - Aquatics revenue as a % of expenditures	102%	97%	100%	100%

<b>Sports &amp; Aquatics</b>		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2012 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$218,692	\$211,384	\$206,807	\$205,662	(0.6%)	12.8%
4103	Part-time Salaries	275,556	339,988	315,000	339,988	7.9%	21.2%
4111	Overtime Regular Employees	5,952	2,000	3,784	2,000	(47.1%)	0.1%
4114	Overtime Special Events	-	1,820	-	1,820	-	0.1%
4201	Group Medical Insurance	41,783	40,662	37,002	41,087	11.0%	2.6%
4202	Medicare Contributions	7,105	8,049	7,083	8,021	13.2%	0.5%
4204	401A Plan City Contributions	3,070	3,002	3,014	3,002	(0.4%)	0.2%
4206	Medical Retirement Contributions	4,680	4,680	3,450	3,730	8.1%	0.2%
4211	PERS Regular Contribution	44,803	49,873	49,138	49,705	1.2%	3.1%
4213	PARS Retirement Contribution	3,435	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$605,076</b>	<b>\$661,458</b>	<b>\$625,278</b>	<b>\$655,015</b>	<b>4.8%</b>	<b>40.9%</b>
5101	Contract Services	\$254,914	\$248,350	\$235,000	\$255,950	8.9%	16.0%
5102	Contract Personnel	380,482	521,955	515,000	531,600	3.2%	33.2%
5202	Membership & Dues	1,879	2,775	3,600	4,775	32.6%	0.3%
5205	Training	1,932	1,000	500	2,500	400.0%	0.2%
5206	Uniforms/Safety Equip	3,249	2,000	1,000	2,000	100.0%	0.1%
5207	Advertising	4,458	7,000	5,000	7,000	40.0%	0.4%
5217	Departmental Supplies	101,600	92,010	112,000	115,610	3.2%	7.2%
5218	Recruitment Costs	1,088	-	1,200	-	(100.0%)	-
5225	Printing	-	700	500	700	40.0%	0.0%
5501	Telephone	5,615	5,950	6,515	6,450	(1.0%)	0.4%
<b>Total Materials &amp; Services</b>		<b>\$755,217</b>	<b>\$881,740</b>	<b>\$880,315</b>	<b>\$926,585</b>	<b>5.3%</b>	<b>57.8%</b>
5611	Warehouse Services	\$461	\$1,000	\$900	\$1,500	66.7%	0.1%
5621	Information Systems Allocation	13,104	14,483	14,483	14,796	2.2%	0.9%
5641	Fleet Rental Allocation	2,190	-	-	-	-	-
5642	Fleet Maintenance Allocation	5,813	4,394	4,335	4,087	(5.7%)	0.3%
<b>Total Internal Services</b>		<b>\$21,568</b>	<b>\$19,877</b>	<b>\$19,718</b>	<b>\$20,383</b>	<b>3.4%</b>	<b>1.3%</b>
<b>Total Expenditures</b>		<b>\$1,381,861</b>	<b>\$1,563,075</b>	<b>\$1,525,311</b>	<b>\$1,601,983</b>	<b>5.0%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$1,381,861	\$1,563,075	\$1,525,311	\$1,601,983	5.0%	100.0%
<b>Total</b>		<b>\$1,381,861</b>	<b>\$1,563,075</b>	<b>\$1,525,311</b>	<b>\$1,601,983</b>	<b>5.0%</b>	<b>100.0%</b>

# PARKS AND RECREATION: VOLUNTEERS

## GOAL

To provide a wide range of volunteer opportunities and training to individuals in the community for personal enrichment while increasing the level of City services

## INITIATIVES

- Increase volunteer opportunities for Older Adults for ongoing related programs
- Add a volunteer ambassador position at the Joslyn Center
- Continue to coordinate with the Police Department to offer an annual Volunteer Recognition event for all City volunteers
- Collaborate with schools and community groups to offer volunteer service opportunities that enhance parks and open space areas in the community
- Offer diverse volunteer opportunities and maintain high level of volunteer satisfaction
- Meet the volunteer needs of City departments, and expand the number of events and programs supported by volunteers
- Grow the number of new volunteers and volunteer hours for increased savings



The objective of the City's centrally coordinated volunteer program is to increase the level and quality of City services while minimizing expenditures. The Volunteer Program is designed to provide citizens with job skills, training, personal fulfillment, and the opportunity to become more involved in municipal government. Volunteers offer support to various City departments as city hall ambassadors, general clerical positions, Older Adult Program volunteers, special event positions, playground and pool assistants, sports league coaches, and various positions within the Police Department.

Last fiscal year, volunteers donated over 19,300 hours of service, resulting in a savings of approximately \$292,769 for the City. An annual recognition event is held each year to celebrate the year's accomplishments. The fiscal year 2012-2013 budget includes \$13,000 for this event, with the costs shared between the Police and Parks and Recreation Departments. Volunteers continue to be critical to the success of the Older Adults Program activities, particularly Lunch Bunch, Dine 'N Discover, Older Adult Health Fair, Flu Shot Clinics, Older Adult sports activities, arts and culture programs, seminars, income tax assistance program, Senior Advisory Committee and Subcommittees, Brown Bag Food Program, and daily events.

	2009-2010	2010-2011	2011-2012	2012-2013
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Recreation Services Manager	1	1	1	1

	2009-2010	2010-2011	2011-2012	2012-2013
Service Indicators	Actual	Actual	Adopted	Proposed
# - "Active" volunteers	422	422	280	350
# - New volunteers recruited annually	82	124	80	90
# - Hours donated by volunteers annually	18,464	19,312	19,000	19,000
\$ - Annual savings from use of volunteers	\$284,160	\$291,611	\$298,110	\$290,000
% - Volunteer experience rated favorably	98%	100%	100%	100%
# - Events and programs supported by volunteers	18	24	18	20

<b>Volunteers</b>		<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2012 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$78,842	\$77,190	\$78,805	\$76,489	(2.9%)	64.9%
4103	Part-time Salaries	1,279	1,050	1,839	1,665	(9.5%)	1.4%
4201	Group Medical Insurance	10,221	6,213	6,568	7,197	9.6%	6.1%
4202	Medicare Contributions	1,117	1,154	1,175	1,163	(1.0%)	1.0%
4204	401A Plan City Contributions	1,890	1,883	1,890	1,883	(0.4%)	1.6%
4206	Medical Retirement Contributions	1,464	1,464	1,110	1,200	8.1%	1.0%
4211	PERS Regular Contribution	11,151	13,017	12,622	13,090	3.7%	11.1%
<b>Total Salaries &amp; Benefits</b>		<b>\$105,964</b>	<b>\$101,971</b>	<b>\$104,009</b>	<b>\$102,687</b>	<b>(1.3%)</b>	<b>87.1%</b>
5101	Contract Services	\$7,467	\$7,560	\$7,560	\$6,945	(8.1%)	5.9%
5201	Office Supplies	1,197	-	-	-	-	-
5202	Membership & Dues	140	250	250	250	-	0.2%
5205	Training	-	200	50	50	-	0.0%
5207	Advertising	-	500	500	300	(40.0%)	0.3%
5217	Departmental Supplies	1,147	1,300	1,300	1,300	-	1.1%
5218	Recruitment Costs	768	1,000	1,000	1,000	-	0.8%
5501	Telephone	378	400	449	450	0.2%	0.4%
<b>Total Materials &amp; Services</b>		<b>\$11,097</b>	<b>\$11,210</b>	<b>\$11,109</b>	<b>\$10,295</b>	<b>(7.3%)</b>	<b>8.7%</b>
5621	Information Systems Allocation	\$4,368	\$4,828	\$4,828	\$4,932	2.2%	4.2%
<b>Total Internal Services</b>		<b>\$4,368</b>	<b>\$4,828</b>	<b>\$4,828</b>	<b>\$4,932</b>	<b>2.2%</b>	<b>4.2%</b>
<b>Total Expenditures</b>		<b>\$121,429</b>	<b>\$118,009</b>	<b>\$119,946</b>	<b>\$117,914</b>	<b>(1.7%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$121,429	\$118,009	\$119,946	\$117,914	(1.7%)	100.0%
<b>Total</b>		<b>\$121,429</b>	<b>\$118,009</b>	<b>\$119,946</b>	<b>\$117,914</b>	<b>(1.7%)</b>	<b>100.0%</b>

# PARKS AND RECREATION: OLDER ADULTS

## GOAL

To provide diverse programs and services to meet the intellectual, leisure, health and creative needs of the older adult population of Manhattan Beach

## INITIATIVES

- Continue to create programs to meet the needs of the older adult population as identified in the 2009 Older Adult Survey and individual feedback. Key areas identified in the survey include volunteerism, collaborations with organizations in the areas of health and wellness, marketing and publicity, and transportation
- Outreach to all older adults in the City of Manhattan Beach by conducting three to four outreach activities each month, and maintain at least four health & wellness programs a year
- Establish relationships and build a network of service providers to address the needs of older adult residents of Manhattan Beach
- Engage in a minimum of seven collaborative efforts with outside organizations in the areas of health and wellness
- Increase volunteer opportunities for older adults in the Older Adults program, including the creation of a new volunteer ambassador position at the Joslyn Center, following renovations
- Initiate ways to evaluate ongoing community education programs beginning with the Medicine Education Program



The Older Adults Division provides a variety of quality programs in the areas of health and fitness, arts and crafts, table games, outdoor activities, drama, literature, movies, creative writing, educational programs, discussion groups, luncheons and dance. Currently, the staff dedicated to delivering older adult programs consists of a recreation services manager, a full-time Older Adults program supervisor, a senior recreation leader, and several recreation leaders.

The fiscal year 2012-2013 budget addresses a wide range of programs using feedback from individual seniors and the Senior Advisory Committee to determine appropriate activities. There will continue to be monthly "Dine 'N Discover" programs, holiday programs, weekly Lunch Bunch programs, and specialized classes and workshops. The Division collaborates with the Alzheimer's Association, American Association of Retired People (AARP), Arthritis Foundation, Beach Cities Health District, Behavioral Health Services, Braille Institute, Center for Health Care Rights, Chamber of Commerce Young Professionals, L.A. County Department of Health, L.A. Opera, League of Women Voters, Manhattan Beach Unified School District, National Charity League, Rotary Club, and the Volunteer Center. The Older Adult Health Fair will be held in May and will offer free and low cost medical screenings and information. The Flu Shot Clinic will be offered in the fall free of charge to Older Adults.

	2009-2010 Actual	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed
<b>Full-Time Staffing</b>				
Older Adults Programs Supervisor	1	1	1	1
<b>Service Indicators</b>				
# - Outreach activities (minimum 36)	45	45	48	36
% - Adult programs rated favorably	95%	94%	100%	96%
# - Health & wellness programs (minimum 12)	7	22	7	20

<b>Older Adults</b>		<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2012 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$67,495	\$72,202	\$72,829	\$68,828	(5.5%)	29.2%
4103	Part-time Salaries	66,819	61,951	79,750	70,807	(11.2%)	30.0%
4111	Overtime Regular Employees	131	-	174	-	(100.0%)	-
4201	Group Medical Insurance	6,171	7,136	6,830	7,370	7.9%	3.1%
4202	Medicare Contributions	1,937	1,963	2,176	1,108	(49.1%)	0.5%
4204	401A Plan City Contributions	2,891	2,974	2,985	2,936	(1.6%)	1.2%
4206	Medical Retirement Contributions	1,548	1,548	1,180	1,270	7.6%	0.5%
4211	PERS Regular Contribution	11,666	13,429	13,662	13,582	(0.6%)	5.8%
4213	PARS Retirement Contribution	991	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$159,648</b>	<b>\$161,203</b>	<b>\$179,586</b>	<b>\$165,901</b>	<b>(7.6%)</b>	<b>70.3%</b>
5101	Contract Services	\$54,385	\$46,143	\$42,437	\$38,350	(9.6%)	16.2%
5102	Contract Personnel	11,339	11,500	11,000	11,500	4.5%	4.9%
5201	Office Supplies	1,096	-	-	-	-	-
5202	Membership & Dues	935	765	935	935	-	0.4%
5203	Reference Materials	391	250	-	250	-	0.1%
5204	Conferences & Meetings	-	250	-	250	-	0.1%
5207	Advertising	1,259	2,000	1,523	1,700	11.6%	0.7%
5217	Departmental Supplies	16,594	13,500	13,500	16,000	18.5%	6.8%
5225	Printing	313	1,000	1,191	1,000	(16.0%)	0.4%
<b>Total Materials &amp; Services</b>		<b>\$86,311</b>	<b>\$75,408</b>	<b>\$70,586</b>	<b>\$69,985</b>	<b>(0.9%)</b>	<b>29.6%</b>
5611	Warehouse Services	\$158	\$200	\$202	\$200	(1.0%)	0.1%
<b>Total Internal Services</b>		<b>\$158</b>	<b>\$200</b>	<b>\$202</b>	<b>\$200</b>	<b>(1.0%)</b>	<b>0.1%</b>
<b>Total Expenditures</b>		<b>\$246,117</b>	<b>\$236,811</b>	<b>\$250,374</b>	<b>\$236,086</b>	<b>(5.7%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$246,117	\$236,811	\$250,374	\$236,086	(5.7%)	100.0%
<b>Total</b>		<b>\$246,117</b>	<b>\$236,811</b>	<b>\$250,374</b>	<b>\$236,086</b>	<b>(5.7%)</b>	<b>100.0%</b>



# PARKS AND RECREATION: TRANSPORTATION

## GOAL

To help residents fifty-five and over and those with disabilities maintain their independence and improve their quality of life by providing safe, responsive and clean transportation

## INITIATIVES

- Continue to offer Dial-A-Ride service seven days a week to destinations in Manhattan Beach, as well as five days a week to select medical facilities
- Collaborate with senior housing facilities to provide effective transportation options for their residents through the Dial-A-Ride program
- Provide driver and dispatch training to improve efficiency, safety and customer service
- Assist the Older Adults Program staff to plan and implement local bus trips, twice monthly, and offer a flexible schedule to include after-hours events like the Manhattan Beach Unified School District free events for Older Adults
- Furnish cab rides to Dial-A-Ride customers to medical facilities when Dial-A-Ride direct service is unavailable, and fund cab service for Dial-A-Ride customers to medical facilities out of the service area (but within a 20 mile radius), with a maximum of 65 trips per year
- Offer the Older Adults Night on the Town Dinner Program every Wednesday evening
- Provide Thursday evening service until 9pm twice monthly
- Grow the number of excursions and patrons of DAR services
- Obtain a high satisfaction rating of drivers



The Transportation division 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, the Employee Ride Share program, diverse recreational bus trips for all ages and fixed route bus service provided by both Ocean Express Trolley and the Beach Cities Transit.

Dial-A-Ride operates seven days a week and takes customers to a variety of locations throughout the City including shopping centers, community centers, and medical facilities. Dial-A-Ride also provides transportation to designated medical facilities in neighboring communities. Fares are \$0.25 one-way within the city and \$0.50 one-way outside the city. Dial-A-Ride service continues to increase each year; in 2011, ridership increased by 26% and in the past six years, ridership has more than doubled. The fiscal year 2012-2013 budget includes \$20,000 for the continuation of the Ocean Express Trolley and \$28,000 for the continuation of Beach Cities Transit Bus Service. Also in the fiscal year 2012-2013, two transit buses will be replaced totaling \$230,000.

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Full-Time Staffing</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Transportation Services Operator	2	2	2	2
Administrative Clerk II	1	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
# - Registered DAR patrons.	948	1,211	1,000	1,200
# - DAR trips annually	14,945	18,831	16,000	19,000
# - Passenger miles	51,736	65,517	50,000	66,000
# - Bus excursions	74	66	75	66
\$ - Cost per passenger mile	\$10.16	\$8.42	\$11.00	\$8.75
% - Patrons rating drivers favorably	100%	100%	100%	100%



Transportation		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$155,941	\$152,748	\$153,335	\$152,748	(0.4%)	20.8%
4103	Part-time Salaries	184,932	148,385	185,000	200,501	8.4%	27.3%
4111	Overtime Regular Employees	1,992	3,078	4,500	4,000	(11.1%)	0.5%
4201	Group Medical Insurance	27,033	27,441	26,951	30,750	14.1%	4.2%
4202	Medicare Contributions	4,925	4,367	4,900	4,411	(10.0%)	0.6%
4205	Worker's Compensation	-	12,180	12,180	66,340	444.7%	9.0%
4206	Medical Retirement Contributions	4,404	4,404	3,340	3,610	8.1%	0.5%
4211	PERS Regular Contribution	39,034	51,936	48,197	53,670	11.4%	7.3%
4213	PARS Retirement Contribution	1,605	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$419,866</b>	<b>\$404,539</b>	<b>\$438,403</b>	<b>\$516,030</b>	<b>17.7%</b>	<b>70.2%</b>
5101	Contract Services	\$61,057	\$91,884	\$31,000	\$62,800	102.6%	8.5%
5104	Computer Contract Services	4,500	10,500	10,500	10,500	-	1.4%
5201	Office Supplies	1,176	-	-	-	-	-
5202	Membership & Dues	645	965	965	965	-	0.1%
5205	Training	-	2,235	2,235	2,235	-	0.3%
5206	Uniforms/Safety Equip	2,289	2,375	2,375	2,375	-	0.3%
5207	Advertising	1,201	500	-	-	-	-
5208	Postage	1,551	1,610	1,476	1,610	9.1%	0.2%
5217	Departmental Supplies	2,570	3,000	3,000	3,000	-	0.4%
5218	Recruitment Costs	-	250	-	250	-	0.0%
5223	Bus Pass Subsidies	19,583	14,065	14,000	14,065	0.5%	1.9%
5224	Recreation Bus Trips	55,454	52,002	54,000	55,000	1.9%	7.5%
5225	Printing	590	-	563	600	6.6%	0.1%
5501	Telephone	1,092	1,150	552	575	4.1%	0.1%
<b>Total Materials &amp; Services</b>		<b>\$151,708</b>	<b>\$180,536</b>	<b>\$120,667</b>	<b>\$153,975</b>	<b>27.6%</b>	<b>21.0%</b>
5601	Administrative Service Charge	\$69,124	-	-	-	-	-
5611	Warehouse Services	295	250	350	250	(28.6%)	0.0%
5621	Information Systems Allocation	21,828	24,138	24,138	24,659	2.2%	3.4%
5631	Insurance Allocation	-	16,680	16,680	12,543	(24.8%)	1.7%
5642	Fleet Maintenance Allocation	27,809	29,546	29,161	27,484	(5.8%)	3.7%
<b>Total Internal Services</b>		<b>\$92,339</b>	<b>\$70,614</b>	<b>\$70,329</b>	<b>\$64,936</b>	<b>(7.7%)</b>	<b>8.8%</b>
<b>Total Expenditures</b>		<b>\$690,630</b>	<b>\$655,689</b>	<b>\$629,399</b>	<b>\$734,941</b>	<b>16.8%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Prop A			\$531,812	\$629,399	\$664,049	5.5%	90.4%
Measure R Transfer			123,877	-	70,892	-	9.6%
<b>Total</b>		<b>-</b>	<b>\$655,689</b>	<b>\$629,399</b>	<b>\$734,941</b>	<b>16.8%</b>	<b>100.0%</b>



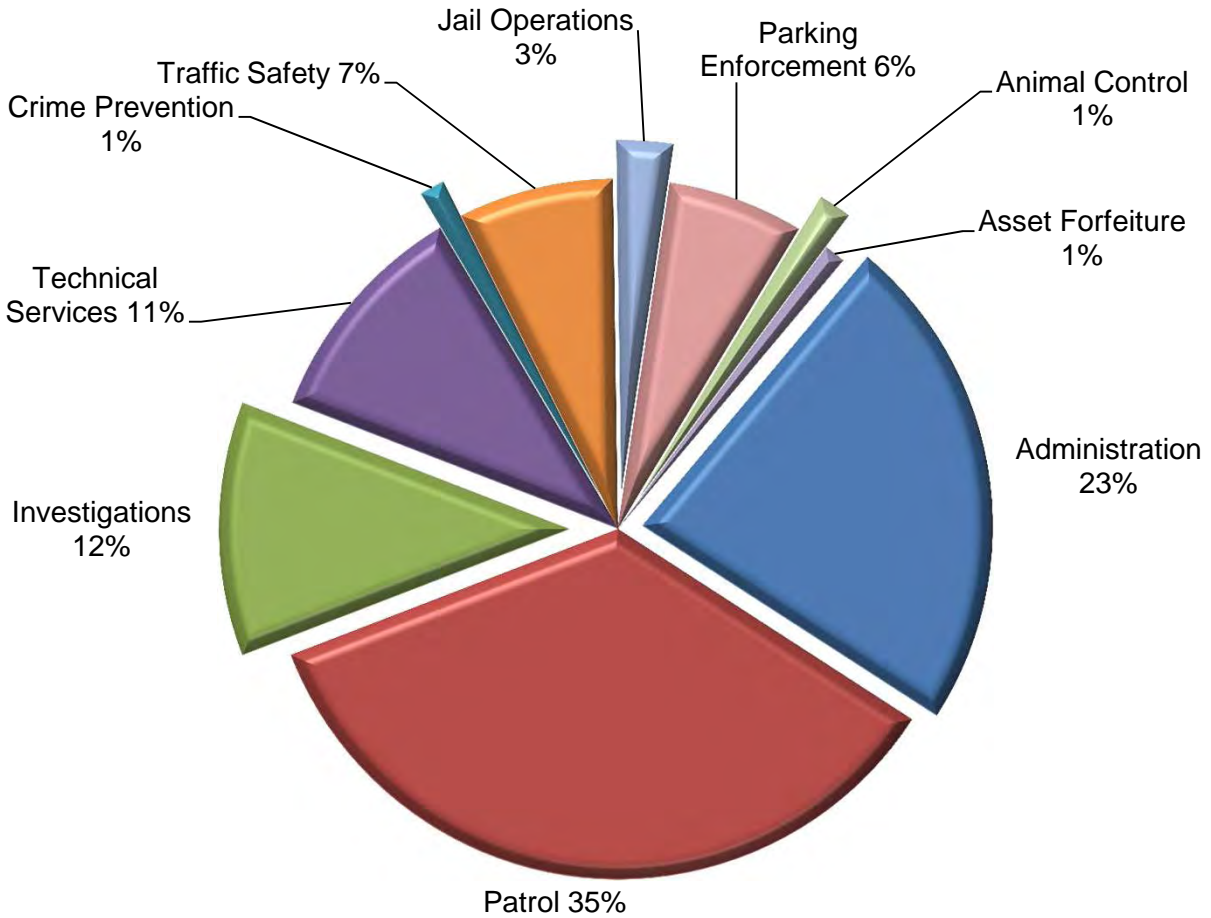
**This Page Left Blank Intentionally**

**POLICE  
DEPARTMENT**



# POLICE DEPARTMENT

**2012-2013  
Department Expenditure by Program**



Program	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Proposed
Administration	\$4,241,212	\$4,403,762	\$4,588,839	\$5,141,363
Patrol	7,694,585	7,544,938	8,054,130	7,819,304
Investigations	2,439,530	2,568,828	2,061,745	2,617,048
Technical Services	2,155,494	2,191,742	2,174,742	2,366,098
Crime Prevention	240,771	240,343	241,559	259,477
Traffic Safety	1,641,044	1,780,215	1,719,447	1,595,739
Jail Operations	527,640	505,942	522,703	579,849
Parking Enforcement	1,329,802	1,399,297	1,388,931	1,398,409
Animal Control	341,573	324,737	338,387	336,917
Asset Forfeiture	74,114	327,363	339,950	216,833
Law Enforcement Grants	102,119	-	104,000	-
<b>Total</b>	<b>\$20,787,885</b>	<b>\$21,287,167</b>	<b>\$21,534,433</b>	<b>\$22,331,037</b>
<b>Full-Time Positions</b>	<b>98</b>	<b>97</b>	<b>97</b>	<b>101</b>

# POLICE: ADMINISTRATION

## GOAL

To provide leadership for the Police Department with a focus on development of personnel, collaboration with other City departments, and responsiveness to the community and to all who need police services

## INITIATIVES

- Maintain compliance with Peace Officer Standards and Training (POST) and Standards and Training for Corrections (STC)
- Offer career development and policy and procedure training for sworn and civilian personnel
- Provide in-house training programs to maintain and enhance skills while minimizing operational disruptions and reducing expenses
- Continue to provide a high level of service to the community
- Manage the budget



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, payroll and accounting functions, management of the Department's budget, and Department-specific State, Federal, and private grant funding. The Administrative Bureau is also responsible for conducting internal affairs investigations, responding to claims against the City, and responding to citizen complaints.

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

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

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

In fiscal year 2012-2013, funding includes maintenance and repairs of Department-wide equipment and technology, transcription services, range maintenance and lead decontamination services, annual gas mask fittings for field officers, Department policy manual revision and review, and livescan fingerprinting for Police and City applicants and the public (object 5101). It includes the funding for ammunition, less than lethal munitions, targets for quarterly range training, and firearm repair and replacement (object 5217). The fiscal year 2012-2013 budget also includes funding for an additional Police Lieutenant to oversee Human Resources and Training, Internal Affairs, Policy Development, Budget Preparation, Grants, Claims Investigations, and several other important police administrative functions.

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Full-Time Staffing</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Police Chief	1	1	1	1
Captain	1	1	1	1
Lieutenant	1	1	1	2
Sergeant	1	1	1	1
Police Officer	1	1	-	-
Management Analyst	1	1	1	1
Executive Secretary	2	2	2	2
<b>Total</b>	<b>8</b>	<b>8</b>	<b>7</b>	<b>8</b>

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
# - Training bulletins to sworn personnel	22	17	18	18
# - Policy & procedure training/quizzes	11	16	8	24
# - In-house training programs	17	20	12	10
% - Compliance with POST & STC Training	100%	100%	100%	100%

Administration		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$202,012	\$194,172	\$243,441	\$191,591	(21.3%)	3.7%
4102	Sworn Salaries	707,962	638,870	634,381	787,789	24.2%	15.3%
4103	Part-time Salaries	82,015	61,053	55,000	61,053	11.0%	1.2%
4111	Overtime Regular Employees	7,067	5,465	5,200	3,163	(39.2%)	0.1%
4112	Overtime Sworn Employees	45,275	40,148	40,000	39,688	(0.8%)	0.8%
4201	Group Medical Insurance	97,091	92,942	79,591	114,688	44.1%	2.2%
4202	Medicare Contributions	12,556	13,236	11,710	13,862	18.4%	0.3%
4203	Unemployment	16,140	22,500	22,500	22,500	-	0.4%
4204	401A Plan City Contributions	7,275	7,726	2,926	1,645	(43.8%)	0.0%
4205	Worker's Compensation	1,000,497	1,590,740	1,590,740	1,692,795	6.4%	32.9%
4206	Medical Retirement Contributions	15,856	15,864	10,420	11,340	8.8%	0.2%
4211	PERS Regular Contribution	29,128	34,519	33,271	34,580	3.9%	0.7%
4212	PERS Sworn Contribution	219,924	241,678	232,628	302,310	30.0%	5.9%
4213	PARS Retirement Contribution	2,216	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$2,445,014</b>	<b>\$2,958,913</b>	<b>\$2,961,808</b>	<b>\$3,277,004</b>	<b>10.6%</b>	<b>63.7%</b>
5101	Contract Services	\$46,762	\$31,600	\$29,500	\$31,584	7.1%	0.6%
5102	Contract Personnel	28,159	-	58,000	-	(100.0%)	-
5104	Computer Contract Services	1,272	1,320	1,300	1,320	1.5%	0.0%
5107	Physical/Psych Exams	16,065	13,250	8,000	13,250	65.6%	0.3%
5108	Legal Services	76,707	5,000	140,000	35,000	(75.0%)	0.7%
5109	Background Investigations	4,349	5,594	4,500	4,894	8.8%	0.1%
5201	Office Supplies	6,819	35,790	32,000	35,790	11.8%	0.7%
5202	Membership & Dues	2,671	2,840	3,100	3,120	0.6%	0.1%
5203	Reference Materials	659	1,300	900	1,800	100.0%	0.0%
5204	Conferences & Meetings	856	3,425	2,500	3,425	37.0%	0.1%
5205	Training	5,475	8,850	8,000	8,850	10.6%	0.2%
5206	Uniforms/Safety Equip	19,558	18,705	18,700	19,405	3.8%	0.4%
5207	Advertising	327	500	-	500	-	0.0%
5214	Employee Awards & Events	1,331	1,200	1,200	1,200	-	0.0%
5217	Departmental Supplies	41,044	35,280	35,000	33,530	(4.2%)	0.7%
5218	Recruitment Costs	-	500	-	-	-	-
5219	STC Training	2,480	2,850	2,600	2,850	9.6%	0.1%
5220	POST Training	31,316	27,300	35,000	39,700	13.4%	0.8%
5240	Assessments & Taxes	-	-	71	-	(100.0%)	-
5263	City Funds Match	6,401	8,000	10,000	8,000	(20.0%)	0.2%
5501	Telephone	26,177	29,700	31,790	31,000	(2.5%)	0.6%
5502	Electricity	113,383	119,747	115,203	115,203	(0.0%)	2.2%
5503	Natural Gas	7,873	8,095	6,589	6,721	2.0%	0.1%
5504	Water	10,611	14,131	9,326	11,284	21.0%	0.2%
<b>Total Materials &amp; Services</b>		<b>\$450,295</b>	<b>\$374,977</b>	<b>\$553,280</b>	<b>\$408,426</b>	<b>(26.2%)</b>	<b>7.9%</b>
5621	Information Systems Allocation	\$65,461	\$72,413	\$72,413	\$73,978	2.2%	1.4%
5631	Insurance Allocation	531,540	180,180	180,180	524,965	191.4%	10.2%
5641	Fleet Rental Allocation	9,320	4,660	4,660	4,660	-	0.1%
5642	Fleet Maintenance Allocation	3,353	3,563	3,518	3,314	(5.8%)	0.1%
5651	Building & Operations Allocation	246,569	320,888	321,211	362,809	13.0%	7.1%
<b>Total Internal Services</b>		<b>\$856,243</b>	<b>\$581,704</b>	<b>\$581,982</b>	<b>\$969,726</b>	<b>66.6%</b>	<b>18.9%</b>
7101	Bond Principal	\$196,720	\$203,127	\$203,127	\$209,957	3.4%	4.1%
7102	Bond Interest	287,688	281,041	285,377	272,250	(4.6%)	5.3%
7103	Bond Administration Fee	5,251	4,000	3,265	4,000	22.5%	0.1%
<b>Total Debt Service</b>		<b>\$489,660</b>	<b>\$488,168</b>	<b>\$491,769</b>	<b>\$486,207</b>	<b>(1.1%)</b>	<b>9.5%</b>
<b>Total Expenditures</b>		<b>\$4,241,212</b>	<b>\$4,403,762</b>	<b>\$4,588,839</b>	<b>\$5,141,363</b>	<b>12.0%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$3,834,456	\$3,993,424	\$4,179,236	\$4,730,838	13.2%	92.0%
Capital Improvement Fund		406,756	410,338	409,603	410,525	0.2%	8.0%
<b>Total</b>		<b>\$4,241,212</b>	<b>\$4,403,762</b>	<b>\$4,588,839</b>	<b>\$5,141,363</b>	<b>12.0%</b>	<b>100.0%</b>

# POLICE: PATROL

## GOAL

To provide fast and efficient response to community emergencies while addressing crime trends in a proactive manner, reduce crime and the fear of crime, and enhance the quality of life for residents and visitors

## INITIATIVES

- Provide the highest levels of service to the community while maintaining a friendly and professional demeanor
- Ensure rapid response times to calls for service, and improve service levels and response times whenever possible
- Identify crime trends and provide directed patrols
- Enhance visibility and communication within the community with footbeat patrols



Patrol is comprised of three 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, Crime Scene Investigations (CSI), Field Training Officer Program, and Reserve Officer Program.

In the fiscal year 2012-2013 budget, a third Lieutenant position has been reassigned from the Traffic Section to Patrol to provide consistent oversight across all three patrol shifts - Day Shift, Swing Shift, and Graveyard Shift. The budget also includes the reinstatement of two police officer positions eliminated in the fiscal year 2009-2010 budget. The Department has sought alternative funding through the American Recovery and Reinvestment Act's COPS Hiring Recovery Program for these lost positions over the past four years (2009-2012); grant funding is allocated to agencies primarily based on crime per capita and severe financial distress and as such, Manhattan Beach has not been successful in our application. The reinstatement of the two police officer positions will contribute to our Department's ability to maintain the safety of the community and to continue to deliver excellent service to all those who live in, work in, and visit Manhattan Beach.

Full-Time Staffing	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Adopted	Proposed
Captain	1	1	1	1
Lieutenant	2	2	2	3
Sergeant	7	7	7	7
Police Officer	26	26	26	28
<b>Total</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>39</b>



Service Indicators	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Adopted	Proposed
Minutes - Average response time to emergency calls*	2:13	2:25	2:10	2:10
Minutes - Average response time to priority 1 calls*	4:47	5:09	4:30	4:30
Minutes - Average response time to priority 2 calls*	5:39	6:02	5:30	5:30
# - Fingerprint submissions	163	151	140	140
# - Field interview contacts	732	600	600	600
# - Foot beat patrols	2,334	2,007	2,000	2,000

\* Emergency calls: Crimes in progress involving life threatening circumstances; situations that are likely to produce serious bodily injury or death. Priority 1 calls: Felony crimes in progress or that have just occurred, incidents in progress that present the potential for injury or property damage/loss. Priority 2 calls: Misdemeanors in progress or that have just occurred, suspicious circumstances with no threat of injury, and incidents that do not require an officer immediately, but need investigation, mediation, or intervention.

Patrol Object	Description	2010-2011 Actual	2011-2012 Adopted	2011-2012 Y/E Est	2012-2013 Proposed	Var from FY 2012 Y/E	% of Total
4101	Salaries & Allowances	\$100,801	-	\$80,008	-	(100.0%)	-
4102	Sworn Salaries	3,888,634	3,708,963	3,927,989	3,867,481	(1.5%)	49.5%
4111	Overtime Regular Employees	2,306	1,656	1,800	1,656	(8.0%)	0.0%
4112	Overtime Sworn Employees	485,490	495,117	520,000	495,117	(4.8%)	6.3%
4114	Overtime Special Events	149,264	157,522	165,000	159,287	(3.5%)	2.0%
4201	Group Medical Insurance	424,016	377,317	454,796	450,032	(1.0%)	5.8%
4202	Medicare Contributions	61,690	47,994	67,731	60,704	(10.4%)	0.8%
4206	Medical Retirement Contributions	82,416	80,064	55,190	60,280	9.2%	0.8%
4211	PERS Regular Contribution	7,603	-	5,993	-	(100.0%)	-
4212	PERS Sworn Contribution	1,129,915	1,414,249	1,489,362	1,498,757	0.6%	19.2%
4213	PARS Retirement Contribution	160	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$6,332,295</b>	<b>\$6,282,882</b>	<b>\$6,767,869</b>	<b>\$6,593,314</b>	<b>(2.6%)</b>	<b>84.3%</b>
5101	Contract Services	\$22,258	\$21,650	\$40,000	\$23,550	(41.1%)	0.3%
5104	Computer Contract Services	245	-	-	-	-	-
5201	Office Supplies	13,448	-	-	-	-	-
5202	Membership & Dues	935	1,347	1,200	1,381	15.1%	0.0%
5203	Reference Materials	97	200	100	-	(100.0%)	-
5204	Conferences & Meetings	1,755	3,425	500	3,425	585.0%	0.0%
5205	Training	8,611	10,000	8,500	10,000	17.6%	0.1%
5206	Uniforms/Safety Equip	33,307	32,660	32,600	34,760	6.6%	0.4%
5210	Computer Supplies & Software	1,260	-	-	-	-	-
5217	Departmental Supplies	8,521	4,950	6,450	4,950	(23.3%)	0.1%
5501	Telephone	302	320	359	360	0.2%	0.0%
<b>Total Materials &amp; Services</b>		<b>\$90,739</b>	<b>\$74,552</b>	<b>\$89,709</b>	<b>\$78,426</b>	<b>(12.6%)</b>	<b>1.0%</b>
5611	Warehouse Services	\$4	-	-	-	-	-
5621	Information Systems Allocation	100,392	111,033	111,033	113,429	2.2%	1.5%
5641	Fleet Rental Allocation	331,230	220,270	220,270	179,160	(18.7%)	2.3%
5642	Fleet Maintenance Allocation	456,732	445,469	439,689	414,377	(5.8%)	5.3%
<b>Total Internal Services</b>		<b>\$888,357</b>	<b>\$776,772</b>	<b>\$770,992</b>	<b>\$706,966</b>	<b>(8.3%)</b>	<b>9.0%</b>
7101	Bond Principal	\$309,618	\$355,465	\$355,465	\$403,374	13.5%	5.2%
7102	Bond Interest	73,576	55,267	70,095	37,224	(46.9%)	0.5%
<b>Total Debt Service</b>		<b>\$383,194</b>	<b>\$410,732</b>	<b>\$425,560</b>	<b>\$440,598</b>	<b>3.5%</b>	<b>5.6%</b>
<b>Total Expenditures</b>		<b>\$7,694,585</b>	<b>\$7,544,938</b>	<b>\$8,054,130</b>	<b>\$7,819,304</b>	<b>(2.9%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$7,694,585	\$7,544,938	\$8,054,130	\$7,819,304	(2.9%)	100.0%
<b>Total</b>		<b>\$7,694,585</b>	<b>\$7,544,938</b>	<b>\$8,054,130</b>	<b>\$7,819,304</b>	<b>(2.9%)</b>	<b>100.0%</b>

# POLICE: INVESTIGATIONS

## GOAL

To conduct thorough and comprehensive investigations leading to the arrest and successful prosecution of offenders while communicating with crime victims and addressing their concerns

## INITIATIVES

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



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

The detectives investigate many different types of crimes: crimes against persons, property crimes, fraud/forgery cases, narcotic-related cases, and juvenile crimes. One officer is assigned as Court Liaison and is responsible for filing felony and misdemeanor court packages, issuing subpoenas, and assisting the detectives in investigating crimes.

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 programs and special needs programs.

One officer serves full-time on the Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force (L.A. IMPACT) regional task force. This task force brings together officers from agencies across Los Angeles County to identify, dismantle and prosecute drug networks. The Department's participation in the task force is a valuable investment in the protection of the community because the task force assists agencies in identifying and capturing criminals who are unlikely to be caught by ordinary means due to the complex, sensitive, or resource-intensive nature of the investigation.

Detectives attend intelligence-sharing meetings with local and regional police and government agencies. Meetings include robbery, sexual assault, property crime investigation meetings, regional Child Protection Task Force, and Joint Terrorism Task Force hosted by the F.B.I.

Full-Time Staffing	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Adopted	Proposed
Sergeant	1	1	1	1
Police Officer	12	12	12	12
Secretary	1	1	1	1
Administrative Clerk II	-	-	1	1
<b>Total</b>	<b>14</b>	<b>14</b>	<b>15</b>	<b>15</b>

Service Indicators	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Adopted	Proposed
# - SRO participation in special needs programs	36	18	16	16
# - SRO presentations per school year	100	91	80	80
% - Contact victims of assigned cases	99%	100%	>95%	>95%
% - Maintain Part I crimes clearance > 21%*	25%	20%	>21%	>21%

\*Part I crimes clearance is defined by FBI's Uniform Crime Reporting (UCR) Program as the number of crimes cleared by arrest or exceptional means.

