

**CITY OF
MANHATTAN BEACH
CALIFORNIA**



PROPOSED

**FISCAL YEAR
2013-2014
OPERATING BUDGET**



Mayor
David J. Lesser



Councilmember
Wayne Powell



Mayor Pro-Tem
Amy Howorth



Councilmember
Mark Burton



Councilmember
Tony D'Errico



City Treasurer
Tim Lilligren



City Manager
David N. Carmany

ELECTED OFFICIALS & EXECUTIVE STAFF

ELECTED OFFICIALS		TERM ENDS
<i>Mayor</i>	David J. Lesser	March 2015
<i>Mayor Pro-Tem</i>	Amy Howorth	March 2015
<i>City Councilmembers</i>	Wayne Powell Mark Burton Tony D'Errico	March 2017 March 2017 March 2017
<i>City Treasurer</i>	Tim Lilligren	March 2017

EXECUTIVE STAFF

<i>City Manager</i>	David N. Carmany
<i>City Clerk</i>	Liza Tamura
<i>City Attorney</i>	Quinn M. Barrow
<i>Director of Finance</i>	Bruce Moe
<i>Director of Human Resources</i>	Cathy Hanson
<i>Director of Parks & 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
Department/Fund Matrix	xxii
Organization Chart	xxiii
Budget Awards	xxiv

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
Schedule of Expenditures by Fund – City-Wide.....	12
Use of Funds by Category – City-Wide.....	13
Schedule of Expenditures by Fund & Category – City-Wide	14
Use of Funds by Department – City-Wide.....	15
Expenditures by Department Program – City-Wide.....	16
Use of Funds by Category – General Fund	19
Use of Funds by Department – General Fund	20
FY 2013-2014 Schedule of Reserved & Designated Fund Balances	21

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
Fire Operations.....	94
Emergency Medical Services	96
Support Services	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.....	172
Manhattan Beach Facts & Figures.....	181
Glossary of Terms	182

INTRODUCTION

CITY MANAGER'S BUDGET MESSAGE

Mayor Lesser and Members of the City Council:

It is my privilege to present the Fiscal Year 2013-2014 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.

Last year, the City adopted a mission statement that articulates the values of our organization:

"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. The Fiscal Year 2013-2014 budget has been prepared with these in mind.

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.

Today, the City continues to see overall economic stability and expansion. Major revenues are advancing along with the overall economy. The housing market is improving, and along with it, the City's Property Tax revenue. Sales Tax is growing with the general economy and consumer confidence. Building activity is returning along with tourism and travel. At the same time, the City continues to control costs. The City's major labor contracts have been settled, providing predictable costs structure for the City's largest expense - labor.

The City continues with the budget goals of efficiently maintaining the levels of service currently provided to residents, reducing expenses wherever practical, meeting employee obligations and maintaining adequate General Fund reserves. The budget endeavors to provide all this information in a transparent fashion and provide the City Council with the information 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. Over the past few years a number of vacant positions were eliminated due to budget constraints. With the budget outlook improving, a number of staffing changes are recommended that will improve effectiveness and efficiencies, and most importantly, help the City keep pace with service demands.

Public Safety continues to be a top priority for the community. Last year, Police staffing was enhanced with the addition of one Police Lieutenant, two Police Officers (eliminated in the Fiscal Year 2011-2012 budget), and one Police Services Officer (i.e. Jailer). This year, we are

shoring up the Police Department's administrative staffing levels by adding two Administrative Clerks to ensure our ability to meet the public's demand for services. We are also adding one Community Services Officer to adequately staff a division which supports front-line law enforcement as well as parking operations.

Increased activity in the Community Development Department, and the resulting service level demands, are accommodated with the reinstatement of a Permits Technician. The City Clerk's office will be better able to serve the community and the City Council's Open Government initiatives with the addition of a Management Analyst. The upgrade of a Recreation Supervisor from part-time to full-time status will provide stability and continuity to the City's Sports and Aquatics programs.

Additionally, as a result of the recently adopted Information Systems Master Plan, three Information Systems Specialists have been added (one dedicated to Police and Fire) to meet growing technology demands both internally and externally. Finally, a Senior Revenue Services Specialist has been added to Finance to properly manage the daily activities of this division responsible for cash handling, utility billing, and business licensing.

Historically, this organization has operated on minimal staffing levels. As service demands have continued to rise, we have found ways to "make it work" through existing staff, or by adding part time labor. But this approach ultimately has consequences: existing resources are strained beyond acceptable levels; and part-time labor is utilized where permanent full-time staffing is more appropriate.

Many of the aforementioned positions are the result of consolidating part-time hours. The City has extensively used part-time labor to provide important services such as managing Parks & Recreation programs, issuing building permits, generating utility bills and staffing the City's Information Technology function. However, as the City Council discussed earlier this year, relying on part-time labor has its own issues including this reliance for mission-critical responsibilities on employees who will leave given full-time opportunities elsewhere, taking with them the valuable and costly training and skills we have provided. Additionally, the provisions of the new Affordable Care Act (e.g. "Obamacare") will institute additional regulations on part-time labor in certain situations, reducing the cost benefit of part-time employees.

While the addition of the positions adds to our labor costs, the need reflects the reality of the demands for service that have challenged our abilities to serve the community. With financial resources available, these positions help meet our service commitments.

Speaking of labor, chief among the total compensation issues for the City is retirement system costs. The City of Manhattan Beach budgeted \$6 million last 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 necessitates even higher employer rates starting in Fiscal Year 2013-2014. While those changes were estimated to add \$600,000 annually in increased costs to the City, conclusion of labor negotiations with three of the City's labor groups provides some reduction in pension costs with the employees contributing their full share of the entire rate. However, CalPERS has recently enacted additional changes to the rate formulae which will result in even further employer cost increases starting in Fiscal Year 2015-2016. Those changes are expected to add \$1.7 million in pension costs for the

City (and are reflected in the five-year forecast). Pension costs continue to be one of the biggest challenges the City faces going forward.

In April of this year, the City Council adopted a new Information Systems Master Plan, which serves as a technology roadmap for the next five years. The plan identifies the priorities and costs for implementation. The first year projects, which have been funded in this budget, include upgrades to the Community Development permitting system, which will provide on-line services to the residents as well as more efficient data collection and reporting by the department. It also includes enhancements to the financial system to accommodate fixed asset, inventory and payroll reporting improvements as well as Human Resources modules that will create efficiencies and improve service levels to the employees. Replacement of the City's outdated document management system with a new, more user-friendly system will support the City's Open Government initiatives. Finally, upgrades to the existing Public Works work order management system will improve resource tracking for the various services provided citywide. A complete list of projects related to the Master Plan is located on page 148, and are identified with "ISMP" in the description.

A few years ago, in an effort to balance the General Fund budget, the City suspended funding of vehicle replacements. 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 twenty-three vehicles (the entire list of vehicles is located in the Appendix on page 149).

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. Last year's Capital Improvement Projects (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 CIP fund. With more demands being placed on the General Fund, 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 \$1.1 million of available unreserved General Fund moneys to the CIP Fund for future 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 has exhausted all of its resources and requires a subsidy from Measure “R” funds to maintain current service levels. Looking ahead, we will need to review service levels and funding alternatives for this operation vis-à-vis the City’s other transportation needs that Measure “R” funds could be used for such as pothole repairs, major street resurfacing, left-turn signals, bikeways, pedestrian improvements, streetscapes, traffic signal synchronization, etc.

As we know from 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 has received reimbursement in the past, the Storm Water Fund cannot continue this transfer due to inadequate revenues, and the need for future capital projects. At the same time as costs rise, so does the General Fund subsidy, drawing resources from other services and programs, including capital improvement funding. With so much emphasis being placed on the environment, and more regulatory standards being enacted, the Storm Water Fund needs additional revenues. At some point, property owners may wish to consider an assessment 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 city-wide, 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 \$267,665 in Fiscal Year 2013-2014. This deficit is likely to grow larger as energy costs and general maintenance costs rise. As the General Fund subsidy increases, it results in less available funding for such activities as Police, Fire, Paramedics, Parks and Recreation, Public Works, etc. A future vote, 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 maintained sufficient funds to backstop these operations when necessary. However, with the subsidies growing and other demands on the General Fund, the City needs to consider proactively taking the steps necessary to support each and every program that is designed to be self-sustaining in order to restore financial balance, whether through increased assessments or, where appropriate, service level reductions.

As part of the budgeting process, a five-year forecast of revenues, expenditures and transfers is created. This tool provides clarity on the effects of immediate budget decisions on future years. It factors known events, such as the CalPERS pension rate increases in Fiscal Year 2015-2016, as well as estimates on revenue development. The forecast will be discussed in detail at the public budget meetings, and will address the effects of the Storm Water, Street Lighting and Proposition “A” fund subsidies on the General Fund (and therefore the CIP Fund).

If capital needs are considered along with service level demands, it is clear that the City should 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 \$780,000), 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.)

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 2013-2014 that amounts to \$11.7 million). Additionally, we prudently reserved an additional \$4 million for economic uncertainty. The City's financial policies state that the funds are to be used "in the event of significant financial emergency." 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 Triple-A credit ratings from Standard & Poor's and Moody's.

Finally, for the past few years, the City Council has focused on open government initiatives. To that end, we have enhanced our outreach for this year's budget process. Letters to all households were mailed in April inviting residents to participate in any one of the four City Council meetings at which the budget will be reviewed and discussed. E-Notifications have been sent as well as our usual advertisement in *The Beach Reporter*. Further outreach efforts have been funded in Fiscal Year 2013-2014 for the next budget cycle.

Despite the challenges, we are pleased to present a budget that continues and enhances the City's ability to provide exemplary municipal services.

BUDGET OVERVIEW

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

Fund	Revenues			Expenditures		
	2012-2013	2013-2014	%-Change	2012-2013	2013-2014	%-Change
General	\$53,098,918	\$57,504,071	8.3%	\$52,994,257	\$58,569,378	10.5%
<u>Special Revenue Funds</u>						
Street Lighting & Landscape	398,844	404,491	1.4%	594,399	672,156	13.1%
Gas Tax	1,487,617	1,277,766	(14.1%)	870,000	1,115,000	28.2%
Asset Forfeiture & Safety Grants	8,862	8,053	(9.1%)	216,833	192,615	(11.2%)
Police Safety Grants	1,502	1,300	(13.4%)	-	-	0.0%
Federal & State Grants	-	-	0.0%	-	-	0.0%
Proposition A	552,201	625,314	13.2%	734,141	729,281	(0.7%)
Proposition C	8,554,416	11,685,108	36.6%	8,715,937	12,785,472	46.7%
AB 2766	44,915	43,287	(3.6%)	358,068	97,068	(72.9%)
Measure R	295,131	380,745	29.0%	-	-	0.0%
<u>Capital Project Funds</u>						
Capital Improvement Project	1,947,145	1,365,031	(29.9%)	5,785,311	14,252,622	146.4%
Underground Assessments District	219	1,125	413.7%	-	-	0.0%
<u>Enterprise Funds</u>						
Water	14,874,414	15,973,827	7.4%	13,219,721	13,473,613	1.9%
Stormwater	359,350	352,126	(2.0%)	597,789	832,914	39.3%
Wastewater	3,377,186	3,586,955	6.2%	3,687,820	3,963,916	7.5%
Refuse	4,566,324	4,090,542	(10.4%)	4,397,944	4,010,162	(8.8%)
Parking	2,299,594	2,344,633	2.0%	1,912,080	1,987,820	4.0%
County Parking Lots	531,000	638,510	20.2%	457,627	568,498	24.2%
State Pier & Parking Lot	500,363	525,229	5.0%	1,343,088	474,287	(64.7%)
<u>Internal Service Funds</u>						
Insurance Reserve	4,541,130	5,158,460	13.6%	4,605,986	5,205,887	13.0%
Information Systems	1,506,483	1,531,297	1.6%	1,534,652	1,831,303	19.3%
Fleet Management	3,077,925	2,511,752	(18.4%)	5,149,044	3,510,766	(31.8%)
Building Maintenance & Operations	1,550,806	1,774,165	14.4%	1,536,974	1,787,193	16.3%
<u>Trust & Agency Funds</u>						
Special Assessment Redeption Fund	968,248	957,000	(1.2%)	962,612	956,876	(0.6%)
Pension Trust	139,150	163,264	17.3%	189,000	216,000	14.3%
Budget Totals	\$104,681,743	\$112,904,051	7.9%	\$109,863,283	\$127,232,826	15.8%

Year-Over-Year Change in Budget (in millions)					
Fund Type	Funds	Revenues	% Change	Expenditures	% Change
General	General	\$4,405,153	8.3%	\$5,575,121	10.5%
Special Revenue	Gas Tax, Prop A, Prop C, Asset Forfeiture, Street Lighting, etc.	3,082,576	27.2%	4,102,214	35.7%
Enterprise	Water, Wastewater, Refuse, Parking, etc.	1,003,591	3.8%	(304,859)	(1.2%)
Capital Projects	CIP Fund	(581,208)	(29.8%)	8,467,311	146.4%
Internal Service	Insurance, Information Systems, Fleet, Building Maintenance	299,330	2.8%	(491,508)	(3.8%)
Trust & Agency	Underground Assessment, Pension Trust, UAD Loan	12,866	1.2%	21,264	1.8%
	Total Increase	\$8,222,308	7.9%	\$17,369,543	15.8%

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

Debt Service

Debt service for Fiscal Year 2013-2014 approximates \$16.36 million (excluding administration fees) and includes: \$11,426,038 for the Police/Fire bond redemption/refinancing occurring in January 2014; \$813,764 for the Police & Fire financing bonds (redeemed and refinanced bonds); \$966,613 for the Water/Wastewater/Metlox financing bonds; \$1,133,334 for the public safety pension obligation bonds; \$510,546 for the financing of the Marine Sports Fields; and \$947,876 in underground utility bond debt which exists as an assessment pass-through appropriation on the City's books. In Fiscal Year 2012-2013, the City refinanced its Water/Wastewater and Metlox bonds, and paid off its South Bay Regional Public Communications Authority (RCC) facility debt. The City also initiated the refinancing of the Police & Fire bonds, to be completed in Fiscal Year 2013-2014. Debt service also includes \$208,193 for lease payments on the new fire pumper (\$118,220) and sewer vacuum jet truck (\$89,973).

Debt Service also includes the defeasance of existing Police/Fire financing bonds. The payment of \$11,426,038 covers both interest and principal. The amounts were derived from proceeds of refinancing bonds sold in January 2013. Bond refunding in the Capital Improvement, Water, Wastewater, and Parking Funds will yield debt service savings by effectively reducing debt service payments. With this reduction, the Capital Improvement Fund annual debt service is reduced from \$815,000 to \$775,000, but remains dependent on the General Fund surpluses for funding future projects.

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 2012-2013 indicate that revenues will exceed expenditures in the General Fund by \$2,013,437. An improving economy and close monitoring of expenditures contributed to the better-than-expected results.

The unreserved (available) General Fund balance on June 30, 2013 is projected to be \$3,516,622 after accounting for financial policy designations. The Fiscal Year 2013-2014 budget includes an equity transfer of \$1.1 million to the CIP Fund to support capital improvements, and a transfer of \$267,665 to the Street Lighting and Landscape Fund to relieve its deficit. At the end of Fiscal Year 2013-2014, the financial policy designation, which is based on 20% of General Fund expenditures, equals \$11,713,876, an increase from the prior year of \$1,115,025 due to the increase in General Fund expenditures from the prior year. The Economic Uncertainty reserve remains at \$4 million. There is no year-end unreserved fund balance projected due to the transfers and designations.

REVENUES:

General Fund revenues are projected to be \$57,504,071, an increase of \$4,405,153 or 8.3% from last year's budget. Increases in Property Tax, Sales Tax, Transient Occupancy Tax, Business License Tax, Building and Planning fees all contribute to the rise in revenue. General Fund

revenues also reflect a reimbursement from the Water, Wastewater and Parking funds in the amount of \$966,613 for debt service payments made on behalf of those enterprises under the bond refinancing performed in Fiscal Year 2012-2013.

Specific revenue highlights include:

Property Taxes: For Fiscal Year 2013-2014, we are expecting a solid improvement in overall property tax revenues of \$1,922,110 over the prior year budget (9.5%), and \$912,620 (4.3%) over the prior year estimate. With the local market experiencing a resurgent housing market, and residential construction and remodeling on the rise, we are anticipating an upward trend in the General Fund’s largest revenue source.

Fiscal Year 2011-2012 Actual:	\$ 20,408,314
Fiscal Year 2012-2013 Budget:	\$ 20,270,305
Fiscal Year 2012-2013 Estimate:	\$ 21,279,795
Fiscal Year 2013-2014 Budget:	\$ 22,192,415

Sales Tax: Retail sales activity within the state and region continue to improve as consumer confidence and spending return. Additionally, the City continues to receive the benefit of the DeWitt Petroleum location agreement which took effect in October 2010. In Fiscal Year 2013-2014, we expect sales tax to perform 4.6% (\$398,850) above the prior year’s budget, and \$179,464 (2.0%) above prior year estimates (these figures are based on the City’s net revenue after factoring in the DeWitt agreement).

Fiscal Year 2011-2012 Actual:	\$ 8,702,670
Fiscal Year 2012-2103 Budget:	\$ 8,756,000
Fiscal Year 2012-2013 Estimate:	\$ 8,975,386
Fiscal Year 2013-2014 Budget:	\$ 9,154,850

Transient Occupancy Tax (TOT): This revenue continues to recover from the economic downturn. With significant remodeling activity completed at the Marriot and Residence Inn hotels, and the economy and tourism on the rise, TOT is expected to generate \$3.3 million in revenue, \$549,583 (19.8%) above the prior year budget and \$61,986 (1.9%) over the prior year estimate. TOT revenue also affects the Capital Improvement Fund since 15% of the total TOT is dedicated to that fund (the CIP amount is not included in the numbers below).

Fiscal Year 2011-2012 Actual:	\$ 2,671,899
Fiscal Year 2012-2013 Budget:	\$ 2,774,820
Fiscal Year 2012-2013 Estimate:	\$ 3,262,417
Fiscal Year 2013-2014 Budget:	\$ 3,324,403

Business License Tax: Budget-to-budget, business license tax is projected to increase by \$206,000 (7.2%). Despite economic downturns, this revenue continues to be resilient, remaining flat or with slight increases from the prior years.

Fiscal Year 2011-2012 Actual:	\$ 3,018,177
Fiscal Year 2012-2013 Budget:	\$ 2,844,000
Fiscal Year 2012-2013 Estimate:	\$ 3,000,000
Fiscal Year 2012-2013 Budget:	\$ 3,050,000

Building Permits: With increased new construction on the horizon, Building Permits revenue is expected to increase by \$44,000 (5%) in Fiscal Year 2013-2014 over the prior year budget and estimate. Through March 2013, the number of demolitions (a leading indicator of construction activity) is up 50%. The majority of the activity continues to be in the residential arena.

Fiscal Year 2011-2012 Actual:	\$ 818,418
Fiscal Year 2012-2013 Budget:	\$ 880,000
Fiscal Year 2012-2013 Estimate:	\$ 880,000
Fiscal Year 2013-2014 Budget:	\$ 924,000

Plan Check Fees: Similar to Building Permits, Plan Check Fees in Fiscal Year 2013-2014 are expected to surpass the prior year budget and estimate by 5.1%, or \$50,000, due to the increased building activity in a rejuvenated housing market.

Fiscal Year 2011-2012 Actual:	\$ 958,671
Fiscal Year 2012-2013 Budget:	\$ 990,000
Fiscal Year 2012-2013 Estimate:	\$ 990,000
Fiscal Year 2013-2014 Budget:	\$ 1,040,000

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 less than 1.0% in the five-year range. A strong recovery is not expected in the near future, and as a result portfolio investments have included more Certificates of Deposit and high-grade corporate offerings which generate higher yields than their government counterparts. Due to the uncertainty surrounding the investment markets, a conservative approach is used in budgeting.

Fiscal Year 2011-2012 Actual:	\$ 564,116
Fiscal Year 2012-2013 Budget:	\$ 550,000
Fiscal Year 2012-2013 Estimate:	\$ 661,236
Fiscal Year 2013-2014 Budget:	\$ 548,092

Marriott Hotel Percentage Rent: Concurrent with Transient Occupancy Tax, this revenue is on an upward trend, particularly after the completion of a core remodeling project which impacted Fiscal Year 2011-2012. The completion of the project in that same fiscal year, coupled with growing tourism is expected to boost Fiscal Year 2013-2014 revenues significantly over the prior year budget.

Fiscal Year 2011-2012 Actual:	\$ 532,354
Fiscal Year 2012-2013 Budget:	\$ 574,000
Fiscal Year 2012-2013 Estimate:	\$ 840,735
Fiscal Year 2013-2014 Budget:	\$ 856,709

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

General Fund Expenditure Highlights:

General Fund expenditures equal \$58,569,378, an increase from the Fiscal Year 2012-2013 budget of \$5,575,121 (10.5%) and \$4,834,956 (9.0%) over Fiscal Year 2012-2013 estimates. The following chart illustrates the specific budget categories and the associated changes:

General Fund Budgeted Expenditures by Category

Expenditure Category	Budget 2012-2013	Estimated 2012-2013	Budget 2013-2014	Budget to Budget Var		Budget to Estimated Var	
				Change	Percent	Change	Percent
Salaries & Benefits	\$36,320,304	\$35,222,476	\$38,499,587	\$2,179,283	6.0%	\$3,277,111	9.3%
Materials and Services	\$9,391,155	\$9,201,215	\$9,965,177	574,022	6.1%	763,962	8.3%
Internal Service Charges	\$5,349,809	\$5,250,879	\$5,968,470	618,661	11.6%	717,591	13.7%
Capital Equipment	\$87,001	-	\$1,409,360	1,322,359	1519.9%	1,409,360	-
Debt Service	\$1,825,825	\$4,040,035	\$2,701,493	875,668	48.0%	(1,338,542)	(33.1%)
Interfund Transfers	\$20,163	\$19,817	\$25,291	5,128	25.4%	5,474	27.6%
Totals	\$52,994,257	\$53,734,422	\$58,569,378	\$5,575,121	10.5%	\$4,834,956	9.0%

Salaries and Benefits account for the largest portion of the increase due to the recently negotiated contracts with the City’s bargaining groups, and the reinstatement/addition of ten full-time employees in order to meet existing service level demands, increase internal efficiency, and consolidate multiple part-time positions into single full-time positions in order to provide consistency and stability in mission-critical operations. The net costs of the additional positions when considering the offset from the elimination of existing part-time positions, where applicable, is approximately \$440,000.

The budget reflects the addition of a Management Analyst in the City Clerk’s office to assist in fulfilling and maintaining all Open Government initiatives; three Information System Specialists (one dedicated to Public Safety departments) for increased productivity and reliability of technological systems, in line with the City Council adopted Information Systems Master Plan recommendations; one Senior Account Services Representative in Finance to appropriately staff for the effective operation of the Revenue Services Division; one Recreation Supervisor for further stability and consistency in the Sports and Aquatics programs; two Administrative Clerks in the Police Department to improve department functions and customer service (particularly due to the high level of public records requests processed by the department) and a Community Service Officer to better serve the public through code enforcement; and a Permits Technician in Community Development to accommodate the increase in permit counter activity.

Workers’ Compensation costs are on the rise again, with claims activity resulting in costs increasing in the General Fund by \$548,825. Workers’ Compensation continues to be a challenge both in terms of cost control and predictability. For example, there are old cases (20+ years) for which new reserves must be funded from changes in the former employees’ health status due to their work-related injuries. These increased costs often raise our liability by tens to hundreds of thousands of dollars (limited only by the self-insured retention in effect at the time of injury). While proactive work place injury prevention programs help with our current employees, we are exposed to escalating costs for many years after separation from employment. In some cases

these costs may increase through the former employee's inaction in maintaining his or her own health. The State's Workers' Compensation system continues to be in disrepair, which will challenge us fiscally as we adapt to inconsistent and unpredictable cost patterns.

The recently negotiated Memorandums of Understanding with the City's bargaining groups included provisions for employees to pay their portion of pension costs (the City had been paying for the employer and employee share), resulting in a significant decrease in City-paid pension costs. However the CalPERS Board of Administration voted to make significant changes in the actuarial policies, affecting employer rates beginning in Fiscal Year 2015-2016. While the exact amount is not known until CalPERS provides more information, the impact to the City is currently estimated at \$1.7 million.

The Fiscal Year 2013-2014 budget includes a 4% vacancy factor for full-time staffing, which equates to \$1.4 million across all funds, and approximately \$1.2 million in the General Fund. This vacancy factor is in recognition of the fact that there are times throughout the year that positions are vacant through attrition and retirements, and that salary savings are achieved during those vacancies. This practice, which was implemented several years ago, reduces funds allocated for staffing, but may result in insufficient funding if such vacancies do not occur. The prior practice of fully budgeting staff positions would result in year-end savings, which would contribute to fund balance or other uses such as capital improvement projects. This current method simply estimates and recognizes vacancies up-front, with the expected savings factored into the budget.

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. For Fiscal Year 2013-2014, this amounts to \$265,000. 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 \$1,351,129 in Fiscal Year 2013-2014, \$83,658 (6.6%) higher than the prior year budget, and in line with the prior year estimate. The majority of the revenue generated within the CIP Fund is dedicated to funding the Police & Fire facility debt

service. Other projects will be funded from available fund balance and any future General Fund surpluses on a pay-as-you-go basis. A General Fund transfer of \$1.1 million into the CIP Fund is included in this year's budget, the result of available General Fund balance.

The City's CIP fund accounts for capital improvement projects funded by general use revenue sources. Projects totaling \$2.0 million are included within the Fiscal Year 2013-2014 budget for non-motorized transportation enhancements (\$100,000) and general City maintenance. CIP planning and adoption has been separated from the Operating Budget and will commence in the summer of 2013. Any adjustments to the projects for Fiscal Year 2013-2014 will be made upon adoption of the next CIP five-year plan.

Including the \$1.1 million transfer from the General Fund, the CIP fund is expected to have an unreserved fund balance of \$3.3 million at the end of Fiscal Year 2013-2014 for use at the discretion of City Council.

SPECIAL REVENUE FUNDS

The *Street Lighting and Landscaping Fund* derives its revenues from assessments to property owners. Those assessments, which have not been changed since 1996, would require a successful Proposition 218 vote in order to do so. As a result, the Fiscal Year 2013-2014 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 2013-2014 that subsidy is estimated at \$267,665. In addition to the subsidy, the City contributes \$25,291 to cover the City's portion of the Streetscape zone. This budget presents a fund which has long exhausted its reserves. City Council will revisit an overall assessment plan this coming summer as part of the Strategic Plan. Until new assessments are in place (requiring a Proposition 218 process) 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 \$1,277,766 and expenditures of \$1,115,000. Projects include street resurfacing and construction projects, maintenance such as the annual slurry seal program, and annual concrete curb and gutter replacement.

The *Asset Forfeiture Fund* includes estimated revenues of \$8,053 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 2013-2014 operational expenditures equal \$192,615, and include \$70,000 for front-line law enforcement equipment and supplies, \$57,740 for computer-related equipment and contracted services, and \$20,000 for training.

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

The majority of *Proposition "A" Fund* revenues are based on a half-cent sales tax in Los Angeles County, which is then distributed on a per capita basis. Fiscal Year 2013-2014 revenues are estimated at \$625,314 with expenditures of \$729,281. Because there is no available fund

balance upon which to draw from, this deficit is covered through a transfer from Measure “R” funds. Sustaining the current service levels will require the City to utilize Measure “R” funds, or exchange General Fund moneys for Proposition “A” funds with another agency in the county, as was done in previous years. This year’s budget includes salary and benefits for the transportation services operators; \$25,000 for Dial-A-Ride software enhancements as part of the Information Systems Master Plan; \$21,500 for support of the Beach Cities Transit replacement service for the MTA line 439 (which runs through Manhattan Beach); \$20,000 for the Ocean Express to support trips bringing visitors from LAX area hotels to Downtown and the Village Mall; and \$55,000 for recreational bus trips for the various programs put on by the Parks & Recreation department.

The **Proposition “C” Fund**, established for transportation and street improvement programs, reflects estimated revenues of \$11,685,108 and capital expenditures of \$12,785,472 in Fiscal Year 2013-2014. Revenues include \$3.6 million in a Metropolitan Transportation Authority (MTA) grant, \$7.0 million in an MTA Measure R South Bay allocation, and \$500,000 in a Federal earmark. These funds will be used for the Sepulveda Bridge Widening Project, which has an estimated cost of \$17.3 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 \$43,287 and expenditures of \$97,068 support the City’s clean air efforts in Fiscal Year 2013-2014. This year’s budget includes the purchase of two clean-energy vehicles for \$89,000.

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 pothole repairs, major street resurfacing, left-turn signals, bikeways, pedestrian improvements, streetscapes, traffic signal synchronization and local transit services (including subsidizing Dial-A-Ride services). We anticipate receiving approximately \$380,745 in revenue for Fiscal Year 2013-2014. This year, \$103,967 will be transferred to the Proposition “A” Fund to sustain Dial-A-Ride programs. The year-end fund balance is projected to be \$1,434,436.

ENTERPRISE FUNDS

Fiscal Year 2013-2014 revenues in the **Water Fund** are estimated at \$15,973,827 while expenditures in this fund equal \$13,473,613. Included in this budget are capital projects totaling \$4.6 million – \$2.5 million for a water well, \$1.6 million for pipe replacement and fire hydrant installation, and \$500,000 for a well collection line.

Revenues in the **Waste Water Fund** are projected to be \$3,586,955 with expenses and capital estimated at \$3,963,916. The expenses include \$2.1 million for sewer infrastructure modification and rehabilitation, and the lease of a new Sewer Vacuum Jet truck. It is important to note that net income is not sufficient to fund the policy reserves of \$620,910. 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 may need to be revisited earlier than planned to fully fund the operation and reserves. The five-year forecast indicates that at the current planned pace of projects, revenues will be insufficient and support from other sources, or a rate increase, will likely be required.

The ***Storm Water Fund*** includes revenues of \$352,126 and expenditures of \$832,914. The Fiscal Year 2013-2014 budget allocates \$240,000 for the mandated National Pollution Discharge Elimination System Permit Compliance Program, and \$325,000 for the street sweeping contract, which has been transferred from the Refuse Fund to Storm Water to more closely align the purpose of the service with the benefit received.

Current assessments, last changed in 1996, are not sufficient to sustain the program's current and future capital needs. As a result, General Fund transfers or a Proposition 218 vote to increase the assessments will be required to adequately fund this operation. Storm Water runoff is under increased regulatory and environmental pressures, which has resulted in increased costs. It is important to also note that charge-outs to cover General Fund support costs have been suspended due to minimal fund balance. This amounts to approximately \$400,000 per year. The General Fund can no longer afford to subsidize the Storm Water Fund, and the assessments will need to be addressed. The City Council has included this in their Strategic Plan for review this summer.