Investigations	2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Proposed	FY 2012 Y/E	Total
4101 Salaries & Allowances	\$56,677	\$92,463	\$65,085	\$90,116	38.5%	3.4%
4102 Sworn Salaries	1,227,417	1,269,894	969,995	1,289,135	32.9%	49.3%
4103 Part-time Salaries	11,589	-	3,832	-	(100.0%)	-
4111 Overtime Regular Employees	-	800	120	413	244.2%	0.0%
4112 Overtime Sworn Employees	122,988	114,969	91,500	115,182	25.9%	4.4%
4201 Group Medical Insurance	139,581	152,894	127,343	185,587	45.7%	7.1%
4202 Medicare Contributions	19,531	19,115	16,434	20,808	26.6%	0.8%
4206 Medical Retirement Contributions	31,248	31,248	20,630	22,500	9.1%	0.9%
4211 PERS Regular Contribution	8,289	16,264	13,574	16,086	18.5%	0.6%
4212 PERS Sworn Contribution	391,813	485,378	372,038	501,033	34.7%	19.1%
4213 PARS Retirement Contribution	393	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$2,009,527</b>	<b>\$2,183,025</b>	<b>\$1,680,551</b>	<b>\$2,240,860</b>	<b>33.3%</b>	<b>85.6%</b>
5101 Contract Services	\$5,204	\$10,070	\$6,000	\$9,930	65.5%	0.4%
5102 Contract Personnel	9,150	12,000	9,500	12,000	26.3%	0.5%
5201 Office Supplies	2,214	-	-	-	-	-
5202 Membership & Dues	195	510	340	490	44.1%	0.0%
5203 Reference Materials	309	250	50	-	(100.0%)	-
5204 Conferences & Meetings	545	2,650	1,500	2,650	76.7%	0.1%
5205 Training	1,464	1,000	1,404	1,400	(0.3%)	0.1%
5206 Uniforms/Safety Equip	9,349	10,155	9,500	10,065	5.9%	0.4%
5217 Departmental Supplies	5,607	5,720	5,200	6,895	32.6%	0.3%
5501 Telephone	7,918	8,400	6,267	9,200	46.8%	0.4%
<b>Total Materials &amp; Services</b>	<b>\$41,955</b>	<b>\$50,755</b>	<b>\$39,761</b>	<b>\$52,630</b>	<b>32.4%</b>	<b>2.0%</b>
5621 Information Systems Allocation	\$61,104	\$67,585	\$67,585	\$69,046	2.2%	2.6%
5641 Fleet Rental Allocation	118,760	56,120	56,120	39,350	(29.9%)	1.5%
5642 Fleet Maintenance Allocation	70,441	73,057	72,109	67,958	(5.8%)	2.6%
<b>Total Internal Services</b>	<b>\$250,305</b>	<b>\$196,762</b>	<b>\$195,814</b>	<b>\$176,354</b>	<b>(9.9%)</b>	<b>6.7%</b>
7101 Bond Principal	\$114,579	\$119,679	\$119,679	\$134,767	12.6%	5.1%
7102 Bond Interest	23,165	18,607	25,940	12,437	(52.1%)	0.5%
<b>Total Debt Service</b>	<b>\$137,744</b>	<b>\$138,286</b>	<b>\$145,619</b>	<b>\$147,204</b>	<b>1.1%</b>	<b>5.6%</b>
<b>Total Expenditures</b>	<b>\$2,439,530</b>	<b>\$2,568,828</b>	<b>\$2,061,745</b>	<b>\$2,617,048</b>	<b>26.9%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$2,439,530	\$2,568,828	\$2,061,745	\$2,617,048	26.9%	100.0%
<b>Total</b>	<b>\$2,439,530</b>	<b>\$2,568,828</b>	<b>\$2,061,745</b>	<b>\$2,617,048</b>	<b>26.9%</b>	<b>100.0%</b>

# POLICE: TECHNICAL SUPPORT

## GOAL

To greet the public, maintain records, process evidence, enter data into local and regional computer databases, respond to subpoenas and requests for documents, prepare court packages and submit required reports and documents, and provide support to other Department Sections and outside agencies

## INITIATIVES

- Efficiently enter and manage data for various Department needs using the Records Management System; assist officers in gathering data for field investigations
- Provide continued support for the jail and officers in conducting matron duties
- Conduct audits of property held as evidence and of stolen property and missing persons reports in conjunction with the Department of Justice
- Timely prepare monthly crime reports and respond to records requests
- Continually review, update, and revise Department forms to ensure completeness, currency, and viability



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

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

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

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Full-Time Staffing</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Police Records Manager	1	1	1	1
Police Services Officer	1	1	1	1
Police Records Technician/Matron	9	9	9	9
<b>Total</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
# - Random audits of property held as evidence*	1,747	1,206	240	240
# - Uniform Crime Report completed by 10th of month	8	3	12	12
# - Department forms reviewed/edited/revise	25	23	24	24

*Fiscal years 2010 and 2011 included audits of all property.*

<b>Technical Support</b>		<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2012 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$604,547	\$616,436	\$634,244	\$620,710	(2.1%)	26.2%
4103	Part-time Salaries	41,731	48,620	60,000	51,046	(14.9%)	2.2%
4111	Overtime Regular Employees	12,911	14,584	14,500	14,241	(1.8%)	0.6%
4201	Group Medical Insurance	95,279	97,914	97,824	109,236	11.7%	4.6%
4202	Medicare Contributions	9,197	9,800	10,092	10,080	(0.1%)	0.4%
4204	401A Plan City Contributions	1,128	1,727	1,727	1,727	-	0.1%
4206	Medical Retirement Contributions	16,200	16,200	12,260	13,260	8.2%	0.6%
4211	PERS Regular Contribution	91,492	108,377	105,564	109,346	3.6%	4.6%
4213	PARS Retirement Contribution	911	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$873,396</b>	<b>\$913,658</b>	<b>\$936,211</b>	<b>\$929,646</b>	<b>(0.7%)</b>	<b>39.3%</b>
5101	Contract Services	\$35,796	\$35,320	\$35,320	\$35,320	-	1.5%
5104	Computer Contract Services	33,942	43,900	43,900	57,090	30.0%	2.4%
5106	SBRPCA Communications	1,035,266	1,010,591	1,010,591	1,157,796	14.6%	48.9%
5201	Office Supplies	5,708	-	-	-	-	-
5202	Membership & Dues	150	300	200	300	50.0%	0.0%
5203	Reference Materials	35	100	70	-	(100.0%)	-
5204	Conferences & Meetings	2,464	5,375	1,800	5,375	198.6%	0.2%
5206	Uniforms/Safety Equip	6,817	6,800	6,200	6,800	9.7%	0.3%
5208	Postage	4,156	4,260	4,182	4,260	1.9%	0.2%
5210	Computer Supplies & Software	215	1,600	3,000	1,600	(46.7%)	0.1%
5212	Office Equip Maintenance	-	100	-	100	-	0.0%
5217	Departmental Supplies	3,507	5,510	5,500	5,160	(6.2%)	0.2%
5225	Printing	12,636	13,050	12,500	13,050	4.4%	0.6%
5501	Telephone	2,422	3,550	3,115	3,000	(3.7%)	0.1%
<b>Total Materials &amp; Services</b>		<b>\$1,143,114</b>	<b>\$1,130,456</b>	<b>\$1,126,378</b>	<b>\$1,289,851</b>	<b>14.5%</b>	<b>54.5%</b>
5611	Warehouse Services	\$589	\$1,000	\$800	\$1,000	25.0%	0.0%
5621	Information Systems Allocation	48,012	53,103	53,103	54,251	2.2%	2.3%
<b>Total Internal Services</b>		<b>\$48,601</b>	<b>\$54,103</b>	<b>\$53,903</b>	<b>\$55,251</b>	<b>2.5%</b>	<b>2.3%</b>
7101	Bond Principal	\$67,500	\$37,500	\$37,500	\$37,500	-	1.6%
7102	Bond Interest	6,121	40,275	5,000	38,850	677.0%	1.6%
7103	Bond Administration Fee	16,762	15,750	15,750	15,000	(4.8%)	0.6%
<b>Total Debt Service</b>		<b>\$90,383</b>	<b>\$93,525</b>	<b>\$58,250</b>	<b>\$91,350</b>	<b>56.8%</b>	<b>3.9%</b>
<b>Total Expenditures</b>		<b>\$2,155,494</b>	<b>\$2,191,742</b>	<b>\$2,174,742</b>	<b>\$2,366,098</b>	<b>8.8%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$2,155,494	\$2,191,742	\$2,174,742	\$2,366,098	8.8%	100.0%
<b>Total</b>		<b>\$2,155,494</b>	<b>\$2,191,742</b>	<b>\$2,174,742</b>	<b>\$2,366,098</b>	<b>8.8%</b>	<b>100.0%</b>

# POLICE: CRIME PREVENTION

## GOAL

To educate residents and businesses about crime prevention techniques to help them protect themselves and their property, provide assistance to crime victims, reduce the number of false alarm calls, and maintain a positive and progressive work place for our volunteers who contribute thousands of hours of work for the welfare and safety of the entire community

## INITIATIVES

- Present crime prevention and safety presentations to residents, businesses, and community groups
- Produce and distribute press releases, and maintain contact with local media
- Coordinate Department and community-based events and volunteer programs
- Support Neighborhood Watch activities
- Provide assistance and referrals to crime victims
- Reduce the incidence of false alarm activations through the management of the false alarm program and issuance of alarm permits



The Crime Prevention 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 Crime Prevention Section. Combined, these volunteers provide approximately 12,000 hours of volunteer service to our community each year.

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

False burglary and robbery alarms are a daily occurrence, and Manhattan Beach police officers respond to over one thousand false alarm calls each year. Managed out of the Crime Prevention Section since 2004, the False Alarm Reduction Program proactively addresses the problem by educating alarm owners on the impact that false alarms have on public safety and implementing a fee schedule for repeated false alarms. Since the inception of this program, false alarm occurrences have decreased by more than 50% and, through education and false alarm activation fines, continue to decline saving the City more than \$50,000 a year in response costs. The fiscal year 2012-2013 budget includes a part-time employee to manage the False Alarm program (object 4103) and service and support for a new false alarm program management software program (object 5104). These expenditures are offset by alarm permit revenue and false alarm fine revenue.

The fiscal year 2012-2013 budget also includes funding for the annual Volunteer Appreciation Dinner, Youth Volunteer Appreciation Event, Police Department Open House, Police Memorial Ceremony, Community Police Academy, and National Night Out. It also includes Child Safety information and pamphlets, Child Fingerprinting Kits, and handouts/supplies for community presentations, station tours, Victim Assistance, Neighborhood Watch, Business Watch, and other community events (Object 5217).

	2009-2010	2010-2011	2011-2012	2012-2013
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Police Officer	1	1	1	1

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
# - Neighborhood Watch Meetings	42	46	36	36
# - Neighborhood Watch volunteer hours*	10,858	9,410	9,000	9,000
# - Victim Assistance Team volunteer hours*	1,558	1,602	1,200	1,200
# - False alarms*	1,051	1,041	<1000	<1000
# - Police department press releases*	16	18	16	16

\* New for fiscal year 2012-2013

<b>Crime Prevention</b>		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2012 Y/E</b>	<b>Total</b>
4102	Sworn Salaries	\$108,092	\$105,622	\$102,767	\$102,123	(0.6%)	39.4%
4103	Part-time Salaries	33,754	18,929	24,000	32,284	34.5%	12.4%
4112	Overtime Sworn Employees	1,181	6,984	5,500	6,050	10.0%	2.3%
4201	Group Medical Insurance	16,273	14,789	16,381	16,582	1.2%	6.4%
4202	Medicare Contributions	2,084	2,118	1,959	2,087	6.5%	0.8%
4206	Medical Retirement Contributions	2,292	2,292	1,420	1,550	9.2%	0.6%
4212	PERS Sworn Contribution	32,054	40,349	40,561	39,682	(2.2%)	15.3%
4213	PARS Retirement Contribution	1,043	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$196,772</b>	<b>\$191,083</b>	<b>\$192,588</b>	<b>\$200,358</b>	<b>4.0%</b>	<b>77.2%</b>
5101	Contract Services	\$3,430	\$3,200	\$3,000	\$3,200	6.7%	1.2%
5104	Computer Contract Services	-	-	-	5,000	-	1.9%
5201	Office Supplies	283	-	34	-	(100.0%)	-
5202	Membership & Dues	245	245	275	275	-	0.1%
5204	Conferences & Meetings	-	200	-	-	-	-
5205	Training	2,236	1,300	1,400	1,500	7.1%	0.6%
5206	Uniforms/Safety Equip	703	1,100	900	1,100	22.2%	0.4%
5217	Departmental Supplies	8,804	10,925	10,800	14,925	38.2%	5.8%
5225	Printing	580	1,600	1,400	1,600	14.3%	0.6%
5501	Telephone	113	120	135	130	(3.5%)	0.1%
<b>Total Materials &amp; Services</b>		<b>\$16,394</b>	<b>\$18,690</b>	<b>\$17,944</b>	<b>\$27,730</b>	<b>54.5%</b>	<b>10.7%</b>
5621	Information Systems Allocation	\$17,460	\$19,310	\$19,310	\$19,728	2.2%	7.6%
<b>Total Internal Services</b>		<b>\$17,460</b>	<b>\$19,310</b>	<b>\$19,310</b>	<b>\$19,728</b>	<b>2.2%</b>	<b>7.6%</b>
7101	Bond Principal	\$8,708	\$9,745	\$9,745	\$10,676	9.6%	4.1%
7102	Bond Interest	1,437	1,515	1,972	985	(50.1%)	0.4%
<b>Total Debt Service</b>		<b>\$10,145</b>	<b>\$11,260</b>	<b>\$11,717</b>	<b>\$11,661</b>	<b>(0.5%)</b>	<b>4.5%</b>
<b>Total Expenditures</b>		<b>\$240,771</b>	<b>\$240,343</b>	<b>\$241,559</b>	<b>\$259,477</b>	<b>7.4%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$240,771	\$240,343	\$241,559	\$259,477	7.4%	100.0%
<b>Total</b>		<b>\$240,771</b>	<b>\$240,343</b>	<b>\$241,559</b>	<b>\$259,477</b>	<b>7.4%</b>	<b>100.0%</b>

# POLICE: TRAFFIC SAFETY

## GOAL

To enforce traffic laws and work with the public and City Traffic Engineer to promote safe and efficient traffic flow throughout the City

## INITIATIVES

- Promote traffic safety through enforcement and education
- Identify issues and communicate with the public regarding traffic concerns
- Investigate traffic collisions, and efficiently clear hit and run cases
- Utilize traffic calming measures and proactive enforcement to reduce the number of traffic collisions
- Work with other City departments to ensure effective traffic management and pedestrian movement
- Increase officer availability and efficiency with the use of automated facilities, such as the speed trailer



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

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

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

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

The Traffic Section participates in the South Bay Regional DUI Task Force, a group of officers representing agencies across the South Bay who participate in monthly deployments, DUI checkpoints, and DUI related warrant sweeps. The Task Force is funded by a State grant from the Office of Traffic Safety (OTS).

The Traffic Section budget includes funding for crossing guard services at 21 locations throughout the City to ensure the safe passage of children to and from school (object 5101). Also in the fiscal year 2012-2013 budget, the Lieutenant position was moved to Patrol.

Full-Time Staffing	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Adopted	Proposed
Lieutenant	1	1	1	-
Sergeant	1	1	1	1
Police Officer	6	6	5	5
<b>Total</b>	<b>8</b>	<b>8</b>	<b>7</b>	<b>6</b>



	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
# - Hours speed trailer deployed	4,584	4,470	3,000	4,500
# - Traffic enforcement details	53	37	48	48
# - Community meetings attended	41	39	12	40
% - Reduction of traffic collisions	(30.0%)	(2.5%)	(3.0%)	(2.5%)

<b>Traffic Safety</b>		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2012 Y/E</b>	<b>Total</b>
4102	Sworn Salaries	\$777,776	\$761,209	\$743,146	\$659,506	(11.3%)	41.3%
4103	Part-time Salaries	2,577	-	8,385	-	(100.0%)	-
4111	Overtime Regular Employees	298	-	184	-	(100.0%)	-
4112	Overtime Sworn Employees	65,491	97,946	70,000	94,601	35.1%	5.9%
4201	Group Medical Insurance	68,358	72,231	62,374	63,601	2.0%	4.0%
4202	Medicare Contributions	9,773	9,401	8,742	11,254	28.7%	0.7%
4206	Medical Retirement Contributions	18,336	18,336	8,490	9,270	9.2%	0.6%
4212	PERS Sworn Contribution	248,086	289,553	280,390	256,171	(8.6%)	16.1%
4213	PARS Retirement Contribution	9	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$1,190,704</b>	<b>\$1,248,676</b>	<b>\$1,181,711</b>	<b>\$1,094,403</b>	<b>(7.4%)</b>	<b>68.6%</b>
5101	Contract Services	\$12,907	\$239,250	\$243,250	\$239,950	(1.4%)	15.0%
5102	Contract Personnel	216,403	-	-	-	-	-
5201	Office Supplies	901	-	-	-	-	-
5202	Membership & Dues	36	36	36	36	-	0.0%
5203	Reference Materials	-	50	36	-	(100.0%)	-
5205	Training	-	565	-	565	-	0.0%
5206	Uniforms/Safety Equip	8,448	10,625	10,600	10,020	(5.5%)	0.6%
5217	Departmental Supplies	4,541	4,137	4,137	4,137	-	0.3%
5225	Printing	1,849	2,200	1,850	2,000	8.1%	0.1%
5501	Telephone	576	610	685	670	(2.2%)	0.0%
<b>Total Materials &amp; Services</b>		<b>\$245,662</b>	<b>\$257,473</b>	<b>\$260,594</b>	<b>\$257,378</b>	<b>(1.2%)</b>	<b>16.1%</b>
5611	Warehouse Services	\$192	\$500	\$400	\$500	25.0%	0.0%
5621	Information Systems Allocation	26,184	28,965	28,965	29,591	2.2%	1.9%
5641	Fleet Rental Allocation	27,680	53,910	53,910	43,980	(18.4%)	2.8%
5642	Fleet Maintenance Allocation	61,722	101,677	100,358	94,580	(5.8%)	5.9%
<b>Total Internal Services</b>		<b>\$115,778</b>	<b>\$185,052</b>	<b>\$183,633</b>	<b>\$168,651</b>	<b>(8.2%)</b>	<b>10.6%</b>
7101	Bond Principal	\$72,760	\$77,037	\$77,037	\$68,945	(10.5%)	4.3%
7102	Bond Interest	16,141	11,977	16,472	6,362	(61.4%)	0.4%
<b>Total Debt Service</b>		<b>\$88,901</b>	<b>\$89,014</b>	<b>\$93,509</b>	<b>\$75,307</b>	<b>(19.5%)</b>	<b>4.7%</b>
<b>Total Expenditures</b>		<b>\$1,641,044</b>	<b>\$1,780,215</b>	<b>\$1,719,447</b>	<b>\$1,595,739</b>	<b>(7.2%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$1,641,044	\$1,780,215	\$1,719,447	\$1,595,739	(7.2%)	100.0%
<b>Total</b>		<b>\$1,641,044</b>	<b>\$1,780,215</b>	<b>\$1,719,447</b>	<b>\$1,595,739</b>	<b>(7.2%)</b>	<b>100.0%</b>

# POLICE: PARKING ENFORCEMENT

## GOAL

To manage the parking needs of our community through enforcement and education

## INITIATIVES

- 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
- Assist police officers with the management of special events and details



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, 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.

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

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Full-Time Staffing</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Sergeant	-	1	1	1
Community Services Field Supervisor	1	-	-	-
Community Services Officer	11	11	11	11
<b>Total</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
# - Directed parking enforcement details	57	210	120	180
# - Community meetings attended	10	4	6	6
% - 72-hr violations checked within move date	100%	100%	100%	100%

<b>Parking Enforcement</b>		<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2012 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$606,520	\$599,348	\$606,965	\$605,609	(0.2%)	43.3%
4102	Sworn Salaries	110,117	136,036	136,979	134,813	(1.6%)	9.6%
4103	Part-time Salaries	115,981	143,875	140,000	143,875	2.8%	10.3%
4111	Overtime Regular Employees	7,987	15,048	11,000	16,859	53.3%	1.2%
4112	Overtime Sworn Employees	7,048	3,975	2,000	3,993	99.7%	0.3%
4201	Group Medical Insurance	128,029	133,061	130,002	148,777	14.4%	10.6%
4202	Medicare Contributions	10,504	9,296	11,056	11,692	5.8%	0.8%
4205	Worker's Compensation	28,788	28,440	28,440	12,024	(57.7%)	0.9%
4206	Medical Retirement Contributions	17,688	20,040	13,680	14,810	8.3%	1.1%
4211	PERS Regular Contribution	93,999	110,652	108,077	114,022	5.5%	8.2%
4212	PERS Sworn Contribution	34,570	51,891	52,990	52,301	(1.3%)	3.7%
4213	PARS Retirement Contribution	2,281	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$1,163,511</b>	<b>\$1,251,662</b>	<b>\$1,241,189</b>	<b>\$1,258,775</b>	<b>1.4%</b>	<b>90.0%</b>
5101	Contract Services	\$4,655	\$6,300	\$7,000	\$7,600	8.6%	0.5%
5102	Contract Personnel	15,420	-	-	-	-	-
5104	Computer Contract Services	5,554	15,900	16,000	17,200	7.5%	1.2%
5201	Office Supplies	2,685	-	-	-	-	-
5205	Training	-	150	-	150	-	0.0%
5206	Uniforms/Safety Equip	9,474	10,222	9,500	10,222	7.6%	0.7%
5209	Tools & Minor Equip	1,290	-	-	-	-	-
5210	Computer Supplies & Software	3,000	-	-	-	-	-
5217	Departmental Supplies	1,841	1,512	1,500	1,880	25.3%	0.1%
5225	Printing	15,818	12,900	13,000	12,900	(0.8%)	0.9%
5501	Telephone	2,544	2,800	3,319	2,900	(12.6%)	0.2%
<b>Total Materials &amp; Services</b>		<b>\$62,281</b>	<b>\$49,784</b>	<b>\$50,319</b>	<b>\$52,852</b>	<b>5.0%</b>	<b>3.8%</b>
5611	Warehouse Services	\$108	\$200	\$100	\$200	100.0%	0.0%
5621	Information Systems Allocation	17,460	19,310	19,310	19,728	2.2%	1.4%
5631	Insurance Allocation	-	-	-	1,684	-	0.1%
5641	Fleet Rental Allocation	62,300	52,690	52,690	41,310	(21.6%)	3.0%
5642	Fleet Maintenance Allocation	24,143	25,651	25,323	23,860	(5.8%)	1.7%
<b>Total Internal Services</b>		<b>\$104,011</b>	<b>\$97,851</b>	<b>\$97,423</b>	<b>\$86,782</b>	<b>(10.9%)</b>	<b>6.2%</b>
<b>Total Expenditures</b>		<b>\$1,329,802</b>	<b>\$1,399,297</b>	<b>\$1,388,931</b>	<b>\$1,398,409</b>	<b>0.7%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$1,329,802	\$1,399,297	\$1,388,931	\$1,398,409	0.7%	100.0%
<b>Total</b>		<b>\$1,329,802</b>	<b>\$1,399,297</b>	<b>\$1,388,931</b>	<b>\$1,398,409</b>	<b>0.7%</b>	<b>100.0%</b>

# POLICE: ANIMAL CONTROL

## GOAL

To provide quality animal control services to our residents while educating the community about laws, regulations and animal diseases

## INITIATIVES

- Identify issues and communicate with the public regarding animal concerns
- Provide pet education, conduct directed enforcement, and dog bite investigations
- Facilitate the safe return of pets to their owners
- Work with other City departments to ensure successful animal management
- Continually offer animal control training classes for officers



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

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

Funding for this program is utilized for animal shelter housing, disposition/disposal, and veterinary costs (object 5101). 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. Animals whose owners cannot be located are taken to the SPCA-LA, who 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.

	2009-2010 Actual	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed
<b>Full-Time Staffing</b>				
Community Services Officer	3	3	3	3

	2009-2010 Actual	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed
<b>Service Indicators</b>				
# - Hours patrolled at dog parks	179	473	400	420
# - Animal Control briefing/training for officers	16	12	6	12
# - Self-initiated service investigations	767	845	800	800
% - Domestic animals returned to owner	64%	65%	95%	75%
# - Community meetings/events attended	9	2	4	4

<b>Animal Control Object</b>	<b>Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted</b>	<b>2011-2012 Y/E Est</b>	<b>2012-2013 Proposed</b>	<b>Var from FY 2012 Y/E</b>	<b>% of Total</b>
4101	Salaries & Allowances	\$188,714	\$168,572	\$186,477	\$183,606	(1.5%)	54.5%
4111	Overtime Regular Employees	3,799	4,698	2,500	4,698	87.9%	1.4%
4201	Group Medical Insurance	25,873	25,009	24,683	27,654	12.0%	8.2%
4202	Medicare Contributions	2,765	2,487	2,714	2,575	(5.1%)	0.8%
4205	Worker's Compensation	2,436	35,400	35,400	27,691	(21.8%)	8.2%
4206	Medical Retirement Contributions	4,404	4,404	3,340	3,610	8.1%	1.1%
4211	PERS Regular Contribution	25,877	29,651	29,077	30,040	3.3%	8.9%
<b>Total Salaries &amp; Benefits</b>		<b>\$253,869</b>	<b>\$270,221</b>	<b>\$284,191</b>	<b>\$279,874</b>	<b>(1.5%)</b>	<b>83.1%</b>
5101	Contract Services	\$7,740	\$7,060	\$9,000	\$9,280	3.1%	2.8%
5201	Office Supplies	646	-	-	-	-	-
5203	Reference Materials	140	150	124	-	(100.0%)	-
5205	Training	3,140	1,410	1,400	1,410	0.7%	0.4%
5206	Uniforms/Safety Equip	1,439	1,850	1,500	1,850	23.3%	0.5%
5217	Departmental Supplies	3,286	3,150	1,500	3,150	110.0%	0.9%
<b>Total Materials &amp; Services</b>		<b>\$16,390</b>	<b>\$13,620</b>	<b>\$13,524</b>	<b>\$15,690</b>	<b>16.0%</b>	<b>4.7%</b>
5611	Warehouse Services	\$260	\$200	\$200	\$200	-	0.1%
5631	Insurance Allocation	-	-	-	1,684	-	0.5%
5641	Fleet Rental Allocation	46,240	23,120	23,120	23,120	-	6.9%
5642	Fleet Maintenance Allocation	24,814	17,576	17,352	16,349	(5.8%)	4.9%
<b>Total Internal Services</b>		<b>\$71,314</b>	<b>\$40,896</b>	<b>\$40,672</b>	<b>\$41,353</b>	<b>1.7%</b>	<b>12.3%</b>
<b>Total Expenditures</b>		<b>\$341,573</b>	<b>\$324,737</b>	<b>\$338,387</b>	<b>\$336,917</b>	<b>(0.4%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$341,573	\$324,737	\$338,387	\$336,917	(0.4%)	100.0%
<b>Total</b>		<b>\$341,573</b>	<b>\$324,737</b>	<b>\$338,387</b>	<b>\$336,917</b>	<b>(0.4%)</b>	<b>100.0%</b>

# POLICE: JAIL OPERATIONS

## GOAL

To provide a safe and secure environment for inmates and staff while assuring the rights of inmates afforded by statute and policy

## INITIATIVES

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

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



Jailers are on duty 24 hours a day and are assigned duties to provide for the booking, housing, and welfare of inmates. In cases where prisoners have not posted bail or bond, jailers transport prisoners to court for arraignment proceedings. Jailers obtain DNA samples from eligible arrestees where required by State Proposition 69. Samples are sent to the State of California DNA bank to help identify felony suspects and solve serious crimes. In addition, staff conducts regular safety inspections of the jail to ensure equipment and maintenance issues are up to date and meet safety regulations.

Each year, various agencies such as the Custody Standards Administration, the Los Angeles County Grand Jury, and the County Board of Health conduct jail inspections in line with Title 15 jail standards. 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.

Funding for this program includes inmate meals, uniforms and bedding, and repairs/maintenance of jail security systems, security doors, food service, etc. (object 5217); and blood-alcohol lab analysis, inmate emergency medical care, pre-booking medical screenings, and Los Angeles County booking fees (object 5101). It also includes funding for an additional Police Service Officer. Overtime and part-time budgets in the Jail Operations program are traditionally high due to the need for 24/7 coverage in the jail. Once the additional Police Service Officer is hired and trained, we expect a reduction in part-time and overtime expended.

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Full-Time Staffing</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Police Services Officer	5	5	5	6

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
# - In house Jail safety inspections	12	12	12	12
% - DNA collection from eligible arrestees	100%	100%	100%	100%
% - Compliance with all State/County jail inspections	100%	100%	100%	100%

<b>Jail Operations</b>		<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2012 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$282,029	\$289,810	\$301,458	\$348,468	15.6%	60.1%
4103	Part-time Salaries	3,423	19,910	22,000	-	(100.0%)	-
4111	Overtime Regular Employees	86,696	30,989	35,000	30,989	(11.5%)	5.3%
4201	Group Medical Insurance	42,690	44,872	45,703	56,840	24.4%	9.8%
4202	Medicare Contributions	4,244	3,675	4,337	5,185	19.6%	0.9%
4206	Medical Retirement Contributions	7,356	7,356	6,680	7,230	8.2%	1.2%
4211	PERS Regular Contribution	43,064	50,977	49,932	61,372	22.9%	10.6%
<b>Total Salaries &amp; Benefits</b>		<b>\$469,502</b>	<b>\$447,589</b>	<b>\$465,110</b>	<b>\$510,084</b>	<b>9.7%</b>	<b>88.0%</b>
5101	Contract Services	\$15,040	\$11,390	\$12,500	\$24,272	94.2%	4.2%
5201	Office Supplies	2,496	-	-	-	-	-
5206	Uniforms/Safety Equip	3,288	3,150	3,000	3,150	5.0%	0.5%
5217	Departmental Supplies	6,471	9,520	8,000	7,320	(8.5%)	1.3%
<b>Total Materials &amp; Services</b>		<b>\$27,294</b>	<b>\$24,060</b>	<b>\$23,500</b>	<b>\$34,742</b>	<b>47.8%</b>	<b>6.0%</b>
5611	Warehouse Services	\$292	\$500	\$300	\$500	66.7%	0.1%
5621	Information Systems Allocation	30,552	33,793	33,793	34,523	2.2%	6.0%
<b>Total Internal Services</b>		<b>\$30,844</b>	<b>\$34,293</b>	<b>\$34,093</b>	<b>\$35,023</b>	<b>2.7%</b>	<b>6.0%</b>
<b>Total Expenditures</b>		<b>\$527,640</b>	<b>\$505,942</b>	<b>\$522,703</b>	<b>\$579,849</b>	<b>10.9%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$527,640	\$505,942	\$522,703	\$579,849	10.9%	100.0%
<b>Total</b>		<b>\$527,640</b>	<b>\$505,942</b>	<b>\$522,703</b>	<b>\$579,849</b>	<b>10.9%</b>	<b>100.0%</b>

# POLICE: ASSET FORFEITURE / GRANTS

## GOAL

Deter drug-related crimes by depriving criminals of the profits and proceeds acquired through illegal drug transactions

## INITIATIVES

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

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.



Asset Forfeiture/Grants Object Description	2010-2011 Actual	2011-2012 Adopted	2011-2012 Y/E Est	2012-2013 Proposed	Var from FY 2012 Y/E	% of Total
4112 Overtime Sworn Employees	\$20,817	\$35,000	\$32,000	\$35,000	9.4%	16.1%
4201 Group Medical Insurance	1,948	-	3,448	-	(100.0%)	-
4202 Medicare Contributions	302	-	462	508	10.0%	0.2%
<b>Total Salaries &amp; Benefits</b>	<b>\$23,066</b>	<b>\$35,000</b>	<b>\$35,910</b>	<b>\$35,508</b>	<b>(1.1%)</b>	<b>16.4%</b>
5101 Contract Services	\$7,067	\$24,360	\$48,000	\$35,960	(25.1%)	16.6%
5104 Computer Contract Services	5,430	32,186	30,000	9,424	(68.6%)	4.3%
5202 Membership & Dues	75	75	-	75	-	0.0%
5204 Conferences & Meetings	949	1,200	400	1,200	200.0%	0.6%
5205 Training	-	20,000	8,000	20,000	150.0%	9.2%
5206 Uniforms/Safety Equip	-	26,000	26,000	9,600	(63.1%)	4.4%
5209 Tools & Minor Equip	-	-	3,098	-	(100.0%)	-
5217 Departmental Supplies	37,527	54,000	54,000	105,066	94.6%	48.5%
<b>Total Materials &amp; Services</b>	<b>\$51,047</b>	<b>\$157,821</b>	<b>\$169,498</b>	<b>\$181,325</b>	<b>7.0%</b>	<b>83.6%</b>
6121 Machinery & Equipment	\$102,119	\$110,000	\$214,000	-	(100.0%)	-
6141 Computer Equipment & Software	-	24,542	24,542	-	(100.0%)	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$102,119</b>	<b>\$134,542</b>	<b>\$238,542</b>	<b>-</b>	<b>(100.0%)</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$176,233</b>	<b>\$327,363</b>	<b>\$443,950</b>	<b>\$216,833</b>	<b>(51.2%)</b>	<b>100.0%</b>
<b>Source of Funds</b>						
Asset Forfeiture	\$74,114	\$327,363	\$339,950	\$216,833	(36.2%)	100.0%
Law Enforcement Grants	102,119	-	104,000	-	(100.0%)	-
<b>Total</b>	<b>\$176,233</b>	<b>\$327,363</b>	<b>\$443,950</b>	<b>\$216,833</b>	<b>(51.2%)</b>	<b>100.0%</b>

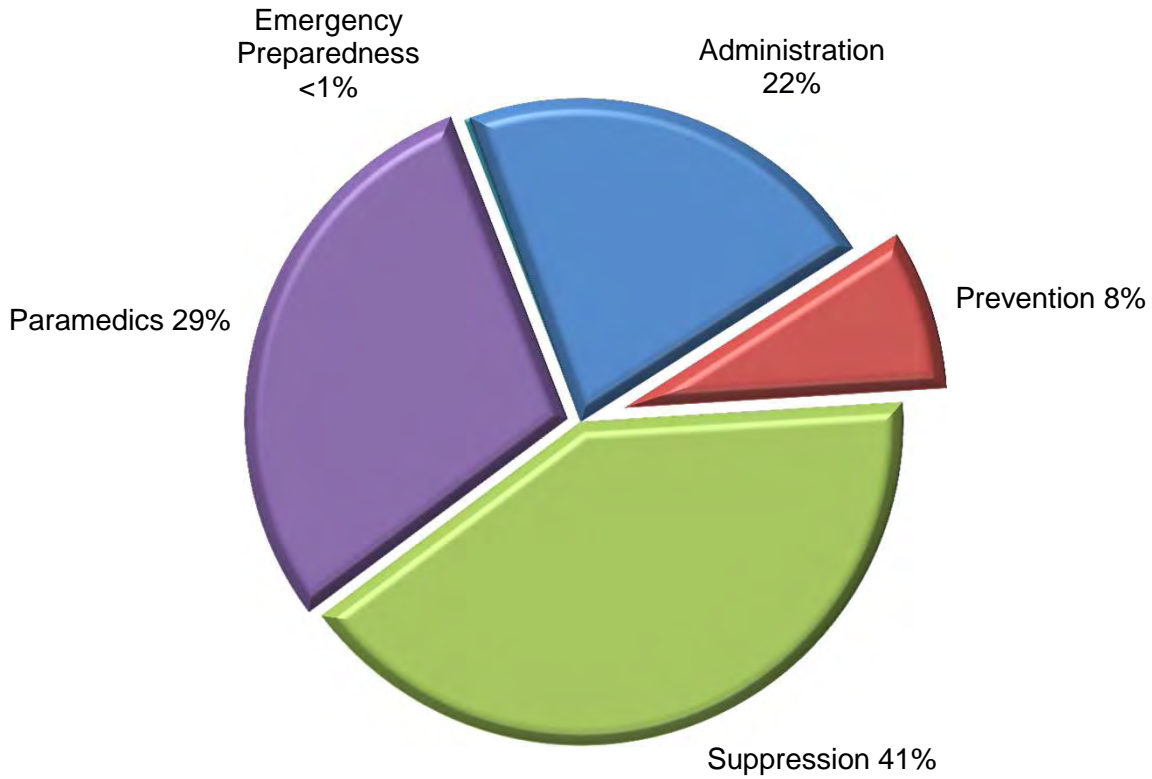


**FIRE  
DEPARTMENT**



# FIRE DEPARTMENT

**2012-2013  
Department Expenditure by Program**



Program	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Proposed
Administration	\$1,496,295	\$2,183,397	\$2,164,607	\$2,256,443
Prevention	930,281	849,317	961,897	842,689
Suppression	4,561,692	4,127,682	4,408,319	4,269,183
Paramedics	2,945,657	3,083,336	2,960,735	3,071,674
Emergency Preparedness	17,844	19,268	21,087	35,484
<b>Total</b>	<b>\$9,951,769</b>	<b>\$10,263,000</b>	<b>\$10,516,645</b>	<b>\$10,475,473</b>
<b>Full-Time Positions</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>

# FIRE: ADMINISTRATION

## GOAL

To apply strategic planning developed by Department leadership to improve internal and external relationships within the area, City, and Department

## INITIATIVES

- Utilize modern techniques and best practices to create a supportive and cooperative work environment
- Enhance partnerships with Area G Fire Departments (5 South Bay cities and Los Angeles County) to improve service delivery
- Support individual, team, Department and area training opportunities, goals, and objectives
- Develop Fire Department strategic plan from input by managers and supervisors
- Participate in the City of Manhattan Beach's City-wide strategic plan by providing information and direction



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

The Fire Chief manages the Administrative Bureau, which is responsible for balancing the City's needs with achieving the goals of Fire Operations (Suppression and Emergency Medical Responses), Fire Prevention, and Emergency Preparedness. Responsibilities include procurement, budgetary control, information management, strategic planning, supporting volunteer programs, and management of local and area emergencies.

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

The Fire Department provides local, area, and state level leadership through participation in various organizations and committees. These associations include the California Fire Chiefs, Los Angeles Area Fire Chiefs, South Bay 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.

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

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Full-Time Staffing</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Fire Chief	1	1	1	1
Executive Secretary	1	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Increase Fire Captain job satisfaction*	n/a	n/a	n/a	increase 10%
Response time of 75% of completed first alarm assignment*	n/a	n/a	n/a	8:00
% - Citizens that have 72-hour disaster supplies*	n/a	n/a	n/a	increase 5%
# - Completed goals for Department strategic plan*	n/a	n/a	n/a	10

\* New for fiscal year 2012-2013

Administration		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$64,086	\$62,743	\$64,086	\$62,173	(3.0%)	2.8%
4102	Sworn Salaries	9,926	192,298	185,272	179,778	(3.0%)	8.0%
4103	Part-time Salaries	3,767	20,442	16,000	20,442	27.8%	0.9%
4201	Group Medical Insurance	7,195	20,219	26,808	28,687	7.0%	1.3%
4202	Medicare Contributions	1,119	4,068	3,758	3,907	4.0%	0.2%
4203	Unemployment	1,320	3,480	3,480	3,480	-	0.2%
4204	401A Plan City Contributions	236	4,428	4,392	4,375	(0.4%)	0.2%
4205	Worker's Compensation	500,412	695,220	695,220	712,695	2.5%	31.6%
4206	Medical Retirement Contributions	3,204	3,204	2,150	2,330	8.4%	0.1%
4211	PERS Regular Contribution	9,372	11,036	17,626	11,097	(37.0%)	0.5%
4212	PERS Sworn Contribution	3,280	67,014	57,631	62,159	7.9%	2.8%
<b>Total Salaries &amp; Benefits</b>		<b>\$603,916</b>	<b>\$1,084,152</b>	<b>\$1,076,423</b>	<b>\$1,091,123</b>	<b>1.4%</b>	<b>48.4%</b>
5101	Contract Services	\$25,899	\$26,990	\$26,000	\$26,990	3.8%	1.2%
5104	Computer Contract Services	26,499	24,200	25,000	24,510	(2.0%)	1.1%
5106	SBRPCA Communications	345,089	336,864	336,864	385,932	14.6%	17.1%
5109	Background Investigations	-	-	250	-	(100.0%)	-
5201	Office Supplies	348	5,570	3,800	4,500	18.4%	0.2%
5202	Membership & Dues	825	1,200	1,200	1,800	50.0%	0.1%
5204	Conferences & Meetings	2,389	4,000	5,000	5,000	-	0.2%
5205	Training	814	3,500	2,000	2,000	-	0.1%
5206	Uniforms/Safety Equip	2,096	4,100	4,100	4,100	-	0.2%
5214	Employee Awards & Events	392	500	1,500	1,500	-	0.1%
5217	Departmental Supplies	7,323	2,700	4,000	5,500	37.5%	0.2%
5501	Telephone	18,018	19,000	21,156	21,000	(0.7%)	0.9%
5503	Natural Gas	5,454	5,621	5,016	5,116	2.0%	0.2%
<b>Total Materials &amp; Services</b>		<b>\$435,146</b>	<b>\$434,245</b>	<b>\$435,886</b>	<b>\$487,948</b>	<b>11.9%</b>	<b>21.6%</b>
5611	Warehouse Services	\$44	\$500	\$200	\$200	-	0.0%
5621	Information Systems Allocation	8,724	9,655	9,655	9,864	2.2%	0.4%
5631	Insurance Allocation	295,020	66,660	66,660	64,439	(3.3%)	2.9%
5641	Fleet Rental Allocation	10,900	5,450	5,450	5,450	-	0.2%
5642	Fleet Maintenance Allocation	1,677	1,781	1,753	1,657	(5.5%)	0.1%
5651	Building & Operations Allocation	92,463	120,333	120,452	136,053	13.0%	6.0%
<b>Total Internal Services</b>		<b>\$408,828</b>	<b>\$204,379</b>	<b>\$204,170</b>	<b>\$217,663</b>	<b>6.6%</b>	<b>9.6%</b>
7101	Bond Principal	\$168,395	\$164,806	\$164,806	\$170,320	3.3%	7.5%
7102	Bond Interest	277,815	286,565	274,807	280,389	2.0%	12.4%
7103	Bond Administration Fee	8,951	9,250	8,515	9,000	5.7%	0.4%
<b>Total Debt Service</b>		<b>\$455,161</b>	<b>\$460,621</b>	<b>\$448,128</b>	<b>\$459,709</b>	<b>2.6%</b>	<b>20.4%</b>
<b>Total Expenditures</b>		<b>\$1,903,051</b>	<b>\$2,183,397</b>	<b>\$2,164,607</b>	<b>\$2,256,443</b>	<b>4.2%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$1,496,295	\$1,773,059	\$1,755,004	\$1,845,918	5.2%	81.8%
Capital Improvement		406,756	410,338	409,603	410,525	0.2%	18.2%
<b>Total</b>		<b>\$1,903,051</b>	<b>\$2,183,397</b>	<b>\$2,164,607</b>	<b>\$2,256,443</b>	<b>4.2%</b>	<b>100.0%</b>

# FIRE: PREVENTION

## GOAL

To prevent fires and reduce fire loss by adopting and enforcing the California Fire Code with local amendments, and providing inspections, plan checks, permits, fire safety standby, public education, and other prevention services as needed

## INITIATIVES

- Coordinate the annual business inspection program
- Manage the fire/life safety efforts at motion picture studios
- Ensure rapid turnaround of on-site plan checks and field inspections, and conduct five-year sprinkler tests at all businesses, schools, daycare facilities and large apartment complexes that have sprinkler systems
- Manage the Department's Hazardous Materials program
- Work with Department Fire Investigators to determine cause and origin of all fires



The most effective way to protect people and property from the hazards of fires is to prevent fires from occurring. Through comprehensive inspection and education programs, the Prevention division reduces the number of fires and fire losses in the community. Fire Department staff conducts annual fire/life safety inspections of all businesses, schools, day-cares, and large apartment complexes to ensure compliance with the California Fire Code and adopted local amendments. Staff also conducts inspections of single family residences as requested by the homeowner. The division continues to streamline, organize and enforce existing fire code regulations designed to protect the community from life threatening emergencies.

The motion picture industry operates fourteen sound stages, a mill and other supporting infrastructure in the City of Manhattan Beach, and has a constant impact on the Prevention division due to tenant turnover and the unique character of the film business. These studios provide funding for one-half of the Fire Inspector's time, as well as reimburse fire standby time.

The Prevention Division provides construction plan check services for fire and life safety issues, and is responsible for the inspection of all existing and new commercial and residential construction in the City. Prevention also manages the Hazardous Materials program through a joint agreement with the L.A. County Fire Department, oversees the cleanup of spills, leaks and illegal dumping, and provides Hazardous Materials response training to fire suppression personnel.

Fire Safety Officers ensure fire code compliance and compliance with life/safety requirements for special events such as the Hometown Fair, Manhattan Beach Open Volleyball Tournament, and Holiday Fireworks Festival.