The ***Refuse Fund*** includes revenues and expenses for the City's refuse and recycling activities. Revenues for Fiscal Year 2013-2014 are projected to be \$4,090,542 and expenditures at \$4,010,162. Effective this fiscal year, the street sweeping contract was transferred to the Storm Water Fund, resulting in a reduction in expenses of approximately \$325,000 per year. Projected year-end balance is \$919,427. It is important to note that this fund is not maintaining reserves in compliance with established City Council policies. Fund balance is projected to equal \$919,427, while policy reserves require a balance of approximately \$1.34 million.

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 2013-2014 this fund is projected to have \$2,344,633 in revenues and \$1,987,820 in expenditures, which includes debt service (\$718,553) on the Metlox parking structure and an inter-fund loan from the Capital Improvements Fund for the purchase of technology parking meters (the loan will be paid off in Fiscal Year 2014-2015). The budget also includes \$78,050 for lighting repairs and upgrades to energy-efficient lights. The projected year-end unreserved fund balance is \$1,043,895, which will be needed for future maintenance and replacement of the City's aging parking structures.

The ***County Parking Lot Fund*** accounts for the two county-owned parking lots commonly referred to as El Porto and 26th Street. This fund is projected to have \$638,510 in revenues and \$568,498 in operating expenditures. Excess funds (\$70,012) 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 \$525,229 in revenues and \$474,287 in expenditures. The balance of the funds is 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 2013-2014 *Insurance Reserve Fund* budget contains revenues (derived from charge-outs) of \$5,158,460 and expenditures of \$5,205,887. The Insurance Reserve allocates charges to other funds based on recent experience. In Fiscal Year 2013-2014 charge outs for liability claims paid, excess insurance and property insurance increased by \$148,841. Of this amount, property insurance accounted for \$37,000 with the balance due to liability. Charge-outs for Workers Compensation increased by \$468,409, mostly due to a significant increase in claims paid. Overall, budgeted claims paid for both liability and workers compensation in Fiscal Year 2013-2014 is estimated at \$3.6 million, an increase of \$554,000 over the prior year budget. Because the City's self-insured retention is \$500,000 for liability, and \$750,000 for Workers Compensation, claims paid will represent the largest and most varied cost from year to year.

The working capital/fund balance at fiscal year-end is estimated at \$4.0 million. This amount includes all reported liabilities. The amount exceeds the stated policy of the City to maintain at least a working capital balance of \$2 million. However, it is necessary to maintain a larger working capital balance because in addition to reported liabilities, there exist liabilities which have been incurred but not yet reported.

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 2013-2014, the Information Systems Fund's revenues are \$1,531,297 and expenditures are \$1,831,303. Last fiscal year, City Council approved the Information Systems Master Plan which addresses the City's technology needs over a five-year period. This fund's budget includes \$300,000 for wide area network expansion and phone system replacement, and two additional full-time positions (offset by the reduction of part-time hours) in accordance with the Master Plan. The fund is projected to have a balance of \$3,413 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 2013-2014 budget includes revenues of \$1,774,165 and expenditures of \$1,787,193. Expenditures associated with this fund are allocated to departments based on their number of employees and the square feet of building they occupy.

The *Fleet Management Fund* is charged to departments in two separate line items - fleet maintenance and fleet rental. Fleet maintenance accounts for repairs and routine vehicle maintenance based on the average maintenance and repair cost according to the type and number of vehicles a department operates. The fleet rental charge provides for the replacement of City vehicles, and is a straight-line depreciated charge based on the cost and expected life of each vehicle. This year's budget includes \$2.4 million for the purchase of forty-four vehicles (twenty-one carryover from the prior year and twenty-three scheduled for replacement in Fiscal Year 2013-2014) as well as additional build-out costs for newly purchased vehicles. A list of those

vehicles is included in the Appendix of this document. The Fund is expected to have no remaining balance at year-end.

CONCLUSION

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, study sessions are scheduled for May 9th, 14th, and 16th. Please refer to the City's website (<http://www.citymb.info/Index.aspx?page=35>) for specific times and locations. Final consideration and budget adoption is scheduled for June 4th.

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**.

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, Eden Serina, Jeanne O'Brien and Eugene Wee.

Finally, a very special thank you to Henry Mitzner, the City's Controller. In March, Henry completed his fortieth year of extraordinary service to the City. He is a cornerstone, not only in the creation of the annual budget, but in maintaining the City's financial integrity and position. Congratulations Henry!

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.

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

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
~
Fire Operations
~
Emergency Medical Services
~
Support Services

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, 2012

Christopher P. Morrell *Jeffrey R. Emer*

President

Executive Director

California Society of Municipal Finance Officers

Certificate of Award

Operating Budget Excellence Award Fiscal Year 2012-2013

Presented to the

City of Manhattan Beach

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

February 6, 2013



***Laura Nomura
CSMFO President***



***Scott Catlett, Chair
Professional Standards and
Recognition Committee***



Dedicated Excellence in Municipal Financial Reporting

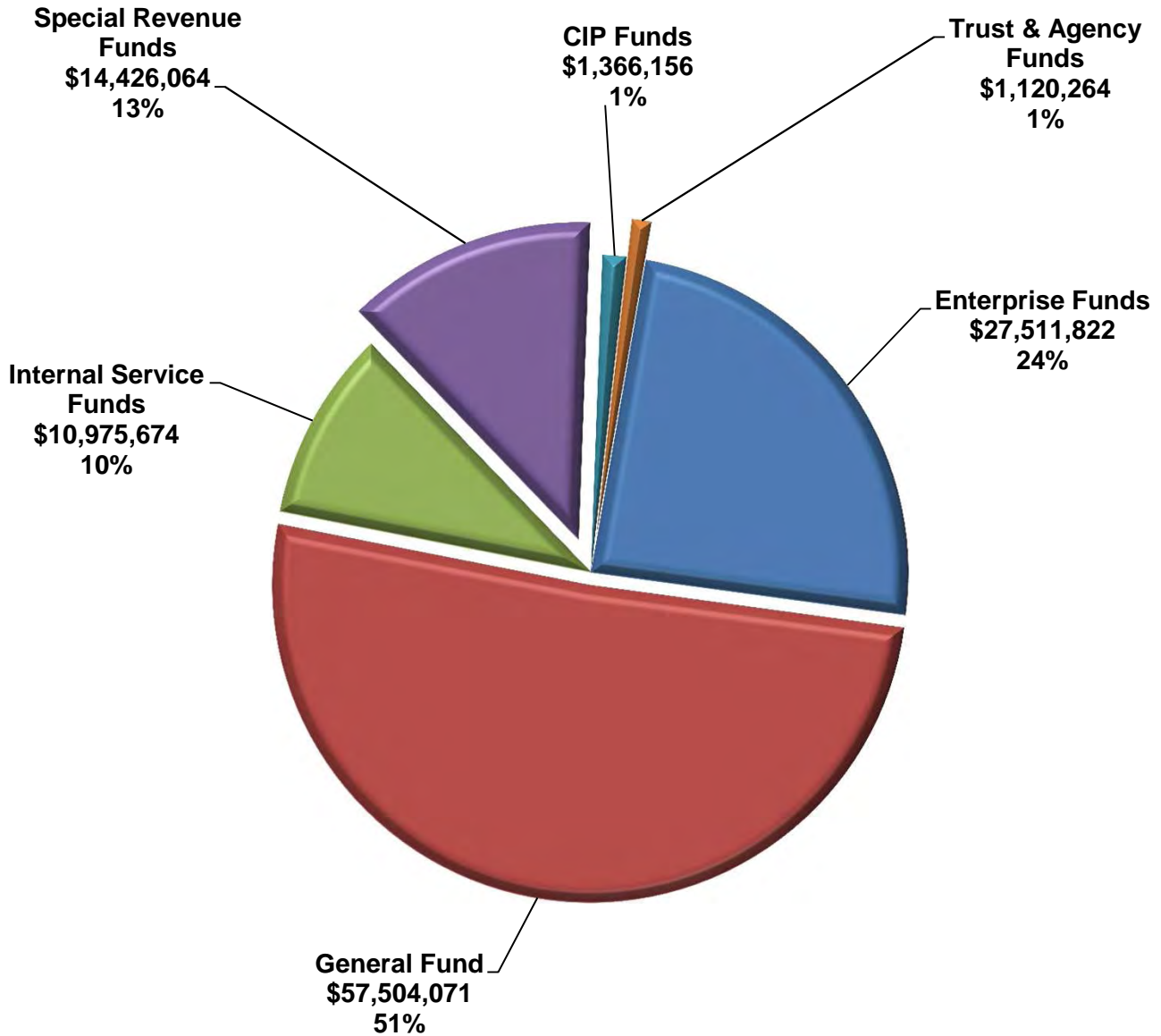


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SUMMARIES

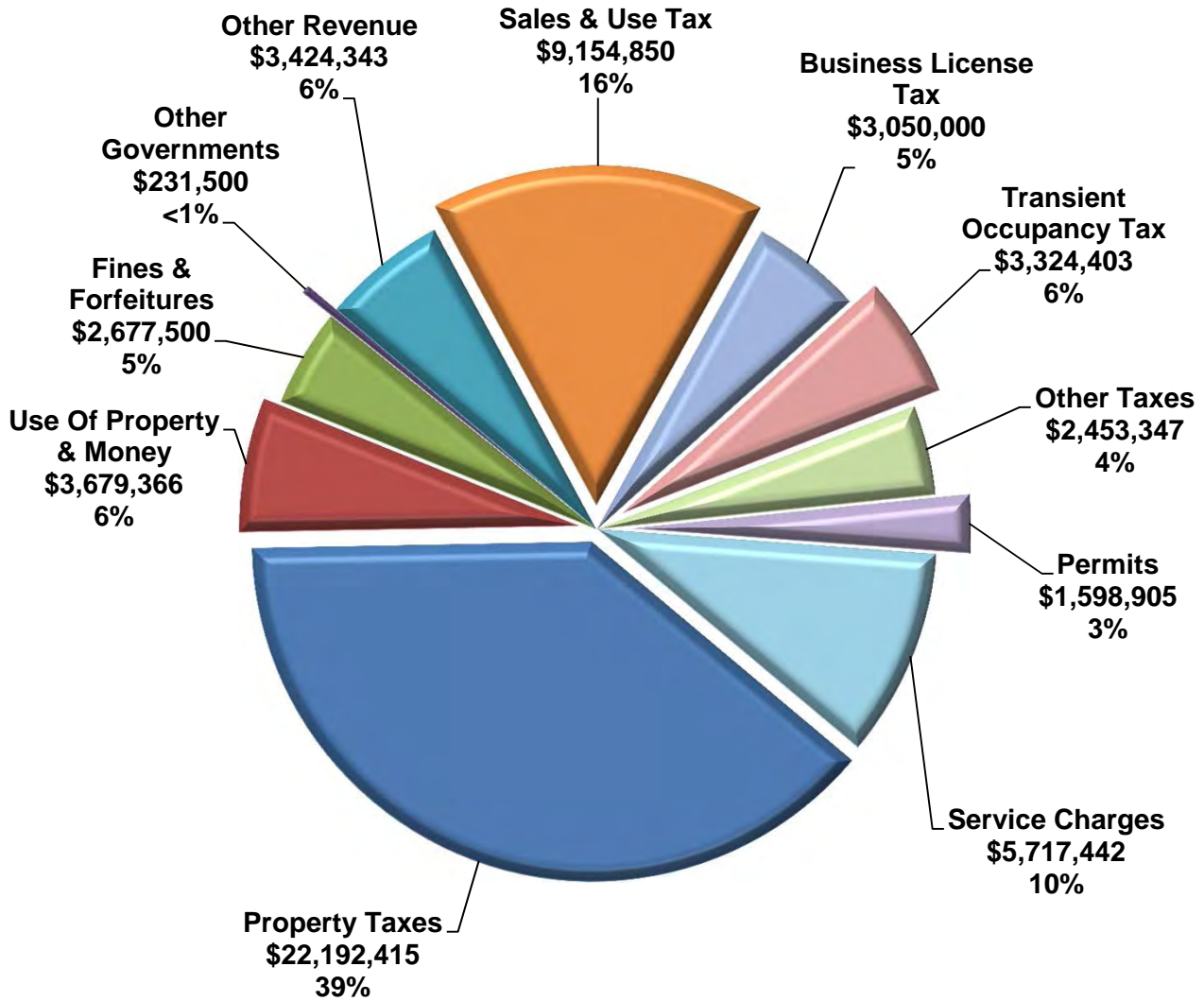
2013-2014 SOURCE OF FUNDS BY FUND TYPE

Source of Funds - City-Wide = \$112,904,051



2013-2014 SOURCE OF FUNDS - GENERAL FUND

Source of Funds - General Fund = \$57,504,071



2013-2014 SCHEDULE OF REVENUES BY FUND & CATEGORY

	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed	Increase (Decrease)	Percent Change
General Fund						
Revenue from Property Taxes	\$20,408,314	\$20,270,305	\$21,279,795	\$22,192,415	\$1,922,110	9.48%
Revenue from Sales & Use Tax	8,702,670	8,756,000	8,975,386	9,154,850	398,850	4.56%
Revenue from Transient Occupancy Tax	2,671,899	2,774,820	3,262,417	3,324,403	549,583	19.81%
Revenue from Business License Tax	3,018,177	2,844,000	3,000,000	3,050,000	206,000	7.24%
Revenue from Other Taxes	2,272,796	2,248,943	2,439,252	2,453,347	204,404	9.09%
Revenue from Permits	1,414,599	1,492,860	1,535,305	1,598,905	106,045	7.10%
Revenue from Fines & Forfeitures	2,689,592	2,940,500	2,337,500	2,677,500	(263,000)	(8.94%)
Revenue from Use of Property & Money	2,541,570	2,708,362	3,753,219	3,679,366	971,004	35.85%
Revenue from Vehicle License Fee	95,915	-	18,887	-	-	-
Revenue from Other Governments	619,042	211,000	315,553	231,500	20,500	9.72%
Revenue from Service Charges	5,728,405	5,636,150	5,292,473	5,717,442	81,292	1.44%
Miscellaneous Revenues	3,824,830	3,215,978	3,538,072	3,424,343	208,365	6.48%
Total General Fund	\$53,987,809	\$53,098,918	\$55,747,859	\$57,504,071	\$4,405,153	8.30%
Special Revenue Funds						
Street Lighting & Landscaping	\$394,827	\$398,844	\$398,486	\$404,491	\$5,647	1.42%
Gas Tax	1,278,411	1,487,617	1,129,102	1,277,766	(209,851)	(14.11%)
Asset Forfeiture	86,527	8,862	33,970	8,053	(809)	(9.13%)
Police Safety Grants	102,875	1,502	78,229	1,300	(202)	(13.45%)
Federal & State Grants	534,522	-	-	-	-	-
Proposition A	664,006	552,201	593,338	625,314	73,113	13.24%
Proposition C	480,011	8,554,416	8,595,066	11,685,108	3,130,692	36.60%
AB 2766	48,186	44,915	43,847	43,287	(1,628)	(3.62%)
Measure R	340,036	295,131	360,555	380,745	85,614	29.01%
Total Special Revenue Funds	\$3,929,401	\$11,343,488	\$11,232,593	\$14,426,064	\$3,082,576	27.17%
Capital Project Funds						
Capital Improvement	\$1,353,157	\$1,947,145	\$3,475,308	\$1,365,031	(\$582,114)	(29.90%)
Total Capital Projects Funds	\$1,353,157	\$1,947,145	\$3,475,308	\$1,365,031	(\$582,114)	(29.90%)
Underground Utility Construction Fund						
Underground Utility Construction	\$173,941	\$219	\$1,212	\$1,125	\$906	413.70%
Total Underground Utility Construction Fund	\$173,941	\$219	\$1,212	\$1,125	\$906	413.70%
Enterprise Funds						
Water	\$12,641,786	\$14,874,414	\$14,667,655	\$15,973,827	\$1,099,413	7.39%
Stormwater	363,855	359,350	352,830	352,126	(7,224)	(2.01%)
Wastewater	3,109,804	3,377,186	3,342,554	3,586,955	209,769	6.21%
Refuse	4,390,147	4,566,324	4,523,694	4,090,542	(475,782)	(10.42%)
Parking	2,344,300	2,299,594	2,360,314	2,344,633	45,039	1.96%
County Parking Lots	569,694	531,000	641,424	638,510	107,510	20.25%
State Pier & Parking Lot	525,488	500,363	525,928	525,229	24,866	4.97%
Total Enterprise Funds	\$23,945,074	\$26,508,231	\$26,414,399	\$27,511,822	\$1,003,591	3.79%
Internal Service Funds						
Insurance Reserve	\$4,184,433	\$4,541,130	\$4,593,928	\$5,158,460	\$617,330	13.59%
Information Systems	1,192,392	1,506,483	1,506,483	1,531,297	24,814	1.65%
Fleet Management	2,271,013	3,077,925	2,601,415	2,511,752	(566,173)	(18.39%)
Building Maintenance & Operations	1,318,576	1,550,806	1,474,081	1,774,165	223,359	14.40%
Total Internal Service Funds	\$8,966,414	\$10,676,344	\$10,175,907	\$10,975,674	\$299,330	2.80%
Trust & Agency Funds						
Special Assessment Redemption Fund	\$1,005,476	\$968,248	\$1,001,714	\$957,000	(\$11,248)	(1.16%)
Pension Trust	133,126	139,150	150,787	163,264	24,114	17.33%
Total Trust & Agency Funds	\$1,138,602	\$1,107,398	\$1,152,501	\$1,120,264	\$12,866	1.16%
Grand Total	\$93,494,398	\$104,681,743	\$108,199,779	\$112,904,051	\$8,222,308	7.85%