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Full-Time Staffing</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Fire Battalion Chief	1	1	1	1
Fire Captain/Paramedic	1	1	1	1
Firefighter/Paramedic (assigned as Fire Inspector)	1	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
% - City businesses inspected	85%	90%	100%	100%
# - Hours of Public Education programs presented*	n/a	n/a	n/a	104
% - On-site plan checks completed in 5 work days	100%	100%	100%	100%
% - Working smoke detectors inspected on EMS calls*	n/a	n/a	n/a	75%
# - Fire inspections initiated by Reserves weekly*	n/a	n/a	n/a	40
# - Reserve inspectors with SFM Level 1 certification*	n/a	n/a	n/a	3
% - 2nd graders participating in Home Exit Plan*	n/a	n/a	n/a	80%

\* New for fiscal year 2012-2013

Prevention		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2012 Y/E	Total
4102	Sworn Salaries	\$482,275	\$456,765	\$570,222	\$443,815	(22.2%)	52.7%
4103	Part-time Salaries	35,939	35,046	38,000	39,679	4.4%	4.7%
4112	Overtime Sworn Employees	105,669	23,850	20,750	26,350	27.0%	3.1%
4201	Group Medical Insurance	42,627	49,232	43,389	46,472	7.1%	5.5%
4202	Medicare Contributions	5,575	5,380	6,601	7,591	15.0%	0.9%
4206	Medical Retirement Contributions	5,196	5,196	3,100	3,390	9.4%	0.4%
4212	PERS Sworn Contribution	142,451	158,882	162,465	154,630	(4.8%)	18.3%
4213	PARS Retirement Contribution	1,056	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$820,788</b>	<b>\$734,351</b>	<b>\$844,527</b>	<b>\$721,927</b>	<b>(14.5%)</b>	<b>85.7%</b>
5101	Contract Services	\$22,523	\$30,750	\$30,250	\$30,750	1.7%	3.6%
5201	Office Supplies	348	-	-	-	-	-
5202	Membership & Dues	180	810	840	1,035	23.2%	0.1%
5203	Reference Materials	1,340	1,750	1,750	1,750	-	0.2%
5205	Training	(15)	3,760	5,400	6,300	16.7%	0.7%
5206	Uniforms/Safety Equip	1,807	2,150	1,900	2,050	7.9%	0.2%
5217	Departmental Supplies	9,201	9,190	9,300	12,740	37.0%	1.5%
5225	Printing	619	950	950	950	-	0.1%
5501	Telephone	1,134	1,200	1,348	1,350	0.2%	0.2%
<b>Total Materials &amp; Services</b>		<b>\$37,137</b>	<b>\$50,560</b>	<b>\$51,738</b>	<b>\$56,925</b>	<b>10.0%</b>	<b>6.8%</b>
5611	Warehouse Services	-	\$700	-	-	-	-
5621	Information Systems Allocation	4,368	4,828	4,828	4,932	2.2%	0.6%
5641	Fleet Rental Allocation	18,840	9,420	9,420	9,420	-	1.1%
5642	Fleet Maintenance Allocation	8,272	8,788	8,670	8,174	(5.7%)	1.0%
<b>Total Internal Services</b>		<b>\$31,480</b>	<b>\$23,736</b>	<b>\$22,918</b>	<b>\$22,526</b>	<b>(1.7%)</b>	<b>2.7%</b>
7101	Bond Principal	\$33,200	\$35,198	\$35,198	\$37,821	7.5%	4.5%
7102	Bond Interest	7,676	5,472	7,516	3,490	(53.6%)	0.4%
<b>Total Debt Service</b>		<b>\$40,876</b>	<b>\$40,670</b>	<b>\$42,714</b>	<b>\$41,311</b>	<b>(3.3%)</b>	<b>4.9%</b>
<b>Total Expenditures</b>		<b>\$930,281</b>	<b>\$849,317</b>	<b>\$961,897</b>	<b>\$842,689</b>	<b>(12.4%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$930,281	\$849,317	\$961,897	\$842,689	(12.4%)	100.0%
<b>Total</b>		<b>\$930,281</b>	<b>\$849,317</b>	<b>\$961,897</b>	<b>\$842,689</b>	<b>(12.4%)</b>	<b>100.0%</b>

# FIRE: SUPPRESSION

## GOAL

To provide "All Risk" emergency response for the protection of life, the environment, and property while ensuring excellence in customer service and firefighter safety

## INITIATIVES

- Respond to all emergencies promptly and effectively
- Maintain training and certification of fire suppression personnel
- Continue to improve on the automatic/mutual aid agreements with adjacent cities - "Neighbor Helping Neighbor" and "No One Stands Alone" concepts
- Recruit, train, and staff the Reserve Firefighter program
- Maintain and improve the Basic Life Support (BLS) ambulance transport program
- Prepare for the possibility of a terrorist attack or natural disaster in the community or region
- Ensure the reliability and maintenance of all engines and equipment



The Suppression Division has the primary responsibility of emergency response to fires, medical aids, all types of accidents, physical entrapments, hazardous conditions, hazardous materials incidents, service calls, and requests for mutual aid assistance. These services are provided by three separate shifts with a constant staffing of nine personnel on each shift: one Battalion Chief, two Captain/Paramedics, two Engineer/Paramedics, and four Firefighter/Paramedics. The average response time for all fire and medical incidents (dispatch to on-scene) is 4 minutes and 17 seconds.

The dual-role of the firefighter/paramedics allows the department to staff one Battalion Chief command unit, two Paramedic fire engines, and one Paramedic rescue/ambulance 24 hours a day, every day. The crews operate from two fire stations: Fire Station 1 is located at the Police/Fire Safety Facility, adjacent to City Hall, at 400 15th Street, and Fire Station 2 is on the east side of Sepulveda, at 1400 Manhattan Beach Boulevard. Suppression is currently involved in the following programs to improve services and cost effectiveness: training and personnel development, automatic and mutual aid with surrounding agencies, upgrading the emergency communications system, and implementing a GIS-based map system. This Division also develops emergency response plans for building collapse, major oil spills, carbon monoxide emissions, flooding, terrorist events, and national disasters.

Suppression includes the Reserve Firefighters program (object 4103). This program provides part-time staffing to supplement the Fire Department's emergency forces. The Reserve Firefighters program consists of an authorized strength of 31 persons that work a minimum of 48 hours per month and staff the Basic Life Support (BLS) transport ambulance. This transport program has greatly enhanced the emergency medical services in the community. The fiscal year 2012-2013 budget for this program includes \$35,372 for the implementation of a Telestaff software program which will improve the process for departmental staffing and reduce the number of hours currently required to staff reserve firefighters and constant staffing personnel.

Firefighters and Chief Officers continue to respond to major wildland fires throughout Southern California as participants in the State Master Mutual Aid Agreement. The majority of these response costs are reimbursed from State and Federal disaster funds.

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Full-Time Staffing</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Fire Battalion Chief	1	1	1	1
Fire Captain/Paramedic	6	6	6	6
Fire Engineer/Paramedic	6	6	6	6
<b>Total</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>



<b>Statistics</b>	<b>Fires</b>	<b>Fire Losses</b>	<b>Property Saved</b>
2009	93	\$220,000	\$190,000,000
2010	130	\$1,269,000	\$80,890,000
2011	97	\$1,300,000	\$37,000,000

<b>Service Indicators</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted</b>	<b>2012-2013 Proposed</b>
% - Fires confined to room of origin	90%	58%	90%	90%
% - Response to all fire calls in 4:30 minutes	93%	84%	90%	90%
# - Hours of multi-agency drills*	n/a	n/a	n/a	24
# - High hazard buildings with Pre Fire plans*	n/a	n/a	n/a	20
# - Average hours per shift of firefighter training*	n/a	n/a	n/a	2.25
% - Monthly shifts with two or more Reserves*	85%	51%	90%	80%

\* New for fiscal year 2012-2013

<b>Suppression Object Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted</b>	<b>2011-2012 Y/E Est</b>	<b>2012-2013 Proposed</b>	<b>Var from FY 2012 Y/E</b>	<b>% of Total</b>
4102 Sworn Salaries	\$1,810,497	\$1,879,358	\$1,791,751	\$1,870,539	4.4%	43.8%
4103 Part-time Salaries	27,107	37,200	22,000	37,200	69.1%	0.9%
4112 Overtime Sworn Employees	1,062,328	640,500	1,000,000	733,000	(26.7%)	17.2%
4113 Overtime Mutual Aid	106,220	10,500	30,000	10,500	(65.0%)	0.2%
4114 Overtime Special Events	4,241	10,920	10,058	11,760	16.9%	0.3%
4201 Group Medical Insurance	233,543	231,899	222,959	250,321	12.3%	5.9%
4202 Medicare Contributions	26,786	19,575	26,681	29,242	9.6%	0.7%
4206 Medical Retirement Contributions	22,548	22,548	13,430	14,690	9.4%	0.3%
4212 PERS Sworn Contribution	549,737	657,319	638,780	662,555	3.7%	15.5%
4213 PARS Retirement Contribution	844	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$3,843,852</b>	<b>\$3,509,819</b>	<b>\$3,755,659</b>	<b>\$3,619,807</b>	<b>(3.6%)</b>	<b>84.8%</b>
5101 Contract Services	\$3,351	\$12,330	\$7,200	\$9,210	27.9%	0.2%
5201 Office Supplies	1,704	-	-	-	-	-
5203 Reference Materials	-	-	-	750	-	0.0%
5204 Conferences & Meetings	842	-	-	-	-	-
5205 Training	20,228	18,000	18,000	25,600	42.2%	0.6%
5206 Uniforms/Safety Equip	19,153	25,300	48,500	32,300	(33.4%)	0.8%
5208 Postage	222	220	202	220	9.1%	0.0%
5210 Computer Supplies & Software	1,764	-	13,000	1,000	(92.3%)	0.0%
5217 Departmental Supplies	34,802	32,500	32,500	36,250	11.5%	0.8%
5221 Auto Repair	65,841	66,700	65,000	66,700	2.6%	1.6%
5225 Printing	-	250	250	250	-	0.0%
5501 Telephone	3,839	4,100	5,165	5,000	(3.2%)	0.1%
5502 Electricity	59,565	62,850	60,145	60,145	0.0%	1.4%
5503 Natural Gas	1,724	2,016	1,613	1,645	2.0%	0.0%
5504 Water	5,310	5,631	7,464	9,032	21.0%	0.2%
<b>Total Materials &amp; Services</b>	<b>\$218,346</b>	<b>\$229,897</b>	<b>\$259,038</b>	<b>\$248,102</b>	<b>(4.2%)</b>	<b>5.8%</b>
5611 Warehouse Services	\$5,326	\$4,500	\$4,500	\$4,500	-	0.1%
5621 Information Systems Allocation	26,184	28,965	28,965	29,591	2.2%	0.7%
5641 Fleet Rental Allocation	270,330	142,120	142,120	142,120	-	3.3%
5642 Fleet Maintenance Allocation	42,362	45,008	44,428	15,576	(64.9%)	0.4%
<b>Total Internal Services</b>	<b>\$344,202</b>	<b>\$220,593</b>	<b>\$220,013</b>	<b>\$191,787</b>	<b>(12.8%)</b>	<b>4.5%</b>
6141 Computer Equipment & Software	-	-	-	\$35,372	-	1.5%
<b>Total Capital Projects &amp; Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$35,372</b>	<b>-</b>	<b>1.5%</b>
7101 Bond Principal	\$127,021	\$144,852	\$144,852	\$159,405	10.0%	3.7%
7102 Bond Interest	28,272	22,521	28,757	14,710	(48.8%)	0.3%
<b>Total Debt Service</b>	<b>\$155,292</b>	<b>\$167,373</b>	<b>\$173,609</b>	<b>\$174,115</b>	<b>0.3%</b>	<b>4.1%</b>
<b>Total Expenditures</b>	<b>\$4,561,692</b>	<b>\$4,127,682</b>	<b>\$4,408,319</b>	<b>\$4,269,183</b>	<b>(3.2%)</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$4,561,692	\$4,127,682	\$4,408,319	\$4,269,183	(3.2%)	100.0%
<b>Total</b>	<b>\$4,561,692</b>	<b>\$4,127,682</b>	<b>\$4,408,319</b>	<b>\$4,269,183</b>	<b>(3.2%)</b>	<b>100.0%</b>

# FIRE: PARAMEDICS

## GOAL

To provide Advanced Life Support (ALS) Emergency Medical Service (EMS) response and transportation while ensuring excellence in customer service and firefighter safety

## INITIATIVES

- Assign a paramedic unit to all request for medical aid
- Provide Fire Department based ALS and BLS ambulance transportation
- Comply with or exceed State and County quality improvement and continuing education requirements for paramedics
- Provide cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) training to the community
- Maintain City based AED's and encourage community AED programs
- Expand automatic and mutual aid paramedic response within the operational area



The Paramedic Division provides Advanced Life Support (ALS) and Basic Life Support (BLS) emergency services to all residents and visitors. Eight of the nine personnel on duty in each shift are certified Paramedics. Nearly 65 percent of the Department's responses are requests for emergency medical assistance. Total response times for the Paramedic units now average 4 minutes and 2 seconds, which is considered an excellent level of service provided.

ALS is emergency medical care that requires paramedic level treatment: intravenous fluids, medications, heart monitoring, defibrillation, and other advanced medical treatment. In conjunction with the Reserve Firefighter program, the Division is able to provide ALS and BLS transportation with Fire Department personnel in Fire Department ambulances. ALS services are provided by a two-person Paramedic ambulance and a two-paramedic fire engine. The budget includes funds for emergency treatment supplies and medications.

An annual audit by the Los Angeles County Department of Health Services Emergency Medical Service Division has shown that we are in continual compliance with state and county requirements. We contract with the University of California Los Angeles (UCLA) for continuing education and quality improvement oversight through our Nurse Educator, which is partially funded by Beach Cities Health District (BCHD). BCHD also helps defray the costs of medical supplies through an ongoing grant program that aids local fire department paramedic programs serving the beach cities.

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Full-Time Staffing</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Fire Battalion Chief	1	1	1	1
Firefighter/Paramedic	12	12	12	12
<b>Total</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
EMS turnout travel time	4:37	4:02	5:00	5:00
% - BLS calls transported	n/a	n/a	n/a	75%
# - Citizen trainees in CPR	220	150	200	200

\* New for fiscal year 2012-2013

<b>Paramedics</b>		<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2012 Y/E</b>	<b>Total</b>
4102	Sworn Salaries	\$1,374,722	\$1,328,778	\$1,276,606	\$1,317,002	3.2%	42.9%
4112	Overtime Sworn Employees	620,033	667,870	650,000	667,870	2.7%	21.7%
4201	Group Medical Insurance	153,917	174,310	148,987	195,183	31.0%	6.4%
4202	Medicare Contributions	23,657	17,121	24,183	26,807	10.9%	0.9%
4206	Medical Retirement Contributions	22,548	22,548	13,430	14,690	9.4%	0.5%
4212	PERS Sworn Contribution	399,092	465,221	450,896	465,542	3.2%	15.2%
<b>Total Salaries &amp; Benefits</b>		<b>\$2,593,969</b>	<b>\$2,675,848</b>	<b>\$2,564,102</b>	<b>\$2,687,094</b>	<b>4.8%</b>	<b>87.5%</b>
5101	Contract Services	\$5,644	\$21,143	\$15,000	\$15,000	-	0.5%
5102	Contract Personnel	27,981	27,606	27,000	27,606	2.2%	0.9%
5201	Office Supplies	876	-	-	-	-	-
5206	Uniforms/Safety Equip	6,954	7,800	7,800	7,800	-	0.3%
5217	Departmental Supplies	48,818	59,600	50,000	52,000	4.0%	1.7%
<b>Total Materials &amp; Services</b>		<b>\$90,273</b>	<b>\$116,149</b>	<b>\$99,800</b>	<b>\$102,406</b>	<b>2.6%</b>	<b>3.3%</b>
5621	Information Systems Allocation	\$26,184	\$28,965	\$28,965	\$29,591	2.2%	1.0%
5641	Fleet Rental Allocation	86,860	112,540	112,540	112,540	-	3.7%
5642	Fleet Maintenance Allocation	29,453	31,292	30,890	17,453	(43.5%)	0.6%
<b>Total Internal Services</b>		<b>\$142,497</b>	<b>\$172,797</b>	<b>\$172,395</b>	<b>\$159,584</b>	<b>(7.4%)</b>	<b>5.2%</b>
7101	Bond Principal	\$96,499	\$102,591	\$102,591	\$112,233	9.4%	3.7%
7102	Bond Interest	22,420	15,951	21,847	10,357	(52.6%)	0.3%
<b>Total Debt Service</b>		<b>\$118,918</b>	<b>\$118,542</b>	<b>\$124,438</b>	<b>\$122,590</b>	<b>(1.5%)</b>	<b>4.0%</b>
<b>Total Expenditures</b>		<b>\$2,945,657</b>	<b>\$3,083,336</b>	<b>\$2,960,735</b>	<b>\$3,071,674</b>	<b>3.7%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$2,945,657	\$3,083,336	\$2,960,735	\$3,071,674	3.7%	100.0%
<b>Total</b>		<b>\$2,945,657</b>	<b>\$3,083,336</b>	<b>\$2,960,735</b>	<b>\$3,071,674</b>	<b>3.7%</b>	<b>100.0%</b>

# FIRE: EMERGENCY PREPAREDNESS

## GOAL

To prepare City employees and residents for response to disasters, terrorism, self-help rescue, life safety, hazard abatement, and recovery operations

## INITIATIVES

- Conduct two Community Emergency Response Team Academies for residents each year
- Continue training for City staff on the National Interagency Incident Management System courses
- Improve infrastructure and supplies to ensure the ability of the City to respond and recover from a local or regional disaster
- Educate the public in emergency preparedness and terrorism issues



Basic training in the National Interagency Incident Management System (NIIMS), a Federal-mandated program, is provided to all City employees to properly respond to the needs of the citizens in the event of a major emergency. NIIMS training is focused on Incident Command System 300 and 400 level courses for middle and upper management as well as additional training for the City Council. Key management and supervisory personnel receive additional levels of NIIMS and disaster response training.

Efforts in emergency preparedness continue with Community Emergency Response Team (CERT) Academy classes and field disaster exercises. The CERT Board of Directors coordinates the organization of the team throughout the community and updates all information on CERT members in case of a need to respond. City staff is also trained in the use of the Emergency Operations Center (EOC) in the Police/Fire facility.

Funding for CERT and emergency preparedness has been enhanced in fiscal year 2012-2013 for increased training, equipment and supplies, and workstations for the EOC.

Service Indicators	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Adopted	Proposed
# - Avg hours Managers trained in Emergency Preparedness*	n/a	n/a	n/a	16
# - Hours provided to CERT training*	n/a	n/a	n/a	80
# - Hours public presentation for Emergency Preparedness*	n/a	n/a	n/a	24
% - Employees completed NIIMS Compliance Training	80%	90%	90%	90%

\* New for fiscal year 2012-2013

Emergency Preparedness		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2012 Y/E	Total
4112	Overtime Sworn Employees	\$5,101	\$5,000	\$6,500	\$8,000	23.1%	22.5%
4201	Group Medical Insurance	285	-	653	-	(100.0%)	-
4202	Medicare Contributions	-	-	16	116	625.0%	0.3%
<b>Total Salaries &amp; Benefits</b>		<b>\$5,387</b>	<b>\$5,000</b>	<b>\$7,169</b>	<b>\$8,116</b>	<b>13.2%</b>	<b>22.9%</b>
5101	Contract Services	\$4,302	\$2,868	\$2,868	\$2,868	-	8.1%
5201	Office Supplies	695	-	-	-	-	-
5205	Training	1,496	2,000	2,000	5,000	150.0%	14.1%
5206	Uniforms/Safety Equip	476	1,000	1,000	1,000	-	2.8%
5209	Tools & Minor Equip	42	-	50	2,000	3900.0%	5.6%
5210	Computer Supplies & Software	-	-	-	6,000	-	16.9%
5214	Employee Awards & Events	-	-	-	1,000	-	2.8%
5217	Departmental Supplies	5,434	8,150	8,000	9,250	15.6%	26.1%
5225	Printing	-	250	-	250	-	0.7%
<b>Total Materials &amp; Services</b>		<b>\$12,445</b>	<b>\$14,268</b>	<b>\$13,918</b>	<b>\$27,368</b>	<b>96.6%</b>	<b>77.1%</b>
5611	Warehouse Services	\$13	-	-	-	-	-
<b>Total Internal Services</b>		<b>\$13</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$17,844</b>	<b>\$19,268</b>	<b>\$21,087</b>	<b>\$35,484</b>	<b>68.3%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$17,844	\$19,268	\$21,087	\$35,484	68.3%	1
<b>Total</b>		<b>\$17,844</b>	<b>\$19,268</b>	<b>\$21,087</b>	<b>\$35,484</b>	<b>68.3%</b>	<b>100.0%</b>



**This Page Left Blank Intentionally**

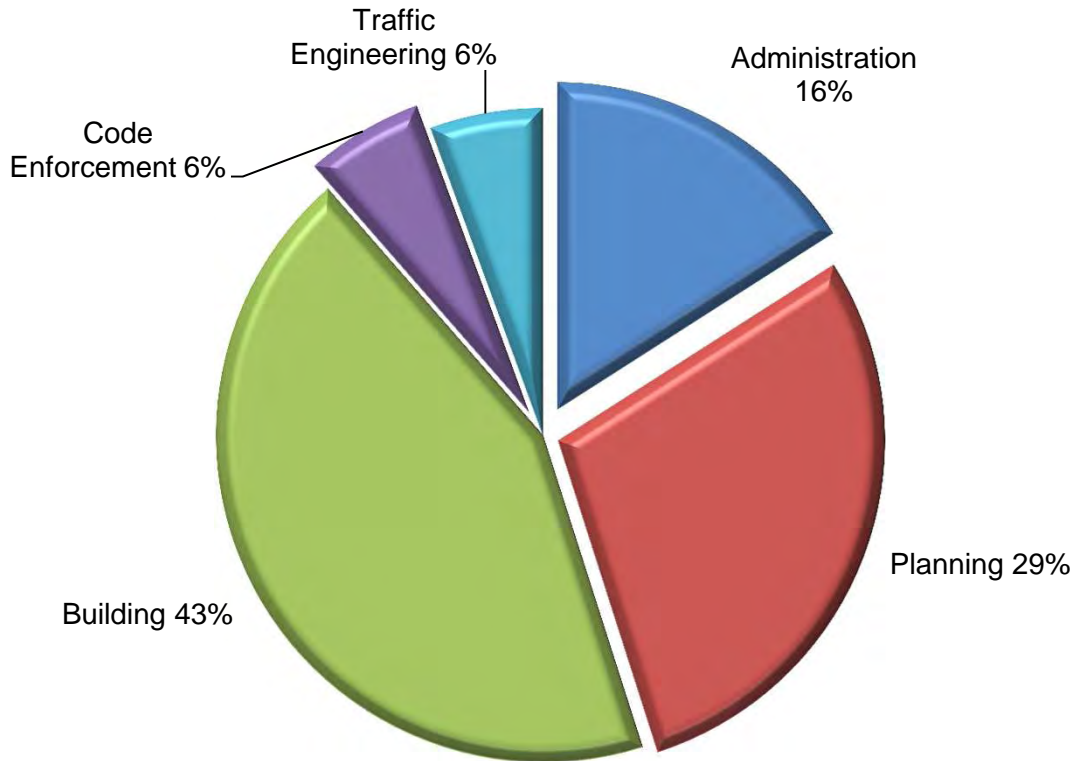
**COMMUNITY DEVELOPMENT  
DEPARTMENT**





# COMMUNITY DEVELOPMENT DEPARTMENT

**2012-2013  
Department Expenditure by Program**



<b>Program Expenditures</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted</b>	<b>2011-2012 Estimate</b>	<b>2012-2013 Adopted</b>
Administration	\$506,713	\$490,344	\$512,136	\$550,767
Planning	719,652	754,483	750,445	1,005,251
Building	1,557,543	1,400,576	1,447,952	1,502,061
Code Enforcement	204,079	201,706	193,896	201,560
Traffic Engineering	205,686	196,836	174,795	192,724
<b>Total</b>	<b>\$3,193,673</b>	<b>\$3,043,945</b>	<b>\$3,079,226</b>	<b>\$3,452,363</b>

<b>Program Revenues</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted</b>	<b>2011-2012 Estimate</b>	<b>2012-2013 Adopted</b>
Building Permits	\$889,001	\$783,000	\$920,000	\$964,000
Other Permits	\$473,859	414,960	511,960	537,160
Plan Check Fees	\$797,741	840,000	945,000	950,000
Plan Filing & Report Fees	\$247,907	201,000	266,000	272,000
<b>Total</b>	<b>\$2,408,508</b>	<b>\$2,238,960</b>	<b>\$2,642,960</b>	<b>\$2,723,160</b>
<b>Full-Time Positions</b>	<b>20</b>	<b>19</b>	<b>19</b>	<b>20</b>

# COMMUNITY DEVELOPMENT: ADMINISTRATION

## GOAL

To provide effective and efficient management of the Community Development Department in order to achieve individual program goals

## INITIATIVES

- Ensure that development review, plan checking and inspection services are met in a timely manner
- Enhance user-friendly computerized databases, which includes planning and zoning, traffic, building and code enforcement information, for the public and City staff
- Initiate and complete approved Strategic Plan items
- Implement projects identified in the General Plan as directed by City Council
- Provide 4-6 week initial plan check turnaround
- Educate the public on matters of construction
- Ensure staff is continually educated and trained on pertinent rules and regulations



Administration oversees Community Development Department functions to ensure private development is reviewed expeditiously, in conformance with the Municipal Code and the goals of the General Plan. Responsibilities also include payroll, invoice payments, statistic tracking for various reports, and account monitoring to ensure expenditures stay within budget.

The Department expects a growth in complex residential remodel projects, commercial tenant improvements and new single family dwellings that require additional staff time and resources. Plan check and permit revenues increased 35% from last fiscal year, comparable to 2006 levels. There has been an increase in submittals of speculative new residential buildings along with a strong interest from the construction development community in maintaining a 4-6 week turnaround time of plan reviews. Staff is committed to maintaining that time frame, which may include use of outside plan check consultants as well as staff overtime.

Staff serves the public at the counter to assist with a large variety of tasks and inquiries, such as traffic analysis, parking concerns, permitting, zoning, plan review, inspections, signs, right of way (sidewalk, curbs, gutters, driveway approaches), walk street and parkway encroachments, code enforcement requests and follow-up. Walk-in and appointment services average about 65 people per day at the public counter.

Annually, the City receives restricted Federal Community Development Block Grant (CDBG) Funds and exchanges them for unrestricted General Funds. The funds are then allocated to local public service agencies. In fiscal year 2012-2013, approximately \$102,865 will be exchanged for \$75,091 in General Funds.

The budget for fiscal year 2012-2013 includes estimated General Fund revenues of \$2.4 million from building, planning and permit fees. These revenues, which are contingent upon economic conditions, amount to 71% of the Department's General Fund expenditures for the budget year.

	2009-2010 Actual	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed
<b>Full-Time Staffing</b>				
Director	1	1	1	1
Executive Secretary	1	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

	2009-2010	2010-2011	2011-2012	2012-2013
Service Indicators	Actual	Actual	Adopted	Proposed
# - Educational construction updates/meetings	2	1	2	5
% - Staff attending training classes/conferences	100%	90%	100%	100%
% - 1st Turnaround Resid Plan Checks w/in 6 weeks	n/a	85%	85%	85%

Object	Description	2010-2011 Actual	2011-2012 Adopted	2011-2012 Y/E Est	2012-2013 Proposed	Var from FY 2012 Y/E	% of Total
4101	Salaries & Allowances	\$229,864	\$218,086	\$237,420	\$217,583	(8.4%)	39.5%
4103	Part-time Salaries	6,852	-	35,182	39,520	12.3%	7.2%
4111	Overtime Regular Employees	-	100	-	-	-	-
4201	Group Medical Insurance	30,270	29,657	30,902	33,290	7.7%	6.0%
4202	Medicare Contributions	3,801	3,218	3,939	3,814	(3.2%)	0.7%
4203	Unemployment	-	1,020	1,020	1,020	-	0.2%
4204	401A Plan City Contributions	6,954	6,927	6,954	6,927	(0.4%)	1.3%
4205	Worker's Compensation	-	26,220	26,220	65,709	150.6%	11.9%
4206	Medical Retirement Contributions	2,940	2,940	2,900	3,130	7.9%	0.6%
4211	PERS Regular Contribution	31,883	37,386	38,689	43,739	13.1%	7.9%
<b>Total Salaries &amp; Benefits</b>		<b>\$312,563</b>	<b>\$325,554</b>	<b>\$383,226</b>	<b>\$414,732</b>	<b>8.2%</b>	<b>75.3%</b>
5101	Contract Services	\$26,256	\$20,400	\$19,000	\$20,400	7.4%	3.7%
5102	Contract Personnel	26,624	33,280	-	-	-	-
5104	Computer Contract Services	22,825	29,600	29,600	30,400	2.7%	5.5%
5201	Office Supplies	1,251	4,500	3,000	3,000	-	0.5%
5202	Membership & Dues	400	605	605	755	24.8%	0.1%
5204	Conferences & Meetings	-	821	1,232	5,276	328.2%	1.0%
5205	Training	-	500	500	500	-	0.1%
5208	Postage	100	100	98	100	1.7%	0.0%
5212	Office Equip Maintenance	507	325	325	325	-	0.1%
5217	Departmental Supplies	1,415	1,850	1,850	2,250	21.6%	0.4%
5225	Printing	100	100	-	100	-	0.0%
5501	Telephone	1,323	1,400	1,572	1,500	(4.6%)	0.3%
<b>Total Materials &amp; Services</b>		<b>\$80,800</b>	<b>\$93,481</b>	<b>\$57,782</b>	<b>\$64,606</b>	<b>11.8%</b>	<b>11.7%</b>
5611	Warehouse Services	\$967	\$1,000	\$800	\$1,000	25.0%	0.2%
5621	Information Systems Allocation	26,184	28,965	28,965	29,591	2.2%	5.4%
5631	Insurance Allocation	71,460	22,620	22,620	20,072	(11.3%)	3.6%
5651	Building & Operations Allocation	14,739	18,724	18,743	20,766	10.8%	3.8%
<b>Total Internal Services</b>		<b>\$113,350</b>	<b>\$71,309</b>	<b>\$71,128</b>	<b>\$71,429</b>	<b>0.4%</b>	<b>13.0%</b>
<b>Total Expenditures</b>		<b>\$506,713</b>	<b>\$490,344</b>	<b>\$512,136</b>	<b>\$550,767</b>	<b>7.5%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$506,713	\$490,344	\$512,136	\$550,767	7.5%	100.0%
<b>Total</b>		<b>\$506,713</b>	<b>\$490,344</b>	<b>\$512,136</b>	<b>\$550,767</b>	<b>7.5%</b>	<b>100.0%</b>

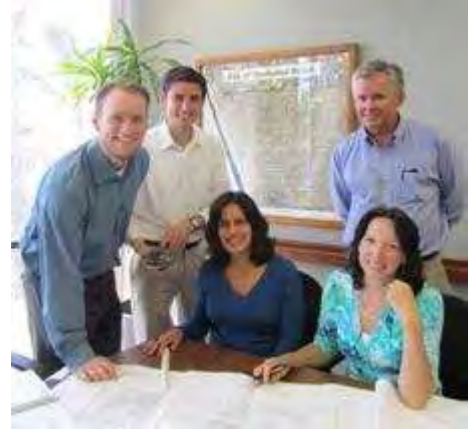
# COMMUNITY DEVELOPMENT: PLANNING

## GOAL

To provide quality customer service to the community in order to maintain, enhance and guide its physical development in conformance with adopted policies and goals

## INITIATIVES

- Pursue programs, code amendments and studies as directed by the City Council through the Strategic Plan
- Strive to meet the demand for planning reviews in a timely manner
- Continue to provide a forum for public review and comments on planning projects through Planning Commission meetings
- Maintain up-to-date zoning and land use maps



The Planning Division coordinates with City Public Works and County staff on planning issues for the new Manhattan Beach County Library. The Environmental Impact Report (EIR) for the proposed Manhattan Village Mall is being processed, and Planning continues to support the residents' Historic Preservation group by providing information on zoning, legal, financial, and preservation issues. The Housing Element is being updated in conformance with State law. The number of plan checks for residential remodels and new homes, as well as commercial development, continues to increase while review times are aimed at decreasing.

Planning staff is working with the City's legal representation on Municipal Code revisions related to Telecommunication Facilities, and assisting Building and Safety with code revisions related to the final "Green" recommendations for stormwater retention. Planning is also assisting the Traffic Division with the Valley/Ardmore Corridor Plan. A Multi-Modal Transportation Plan and General Plan Infrastructure Element update will be prepared and presented to the Planning Commission and City Council.

Last fiscal year, staff completed a number of City Council Work Plan items including zoning code amendments for Mobile Food Trucks, Tattoo Studios, and Cultural Landmark provisions to streamline the historic designation process. Four homes were designated as "culturally significant" landmarks. Staff provided design input and an environmental analysis for the new County Library, and the Use Permit and Coastal Permit for the project was also processed. The Manhattan Village Mall project underwent a number of design revisions and the draft EIR was released for public review. A new Housing Element consultant was hired and further revisions to address State requirements were initiated. Staff worked with other City departments to assist in completing the Chevron service station on Aviation. A Liquor License Study was completed and presented to the City Council. Staff provided assistance to the Traffic Division on the South Bay Bicycle Master Plan, Vitality Cities, and the Valley/Ardmore Corridor Plan.

Planning staff continues to be responsible for the review of all discretionary land use applications such as use permits, variances, and coastal permits, as well as updates to the general plan, zoning code and map, and the local coastal program. These applications are then reviewed by the Planning Commission in a public hearing forum held twice a month. The fiscal year 2012-2013 budget includes the addition of an Associate Planner.

Full-Time Staffing	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Adopted	Proposed
Planning Manager	1	1	1	1
Associate Planner	1	1	1	2
Assistant Planner	3	3	3	3
<b>Total</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>6</b>

<b>Service Indicators &amp; Statistics</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
# - Applications Received	87	91	85	82
# - Plan Check reviews	703	744	710	830
# - Planning Commission Hearings	17	27	20	25
# - Average days to complete a plan check	45	45	37	37
# - Permit reviews	247	245	225	235
# - Update zoning and land use maps (year)	1	1	1	1

<b>Planning Object</b>	<b>Description</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted</b>	<b>2011-2012 Y/E Est</b>	<b>2012-2013 Proposed</b>	<b>Var from FY 2012 Y/E</b>	<b>% of Total</b>
4101	Salaries & Allowances	\$422,990	\$410,332	\$422,688	\$485,816	14.9%	48.3%
4103	Part-time Salaries	-	-	-	17,200	-	1.7%
4111	Overtime Regular Employees	4,825	4,500	4,100	5,000	22.0%	0.5%
4201	Group Medical Insurance	63,217	62,262	63,360	79,995	26.3%	8.0%
4202	Medicare Contributions	5,859	6,053	5,996	7,276	21.3%	0.7%
4204	401A Plan City Contributions	2,561	2,577	2,587	2,577	(0.4%)	0.3%
4206	Medical Retirement Contributions	7,344	7,344	6,680	7,220	8.1%	0.7%
4211	PERS Regular Contribution	61,501	71,617	69,711	86,155	23.6%	8.6%
<b>Total Salaries &amp; Benefits</b>		<b>\$568,296</b>	<b>\$564,685</b>	<b>\$575,122</b>	<b>\$691,239</b>	<b>20.2%</b>	<b>68.8%</b>
5101	Contract Services	\$4,375	\$13,000	\$8,000	\$138,000	1625.0%	13.7%
5102	Contract Personnel	17,931	22,800	13,500	7,000	(48.1%)	0.7%
5201	Office Supplies	1,681	-	-	-	-	-
5202	Membership & Dues	1,395	1,630	1,680	1,985	18.2%	0.2%
5203	Reference Materials	289	200	225	200	(11.1%)	0.0%
5204	Conferences & Meetings	475	1,350	1,356	3,900	187.6%	0.4%
5205	Training	250	1,650	1,650	2,340	41.8%	0.2%
5207	Advertising	3,672	3,000	2,500	3,000	20.0%	0.3%
5208	Postage	1,108	1,120	1,027	1,120	9.1%	0.1%
5225	Printing	184	350	250	250	-	0.0%
5501	Telephone	2,645	2,800	3,144	3,070	(2.4%)	0.3%
<b>Total Materials &amp; Services</b>		<b>\$34,006</b>	<b>\$47,900</b>	<b>\$33,332</b>	<b>\$160,865</b>	<b>382.6%</b>	<b>16.0%</b>
5621	Information Systems Allocation	\$43,656	\$48,276	\$48,276	\$49,319	2.2%	4.9%
5651	Building & Operations Allocation	73,693	93,622	93,715	103,828	10.8%	10.3%
<b>Total Internal Services</b>		<b>\$117,349</b>	<b>\$141,898</b>	<b>\$141,991</b>	<b>\$153,147</b>	<b>7.9%</b>	<b>15.2%</b>
<b>Total Expenditures</b>		<b>\$719,652</b>	<b>\$754,483</b>	<b>\$750,445</b>	<b>\$1,005,251</b>	<b>34.0%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$719,652	\$754,483	\$750,445	\$1,005,251	34.0%	100.0%
<b>Total</b>		<b>\$719,652</b>	<b>\$754,483</b>	<b>\$750,445</b>	<b>\$1,005,251</b>	<b>34.0%</b>	<b>100.0%</b>

# COMMUNITY DEVELOPMENT: BUILDING

## GOAL

To regulate building construction through plan review, inspection and education in a timely, knowledgeable, and professional manner in order to protect the community's health, safety, and welfare

## INITIATIVES

- Perform 98% of requested inspections by the next business day
- Maintain an average plan check turnaround time of 6 weeks or less
- Provide timely technical information and updates to City procedures for the construction and design communities on the website.
- Make the website a reliable source of information for the homeowner, designer or builder, by providing current forms and educational handouts and other related construction data
- Maintain a new Building & Safety web page that will announce breaking news and alerts when the Construction Community is directly affected, and give the Construction Community a “heads-up” on what code or regulation changes may be coming in the future
- Have 100% of completed building public record documents and plans scanned and converted to digital format, which can be viewed at the public counter



The Building and Safety Division provides a high level of service in response to fluctuating construction demands. Staff reviews and inspects an increasing number of construction projects, including new residential and commercial, as well as commercial tenant improvements and residential remodels. City building inspectors are responsible for inspecting construction for new and remodeled buildings and structures for conformity with approved plans and permits, and ensuring compliance with adopted codes and regulations. The increase in volume of construction activity results in an increase in “requests for action”, which are handled by inspectors or code enforcement officers.

In fiscal year 2011-2012, the Principal Plan Check Engineer position was eliminated and those responsibilities were added to the Building Official position. The loss of one key Plan Check Engineer position, combined with increased construction activity for fiscal year 2011-2012 and anticipated continued increases for fiscal year 2012-2013, will necessitate the need for outside plan check expertise, which is entirely funded by applicants. Use of outside expertise allows building plan check to be accelerated, reducing processing and wait time for the applicant. The outside expertise also provides building inspectors during illness, vacations and unexpectedly large inspection volume days, and allows the Building Division to maintain next day inspection service.

In compliance with the California Public Records Act, the Building Division digitizes all public record building documents and plans upon completion of each project. These records are available for viewing by the public, at the Community Development public counter during business hours. Staff is available to assist the public in the use of the records retrieval system and with requests for reproduction of public records.

Full-Time Staffing	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Adopted	Proposed
Building Official	1	1	1	1
Principal Plan Check Engineer	1	1	-	-
Senior Plan Check Engineer	1	1	1	1
Principal Building Inspector/Safety	1	1	1	1
Senior Building Inspector/Safety	2	2	2	2
Building Inspector	1	1	1	1
Senior Permits Technician	1	1	1	1
Permits Technician	1	1	1	1
Secretary	1	1	1	1
<b>Total</b>	<b>10</b>	<b>10</b>	<b>9</b>	<b>9</b>

Service Indicators & Statistics	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Adopted	Proposed
% - Inspections performed by next business day*	n/a	n/a	n/a	98%
% - Plan checks performed w/avg turnaround time of 6 weeks*	n/a	n/a	n/a	85%
# - New housing units	44	47	53	56
# - Residential Remodel permits issued	815	979	910	1,140
# - Tenant Improvement permits issued*	80	75	n/a	115
# - Inspections Requests	9,572	9,676	9,650	11,275
# - Residential building record requests	465	496	425	450
# - Plans reviewed	1,066	1,129	1,110	1,310
# - Citizen requests for actions (a)	804	1,247	850	1,272

\* New for fiscal year 2012-2013

(a) Citizen requests for action includes direct contact to Community Development regarding items relating to building, planning & traffic issues

Building Object	Description	2010-2011 Actual	2011-2012 Adopted	2011-2012 Y/E Est	2012-2013 Proposed	Var from FY 2012 Y/E	% of Total
4101	Salaries & Allowances	\$934,334	\$740,769	\$778,236	\$738,746	(5.1%)	49.2%
4103	Part-time Salaries	32,397	32,835	36,000	36,000	-	2.4%
4111	Overtime Regular Employees	501	600	579	600	3.6%	0.0%
4201	Group Medical Insurance	116,983	105,659	104,713	115,173	10.0%	7.7%
4202	Medicare Contributions	11,222	9,653	11,425	11,529	0.9%	0.8%
4204	401A Plan City Contributions	8,564	5,629	5,588	5,551	(0.7%)	0.4%
4206	Medical Retirement Contributions	14,724	14,724	10,020	10,840	8.2%	0.7%
4211	PERS Regular Contribution	131,284	134,870	130,955	136,225	4.0%	9.1%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,250,009</b>	<b>\$1,044,739</b>	<b>\$1,077,516</b>	<b>\$1,054,664</b>	<b>(2.1%)</b>	<b>70.2%</b>
5101	Contract Services	\$134,564	\$170,200	\$180,000	\$250,200	39.0%	16.7%
5201	Office Supplies	1,602	-	-	-	-	-
5202	Membership & Dues	1,570	2,070	2,170	2,200	1.4%	0.1%
5203	Reference Materials	6,807	3,500	3,500	2,700	(22.9%)	0.2%
5204	Conferences & Meetings	1,794	4,775	5,075	5,575	9.9%	0.4%
5205	Training	2,172	3,775	3,800	4,565	20.1%	0.3%
5206	Uniforms/Safety Equip	1,685	2,620	2,620	2,620	-	0.2%
5208	Postage	1,108	1,120	1,027	1,120	9.1%	0.1%
5210	Computer Supplies & Software	1,418	650	650	950	46.2%	0.1%
5217	Departmental Supplies	767	480	480	480	-	0.0%
5225	Printing	1,958	2,000	3,700	4,000	8.1%	0.3%
5501	Telephone	3,590	3,800	4,333	4,100	(5.4%)	0.3%
<b>Total Materials &amp; Services</b>		<b>\$159,035</b>	<b>\$194,990</b>	<b>\$207,354</b>	<b>\$278,510</b>	<b>34.3%</b>	<b>18.5%</b>
5621	Information Systems Allocation	\$43,644	\$48,275	\$48,275	\$49,319	2.2%	3.3%
5641	Fleet Rental Allocation	30,140	20,930	20,930	20,930	-	1.4%
5642	Fleet Maintenance Allocation	15,760	16,744	16,523	15,576	(5.7%)	1.0%
5651	Building & Operations Allocation	58,955	74,898	74,972	83,062	10.8%	5.5%
<b>Total Internal Services</b>		<b>\$148,499</b>	<b>\$160,847</b>	<b>\$160,700</b>	<b>\$168,887</b>	<b>5.1%</b>	<b>11.2%</b>
6111	Furniture & Fixtures	-	-	\$2,382	-	(100.0%)	-
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>-</b>	<b>\$2,382</b>	<b>-</b>	<b>(100.0%)</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$1,557,543</b>	<b>\$1,400,576</b>	<b>\$1,447,952</b>	<b>\$1,502,061</b>	<b>3.7%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$1,557,543	\$1,400,576	\$1,447,952	\$1,502,061	3.7%	100.0%
<b>Total</b>		<b>\$1,557,543</b>	<b>\$1,400,576</b>	<b>\$1,447,952</b>	<b>\$1,502,061</b>	<b>3.7%</b>	<b>100.0%</b>



# COMMUNITY DEVELOPMENT: CODE ENFORCEMENT

## GOAL

To gain compliance with state and local regulations through sensitive, timely, and knowledgeable responses to the community in order to maintain and enhance the health, safety, and welfare of the community

## INITIATIVES

- Respond to all complaints within 24 hours or less
- Conduct biannual inspections of the business districts to educate, address and resolve sign, outdoor merchandise, and waste management violations and/or issues
- Proactively resolve potential construction issues that impact residents, such as noise, tree protection, and parking
- Educate builders on Clean Water Act state mandates to ensure construction sites are in full compliance with Best Management Practices



The Code Enforcement Officer responds to complaints regarding potential noncompliant dwelling units and business signage, property maintenance, trash and debris, as well as zoning related concerns. Examples of zoning concerns include fence height, parking, tree removal, drainage, construction, and noise. The Code Enforcement Officer also provides education to the public through personal visits, information brochures, and the City's website.

Most code enforcement actions are initiated by public complaints. A single complaint may generate many follow-up inspections. If voluntary compliance is not met, legal action may be required. Some investigations may find that the complaint is not a violation of the Municipal Code, but rather a civil matter or neighbor dispute. This type of complaint is referred to the South Bay Center for Dispute Resolution Services.

The Residential Construction Officer (RCO) program has successfully reduced the number of complaints regarding construction. The RCO, a code enforcement officer, acts as a liaison between residents and builders to resolve construction issues. As such, the RCO conducts educational meetings with builders before permit issuance, and jobsite meetings with the residents and builders. The RCO proactively assists residents and builders to remedy issues associated with parking, property damage and vandalism, noise, debris, storm water, air quality, and tree protection.

The Code Enforcement Officers are authorized to issue citations for violations, which enables staff to more effectively enforce the Municipal Code and maintain a high level of service to City residents. The projected increase in construction activities will result in an increase in "requests for action" which are normally handled by the code enforcement officers.

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Full-Time Staffing</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Code Enforcement Officer	2	2	2	2

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators &amp; Statistics</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
# - Annual New Cases Reported	496	503	450	460
# - Days to return calls	1	1	1	1
# - Days to conduct first inspection	2	2	2	2
# - Inspections per year	748	1,010	1,000	950
% - Annual cases resolved completely	89%	81%	82%	80%
% - Cases responded within 24 hours (operating hours)*	n/a	n/a	n/a	98%
# - RCO neighborhood meetings	73	71	75	83

\* New for fiscal year 2012-2013



<b>Code Enforcement</b>		<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2012 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$147,676	\$143,365	\$137,875	\$142,063	3.0%	70.5%
4111	Overtime Regular Employees	-	100	-	-	-	-
4201	Group Medical Insurance	12,847	12,819	13,004	14,029	7.9%	7.0%
4202	Medicare Contributions	2,045	2,115	1,942	2,116	9.0%	1.0%
4206	Medical Retirement Contributions	2,940	2,940	2,230	2,410	8.1%	1.2%
4211	PERS Regular Contribution	21,288	25,218	23,808	25,358	6.5%	12.6%
<b>Total Salaries &amp; Benefits</b>		<b>\$186,796</b>	<b>\$186,557</b>	<b>\$178,859</b>	<b>\$185,976</b>	<b>4.0%</b>	<b>92.3%</b>
5201	Office Supplies	\$184	-	-	-	-	-
5202	Membership & Dues	150	400	200	200	-	0.1%
5203	Reference Materials	114	150	150	175	16.7%	0.1%
5204	Conferences & Meetings	1,944	1,300	1,332	1,900	42.6%	0.9%
5205	Training	-	150	233	150	(35.6%)	0.1%
5206	Uniforms/Safety Equip	658	1,000	1,000	1,000	-	0.5%
5208	Postage	299	310	284	310	9.1%	0.2%
5225	Printing	660	1,000	1,000	1,000	-	0.5%
5501	Telephone	208	220	247	250	1.2%	0.1%
<b>Total Materials &amp; Services</b>		<b>\$4,219</b>	<b>\$4,530</b>	<b>\$4,446</b>	<b>\$4,985</b>	<b>12.1%</b>	<b>2.5%</b>
5621	Information Systems Allocation	\$4,368	\$4,828	\$4,828	\$4,932	2.2%	2.4%
5641	Fleet Rental Allocation	7,020	4,010	4,010	4,010	-	2.0%
5642	Fleet Maintenance Allocation	1,677	1,781	1,753	1,657	(5.5%)	0.8%
<b>Total Internal Services</b>		<b>\$13,065</b>	<b>\$10,619</b>	<b>\$10,591</b>	<b>\$10,599</b>	<b>0.1%</b>	<b>5.3%</b>
<b>Total Expenditures</b>		<b>\$204,079</b>	<b>\$201,706</b>	<b>\$193,896</b>	<b>\$201,560</b>	<b>4.0%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$204,079	\$201,706	\$193,896	\$201,560	4.0%	100.0%
<b>Total</b>		<b>\$204,079</b>	<b>\$201,706</b>	<b>\$193,896</b>	<b>\$201,560</b>	<b>4.0%</b>	<b>100.0%</b>

# COMMUNITY DEVELOPMENT: TRAFFIC ENGINEERING

## GOAL

To provide effective management of traffic and land use-related activities involving public property in order to enhance and maintain the quality of life in the community

## INITIATIVES

- Complete a comprehensive parking study for Sepulveda Boulevard from Rosecrans Avenue to Artesia Boulevard
- Evaluate the Valley Drive/Ardmore Avenue Corridor Plan and seek grant funding for the project
- Continue working with all of the Manhattan Beach schools to promote walking and biking programs through the Safe Routes to School Grant and the Walking School Bus Program
- Continue to implement bikeways throughout the City as recommended in the South Bay Cities Master Bike Plan
- Continue to promptly handle citizen requests related to traffic, parking and right-of-way issues



The Traffic Engineering Division is responsible for all parking and traffic-related services in the public right-of-way. This includes conducting traffic and parking studies, reviewing traffic requests and concerns from residents, and implementing traffic control measures such as red curbs, stop signs, loading zones, pavement markings, crosswalks, restrictive parking signs and other traffic engineering services. A licensed, contracted Traffic Engineer performs the technical investigations for all traffic concerns received by the City to ensure that safety and liability issues are thoroughly analyzed before implementing any traffic control measures. In addition, the Division provides staff support to the Parking and Public Improvements Commission, which acts as an advisory board to the City Council.

Traffic Division staff work closely with the Planning Division and the Public Works Department to address potential parking and traffic concerns during the development process. The Division also works with the Police Department to ensure all streets are properly signed in accordance to the California Manual of Uniform Traffic Control Devices and the California Vehicle Code for enforcement purposes, as well as the safety and welfare of the community.

In fiscal year 2011-2012, staff finalized the school area study for Pennekamp Elementary School, completing the City-wide Neighborhood Traffic Management Plan. The City's Traffic Engineer and City staff participated in the development and adoption of the South Bay Bicycle Coalition's multi-jurisdictional Master Bicycle Plan which identifies 30 miles of potential bikeways throughout the City which has resulted in an additional three miles of Bike Routes on Pacific and Redondo Avenues. Staff completed a pilot study at the 40<sup>th</sup> Street El Porto parking lot exit, which allows a northbound and southbound turn movement on Ocean Drive at the exit. Staff also worked with six Manhattan Beach schools to identify and find solutions to improve conditions around schools to promote walking and bicycling to school. Through this collaborative effort, the City was awarded a Federal Safe Routes to School Grant for \$490,600. Through Vitality City and support from staff, five Manhattan Beach elementary schools have successfully launched Walking School Bus programs.

For fiscal year 2012-2013, staff will complete a comprehensive parking study along the Sepulveda Boulevard Corridor, evaluate the Valley Drive/Ardmore Avenue Corridor Plan which includes the relocation of parking at Live Oak Park/Joslyn Center, the modification of Valley/Ardmore, and a modern roundabout at the intersection of Valley/Ardmore/15<sup>th</sup> Street as recommended by the Vitality City Program. Staff will continue to seek grant opportunities to fund non-motorized improvements, and continue partnering with all Manhattan Beach schools to pursue state and federal grant opportunities to increase programs that encourage walking and bicycling to school, all which tie into the Vitality City Program.

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Full-Time Staffing</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Management Analyst	1	1	1	1

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
# - Traffic/parking requests & concerns processed	145	204	220	200
% - Traffic/parking requests processed within 30 days	68%	83%	80%	75%

<b>Traffic Engineering</b>		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2012 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$64,609	\$62,153	\$40,743	\$61,589	51.2%	32.0%
4103	Part-time Salaries	185	-	299	-	(100.0%)	-
4201	Group Medical Insurance	11,692	11,401	14,833	17,056	15.0%	8.8%
4202	Medicare Contributions	904	917	577	917	58.9%	0.5%
4204	401A Plan City Contributions	1,506	1,500	966	1,500	55.3%	0.8%
4206	Medical Retirement Contributions	1,464	1,464	1,110	1,200	8.1%	0.6%
4211	PERS Regular Contribution	8,820	10,373	8,471	10,430	23.1%	5.4%
<b>Total Salaries &amp; Benefits</b>		<b>\$89,179</b>	<b>\$87,808</b>	<b>\$66,999</b>	<b>\$92,692</b>	<b>38.3%</b>	<b>48.1%</b>
5101	Contract Services	\$100,374	\$98,000	\$98,000	\$88,000	(10.2%)	45.7%
5102	Contract Personnel	927	1,800	450	1,800	300.0%	0.9%
5201	Office Supplies	260	-	-	-	-	-
5202	Membership & Dues	65	100	65	100	53.8%	0.1%
5203	Reference Materials	-	150	150	150	-	0.1%
5204	Conferences & Meetings	1,137	1,000	1,000	1,800	80.0%	0.9%
5205	Training	-	150	320	150	(53.1%)	0.1%
5207	Advertising	252	900	750	900	20.0%	0.5%
5217	Departmental Supplies	7,404	-	-	-	-	-
5225	Printing	606	900	900	900	-	0.5%
5501	Telephone	1,114	1,200	1,333	1,300	(2.5%)	0.7%
<b>Total Materials &amp; Services</b>		<b>\$112,139</b>	<b>\$104,200</b>	<b>\$102,968</b>	<b>\$95,100</b>	<b>(7.6%)</b>	<b>49.3%</b>
5621	Information Systems Allocation	\$4,368	\$4,828	\$4,828	\$4,932	2.2%	2.6%
<b>Total Internal Services</b>		<b>\$4,368</b>	<b>\$4,828</b>	<b>\$4,828</b>	<b>\$4,932</b>	<b>2.2%</b>	<b>2.6%</b>
<b>Total Expenditures</b>		<b>\$205,686</b>	<b>\$196,836</b>	<b>\$174,795</b>	<b>\$192,724</b>	<b>10.3%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$205,686	\$196,836	\$174,795	\$192,724	10.3%	100.0%
<b>Total</b>		<b>\$205,686</b>	<b>\$196,836</b>	<b>\$174,795</b>	<b>\$192,724</b>	<b>10.3%</b>	<b>100.0%</b>



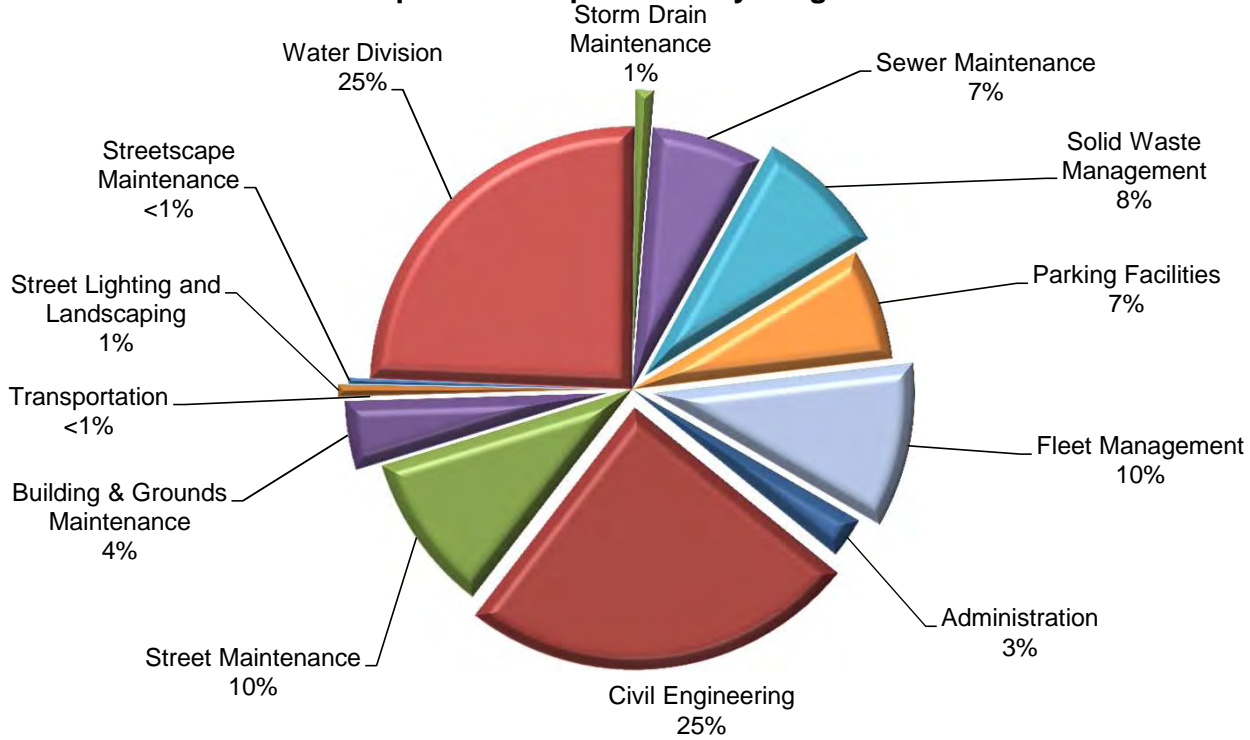
**This Page Left Blank Intentionally**

**PUBLIC WORKS  
DEPARTMENT**



# PUBLIC WORKS DEPARTMENT

## 2012-2013 Department Expenditure by Program



Program Expenditures	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Adopted
Administration	1,180,695	\$1,340,335	\$1,497,439	\$1,362,983
Civil Engineering	2,360,805	3,517,505	6,123,837	13,266,746
Street Maintenance	3,252,634	5,194,548	8,233,466	5,309,358
Building & Grounds Maintenance*	1,907,604	2,163,297	2,193,477	2,283,473
Transportation	7,926	7,868	8,068	8,068
Street Lighting and Landscaping	409,145	401,589	394,726	392,898
Streetscape Maintenance	157,917	182,062	182,275	201,631
Water Division	9,692,145	12,657,963	12,493,567	13,222,851
Solid Waste Management	4,384,730	4,549,628	4,332,751	4,398,284
Storm Drain Maintenance	255,952	657,187	1,303,569	598,089
Sewer Maintenance	1,654,842	3,061,557	4,549,497	3,688,710
Parking Facilities	2,756,132	2,916,972	4,033,505	3,713,395
Fleet Management	1,141,984	5,019,823	2,162,290	5,499,844
<b>Total</b>	<b>\$29,162,512</b>	<b>\$41,670,334</b>	<b>\$47,508,468</b>	<b>\$53,946,330</b>

Enterprise Revenues	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Adopted
Water	\$9,619,633	\$12,576,100	\$12,597,984	\$14,874,414
Stormwater	364,822	366,200	357,002	359,350
Wastewater	2,636,210	2,825,030	3,114,565	3,377,186
Refuse	4,214,786	4,568,373	4,359,149	4,566,324
Parking	2,601,588	2,113,447	2,292,058	2,299,594
State & County Lots	924,122	885,800	1,016,055	1,031,363
<b>Total</b>	<b>\$20,361,161</b>	<b>\$23,334,950</b>	<b>\$23,736,813</b>	<b>\$26,508,231</b>
<b>Full-Time Positions</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>58</b>

\*Beginning fiscal year 2011-2012, Electrical Maintenance will be part of Building & Grounds Maintenance. The above numbers have been adjusted accordingly.

# PUBLIC WORKS: ADMINISTRATION

## GOAL

To provide administrative support to the various functions of the Public Works Department

## INITIATIVES

- Deliver overall direction and leadership for the variety of Public Works services provided to the residents
- Provide leadership and management to ensure the most effective delivery of services to our citizens
- Implement programs and seek grant funding to assist with Public Works projects
- Continue environmental initiatives through the City's Environmental Program



The responsibilities within this Division include customer service, preparing department billing and payroll, filing and management of Public Works grants, and support with government contracts. The Department's budget and the City's Capital Improvement Plan are created and managed by the Public Works Administrative staff. Departmental infrastructure needs include the computer network, work order management system, radio communication system and physical improvements to Public Works facilities. Administrative staff ultimately implements programs to ensure County, State and Federal requirements are achieved.

In fiscal year 2011-2012, the City's Environmental Program was moved from the City Manager's Office to Public Works Administration. Environmental initiatives have been an area of priority for the community, and in 2008 City Council appointed a 19-member citizen Environmental Task Force to review environmental issues and make recommendations to the City Council. The Environmental Task Force made successful recommendations in the areas of sustainable building standards, updates to the City's Water Conservation Ordinance, solid waste management and energy efficiency. City Council voted to continue the work of the ETF and in January 2011 adopted an Environmental Work Plan and appointed 10 new Task Force members. This second term of the ETF resulted in a presentation of program recommendations to City Council in Fall 2011, all of which were approved. The volunteer members have implemented the approved programs in energy efficiency and water conservation to promote sustainability throughout the community. Fiscal year 2012-2013 will continue to focus on the initiatives outlined in the approved Environmental Work Plan relating to energy efficiency and renewable energy, sustainable landscaping and water conservation, and waste reduction initiatives.

Full-Time Staffing	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Adopted	Proposed
Director	1	1	1	1
Utilities Manager	1	1	1	1
Wastewater & Electrical Supervisor	1	1	1	1
Maintenance Superintendent	1	1	1	1
Environmental Programs Manager	-	-	1	1
Senior Management Analyst	-	-	-	0.25
Management Analyst	1	1	1	1
Executive Secretary	1	1	1	1
<b>Total</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>7.25</b>



Administration		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$659,125	\$728,955	\$746,315	\$734,627	(1.6%)	53.9%
4103	Part-time Salaries	-	-	303	-	(100.0%)	-
4111	Overtime Regular Employees	40	-	44	-	(100.0%)	-
4201	Group Medical Insurance	60,108	65,640	71,668	86,888	21.2%	6.4%
4202	Medicare Contributions	9,399	10,755	10,642	10,938	2.8%	0.8%
4204	401A Plan City Contributions	22,908	26,985	27,089	27,824	2.7%	2.0%
4205	Worker's Compensation	-	12,180	12,180	20,681	69.8%	1.5%
4206	Medical Retirement Contributions	8,832	10,296	8,740	9,470	8.4%	0.7%
4211	PERS Regular Contribution	93,162	125,693	120,791	128,445	6.3%	9.4%
<b>Total Salaries &amp; Benefits</b>		<b>\$853,574</b>	<b>\$980,504</b>	<b>\$997,772</b>	<b>\$1,018,873</b>	<b>2.1%</b>	<b>74.8%</b>
5101	Contract Services	\$121,629	\$13,340	\$39,526	\$13,340	(66.3%)	1.0%
5201	Office Supplies	4,018	8,160	8,160	13,460	65.0%	1.0%
5202	Membership & Dues	225	1,105	1,005	1,105	10.0%	0.1%
5203	Reference Materials	-	100	100	100	-	0.0%
5204	Conferences & Meetings	1,172	3,755	3,755	3,755	-	0.3%
5205	Training	-	300	300	300	-	0.0%
5207	Advertising	-	6,000	6,000	7,000	16.7%	0.5%
5208	Postage	177	180	281	180	(36.1%)	0.0%
5210	Computers, Supplies & Software	-	-	-	5,800	-	0.4%
5217	Departmental Supplies	3,008	12,000	12,000	12,000	-	0.9%
5225	Printing	98	100	150	150	-	0.0%
5240	Assessments & Taxes	-	18,445	-	-	-	-
5501	Telephone	6,731	7,900	8,993	8,900	(1.0%)	0.7%
5502	Electricity	23,550	24,375	23,903	23,903	0.0%	1.8%
5503	Natural Gas	8,523	9,025	7,695	7,849	2.0%	0.6%
<b>Total Materials &amp; Services</b>		<b>\$169,130</b>	<b>\$104,785</b>	<b>\$111,869</b>	<b>\$97,842</b>	<b>(12.5%)</b>	<b>7.2%</b>
5611	Warehouse Services	\$969	\$1,500	\$1,000	\$1,000	-	0.1%
5621	Information Systems Allocation	65,472	72,413	72,413	73,978	2.2%	5.4%
5631	Insurance Allocation	37,020	161,100	161,100	132,138	(18.0%)	9.7%
5641	Fleet Rental Allocation	18,520	5,070	5,070	5,070	-	0.4%
5642	Fleet Maintenance Allocation	18,219	14,963	14,770	13,919	(5.8%)	1.0%
<b>Total Internal Services</b>		<b>\$140,200</b>	<b>\$255,046</b>	<b>\$254,353</b>	<b>\$226,105</b>	<b>(11.1%)</b>	<b>16.6%</b>
6212	CIP Bldg & Facilities - CYr	\$2,556	-	\$115,000	-	(100.0%)	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$2,556</b>	<b>-</b>	<b>\$115,000</b>	<b>-</b>	<b>(100.0%)</b>	<b>-</b>
9101	Transfers Out	\$15,235	-	\$18,445	\$20,163	9.3%	1.5%
<b>Total Transfers</b>		<b>\$15,235</b>	<b>-</b>	<b>\$18,445</b>	<b>\$20,163</b>	<b>9.3%</b>	<b>1.5%</b>
<b>Total Expenditures</b>		<b>\$1,180,695</b>	<b>\$1,340,335</b>	<b>\$1,497,439</b>	<b>\$1,362,983</b>	<b>(9.0%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$1,178,139	\$1,340,335	\$1,382,439	\$1,362,983	(1.4%)	100.0%
Capital Improvement		2,556	-	115,000	-	(100.0%)	-
<b>Total</b>		<b>\$1,180,695</b>	<b>\$1,340,335</b>	<b>\$1,497,439</b>	<b>\$1,362,983</b>	<b>(9.0%)</b>	<b>100.0%</b>

# PUBLIC WORKS: CIVIL ENGINEERING

## GOAL

To ensure that the City's infrastructure is in good working condition and meets the needs of the community by implementing projects to maintain and improve public infrastructure, and providing mapping of the City's assets through a Geographic Information System (GIS)

## INITIATIVES

- Implement water and wastewater system improvement projects
- Rehabilitate select City buildings
- Determine condition of City facilities and prioritize needed improvements
- Work with the Community Development Department staff to implement community vehicle, bicycle and pedestrian improvements.
- Rehabilitate arterial streets and slurry seal 15% of residential streets
- Continue design efforts for the Sepulveda Bridge Widening Project
- Provide coordination and oversight of utility undergrounding work including design, construction, assessments and Proposition 218 balloting
- Capture and enter infrastructure data into the Geographic Information System and make portions available for public web access



The Engineering Division of the Public Works Department is tasked with improving and documenting the City's infrastructure and facility assets. The Division completes capital improvement projects to improve City streets, sewers, water mains, storm drains, pump stations, City buildings, parks and other City-owned assets. Information regarding City infrastructure and assets is managed by an extensive Geographic Information System. This system maps infrastructure assets with associated attributes to facilitate operation and maintenance. The Engineering Division also manages traffic signal maintenance, and reviews and inspects private development work in the public right-of-way.

Significant projects to be pursued in fiscal year 2012-2013 include water and sewer projects in the Sand, Hill and Mira Costa areas of town, repaving of Rosecrans, Ardmore, Highland and Manhattan Avenues, continued design of the Sepulveda Bridge Widening and Strand Stairs Improvements, improvements to pier railing and pier buildings, and improvements to downtown crosswalks and traffic signals. Additionally, Utility Undergrounding Districts 12, 14 and 15 are scheduled for Proposition 218 balloting in fiscal year 2012-2013. Condition assessments will also be conducted on City buildings, parking structures and storm drains.

Full-Time Staffing	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Adopted	Proposed
City Engineer	1	1	1	1
Principal Civil Engineer	1	1	1	1
Senior Civil Engineer	2	2	2	2
Associate Engineer	1	-	-	-
Engineering Technician I/II	1	1	1	1
GIS Analyst	1	1	1	1
Public Works Inspector	1	1	1	1
Secretary	1	1	1	1
GIS Technician	-	-	-	0.2
<b>Total</b>	<b>9</b>	<b>8</b>	<b>8</b>	<b>8.2</b>

Service Indicators	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Adopted	Proposed
\$ - Value of Projects Completed	\$2,575,000	\$3,750,000	\$6,500,000	\$21,258,437
% - Projects Completed on Schedule	n/a	91%	100%	100%
% - Projects Completed Within Budget	100%	100%	100%	100%
# - Projects Completed	5	11	9	30
% - Completed Proj Record Drawings Scanned/Georeferenced	n/a	100%	100%	100%
# - Custom maps produced per year	224	235	200	200
# - GIS Data Layers Added or Updated	n/a	39	30	50

Civil Engineering	2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Proposed	FY 2012 Y/E	Total
4101 Salaries & Allowances	\$745,215	\$728,534	\$746,788	\$735,122	(1.6%)	5.5%
4103 Part-time Salaries	13,102	12,240	12,240	12,240	-	0.1%
4111 Overtime Regular Employees	-	820	500	820	64.0%	0.0%
4201 Group Medical Insurance	96,318	94,298	97,054	108,810	12.1%	0.8%
4202 Medicare Contributions	10,753	10,926	10,742	11,134	3.6%	0.1%
4204 401A Plan City Contributions	15,818	15,757	15,818	15,757	(0.4%)	0.1%
4206 Medical Retirement Contributions	11,772	11,772	9,140	9,890	8.2%	0.1%
4211 PERS Regular Contribution	107,522	126,593	122,754	129,655	5.6%	1.0%
4213 PARS Retirement Contribution	405	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$1,000,905</b>	<b>\$1,000,940</b>	<b>\$1,015,036</b>	<b>\$1,023,428</b>	<b>0.8%</b>	<b>7.7%</b>
5101 Contract Services	\$129,820	\$120,610	\$98,145	\$110,110	12.2%	0.8%
5104 Computer Contract Services	18,420	25,320	33,993	30,720	(9.6%)	0.2%
5201 Office Supplies	3,056	5,300	3,200	-	(100.0%)	-
5202 Membership & Dues	1,214	1,175	1,175	1,410	20.0%	0.0%
5203 Reference Materials	-	300	300	300	-	0.0%
5204 Conferences & Meetings	2,218	4,015	4,015	5,075	26.4%	0.0%
5205 Training	992	1,500	1,450	1,500	3.4%	0.0%
5206 Uniforms/Safety Equip	490	280	280	280	-	0.0%
5207 Advertising	-	750	250	750	200.0%	0.0%
5208 Postage	9,043	9,380	8,632	9,380	8.7%	0.1%
5210 Computer Supplies & Software	20,789	4,500	9,577	-	(100.0%)	-
5212 Office Equip Maintenance	1,785	2,000	1,785	2,000	12.0%	0.0%
5217 Departmental Supplies	5,863	5,600	5,600	5,600	-	0.0%
5225 Printing	184	150	300	150	(50.0%)	0.0%
5268 UAD Construction Fund Refunds	-	-	(903)	-	(100.0%)	-
5501 Telephone	5,999	7,300	8,198	8,100	(1.2%)	0.1%
<b>Total Materials &amp; Services</b>	<b>\$199,873</b>	<b>\$188,180</b>	<b>\$175,997</b>	<b>\$175,375</b>	<b>(0.4%)</b>	<b>1.3%</b>
5611 Warehouse Services	\$452	\$650	\$650	\$650	-	0.0%
5621 Information Systems Allocation	30,552	33,793	33,793	34,523	2.2%	0.3%
5641 Fleet Rental Allocation	-	5,110	5,110	5,110	-	0.0%
5642 Fleet Maintenance Allocation	5,813	6,175	6,100	5,744	(5.8%)	0.0%
5651 Building & Operations Allocation	44,216	56,173	56,228	62,297	10.8%	0.5%
<b>Total Internal Services</b>	<b>\$81,033</b>	<b>\$101,901</b>	<b>\$101,881</b>	<b>\$108,324</b>	<b>6.3%</b>	<b>0.8%</b>
6121 Machinery & Equipment	-	-	-	\$20,629	-	0.2%
6141 Computer Equipment & Software	-	-	-	21,000	-	0.2%
6202 Studies, Audits & Analysis	-	-	-	100,000	-	0.8%
6212 CIP Bldg & Facilities - CYr	-	300,000	300,000	1,440,000	380.0%	10.9%
6222 CIP Street Improvement - CYr	31,147	958,236	1,312,508	9,415,378	617.4%	71.0%
6232 CIP Utility Improvements - CYr	1,941	-	209,944	-	(100.0%)	-
6252 CIP Landscape & Site - CYr	69,125	-	1,920,000	-	(100.0%)	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$102,213</b>	<b>\$1,258,236</b>	<b>\$3,742,452</b>	<b>\$10,997,007</b>	<b>193.8%</b>	<b>82.9%</b>
7101 Bond Principal	\$480,000	\$490,000	\$490,000	\$510,000	4.1%	3.8%
7102 Bond Interest	488,862	469,748	466,951	444,112	(4.9%)	3.3%
7103 Bond Administration Fee	7,920	8,500	7,920	8,500	7.3%	0.1%
7106 Bond Redemption Call	-	-	123,600	-	(100.0%)	-
<b>Total Debt Service</b>	<b>\$976,782</b>	<b>\$968,248</b>	<b>\$1,088,471</b>	<b>\$962,612</b>	<b>(11.6%)</b>	<b>7.3%</b>
<b>Total Expenditures</b>	<b>\$2,360,805</b>	<b>\$3,517,505</b>	<b>\$6,123,837</b>	<b>\$13,266,746</b>	<b>116.6%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$1,266,235	\$1,291,021	\$1,293,817	\$1,348,756	4.2%	10.2%
Federal Grants	-	-	1,600,000	-	(100.0%)	-
Prop C	12,927	958,236	1,424,640	8,715,937	511.8%	65.7%
Capital Improvement	89,286	300,000	717,812	2,239,441	212.0%	16.9%
Underground Assessment	15,575	-	(903)	-	(100.0%)	-
Special Assessment Redemption Fund	976,782	968,248	1,088,471	962,612	(11.6%)	7.3%
<b>Total</b>	<b>\$2,360,805</b>	<b>\$3,517,505</b>	<b>\$6,123,837</b>	<b>\$13,266,746</b>	<b>116.6%</b>	<b>100.0%</b>

# PUBLIC WORKS: STREET MAINTENANCE

## GOAL

To provide clean and safe roadways, sidewalks, medians, and traffic signage through proactive inspections, maintenance, repair services, and an aggressive graffiti removal program

## INITIATIVES

- Continue conversion of painted markings to thermoplastic markings as part of slurry program
- Work with the Community Development Department to sign and mark bikeways as approved
- Continue quarterly view obstruction abatements as part of the sign management program
- Assist with street improvements for annual slurry program, upcoming sewer and water line replacement projects, and other capital improvement street projects
- Continue with the identification of displaced sidewalks and other hazards and the notification of property owners
- Continue Sepulveda Boulevard sidewalk repairs through the subsidized CalTrans Delegated Maintenance Agreement
- Provide support for special events, partner with event coordinators to reduce costs, and use the GovOutreach work order system to streamline processes and job costing
- Assess requests for street tree removals, and integrate new contracted tree trimming contract and tree inventory to forecast tree care budget and optimize trimming cycles
- Investigate ways to conserve resources, and use environmentally sustainable and/or recycled materials and methodologies when possible to save energy



The Street Maintenance Division re-stripes painted traffic centerlines annually through a competitively bid contract. Other pavement markings including traffic legends, stop bars, crosswalks and curb markings are repainted every two years. By using the City's established seven district maintenance areas to drive repair cycles, every area of the City is routinely inspected for pavement defects, condition of signs and markings, sidewalk displacements and tree issues. This allows staff to better answer residents' questions regarding the frequency of repairs, make field staff more efficient in performing their duties, and foster accurate budget forecasting.

The fiscal year 2012-2013 initiatives include the continued conversion to thermoplastic markings through the annual slurry seal program. Thermoplastic markings will typically last five to seven years depending on traffic conditions. These markings will create safer roadways over a longer period of time. The resulting labor cost savings from this program will be used to aggressively pursue curb marking maintenance, marking and signage upgrades, inspections and monitoring, and traffic inventory database upkeep. In addition, the Street Maintenance Division is fully staffed entering fiscal year 2012-2013, which will provide maximum labor ability for scheduled projects.

The fiscal year 2012-2013 budget includes funds for landscaping, tree trimming and inventory, street medians maintenance, and re-striping traffic centerlines (object 5101). Supplies such as cement, concrete, asphalt, and other related materials are budgeted in departmental supplies (object 5217).

Full-Time Staffing	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Adopted	Proposed
Maintenance Worker IV	2	2	2	2
Secretary	1	1	1	1
Maintenance Worker III	1	1	1	1
Maintenance Worker I/II	8.5	8.5	9	9
Electrician	-	-	-	0.2
<b>Total</b>	<b>12.5</b>	<b>12.5</b>	<b>13</b>	<b>13.2</b>

Service Indicators	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Adopted	Proposed
% - Potholes filled within 10 days of work order placement*	n/a	n/a	n/a	50%
% - Good/Better condition ratings of regulatory signs	89%	n/a	90%	90%
# - Traffic signs replaced/installed	374	1,088	1,000	1,000
# - Ramping/temporary Sidewalk Repairs	25	20	50	30
# - Asphalt/Concrete Patches	712	241	300	500
# - Graffiti sites abated	311	308	500	300

\* New for fiscal year 2012-2013

Street Maintenance Object	Description	2010-2011 Actual	2011-2012 Adopted	2011-2012 Y/E Est	2012-2013 Proposed	Var from FY 2012 Y/E	% of Total
4101	Salaries & Allowances	\$644,338	\$712,863	\$703,473	\$717,045	1.9%	13.5%
4103	Part-time Salaries	50	-	-	-	-	-
4111	Overtime Regular Employees	16,099	10,197	6,163	8,726	41.6%	0.2%
4114	Overtime Special Events	16,336	14,470	21,216	29,361	38.4%	0.6%
4201	Group Medical Insurance	137,267	157,278	152,394	156,470	2.7%	2.9%
4202	Medicare Contributions	8,621	9,520	9,449	9,659	2.2%	0.2%
4203	Unemployment	5,400	22,500	22,500	22,500	-	0.4%
4204	401A Plan City Contributions	3,314	3,301	3,314	3,301	(0.4%)	0.1%
4205	Worker's Compensation	139,896	23,460	23,460	53,735	129.0%	1.0%
4206	Medical Retirement Contributions	18,384	19,116	14,710	15,910	8.2%	0.3%
4211	PERS Regular Contribution	99,670	125,102	118,587	125,792	6.1%	2.4%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,089,374</b>	<b>\$1,097,807</b>	<b>\$1,075,266</b>	<b>\$1,142,499</b>	<b>6.3%</b>	<b>21.5%</b>
5101	Contract Services	\$157,412	\$238,189	\$249,599	\$248,463	(0.5%)	4.7%
5202	Membership & Dues	180	75	149	165	10.7%	0.0%
5204	Conferences & Meetings	957	900	-	-	-	-
5205	Training	1,680	1,584	6,862	2,484	(63.8%)	0.0%
5206	Uniforms/Safety Equip	4,028	5,200	6,442	5,200	(19.3%)	0.1%
5207	Advertising	378	-	-	-	-	-
5208	Postage	44	-	-	-	-	-
5209	Tools & Minor Equip	-	1,500	3,438	3,000	(12.7%)	0.1%
5217	Departmental Supplies	131,483	143,015	191,418	188,415	(1.6%)	3.5%
5502	Electricity	34,310	30,965	34,724	34,724	(0.0%)	0.7%
5504	Water	25,876	19,160	29,157	35,280	21.0%	0.7%
<b>Total Materials &amp; Services</b>		<b>\$356,348</b>	<b>\$440,588</b>	<b>\$521,789</b>	<b>\$517,731</b>	<b>(0.8%)</b>	<b>9.8%</b>
5601	Administrative Service Charge	\$78,211	\$11,974	\$11,974	-	(100.0%)	-
5611	Warehouse Services	7,296	10,000	6,200	6,200	-	0.1%
5621	Information Systems Allocation	21,828	24,138	24,138	34,523	43.0%	0.7%
5631	Insurance Allocation	328,020	352,980	352,980	93,308	(73.6%)	1.8%
5641	Fleet Rental Allocation	155,160	131,600	131,600	127,490	(3.1%)	2.4%
5642	Fleet Maintenance Allocation	104,666	104,931	103,568	97,607	(5.8%)	1.8%
<b>Total Internal Services</b>		<b>\$695,182</b>	<b>\$635,623</b>	<b>\$630,460</b>	<b>\$359,128</b>	<b>(43.0%)</b>	<b>6.8%</b>
6222	CIP Street Improvement - CYr	\$1,052,219	\$3,020,530	\$6,005,951	\$3,210,000	(46.6%)	60.5%
6202	Studies Audits & Analysis	-	-	-	80,000	-	1.5%
6252	CIP Landscape & Site - CYr	59,511	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$1,111,730</b>	<b>\$3,020,530</b>	<b>\$6,005,951</b>	<b>\$3,290,000</b>	<b>(45.2%)</b>	<b>62.0%</b>
<b>Total Expenditures</b>		<b>\$3,252,634</b>	<b>\$5,194,548</b>	<b>\$8,233,466</b>	<b>\$5,309,358</b>	<b>(35.5%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$2,062,693	\$2,162,044	\$2,215,541	\$2,019,358	(8.9%)	38.0%
Gas Tax Fund		1,121,842	2,620,530	3,622,213	870,000	(76.0%)	16.4%
Federal & State Grants Fund		3,604	-	1,969,145	-	(100.0%)	-
Prop C		4,985	11,974	426,567	-	(100.0%)	-
Capital Improvement Fund		59,511	-	-	2,420,000	-	45.6%
Measure R		-	400,000	-	-	-	-
<b>Total</b>		<b>\$3,252,634</b>	<b>\$5,194,548</b>	<b>\$8,233,466</b>	<b>\$5,309,358</b>	<b>(35.5%)</b>	<b>100.0%</b>

# PUBLIC WORKS: BUILDING & GROUNDS

## GOAL

To provide a clean, safe and accessible environment for all users of City-owned public facilities through responsive maintenance, remodeling and repair services, and to maintain and repair all electrical systems and apparatus throughout City facilities in order to provide reliable services to the community

## INITIATIVES

- Assist project team with the Heating, Ventilating, and Air Conditioning (HVAC) retrofit/virtual plant at City Hall as identified in the Level III Energy Audit measures presented to City Council through the Environmental Task Force
- Continue maintenance painting program, including Fire Station 2 and Postal Annex
- Monitor new Metlox and Civic Center plaza and fountain maintenance contract to maintain high quality standards
- Continue partnership with the Manhattan Beach Little League and American Youth Soccer Organization to develop sustainable maintenance programs with abbreviated budgets
- Continue partnership with various businesses and groups during the year to support the many events occurring throughout the City, and work on ways to contain event costs
- Monitor landscape maintenance contract, with an emphasis on maximizing services and lowering overall costs, including any and all sustainable environmental practices at the City's disposal
- Monitor janitorial maintenance contract to maximize budget savings without compromising sanitary and cleanliness standards
- Track electrical performance and assess needs through Government Outreach work order application
- Implement a Demand Response program in partnership with Southern California Edison to allow for reduction in electrical demand during peak use periods
- Perform a thorough analysis of the street, park and field lighting, and develop a program of upgrades or repairs as appropriate
- Respond to routine electrical work orders within 10 working days
- Add select school sites to the City's central irrigation system
- Integrate tree trimming contract and tree inventory to forecast tree care budget and best trimming cycles



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

The fiscal year 2012-2013 budget includes funds for Building and Grounds maintenance contracts managed by the City (object 5101), and supplies and materials (object 5217).