2013-2014 SCHEDULE OF REVENUE DETAIL BY FUND

		2011-2012	2012-2013	2012-2013	2013-2014	Increase	Percent
		Actual	Adopted	Estimate	Proposed	(Decrease)	Change
General Fund							
3101	CYr Secured Property Tax	\$16,471,330	\$16,256,590	\$17,087,964	\$17,771,000	\$1,514,410	9.32%
3102	CYr Unsecured Property Tax	739,016	741,327	766,682	791,282	49,955	6.74%
3103	PYr Secured Property Tax	95,309	88,692	88,692	175,000	86,308	97.31%
3104	PYr Unsecured Property Tax	23,674	23,000	23,000	23,000	-	-
3105	Supplemental Property Tax	215,133	275,000	250,000	250,000	(25,000)	(9.09%)
3106	Property Tax Collection Administration	(345,001)	(355,351)	(271,150)	(281,897)	73,454	(20.67%)
3107	Interest & Penalties	127,332	117,309	124,148	124,148	6,839	5.83%
3108	Property Tax in Lieu of VLF	3,081,521	3,123,738	3,210,459	3,339,882	216,144	6.92%
Revenue from Property Tax		\$20,408,314	\$20,270,305	\$21,279,795	\$22,192,415	\$1,922,110	9.48%
3201	Sales & Use Tax	\$6,377,156	\$6,574,726	\$6,576,997	\$6,708,500	\$133,774	2.03%
3202	Franchise Tax	1,335,815	1,290,000	1,383,904	1,392,303	102,303	7.93%
3203	Transient Occupancy Tax	2,671,899	2,774,820	3,262,417	3,324,403	549,583	19.81%
3204	Business License Tax	3,018,177	2,844,000	3,000,000	3,050,000	206,000	7.24%
3205	Property Tax In Lieu of Sales Tax	2,325,514	2,181,274	2,398,389	2,446,350	265,076	12.15%
3206	Real Estate Transfer Tax	521,272	525,000	621,275	621,275	96,275	18.34%
3207	PSAF Sales Tax	318,752	343,943	344,073	349,769	5,826	1.69%
3215	Vacation Rental TOT	96,957	90,000	90,000	90,000	-	-
Revenue from Other Taxes		\$16,665,542	\$16,623,763	\$17,677,055	\$17,982,600	\$1,358,837	8.17%
3301	Building Permits	\$818,418	\$880,000	\$880,000	\$924,000	\$44,000	5.00%
3302	Other Construction Permits	283,607	300,000	335,000	350,000	50,000	16.67%
3303	Home Occupancy Permits	4,420	5,200	4,900	5,100	(100)	(1.92%)
3304	Fire Code Permits	37,490	36,700	36,700	36,700	-	-
3306	Outdoor Facilities Permits	1,510	4,200	600	600	(3,600)	(85.71%)
3307	Film Permits	67,390	62,000	70,000	70,000	8,000	12.90%
3309	Building Permits Surcharge	79,110	84,000	88,000	92,400	8,400	10.00%
3310	Police Alarm Permits	63,961	64,000	64,000	64,000	-	-
3350	Other Permits	2,000	2,760	3,105	3,105	345	12.50%
3361	Animal License Fees	56,693	54,000	53,000	53,000	(1,000)	(1.85%)
Revenue from Permits		\$1,414,599	\$1,492,860	\$1,535,305	\$1,598,905	\$106,045	7.10%
3401	Vehicle Code Fines	\$240,043	\$220,000	\$220,000	\$220,000	-	-
3402	Parking Citations	2,431,414	2,703,000	2,100,000	2,440,000	(263,000)	(9.73%)
3421	Municipal Code Fines	18,135	17,500	17,500	17,500	-	-
Revenue from Fines & Forfeitures		\$2,689,592	\$2,940,500	\$2,337,500	\$2,677,500	(\$263,000)	(8.94%)
3501	Interest Earnings	\$564,116	\$550,000	\$661,236	\$548,092	(\$1,908)	(0.35%)
3505	Installment Fund Earnings	-	-	130	-	-	-
3506	Unrealized Investment Gain/Loss	(16,229)	-	-	-	-	-
3509	Other Interest Income	21,600	21,600	21,600	21,600	-	-
3511	Misc. Rents & Concessions	36,826	38,000	36,227	37,118	(882)	(2.32%)
3512	Golf Course Rent	9,702	9,600	9,600	9,600	-	-
3513	Tennis Club Rent	255,522	255,000	255,000	257,028	2,028	0.80%
3514	Tennis Club Percent Rent	123,736	120,000	120,000	120,000	-	-
3515	Marriott Hotel Rent	532,354	574,000	840,735	856,709	282,709	49.25%
3516	Minimum Hotel Rent Payments	399,996	400,000	400,000	400,000	-	-
3517	Wireless Communication Income	125,490	127,302	127,302	138,353	11,051	8.68%
3518	1334 Building Lease	40,107	40,949	40,949	41,696	747	1.82%
3519	Metlox Lease Payments	382,293	391,000	416,097	420,000	29,000	7.42%
3520	Investment Amortization	(115,554)	-	(235,408)	(338,953)	(338,953)	-
3521	Interfund Loan Interest	-	-	433,840	436,613	436,613	-
3522	Interfund Loan - Principal	-	-	445,000	530,000	530,000	-
3531	Tennis Club Parking Lot Lease	30,540	30,993	30,993	31,944	951	3.07%
3532	Mall Parking Lot Lease	121,862	122,470	122,470	126,766	4,296	3.51%
3533	Post Office Lease	22,945	21,180	21,180	42,800	21,620	102.08%
3534	Library Parking Lot Lease	6,264	6,268	6,268	-	(6,268)	-
Revenue from Use of Property & Money		\$2,541,570	\$2,708,362	\$3,753,219	\$3,679,366	\$971,004	35.85%

2013-2014 SCHEDULE OF REVENUE DETAIL BY FUND

	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed	Increase (Decrease)	Percent Change
3601 Vehicle in Lieu	\$95,915	-	\$18,887	-	-	-
3602 Homeowners Property Tax Relief	151,220	\$150,000	150,000	\$150,000	-	-
3604 State Mandated Cost Reimbursement	11,293	-	8,418	-	-	-
3605 BCHD Grant	29,359	29,000	29,000	29,000	-	-
3607 STC Reimbursement	2,885	2,000	2,000	2,500	500	25.00%
3608 POST Reimbursement	33,411	30,000	52,000	50,000	20,000	66.67%
3613 Miscellaneous Revenue	44,367	-	13,714	-	-	-
3618 Federal Grant Programs	40,200	-	-	-	-	-
3619 FEMA/OES Reimbursement	231,384	-	-	-	-	-
3622 Proposition A Project Specific	74,923	-	60,421	-	-	-
Revenue from Other Governments	\$714,957	\$211,000	\$334,440	\$231,500	\$20,500	9.72%
3701 New Residential Unit Fee	\$973	-	\$1,400	-	-	-
3702 Building Record Report Fees	60,573	\$50,000	58,000	\$60,000	\$10,000	20.00%
3703 Building Plan Check Fees	958,671	990,000	990,000	1,040,000	50,000	5.05%
3704 Planning Filing Fees	173,413	130,000	129,000	129,000	(1,000)	(0.77%)
3705 Microfilm Fees	82,181	92,000	81,000	92,000	-	-
3706 Reproduction Fees	4,484	5,000	4,067	5,000	-	-
3707 Police False Alarm Fees	77,990	84,000	80,000	80,000	(4,000)	(4.76%)
3708 Police Service Fees	27,671	29,000	30,000	31,000	2,000	6.90%
3709 Special Event OT Reimbursement	96,575	50,000	110,000	60,000	10,000	20.00%
3710 DUI Cost Recovery	17,461	3,000	3,000	3,000	-	-
3711 Booking Fees	21,935	10,000	12,000	15,000	5,000	50.00%
3712 Book Removal	3,840	5,000	1,500	5,000	-	-
3713 Vehicle Release Fee	100,104	110,000	100,000	100,000	(10,000)	(9.09%)
3714 Animal Impound Fees	4,720	3,900	3,700	3,800	(100)	(2.56%)
3715 Fire Services Fees	37,152	52,000	65,000	52,000	-	-
3716 Ambulance Fees	800,160	775,000	702,305	775,000	-	-
3717 Fire Plan Check	72,020	60,000	60,000	60,000	-	-
3718 Fire Inspection Fees	173,566	180,000	175,000	180,000	-	-
3719 Public Works Misc Fees	64,849	100,000	74,874	75,000	(25,000)	(25.00%)
3722 Damage Recovery - Traffic Signals	25	-	-	-	-	-
3734 Right of Way Permits	250,128	225,000	220,000	230,000	5,000	2.22%
3735 Inter-City Median Maintenance	7,071	12,000	7,000	7,000	(5,000)	(41.67%)
3736 Sepulveda Sweeping Reimbursement	1,631	1,600	3,866	3,866	2,266	141.63%
3771 Facility & Parks Reservations	346,461	318,255	302,571	298,071	(20,184)	(6.34%)
3772 Special Activities Classes	289,787	326,960	287,184	357,620	30,660	9.38%
3773 Special Events	149,186	148,080	146,436	161,730	13,650	9.22%
3774 Tennis Operations	138,971	138,855	139,157	155,855	17,000	12.24%
3776 Arts/Education Classes	255,670	250,000	190,000	255,000	5,000	2.00%
3778 Sports Leagues & Tournaments	364,695	400,000	360,000	471,000	71,000	17.75%
3779 Sports Classes	665,254	600,000	490,000	525,000	(75,000)	(12.50%)
3780 Swimming Classes	409,373	400,000	400,000	400,000	-	-
3784 Concerts in the Park	20,595	28,000	11,088	28,000	-	-
3786 Older Adults Activities	50,920	58,000	54,000	58,000	-	-
3791 Returned Check Fees	300	500	325	500	-	-
Revenue from Service Charges	\$5,728,405	\$5,636,150	\$5,292,473	\$5,717,442	\$81,292	1.44%
3896 Operating Service Transfers	\$3,276,516	\$2,913,338	\$2,913,338	\$2,913,338	-	-
Revenue from Interfund Charges & Transfers	\$3,276,516	\$2,913,338	\$2,913,338	\$2,913,338	-	-

2013-2014 SCHEDULE OF REVENUE DETAIL BY FUND

	2011-2012	2012-2013	2012-2013	2013-2014	Increase	Percent
	Actual	Adopted	Estimate	Proposed	(Decrease)	Change
3902 Sale of Property	\$434	\$500	\$2,341	\$1,200	\$700	140.00%
3904 AP Discounts Taken	(152)	-	-	-	-	-
3905 Cash Over/Short	(14)	-	(75)	-	-	-
3907 Resubmittal of Returned Checks	-	-	200	-	-	-
3909 Bad Debt Recovery	24,912	-	17,694	-	-	-
3913 Workers Comp Salary Continuation	375,387	150,000	437,244	437,244	287,244	191.50%
3941 Employee Phone Charge Reimbursement	485	800	232	232	(568)	(71.00%)
3943 Reimb-Phone Charges SBRPCA	6,048	6,340	6,542	6,542	202	3.19%
3994 P-Card Incentive	7,672	8,000	9,807	10,787	2,787	34.84%
3995 Miscellaneous Revenues	43,805	50,000	75,658	55,000	5,000	10.00%
3996 City Funds Exchange	89,737	87,000	75,091	-	(87,000)	-
Miscellaneous Revenue	\$548,314	\$302,640	\$624,734	\$511,005	\$208,365	68.85%
Total General Fund	\$53,987,809	\$53,098,918	\$55,747,859	\$57,504,071	\$4,405,153	8.30%
Street Lighting & Landscaping Fund						
3211 C.Yr Assessments	\$265,795	\$265,391	\$265,393	\$265,400	9	0.00%
3212 P.Yr Assessments	3,229	5,800	5,800	5,800	\$0	-
3213 C.Yr Streetscape Assessments	106,658	106,490	106,476	107,000	510	0.48%
3214 P.Yr Streetscape Assessments	557	1,000	1,000	1,000	-	-
3899 Transfers In	18,445	20,163	19,817	25,291	5,128	25.43%
3995 Miscellaneous Revenues	143	-	-	-	-	-
Total Street Lighting & Landscaping Fund	\$394,827	\$398,844	\$398,486	\$404,491	\$5,647	1.42%
Gas Tax Fund						
3211 C.Yr Assessments	\$151,389	\$155,000	\$155,000	\$155,000	\$0	-
3501 Interest Earnings	\$32,310	\$23,000	25,905	25,666	2,666	11.59%
3506 Unrealized Investment Gain/Loss	(2,169)	-	-	-	-	-
3609 State Gas Tax 2105	167,636	178,079	165,653	172,113	(5,966)	(3.35%)
3610 State Gas Tax 2106	113,353	123,907	113,604	118,897	(5,010)	(4.04%)
3611 State Gas Tax 2107	246,615	261,568	249,627	262,248	680	0.26%
3614 SB 821 TDA	73,843	18,667	18,667	22,364	3,697	19.81%
3637 State Gas Tax 2103	495,434	399,918	400,646	521,478	121,560	30.40%
3638 Measure R Regional	-	327,478	-	-	(327,478)	-
Total Gas Tax Fund	\$1,278,411	\$1,487,617	\$1,129,102	\$1,277,766	(\$209,851)	(14.11%)
Asset Forfeiture Fund						
3501 Interest Earnings	\$11,665	\$8,862	\$8,172	\$8,053	(\$809)	(9.13%)
3506 Unrealized Investment Gain/Loss	(1,038)	-	-	-	-	-
3615 Fed Forfeitures - DOJ Local	34,969	-	10,000	-	-	-
3627 State Forfeitures - Regional	23,985	-	15,798	-	-	-
3629 Fed Forfeitures - Treasury Regional	16,946	-	-	-	-	-
Total Asset Forfeiture Fund	\$86,527	\$8,862	\$33,970	\$8,053	(\$809)	(9.13%)
Police Safety Grants Fund						
3501 Interest Earnings	\$2,861	\$1,502	\$1,351	\$1,300	(\$202)	(13.45%)
3506 Unrealized Investment Gain/Loss	14	-	-	-	-	-
3617 State SLES Program	100,000	-	76,878	-	-	-
Total Federal Law Enforcement Services Fund	\$102,875	\$1,502	\$78,229	\$1,300	(\$202)	(13.45%)
Federal & State Grants Fund						
3623 Grant Administration	\$534,522	-	-	-	-	-
Total Federal & State Grants Fund	\$534,522	-	-	-	-	-
Proposition A Fund						
3221 Transit Sales Tax	\$537,363	\$526,390	\$567,782	\$599,798	\$73,408	13.95%
3501 Interest Earnings	665	431	676	716	285	66.13%
3506 Unrealized Investment Gain/Loss	(42)	-	-	-	-	-
3760 Dial-A-Ride Fares	4,839	5,000	4,500	4,800	(200)	(4.00%)
3761 Bus Pass Subsidies	6,156	6,000	6,000	6,000	-	-
3995 Miscellaneous Revenues	15,025	14,380	14,380	14,000	(380)	(2.64%)
3996 City Funds Exchange	100,000	-	-	-	-	-
Total Proposition A Fund	\$664,006	\$552,201	\$593,338	\$625,314	\$73,113	13.24%