	2009-2010 Actual	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed
<b>Full-Time Staffing</b>				
Maintenance Worker IV	1	1	1	1
Maintenance Worker III	1	-	-	-
Building Repair Craftsperson	3	3	3	3
Maintenance Worker I/II	1	1	1	1
Electrician*	1	1	1	1.20
<b>Total</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>6.20</b>

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



	2009-2010	2010-2011	2011-2012	2012-2013
Service Indicators	Actual	Actual	Adopted	Proposed
% - All work orders requiring emergency response	2%	3%	2%	2%
% - Electrical work orders responded to w/in 10 days*	n/a	n/a	n/a	90%
% - Bldg/Grounds work orders completed*	93%	88%	91%	97%

\* New for fiscal year 2012-2013

Building & Grounds		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$312,980	\$370,395	\$302,237	\$389,202	28.8%	17.0%
4111	Overtime Regular Employees	3,444	8,851	4,600	4,802	4.4%	0.2%
4201	Group Medical Insurance	45,341	65,417	48,187	74,582	54.8%	3.3%
4202	Medicare Contributions	3,597	4,469	3,431	4,759	38.7%	0.2%
4204	401A Plan City Contributions	1,723	1,717	1,723	1,717	(0.3%)	0.1%
4206	Medical Retirement Contributions	10,296	10,296	6,900	7,470	8.3%	0.3%
4211	PERS Regular Contribution	49,482	65,005	57,120	68,410	19.8%	3.0%
<b>Total Salaries &amp; Benefits</b>		<b>\$426,863</b>	<b>\$526,150</b>	<b>\$424,198</b>	<b>\$550,942</b>	<b>29.9%</b>	<b>24.1%</b>
5101	Contract Services	\$788,711	\$1,068,128	\$1,117,561	\$1,026,862	(8.1%)	45.0%
5102	Contract Personnel	-	-	30,661	-	(100.0%)	-
5205	Training	612	2,554	2,554	3,614	41.5%	0.2%
5206	Uniforms/Safety Equip	1,885	3,900	2,800	3,900	39.3%	0.2%
5207	Advertising	140	-	-	-	-	-
5209	Tools & Minor Equip	768	1,000	1,693	1,000	(40.9%)	0.0%
5217	Departmental Supplies	208,598	168,549	168,549	218,893	29.9%	9.6%
5225	Printing	-	150	150	150	-	0.0%
5501	Telephone	189	200	225	225	0.2%	0.0%
5502	Electricity	141,177	147,390	136,984	136,984	(0.0%)	6.0%
5503	Natural Gas	5,201	5,654	4,654	4,747	2.0%	0.2%
5504	Water	195,754	154,089	218,126	263,932	21.0%	11.6%
<b>Total Materials &amp; Services</b>		<b>\$1,343,033</b>	<b>\$1,551,614</b>	<b>\$1,683,957</b>	<b>\$1,660,307</b>	<b>(1.4%)</b>	<b>72.7%</b>
5601	Administrative Service Charge	\$31,434	-	-	-	-	-
5611	Warehouse Services	17,589	15,500	15,690	15,850	1.0%	0.7%
5621	Information Systems Allocation	8,724	9,655	9,655	-	(100.0%)	-
5631	Insurance Allocation	-	3,540	3,540	1,684	(52.4%)	0.1%
5641	Fleet Rental Allocation	49,600	26,080	26,080	26,080	-	1.1%
5642	Fleet Maintenance Allocation	28,951	30,758	30,357	28,610	(5.8%)	1.3%
<b>Total Internal Services</b>		<b>\$136,297</b>	<b>\$85,533</b>	<b>\$85,322</b>	<b>\$72,224</b>	<b>(15.4%)</b>	<b>3.2%</b>
<b>Total Expenditures</b>		<b>\$1,906,193</b>	<b>\$2,163,297</b>	<b>\$2,193,477</b>	<b>\$2,283,473</b>	<b>4.1%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$994,773	\$944,496	\$980,116	\$979,934	(0.0%)	42.9%
Capital Improvement		-	-	-	-	-	-
Building Maintenance		912,831	1,218,801	1,213,360	1,303,539	7.4%	57.1%
<b>Total</b>		<b>\$1,907,604</b>	<b>\$2,163,297</b>	<b>\$2,193,477</b>	<b>\$2,283,473</b>	<b>4.1%</b>	<b>100.0%</b>

# PUBLIC WORKS: STREET LIGHTING & LANDSCAPING

## GOAL

To administer funds received from the Street Lighting & Landscaping Assessment Districts to pay for energy and maintenance costs of street lights within the City

## INITIATIVES

- Analyze current rate structure
- Continue use of the Government Outreach web application to manage failed lamp reporting
- Revisit inclusion of street, tree and sidewalk maintenance into assessment structure
- Partner with Southern California Edison regarding light-emitting diode (LED) street lighting upgrades in Manhattan Beach, and monitor progress of Southern California Edison LED field trials
- Perform quarterly lighting surveys to ensure street lights are working properly



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

For fiscal year 2012-2013, the assessment rate will remain the same as last year. If the City were to change this rate in the future, citizen approval would be required through a Proposition 218 vote. Currently, the assessments are insufficient to cover the costs therefore the City subsidizes the districts with General Fund monies. A future rate increase is necessary to sustain service levels.

Street Lighting & Landscaping		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2012 Y/E	Total
5101	Contract Services	\$6,680	\$7,000	\$7,000	\$7,000	-	1.8%
5217	Departmental Supplies	314	1,553	3,135	5,500	75.4%	1.4%
5502	Electricity	301,262	302,866	294,775	294,776	0.0%	75.0%
5503	Natural Gas	39,645	46,920	46,566	42,372	(9.0%)	10.8%
<b>Total Materials &amp; Services</b>		<b>\$347,901</b>	<b>\$358,339</b>	<b>\$351,476</b>	<b>\$349,648</b>	<b>(0.5%)</b>	<b>89.0%</b>
5601	Administrative Service Charge	\$61,244	\$43,250	\$43,250	\$43,250	-	11.0%
<b>Total Internal Services</b>		<b>\$61,244</b>	<b>\$43,250</b>	<b>\$43,250</b>	<b>\$43,250</b>	<b>-</b>	<b>11.0%</b>
<b>Total Expenditures</b>		<b>\$409,145</b>	<b>\$401,589</b>	<b>\$394,726</b>	<b>\$392,898</b>	<b>(0.5%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Street Lighting & Landscaping		\$271,006	\$269,400	\$271,334	\$271,691	0.1%	0.6915052
Subsidy from General Fund (Transfer In)		138,139	132,189	123,392	121,207	(1.8%)	30.8%
<b>Total</b>		<b>\$409,145</b>	<b>\$401,589</b>	<b>\$394,726</b>	<b>\$392,898</b>	<b>(0.5%)</b>	<b>100.0%</b>



# PUBLIC WORKS: DOWNTOWN STREETScape

## GOAL

To provide high quality maintenance and repair services for the downtown streetscape area in order to beautify and improve the aesthetics of downtown

## INITIATIVES

- Ensure high level landscape and custodial maintenance in the Downtown area
- Implement a new maintenance contract and provide a seamless transition to new specifications
- Continue program of purchasing and installing new recycling containers through the use of grant funding, and modify existing receptacles for better usability
- Research and identify alternatives to tile crosswalks



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

In fiscal year 2012-2013 the total assessments collected for this zone, which have remained unchanged for several years, will total approximately \$107,490, while total operating expenditures are estimated at \$201,631. The City's General Fund subsidizes this shortfall. An Assessment District vote would be required to correct this imbalance. The fiscal year 2012-2013 budget includes landscaping maintenance and pest control which appear under Contract Services (object 5101).

	2009-2010 Actual	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed
<b>Full-Time Staffing</b>				
Maintenance Worker I/II	1	1	0.5	0.5

Streetscape Maintenance Object Description	2010-2011 Actual	2011-2012 Adopted	2011-2012 Y/E Est	2012-2013 Proposed	Var from FY 2012 Y/E	% of Total
4101 Salaries & Allowances	\$27,940	\$27,976	\$28,001	\$27,976	(0.1%)	13.9%
4111 Overtime Regular Employees	131	-	81	383	372.8%	0.2%
4201 Group Medical Insurance	7,402	7,368	7,295	8,342	14.4%	4.1%
4202 Medicare Contributions	387	406	387	412	6.5%	0.2%
4206 Medical Retirement Contributions	1,464	732	560	600	7.1%	0.3%
4211 PERS Regular Contribution	4,115	4,921	4,741	4,994	5.3%	2.5%
<b>Total Salaries &amp; Benefits</b>	<b>\$41,439</b>	<b>\$41,403</b>	<b>\$41,065</b>	<b>\$42,707</b>	<b>4.0%</b>	<b>21.2%</b>
5101 Contract Services	\$61,835	\$50,898	\$50,898	\$61,136	20.1%	30.3%
5201 Office Supplies	97	-	-	-	-	-
5205 Training	74	-	-	-	-	-
5206 Uniforms/Safety Equip	200	-	14	325	2221.4%	0.2%
5217 Departmental Supplies	7,275	12,300	12,300	18,600	51.2%	9.2%
5502 Electricity	13,272	14,197	12,276	12,276	0.0%	6.1%
5504 Water	2,558	1,822	4,264	5,160	21.0%	2.6%
<b>Total Materials &amp; Services</b>	<b>\$85,312</b>	<b>\$79,217</b>	<b>\$79,752</b>	<b>\$97,497</b>	<b>22.3%</b>	<b>48.4%</b>
5601 Administrative Service Charge	-	\$41,986	\$41,986	\$41,986	-	20.8%
5611 Warehouse Services	73	-	106	500	371.7%	0.2%
5641 Fleet Rental Allocation	24,140	12,070	12,070	12,070	-	6.0%
5642 Fleet Maintenance Allocation	6,953	7,386	7,296	6,871	(5.8%)	3.4%
<b>Total Internal Services</b>	<b>\$31,165</b>	<b>\$61,442</b>	<b>\$61,458</b>	<b>\$61,427</b>	<b>(0.1%)</b>	<b>30.5%</b>
<b>Total Expenditures</b>	<b>\$157,917</b>	<b>\$182,062</b>	<b>\$182,275</b>	<b>\$201,631</b>	<b>10.6%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
Streetlighting & Landscape	\$108,155	\$106,850	\$107,490	\$107,490	0.0%	53.3%
City Assessment	15,235	18,206	18,445	20,163	9.3%	10.0%
Subsidy from General Fund (Transfer In)	34,527	57,006	56,340	73,978	31.3%	36.7%
<b>Total</b>	<b>\$157,917</b>	<b>\$182,062</b>	<b>\$182,275</b>	<b>\$201,631</b>	<b>10.6%</b>	<b>100.0%</b>

# PUBLIC WORKS: WATER DIVISION

## ADMINISTRATION

### GOAL

To provide highly qualified personnel for the daily operations of the City's water system and to direct their activities while working closely with the Engineering Division and the public

### INITIATIVES

- Provide excellent customer service
- Operate and maintain the water system infrastructure consistent with industry-wide preventative maintenance programs and standards
- Perform expanded water conservation outreach to the community
- Maintain reporting requirements to all regulatory agencies
- Continue developing and executing the Water Infrastructure Plan

The City's water system is comprised of two storage reservoirs with a combined storage capacity of 10 million gallons; one elevated storage tank with a storage capacity of 300,000 gallons; two groundwater wells with a total production capacity of 3,500 gallons per minute; approximately 112 miles of water distribution pipelines ranging in diameter from 4" to 24"; 1700 gate valves; and 230 backflow devices.



The functions of Water Administration include: planning on-going system maintenance work, assisting the Engineering Division with the design and inspection of water capital projects; establishing repair and maintenance procedures and priorities; maintaining contact with West Basin Municipal Water District and the Water Replenishment District related to imported water; providing assistance to the public regarding questions or concerns about the City's water system; and providing inspections and technical assistance for private construction.

The City's water conservation outreach program addresses the need to continue conserving water, and encourages water conservation measures that permanently reduce water use.

Due to retirements and Division restructuring, the Water Distribution Supervisor and one Water Plant Operator duties have been assigned to existing positions, thereby reducing the full-time headcount in this Division.

Full-Time Staffing	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Adopted	Proposed
Water Distribution Supervisor	1	1	1	-
Senior Water Plant Operator	1	1	1	1
Maintenance Worker IV	-	1	1	1
Water Plant Operator	2	2	2	1
Water Meter Reader	1	1	1	1
Maintenance Worker I/II	6	6	6	6
Secretary	1	1	1	1
GIS Technician	0.5	0.50	0.50	0.50
Electrician	1	0.75	0.75	0.20
<b>Total</b>	<b>13.5</b>	<b>14.25</b>	<b>14.25</b>	<b>11.70</b>

Water Administration		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$108,463	\$108,522	\$139,096	\$33,888	(75.6%)	0.8%
4201	Group Medical Insurance	11,732	9,552	9,470	3,583	(62.2%)	0.1%
4202	Medicare Contributions	460	457	477	491	2.9%	0.0%
4204	401A Plan City Contributions	1,897	1,904	1,465	-	(100.0%)	-
4206	Medical Retirement Contributions	2,208	2,208	560	600	7.1%	0.0%
4211	PERS Regular Contribution	16,004	18,941	16,991	6,049	(64.4%)	0.1%
4220	Accrued Leave	490	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$141,254</b>	<b>\$141,584</b>	<b>\$168,059</b>	<b>\$44,611</b>	<b>(73.5%)</b>	<b>1.0%</b>
5101	Contract Services	\$1,410	\$2,000	\$2,000	\$2,000	-	0.0%
5201	Office Supplies	1,391	-	-	-	-	-
5202	Membership & Dues	-	400	150	150	-	0.0%
5204	Conferences & Meetings	50	-	-	-	-	-
5217	Departmental Supplies	7,238	500	500	500	-	0.0%
5225	Printing	3,411	3,000	3,000	3,000	-	0.1%
5231	Bank Service Charge	-	20,181	17,210	17,210	-	0.4%
5501	Telephone	1,679	1,400	2,541	2,300	(9.5%)	0.1%
5503	Natural Gas	190	203	185	189	2.2%	0.0%
<b>Total Materials &amp; Services</b>		<b>\$15,369</b>	<b>\$27,684</b>	<b>\$25,586</b>	<b>\$25,349</b>	<b>(0.9%)</b>	<b>0.6%</b>
5601	Administrative Service Charge	\$1,403,640	\$1,349,188	\$1,349,188	\$1,349,188	-	30.6%
5611	Warehouse Services	50	-	42	50	19.0%	0.0%
5621	Information Systems Allocation	4,368	4,828	4,828	4,932	2.2%	0.1%
5651	Building & Operations Allocation	73,971	96,267	96,363	108,843	13.0%	2.5%
<b>Total Internal Services</b>		<b>\$1,482,029</b>	<b>\$1,450,283</b>	<b>\$1,450,421</b>	<b>\$1,463,013</b>	<b>0.9%</b>	<b>33.1%</b>
6202	Studies, Audits & Analysis	\$5,542	-	\$185,201	-	(100.0%)	-
6212	CIP Bldg & Facilities - CYr	622,699	-	193,697	\$317,500	63.9%	7.2%
6232	CIP Utility Improvements - CYr	-	\$350,000	350,000	-	(100.0%)	-
6242	CIP Line Improvements - CYr	1,084,443	2,250,000	2,385,513	2,350,000	(1.5%)	53.2%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$1,712,684</b>	<b>\$2,600,000</b>	<b>\$3,114,411</b>	<b>\$2,667,500</b>	<b>(14.3%)</b>	<b>60.4%</b>
7101	Bond Principal	\$87,132	\$87,132	\$87,132	\$90,483	3.8%	2.0%
7102	Bond Interest	130,544	127,370	127,370	122,374	(3.9%)	2.8%
7103	Bond Administration Fee	2,673	2,815	4,365	2,815	(35.5%)	0.1%
<b>Total Debt Service</b>		<b>\$220,349</b>	<b>\$217,317</b>	<b>\$218,867</b>	<b>\$215,672</b>	<b>(1.5%)</b>	<b>4.9%</b>
<b>Total Expenditures</b>		<b>\$3,571,685</b>	<b>\$4,436,868</b>	<b>\$4,977,344</b>	<b>\$4,416,145</b>	<b>(11.3%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Water		\$3,571,685	\$4,436,868	\$4,977,344	\$4,416,145	(11.3%)	100.0%
<b>Total</b>		<b>\$3,571,685</b>	<b>\$4,436,868</b>	<b>\$4,977,344</b>	<b>\$4,416,145</b>	<b>(11.3%)</b>	<b>100.0%</b>

## SOURCE OF SUPPLY

### GOAL

Provide customers with a reliable source of water supply at the lowest possible cost, and reduce overall water consumption by 20% by the year 2020 through the water conservation program

### INITIATIVES

- Offset the cost of higher priced Metropolitan Water District of Southern California (MWD) water through leasing less expensive groundwater rights from agencies with surplus rights
- Develop enhanced water conservation outreach programs focused on achieving a 20% reduction in water use by the year 2020

Approximately 85% of the City's water supply is provided by the MWD and 15% is supplied through City-owned groundwater rights in the West Coast Groundwater Basin.

<b>Service Indicators</b>		<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted</b>	<b>2012-2013 Proposed</b>
% - Purchases reduced between 2010 - 2020		4%	16%	20%	15%

<b>Water Source of Supply</b>		<b>2010-2011 Actual</b>	<b>2011-2012 Adopted</b>	<b>2011-2012 Y/E Est</b>	<b>2012-2013 Proposed</b>	<b>Var from FY 2012 Y/E</b>	<b>% of Total</b>
5101	Contract Services	\$3,082,526	\$4,543,981	\$3,897,352	\$4,623,136	18.6%	82.2%
5202	Membership & Dues	7,207	1,609	1,609	1,931	20.0%	0.0%
5217	Departmental Supplies	1,085	-	-	-	-	-
5240	Assessments & Taxes	-	-	262	-	(100.0%)	-
5502	Electricity	119,848	1,246	1,221	1,221	0.0%	0.0%
<b>Total Materials &amp; Services</b>		<b>\$3,210,666</b>	<b>\$4,546,836</b>	<b>\$3,900,444</b>	<b>\$4,626,288</b>	<b>18.6%</b>	<b>82.2%</b>
6212	CIP Bldg & Facilities - CYr	-	\$230,000	\$247,920	\$1,000,000	303.4%	17.8%
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>\$230,000</b>	<b>\$247,920</b>	<b>\$1,000,000</b>	<b>303.4%</b>	<b>17.8%</b>
<b>Total Expenditures</b>		<b>\$3,210,666</b>	<b>\$4,776,836</b>	<b>\$4,148,364</b>	<b>\$5,626,288</b>	<b>35.6%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Water		\$3,210,666	\$4,776,836	\$4,148,364	\$5,626,288	35.6%	1
<b>Total</b>		<b>\$3,210,666</b>	<b>\$4,776,836</b>	<b>\$4,148,364</b>	<b>\$5,626,288</b>	<b>35.6%</b>	<b>100.0%</b>

## PUMPING & TREATMENT

### GOAL

To provide a reliable source of high quality potable water that meets all State and Federal drinking water standards, and to maintain adequate pressure and flows for fire protection

### INITIATIVES

- Continue on-going preventative maintenance programs on pump and well motor control centers, reservoir cathodic protection, water disinfection systems, emergency stand-by generators and pump/motor efficiencies
- Upgrade Supervisory Control and Data Acquisition (SCADA) communications system to radio frequency control to enhance operations reliability
- Perform annual valve exercising program and database management of the isolation valves of all water pumping and water storage facilities



Plant Operators are responsible for operating, maintaining and performing preventative maintenance on the City's wells, reservoirs, booster stations, emergency generators, water disinfection facilities, and SCADA systems in a manner that satisfies consumer demand and regulatory requirements at all times.

Service Indicators	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Adopted	Proposed
# - Motor control center inspections performed	14	14	14	14
# - Edison efficiency testing performed	14	14	14	14
# - Emergency generator testing - wells/boosters	12	12	12	12
# - Inspections of cathodic protection on tank	1	1	1	1
# - Critical facilities isolation valve exercising*	n/a	n/a	n/a	112
# - Chlorination systems preventative maintenance*	n/a	n/a	n/a	2

\* New for fiscal year 2012-2013

Water Pumping & Treatment		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$256,236	\$251,381	\$203,947	\$192,295	(5.7%)	9.6%
4111	Overtime Regular Employees	2,357	3,817	2,500	2,901	16.0%	0.1%
4201	Group Medical Insurance	32,312	32,624	26,601	28,880	8.6%	1.4%
4202	Medicare Contributions	2,709	2,696	2,798	2,729	(2.5%)	0.1%
4204	401A Plan City Contributions	-	-	-	875	-	0.0%
4206	Medical Retirement Contributions	5,508	5,508	3,010	3,250	8.0%	0.2%
4211	PERS Regular Contribution	37,512	44,218	38,094	33,007	(13.4%)	1.7%
<b>Total Salaries &amp; Benefits</b>		<b>\$336,634</b>	<b>\$340,244</b>	<b>\$276,950</b>	<b>\$263,937</b>	<b>(4.7%)</b>	<b>13.2%</b>
5101	Contract Services	\$56,962	\$81,236	\$107,145	\$143,923	34.3%	7.2%
5104	Computer Contract Services	6,716	8,284	10,337	10,164	(1.7%)	0.5%
5202	Membership & Dues	1,090	1,446	1,446	1,446	-	0.1%
5204	Conferences & Meetings	21,000	-	-	-	-	-
5205	Training	382	1,145	1,145	3,745	227.1%	0.2%
5206	Uniforms/Safety Equip	1,406	2,600	2,600	1,950	(25.0%)	0.1%
5209	Tools & Minor Equip	2,178	580	809	7,580	837.0%	0.4%
5217	Departmental Supplies	87,332	112,965	75,465	75,607	0.2%	3.8%
5225	Printing	-	80	400	80	(80.0%)	0.0%
5240	Assessments & Taxes	562,264	516,336	516,336	582,960	12.9%	29.2%
5501	Telephone	63,089	68,100	67,981	68,400	0.6%	3.4%
5502	Electricity	171,224	283,814	276,944	276,944	(0.0%)	13.9%
<b>Total Materials &amp; Services</b>		<b>\$973,643</b>	<b>\$1,076,586</b>	<b>\$1,060,608</b>	<b>\$1,172,799</b>	<b>10.6%</b>	<b>58.7%</b>
5611	Warehouse Services	\$212	\$310	\$310	\$325	4.8%	0.0%
5621	Information Systems Allocation	34,920	38,620	38,620	39,455	2.2%	2.0%
5641	Fleet Rental Allocation	11,240	8,670	8,670	8,670	-	0.4%
5642	Fleet Maintenance Allocation	7,489	7,957	7,853	11,488	46.3%	0.6%
<b>Total Internal Services</b>		<b>\$53,861</b>	<b>\$55,557</b>	<b>\$55,453</b>	<b>\$59,938</b>	<b>8.1%</b>	<b>3.0%</b>
6121	Machinery & Equipment	\$58,527	\$91,714	\$91,714	-	(100.0%)	-
6232	CIP Utility Improvements - CYr	-	680,000	730,000	500,000	(31.5%)	25.0%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$58,527</b>	<b>\$771,714</b>	<b>\$821,714</b>	<b>\$500,000</b>	<b>(39.2%)</b>	<b>25.0%</b>
<b>Total Expenditures</b>		<b>\$1,422,665</b>	<b>\$2,244,101</b>	<b>\$2,214,725</b>	<b>\$1,996,674</b>	<b>(9.8%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Water		\$1,422,665	\$2,244,101	\$2,214,725	\$1,996,674	(9.8%)	100.0%
<b>Total</b>		<b>\$1,422,665</b>	<b>\$2,244,101</b>	<b>\$2,214,725</b>	<b>\$1,996,674</b>	<b>(9.8%)</b>	<b>100.0%</b>

**MAINTENANCE**

**GOAL**

To provide highly qualified personnel for the daily operations and maintenance of the City's water distribution system, and to provide reliable fire and domestic water service to the community

**INITIATIVES**

- As continuation of a ten-year water meter replacement program, implement year 4 of the program to replace 1,400 water meters of various sizes
- Perform preventive maintenance in the following areas: fire hydrants, gate valve exercising, system flushing, small and larger meter testing, backflow and cross connection inspections
- Track all valve replacements by date, location, make and model
- Inspect and document all fire hydrants for maintenance and GIS

Water Maintenance is responsible for maintaining and repairing the City's water distribution system, which includes pipelines, gate valves, service lines, meters, backflow devices, control valves and fire hydrants.



The fiscal year 2012-2013 budget includes \$28,000 for the replacement of a water valve exercise machine. The new unit will replace the existing unit which has reached the end of its useful life.

Service Indicators	2009-2010 Actual	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed
# - Internal/external backflow devices inspected	235	235	235	235
# - System valves exercised	375	988	988	988
# - Control valves serviced	6	6	6	6
% - Broken gate valves repaired w/in 10 days	100%	100%	100%	100%
# - Meters replaced per year	1,255	1,400	1,360	1,360
# - Distribution system flushing (miles)*	n/a	112	n/a	112

\* New for fiscal year 2012-2013

<b>Water Maintenance</b>		<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2012 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$519,431	\$496,946	\$473,768	\$477,214	0.7%	40.3%
4111	Overtime Regular Employees	13,676	10,643	10,643	10,841	1.9%	0.9%
4201	Group Medical Insurance	102,365	112,744	93,804	127,435	35.9%	10.8%
4202	Medicare Contributions	7,555	7,206	6,853	6,910	0.8%	0.6%
4204	401A Plan City Contributions	1,743	1,750	1,757	875	(50.2%)	0.1%
4205	Worker's Compensation	169,284	57,960	57,960	12,024	(79.3%)	1.0%
4206	Medical Retirement Contributions	13,236	13,236	9,460	10,250	8.4%	0.9%
4211	PERS Regular Contribution	75,475	87,265	80,811	82,900	2.6%	7.0%
<b>Total Salaries &amp; Benefits</b>		<b>\$902,765</b>	<b>\$787,750</b>	<b>\$735,056</b>	<b>\$728,449</b>	<b>(0.9%)</b>	<b>61.5%</b>
5101	Contract Services	\$19,954	\$24,472	\$24,472	\$29,682	21.3%	2.5%
5102	Contract Personnel	33,245	-	-	-	-	-
5104	Computer Contract Services	-	-	-	3,964	-	0.3%
5201	Office Supplies	211	-	-	-	-	-
5202	Membership & Dues	277	470	470	500	6.4%	0.0%
5203	Reference Materials	-	500	500	500	-	0.0%
5205	Training	6,020	4,000	4,000	4,800	20.0%	0.4%
5206	Uniforms/Safety Equip	3,903	4,550	3,900	3,900	-	0.3%
5209	Tools & Minor Equip	8,621	6,703	6,703	4,200	(37.3%)	0.4%
5217	Departmental Supplies	227,038	209,629	209,629	212,610	1.4%	18.0%
5225	Printing	493	160	-	-	-	-
5501	Telephone	156	165	185	180	(2.8%)	0.0%
5504	Water	16,441	15,093	22,191	26,851	21.0%	2.3%
<b>Total Materials &amp; Services</b>		<b>\$316,360</b>	<b>\$265,742</b>	<b>\$272,050</b>	<b>\$287,187</b>	<b>5.6%</b>	<b>24.3%</b>
5611	Warehouse Services	\$2,751	\$1,500	\$1,500	\$2,000	33.3%	0.2%
5621	Information Systems Allocation	4,368	4,828	4,828	4,932	2.2%	0.4%
5631	Insurance Allocation	166,140	38,100	38,100	38,459	0.9%	3.2%
5641	Fleet Rental Allocation	56,720	53,050	53,050	53,050	-	4.5%
5642	Fleet Maintenance Allocation	38,025	49,188	48,550	41,667	(14.2%)	3.5%
<b>Total Internal Services</b>		<b>\$268,005</b>	<b>\$146,666</b>	<b>\$146,028</b>	<b>\$140,108</b>	<b>(4.1%)</b>	<b>11.8%</b>
6121	Machinery & Equipment	-	-	-	\$28,000	-	0.6%
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>\$28,000</b>	<b>-</b>	<b>0.6%</b>
<b>Total Expenditures</b>		<b>\$1,487,129</b>	<b>\$1,200,158</b>	<b>\$1,153,134</b>	<b>\$1,183,744</b>	<b>2.7%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Water		\$1,487,129	\$1,200,158	\$1,153,134	\$1,183,744	2.7%	100.0%
<b>Total</b>		<b>\$1,487,129</b>	<b>\$1,200,158</b>	<b>\$1,153,134</b>	<b>\$1,183,744</b>	<b>2.7%</b>	<b>100.0%</b>



# PUBLIC WORKS: STORM DRAIN

## GOAL

To maintain the City's storm drain system and promote storm water pollution awareness to the citizens of Manhattan Beach in order to prevent property damage due to flooding, and minimize pollution run-off into the ocean

## INITIATIVES

- Perform maintenance of catch basins, continuous deflector separators and Polliwog Pond to minimize trash conveyance to the sea in compliance with National Pollutant Discharge Elimination System requirements
- Maintain dry weather diversion sump to assure dry weather run-off is conveyed to the L.A. Sanitation District and not to the ocean in an effort to reduce bacteria contamination at the shore line
- Perform periodic vegetation and debris removal and turning of the soil at storm water sumps to enhance water permeability into the earth to prevent local flooding
- Continue evaluation of shoreline water quality monitoring at three testing locations
- Collaborate with the Los Angeles County Flood Control to minimize dry weather run-off into the ocean, and drop water levels of Polliwog Pond to normal grade as soon as possible after a storm event
- Respond to storm drain complaints within one working day
- Monitor effectiveness of installed grates at storm drain catch basin entrances to reduce debris reaching the ocean
- Investigate sources of bacteria that are transported as urban run-off through the storm drain system
- Seek grant funding for storm water run-off capital projects



The Storm Drain system is designed to channel water generated as a result of storm flows from public right of ways and private properties to its ultimate drainage destination, the Pacific Ocean. Because run-off water travels directly to the ocean without the benefit of treatment, operators of storm drain systems must comply with the conditions of the National Pollutant Discharge Elimination System permit. The Storm Drain system is comprised of: 83,538 ft. of Manhattan Beach storm lines and 43,805 feet of Los Angeles County storm lines; 800 catch basins; eight continuous deflection systems; two dry weather storm water diversions; five storm water sumps; and one lift station.

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Full-Time Staffing</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Sewer Maintenance Worker	1	1	1	1
GIS Technician	0.1	0.1	0.1	0.1
<b>Total</b>	<b>1.1</b>	<b>1.1</b>	<b>1.1</b>	<b>1.1</b>

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
# - Catch basins cleaned per NPDES*	n/a	1,400	1,400	700
# - Storm SUMP inspections and cleanings*	n/a	3	3	3
# - Dry weather diversion inspections (weekly)*	n/a	26	52	52
# - Continuous deflector separator inspections (8 @ 4x/Year)*	n/a	16	32	32
# - Maintenance of Polliwog Pond performed (weekly)*	n/a	52	52	52
# - Motor control center inspections performed*	n/a	4	1	4
# - Edison efficiency testing performed*	n/a	4	1	4
# - Cubic yards of debris collected from catch basins*	n/a	14	20	20
# - Yearly catch basins cleaning per NPDES	1,400	1,400	1,400	1,400

\* Introduced in fiscal year 2011-2012



Storm Drain		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$69,661	\$65,025	\$69,212	\$69,441	0.3%	11.6%
4111	Overtime Regular Employees	8,284	3,516	5,615	2,103	(62.5%)	0.4%
4201	Group Medical Insurance	13,925	15,399	14,174	17,419	22.9%	2.9%
4202	Medicare Contributions	1,141	943	1,080	984	(8.9%)	0.2%
4206	Medical Retirement Contributions	1,620	1,620	1,230	1,330	8.1%	0.2%
4211	PERS Regular Contribution	9,598	11,438	11,047	11,692	5.8%	2.0%
<b>Total Salaries &amp; Benefits</b>		<b>\$104,228</b>	<b>\$97,941</b>	<b>\$102,358</b>	<b>\$102,969</b>	<b>0.6%</b>	<b>17.2%</b>
5101	Contract Services	\$105,138	\$134,085	\$110,000	\$173,028	57.3%	28.9%
5104	Computer Contract Services	690	2,761	5,522	3,748	(32.1%)	0.6%
5204	Conferences & Meetings	36	-	-	-	-	-
5205	Training	74	-	-	-	-	-
5206	Uniforms/Safety Equip	559	650	650	650	-	0.1%
5217	Departmental Supplies	9,476	32,175	32,175	12,800	(60.2%)	2.1%
5225	Printing	-	5,000	3,000	3,000	-	0.5%
5502	Electricity	11,945	12,014	10,667	10,667	(0.0%)	1.8%
5504	Water	1,211	1,252	1,700	2,057	21.0%	0.3%
<b>Total Materials &amp; Services</b>		<b>\$129,129</b>	<b>\$187,937</b>	<b>\$163,714</b>	<b>\$205,950</b>	<b>25.8%</b>	<b>34.4%</b>
5601	Administrative Service Charge	-	\$363,187	\$363,187	-	(100.0%)	-
5611	Warehouse Services	141	100	100	100	-	0.0%
5651	Building & Operations Allocation	6,164	8,022	8,030	9,070	13.0%	1.5%
<b>Total Internal Services</b>		<b>\$6,305</b>	<b>\$8,122</b>	<b>\$8,130</b>	<b>\$9,170</b>	<b>12.8%</b>	<b>1.5%</b>
6202	Studies, Audits & Analysis	\$16,290	-	\$50,000	\$150,000	200.0%	25.1%
6212	CIP Bldg & Facilities - CYr	-	-	116,180	130,000	11.9%	21.7%
6242	CIP Line Improvememnts - CYr	-	-	500,000	-	(100.0%)	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$16,290</b>	<b>-</b>	<b>\$666,180</b>	<b>\$280,000</b>	<b>(58.0%)</b>	<b>46.8%</b>
<b>Total Expenditures</b>		<b>\$255,952</b>	<b>\$657,187</b>	<b>\$1,303,569</b>	<b>\$598,089</b>	<b>(54.1%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Stormwater		\$255,952	\$657,187	\$1,303,569	\$598,089	(54.1%)	100.0%
<b>Total</b>		<b>\$255,952</b>	<b>\$657,187</b>	<b>\$1,303,569</b>	<b>\$598,089</b>	<b>(54.1%)</b>	<b>100.0%</b>

# PUBLIC WORKS: SEWER MAINTENANCE

## GOAL

To manage the City's sewer collection system in full compliance with the City's Sewer System Management Plan (SSMP), as mandated by the Regional Water Quality Control Board

## INITIATIVES

- Continue on-going preventative maintenance programs on sewer lift station motor control centers, emergency stand-by generators and pump/motor efficiencies
- Perform twice yearly cleaning of entire City sewer collection system, monthly cleaning of high sewer volume areas and bi-weekly maintenance at the six sewer lift stations
- Minimize sewer system overflows through proactive identification of trouble areas during routine maintenance, and make repairs in a timely manner
- Respond to all sewer system overflows within 45 minutes
- Perform annual sewer line videoing and manhole inspections of 20% of the system to determine repair and rehabilitation needs
- Continue the Fats, Oils and Grease (FOG) inspection program for 130 food service establishments
- Construct emergency bypass valves and intakes at six sewer lift stations
- Develop Sewer System Overflow Emergency Response Plan in compliance with the Sewer System Management Plan



The City's sanitary sewer system is comprised of six pump stations that convey sewage out of areas of geographic depression, plus eighty-six miles of sewer lines. Sewage is conveyed to the Los Angeles County Sanitation District's Joint Water Pollution Control Plant in the City of Carson for treatment. The City's Sewer System Management Plan serves as the template that guides operations, maintenance, and infrastructure management, in addition to public and environmental protection. The FOG ordinance is an integral element of the SSMP, which is intended to minimize sewer system overflows in food service establishments.

The fiscal year 2012-2013 budget includes capital improvement projects for the rehabilitation of gravity sewer mains and manholes, and utility telemetry. The budget also accommodates the replacement of an emergency sewer bypass pump and a new emergency sewer lift station bypass pipe-valve-coupling assembly.

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Full-Time Staffing</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Sewer Maintenance Worker	3	3	3	3
GIS Technician	0.10	0.10	0.10	0.10
Electrician	-	0.25	0.25	0.20
<b>Total</b>	<b>3.1</b>	<b>3.35</b>	<b>3.35</b>	<b>3.30</b>

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators*</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
# - Responses to emergency sewer calls	n/a	29	70	116
# - Sewer lines cleaned (miles)	n/a	88	176	88
% - Total Miles of Extra Attention Lines Cleaned	n/a	50%	100%	100%
# - Weekly sewer lift stations inspected	n/a	12	12	16
# - Sewer system overflows	n/a	3	-	-
# - Motor control center inspections	n/a	6	6	7
# - Edison efficiency testing	n/a	6	6	7
# - Emergency generator testing in sewer lift stations	n/a	6	6	6

\* Introduced in fiscal year 2011-2012

<b>Sewer Maintenance</b>		<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2012 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$211,430	\$199,647	\$212,991	\$206,863	(2.9%)	5.6%
4111	Overtime Regular Employees	8,199	5,542	5,542	6,307	13.8%	0.2%
4201	Group Medical Insurance	34,458	35,074	34,310	39,014	13.7%	1.1%
4202	Medicare Contributions	2,235	2,043	2,218	2,101	(5.3%)	0.1%
4206	Medical Retirement Contributions	4,920	4,920	3,680	3,980	8.2%	0.1%
4211	PERS Regular Contribution	29,599	35,118	33,811	35,109	3.8%	1.0%
<b>Total Salaries &amp; Benefits</b>		<b>\$290,842</b>	<b>\$282,344</b>	<b>\$292,552</b>	<b>\$293,374</b>	<b>0.3%</b>	<b>8.0%</b>
5101	Contract Services	\$230,700	\$201,589	\$201,589	\$178,598	(11.4%)	4.8%
5104	Computer Contract Services	7,800	9,965	9,965	11,798	18.4%	0.3%
5202	Membership & Dues	203	215	215	215	-	0.0%
5205	Training	182	1,200	1,200	1,200	-	0.0%
5206	Uniforms/Safety Equip	1,352	2,310	2,310	2,310	-	0.1%
5210	Computer Supplies & Software	3,491	-	-	-	-	-
5217	Departmental Supplies	11,905	22,295	22,295	20,222	(9.3%)	0.5%
5225	Printing	-	80	80	5,080	6250.0%	0.1%
5231	Bank Service Charge	-	4,474	4,330	4,330	-	0.1%
5502	Electricity	21,937	22,087	22,098	22,098	0.0%	0.6%
5504	Water	1,645	1,151	1,561	1,889	21.0%	0.1%
<b>Total Materials &amp; Services</b>		<b>\$279,215</b>	<b>\$265,366</b>	<b>\$265,643</b>	<b>\$247,740</b>	<b>(6.7%)</b>	<b>6.7%</b>
5601	Administrative Service Charge	\$718,980	\$808,133	\$808,133	\$808,133	-	21.9%
5611	Warehouse Services	708	500	500	500	-	0.0%
5631	Insurance Allocation	-	-	-	303,864	-	8.2%
5641	Fleet Rental Allocation	62,260	126,950	126,950	126,950	-	3.4%
5642	Fleet Maintenance Allocation	22,176	19,167	18,916	17,829	(5.7%)	0.5%
5651	Building & Operations Allocation	18,493	24,067	24,091	27,211	13.0%	0.7%
<b>Total Internal Services</b>		<b>\$822,616</b>	<b>\$978,817</b>	<b>\$978,590</b>	<b>\$1,284,487</b>	<b>31.3%</b>	<b>34.8%</b>
6121	Machinery & Equipment	-	\$38,113	\$38,113	\$147,000	285.7%	4.0%
6202	Studies, Audits & Analysis	\$26,146	-	135,784	-	(100.0%)	-
6212	CIP Bldg & Facilities - CYr	29,941	-	188,809	100,000	(47.0%)	2.7%
6242	CIP Line Improvements - CYr	97,674	1,390,000	2,542,327	1,510,000	(40.6%)	40.9%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$153,761</b>	<b>\$1,428,113</b>	<b>\$2,905,033</b>	<b>\$1,757,000</b>	<b>(39.5%)</b>	<b>47.6%</b>
7101	Bond Principal	\$42,868	\$42,868	\$42,868	\$44,517	3.8%	1.2%
7102	Bond Interest	64,226	62,664	62,664	60,207	(3.9%)	1.6%
7103	Bond Administration Fee	1,315	1,385	2,147	1,385	(35.5%)	0.0%
<b>Total Debt Service</b>		<b>\$108,409</b>	<b>\$106,917</b>	<b>\$107,679</b>	<b>\$106,109</b>	<b>(1.5%)</b>	<b>2.9%</b>
<b>Total Expenditures</b>		<b>\$1,654,842</b>	<b>\$3,061,557</b>	<b>\$4,549,497</b>	<b>\$3,688,710</b>	<b>(18.9%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Wastewater		\$1,654,842	\$3,061,557	\$4,549,497	\$3,688,710	(18.9%)	100.0%
<b>Total</b>		<b>\$1,654,842</b>	<b>\$3,061,557</b>	<b>\$4,549,497</b>	<b>\$3,688,710</b>	<b>(18.9%)</b>	<b>100.0%</b>

# PUBLIC WORKS: SOLID WASTE

## GOAL

To provide efficient and cost effective solid waste services including refuse collection, recycling, household hazardous waste, and street sweeping

## INITIATIVES

- Remain in compliance with AB 939 State mandates, and monitor waste diversion results and report findings to the community
- Collaborate with the Los Angeles Regional Agency to promote waste reduction and the message of “Zero Waste” in order to meet solid waste landfill diversion goals
- Work with the commercial districts to reduce visible trash, develop commercial waste reduction and recycling programs, and ensure businesses receive adequate solid waste services
- Provide information and manage issues, complaints and service requests in an efficient and professional manner
- Install new recycling containers throughout the City including parks and athletic fields



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

A few notable changes in the new contract include a tiered-rate structure whereby single-family residents pay for their refuse service based on the size and quantity of trash containers, thereby providing a financial incentive to those who can reduce waste and increase recycling. Another new program is the unlimited “At Your Door” Household Hazardous Waste pick-up for single and multi-family residents where residents can schedule an appointment to have a hazardous waste safely collected at their doorstep and properly disposed.

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

The Solid Waste Division includes the City's street sweeping program. Under a competitively bid contract, residential streets are swept once per week, while many streets with commercial uses are swept two or more times each week. Additionally under this contract, the Strand is swept five days per week and the Pier is swept daily. The result of these contract services is cleaner streets, a cleaner Strand and Pier and less trash flowing into storm drains and the ocean.

	2009-2010	2010-2011	2011-2012	2012-2013
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Senior Management Analyst	-	-	1	0.75
Management Analyst	1	1	-	-
Maintenance Workers I/II	0.50	0.50	0.50	0.50
GIS Technician	0.20	0.20	0.20	-
<b>Total</b>	<b>1.70</b>	<b>1.70</b>	<b>1.70</b>	<b>1.25</b>

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
# - Pounds landfilled by Hauler: Residential	10,454	11,406	10,000	8,000
# - Pounds recycled by Hauler: Residential*	9,064	7,823	10,000	10,000
# - Pounds greenwaste recycled by Hauler: Residential*	4,019	4,417	4,500	4,500
Residential Hauler Landfill Diversion Rate*	56%	52%	50%	64%

\* Recycled diverted material results derived from Waste Management monthly reports.

<b>Solid Waste Management</b>		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2012 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$116,476	\$118,399	\$119,271	\$86,341	(27.6%)	2.0%
4111	Overtime Regular Employees	131	-	81	-	(100.0%)	-
4114	Overtime Special Events	-	2,760	2,760	2,700	(2.2%)	0.1%
4201	Group Medical Insurance	20,479	20,400	20,723	18,622	(10.1%)	0.4%
4202	Medicare Contributions	1,627	1,717	1,702	1,252	(26.4%)	0.0%
4204	401A Plan City Contributions	2,727	3,356	3,369	2,517	(25.3%)	0.1%
4206	Medical Retirement Contributions	2,496	2,496	1,390	1,510	8.6%	0.0%
4211	PERS Regular Contribution	16,503	20,256	19,530	14,978	(23.3%)	0.3%
<b>Total Salaries &amp; Benefits</b>		<b>\$160,438</b>	<b>\$169,384</b>	<b>\$168,826</b>	<b>\$127,920</b>	<b>(24.2%)</b>	<b>2.9%</b>
5101	Contract Services	\$3,696,903	\$3,910,718	\$3,599,000	\$3,809,800	5.9%	86.6%
5202	Membership & Dues	5,859	6,000	5,813	6,000	3.2%	0.1%
5203	Reference Materials	-	150	100	150	50.0%	0.0%
5204	Conferences & Meetings	693	800	500	800	60.0%	0.0%
5205	Training	-	200	228	200	(12.3%)	0.0%
5206	Uniforms/Safety Equip	164	650	650	325	(50.0%)	0.0%
5207	Advertising	7,152	8,000	8,000	8,000	-	0.2%
5217	Departmental Supplies	63,096	50,500	50,000	50,500	1.0%	1.1%
5225	Printing	7,721	1,000	1,000	1,000	-	0.0%
5231	Bank Service Charge	-	7,345	6,250	6,250	-	0.1%
5501	Telephone	344	350	353	350	(0.9%)	0.0%
<b>Total Materials &amp; Services</b>		<b>\$3,781,932</b>	<b>\$3,985,713</b>	<b>\$3,671,894</b>	<b>\$3,883,375</b>	<b>5.8%</b>	<b>88.3%</b>
5601	Administrative Service Charge	\$410,580	\$359,111	\$359,111	\$359,111	-	8.2%
5611	Warehouse Services	12,940	17,000	17,000	17,000	-	0.4%
5631	Insurance Allocation	18,840	18,420	18,420	10,878	(40.9%)	0.2%
<b>Total Internal Services</b>		<b>\$442,360</b>	<b>\$394,531</b>	<b>\$394,531</b>	<b>\$386,989</b>	<b>(1.9%)</b>	<b>8.8%</b>
6212	CIP Bldg & Facilities - CYr	-	-	\$97,500	-	(100.0%)	-
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>-</b>	<b>\$97,500</b>	<b>-</b>	<b>(100.0%)</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$4,384,730</b>	<b>\$4,549,628</b>	<b>\$4,332,751</b>	<b>\$4,398,284</b>	<b>1.5%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Refuse		\$4,384,730	\$4,549,628	\$4,332,751	\$4,398,284	1.5%	100.0%
<b>Total</b>		<b>\$4,384,730</b>	<b>\$4,549,628</b>	<b>\$4,332,751</b>	<b>\$4,398,284</b>	<b>1.5%</b>	<b>100.0%</b>

# PUBLIC WORKS: PARKING FACILITIES

## GOAL

To maintain the City's parking meters and lots in order to provide adequate and safe parking for our residents and visitors

## INITIATIVES

- Maximize collections, repair time response and customer service through use of real-time data provided through the installation of 670 IPS "smart meters"
- Repair/replace malfunctioning parking meters within 24 hours of being reported as broken
- Perform annual preventative maintenance on all meters



### City Parking Lots & Meters

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

### County Parking Lots

The City operates and maintains two Los Angeles County-owned parking lots. The two County-owned lots are the El Porto parking lot with 231 spaces, and the 27<sup>th</sup> Street parking lot with 68 spaces. Use of the revenue generated through parking meters and the sale of overnight permits is governed by an agreement with the County of Los Angeles. The agreement dictates that the City provides the County with 55% of the gross annual revenue or a guaranteed annual minimum of \$130,000.

### State Parking Lots

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

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Full-Time Staffing</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Meter Repair Worker	2	2	2	2
GIS Technician	0.1	0.1	0.1	0.1
Electrician	-	-	-	0.2
<b>Total</b>	<b>2.1</b>	<b>2.1</b>	<b>2.1</b>	<b>2.3</b>

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
# - Parking meter repairs as needed*	n/a	980	1,000	3,000
# - Off-peak parking meter preventative maintenance*	n/a	1,300	1,800	1,800
# - Parking meter vandalism repairs*	n/a	22	16	25
# - Parking meter replacements*	n/a	27	24	1,000

\* Introduced in fiscal year 2011-2012

Parking Facilities		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$63,711	\$111,782	\$63,956	\$125,997	97.0%	3.4%
4111	Overtime Regular Employees	1,154	2,562	1,334	2,534	90.0%	0.1%
4201	Group Medical Insurance	15,247	26,965	15,229	31,094	104.2%	0.8%
4202	Medicare Contributions	885	1,621	892	1,883	111.1%	0.1%
4206	Medical Retirement Contributions	3,072	3,072	2,560	2,770	8.2%	0.1%
4211	PERS Regular Contribution	13,040	19,662	15,315	22,365	46.0%	0.6%
<b>Total Salaries &amp; Benefits</b>		<b>\$97,109</b>	<b>\$165,664</b>	<b>\$99,286</b>	<b>\$186,643</b>	<b>88.0%</b>	<b>5.0%</b>
5101	Contract Services	\$531,837	\$554,769	\$575,981	\$550,061	(4.5%)	14.8%
5102	Contract Personnel	17,065	-	39,496	-	(100.0%)	-
5104	Computer Contract Services	468	-	561	-	(100.0%)	-
5206	Uniforms/Safety Equip	528	1,300	1,300	1,300	-	0.0%
5217	Departmental Supplies	77,635	61,800	66,500	101,776	53.0%	2.7%
5225	Printing	2,002	3,622	3,622	3,622	-	0.1%
5231	Bank Service Charge	-	45,000	134,310	134,310	-	3.6%
5266	DMBBPA Allocation	103,355	-	100,953	100,000	(0.9%)	2.7%
5501	Telephone	3,734	4,040	4,406	4,240	(3.8%)	0.1%
5502	Electricity	96,139	99,148	96,266	96,267	0.0%	2.6%
5503	Natural Gas	2,526	2,075	4,381	4,469	2.0%	0.1%
5504	Water	19,334	16,872	23,414	28,331	21.0%	0.8%
<b>Total Materials &amp; Services</b>		<b>\$854,624</b>	<b>\$788,626</b>	<b>\$1,051,190</b>	<b>\$1,024,376</b>	<b>(2.6%)</b>	<b>27.6%</b>
5601	Administrative Service Charge	\$131,205	\$310,602	\$310,602	\$310,602	-	8.4%
5611	Warehouse Services	5,453	4,100	4,100	4,100	-	0.1%
5621	Information Systems Allocation	4,368	4,828	4,828	4,932	2.2%	0.1%
5641	Fleet Rental Allocation	4,600	6,860	6,860	6,860	-	0.2%
5642	Fleet Maintenance Allocation	4,136	8,788	8,670	8,174	(5.7%)	0.2%
<b>Total Internal Services</b>		<b>\$149,762</b>	<b>\$335,178</b>	<b>\$335,060</b>	<b>\$334,668</b>	<b>(0.1%)</b>	<b>9.0%</b>
6202	Studies Audits & Analysis	-	-	-	\$75,000	-	2.0%
6212	CIP Bldg & Facilities - CYr	\$502,499	\$500,000	\$1,241,265	940,000	(24.3%)	25.3%
6222	CIP Street Improvement - CYr	19,199	-	213,707	-	(100.0%)	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$521,698</b>	<b>\$500,000</b>	<b>\$1,454,972</b>	<b>\$1,015,000</b>	<b>(30.2%)</b>	<b>27.3%</b>
7101	Bond Principal	\$310,000	\$310,000	\$310,000	\$325,000	4.8%	8.8%
7102	Bond Interest	550,184	550,184	538,358	525,658	(2.4%)	14.2%
7103	Bond Administration Fee	2,800	4,000	2,750	4,000	45.5%	0.1%
7402	Interfund Loans Interest	15,197	16,095	11,380	6,000	(47.3%)	0.2%
<b>Total Debt Service</b>		<b>\$878,180</b>	<b>\$880,279</b>	<b>\$862,488</b>	<b>\$860,658</b>	<b>(0.2%)</b>	<b>23.2%</b>
7301	Land Leases	\$254,759	\$247,225	\$230,509	\$292,050	26.7%	7.9%
<b>Total Property &amp; Equipment Leases</b>		<b>\$254,759</b>	<b>\$247,225</b>	<b>\$230,509</b>	<b>\$292,050</b>	<b>26.7%</b>	<b>7.9%</b>
<b>Total Expenditures</b>		<b>\$2,756,132</b>	<b>\$2,916,972</b>	<b>\$4,033,505</b>	<b>\$3,713,395</b>	<b>(7.9%)</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Parking Meter		\$1,975,117	\$1,672,991	\$2,788,073	\$1,912,480	(31.4%)	51.5%
County Parking Lots		347,836	376,341	347,903	457,727	31.6%	12.3%
State Pier & Parking		433,179	867,640	897,529	1,343,188	49.7%	36.2%
<b>Total</b>		<b>\$2,756,132</b>	<b>\$2,916,972</b>	<b>\$4,033,505</b>	<b>\$3,713,395</b>	<b>(7.9%)</b>	<b>100.0%</b>



# PUBLIC WORKS: FLEET MANAGEMENT

## GOAL

To provide cost-effective and preventative maintenance to City vehicles and equipment in order to minimize downtime and maintain a reliable City fleet

## INITIATIVES

- Maintain GPS Vehicle Tracking system to encourage efficient and effective use of vehicles to reduce fuel consumption and mileage for a cleaner environment
- Continue to “right size” the fleet through annual fleet utilization monitoring
- Complete repairs in a timely and cost effective manner
- Utilize preventative maintenance services to maximize the useful life of vehicles and recoup the highest resale value
- Perform comparative analysis of current fleet and fuel management software versus other solutions
- Formulate vehicle and equipment specifications that will meet the needs of the City and be environmentally friendly
- Train fleet services staff on alternative fueled vehicle repairs to provide a higher level of support in efforts to promote a clean environment



The Fleet Management Division implements Clean Air programs as part of its fleet operations, and ensures that the City does its part to reduce pollution and improve air quality. The program is handled as a user-pay system with repairs charged to the departments for services rendered. The fiscal year 2012-2013 budget includes funds for fuel, tank/dispensing systems maintenance, hazardous waste disposal, and other fleet related costs (object 5101).

Personnel assigned to Fleet Management include an Equipment Maintenance Supervisor and two Mechanics. The General Services Division of the Finance Department supports the fleet by managing the vehicle replacement fund and the auto parts warehouse. Fleet Management also maintains an inventory of commonly used tools for quick and efficient repair of the fleet. The fiscal year 2012-2013 budget includes funds for major automotive and other specialized repairs (object 5221).

All government agencies located in the South Coast Air Quality Management District (SCAQMD) with a fleet of 15 or more non-emergency vehicles must comply with the SCAQMD 1190 Series Rules. Agencies must purchase alternative fuel vehicles (AFV) or low emission vehicles for new additions and the replacements of light and medium-duty, non-emergency vehicles. The AB2766 Subvention Fund can be used to offset the differential cost of these AFV. As of spring 2012, twenty-nine alternative fuel vehicles and equipment have been purchased. This includes a mix of compressed natural gas, propane, electric, and hybrid technologies.

By mid fiscal year 2011-2012, the City replaced ten vehicles with alternative fuel vehicles. In fiscal year 2012-2013, thirty-seven new vehicles will replace older equipment, with a goal of purchasing alternative fuel solutions whenever appropriate for each vehicle’s use. The Fleet Division will be upgrading its fleet maintenance software program to more effectively track repair costs and replacement needs for the City’s fleet.

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Full-Time Staffing</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Equipment Maintenance Supervisor	1	1	1	1
Equipment Mechanic I/II	3	3	2	2
<b>Total</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>

	2009-2010	2010-2011	2011-2012	2012-2013
<b>Service Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
% - Preventive maintenance labor hours	16%	16%	18%	25%
% - Maintenance performed within 10 days of schedule	98%	100%	100%	100%
# - Average time for preventative maintenance (hours)	2.0	1.9	2.0	1.9



<b>Fleet Management</b>		<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>Var from</b>	<b>% of</b>
<b>Object</b>	<b>Description</b>	<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Proposed</b>	<b>FY 2012 Y/E</b>	<b>Total</b>
4101	Salaries & Allowances	\$210,044	\$211,252	\$211,818	\$211,252	(0.3%)	3.8%
4111	Overtime Regular Employees	49	3,500	1,800	1,800	-	0.0%
4201	Group Medical Insurance	35,902	36,305	36,131	41,630	15.2%	0.8%
4202	Medicare Contributions	1,948	1,970	1,974	1,996	1.1%	0.0%
4204	401A Plan City Contributions	1,872	1,865	1,872	1,865	(0.4%)	0.0%
4205	Worker's Compensation	45,024	159,300	159,300	38,613	(75.8%)	0.7%
4206	Medical Retirement Contributions	5,892	5,892	3,340	3,610	8.1%	0.1%
4211	PERS Regular Contribution	35,567	37,011	35,623	37,558	5.4%	0.7%
<b>Total Salaries &amp; Benefits</b>		<b>\$336,298</b>	<b>\$457,095</b>	<b>\$451,858</b>	<b>\$338,324</b>	<b>(25.1%)</b>	<b>6.2%</b>
5101	Contract Services	\$47,225	\$42,680	\$49,000	\$53,630	9.4%	1.0%
5102	Contract Personnel	57,283	-	-	-	-	-
5104	Computer Contract Services	1,320	2,945	3,300	3,505	6.2%	0.1%
5201	Office Supplies	1,485	-	-	-	-	-
5202	Membership & Dues	-	100	75	75	-	0.0%
5204	Conferences & Meetings	28	2,100	300	150	(50.0%)	0.0%
5205	Training	350	840	600	3,760	526.7%	0.1%
5206	Uniforms/Safety Equip	2,028	2,234	1,935	1,695	(12.4%)	0.0%
5209	Tools & Minor Equip	800	800	800	800	-	0.0%
5211	Automotive Parts	80,338	72,000	65,000	65,000	-	1.2%
5217	Departmental Supplies	16,046	8,000	7,500	9,850	31.3%	0.2%
5221	Auto Repair	72,633	90,000	88,800	80,000	(9.9%)	1.5%
5225	Printing	1,050	1,150	1,150	1,150	-	0.0%
5226	Auto Fuel	321,795	340,900	330,400	369,850	11.9%	6.7%
<b>Total Materials &amp; Services</b>		<b>\$602,381</b>	<b>\$563,749</b>	<b>\$548,860</b>	<b>\$589,465</b>	<b>7.4%</b>	<b>10.7%</b>
5601	Administrative Service Charge	\$61,706	-	-	-	-	-
5611	Warehouse Services	697	700	500	500	-	0.0%
5612	Garage Purchases	37,490	32,000	24,982	25,000	0.1%	0.5%
5631	Insurance Allocation	13,620	35,820	35,820	19,225	(46.3%)	0.3%
<b>Total Internal Services</b>		<b>\$113,514</b>	<b>\$68,520</b>	<b>\$61,302</b>	<b>\$44,725</b>	<b>(27.0%)</b>	<b>0.8%</b>
6131	Vehicles	\$89,955	\$3,819,344	\$1,100,270	\$4,395,495	299.5%	79.9%
6141	Computer Equipment & Software	-	-	-	17,500	-	0.3%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$89,955</b>	<b>\$3,819,344</b>	<b>\$1,100,270</b>	<b>\$4,412,995</b>	<b>301.1%</b>	<b>80.2%</b>
7302	Property & Equipment Leases	-	\$93,983	-	\$93,975	-	1.7%
7303	Property & Equipment Interest	176	17,132	-	20,360	-	0.4%
7304	Property & Equipment Op Lease	(340)	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>(\$164)</b>	<b>\$111,115</b>	<b>-</b>	<b>\$114,335</b>	<b>-</b>	<b>2.1%</b>
<b>Total Expenditures</b>		<b>\$1,141,984</b>	<b>\$5,019,823</b>	<b>\$2,162,290</b>	<b>\$5,499,844</b>	<b>154.4%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Fleet Management		\$1,141,984	\$5,019,823	\$2,162,290	\$5,499,844	154.4%	100.0%
<b>Total</b>		<b>\$1,141,984</b>	<b>\$5,019,823</b>	<b>\$2,162,290</b>	<b>\$5,499,844</b>	<b>154.4%</b>	<b>100.0%</b>



**This Page Left Blank Intentionally**

# APPENDIX



## 2012-2013 SCHEDULE OF FULL-TIME POSITIONS

Department	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed
Management Services	14	13	12
Finance	20	20	20
Human Resources	7	6	6
Parks & Recreation	20	20	20
Police	98	97	101
Fire	31	31	31
Community Development	20	19	20
Public Works	60	60	58
<b>Total</b>	<b>270</b>	<b>266</b>	<b>268</b>

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

The fiscal year 2012-2013 Budget includes 268 positions. The following staffing changes are introduced in the fiscal year:

*Management Services:* Removal of internally staffed City Attorney (contracted City Attorney in place)

*Police:* Addition of one Lieutenant to Administration, two Officers to Patrol, and one Police Service Officer to Jail Operations.

*Community Development:* Addition of an Associate Planner to the Planning Division

*Public Works:* Removal of vacant Water Distribution Supervisor and vacant Water Plant Operator



## 2012-2013 SCHEDULE OF ADMINISTRATIVE SERVICE CHARGES

In fiscal year 2010-2011, the City retained the services of Revenue & Cost Specialist, a firm that specializes in municipal cost allocations. Based on their analysis, the following funds receive support from the General Fund in the form of salary and benefits of support staff, utilities, depreciation on buildings, and other indirect costs. These costs will be shown by fund, as opposed to department as in prior fund years.

<b>Fund</b>	<b>FY2013 General Fund Support Cost</b>
Street Lighting & Landscape Fund	\$85,236
AB 2766 Fund	1,068
Water Fund	1,349,188
Wastewater Fund	808,133
Refuse Fund	359,111
Parking Fund	174,356
County Parking Lot Fund	37,805
State Pier & Parking Lot Fund	98,441
<b>Total</b>	<b>\$2,913,338</b>

*Administrative service charges do not apply to Metropolitan Transportation Authority funds, funds supported by subventions, and internal service funds.*

## 2012-2013 SCHEDULE OF DEBT SERVICE & LEASE PAYMENTS

### **Water & Wastewater Bonds**

In September 1996, the Manhattan Beach Capital Improvements Corporation issued \$4,615,000 of debt in the form of Certificates of Participation. This debt was issued to finance 1996 and 1997 enterprise fund projects related specifically to the water and wastewater systems. The certificates bear interest between 5.3 percent and 5.8 percent and mature between 1997 and 2026. Installment payments to be made by the City are secured by net revenues received by the subject enterprise funds and do not obligate the City's general funds. Debt service requirement for fiscal year 2012-2013 is \$317,581.

### **Marine Sports Fields Lease**

In FY 2000-2001, the City entered into a Sale/Leaseback transaction with the Beach Cities Health District (BCHD). This transaction was a result of the City purchasing from TRW 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 FY 2000-2001. In fiscal year 2001-2002, the City issued variable rate Certificates of Participation to effect a full internal financing of the Sports Fields. The proceeds were used to pay in full all principal and interest obligations under the aforementioned lease with BCHD. Debt service scheduled for fiscal year 2012-2013 of \$509,823 can be found in the Parks & Recreation administration budget. The term of the financing is thirty years (fully amortized principal and interest) based on a variable rate which has calculated for budgeting purposes at a conservative 3.58%.

### **Metlox Certificates of Participation**

In January 2003 the City issued Certificates of Participation to Finance public improvements at the Metlox site. These funds were used to construct a two level underground parking garage as well as a 45,000 square foot town square open space to complement the retail developments. The amount of the bond was \$13,350,000. The 2012-2013 budget includes \$850,658 principal and interest. This amount is included in the Parking operations of Public Works.

### **Dispatch Center Certificates of Participation**

On January 16, 2001, the City of Manhattan Beach entered into an operating agreement with the South Bay Regional Public Communications Authority (RCC). The operating agreement provides a funding mechanism for the authority to upgrade the 911 emergency telephone and radio dispatch center. The RCC obtained primary funding through the issuance of revenue bonds issued on behalf of all participating cities. Annual payments per year will vary given variable rate structure. Payments for fiscal year 2012-2013 are conservatively estimated to be \$101,800.

### **Police/Fire Financing**

In November 2004, the City issued Certificates of Participation for \$12,980,000 to complete financing for the construction of the Police/Fire/Civic Center construction. These certificates will mature in June, 2036. The project was completed in January 2007 at cost of \$39,766,000 with \$27,766,000 City contribution and bond construction proceeds of \$12,000,000. Principal and interest payments for fiscal year 2012-2013 are \$817,050. Source for debt service are dedicated capital project fund revenues.



### Pension Obligation Bonds

In March, 2007 the City issued Pension Obligation Bonds to payoff unfunded pension liabilities due to the sworn Police and Fire retirement plans. These unfunded liabilities were scheduled to be amortized over a remaining period of 5 years at an interest rate of 7.75%. By issuing bonds the City realized a present value savings of \$433,156. The term of the bonds matches the amortization period. Debt service for fiscal year 2012-2013 is \$1,103,202.

### 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 assessed property value is approximately \$12 billion, resulting in a legal general bonded debt limit of \$450,000,000. The City has no general bonded debt subject to the debt limit.

## 2012-2013 SCHEDULE OF DEBT SERVICE & LEASE PAYMENTS

Description	2012-2013 Principal	2012-2013 Interest	2012-2013 Operating Lease	2012-2013 Total Payment	Principal Remaining	Interest Remaining	Total Remaining
Water Wastewater Bonds	\$135,000	\$182,581		\$317,581	\$3,105,000	\$1,431,623	\$4,536,623
Marine Avenue Sports Field Bonds	245,000	264,823		509,823	7,235,000	3,239,120	10,474,120
Metlox Financing Bonds	325,000	525,658		850,658	10,800,000	6,432,659	17,232,659
Police/Fire Financing Bonds	285,000	532,050		817,050	11,165,000	7,584,025	18,749,025
Public Safety Pension Bonds	1,010,000	93,202		1,103,202	1,860,000	84,936	1,944,936
Utility Assessment Districts	510,000	444,112		954,112	9,210,000	3,312,690	12,522,690
Facility Lease - Dispatch Center	50,000	51,800		101,800	1,395,000	586,520	1,981,520
<b>Total Bonded Debt Service</b>	<b>\$2,560,000</b>	<b>\$2,094,226</b>		<b>\$4,654,226</b>	<b>\$44,770,000</b>	<b>\$22,671,573</b>	<b>\$67,441,573</b>
Fire Truck (assume 1/2 year)	\$55,388	\$12,000		\$67,388	\$544,611	\$61,881	\$606,492
Vacuum Hydro (assume 1/2 year)	38,587	8,360		46,947	379,413	43,111	422,524
<b>Total Capital Lease</b>	<b>\$93,975</b>	<b>\$20,360</b>		<b>\$114,335</b>	<b>\$924,024</b>	<b>\$104,992</b>	<b>\$1,029,016</b>
Operating Leases - County Lots			\$292,050	\$292,050			
<b>Total Operating Lease</b>	<b>-</b>	<b>-</b>	<b>\$292,050</b>	<b>\$292,050</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Lease Payments</b>	<b>\$93,975</b>	<b>\$20,360</b>	<b>\$292,050</b>	<b>\$406,385</b>	<b>\$924,024</b>	<b>\$104,992</b>	<b>\$1,029,016</b>
<b>Grand Total</b>	<b>\$2,653,975</b>	<b>\$2,114,586</b>	<b>\$292,050</b>	<b>\$5,060,611</b>	<b>\$45,694,024</b>	<b>\$22,776,565</b>	<b>\$68,470,589</b>



**This Page Left Blank Intentionally**

## FY 2012-2013 SCHEDULE OF CAPITAL IMPROVEMENT PROJECTS BY PROGRAM

Project	Source of Funds	FY 2012-2013 Proposed
<b>Facilities</b>		
High Efficiency HVAC and Lighting at City Hall	CIP Fund	\$1,240,000
Downtown Streetscape Improvements: Traffic Signal Pole Replacement	CIP Fund	1,100,000
Downtown Streetscape Improvements: Tile Crosswalk Replacement	CIP Fund	825,000
Pier Railing Replacement	State Pier and Parking Fund	520,000
Downtown Streetscape Improvements: Pavement Rehabilitation & Traffic Striping	CIP Fund	315,000
Pier Roundhouse	State Pier and Parking Fund	270,000
Fire Station No. 2 Seismic Retrofit	CIP Fund	200,000
Marine Avenue Park Fencing	CIP Fund	160,000
Pier Comfort Station	State Pier and Parking Fund	150,000
Facilities Assessment	CIP Fund	100,000
Parks Master Plan	CIP Fund	100,000
Non-Motorized Transportation Xwalks, Bike Lanes, etc.	CIP Fund	100,000
Traffic Circle Feasibility Study: Valley-Ardmore at 15th Street	CIP Fund	80,000
Veterans Park Master Plan	CIP Fund	40,000
<b>Total Facilities</b>		<b>\$5,200,000</b>
<b>Parking</b>		
Parking Structure Structural Inspection	Parking Fund	\$75,000
<b>Total Parking</b>		<b>\$75,000</b>
<b>Streets / Transportation</b>		
Sepulveda Bridge Widening Project (33rd-Valley)	Grants, Measure R SBHwy, Prop C	\$8,715,937
Annual Slurry Seal Program	Gas Tax Fund	350,000
Annual Curb, Gutter and Ramp Replacement Project	Gas Tax Fund	320,000
Street Resurfacing Project: Ardmore and Valley	Gas Tax Fund	200,000
<b>Total Streets / Transportation</b>		<b>\$9,585,937</b>
<b>Wastewater</b>		
FY 12-13 Rehabilitation of Gravity Sewer Mains	Wastewater Fund	\$750,000
FY 11-12 Rehabilitation of Gravity Sewer Mains	Wastewater Fund	610,000
FY 11-12 through 14-15 Rehabilitation of Sewer Manholes	Wastewater Fund	150,000
Utility Telemetry	Wastewater Fund	100,000
<b>Total Wastewater</b>		<b>\$1,610,000</b>
<b>Water Division</b>		
Water Main Replacement: Sepulveda Boulevard & 2nd Street	Water Fund	\$1,100,000
Pipe Replacement Program and Fire Hydrant Installation (Area 1)	Water Fund	1,050,000
Water Well at Aviation Boulevard/6th Street (Well 13)	Water Fund	1,000,000
Larsson Street Pump Station Improvement	Water Fund	500,000
Utility Radio Telemetry	Water Fund	317,500
Pipe Replacement Program and Fire Hydrant Installation (Area 2)	Water Fund	200,000
<b>Total Water Division</b>		<b>\$4,167,500</b>
<b>Stormwater</b>		
Storm Drain Video Inspection and Evaluation	Stormwater Fund	\$150,000
2nd Street in Vets Parkway Infiltration Project	Stormwater Fund	130,000
<b>Total Stormwater</b>		<b>\$280,000</b>
<b>Total New Capital Improvement Projects</b>		<b>\$20,918,437</b>
<b>Carryforward from FY 2011-2012</b>		
Saferoute to School Program	CIP Fund	\$699,441
<b>Total Carryforward</b>		<b>\$699,441</b>
<b>Total Capital Improvement Projects</b>		<b>\$21,617,878</b>

## SCHEDULE OF FUNDED CAPITAL PURCHASES - EQUIPMENT & VEHICLES

Department	Description / Vehicle to Be Replaced	Expenditure Type	Prior Year Carryforward	Proposed Expenditure	FY 2012-2013 Proposed
<b>EQUIPMENT</b>					
Finance	Broadcasting in Police/Fire and Joslyn	New	-	\$288,310	\$288,310
Public Works	Emergency Sewer Bypass Pump	Replacement	-	87,000	87,000
Public Works	Sewer Lift Station By Pass Connections	New	-	60,000	60,000
Finance	City-wide Servers	Replacement	-	45,000	45,000
Fire	Telestaff Program	New	-	35,372	35,372
Public Works	Public Works Valve Exercise Machine	Replacement	-	28,000	28,000
Public Works	Hewlett Packard Plotter	Replacement	-	21,000	21,000
Public Works	Oce Scanner & Copier	Replacement	-	20,629	20,629
Public Works	Server and Fleet Database System	Upgrade	-	17,500	17,500
Human Resources	Applicant Tracking Update	Upgrade	10,000	-	10,000
<b>Total Equipment Purchases</b>			<b>\$10,000</b>	<b>\$602,811</b>	<b>\$612,811</b>
<b>VEHICLES</b>					
Fire	E-ONE Fire ENG PME	Replacement	\$600,000	-	\$600,000
Public Works	VAC-CON COMBO SEWER/STORM	Replacement	418,000	-	418,000
Public Works	HYDRO TRUCK	Replacement	255,000	-	255,000
Public Works	BACKHOE	Replacement	100,000	-	100,000
Public Works	GMC TOP-KICK DUMP TRUCK 8 TON	Replacement	81,600	-	81,600
Public Works	GMC C7500 DUMP TRUCK 8 TON	Replacement	81,600	-	81,600
Public Works	FORD F750XL DUMP TRUCK 9 TON	Replacement	81,600	-	81,600
Parks and Recreation	FORD E-350 BRAUN	Replacement	65,000	-	65,000
Public Works	FORD F350 SD	Replacement	45,390	-	45,390
Fire	CHEVROLET TAHOE	Replacement	41,070	-	41,070
Police	FORD E350 VAN	Replacement	39,760	-	39,760
Public Works	BOBCAT 863 TURBO HI FLOW	Replacement	35,000	-	35,000
Police	GO-4 INTERCEPTOR	Replacement	33,384	-	33,384
Police	GO-4 INTERCEPTOR	Replacement	33,384	-	33,384
Police	SAFARI CARGO VAN 2000	Replacement	32,808	-	32,808
Police	GO-4 INTERCEPTOR	Replacement	32,729	-	32,729
Police	GO-4 INTERCEPTOR	Replacement	32,729	-	32,729
Police	GO-4 INTERCEPTOR	Replacement	32,729	-	32,729
Police	FORD WINDSTAR 2002	Replacement	29,728	-	29,728
Finance	FORD CARGO VAN	Replacement	29,238	-	29,238
Public Works	FORD RANGER 2002	Replacement	28,127	-	28,127
Police	SMART RADAR TRAILER	Replacement	28,000	-	28,000
Public Works	FORD RANGER 2002	Replacement	27,575	-	27,575
Community Development	HONDA CIVIC HYBRID	Replacement	24,429	-	24,429
Parks and Recreation	CHEVROLET MALIBU 2001	Replacement	22,415	-	22,415
Police	SMART RADAR TRAILER	Replacement	9,500	-	9,500
Public Works	TRUCK MOUNTED 10 TON CRANE	Replacement	-	\$190,000	190,000
Parks and Recreation	PARA-TRANSIT BUS	Replacement	-	115,000	115,000
Parks and Recreation	PARA-TRANSIT BUS	Replacement	-	115,000	115,000
Police	Workhorse SWAT TACTICAL VAN	Replacement	-	82,000	82,000
Fire	CHEVROLET SUBURBAN	Replacement	-	70,000	70,000
Police	FORD E350 CARGO VAN/SURVELANCE	Replacement	-	65,000	65,000
Police	Chev. Police Tahoe	Replacement	-	65,000	65,000
Police	Chev. Police Tahoe	Replacement	-	65,000	65,000
Police	Chev. Police Tahoe	Replacement	-	65,000	65,000
Police	Chev. Police Tahoe	Replacement	-	65,000	65,000
Police	CHEVROLET SILVERADO LS 4X4	Replacement	-	63,200	63,200
Public Works	FORD CNG UTILITY BOX PICK-UP	Replacement	-	60,000	60,000
Police	FORD INTECEPTOR B & W AWD	Replacement	-	59,000	59,000
Police	FORD INTECEPTOR B & W AWD	Replacement	-	59,000	59,000
Police	FORD INTECEPTOR B & W AWD	Replacement	-	59,000	59,000
Police	FORD INTECEPTOR B & W AWD	Replacement	-	59,000	59,000
Police	FORD INTECEPTOR B & W AWD	Replacement	-	59,000	59,000
Public Works	FORD CNG PICK-UP	Replacement	-	54,000	54,000
Public Works	FORD CNG PICK-UP	Replacement	-	54,000	54,000
Public Works	F250 UTILITY TRUCK	Replacement	-	52,000	52,000
Public Works	F250 UTILITY TRUCK	Replacement	-	49,000	49,000
Public Works	FORD UTILITY BED TRUCK	Replacement	-	43,000	43,000
Public Works	FORD UTILITY BED TRUCK	Replacement	-	43,000	43,000
Public Works	FORD UTILITY BED TRUCK	Replacement	-	43,000	43,000
Police	FORD EXPLOYER OR FORD FLEX	Replacement	-	41,000	41,000
Police	HONDA PILOT	Replacement	-	41,000	41,000
Police	HONDA ACCORD	Replacement	-	38,000	38,000
Police	TBT / Fire FLY Public WorksRIC VEHICLE	Replacement	-	38,000	38,000
Police	TBT / Fire FLY Public WorksRIC VEHICLE	Replacement	-	38,000	38,000
Police	New Toyota CAMRY INVESTIGATION	Replacement	-	37,000	37,000
Police	New Toyota CAMRY INVESTIGATION	Replacement	-	37,000	37,000
Police	HONDA CNG CIVIC/Hydrid Same Size	Replacement	-	37,000	37,000
Public Works	HONDA CIVIC CNG OR Public WorksRIC	Replacement	-	37,000	37,000

## SCHEDULE OF FUNDED CAPITAL PURCHASES - EQUIPMENT & VEHICLES

Department	Description / Vehicle to Be Replaced	Expenditure Type	Prior Year Carryforward	Proposed Expenditure	FY 2012-2013 Proposed
Parks and Recreation	NISSAN FRONTIER OR SIMILAR 4X4 PICK-	Replacement		34,500	34,500
Public Works	FORD ESCAPE HYBRID	Replacement		34,000	34,000
Police	HONDA 1300P MOTORCYCLE	Replacement		29,500	29,500
Police	HONDA 1300P MOTORCYCLE	Replacement		29,500	29,500
Police	GEM Public WorksRIC OR EZ GO 2FIVE	Replacement		15,000	15,000
Police	GEM Public WorksRIC OR EZ GO 2FIVE	Replacement		15,000	15,000
<b>Total Vehicle Purchases</b>			<b>\$2,240,795</b>	<b>\$2,154,700</b>	<b>\$4,395,495</b>
<b>Total Funded Capital Purchases - Equipment &amp; Vehicles</b>			<b>\$2,250,795</b>	<b>\$2,757,511</b>	<b>\$5,008,306</b>

### TOTAL CAPITAL PURCHASES BY DEPARTMENT

Management Services	-	-	-
Finance	\$29,238	\$333,310	\$362,548
Human Resources	10,000	-	10,000
Parks and Recreation	87,415	264,500	351,915
Police	304,751	1,161,200	1,465,951
Fire	641,070	105,372	746,442
Community Development	24,429	-	24,429
Public Works	1,153,892	893,129	2,047,021
<b>Grand Total</b>	<b>\$2,250,795</b>	<b>\$2,757,511</b>	<b>\$5,008,306</b>

*\*Represents capital expenditures only.*

*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. The replacement of the two Paratransit buses will be funded by Measure R funds.*

## SCHEDULE OF EXPENDITURE DETAIL - CITY-WIDE

Object	Description	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed	% of Total	% Change fr Prior
4101	Salaries & Allowances	\$12,020,761	\$12,022,410	\$11,815,157	10.8%	(1.7%)
4102	Sworn Employee Salaries	10,497,419	10,477,793	10,651,981	9.7%	1.7%
4103	Part Time Employee Salaries	1,856,476	1,951,850	2,114,361	1.9%	8.3%
4111	Overtime Regular Employees	224,317	158,704	166,556	0.2%	4.9%
4112	Overtime Sworn Employees	2,541,420	2,131,359	2,224,851	2.0%	4.4%
4113	Overtime Mutual Aid	106,220	10,500	10,500	0.0%	-
4114	Overtime Special Events	169,840	187,492	204,928	0.2%	9.3%
4120	Supplemental Pension Plan	18,954	19,000	19,000	0.0%	-
4121	Single Highest Year Plan	47,027	47,000	48,000	0.0%	2.1%
4123	Commuter Pay	7,926	6,800	7,000	0.0%	2.9%
4124	Fire Retiree's Health Ins	10,685	21,000	22,000	0.0%	4.8%
4125	Police Retiree's Health Plan	53,604	65,000	69,000	0.1%	6.2%
4126	Miscellaneous Retirees Health Plan	19,301	30,000	31,000	0.0%	3.3%
4201	Group Medical Insurance	2,913,552	3,027,723	3,374,364	3.1%	11.4%
4202	Medicare	341,079	318,105	367,412	0.3%	15.5%
4203	Unemployment	34,980	75,040	75,040	0.1%	-
4204	401A Plan City	169,571	184,435	172,556	0.2%	(6.4%)
4205	Workers Compensation	1,993,641	2,940,646	2,777,112	2.5%	(5.6%)
4206	Medical Retirement Contributions	451,000	451,008	339,900	0.3%	(24.6%)
4211	PERS Regular Contributions	1,833,542	2,203,326	2,186,886	2.0%	(0.7%)
4212	PERS Sworn Contributions	3,150,920	3,871,534	3,995,140	3.6%	3.2%
4213	PARS Retirement Contributions	27,406	-	-	-	-
4220	Accrued Leave	490	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$38,490,133</b>	<b>\$40,200,725</b>	<b>\$40,672,744</b>	<b>37.1%</b>	<b>1.2%</b>
5101	Contract Services	\$10,576,853	\$12,852,685	\$13,010,382	11.9%	1.2%
5102	Contract Personnel	1,103,448	852,389	993,909	0.9%	16.6%
5103	Audit Services	37,824	47,835	52,628	0.0%	10.0%
5104	Computer Contract Services	472,720	564,622	619,244	0.6%	9.7%
5105	Elections	66,994	1,200	71,425	0.1%	5852.1%
5106	SBRPCA Communications	1,380,355	1,347,455	1,543,728	1.4%	14.6%
5107	Physical/Psychological Exams	29,474	32,793	34,465	0.0%	5.1%
5108	Legal Services	270,616	40,000	395,000	0.4%	887.5%
5109	Background Investigations	4,349	5,594	4,894	0.0%	(12.5%)
5201	Office Supplies	89,398	93,660	88,750	0.1%	(5.2%)
5202	Memberships & Dues	56,921	78,258	86,543	0.1%	10.6%
5203	Reference Books & Periodicals	24,694	25,383	25,063	0.0%	(1.3%)
5204	Conferences & Meetings	102,717	109,388	128,991	0.1%	17.9%
5205	Training	74,079	143,569	174,917	0.2%	21.8%
5206	Uniforms/Safety Equipment	150,311	200,406	191,179	0.2%	(4.6%)
5207	Advertising	52,824	72,892	65,101	0.1%	(10.7%)
5208	Postage	85,809	88,410	86,430	0.1%	(2.2%)
5209	Tools & Minor Equipment	13,979	10,883	18,880	0.0%	73.5%
5210	Computers, Supplies & Software	268,443	250,094	279,230	0.3%	11.7%
5211	Automotive Parts	121,447	111,000	90,000	0.1%	(18.9%)
5212	Office Equipment Maintenance	3,050	3,285	3,300	0.0%	0.5%
5213	Computer Maintenance & Repairs	7,304	16,500	11,500	0.0%	(30.3%)
5214	Employee Awards & Events	10,639	14,961	17,111	0.0%	14.4%
5216	Tuition Reimbursement	24,188	20,000	20,000	0.0%	-
5217	Departmental Supplies	1,353,896	1,284,902	1,481,166	1.3%	15.3%
5218	Recruitment Costs	43,871	32,994	34,644	0.0%	5.0%
5219	STC Training	2,480	2,850	2,850	0.0%	-
5220	POST Training	31,316	27,300	39,700	0.0%	45.4%
5221	Automotive Repair Services	138,474	156,700	146,700	0.1%	(6.4%)
5222	Warehouse Inventory Purchases	79,758	75,000	82,345	0.1%	9.8%
5223	Bus Pass Subsidies	19,583	14,065	14,065	0.0%	-
5224	Recreation Bus Trips	55,454	52,002	55,000	0.1%	5.8%
5225	Printing	128,425	153,540	155,362	0.1%	1.2%
5226	Automotive Fuel	321,795	340,900	369,850	0.3%	8.5%
5231	Bank Service Charge	215,696	207,000	291,050	0.3%	40.6%
5240	Assessments & Taxes	562,264	534,781	582,960	0.5%	9.0%
5250	Insurance Premiums	455,986	455,986	583,562	0.5%	28.0%
5251	Claims Paid	2,854,830	2,669,300	3,056,350	2.8%	14.5%

## SCHEDULE OF EXPENDITURE DETAIL - CITY-WIDE

Object	Description	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed	% of Total	% Change fr Prior
5252	Claims Administration	120,952	123,278	126,976	0.1%	3.0%
5253	Miscellaneous Bonds/Insurance	1,767	3,019	3,019	0.0%	-
5254	Unemployment Claims	49,966	75,000	75,000	0.1%	-
5255	Property Insurance	379,316	380,000	380,000	0.3%	-
5260	Council Contingencies	-	50,000	150,000	0.1%	200.0%
5261	Chamber of Commerce Allocation	25,000	-	-	-	-
5262	Public Service Events	23,681	14,875	17,375	0.0%	16.8%
5263	City Funds Match	6,401	8,000	8,000	0.0%	-
5264	City Funds Exchange	173,040	70,000	-	-	(100.0%)
5265	Service Agency Contributions	90,758	119,338	75,092	0.1%	(37.1%)
5266	DMBBPA Allocation	103,355	-	100,000	0.1%	-
5267	UAD Loan Program	6,631	7,000	4,820	0.0%	(31.1%)
5270	City Manager Loan	432,000	-	-	-	-
5501	Telephone	198,519	214,455	227,080	0.2%	5.9%
5502	Electricity	1,316,712	1,338,015	1,290,045	1.2%	(3.6%)
5503	Natural Gas	79,218	88,488	81,149	0.1%	(8.3%)
5504	Water	278,740	229,201	383,816	0.3%	67.5%
5601	Administrative Service Charge	3,025,305	3,288,499	2,913,338	2.7%	(11.4%)
<b>Total Materials &amp; Services</b>		<b>\$27,603,625</b>	<b>\$28,999,750</b>	<b>\$30,743,984</b>	<b>28.0%</b>	<b>6.0%</b>
5611	Warehouse Purchases	\$82,658	\$81,810	\$82,345	0.1%	0.7%
5612	Garage Purchases	37,490	32,000	25,000	0.0%	(21.9%)
5621	Information Systems Allocation	1,078,105	1,192,397	1,218,173	1.1%	2.2%
5631	Insurance Allocation	1,671,360	983,040	1,683,979	1.5%	71.3%
5641	Fleet Rental Allocation	1,448,250	1,117,840	1,034,540	0.9%	(7.5%)
5642	Fleet Maintenance Allocation	1,046,335	1,089,366	975,383	0.9%	(10.5%)
5651	Building & Operations Allocation	1,006,885	1,290,465	1,443,461	1.3%	11.9%
<b>Total Internal Services</b>		<b>\$6,371,084</b>	<b>\$5,786,918</b>	<b>\$6,462,881</b>	<b>5.9%</b>	<b>11.7%</b>
9101	Transfers Out	\$15,235	-	\$20,163	0.0%	-
<b>Total Transfers</b>		<b>\$15,235</b>	<b>-</b>	<b>\$20,163</b>	<b>0.0%</b>	<b>-</b>
<b>Total Operating Expenses</b>		<b>\$72,480,077</b>	<b>\$74,987,393</b>	<b>\$77,899,772</b>	<b>71.0%</b>	<b>3.9%</b>
6121	Machinery & Equipment	160,646	239,827	\$195,629	0.2%	(18.4%)
6131	Vehicles	89,955	\$3,819,344	4,395,495	4.0%	15.1%
6141	Computer Equipment & Software	132,288	139,542	417,182	0.4%	199.0%
6151	Land	437,500	-	-	-	-
6202	Studies Audits & Analysis	47,978	-	545,000	0.5%	-
6212	CIP Bldg & Facility - CYr	1,260,196	1,030,000	4,087,500	3.7%	296.8%
6222	CIP Street Improvements - CYr	1,102,566	3,978,766	12,625,378	11.5%	217.3%
6232	CIP Utility Improvements - CYr	1,941	1,030,000	500,000	0.5%	(51.5%)
6242	CIP Line Improvememnts - CYr	1,182,116	3,640,000	3,860,000	3.5%	6.0%
6252	CIP Landscape & Site - CYr	265,899	1,000,000	-	-	(100.0%)
<b>Total Capital Projects &amp; Equipment</b>		<b>\$4,681,084</b>	<b>\$14,877,479</b>	<b>\$26,626,184</b>	<b>24.3%</b>	<b>79.0%</b>
7101	Bond Principal	\$2,345,000	\$2,415,000	\$2,559,998	2.3%	6.0%
7102	Bond Interest	2,003,190	2,222,892	2,094,228	1.9%	(5.8%)
7103	Bond Administration Fee	141,430	132,700	131,700	0.1%	(0.8%)
7301	Land Leases	254,759	247,225	292,050	0.3%	18.1%
7302	Property & Equipment Principal	-	93,983	93,975	0.1%	(0.0%)
7303	Property & Equipment Interest	176	17,132	20,360	0.0%	18.8%
7304	Property & Equipment Op Lease	(340)	-	-	-	-
7402	Interfund Loans Interest	15,197	16,095	6,000	0.0%	(62.7%)
<b>Total Debt Service</b>		<b>\$4,759,412</b>	<b>\$5,145,027</b>	<b>\$5,198,311</b>	<b>4.7%</b>	<b>1.0%</b>
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>\$9,440,496</b>	<b>\$20,022,506</b>	<b>\$31,824,495</b>	<b>29.0%</b>	<b>58.9%</b>
<b>Total City-Wide Expenditures</b>		<b>\$81,920,573</b>	<b>\$95,009,899</b>	<b>\$109,724,267</b>	<b>100.0%</b>	<b>15.5%</b>