2013-2014 SCHEDULE OF REVENUE DETAIL BY FUND

	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed	Increase (Decrease)	Percent Change
Proposition C Fund						
3221 Transit Sales Tax	\$446,752	\$436,627	\$472,139	\$497,517	\$60,890	13.95%
3501 Interest Earnings	35,220	23,789	28,927	28,266	4,477	18.82%
3506 Unrealized Investment Gain/Loss	(1,961)	-	-	-	-	-
3639 MTA Call For Grants	-	3,184,000	3,184,000	3,629,325	445,325	13.99%
3640 Safetea-Lu Earmark	-	360,000	360,000	500,000	140,000	38.89%
3641 Measure R SB Highway	-	4,550,000	4,550,000	7,030,000	2,480,000	54.51%
Total Proposition C Fund	\$480,011	\$8,554,416	\$8,595,066	\$11,685,108	\$3,130,692	36.60%
AB 2766 Fund						
3501 Interest Earnings	\$4,231	\$2,915	\$3,359	\$3,287	\$372	12.76%
3506 Unrealized Investment Gain/Loss	(258)	-	-	-	-	-
3621 AB 2766 Air Quality	44,213	42,000	40,488	40,000	(2,000)	(4.76%)
Total AB 2766 Fund	\$48,186	\$44,915	\$43,847	\$43,287	(\$1,628)	(3.62%)
Measure R						
3224 Proposition R Sales Tax	\$332,133	\$292,240	\$352,690	\$373,137	\$80,897	27.68%
3501 Interest Earnings	7,453	2,891	7,865	7,608	4,717	163.16%
3506 Unrealized Investment Gain/Loss	450	-	-	-	-	-
Total Measure R Fund	\$340,036	\$295,131	\$360,555	\$380,745	\$85,614	29.01%
Capital Improvement Fund						
3202 Franchise Tax	-	-	\$100,000	-	-	-
3203 Transient Occupancy Tax	\$471,511	\$489,662	575,721	\$586,659	\$96,997	19.81%
3308 Park Development/Quimby	3,634	7,000	14,536	10,902	3,902	55.74%
3402 Parking Citations	115,968	119,689	100,161	114,470	(5,219)	(4.36%)
3503 Bond Reserve Earnings	37,176	37,177	18,485	-	(37,177)	-
3509 Other Interest Income	22,450	6,000	-	3,000	(3,000)	(50.00%)
3510 Loan Principal	10,801	-	-	-	-	-
3537 Land Note Receivable Interest	147	-	-	-	-	-
3613 Miscellaneous Grants	-	629,497	629,497	-	(629,497)	-
3618 Federal Grant Programs	-	-	512,700	-	-	-
3751 Parking Meters	690,377	658,120	679,208	650,000	(8,120)	(1.23%)
3910 Contributions from Private Parties	-	-	845,000	-	-	-
3995 Miscellaneous Revenues	1,093	-	-	-	-	-
Total Capital Improvement Fund	\$1,353,157	\$1,947,145	\$3,475,308	\$1,365,031	(\$582,114)	(29.90%)
Underground Utility Construction Fund						
3501 Interest Earnings	\$254	219	1,212	\$1,125	\$906	413.70%
3504 Construction/Escrow Fund Earnings	2	-	-	-	-	-
3506 Unrealized Investment Gain/Loss	(33)	-	-	-	-	-
3995 Miscellaneous Revenues	173,718	-	-	-	-	-
Total Underground Utility Construction Fund	\$173,941	219	1,212	\$1,125	\$906	413.70%
Water Fund						
3501 Interest Earnings	\$85,041	\$49,746	\$87,582	\$84,666	\$34,920	70.20%
3503 Bond Reserve Fund Earnings	61	100	5	-	(100)	-
3505 Installment Fund Earnings	1	-	-	-	-	-
3506 Unrealized Investment Gain/Loss	(1,801)	-	-	-	-	-
3520 Investment Amortization	(20,424)	-	(35,006)	(38,700)	(38,700)	-
3737 Utility Service Charge	12,338,572	14,675,568	14,437,581	15,759,361	1,083,793	7.39%
3738 Utility Connection Fees	73,751	79,000	77,000	80,000	1,000	1.27%
3740 Meter Installation	33,150	30,000	30,000	31,000	1,000	3.33%
3746 Penalties	41,252	35,000	55,836	40,000	5,000	14.29%
3902 Sale of Property	24,161	20,000	20,000	20,000	-	-
3909 Bad Debt Recovery	8,747	-	7,500	7,500	7,500	-
3916 Bad Debt Wrieoff	(27,382)	(15,000)	(15,000)	(15,000)	-	-
3995 Miscellaneous Revenues	86,657	-	2,157	5,000	5,000	-
Total Water Fund	\$12,641,786	\$14,874,414	\$14,667,655	\$15,973,827	\$1,099,413	7.39%
Stormwater Fund						
3501 Interest Earnings	\$16,649	\$13,350	\$11,329	\$11,099	(\$2,251)	(16.86%)
3506 Unrealized Investment Gain/Loss	(1,765)	-	-	-	-	-
3520 Investment Amortization	(3,890)	-	(4,499)	(4,973)	(4,973)	-
3737 Utility Service Charge	345,361	346,000	346,000	346,000	-	-
3995 Miscellaneous Revenues	7,500	-	-	-	-	-
Total Stormwater Fund	\$363,855	\$359,350	\$352,830	\$352,126	(\$7,224)	(2.01%)

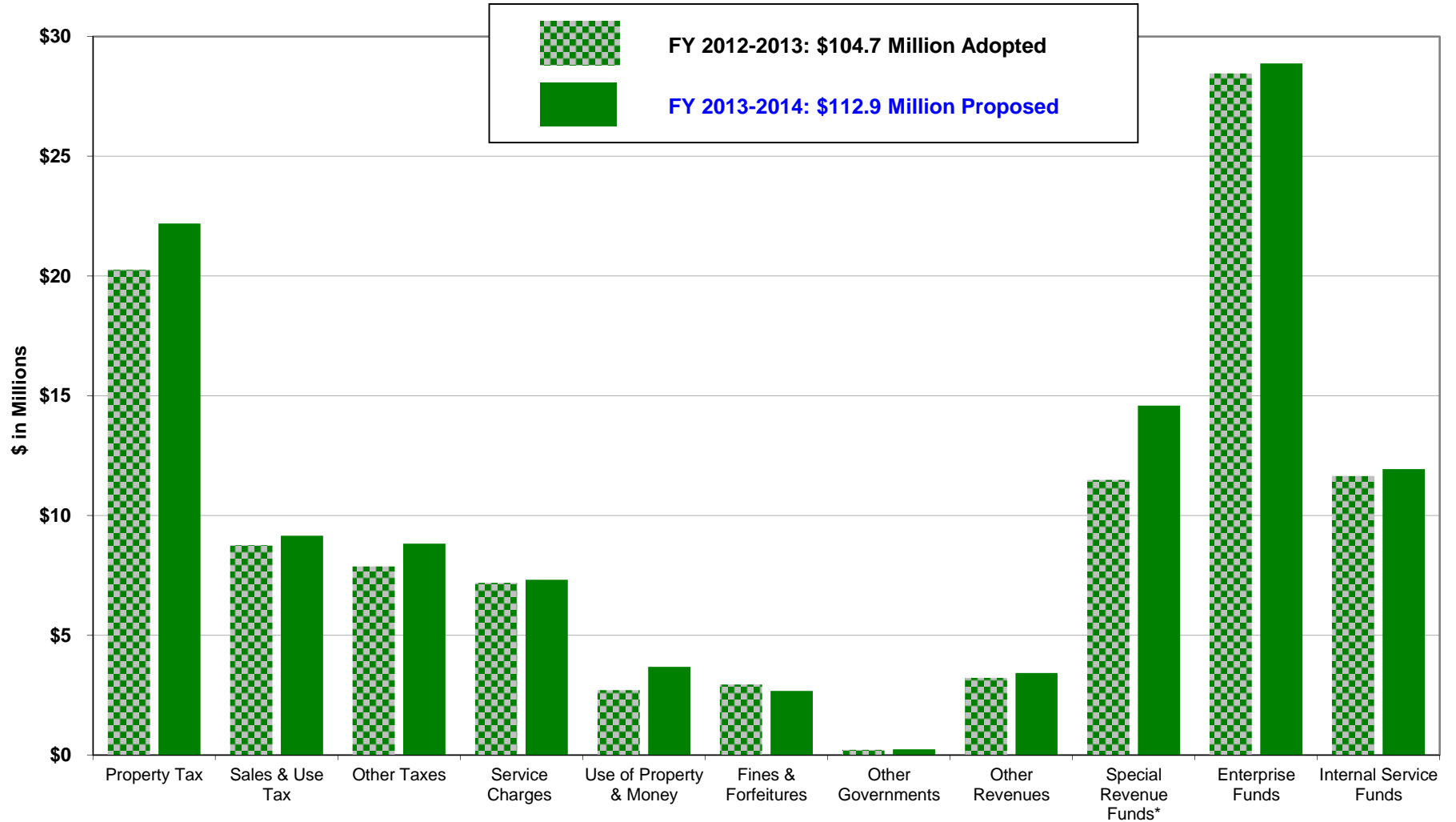
2013-2014 SCHEDULE OF REVENUE DETAIL BY FUND

	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed	Increase (Decrease)	Percent Change
Wastewater Fund						
3351 Fats, Oil, Grease Permit	15,761	\$15,000	\$15,000	\$15,000	-	-
3501 Interest Earnings	27,760	14,000	24,032	23,663	\$9,663	69.02%
3503 Bond Reserve Fund Earnings	30	50	2	-	(50)	-
3506 Unrealized Investment Gain/Loss	1,536	-	-	-	-	-
3520 Investment Amortization	(6,677)	-	(9,456)	(10,455)	(10,455)	-
3737 Utility Service Charges	3,011,674	3,295,755	3,247,549	3,493,747	197,992	6.01%
3738 Utility Connection Fees	46,305	40,000	53,000	55,000	15,000	37.50%
3746 Penalties	11,938	12,381	14,627	10,000	(2,381)	(19.23%)
3916 Bad Debt Wrieoff	(7,759)	-	(2,200)	-	-	-
3995 Miscellaneous Revenues	9,236	-	-	-	-	-
Total Wastewater Fund	\$3,109,804	\$3,377,186	\$3,342,554	\$3,586,955	\$209,769	6.21%
Refuse Fund						
3501 Interest Earnings	\$7,825	\$5,444	\$7,469	\$7,227	\$1,783	32.75%
3506 Unrealized Investment Gain/Loss	(516)	-	-	-	-	-
3520 Investment Amortization	(1,854)	-	(2,969)	(3,282)	(3,282)	-
3613 Miscellaneous Grants	33,209	-	1,544	-	-	-
3732 Residential City Cost Recovery	349,277	357,830	353,606	233,506	(124,324)	(34.74%)
3733 Commercial City Cost Recovery	255,466	258,890	252,962	326,104	67,214	25.96%
3742 Residential Refuse Fee	1,926,154	1,961,800	1,959,226	2,018,003	56,203	2.86%
3743 Commercial Refuse Fee	1,356,288	1,419,330	1,402,897	1,444,984	25,654	1.81%
3746 Penalties	11,618	12,000	13,131	12,000	-	-
3747 Recycling	28,000	29,000	29,000	30,000	1,000	3.45%
3748 Street Sweeping	410,290	418,030	405,828	-	(418,030)	-
3750 Waste Management Plan	26,644	104,000	104,000	25,000	(79,000)	(75.96%)
3916 Bad Debt Wrieoff	(12,254)	-	(3,000)	(3,000)	(3,000)	-
Total Refuse Fund	\$4,390,147	\$4,566,324	\$4,523,694	\$4,090,542	(\$475,782)	(10.42%)
Parking Fund						
3209 BID - A License Surcharge	\$103,779	\$102,000	\$102,042	\$102,000	-	-
3210 BID - B License Surcharge	26,600	23,000	23,000	23,000	-	-
3501 Interest Earnings	31,365	16,094	26,053	25,340	9,246	57.45%
3503 Bond Reserve Fund Earnings	-	5,000	-	-	(5,000)	-
3506 Unrealized Investment Gain/Loss	392	-	-	-	-	-
3520 Investment Amortization	(7,364)	-	(10,409)	(11,507)	(11,507)	-
3751 Parking Meters	1,912,160	1,900,000	1,934,046	1,935,000	35,000	1.84%
3752 Parking Lot Spaces	215,702	205,000	225,261	222,000	17,000	8.29%
3758 Cash Key Parking Program	38,009	31,000	30,122	31,000	-	-
3759 Permit Parking Program	1,830	2,500	2,815	2,800	300	12.00%
3910 Contribution From Private Parties	4,480	-	7,762	-	-	-
3995 Miscellaneous Revenues	17,347	15,000	19,622	15,000	-	-
Total Parking Meter Fund	\$2,344,300	\$2,299,594	\$2,360,314	\$2,344,633	\$45,039	1.96%
County Parking Lots Fund						
3753 Parking Lot B Meters	\$104,862	\$95,000	\$129,621	\$132,000	\$37,000	38.95%
3754 Parking Lot C Meters	452,460	425,000	498,197	493,000	68,000	16.00%
3755 Parking Lot B Spaces	2,802	2,500	2,622	2,510	10	0.40%
3756 Parking Lot C Spaces	9,570	8,500	10,984	11,000	2,500	29.41%
Total County Parking Lots Fund	\$569,694	\$531,000	\$641,424	\$638,510	\$107,510	20.25%
State Pier & Parking Lot Fund						
3501 Interest Earnings	\$27,013	\$20,363	\$18,513	\$18,298	(\$2,065)	(10.14%)
3506 Unrealized Investment Gain/Loss	(2,352)	-	-	-	-	-
3520 Investment Amortization	(6,327)	-	(7,299)	(8,069)	(8,069)	-
3751 Parking Meters	507,154	480,000	514,714	515,000	35,000	7.29%
Total State Pier & Parking Lot Fund	\$525,488	\$500,363	\$525,928	\$525,229	\$24,866	4.97%