## SCHEDULE OF EXPENDITURE DETAIL - GENERAL FUND

Object	Description	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed	% of Total	% Change fr Prior
4101	Salaries & Allowances	\$9,446,840	\$9,398,853	\$9,328,135	17.6%	(0.8%)
4102	Sworn Employee Salaries	10,497,419	10,477,793	10,651,981	20.1%	1.7%
4103	Part Time Employee Salaries	1,573,494	1,715,920	1,814,489	3.4%	5.7%
4111	Overtime Regular Employees	174,659	106,130	109,381	0.2%	3.1%
4112	Overtime Sworn Employees	2,520,603	2,096,359	2,189,851	4.1%	4.5%
4113	Overtime Mutual Aid	106,220	10,500	10,500	0.0%	-
4114	Overtime Special Events	169,840	184,732	202,228	0.4%	9.5%
4201	Group Medical Insurance	2,490,924	2,571,549	2,881,313	5.4%	12.0%
4202	Medicare	305,481	282,515	330,408	0.6%	17.0%
4203	Unemployment	34,980	75,040	75,040	0.1%	-
4204	401A Plan City	147,586	161,384	152,355	0.3%	(5.6%)
4205	Workers Compensation	1,779,333	2,711,206	2,660,135	5.0%	(1.9%)
4206	Medical Retirement Contributions	391,456	390,732	294,700	0.6%	(24.6%)
4211	PERS Regular Contributions	1,431,474	1,709,288	1,718,518	3.2%	0.5%
4212	PERS Sworn Contributions	3,150,920	3,871,534	3,995,140	7.6%	3.2%
4213	PARS Retirement Contributions	24,663	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$34,245,893</b>	<b>\$35,763,535</b>	<b>\$36,414,174</b>	<b>68.8%</b>	<b>1.8%</b>
5101	Contract Services	\$2,255,872	\$2,554,839	\$2,565,085	4.8%	0.4%
5102	Contract Personnel	995,855	852,389	974,009	1.8%	14.3%
5103	Audit Services	37,824	47,835	52,628	0.1%	10.0%
5104	Computer Contract Services	309,471	358,801	374,730	0.7%	4.4%
5105	Elections	66,994	1,200	71,425	0.1%	5852.1%
5106	SBRPCA Communications	1,380,355	1,347,455	1,543,728	2.9%	14.6%
5107	Physical/Psychological Exams	29,474	32,793	34,465	0.1%	5.1%
5108	Legal Services	270,616	40,000	395,000	0.7%	887.5%
5109	Background Investigations	4,349	5,594	4,894	0.0%	(12.5%)
5201	Office Supplies	83,792	93,660	88,750	0.2%	(5.2%)
5202	Memberships & Dues	40,899	66,068	73,741	0.1%	11.6%
5203	Reference Books & Periodicals	24,256	24,263	24,033	0.0%	(0.9%)
5204	Conferences & Meetings	76,460	101,388	121,241	0.2%	19.6%
5205	Training	62,823	100,519	125,487	0.2%	24.8%
5206	Uniforms/Safety Equipment	136,918	155,137	164,149	0.3%	5.8%
5207	Advertising	43,431	63,392	57,101	0.1%	(9.9%)
5208	Postage	84,258	86,800	84,820	0.2%	(2.3%)
5209	Tools & Minor Equipment	1,612	2,800	6,300	0.0%	125.0%
5210	Computers, Supplies & Software	41,785	7,250	16,175	0.0%	123.1%
5212	Office Equipment Maintenance	3,050	3,285	3,300	0.0%	0.5%
5214	Employee Awards & Events	5,869	11,950	14,100	0.0%	18.0%
5216	Tuition Reimbursement	24,188	20,000	20,000	0.0%	-
5217	Departmental Supplies	722,199	634,636	764,342	1.4%	20.4%
5218	Recruitment Costs	43,871	32,744	34,394	0.1%	5.0%
5219	STC Training	2,480	2,850	2,850	0.0%	-
5220	POST Training	31,316	27,300	39,700	0.1%	45.4%
5221	Automotive Repair Services	65,841	66,700	66,700	0.1%	-
5225	Printing	113,067	139,298	137,680	0.3%	(1.2%)
5231	Bank Service Charge	215,696	130,000	128,950	0.2%	(0.8%)
5240	Assessments & Taxes	-	18,445	-	-	(100.0%)
5251	Claims Paid	70,000	-	-	-	-
5260	Council Contingencies	-	50,000	150,000	0.3%	200.0%
5261	Chamber of Commerce Allocation	25,000	-	-	-	-
5262	Public Service Events	23,681	14,875	17,375	0.0%	16.8%
5263	City Funds Match	6,401	8,000	8,000	0.0%	-
5264	City Funds Exchange	173,040	70,000	-	-	(100.0%)
5265	Service Agency Contributions	90,758	119,338	75,092	0.1%	(37.1%)
5270	City Manager Loan	432,000	-	-	-	-
5501	Telephone	117,421	129,950	140,635	0.3%	8.2%
5502	Electricity	495,257	513,598	492,832	0.9%	(4.0%)
5503	Natural Gas	32,490	34,504	30,190	0.1%	(12.5%)
5504	Water	229,376	183,661	305,354	0.6%	66.3%
<b>Total Materials &amp; Services</b>		<b>\$8,870,042</b>	<b>\$8,153,317</b>	<b>\$9,209,255</b>	<b>17.4%</b>	<b>13.0%</b>



## SCHEDULE OF EXPENDITURE DETAIL - GENERAL FUND

Object	Description	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed	% of Total	% Change fr Prior
5611	Warehouse Purchases	\$36,556	\$37,100	\$36,770	0.1%	(0.9%)
5621	Information Systems Allocation	999,529	1,095,845	1,129,399	2.1%	3.1%
5631	Insurance Allocation	1,472,760	874,020	1,299,010	2.5%	48.6%
5641	Fleet Rental Allocation	1,255,630	884,160	800,860	1.5%	(9.4%)
5642	Fleet Maintenance Allocation	923,204	940,970	837,347	1.6%	(11.0%)
5651	Building & Operations Allocation	871,410	1,115,298	1,246,423	2.4%	11.8%
<b>Total Internal Services</b>		<b>\$5,559,090</b>	<b>\$4,947,393</b>	<b>\$5,349,809</b>	<b>10.1%</b>	<b>8.1%</b>
9101	Transfers Out	\$15,235	-	\$20,163	0.0%	-
<b>Total Transfers</b>		<b>\$15,235</b>	<b>-</b>	<b>\$20,163</b>	<b>0.0%</b>	<b>-</b>
<b>Total Operating Expenses</b>		<b>\$48,690,260</b>	<b>\$48,864,245</b>	<b>\$50,993,401</b>	<b>96.4%</b>	<b>4.4%</b>
6121	Machinery & Equipment	-	-	\$20,629	0.0%	-
6141	Computer Equipment & Software	-	-	66,372	0.1%	-
7101	Bond Principal	\$1,160,000	\$1,210,000	1,304,998	2.5%	7.9%
7102	Bond Interest	223,393	471,250	409,827	0.8%	(13.0%)
7103	Bond Administration Fee	124,193	112,000	111,000	0.2%	(0.9%)
<b>Total Debt Service</b>		<b>\$1,507,586</b>	<b>\$1,793,250</b>	<b>\$1,912,826</b>	<b>3.6%</b>	<b>6.7%</b>
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>\$1,507,586</b>	<b>\$1,793,250</b>	<b>\$1,912,826</b>	<b>3.6%</b>	<b>6.7%</b>
<b>Total General Fund Expenditures</b>		<b>\$50,197,846</b>	<b>\$50,657,495</b>	<b>\$52,906,227</b>	<b>100.0%</b>	<b>4.4%</b>



**This Page Left Blank Intentionally**

# SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

## Management Services

Object	Description	2010-2011	2011-2012	2012-2013	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$896,527	\$911,160	\$696,874	28.5%	(23.5%)
4103	Part Time Employee Salaries	56,331	49,140	50,140	2.0%	2.0%
4111	Overtime Regular Employees	1,270	500	500	0.0%	-
4201	Group Medical Insurance	112,669	126,659	120,205	4.9%	(5.1%)
4202	Medicare	12,725	11,051	10,683	0.4%	(3.3%)
4203	Unemployment	-	1,000	1,000	0.0%	-
4204	401A Plan City	28,852	34,397	25,073	1.0%	(27.1%)
4205	Workers Compensation	-	12,206	27,110	1.1%	122.1%
4206	Medical Retirement Contribution	13,536	13,536	7,950	0.3%	(41.3%)
4211	PERS Regular Contribution	133,284	159,401	115,198	4.7%	(27.7%)
4213	PARS Retirement Contribution	5	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$1,255,199</b>	<b>\$1,319,050</b>	<b>\$1,054,733</b>	<b>43.1%</b>	<b>(20.0%)</b>
5101	Contract Services	\$182,218	\$92,762	\$133,884	5.5%	44.3%
5102	Contract Personnel	-	-	5,000	0.2%	-
5104	Computer Contract Services	2,806	2,945	3,034	0.1%	3.0%
5105	Elections	66,994	1,200	71,425	2.9%	5852.1%
5108	Legal Services	147,779	-	280,000	11.4%	-
5201	Office Supplies	4,955	3,400	5,000	0.2%	47.1%
5202	Memberships & Dues	22,566	43,835	47,072	1.9%	7.4%
5203	Reference Books & Periodicals	12,147	13,638	13,638	0.6%	-
5204	Conferences & Meetings	51,799	53,567	58,895	2.4%	9.9%
5205	Training	1,668	7,900	20,000	0.8%	153.2%
5207	Advertising	10,708	5,100	5,600	0.2%	9.8%
5208	Postage	830	780	780	0.0%	-
5210	Computers, Supplies & Software	303	-	-	-	-
5212	Office Equipment Maintenance	-	250	250	0.0%	-
5217	Special Departmental Supplies	39,641	11,300	12,300	0.5%	8.8%
5225	Printing	744	920	1,050	0.0%	14.1%
5251	Claims Paid	70,000	-	-	-	-
5260	Council Contingencies	-	50,000	150,000	6.1%	200.0%
5262	Public Service Events	23,681	14,875	17,375	0.7%	16.8%
5270	City Manager Loan	432,000	-	-	-	-
5501	Telephone	3,382	3,580	4,050	0.2%	13.1%
<b>Total Materials &amp; Services</b>		<b>\$1,074,219</b>	<b>\$306,052</b>	<b>\$829,353</b>	<b>33.9%</b>	<b>171.0%</b>
5611	Warehouse Purchases	\$227	\$450	\$450	0.0%	-
5621	Information Systems Allocation	61,092	67,585	69,047	2.8%	2.2%
5631	Insurance Allocation	-	22,620	371,194	15.2%	1541.0%
5641	Fleet Rental Allocation	12,000	-	-	-	-
5642	Fleet Maintenance Allocation	1,677	-	-	-	-
5651	Building & Operations Allocation	88,430	112,344	124,594	5.1%	10.9%
<b>Total Internal Services</b>		<b>\$163,426</b>	<b>\$202,999</b>	<b>\$565,285</b>	<b>23.1%</b>	<b>178.5%</b>
<b>Total Operating Expenses</b>		<b>\$2,492,844</b>	<b>\$1,828,101</b>	<b>\$2,449,371</b>	<b>100.0%</b>	<b>34.0%</b>
6151	Warehouse Purchases	\$437,500	-	-	-	-
6212	Information Systems Allocation	102,500	-	-	-	-
<b>Total Internal Services</b>		<b>\$540,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>\$1,777,650</b>	<b>\$509,051</b>	<b>\$1,394,638</b>	<b>56.9%</b>	<b>174.0%</b>
<b>Total Expenditures</b>		<b>\$3,032,844</b>	<b>\$1,828,101</b>	<b>\$2,449,371</b>	<b>100.0%</b>	<b>34.0%</b>
<b>Source of Funds</b>						
General Fund		\$2,490,752	\$1,828,101	\$2,449,371	100.0%	34.0%
Capital Improvement Fund		542,092	-	-	-	-
<b>Total Source of Funds</b>		<b>\$3,032,844</b>	<b>\$1,828,101</b>	<b>\$2,449,371</b>	<b>100.0%</b>	<b>34.0%</b>

# SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

## Finance

Object	Description	2010-2011	2011-2012	2012-2013	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$1,544,401	\$1,557,233	\$1,567,379	33.9%	0.7%
4103	Part Time Employee Salaries	163,692	147,345	159,360	3.4%	8.2%
4111	Overtime Regular Employees	19,019	18,088	26,870	0.6%	48.6%
4120	Supplemental Pension Plan	18,954	19,000	19,000	0.4%	-
4121	Single Highest Year Plan	47,027	47,000	48,000	1.0%	2.1%
4124	Fire Retiree's Health Insurance	10,685	21,000	22,000	0.5%	4.8%
4125	Police Retiree's Health Plan	53,604	65,000	69,000	1.5%	6.2%
4126	Miscellaneous Retirees Health Plan	19,301	30,000	31,000	0.7%	3.3%
4201	Group Medical Insurance	211,359	223,898	243,898	5.3%	8.9%
4202	Medicare	22,435	23,231	23,928	0.5%	3.0%
4203	Unemployment	-	1,020	1,020	0.0%	-
4204	401A Plan City	27,655	27,410	29,364	0.6%	7.1%
4205	Workers Compensation	8,292	53,460	15,616	0.3%	(70.8%)
4206	Medical Retirement Contribution	29,412	27,948	24,820	0.5%	(11.2%)
4211	PERS Regular Contribution	236,361	288,781	293,176	6.3%	1.5%
4213	PARS Retirement Contribution	1,139	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$2,413,337</b>	<b>\$2,550,414</b>	<b>\$2,574,431</b>	<b>55.7%</b>	<b>0.9%</b>
5101	Contract Services	\$192,885	\$222,127	\$248,270	5.4%	11.8%
5102	Contract Personnel	19,440	-	-	-	-
5103	Audit Services	37,824	47,835	52,628	1.1%	10.0%
5104	Computer Contract Services	328,098	338,506	390,418	8.4%	15.3%
5201	Office Supplies	5,369	5,730	4,500	0.1%	(21.5%)
5202	Memberships & Dues	1,915	1,935	2,455	0.1%	26.9%
5203	Reference Books & Periodicals	1,294	1,505	1,450	0.0%	(3.7%)
5204	Conferences & Meetings	6,634	9,700	13,770	0.3%	42.0%
5205	Training	3,696	4,750	3,600	0.1%	(24.2%)
5206	Uniforms/Safety Equipment	380	770	777	0.0%	0.9%
5207	Advertising	1,683	1,700	550	0.0%	(67.6%)
5208	Postage	40,586	40,470	38,490	0.8%	(4.9%)
5209	Tools & Minor Equipment	280	300	300	0.0%	-
5210	Computer Supplies & Software	224,802	242,844	263,055	5.7%	8.3%
5211	Automotive Parts	41,110	39,000	25,000	0.5%	(35.9%)
5212	Office Equipment Maintenance	598	610	625	0.0%	2.5%
5213	Computer Maintenance & Repair	7,304	16,500	11,500	0.2%	(30.3%)
5214	Employee Awards & Events	176	250	400	0.0%	60.0%
5217	Special Departmental Supplies	4,177	5,000	3,535	0.1%	(29.3%)
5222	Warehouse Inventory Purchases	79,758	75,000	82,345	1.8%	9.8%
5225	Printing	13,854	13,010	12,000	0.3%	(7.8%)
5231	Bank Service Charge	215,696	130,000	128,950	2.8%	(0.8%)
5261	Chamber of Commerce Allocation	25,000	-	-	-	-
5265	Service Agency Contributions	90,758	119,338	75,092	1.6%	(37.1%)
5267	UAD Loan Program	6,631	7,000	4,820	0.1%	(31.1%)
5501	Telephone	11,714	12,400	13,730	0.3%	10.7%
<b>Total Materials &amp; Services</b>		<b>\$1,361,662</b>	<b>\$1,336,280</b>	<b>\$1,378,260</b>	<b>29.8%</b>	<b>3.1%</b>
5611	Warehouse Purchases	\$9,502	\$8,150	\$8,470	0.2%	3.9%
5621	Information Systems Allocation	87,300	96,543	98,640	2.1%	2.2%
5631	Insurance Allocation	67,980	22,620	20,072	0.4%	(11.3%)
5641	Fleet Rental Allocation	-	3,560	3,560	0.1%	-
5642	Fleet Maintenance Allocation	4,136	1,781	1,657	0.0%	(7.0%)
5651	Building & Operations Allocation	147,387	187,245	207,655	4.5%	10.9%
<b>Total Internal Services</b>		<b>\$316,305</b>	<b>\$319,899</b>	<b>\$340,054</b>	<b>7.4%</b>	<b>6.3%</b>
<b>Total Operating Expenses</b>		<b>\$4,091,303</b>	<b>\$4,206,593</b>	<b>\$4,292,745</b>	<b>92.8%</b>	<b>2.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Finance

Object	Description	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed	% of Total	% Change fr Prior
6141	Computer Equipment & Software	\$132,288	\$115,000	\$333,310	7.2%	189.8%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$132,288</b>	<b>\$115,000</b>	<b>\$333,310</b>	<b>7.2%</b>	<b>189.8%</b>
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>\$132,288</b>	<b>\$115,000</b>	<b>\$333,310</b>	<b>7.2%</b>	<b>189.8%</b>
<b>Total Expenditures</b>		<b>\$4,223,592</b>	<b>\$4,321,593</b>	<b>\$4,626,055</b>	<b>100.0%</b>	<b>7.0%</b>
<b>Source of Funds</b>						
	General Fund	\$2,671,171	\$2,728,116	\$2,674,978	57.8%	(1.9%)
	Capital Improvement Fund	6,631	7,000	4,820	0.1%	(31.1%)
	Information Systems Fund	1,185,775	1,192,397	1,522,432	32.9%	27.7%
	Building Maintenance & Operations Fund	210,444	212,080	234,825	5.1%	10.7%
	Pension Trust Fund	149,571	182,000	189,000	4.1%	3.8%
<b>Total Source of Funds</b>		<b>\$4,223,592</b>	<b>\$4,321,593</b>	<b>\$4,626,055</b>	<b>100.0%</b>	<b>7.0%</b>



**This Page Left Blank Intentionally**

# SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

## Human Resources

Object	Description	2010-2011	2011-2012	2012-2013	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$404,971	\$516,508	\$505,045	9.3%	(2.2%)
4103	Part Time Employee Salaries	12,471	33,762	49,411	0.9%	46.4%
4111	Overtime Regular Employees	672	974	3,576	0.1%	267.1%
4201	Group Medical Insurance	54,144	76,160	75,436	1.4%	(1.0%)
4202	Medicare	4,887	5,893	7,272	0.1%	23.4%
4203	Unemployment	-	1,020	1,020	0.0%	-
4204	401A Plan City	12,718	15,433	18,933	0.4%	22.7%
4205	Workers Compensation	99,012	132,420	17,070	0.3%	(87.1%)
4206	Medical Retirement Contribution	10,296	10,296	7,950	0.1%	(22.8%)
4211	PERS Regular Contribution	71,577	88,308	87,583	1.6%	(0.8%)
4213	PARS Retirement Contribution	376	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$671,125</b>	<b>\$880,774</b>	<b>\$773,296</b>	<b>14.3%</b>	<b>(12.2%)</b>
5101	Contract Services	\$35,327	\$24,278	\$23,937	0.4%	(1.4%)
5102	Contract Personnel	-	-	19,900	0.4%	-
5104	Computer Contract Services	6,135	16,290	6,449	0.1%	(60.4%)
5107	Physical/Psychological Exams	13,409	19,543	21,215	0.4%	8.6%
5108	Legal Services	46,130	35,000	80,000	1.5%	128.6%
5201	Office Supplies	1,878	2,000	2,500	0.0%	25.0%
5202	Memberships & Dues	1,060	1,305	1,677	0.0%	28.5%
5203	Reference Books & Periodicals	848	605	615	0.0%	1.7%
5204	Conferences & Meetings	2,785	4,390	6,380	0.1%	45.3%
5205	Training	3,678	22,044	19,480	0.4%	(11.6%)
5208	Postage	2,549	2,640	2,640	0.0%	-
5214	Employee Awards & Events	8,742	13,011	13,011	0.2%	-
5216	Tuition Reimbursement	24,188	20,000	20,000	0.4%	-
5217	Special Departmental Supplies	135	-	-	-	-
5218	Recruitment Costs	40,543	29,804	29,874	0.6%	0.2%
5225	Printing	219	100	100	0.0%	-
5250	Insurance Premiums	455,986	455,986	583,562	10.8%	28.0%
5251	Claims Paid	2,784,830	2,669,300	3,056,350	56.5%	14.5%
5252	Claims Administration	120,952	123,278	126,976	2.3%	3.0%
5253	Miscellaneous Bonds/Insurance	1,767	3,019	3,019	0.1%	-
5254	Unemployment	49,966	75,000	75,000	1.4%	-
5255	Property Insurance	379,316	380,000	380,000	7.0%	-
5501	Telephone	10,958	9,250	10,400	0.2%	12.4%
<b>Total Materials &amp; Services</b>		<b>\$3,991,402</b>	<b>\$3,906,843</b>	<b>\$4,483,085</b>	<b>82.9%</b>	<b>14.7%</b>
5601	Administrative Service Charge	\$59,181	-	-	-	-
5611	Warehouse Purchases	167	200	\$200	0.0%	-
5621	Information Systems Allocation	43,644	48,275	49,319	0.9%	2.2%
5631	Insurance Allocation	67,980	19,080	20,072	0.4%	5.2%
5651	Building & Operations Allocation	51,585	65,535	72,680	1.3%	10.9%
<b>Total Internal Services</b>		<b>\$222,557</b>	<b>\$133,090</b>	<b>\$142,271</b>	<b>2.6%</b>	<b>6.9%</b>
<b>Total Operating Expenses</b>		<b>\$4,885,083</b>	<b>\$4,920,707</b>	<b>\$5,398,652</b>	<b>99.8%</b>	<b>9.7%</b>
6141	Computer Equipment & Software	-	-	\$10,000	0.2%	-
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>-</b>	<b>\$10,000</b>	<b>0.2%</b>	<b>-</b>
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>-</b>	<b>-</b>	<b>\$10,000</b>	<b>0.2%</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$4,885,083</b>	<b>\$4,920,707</b>	<b>\$5,408,652</b>	<b>100.0%</b>	<b>9.9%</b>
<b>Source of Funds</b>						
General Fund		\$735,178	\$897,946	\$849,812	15.7%	(5.4%)
Insurance Reserve		4,149,906	4,022,761	4,558,840	84.3%	13.3%
<b>Total Source of Funds</b>		<b>\$4,885,083</b>	<b>\$4,920,707</b>	<b>\$5,408,652</b>	<b>100.0%</b>	<b>9.9%</b>

# SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

## Parks and Recreation

Object	Description	2010-2011	2011-2012	2012-2013	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$1,324,957	\$1,307,583	\$1,290,526	18.3%	(1.3%)
4103	Part Time Employee Salaries	1,213,514	1,291,453	1,364,911	19.4%	5.7%
4111	Overtime Regular Employees	23,399	11,154	16,774	0.2%	50.4%
4114	Overtime Special Events	-	1,820	1,820	0.0%	-
4201	Group Medical Insurance	210,809	213,455	238,853	3.4%	11.9%
4202	Medicare	36,100	37,979	38,211	0.5%	0.6%
4203	Unemployment	12,120	22,500	22,500	0.3%	-
4204	401A Plan City	20,122	20,046	20,153	0.3%	0.5%
4205	Workers Compensation	-	113,640	81,349	1.2%	(28.4%)
4206	Medical Retirement Contribution	29,352	29,352	24,790	0.4%	(15.5%)
4211	PERS Regular Contribution	241,471	304,673	311,525	4.4%	2.2%
4213	PARS Retirement Contribution	16,569	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$3,128,413</b>	<b>\$3,353,655</b>	<b>\$3,411,412</b>	<b>48.5%</b>	<b>1.7%</b>
5101	Contract Services	\$639,534	\$733,942	\$571,458	8.1%	(22.1%)
5102	Contract Personnel	633,820	754,903	920,603	13.1%	21.9%
5104	Computer Contract Services	4,500	10,500	10,500	0.1%	-
5201	Office Supplies	21,379	23,210	20,000	0.3%	(13.8%)
5202	Memberships & Dues	6,233	6,420	8,590	0.1%	33.8%
5203	Reference Books & Periodicals	614	785	785	0.0%	-
5204	Conferences & Meetings	195	640	640	0.0%	-
5205	Training	8,800	18,792	19,754	0.3%	5.1%
5206	Uniforms/Safety Equipment	8,175	10,725	10,725	0.2%	-
5207	Advertising	28,512	46,942	38,801	0.6%	(17.3%)
5208	Postage	25,588	27,830	27,830	0.4%	-
5210	Computer Supplies & Software	11,401	500	825	0.0%	65.0%
5212	Office Equipment	160	-	-	-	-
5217	Special Departmental Supplies	216,239	178,547	226,975	3.2%	27.1%
5218	Recruitment Costs	3,328	2,690	4,770	0.1%	77.3%
5223	Bus Pass Subsidies	19,583	14,065	14,065	0.2%	-
5224	Recreation Bus Trips	55,454	52,002	55,000	0.8%	5.8%
5225	Printing	63,639	89,468	87,580	1.2%	(2.1%)
5264	City Funds Exchange	173,040	70,000	-	-	-
5501	Telephone	18,623	20,550	21,375	0.3%	4.0%
5502	Electricity	209,099	217,316	204,837	2.9%	(5.7%)
5503	Natural Gas	8,082	8,879	8,041	0.1%	(9.4%)
<b>Total Materials &amp; Services</b>		<b>\$2,155,998</b>	<b>\$2,288,706</b>	<b>\$2,253,154</b>	<b>32.0%</b>	<b>(1.6%)</b>
5601	Administrative Service Charge	\$69,124	-	-	-	-
5611	Warehouse Purchases	15,638	\$12,050	\$16,350	0.2%	35.7%
5621	Information Systems Allocation	157,164	173,794	177,547	2.5%	2.2%
5631	Insurance Allocation	73,740	39,300	60,241	0.9%	53.3%
5641	Fleet Rental Allocation	34,390	33,580	33,580	0.5%	-
5642	Fleet Maintenance Allocation	63,689	65,885	61,286	0.9%	(7.0%)
5651	Building & Operations Allocation	90,220	112,347	124,593	1.8%	10.9%
<b>Total Internal Services</b>		<b>\$503,965</b>	<b>\$436,956</b>	<b>\$473,597</b>	<b>6.7%</b>	<b>8.4%</b>
6202	Studies Audits & Analysis	-	-	\$140,000	2.0%	-
6212	CIP Bldg & Facility - CYr	-	-	160,000	2.3%	-
6252	CIP Landscape & Site - CYr	\$137,263	\$1,000,000	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$137,263</b>	<b>\$1,000,000</b>	<b>\$300,000</b>	<b>4.3%</b>	<b>(70.0%)</b>



## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Parks and Recreation

Object	Description	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed	% of Total	% Change fr Prior
7101	Bond Principal	\$230,000	\$235,000	\$245,000	3.5%	4.3%
7102	Bond Interest	25,064	273,735	264,823	3.8%	(3.3%)
7103	Bond Administration Fee	95,758	87,000	87,000	1.2%	-
<b>Total Debt Service</b>		<b>\$350,822</b>	<b>\$595,735</b>	<b>\$596,823</b>	<b>8.5%</b>	<b>0.2%</b>
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>\$488,085</b>	<b>\$1,595,735</b>	<b>\$896,823</b>	<b>12.7%</b>	<b>(43.8%)</b>
<b>Total Expenditures</b>		<b>\$6,276,460</b>	<b>\$7,675,052</b>	<b>\$7,034,986</b>	<b>100.0%</b>	<b>(8.3%)</b>
<b>Source of Funds</b>						
General Fund		\$5,448,567	\$6,019,363	\$6,000,045	85.3%	(0.3%)
Proposition A Fund		690,630	655,689	734,941	10.4%	12.1%
Capital Improvement Fund		137,263	1,000,000	300,000	4.3%	(70.0%)
<b>Total Source of Funds</b>		<b>\$6,276,460</b>	<b>\$7,675,052</b>	<b>\$7,034,986</b>	<b>100.0%</b>	<b>(8.3%)</b>

# SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

## Police

Object	Description	2010-2011	2011-2012	2012-2013	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$2,041,299	\$1,960,801	\$2,040,100	9.1%	4.0%
4102	Sworn Employee Salaries	6,819,999	6,620,594	6,840,847	30.6%	3.3%
4103	Part Time Employee Salaries	291,070	292,387	288,258	1.3%	(1.4%)
4111	Overtime Regular Employees	121,065	73,240	72,019	0.3%	(1.7%)
4112	Overtime Sworn Employees	748,289	794,139	789,631	3.5%	(0.6%)
4114	Overtime Special Events	149,264	157,522	159,287	0.7%	1.1%
4201	Group Medical Insurance	1,039,137	1,011,029	1,172,997	5.3%	16.0%
4202	Medicare	132,647	117,122	138,755	0.6%	18.5%
4203	Unemployment	16,140	22,500	22,500	0.1%	-
4204	401A Plan City	8,403	9,453	3,372	0.0%	(64.3%)
4205	Workers Compensation	1,031,721	1,654,580	1,732,510	7.8%	4.7%
4206	Medical Retirement Contribution	195,796	195,804	143,850	0.6%	(26.5%)
4211	PERS Regular Contribution	299,451	350,440	365,446	1.6%	4.3%
4212	PERS Sworn Contributions	2,056,361	2,523,098	2,650,254	11.9%	5.0%
4213	PARS Retirement Contributions	7,014	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$14,957,654</b>	<b>\$15,782,709</b>	<b>\$16,419,826</b>	<b>73.5%</b>	<b>4.0%</b>
5101	Contract Services	\$160,859	\$390,200	\$420,646	1.9%	7.8%
5102	Contract Personnel	269,131	12,000	12,000	0.1%	-
5104	Computer Contract Services	46,443	93,306	90,034	0.4%	(3.5%)
5106	SBRPCA Communications	1,035,266	1,010,591	1,157,796	5.2%	14.6%
5107	Physical/Psychological Exams	16,065	13,250	13,250	0.1%	-
5108	Legal Services	76,707	5,000	35,000	0.2%	600.0%
5109	Background Investigations	4,349	5,594	4,894	0.0%	(12.5%)
5201	Office Supplies	35,199	35,790	35,790	0.2%	-
5202	Memberships & Dues	4,307	5,353	5,677	0.0%	6.1%
5203	Reference Books & Periodicals	1,240	2,050	1,800	0.0%	(12.2%)
5204	Conferences & Meetings	6,569	16,275	16,075	0.1%	(1.2%)
5205	Training	20,925	43,275	43,875	0.2%	1.4%
5206	Uniforms/Safety Equipment	92,383	121,267	106,972	0.5%	(11.8%)
5207	Advertising	327	500	500	0.0%	-
5208	Postage	4,156	4,260	4,260	0.0%	-
5209	Tools & Minor Equipment	1,290	-	-	-	-
5210	Computer Supplies & Software	4,475	1,600	1,600	0.0%	-
5212	Office Equipment Maintenance	-	100	100	0.0%	-
5214	Employee Awards & Events	1,331	1,200	1,200	0.0%	-
5217	Special Departmental Supplies	121,148	134,704	187,013	0.8%	38.8%
5218	Recruitment Costs	-	500	-	-	-
5219	STC Training	2,480	2,850	2,850	0.0%	-
5220	POST Training	31,316	27,300	39,700	0.2%	45.4%
5225	Printing	30,883	29,750	29,550	0.1%	(0.7%)
5263	City Funds Match	6,401	8,000	8,000	0.0%	-
5501	Telephone	40,053	45,500	47,260	0.2%	3.9%
5502	Electricity	113,383	119,747	115,203	0.5%	(3.8%)
5503	Natural Gas	7,873	8,095	6,721	0.0%	(17.0%)
5504	Water	10,611	14,131	11,284	0.1%	(20.1%)
<b>Total Materials &amp; Services</b>		<b>\$2,145,170</b>	<b>\$2,152,188</b>	<b>\$2,399,050</b>	<b>10.7%</b>	<b>11.5%</b>
5611	Warehouse Purchases	\$1,445	\$2,400	\$2,400	0.0%	-
5621	Information Systems Allocation	366,625	405,512	414,274	1.9%	2.2%
5631	Insurance Allocation	531,540	180,180	528,333	2.4%	193.2%
5641	Fleet Rental Allocation	595,530	410,770	331,580	1.5%	(19.3%)
5642	Fleet Maintenance Allocation	641,206	666,993	620,438	2.8%	(7.0%)
5651	Building & Operations Allocation	246,569	320,888	362,809	1.6%	13.1%
<b>Total Internal Services</b>		<b>\$2,382,915</b>	<b>\$1,986,743</b>	<b>\$2,259,834</b>	<b>10.1%</b>	<b>13.7%</b>
<b>Total Operating Expenses</b>		<b>\$19,485,739</b>	<b>\$19,921,640</b>	<b>\$21,078,710</b>	<b>94.4%</b>	<b>5.8%</b>

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Police

Object	Description	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed	% of Total	% Change fr Prior
6121	Machinery & Equipment	\$102,119	\$110,000	-	-	-
6141	Computer Equipment & Software	-	24,542	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$102,119</b>	<b>\$134,542</b>	-	-	-
7101	Bond Principal	\$769,885	\$802,553	\$865,219	3.9%	7.8%
7102	Bond Interest	408,128	408,682	368,108	1.6%	(9.9%)
7103	Bond Administraton	22,014	19,750	19,000	0.1%	(3.8%)
<b>Total Debt Service</b>		<b>\$1,200,027</b>	<b>\$1,230,985</b>	<b>\$1,252,327</b>	<b>5.6%</b>	<b>1.7%</b>
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>\$1,302,146</b>	<b>\$1,365,527</b>	<b>\$1,252,327</b>	<b>5.6%</b>	<b>(8.3%)</b>
<b>Total Expenditures</b>		<b>\$20,787,885</b>	<b>\$21,287,167</b>	<b>\$22,331,037</b>	<b>100.0%</b>	<b>4.9%</b>
<b>Source of Funds</b>						
	General Fund	\$20,204,896	\$20,549,466	\$21,703,679	97.2%	5.6%
	Asset Forfeiture	74,114	327,363	216,833	1.0%	(33.8%)
	Police Safety Grants Fund	102,119	-	-	-	-
	Capital Improvement Fund	406,756	410,338	410,525	1.8%	0.0%
<b>Total Source of Funds</b>		<b>\$20,787,885</b>	<b>\$21,287,167</b>	<b>\$22,331,037</b>	<b>100.0%</b>	<b>4.9%</b>

# SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

## Fire

Object	Description	2010-2011	2011-2012	2012-2013	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$64,086	\$62,743	\$62,173	0.6%	(0.9%)
4102	Sworn Employee Salaries	3,677,420	3,857,199	3,811,134	36.4%	(1.2%)
4103	Part Time Employee Salaries	66,813	92,688	97,321	0.9%	5.0%
4112	Overtime Sworn Employees	1,793,131	1,337,220	1,435,220	13.7%	7.3%
4113	Overtime Mutual Aid	106,220	10,500	10,500	0.1%	-
4114	Overtime Special Events	4,241	10,920	11,760	0.1%	7.7%
4201	Group Medical Insurance	437,568	475,660	520,663	5.0%	9.5%
4202	Medicare	57,138	46,144	67,663	0.6%	46.6%
4203	Unemployment	1,320	3,480	3,480	0.0%	-
4204	401A Plan City	236	4,428	4,375	0.0%	(1.2%)
4205	Workers Compensation	500,412	695,220	712,695	6.8%	2.5%
4206	Medical Retirement Contribution	53,496	53,496	35,100	0.3%	(34.4%)
4211	PERS Regular Contribution	9,372	11,036	11,097	0.1%	0.6%
4212	PERS Sworn Contributions	1,094,559	1,348,436	1,344,886	12.8%	(0.3%)
4213	PARS Retirement Contributions	1,900	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$7,867,912</b>	<b>\$8,009,170</b>	<b>\$8,128,067</b>	<b>77.6%</b>	<b>1.5%</b>
5101	Contract Services	\$61,718	\$94,081	\$84,818	0.8%	(9.8%)
5102	Contract Personnel	27,981	27,606	27,606	0.3%	-
5104	Computer Contract Services	26,499	24,200	24,510	0.2%	1.3%
5106	SBRPCA Communications	345,089	336,864	385,932	3.7%	14.6%
5201	Office Supplies	3,970	5,570	4,500	0.0%	(19.2%)
5202	Memberships & Dues	1,005	2,010	2,835	0.0%	41.0%
5203	Reference Books & Periodicals	1,340	1,750	2,500	0.0%	42.9%
5204	Conferences & Meetings	3,231	4,000	5,000	0.0%	25.0%
5205	Training	22,523	27,260	38,900	0.4%	42.7%
5206	Uniforms/Safety Equipment	30,486	40,350	47,250	0.5%	17.1%
5208	Postage	222	220	220	0.0%	-
5209	Tools & Minor Equipment	42	-	2,000	0.0%	-
5210	Computer Supplies & Software	1,764	-	7,000	0.1%	-
5214	Employee Awards & Events	392	500	2,500	0.0%	400.0%
5217	Special Departmental Supplies	105,578	112,140	115,740	1.1%	3.2%
5221	Automotive Repair Services	65,841	66,700	66,700	0.6%	-
5225	Printing	619	1,450	1,450	0.0%	-
5501	Telephone	22,991	24,300	27,350	0.3%	12.6%
5502	Electricity	59,565	62,850	60,145	0.6%	(4.3%)
5503	Natural Gas	7,179	7,637	6,761	0.1%	(11.5%)
5504	Water	5,310	5,631	9,032	0.1%	60.4%
<b>Total Materials &amp; Services</b>		<b>\$793,346</b>	<b>\$845,119</b>	<b>\$922,749</b>	<b>8.8%</b>	<b>9.2%</b>
5611	Warehouse Purchases	\$5,383	\$5,700	\$4,700	0.0%	(17.5%)
5621	Information Systems Allocation	65,460	72,413	73,978	0.7%	2.2%
5631	Insurance Allocation	295,020	66,660	64,439	0.6%	(3.3%)
5641	Fleet Rental Allocation	386,930	269,530	269,530	2.6%	-
5642	Fleet Maintenance Allocation	81,763	86,869	42,860	0.4%	(50.7%)
5651	Building & Operations Allocation	92,463	120,333	136,053	1.3%	13.1%
<b>Total Internal Services</b>		<b>\$927,019</b>	<b>\$621,505</b>	<b>\$591,560</b>	<b>5.6%</b>	<b>(4.8%)</b>
<b>Total Operating Expenses</b>		<b>\$9,588,277</b>	<b>\$9,475,794</b>	<b>\$9,642,376</b>	<b>92.0%</b>	<b>1.8%</b>

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Fire

Object	Description	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed	% of Total	% Change fr Prior
6141	Computer Equipment & Software	-	-	\$35,372	0.3%	-
7101	Bond Principal	\$425,115	\$447,447	479,779	4.6%	7.2%
7102	Bond Interest	336,182	330,509	308,946	2.9%	(6.5%)
7103	Bond Administraton	8,951	9,250	9,000	0.1%	(2.7%)
<b>Total Debt Service</b>		<b>\$770,248</b>	<b>\$787,206</b>	<b>\$833,097</b>	<b>8.0%</b>	<b>5.8%</b>
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>\$770,248</b>	<b>\$787,206</b>	<b>\$833,097</b>	<b>8.0%</b>	<b>5.8%</b>
<b>Total Expenditures</b>		<b>\$10,358,525</b>	<b>\$10,263,000</b>	<b>\$10,475,473</b>	<b>100.0%</b>	<b>2.1%</b>
<b>Source of Funds</b>						
General Fund		\$9,951,769	\$9,428,823	\$10,064,948	96.1%	6.7%
Capital Improvement Fund		406,756	409,644	410,525	3.9%	0.2%
<b>Total Source of Funds</b>		<b>\$10,358,525</b>	<b>\$9,838,467</b>	<b>\$10,475,473</b>	<b>100.0%</b>	<b>6.5%</b>



**This Page Left Blank Intentionally**

# SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

## Community Development

Object	Description	2010-2011	2011-2012	2012-2013	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$1,799,473	\$1,574,705	\$1,645,797	47.7%	4.5%
4103	Part Time Employee Salaries	39,434	32,835	92,720	2.7%	182.4%
4111	Overtime Regular Employees	5,326	5,300	5,600	0.2%	5.7%
4201	Group Medical Insurance	235,009	221,798	259,543	7.5%	17.0%
4202	Medicare	23,830	21,956	25,652	0.7%	16.8%
4203	Unemployment	-	1,020	1,020	0.0%	-
4204	401A Plan City	19,584	16,633	16,555	0.5%	(0.5%)
4205	Workers Compensation	-	26,220	65,709	1.9%	150.6%
4206	Medical Retirement Contribution	29,412	29,412	24,800	0.7%	(15.7%)
4211	PERS Regular Contribution	254,776	279,464	301,907	8.7%	8.0%
<b>Total Salaries &amp; Benefits</b>		<b>\$2,406,843</b>	<b>\$2,209,343</b>	<b>\$2,439,303</b>	<b>70.7%</b>	<b>10.4%</b>
5101	Contract Services	\$265,569	\$301,600	\$496,600	14.4%	64.7%
5102	Contract Personnel	45,482	57,880	8,800	0.3%	(84.8%)
5104	Computer Contract Services	22,825	29,600	30,400	0.9%	2.7%
5201	Office Supplies	4,979	4,500	3,000	0.1%	(33.3%)
5202	Memberships & Dues	3,580	4,805	5,240	0.2%	9.1%
5203	Reference Books & Periodicals	7,211	4,000	3,225	0.1%	(19.4%)
5204	Conferences & Meetings	5,350	9,246	18,451	0.5%	99.6%
5205	Training	2,422	6,225	7,705	0.2%	23.8%
5206	Uniforms/Safety Equipment	2,344	3,620	3,620	0.1%	-
5207	Advertising	3,924	3,900	3,900	0.1%	-
5208	Postage	2,615	2,650	2,650	0.1%	-
5210	Computer Supplies & Software	1,418	650	950	0.0%	46.2%
5212	Office Equipment Maintenance	507	325	325	0.0%	-
5217	Special Departmental Supplies	9,586	2,330	2,730	0.1%	17.2%
5225	Printing	3,509	4,350	6,250	0.2%	43.7%
5501	Telephone	8,879	9,420	10,220	0.3%	8.5%
<b>Total Materials &amp; Services</b>		<b>\$390,199</b>	<b>\$445,101</b>	<b>\$604,066</b>	<b>17.5%</b>	<b>35.7%</b>
5611	Warehouse Purchases	\$967	\$1,000	\$1,000	0.0%	-
5621	Information Systems Allocation	122,220	135,172	138,093	4.0%	2.2%
5631	Insurance Allocation	71,460	22,620	20,072	0.6%	(11.3%)
5641	Fleet Rental Allocation	37,160	24,940	24,940	0.7%	-
5642	Fleet Maintenance Allocation	17,437	18,525	17,233	0.5%	(7.0%)
5651	Building & Operations Allocation	147,387	187,244	207,656	6.0%	10.9%
<b>Total Internal Services</b>		<b>\$396,631</b>	<b>\$389,501</b>	<b>\$408,994</b>	<b>11.8%</b>	<b>5.0%</b>
<b>Total Operating Expenses</b>		<b>\$3,193,673</b>	<b>\$3,043,945</b>	<b>\$3,452,363</b>	<b>100.0%</b>	<b>13.4%</b>
<b>Total Expenditures</b>		<b>\$3,193,673</b>	<b>\$3,043,945</b>	<b>\$3,452,363</b>	<b>100.0%</b>	<b>13.4%</b>
<b>Source of Funds</b>						
General Fund		\$3,193,673	\$3,043,945	\$3,452,363	100.0%	13.4%
<b>Total Source of Funds</b>		<b>\$3,193,673</b>	<b>\$3,043,945</b>	<b>\$3,452,363</b>	<b>100.0%</b>	<b>13.4%</b>

# SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

## Public Works

Object	Description	2010-2011	2011-2012	2012-2013	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$3,945,048	\$4,131,677	\$4,007,263	7.4%	(3.0%)
4103	Part Time Employee Salaries	13,152	12,240	12,240	0.0%	-
4111	Overtime Regular Employees	53,565	49,448	41,217	0.1%	(16.6%)
4114	Overtime Special Events	16,336	17,230	32,061	0.1%	86.1%
4123	Commuter Pay	7,926	6,800	7,000	0.0%	2.9%
4201	Group Medical Insurance	612,857	679,064	742,769	1.4%	9.4%
4202	Medicare	51,317	54,729	55,248	0.1%	0.9%
4203	Unemployment	5,400	22,500	22,500	0.0%	-
4204	401A Plan City	52,001	56,635	54,731	0.1%	(3.4%)
4205	Workers Compensation	354,204	252,900	125,053	0.2%	(50.6%)
4206	Medical Retirement Contribution	89,700	91,164	70,640	0.1%	(22.5%)
4211	PERS Regular Contribution	587,250	721,223	700,954	1.3%	(2.8%)
4213	PARS Retirement Contributions	405	-	-	-	-
4220	Accrued Leave	490	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$5,789,650</b>	<b>\$6,095,610</b>	<b>\$5,871,676</b>	<b>10.9%</b>	<b>(3.7%)</b>
5101	Contract Services	\$9,038,741	\$10,993,695	\$11,030,769	20.4%	0.3%
5102	Contract Personnel	107,593	-	-	-	-
5104	Computer Contract Services	35,414	49,275	63,899	0.1%	29.7%
5201	Office Supplies	11,669	13,460	13,460	0.0%	-
5202	Memberships & Dues	16,255	12,595	12,997	0.0%	3.2%
5203	Reference Books & Periodicals	-	1,050	1,050	0.0%	-
5204	Conferences & Meetings	26,154	11,570	9,780	0.0%	(15.5%)
5205	Training	10,366	13,323	21,603	0.0%	62.1%
5206	Uniforms/Safety Equipment	16,543	23,674	21,835	0.0%	(7.8%)
5207	Advertising	7,670	14,750	15,750	0.0%	6.8%
5208	Postage	9,264	9,560	9,560	0.0%	-
5209	Tools & Minor Equipment	12,367	10,583	16,580	0.0%	56.7%
5210	Computer Supplies & Software	24,280	4,500	5,800	0.0%	28.9%
5211	Automotive Parts	80,338	72,000	65,000	0.1%	(9.7%)
5212	Office Equipment Maintenance	1,785	2,000	2,000	0.0%	-
5217	Special Departmental Supplies	857,392	840,881	932,873	1.7%	10.9%
5221	Automotive Repair Service	72,633	90,000	80,000	0.1%	(11.1%)
5225	Printing	14,960	14,492	17,382	0.0%	19.9%
5226	Automotive Fuel	321,795	340,900	369,850	0.7%	8.5%
5231	Banking Service Fees	-	77,000	162,100	0.3%	110.5%
5240	Assessments & Taxes	562,264	534,781	582,960	1.1%	9.0%
5266	DMBBPA Allocation	103,355	-	100,000	0.2%	-
5501	Telephone	81,920	89,455	92,695	0.2%	3.6%
5502	Electricity	934,664	938,102	909,860	1.7%	(3.0%)
5503	Natural Gas	56,085	63,877	59,626	0.1%	(6.7%)
5504	Water	262,819	209,439	363,500	0.7%	73.6%
<b>Total Materials &amp; Services</b>		<b>\$12,666,325</b>	<b>\$14,430,962</b>	<b>\$14,960,929</b>	<b>27.7%</b>	<b>3.7%</b>
5601	Administrative Service Charge	\$2,897,001	\$3,288,499	\$2,913,338	5.4%	(11.4%)
5611	Warehouse Purchases	49,330	51,860	48,775	0.1%	(5.9%)
5612	Garage Purchases	37,490	32,000	25,000	0.0%	(21.9%)
5621	Information Systems Allocation	174,600	193,103	197,275	0.4%	2.2%
5631	Insurance Allocation	563,640	609,960	599,556	1.1%	(1.7%)
5641	Fleet Rental Allocation	382,240	375,460	371,350	0.7%	(1.1%)
5642	Fleet Maintenance Allocation	236,428	249,313	231,909	0.4%	(7.0%)
5651	Building & Operations Allocation	142,844	184,529	207,421	0.4%	12.4%
<b>Total Internal Services</b>		<b>\$4,483,573</b>	<b>\$4,984,724</b>	<b>\$4,594,624</b>	<b>8.5%</b>	<b>(7.8%)</b>
9101	Transfers Out	\$15,235	-	\$20,163	0.0%	-
<b>Total Transfers</b>		<b>\$15,235</b>	<b>-</b>	<b>\$20,163</b>	<b>0.0%</b>	<b>-</b>
<b>Total Operating Expenses</b>		<b>\$22,954,783</b>	<b>\$25,511,296</b>	<b>\$25,447,392</b>	<b>47.2%</b>	<b>(0.3%)</b>



# SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

## Public Works

Object	Description	2010-2011	2011-2012	2012-2013	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
6121	Machinery & Equipment	\$58,527	129,827	\$195,629	0.4%	50.7%
6131	Vehicles	89,955	\$3,819,344	4,395,495	8.1%	15.1%
6141	Computer Equipment & Software	-	-	38,500	0.1%	-
6202	Studies, Audits & Analysis	47,978	-	405,000	0.8%	-
6212	CIP Bldg. & Facility - CYr	1,157,696	1,030,000	3,927,500	7.3%	281.3%
6222	CIP Street Improvements - CYr	1,102,566	3,978,766	12,625,378	23.4%	217.3%
6232	CIP Utility Improvements - CYr	1,941	1,030,000	500,000	0.9%	(51.5%)
6242	CIP Line Improvements - CYr	1,182,116	3,640,000	3,860,000	7.2%	6.0%
6252	CIP Landscape & Site - CYr	128,636	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$3,784,648</b>	<b>\$13,627,937</b>	<b>\$25,967,665</b>	<b>48.1%</b>	<b>90.5%</b>
7101	Bond Principal	\$920,000	\$930,000	\$970,000	1.8%	4.3%
7102	Bond Interest	1,233,816	1,209,966	1,152,351	2.1%	(4.8%)
7103	Bond Administration	14,708	16,700	16,700	0.0%	-
<b>Total Debt Service</b>		<b>\$2,168,523</b>	<b>\$2,156,666</b>	<b>\$2,139,051</b>	<b>4.0%</b>	<b>(0.8%)</b>
7301	Land Leases	\$254,759	\$247,225	\$292,050	0.5%	18.1%
7302	Property & Equipment Principal	-	93,983	93,975	0.2%	(0.0%)
7303	Property & Equipment Interest	176	17,132	20,360	0.0%	18.8%
7304	Property & Equipment Op Lease	(340)	-	-	-	-
7402	Interfund Loans Interest	15,197	16,095	6,000	0.0%	(62.7%)
<b>Total Property &amp; Equipment Leases</b>		<b>\$269,792</b>	<b>\$374,435</b>	<b>\$412,385</b>	<b>0.8%</b>	<b>10.1%</b>
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>\$6,207,728</b>	<b>\$16,159,038</b>	<b>\$28,498,938</b>	<b>52.8%</b>	<b>76.4%</b>
<b>Total Expenditures</b>		<b>\$29,162,512</b>	<b>\$41,670,334</b>	<b>\$53,946,330</b>	<b>100.0%</b>	<b>29.5%</b>
<b>Source of Funds</b>						
General Fund		\$5,501,841	\$5,737,896	\$5,711,031	10.6%	(0.5%)
Street Lighting & Landscape Fund		567,062	583,651	594,529	1.1%	1.9%
Gas Tax		1,121,842	2,620,530	870,000	1.6%	(66.8%)
Federal & State Grants Fund		3,604	-	-	-	-
Proposition C Fund		17,912	970,210	8,715,937	16.2%	798.4%
AB 2766 Fund		7,926	7,868	8,068	0.0%	2.5%
Measure R Fund		-	400,000	-	-	-
Capital Improvement Fund		151,352	300,000	4,659,441	8.6%	1453.1%
Underground Assessment Districts		15,575	-	-	-	-
Water Fund		9,692,145	12,657,963	13,222,851	24.5%	4.5%
Stormwater Fund		255,952	657,187	598,089	1.1%	(9.0%)
Wastewater Fund		1,654,842	3,061,557	3,688,710	6.8%	20.5%
Refuse Fund		4,384,730	4,549,628	4,398,284	8.2%	(3.3%)
Parking Fund		1,975,117	1,672,991	1,912,480	3.5%	14.3%
County Parking Lots Fund		347,836	376,341	457,727	0.8%	21.6%
State Pier and Parking Lot Fund		433,179	867,640	1,343,188	2.5%	54.8%
Fleet Management Fund		1,141,984	5,019,823	5,499,844	10.2%	9.6%
Building Maintenance & Operations Fund		912,831	1,218,801	1,303,539	2.4%	7.0%
Special Assessment Redemption Fund		976,782	968,248	962,612	1.8%	(0.6%)
<b>Total Source of Funds</b>		<b>\$29,162,512</b>	<b>\$41,670,334</b>	<b>\$53,946,330</b>	<b>100.0%</b>	<b>29.5%</b>

## 2011-2012 SCHEDULE OF EXPENDITURE BY MINOR PROGRAM

Program	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed	Amount Change	Percent Change
<b>Management Services</b>					
City Council	\$429,884	\$309,842	\$786,714	\$476,872	153.91%
City Manager	1,650,206	628,561	671,492	42,931	6.83%
City Treasurer	28,604	27,104	32,307	5,203	19.20%
City Clerk	412,602	356,057	434,924	78,867	22.15%
City Attorney	511,547	506,537	523,934	17,397	3.43%
<b>Total Management Services</b>	<b>\$3,032,844</b>	<b>\$1,828,101</b>	<b>\$2,449,371</b>	<b>\$621,270</b>	<b>33.98%</b>
<b>Finance</b>					
Administration	\$1,125,596	\$1,144,906	\$1,082,182	(\$62,724)	(5.48%)
Accounting	455,456	534,285	529,326	(4,959)	(0.93%)
Revenue Services	227,378	228,439	380,223	151,784	66.44%
Business Licensing	116,870	95,554	99,130	3,576	3.74%
Parking Citations	340,081	349,302	239,391	(109,911)	(31.47%)
Utility Billing	218,803	228,216	198,015	(30,201)	(13.23%)
Purchasing	343,189	336,414	340,531	4,117	1.22%
General Services	210,444	212,080	234,825	22,745	10.72%
Information Systems	1,185,775	1,192,397	1,522,432	330,035	27.68%
<b>Total Finance</b>	<b>\$4,223,592</b>	<b>\$4,321,593</b>	<b>\$4,626,055</b>	<b>\$304,462</b>	<b>7.05%</b>
<b>Human Resources</b>					
Administration	\$735,178	\$897,946	\$849,812	(\$48,134)	(5.36%)
Risk Management	348,364	306,523	324,069	17,546	5.72%
Liability	1,076,256	946,606	1,646,555	699,949	73.94%
Workers Compensation	2,725,285	2,769,632	2,588,216	(181,416)	(6.55%)
<b>Total Human Resources</b>	<b>\$4,885,083</b>	<b>\$4,920,707</b>	<b>\$5,408,652</b>	<b>\$487,945</b>	<b>9.92%</b>
<b>Parks &amp; Recreation</b>					
Administration	\$1,453,405	\$2,562,215	\$1,755,472	(\$806,743)	(31.49%)
Registration Services	146,366	160,635	162,390	1,755	1.09%
Recreation Services	946,538	1,011,823	1,014,167	2,344	0.23%
Playground	6,348	5,954	9,766	3,812	64.02%
Teen Drop In Center	73,775	76,322	86,959	10,637	13.94%
Special Activity Classes	254,919	289,575	308,501	18,926	6.54%
Special Events	147,393	169,707	158,586	(11,121)	(6.55%)
Tennis Operations	107,092	123,974	122,753	(1,221)	(0.98%)
Facility & Parks Reservations	144,898	148,948	166,092	17,144	11.51%
Cultural Arts	270,518	273,045	282,582	9,537	3.49%
Arts Grants	(3)	-	-	-	-
Art Classes	252,454	238,149	237,546	(603)	(0.25%)
Arts Festival	(56)	-	-	-	-
Concerts In The Park	32,777	41,121	39,248	(1,873)	(4.55%)
Sports Leagues & Tournaments	335,811	371,484	380,284	8,800	2.37%
Sports Classes	495,537	577,937	561,407	(16,530)	(2.86%)
Swimming Activities	423,862	485,679	530,470	44,791	9.22%
Sports & Aquatics Administration	126,651	127,975	129,822	1,847	1.44%
Volunteers	121,429	118,009	117,914	(95)	(0.08%)
Older Adults Activities	63,902	55,954	52,003	(3,951)	(7.06%)
Senior Services	182,215	180,857	184,083	3,226	1.78%
Transportation	690,630	655,689	734,941	79,252	12.09%
<b>Total Parks &amp; Recreation</b>	<b>\$6,276,460</b>	<b>\$7,675,052</b>	<b>\$7,034,986</b>	<b>(\$640,066)</b>	<b>(8.34%)</b>

## 2011-2012 SCHEDULE OF EXPENDITURE BY MINOR PROGRAM

Program	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed	Amount Change	Percent Change
<b>Police Department</b>					
Administration	\$4,241,212	\$4,403,762	\$5,141,363	\$737,601	16.75%
Patrol	7,694,585	7,544,938	7,819,304	274,366	3.64%
Investigations	2,407,896	2,545,194	2,593,248	48,054	1.89%
School Resource Officer	31,634	23,634	23,800	166	0.70%
Technical Support Services	1,029,360	1,087,076	1,116,252	29,176	2.68%
Communications	1,126,134	1,104,666	1,249,846	145,180	13.14%
Crime Prevention	240,771	240,343	259,477	19,134	7.96%
Traffic Safety	1,641,044	1,780,215	1,595,739	(184,476)	(10.36%)
Jail Operations	527,640	505,942	579,849	73,907	14.61%
Parking Enforcement	1,329,802	1,399,297	1,398,409	(888)	(0.06%)
Animal Control	341,573	324,737	336,917	12,180	3.75%
Treasury Regional	74,114	327,363	216,833	(110,530)	(33.76%)
State SLES Grant	102,119	-	-	-	-
<b>Total Police Department</b>	<b>\$20,787,885</b>	<b>\$21,287,167</b>	<b>\$22,331,037</b>	<b>\$1,043,870</b>	<b>4.90%</b>
<b>Fire Department</b>					
Administration	\$1,903,051	\$2,183,397	\$2,256,443	\$73,046	3.35%
Prevention	909,371	827,537	813,972	(13,565)	(1.64%)
Hazardous Materials	1,436	3,590	3,590	-	0.00%
Arson Investigation	12,844	10,140	10,191	51	0.50%
Public Education	6,631	8,050	14,936	6,886	85.54%
Suppression	4,529,768	4,085,233	4,174,146	88,913	2.18%
Paid Call Firefighters	31,924	42,449	95,037	52,588	123.89%
Paramedics	2,945,657	3,083,336	3,071,674	(11,662)	(0.38%)
Emergency Preparedness	17,844	19,268	35,484	16,216	84.16%
<b>Total Fire Department</b>	<b>\$10,358,525</b>	<b>\$10,263,000</b>	<b>\$10,475,473</b>	<b>\$212,473</b>	<b>2.07%</b>
<b>Community Development</b>					
Administration	\$506,713	\$490,344	\$550,767	\$60,423	12.32%
Current Planning	326,579	352,845	473,414	120,569	34.17%
Advance Planning	393,072	401,638	531,837	130,199	32.42%
Plan Check	758,759	626,174	718,694	92,520	14.78%
Inspection	798,784	774,402	783,367	8,965	1.16%
Code Enforcement	204,079	201,706	201,560	(146)	(0.07%)
Traffic Engineering	205,686	196,836	192,724	(4,112)	(2.09%)
<b>Total Community Development</b>	<b>\$3,193,673</b>	<b>\$3,043,945</b>	<b>\$3,452,363</b>	<b>\$408,418</b>	<b>13.42%</b>

## 2011-2012 SCHEDULE OF EXPENDITURE BY MINOR PROGRAM

Program	2010-2011 Actual	2011-2012 Adopted	2012-2013 Proposed	Amount Change	Percent Change
<b>Public Works</b>					
Administration	\$1,180,695	\$1,340,335	\$1,362,983	\$22,648	1.69%
Civil Engineering	2,360,805	3,517,505	13,266,746	9,749,241	277.16%
Street Repair	2,442,065	4,176,039	4,565,901	389,862	9.34%
Sidewalk Repair	598,032	700,000	320,000	(380,000)	(54.29%)
Traffic Control	212,537	318,509	423,457	104,948	32.95%
Bldg & Grounds Maintenance*	971,963	1,218,801	1,303,539	84,738	6.95%
Parks Maintenance	745,852	763,235	767,931	4,696	0.62%
School District Maintenance	189,788	181,261	212,003	30,742	16.96%
Transportation	7,926	7,868	8,068	200	2.54%
Street Lighting	406,418	397,115	388,147	(8,968)	(2.26%)
Arbolado Tract Lighting	2,727	4,474	4,751	277	6.19%
Streetscape Maintenance	157,917	182,062	201,631	19,569	10.75%
Water Administration	3,571,685	4,436,868	4,416,145	(20,723)	(0.47%)
Water Source Of Supply	3,210,666	4,776,836	5,626,288	849,452	17.78%
Water Pumping	1,327,244	2,091,679	1,908,255	(183,424)	(8.77%)
Water Treatment	95,421	152,422	88,419	(64,003)	(41.99%)
Water Maintenance	1,487,129	1,200,158	1,183,744	(16,414)	(1.37%)
Storm Drain Maintenance	255,952	657,187	598,089	(59,098)	(8.99%)
Sewer Maintenance	1,654,842	3,061,557	3,688,710	627,153	20.48%
Refuse Management	4,384,730	4,549,628	4,398,284	(151,344)	(3.33%)
Street Meters & City Lots	1,975,117	1,672,991	1,912,480	239,489	14.32%
State Lot A Pier	433,179	867,640	1,343,188	475,548	54.81%
County Lot B - 26th St	85,998	124,236	140,863	16,627	13.38%
County Lot C - El Porto	261,838	252,105	316,864	64,759	25.69%
Fleet Maintenance	1,052,193	1,089,364	990,014	(99,350)	(9.12%)
Fleet Replacement	89,791	3,930,459	4,509,830	579,371	14.74%
<b>Total Public Works</b>	<b>\$29,162,512</b>	<b>\$41,670,334</b>	<b>\$53,946,330</b>	<b>\$12,275,996</b>	<b>29.46%</b>
<b>Total</b>	<b>\$81,920,573</b>	<b>\$95,009,899</b>	<b>\$109,724,267</b>	<b>\$14,714,368</b>	<b>15.49%</b>

\*Beginning fiscal year 2011-2012, Electrical Maintenance will be rolled into Building & Grounds Maintenance. Historicals have been adjusted to reflect the change.

# *City of Manhattan Beach*



# **Financial Policies**

Revised/Adopted by City Council June 21, 2011

## **Statement of Purpose**

The financial integrity of our City government is of utmost importance. To discuss, write, and adopt a set of financial policies is a key element to maintaining this integrity. Our City has evolved with a variety of financial policies that can be found in many different sources, including: City Council Resolutions; Budget documents; and Capital Improvement Programs. The set of policies within this document, adopted contemporaneously each year with our budget, serves as a central reference point of the most important of our policies, which are critical to the continued financial health of our local government. .

Written, adopted financial policies have many benefits, such as assisting the elected officials and staff in the financial management of the City, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City's stability, efficiency and effectiveness.

The following policies are divided into eight (8) general categories for ease of reference. These categories include: **1) General Policies; 2) Accounting, Auditing, and Financial Reporting Policies; 3) General Fund Balance Policies; 4) Debt Policies; 5) Revenue Policies; 6) Capital Improvement Policies; 7) Capitalization & Depreciation Policies; 8) Cash Management Investment Policies; and 9) Operating Budget Policies.** Except as otherwise noted, all policies included in this document are currently adhered to.

## GENERAL POLICIES

The City will:

- ❖ manage its financial assets in a sound and prudent manner;
- ❖ maintain and further develop programs to ensure its long term ability to pay all costs necessary to provide the level and quality of service required by its citizens;
- ❖ establish and maintain investment policies that are in accordance with State laws;

## ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES

### **FINANCIAL INFORMATION**

It is the policy of the City of Manhattan Beach to provide all financial information in a thorough, timely fashion, and in a format that is easy for Council, citizens, and City employees to understand and utilize.

### **ACCOUNTING STANDARDS**

The City's accounting of financial systems shall be maintained in accordance with Generally Accepted Accounting Principles (GAAP), standards of the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA).

### **ANNUAL AUDIT**

An independent public accounting firm will perform an annual audit and its opinions will be included in the comprehensive annual financial report.

The independent audit firm will be selected through a competitive process at least once every five years. The contract will be for an initial period of three years with two additional one-year options at the City Council's discretion. The Finance Subcommittee, City Manager and Finance Director will review the qualifications of prospective firms and make a recommendation to the City Council. The audit contract, and any extensions, will be awarded by the City Council.

An Annual Financial Report shall be prepared within six months of the close of the previous fiscal year. It will be reviewed with the Finance Subcommittee, and presented to the City Council and community at a public meeting no later than February 1<sup>st</sup> of the following year.

It is the City's goal to maintain accounting records, processes and procedures in such a manner as to receive an unqualified audit opinion and to maintain a Certificate of Achievement for Excellence in Financial Reporting from the GFOA.

## FUND BALANCE POLICIES

The City utilizes a variety of accounting funds for recording revenues and expenditures. At each fiscal year-end, budgeted/appropriated expenditure authority lapses with the exception of capital project spending, and operating expenses that have been incurred but not paid (encumbered). The remaining dollars left in each fund that are Unassigned constitute available funds of the City. The Unassigned fund balance shall include the City's Financial Policy components. The Council authorizes the City Manager or Director of Finance to make assignment of funds. Where Council has not established a formal policy the Governmental Accounting Standards Board Statement 54 will be operative.

### **GENERAL FUND**

The General Fund Unassigned Fund Balance will be maintained in an amount equal to at least 20 percent of the annual General Fund expenditure budget. These funds are designed to be used in the event of significant financial emergency. Council may, at its discretion, set aside additional funds above the 20% minimum. Such additional amounts may be allocated for specific purposes, such as capital projects or for known significant future cost items. Any residual balance shall be available for general operational working capital uses.

### **CITY COUNCIL CONTINGENCY ACCOUNT**

A contingency account in an amount not to exceed one-half of one percent (0.5 percent) of the City's General Fund expenditure budget will be maintained annually in the City Council's budget. This account will be available for unanticipated, unbudgeted expenditures and will require City Council approval to spend. The purpose of this account is to provide some flexibility for unforeseen events without the necessity to appropriate additional funds from the City's Unassigned Fund Balance.

### **ENTERPRISE FUNDS**

The City's Enterprise Funds will maintain reserves equal to four months of operating expenses.

### **FLEET MANAGEMENT FUND**

Through the use of the Fleet Management Fund, the City will annually budget sufficient funds to provide for the orderly maintenance, repair and replacement of the City's vehicles. This fund is supported by charges to user departments which are adjusted annually based on the department's proportionate share of estimated fleet management expenses. Sufficient working capital will be maintained in the fund to provide for the scheduled replacement of fleet vehicles at the end of their useful lives.

### **INFORMATION SYSTEMS FUND**

Through the use of the Information Systems Fund, the City will annually budget sufficient funds to provide for the orderly maintenance, repair and replacement of the City's technology infrastructure. This fund is supported by charges to user departments which are adjusted annually based on departments' proportionate share of estimated expenses. Such share may be determined based upon the departments' number of devices supported by the IS Division. Sufficient reserves will be maintained in the fund to provide for the scheduled replacement of equipment at the end of their useful lives.



## **RISK MANAGEMENT FUND**

The City maintains a self-insurance fund for the purpose of property, liability, and workers' compensation expenses. This fund pays insurance premiums, benefit and settlement payments, and administrative and operating expenses. The Risk Management Fund is supported by charges to other City funds for the services it provides. These annual charges for service shall reflect historical experience and shall be established to approximately equal the annual expenses of the fund. Separate reserves shall be maintained for current and long term general liability and workers' compensation liability at a level which will adequately fund the City's potential loss exposure in each area as determined by historical loss data. The Risk Management Fund shall maintain an annual working capital balance of \$2 million.

## **TRUST AND AGENCY FUNDS**

The City maintains funds on a trustee basis for a number of purposes, including City-sponsored post employment benefits programs and trust accounts for such purposes as utility underground projects. These funds shall be segregated from the City's general funds.

The estimated cost of City-sponsored retirement programs will be actuarially valued biennially. Ongoing annual normal costs for such programs will be budgeted in the department receiving the benefit. Unfunded liabilities will be disclosed and accounted for in accordance with Generally Accepted Accounting Principles (GAAP).

## **DEBT POLICIES**

### **ISSUANCE OF DEBT**

The City will not use long-term debt to pay for current operations.

The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.

The term of the debt shall never extend beyond the useful life of the improvements to be financed.

### **CREDIT RATING**

It is the City's goal to maintain our AAA/Aaa credit rating from all three major rating agencies. The factors that contribute to our high rating include the City's strong financial management, low debt levels, budgetary and fiscal controls, and accountability. To support this policy, the City will continue to maintain its position of full financial disclosure and proactive fiscal planning.

### **LEASE-PURCHASE**

The City will lease-purchase equipment if necessary because of funding availability, or if lease rates are more favorable than the rate attained from investment return. Equipment may also be leased if the lease terms compare favorably when reviewing the total life cycle cost of the equipment. In no case shall the City lease-purchase equipment whose useful life is not greater than the term of the lease.

## REVENUE POLICIES

### **GENERAL FUND REVENUE**

The City will strive to develop and maintain a diversified and reliable revenue stream so as to avoid becoming overly dependent on any single type of revenue. Efforts will be directed to optimize existing revenue sources while periodically reviewing potential new revenue sources.

Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies or reliable economic forecasters when available.

If revenues from “one-time” or limited duration sources are used to balance the City’s annual operating budget, it is to be fully disclosed and explained at the time the budget is presented. It is the City’s goal to not rely on these types of revenues to balance the operating budget.

The City will pursue revenue collection and auditing to assure that moneys due the City are accurately received in a timely manner.

The City will seek reimbursement for State and Federal mandated costs whenever possible.

### **GRANTS AND GIFTS**

The City shall actively pursue federal, state and other grant opportunities when deemed appropriate. Before accepting any grant the City shall thoroughly consider the implications in terms of ongoing obligations that will be required in connection with acceptance of said grant.

### **ENTERPRISE FUND CHARGES**

The City will set user fees for each enterprise fund at a rate that fully covers direct and indirect costs of providing the service, as well as planned capital improvements that may be necessary from time to time.

### **PARKS AND RECREATION FEES**

All Parks and Recreation department expenses and revenues will flow through the General Fund (except those transactions related to Proposition A). The goal of the Parks and Recreation Department shall be to generate General Fund revenue equal to at least 35 percent of the total General Fund expenditures of the department.

Recreation fees for such activities as classes and room rentals shall be established and reviewed periodically. The purpose of these fees is to recover the direct cost of the program, and to generate additional revenues to support the overall operation of the Parks and Recreation department and programs. As appropriate within the marketing of the recreation programs, higher non-resident fees are charged, as well as priority registration procedures for Manhattan Beach residents.

## **USER SERVICE FEES**

The City may impose user fees wherever appropriate. Such fees will recover the cost of providing the service, including all direct and indirect costs, administrative overhead, depreciation, etc. By policy, Council may direct certain fees to be lowered for particular purposes. Waivers of user fees will be presented for Council approval as appropriate. Fees will be reviewed periodically, but not less than every five years, to ensure that full cost recovery levels are identified.

Fees such as space rental, parking meter rates, etc. are based upon market conditions and are not subject to the limitations of cost recovery. These fees may be adjusted periodically by the City Council.

## **CAPITAL IMPROVEMENT POLICIES**

### **DEDICATED CIP FUNDING SOURCES**

Most of the City's infrastructure has a designated revenue source to pay for its upgrade or replacement as appropriate. For example, water/wastewater rates fund utility infrastructure needs; gas tax revenues fund street needs; and storm drainage needs are paid for with related fees and assessments. However, our public buildings and our park system are the primary beneficiaries of the City's Capital Improvement Fund (CIP). Specific revenue sources have been designated to provide permanent funding in support of general operational infrastructure. In particular, the City has dedicated:

- ❖ 15% of annual hotel transient occupancy tax (1.5% of the 10% tax);
- ❖ Fifty cents of the per hour charge for all on-street city parking meter collections;
- ❖ \$4 of each parking citation (with the exception of expired meter cites).

Transfers into the CIP Fund will be processed by the Finance Department on a monthly basis and recorded as such in the annual adopted budget.

### **FIVE YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)**

The City shall annually prepare a capital improvement spending program projecting capital needs for a five year period. This CIP shall address all of the City's funds.

The first year of the five year CIP will be consistent with, and adopted as a component of, the annual operating budget.

In the development of the Capital Improvement Program, the operating costs associated with the capital project will be projected and considered in conjunction with the CIP.

### **ENTERPRISE FUND CAPITAL IMPROVEMENTS**

Capital Improvements funded from the Enterprise Funds shall be paid for in combination of "pay-as-you-go" financing and the use of long-term debt. The City shall periodically review its enterprise capital needs and establish capital spending plans that are appropriate and reflect a combination of debt and "pay-as-you-go," while attempting to keep our rates competitive with those in the surrounding area.

## CAPITALIZATION & DEPRECIATION POLICIES

The City shall capitalize equipment and facilities within the following parameters:

Equipment - \$5,000 per unit  
Buildings & Facilities - \$100,000

Minor equipment that falls below the \$5,000 threshold, but is subject to shrinkage, such as cellular telephones and computers, shall have a non-numbered City of Manhattan Beach property tag affixed when placed into City service.

The City shall depreciate capital assets such as machinery, equipment, buildings and improvements, and infrastructure (roads, sidewalks, parks, etc.). Depreciation shall be performed on a straight line basis over the expected useful life of the asset and in accordance with Generally Accepted Accounting Principles (GAAP).

## CASH MANAGEMENT & INVESTMENT POLICIES

The Finance Subcommittee & City Council shall annually review and update, or modify as appropriate, the City's investment policy. Reviews shall take place at public meetings and the policy shall be adopted by minute action of the City Council based upon the Finance Subcommittee's recommendations

Reports on the City's investment portfolio and cash position shall be developed and presented to the City Council monthly. Additionally, expenditure reporting showing year-to-date budgeted and actual expenditures shall be prepared monthly and distributed to all departments.

City funds will be managed in a prudent and diligent manner with emphasis on safety, liquidity, and yield, in that order.

## OPERATING BUDGET POLICIES

### **BALANCED OPERATING BUDGET**

It is the City's policy to adopt a balanced budget where operating revenues are equal to, or exceed, operating expenditures. In the event a balanced budget is not attainable, and the cause of the imbalance is expected to last for no more than one year, the planned use of reserves to balance the budget is permitted. In the event that a budget shortfall is expected to continue beyond one year, the planned use of reserves must be developed as part of a corresponding strategic financial plan to close the gap through revenue increases or expenditure decreases.

Any year end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and will be available for capital projects and/or "one-time only" General Fund expenditures.

## **BUDGET DOCUMENT**

The operating budget shall serve as the annual financial plan for the City. It will serve as the policy document of the City Council for implementing Council goals and objectives. The budget shall provide the staff the resources necessary to accomplish City Council determined service levels.

The City Manager shall annually prepare and present a proposed operating budget to the City Council no later than the second regular Council meeting in May of each year; and Council will adopt said budget no later than June 30 of each year. Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the City Council.

The City's annual budget will be presented by department, with a logical breakdown of programs and proposed expenses. The budget document will also summarize expenditures at the personnel, operating and maintenance, and capital levels.

Where practical, the City's annual budget will include measures of workload, efficiency, and effectiveness.

## **BUDGET CONTROL AND ACCOUNTABILITY**

Budget control is maintained at the departmental level. The City Manager has the authority to approve appropriation transfers between programs or departments. In no case may total expenditures of a particular fund exceed that which is appropriated by the City Council without a budget amendment. Amendments to the budget are approved by the City Council with the exception of the appropriation and transfer of funds from employee leave reserves to a specific department's program budget to cover unplanned customary termination leave expenditures within a given year. Such amendments may be approved by the City Manager.

Budget accountability rests primarily with the operating departments of the City.

## **CAPITAL PLANT AND EQUIPMENT**

The annual budget will provide for adequate maintenance and replacement of capital assets.

## **ENTERPRISE FUNDS**

The Enterprise Funds shall be supported by their own rates and not subsidized by the General Fund.

The Enterprise Funds will pay their share of overhead services provided by the General Fund.

# CITY OF MANHATTAN BEACH FACTS & FIGURES

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

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

**Municipal Employees:** 268 full-time

**Public Safety:** Two fire stations with 30 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 L.A. County branch library

**Population:** 35,135 (2010 US Census Bureau)

**Area:** 3.88 square miles

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

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

**Elevation:** 120 feet above sea level

## **Housing** (U.S. Census Bureau, 2008-2010 American Community Survey)

Single Family Detached	11,010	70%
Single Family Attached	1,262	8%
Multi-Family 2-4 Units	2,409	15%
Multi-Family 5+ Units	913	6%
Other	22	1%
<b>Total</b>	<b>15,616</b>	<b>100%</b>

**Assessed Valuation:** \$12.191 billion (Office of the Assessor, Los Angeles County, 2011 Report)

**Median Household Income:** \$126,103 (U.S. Census Bureau, 2008-2010 American Community Survey)

**Median Home Sale Price:** \$1,450,000 (as of February 2012 – LA County DataQuick Property Data)

## **Business Mix** (as of May 2012)

Services	1,143	22%
Contractors	2,394	46%
Home Occupation	522	10%
Retail	390	7%
Professionals	188	4%
Apartment Houses	297	6%
Commercial Property	153	3%
Miscellaneous	126	2%
<b>Total</b>	<b>5,213</b>	<b>100%</b>

## GLOSSARY OF TERMS & ABBREVIATIONS

**Administrative Service Charge:** A transfer of moneys to the General Fund to reimburse the General Fund for work performed in other funds by an employee whose salary is budgeted in the General Fund.

**Appropriation:** Legal authorization by the City Council to make expenditures and to incur obligations for specific purposes.

**Appropriations Limit:** Article XIII B, of the California Constitution, was amended by Proposition 4, "The Gann Initiative," in 1979. This Article limits growth in government spending to changes in population and inflation, by multiplying the limit for the prior year, by the percentage change in the cost of living (or per capital personal income, whichever is lower); then multiplying the figure resulting from the first step, by the percentage change in population. The base year limit (FY 1978-79) amount consists of all tax proceeds appropriated in that year. The Appropriations Limit calculation worksheet can be found in the Appendix of the budget.

**ARRA:** American Recovery and Reinvestment Act

**Assessed Valuation:** A dollar value placed upon real estate or other property, by Los Angeles County, as a basis for levying property taxes.

**Beginning Fund Balance:** Fund balance of a fund, from the end of the prior year, including both available, designated and restricted reserves carrying over into the following year.

**BIDs:** Business Improvement Districts

**Bond:** A city may raise capital by issuing a written promise to pay a specified sum of money called the face value, or principal amount, at a specified date or dates in the future, together with periodic interest, at a special rate.

**Budget:** The financial plan for the operation of a program or organization that includes an estimate of proposed expenditures for a given period of time and the proposed means of financing those expenditures.

**Budget Message:** A general outline of the budget which includes comments regarding the City's financial status at the time of the message, and recommendations regarding the financial policies for the coming period.

**Capital Improvement Plan (CIP):** A financial plan of proposed capital improvement projects. CIP projects typically improve City owned assets such as buildings, parks, streets and other infrastructure components. Capital projects often span more than one fiscal year.

**Capital Projects & Purchases:** A budget category which budgets major equipment purchases and capital improvement projects.

**Capital Projects:** Improvements costing \$10,000 or more, that have a useful life of one year or more, and selected studies costing in excess of \$5,000, that are expected to lead to a capital project. Examples include constructing a new park, street resurfacing, building remodels/repairs, and construction of water mains.

**CIP:** Capital Improvement Project/Capital Improvement Plan/Capital Improvement Program

**Debt Service:** Annual principal and interest payments owed on money has borrowed.

**Department:** An organizational unit comprised of divisions, or programs. The City of Manhattan Beach has eight departments: Management Services, Finance, Personnel, Parks & Recreation, Police, Fire, Community Development and Public Works.

## GLOSSARY OF TERMS & ABBREVIATIONS

**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.

**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



## GLOSSARY OF TERMS & ABBREVIATIONS

**Municipal Code:** The collection of City Council approved ordinances currently in effect. The Municipal Code defines City policy in various categories (i.e., building regulations, planning and zoning regulations, sanitation and health standards, and traffic regulations).

**Operating Budget:** The financial plan for the operation of a program or organization that includes an estimate of proposed expenditures for a given period of time and the proposed means of financing those expenditures.

**Ordinance:** A formal legislative enactment by the City Council. An ordinance has the full force and effect of law within the City boundaries, unless it is in conflict with any higher form of law, such as a State statute or constitutional provision. An ordinance has a higher legal standing than a resolution.

**Overhire:** An authorized position without moneys budgeted for salary and fringe benefits. The overhire concept assumes that a department (particularly Police and Fire) experiences several position vacancies during a fiscal year, and that the salary and fringe benefit savings from these vacancies will off-set the cost of the overhire personnel. The overhire personnel in-turn ensures that the department will not be forced to limit operations because of staffing shortages and can better control overtime expenditures.

**Performance Measure:** Indicators used in budgets to show, for example, the amount of work accomplished, the efficiency with which tasks are accomplished, or the effectiveness of a program.

**Program:** An activity, or division, within a department, which furthers the objectives of the City Council, by providing services or a product.

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

**Reserve:** Used to earmark a portion of the fund balance as segregated for a specific use.

**Resolution:** A special order of the City Council, which requires less legal formality than an ordinance in terms of public notice and the number of public readings prior to approval. A resolution has lower legal standing than an ordinance. The Operating Budget is approved by resolution, and requires a majority vote of the Council Members present.

**Salaries & Benefits:** A budget category, which accounts for full-time and part-time employees, overtime expenses, and fringe benefits.

**Service Indicator:** Indicators used in budgets to show, for example, the amount of work accomplished, the efficiency with which tasks are accomplished, or the effectiveness of a program.

**Special Revenue Funds:** Funds used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**TOT:** Transient Occupancy Tax

**Transfer:** Moneys appropriated from one fund to another, in order to reimburse the fund for expenses, or to finance the operation of the other fund. Transfers between a Proprietary Fund and a Governmental Fund are budgeted as revenues and expenditures in the various funds, to comply with governmental accounting principles.

**Trust & Agency Funds:** A classification of funds, which temporarily holds cash for other agencies or legal entities.

**UUT:** Utility User Tax