2013-2014 SCHEDULE OF REVENUE DETAIL BY FUND

	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed	Increase (Decrease)	Percent Change
Insurance Reserve Fund						
3850 Workers Comp Billing	\$2,940,648	\$2,777,111	\$2,777,112	\$3,245,520	\$468,409	16.87%
3851 Unemployment Billings	75,036	75,040	75,040	75,120	80	0.11%
3852 Liability Insurance Billings	983,040	1,683,979	1,683,979	1,832,820	148,841	8.84%
3901 Damage Claims	3,963	-	-	-	-	-
3906 Insurance Recoveries	3,460	5,000	45,669	5,000	-	-
3911 Cobra Payments	213	-	109	-	-	-
3914 Excess of SIR Reoveries	175,922	-	12,019	-	-	-
3995 Miscellaneous Revenues	2,151	-	-	-	-	-
Total Insurance Reserve fund	\$4,184,433	\$4,541,130	\$4,593,928	\$5,158,460	\$617,330	13.59%
Information Systems Fund						
3860 Information Systems Charge	\$1,192,392	\$1,218,173	\$1,218,173	\$1,531,297	\$313,124	25.70%
3870 Contributions	-	288,310	288,310	-	(288,310)	-
Total Information Systems Fund	\$1,192,392	\$1,506,483	\$1,506,483	\$1,531,297	\$24,814	1.65%
Fleet Management Fund						
3853 Fleet Rental Charge	\$1,117,860	\$1,034,540	\$1,034,540	\$1,143,120	\$108,580	10.50%
3854 Fleet Maintenance Charge	1,124,732	975,385	948,717	925,632	(49,753)	(5.10%)
3902 Sale of Property	3,640	-	14,479	-	-	-
3930 Lease Purchase Proceeds	-	1,018,000	568,208	418,000	(600,000)	(58.94%)
3942 Reimbursement Gas Charges MBUSD	24,758	25,000	35,471	25,000	-	-
3995 Miscellaneous Revenues	23	25,000	-	-	(25,000)	-
Total Fleet Management Fund	\$2,271,013	\$3,077,925	\$2,601,415	\$2,511,752	(\$566,173)	(18.39%)
Building Maintenance & Operations Fund						
3861 Building Maintenance	\$1,211,999	\$1,443,461	\$1,361,446	\$1,654,264	\$210,803	14.60%
3862 Warehouse Sales	81,052	82,345	87,635	94,901	12,556	15.25%
3863 Garage Sales	25,522	25,000	25,000	25,000	-	-
3904 AP Discounts Taken	3	-	-	-	-	-
Total Building Maintenance & Operation Fund	\$1,318,576	\$1,550,806	\$1,474,081	\$1,774,165	\$223,359	14.40%
Special Assessment Redemption Fund						
3211 CYr Assessments	\$963,585	\$968,248	\$969,000	\$957,000	(\$11,248)	(1.16%)
3505 Installment Fund Earnings	(2)	-	-	-	-	-
3936 Bond Redemption	41,893	-	32,714	-	-	-
Total Special Assessment Redemption Fund	\$1,005,476	\$968,248	\$1,001,714	\$957,000	(\$11,248)	(1.16%)
Pension Trust Fund						
3501 Interest Earnings	\$22,157	\$17,150	\$17,787	\$17,264	\$114	0.66%
3506 Unrealized Investment Gain/Loss	(2,081)	-	-	-	-	-
3945 Reimbursement Ca Emplr Ret Ben Trust	113,050	122,000	133,000	146,000	24,000	19.67%
Total Pension Trust Fund	\$133,126	\$139,150	\$150,787	\$163,264	\$24,114	17.33%
Grand Total	\$93,494,398	\$104,681,743	\$108,199,779	\$112,904,051	\$8,222,308	7.85%

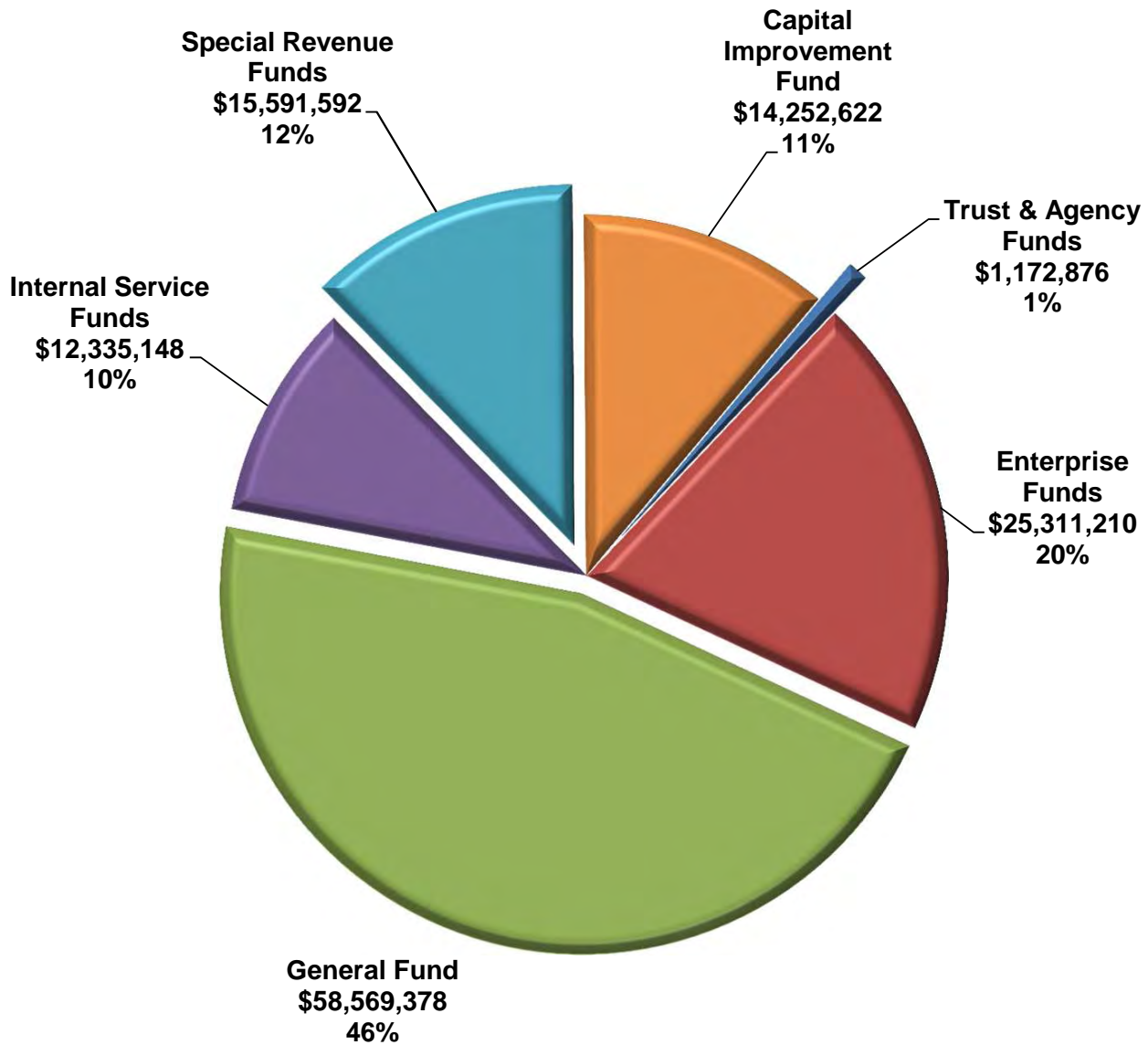
COMPARISON OF BUDGETED REVENUES



* Includes Trust Funds

2013-2014 USE OF FUNDS BY FUND TYPE

Use of Funds - City-Wide = \$127,232,826



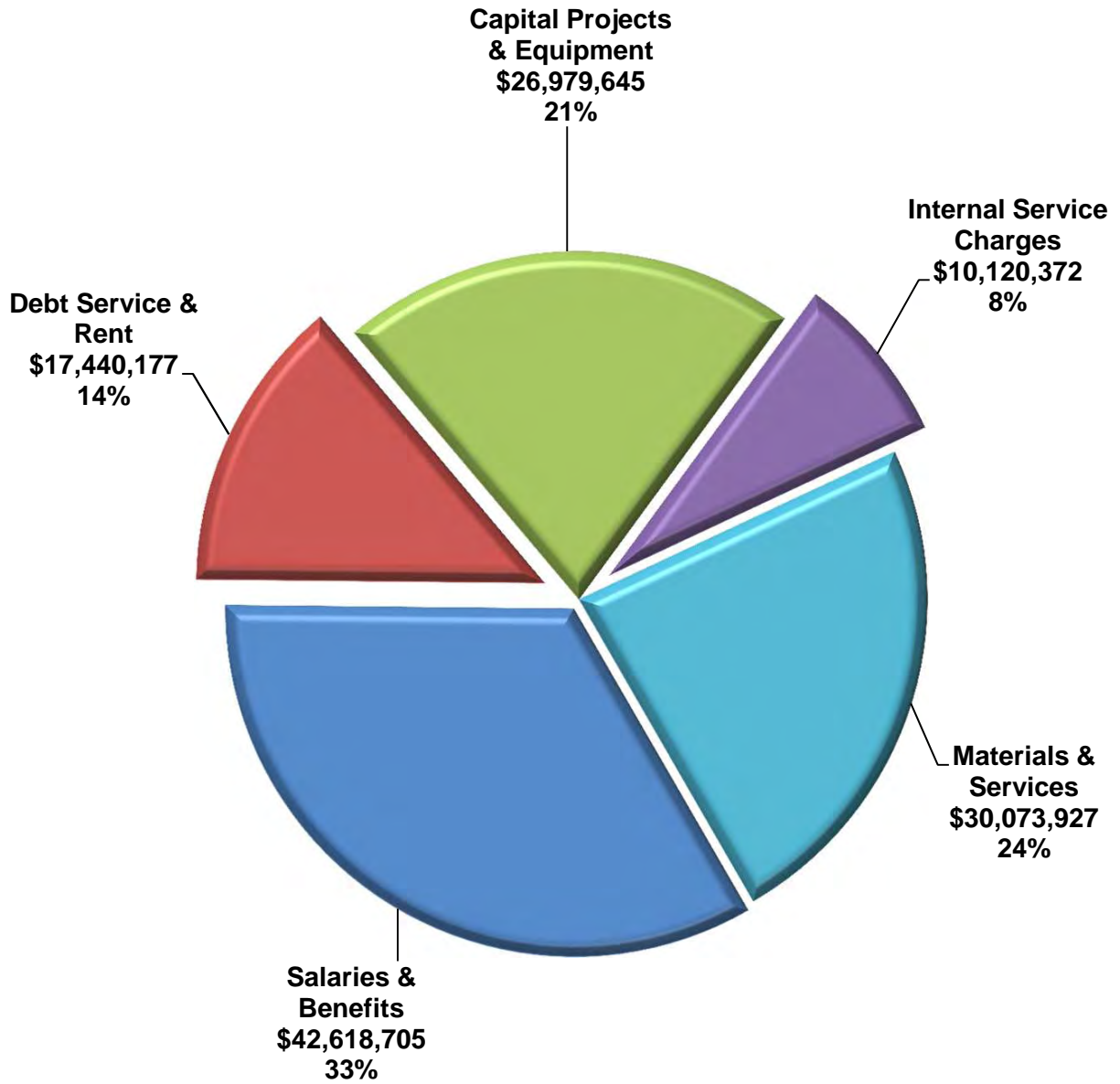
2013-2014 SCHEDULE OF EXPENDITURES BY FUND

	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed	Increase (Decrease)	Percent Change
General Fund	\$50,930,440	\$52,994,257	\$53,734,422	\$58,569,378	\$5,575,121	10.52%
Street Lighting & Landscaping Fund	\$596,118	\$594,399	\$614,864	\$672,156	\$77,757	13.08%
Gas Tax Fund	422,762	870,000	4,152,075	1,115,000	245,000	28.16%
Asset Forfeiture Fund	136,257	216,833	189,893	192,615	(24,218)	(11.17%)
Police Safety Grants Fund	112,599	-	168,957	-	-	-
Federal & State Grants Fund	534,522	-	-	-	-	-
Proposition A Fund	636,862	734,141	746,530	729,281	(4,860)	(0.66%)
Proposition C Fund	38,166	8,715,937	10,517,694	12,785,472	4,069,535	46.69%
AB 2766 Fund	10,386	358,068	374,486	97,068	(261,000)	(72.89%)
Measure R Fund	-	-	-	-	-	-
Total Special Revenue Funds	\$2,487,671	\$11,489,378	\$16,764,499	\$15,591,592	\$4,102,214	35.70%
Capital Improvement Fund	\$4,096,232	\$5,785,311	\$7,611,477	\$14,252,622	\$8,467,311	146.36%
Total Capital Improvement Fund	\$4,096,232	\$5,785,311	\$7,611,477	\$14,252,622	\$8,467,311	146.36%
Underground Assessment District	(\$903)	-	-	-	-	-
Total Underground Assessment District	(\$903)	-	-	-	-	-
Water Fund	\$9,429,021	\$13,219,721	\$17,956,299	\$13,473,613	\$253,892	1.92%
Stormwater Fund	603,622	597,789	979,449	832,914	235,125	39.33%
Wastewater Fund	2,103,230	3,687,820	6,848,921	3,963,916	276,096	7.49%
Refuse Fund	4,190,875	4,397,944	4,467,798	4,010,162	(387,782)	-
Parking Fund	1,876,883	1,912,080	13,656,099	1,987,820	75,740	3.96%
County Parking Lots Fund	417,910	457,627	501,606	568,498	110,871	24.23%
State Pier & Parking Lot Fund	671,898	1,343,088	1,582,652	474,287	(868,801)	(64.69%)
Total Enterprise Funds	\$19,293,440	\$25,616,069	\$45,992,824	\$25,311,210	(\$304,859)	(1.19%)
Insurance Reserve Fund	5,070,031	\$4,605,986	\$4,424,710	\$5,205,887	\$599,901	13.02%
Information Systems Fund	1,242,266	1,534,652	1,598,875	1,831,303	296,651	19.33%
Fleet Management Fund	1,488,575	5,149,044	4,774,513	3,510,766	(1,638,278)	(31.82%)
Building Maintenance & Operations Fund	1,318,574	1,536,974	1,472,493	1,787,193	250,219	16.28%
Total Internal Service Funds	\$9,119,446	\$12,826,656	\$12,270,591	\$12,335,148	(\$491,508)	(3.83%)
Special Assessment Redemption Fund	\$1,088,471	\$962,612	\$962,032	\$956,876	(\$5,736)	(0.60%)
Pension Trust Fund	180,343	189,000	201,355	216,000	27,000	14.29%
Total Trust & Agency Funds	\$1,268,814	\$1,151,612	\$1,163,387	\$1,172,876	\$21,264	1.85%
Grand Total	\$87,195,141	\$109,863,283	\$137,537,200	\$127,232,826	\$17,369,543	15.81%
Total Operating Expenses	\$80,862,698	\$88,245,405	\$102,054,292	\$104,649,854	\$16,404,449	18.59%
Total Capital Projects*	\$6,332,444	\$21,617,878	\$35,482,908	\$22,582,972	\$965,094	4.46%

*FY2012-2013 estimate includes carryover projects from the prior year.

2013-2014 USE OF FUNDS BY CATEGORY

Use of Funds - City-Wide = \$127,232,826

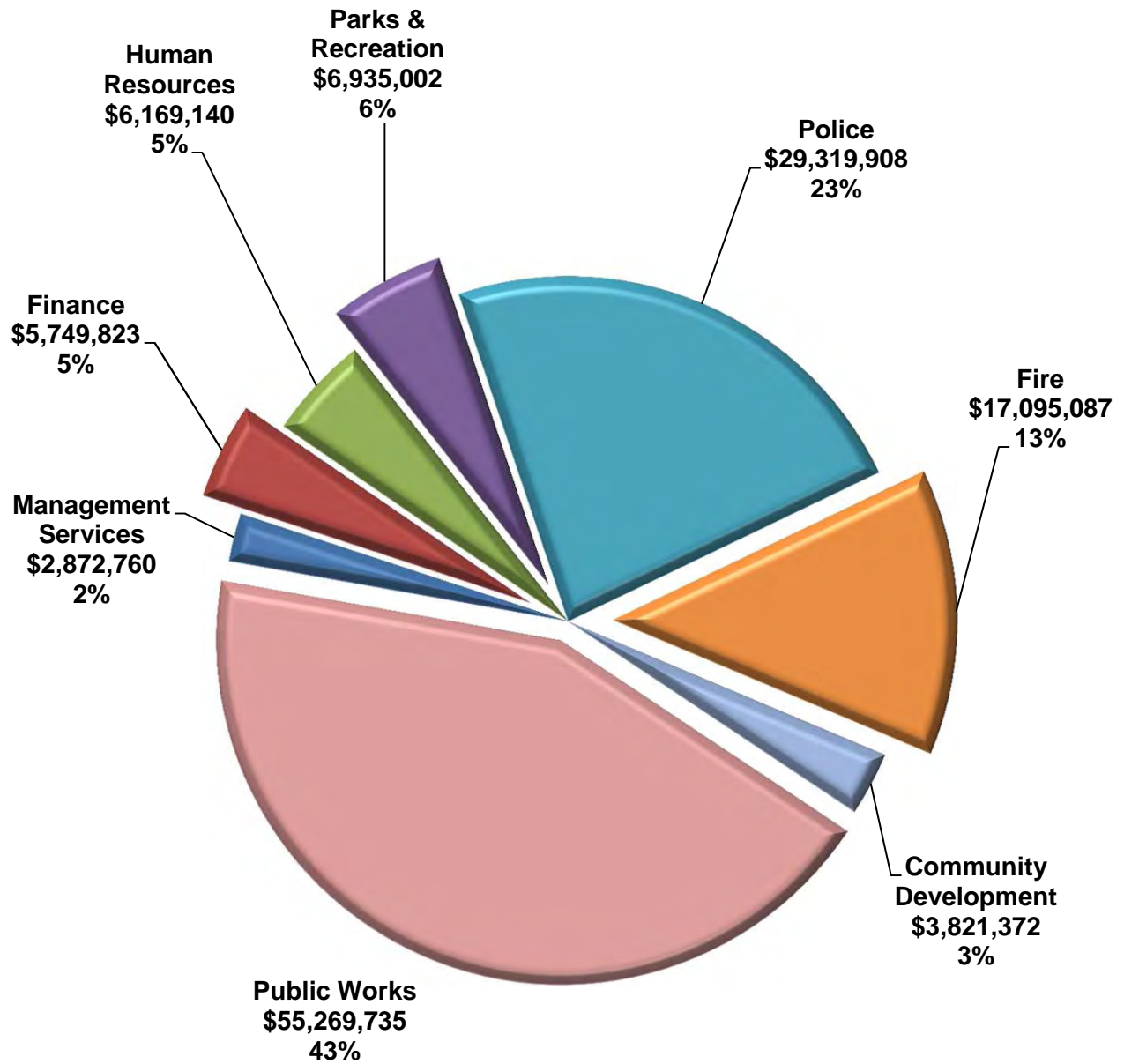


2013-2014 SCHEDULE OF EXPENDITURES BY FUND & CATEGORY

	Salaries & Benefits	Materials & Services	Capital Projects & Equipment	Debt Service & Rent	Internal Service Charge	Total	Percent of Total
General Fund	\$38,499,587	\$9,990,468	\$1,409,360	\$2,701,493	\$5,968,470	\$58,569,378	46.03%
Street Lighting & Landscaping Fund	42,218	526,363	-	-	103,575	672,156	0.53%
Gas Tax Fund	-	-	1,115,000	-	-	1,115,000	0.88%
Asset Forfeiture Fund	30,000	162,615	-	-	-	192,615	0.15%
Police Safety Grants Fund	-	-	-	-	-	-	-
Federal & State Grants Fund	-	-	-	-	-	-	-
Proposition A Fund	481,634	151,520	25,000	-	71,127	729,281	0.57%
Proposition C Fund	-	-	12,785,472	-	-	12,785,472	10.05%
AB 2766 Fund	7,000	-	89,000	-	1,068	97,068	0.08%
Measure R Fund	-	-	-	-	-	-	-
Capital Improvement Fund	-	4,820	2,000,000	12,247,802	-	14,252,622	11.20%
Water Fund	1,047,077	5,899,613	4,687,518	169,614	1,669,791	13,473,613	10.59%
Stormwater Fund	89,872	732,408	-	-	10,634	832,914	0.65%
Wastewater Fund	195,536	253,165	2,101,000	83,446	1,330,769	3,963,916	3.12%
Refuse Fund	84,323	3,541,028	-	-	384,811	4,010,162	3.15%
Parking Fund	107,514	962,982	-	718,553	198,771	1,987,820	1.56%
County Parking Lot Fund	29,985	146,508	-	354,200	37,805	568,498	0.45%
State Pier & Parking Lot Fund	30,388	340,958	-	-	102,941	474,287	0.37%
Insurance Reserve Fund	211,948	4,957,218	-	-	36,721	5,205,887	4.09%
Information Systems Fund	784,373	609,380	402,000	-	35,550	1,831,303	1.44%
Fleet Management Fund	311,612	571,834	2,365,295	208,193	53,832	3,510,766	2.76%
Building Maintenance Fund	449,639	1,223,047	-	-	114,507	1,787,193	1.40%
Special Assessment Redemption Bond	-	-	-	956,876	-	956,876	0.75%
Pension Trust Fund	216,000	-	-	-	-	216,000	0.17%
Grand Total 2013-2014	\$42,618,705	\$30,073,927	\$26,979,645	\$17,440,177	\$10,120,372	\$127,232,826	100.00%
Grand Total 2012-2013 Adopted	\$40,568,844	\$28,093,725	\$26,626,184	\$5,198,311	\$9,376,219	\$109,863,283	
Dollar Change	\$2,049,861	\$1,980,202	\$353,461	\$12,241,866	\$744,153	\$17,369,543	
Percent Change	5.05%	7.05%	1.33%	235.50%	7.94%	15.81%	

2013-2014 USE OF FUNDS BY DEPARTMENT

Use of Funds - City-Wide = \$127,232,826



2013-2014 EXPENDITURES BY DEPARTMENT PROGRAM

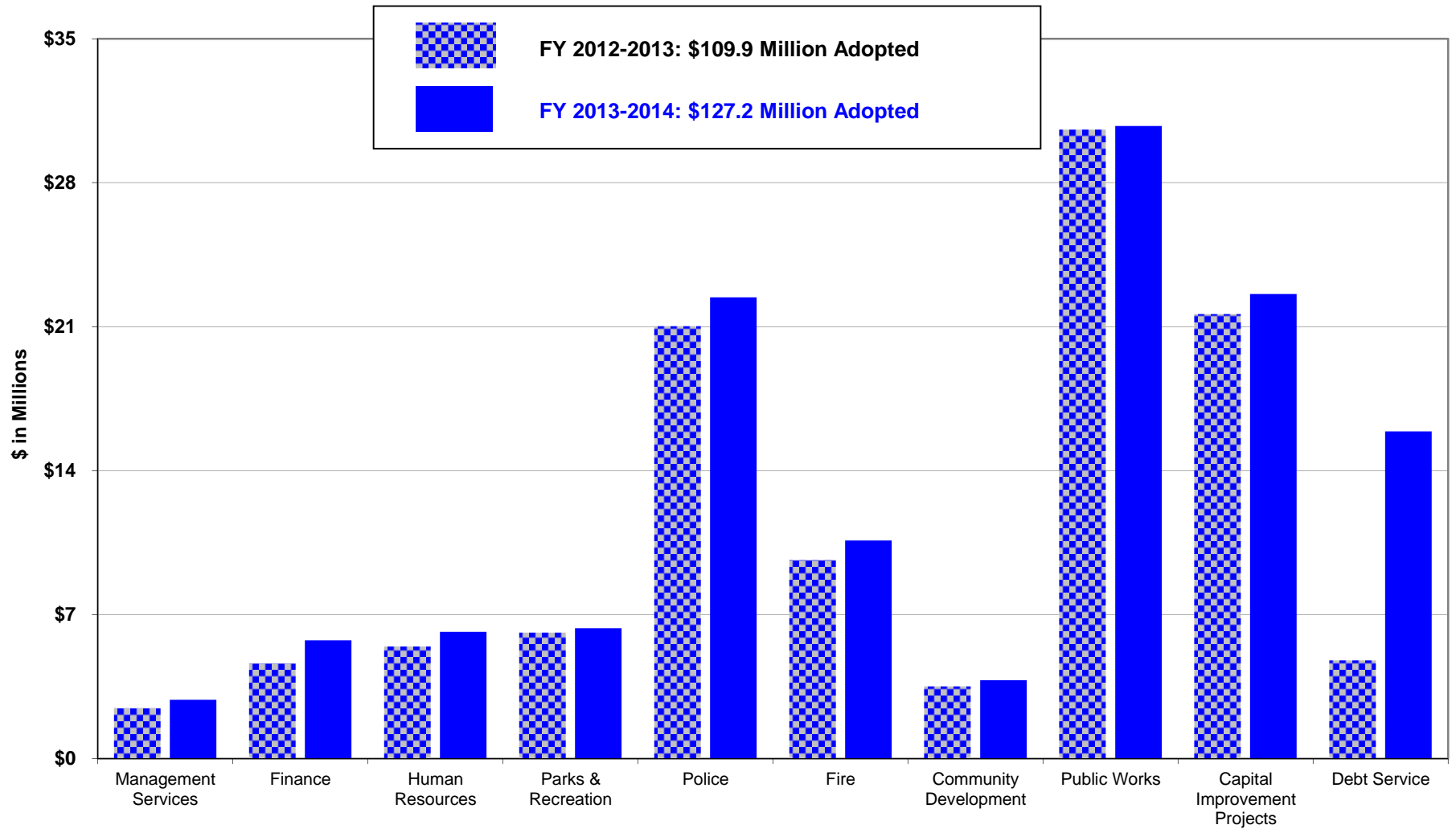
	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed	\$ Change Prior Year	% Change Prior Year
Management Services						
City Council	\$247,598	\$791,714	\$639,900	\$850,770	\$59,056	7.46%
City Manager	628,488	670,532	659,185	779,649	109,117	16.27%
City Treasurer	28,132	32,307	31,674	32,919	612	1.89%
City Clerk	351,651	434,394	467,838	686,693	252,299	58.08%
City Attorney	693,328	523,674	474,569	522,729	(945)	(0.18%)
Total Management Services	\$1,949,197	\$2,452,621	\$2,273,166	\$2,872,760	\$420,139	17.13%
Finance						
Administration	\$1,111,923	\$1,081,222	\$1,066,656	\$1,337,269	\$256,047	23.68%
Accounting	523,976	528,246	556,378	584,209	55,963	10.59%
Revenue Services	903,906	915,179	902,304	1,032,085	116,906	12.77%
General Services	527,814	574,556	565,141	614,083	39,527	6.88%
Information Systems*	1,242,266	1,534,652	1,598,875	2,182,176	647,524	42.19%
Total Finance	\$4,309,884	\$4,633,855	\$4,689,354	\$5,749,823	\$1,115,968	24.08%
Human Resources						
Administration	\$871,586	\$848,622	\$783,064	\$963,253	\$114,631	13.51%
Risk Management	5,070,031	4,605,986	4,424,710	5,205,887	599,901	13.02%
Total Human Resources	\$5,941,617	\$5,454,608	\$5,207,774	\$6,169,140	\$714,532	13.10%
Parks & Recreation						
Administration	\$4,565,149	\$1,916,362	\$2,109,462	\$1,778,624	(\$137,738)	(7.19%)
Recreation Services	1,709,113	1,865,604	1,787,941	1,927,024	61,420	3.29%
Cultural Arts	467,969	558,786	436,444	604,044	45,258	8.10%
Sports & Aquatics	1,280,683	1,601,173	1,376,094	1,489,135	(112,038)	(7.00%)
Volunteers	117,362	117,654	120,230	128,608	10,954	9.31%
Older Adults	261,084	235,816	240,528	278,286	42,470	18.01%
Transportation	636,862	734,141	746,530	729,281	(4,860)	(0.66%)
Total Parks & Recreation	\$9,038,220	\$7,029,536	\$6,817,228	\$6,935,002	(\$94,534)	(1.34%)
Police						
Administration	\$4,562,895	\$5,137,373	\$5,266,033	\$11,810,549	\$6,673,176	129.89%
Patrol	8,365,768	7,794,404	7,888,471	8,125,516	331,112	4.25%
Investigations	2,034,708	2,608,228	2,088,796	2,336,065	(272,163)	(10.43%)
Technical Support Services	2,169,427	2,363,138	3,398,742	2,438,344	75,206	3.18%
Crime Prevention	242,858	258,837	256,847	280,885	22,048	8.52%
Traffic Safety	1,802,143	1,591,919	1,458,032	1,533,754	(58,165)	(3.65%)
Jail Operations	538,131	578,249	537,037	580,332	2,083	0.36%
Parking Enforcement	1,368,143	1,394,809	1,358,678	1,698,303	303,494	21.76%
Animal Control	333,187	336,117	340,982	323,545	(12,572)	(3.74%)
Asset Forfeiture	136,257	216,833	189,893	192,615	(24,218)	(11.17%)
Law Enforcement Grants	112,599	-	168,957	-	-	-
Total Police	\$21,666,116	\$22,279,907	\$22,952,468	\$29,319,908	\$7,040,001	31.60%
Fire						
Administration	\$2,209,371	\$2,255,623	\$2,745,206	\$7,983,638	\$5,728,015	253.94%
Prevention	917,317	826,063	775,464	587,283	(238,780)	(28.91%)
Fire Operations (formerly Suppression)	4,679,728	4,166,826	4,535,568	5,832,157	1,665,331	39.97%
Emergency Medical Svcs (frmly Paramedics)	2,888,170	3,064,354	2,806,252	2,240,197	(824,157)	(26.89%)
Support Services (frmly Emerg Preparedness)	53,807	145,457	99,785	451,812	306,355	210.62%
Total Fire	\$10,748,393	\$10,458,323	\$10,962,275	\$17,095,087	\$6,636,764	63.46%
Community Development						
Administration	\$501,892	\$625,077	\$626,610	\$916,580	\$291,503	46.63%
Planning	737,047	1,003,651	944,332	937,155	(66,496)	(6.63%)
Building	1,442,456	1,499,661	1,454,371	1,549,063	49,402	3.29%
Code Enforcement	184,769	201,030	119,369	197,316	(3,714)	(1.85%)
Traffic Engineering	180,334	192,464	205,159	221,258	28,794	14.96%
Total Community Development	\$3,046,498	\$3,521,883	\$3,349,841	\$3,821,372	\$299,489	8.50%

2013-2014 EXPENDITURES BY DEPARTMENT PROGRAM

	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed	\$ Change Prior Year	% Change Prior Year
Public Works						
Administration	\$1,349,483	\$1,360,873	\$2,551,598	\$2,395,143	\$1,034,270	76.00%
Civil Engineering	2,497,369	13,264,546	15,724,491	16,838,881	3,574,335	26.95%
Street Maintenance	3,123,112	5,305,828	8,874,104	3,431,378	(1,874,450)	(35.33%)
Building & Grounds*	2,136,731	2,383,723	2,378,215	3,013,134	629,411	26.40%
Transportation	10,386	358,068	374,486	97,068	(261,000)	(72.89%)
Street Lighting & Landscaping	406,444	392,898	416,699	420,949	28,051	7.14%
Streetscape Maintenance	189,674	201,501	198,165	251,207	49,706	24.67%
Water Administration	2,832,365	4,416,015	9,057,550	3,769,242	(646,773)	(14.65%)
Water Source of Supply	4,019,915	5,626,288	5,103,897	6,967,142	1,340,854	23.83%
Water Pumping/Treatment	1,410,286	1,995,954	2,647,477	1,482,100	(513,854)	(25.74%)
Water Maintenance	1,166,455	1,181,464	1,147,375	1,255,129	73,665	6.24%
Storm Drain Maintenance	603,622	597,789	979,449	832,914	235,125	39.33%
Sewer Maintenance	2,103,230	3,687,820	6,848,921	3,963,916	276,096	7.49%
Solid Waste Management	4,190,875	4,397,944	4,467,798	4,010,162	(387,782)	(8.82%)
Parking Facilities	2,966,692	3,712,795	15,740,357	3,030,604	(682,191)	(18.37%)
Fleet Maintenance	1,488,575	5,149,044	4,774,513	3,510,766	(1,638,278)	(31.82%)
Total Public Works	\$30,495,215	\$54,032,550	\$81,285,095	\$55,269,735	\$1,237,185	2.29%
Grand Total	\$87,195,141	\$109,863,283	\$137,537,200	\$127,232,826	\$17,369,543	15.81%

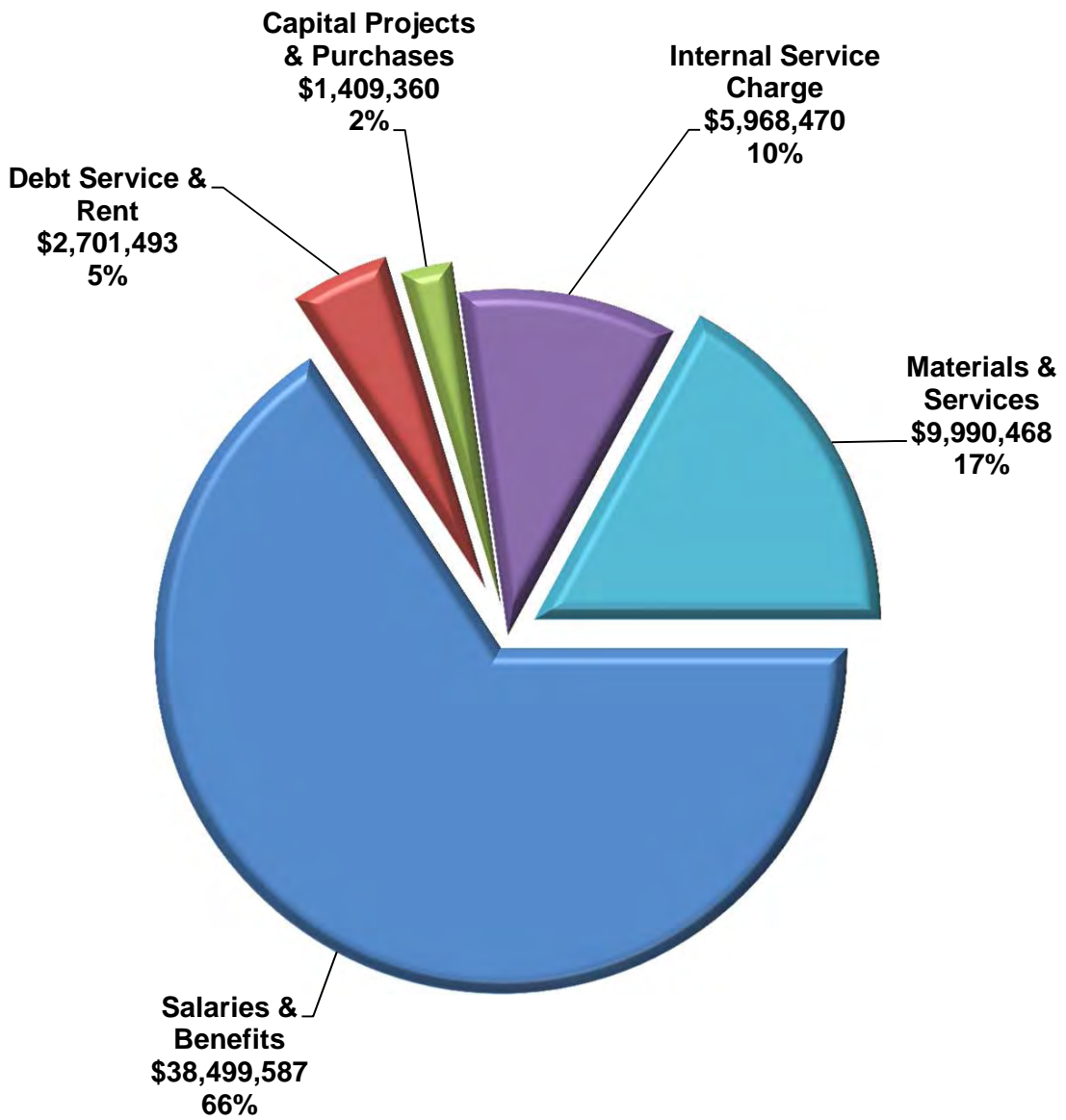
*Beginning Fiscal Year 2013-2014, Geographic Information Systems was transferred from Public Works to Finance.

COMPARISON OF BUDGETED EXPENDITURES



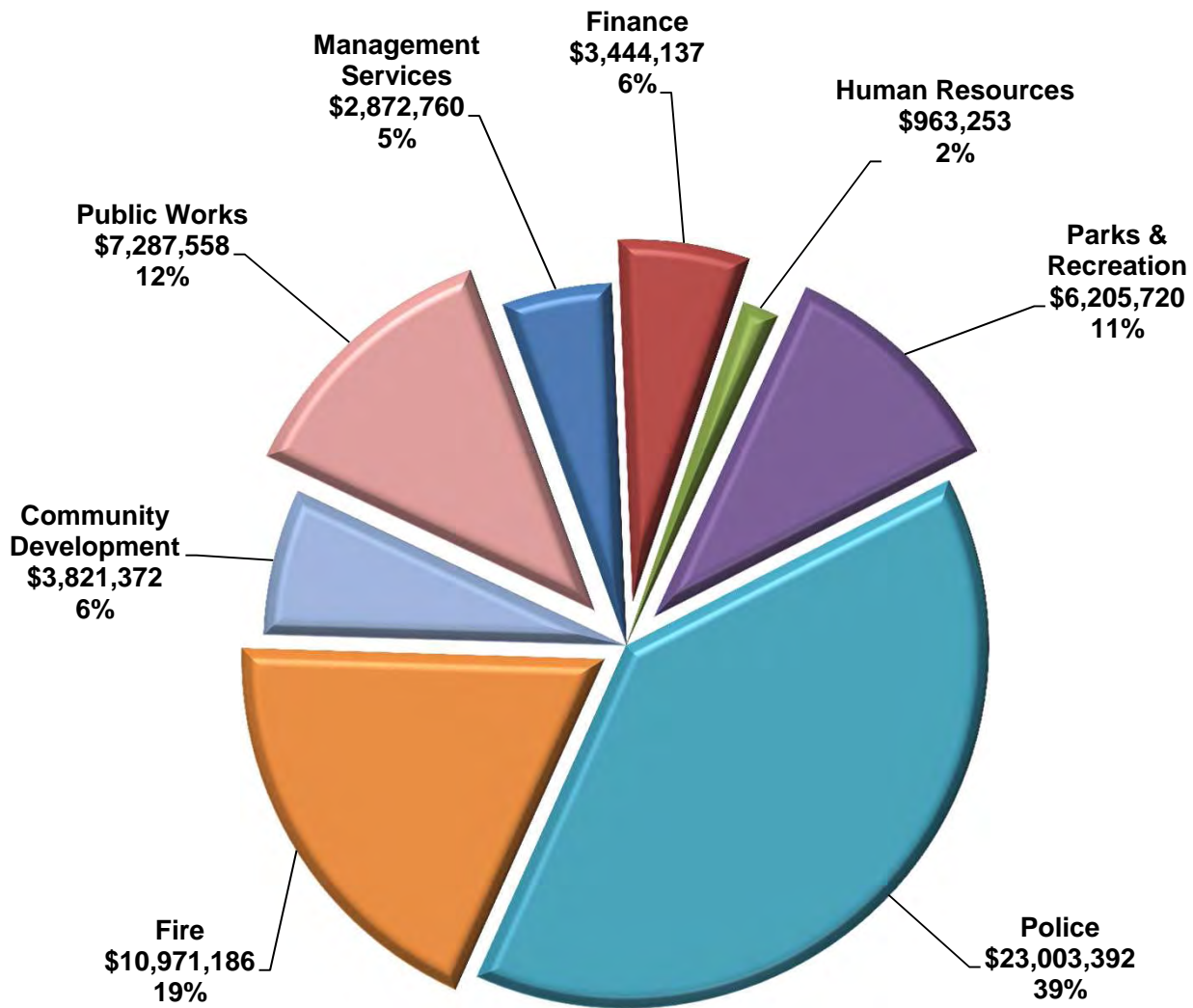
2013-2014 USE OF FUNDS BY CATEGORY - GENERAL FUND

Use of Funds - General Fund = \$58,569,378



2013-2014 USE OF FUNDS BY DEPARTMENT - GENERAL FUND

Use of Funds - General Fund = \$58,569,378



FY 2013-2014 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES

	07/01/2013 Opening Balance	2013-2014 Estimated Revenues	2013-2014 Operating Expenditures	2013-2014 Capital Projects & Equipment	2013-2014 Total Expenditures	2013-2014 Fund Balance Before Xfers	2013-2014 Fund Transfers	06/30/2014 Total Fund Balance	06/30/2014 Reserves & Designations	06/30/2014 Unreserved Balance
General Fund Undesignated	\$3,516,622	\$57,504,071	(\$57,160,018)	(\$1,409,360)	(\$58,569,378)	\$2,451,315	(\$1,115,025)	-		-
Transfer from County Lots Parking Fund	-	-	-	-	-	-	70,012	-	-	-
Transfer to Street Lighting Fund	-	-	-	-	-	-	(267,665)	-	-	-
Transfer to Stormwater Fund	-	-	-	-	-	-	-	-	-	-
Transfer to CIP Fund	-	-	-	-	-	-	(1,138,637)	-	-	-
Financial Policy Designation	10,598,851	-	-	-	-	10,598,851	1,115,025	11,713,876	11,713,876	-
Reserve for Economic Uncertainty	4,000,000	-	-	-	-	4,000,000	-	4,000,000	4,000,000	-
Debt Service Reserve	-	-	-	-	-	-	-	-	-	-
Total General Fund Balance	\$18,115,473	\$57,504,071	(\$57,160,018)	(\$1,409,360)	(\$58,569,378)	\$17,050,166	(\$1,336,290)	\$15,713,876	\$15,713,876	-
Special Revenue Funds										
Street Lighting & Landscape	-	\$404,491	(\$672,156)	-	(\$672,156)	(\$267,665)	\$267,665	-	-	-
Gas Tax	\$297,206	1,277,766	-	(1,115,000)	(1,115,000)	459,972	-	\$459,972	-	\$459,972
Asset Forfeiture & Safety Grants	838,712	8,053	(192,615)	-	(192,615)	654,150	-	654,150	-	654,150
Police Safety Grants	102,199	1,300	-	-	-	103,499	-	103,499	-	103,499
Federal & State Grants	(22,488)	-	-	-	-	(22,488)	-	(22,488)	-	(22,488)
Prop A	-	625,314	(704,281)	(25,000)	(729,281)	(103,967)	103,967	-	-	-
Prop C	1,346,903	11,685,108	-	(12,785,472)	(12,785,472)	246,539	-	246,539	-	246,539
AB 2766	64,749	43,287	(8,068)	(89,000)	(97,068)	10,968	-	10,968	-	10,968
Measure R	1,157,659	380,745	-	-	-	1,538,404	(103,967)	1,434,436	-	1,434,436
Total Special Revenue Funds Balance	\$3,784,939	\$14,426,064	(\$1,577,120)	(\$14,014,472)	(\$15,591,592)	\$2,619,411	\$267,665	\$2,887,076	-	\$2,887,076
Capital Project Funds										
Capital Improvement Fund (a)	\$14,814,249	\$1,365,031	(\$12,252,622)	(\$2,000,000)	(\$14,252,622)	\$1,926,658	-	\$3,315,295	-	\$3,315,295
Transfer from General Fund	-	-	-	-	-	-	\$1,138,637	-	-	-
Transfer from Parking Fund	-	-	-	-	-	-	250,000	-	-	-
Reserve for UAD Loan	366,000	-	-	-	-	366,000	-	366,000	366,000	-
Total Capital Improvement Fund	\$15,180,249	\$1,365,031	(\$12,252,622)	(\$2,000,000)	(\$14,252,622)	\$2,292,658	\$1,388,637	\$3,681,295	\$366,000	\$3,315,295
Underground Utility Construction Fund	586,252	1,125	-	-	-	587,377	-	587,377	-	587,377
Total Capital Project Funds Balance	\$15,766,500	\$1,366,156	(\$12,252,622)	(\$2,000,000)	(\$14,252,622)	\$2,880,034	\$1,388,637	\$4,268,672	\$366,000	\$3,902,672
Enterprise Funds										
Water	\$7,791,200	\$15,973,827	(\$8,786,095)	(\$4,687,518)	(\$13,473,613)	\$10,291,414	-	\$10,291,414	\$2,925,770	\$7,365,644
Stormwater* (b)	711,564	352,126	(832,914)	-	(832,914)	230,776	-	230,776	230,776	-
Wastewater*	435,604	3,586,955	(1,862,916)	(2,101,000)	(3,963,916)	58,643	-	58,643	58,643	-
Refuse*	839,047	4,090,542	(4,010,162)	-	(4,010,162)	919,427	-	919,427	919,427	-
Parking	1,599,026	2,344,633	(1,987,820)	-	(1,987,820)	1,955,839	(250,000)	1,705,839	661,944	1,043,895
County Parking Lots	-	638,510	(568,498)	-	(568,498)	70,012	(70,012)	-	-	-
State Pier & Parking	1,045,947	525,229	(474,287)	-	(474,287)	1,096,890	-	1,096,890	157,938	938,952
Enterprise Fund Reserves:										
North Manhattan Beach BID Reserve	517,072	-	-	-	-	517,072	-	517,072	517,072	-
Total Enterprise Funds Balance	\$12,939,460	\$27,511,822	(\$18,522,692)	(\$6,788,518)	(\$25,311,210)	\$15,140,073	(\$320,012)	\$14,820,060	\$5,471,570	\$9,348,491

FY 2013-2014 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES

	07/01/2013 Opening Balance	2013-2014 Estimated Revenues	2013-2014 Operating Expenditures	2013-2014 Capital Projects & Equipment	2013-2014 Total Expenditures	2013-2014 Fund Balance Before Xfers	2013-2014 Fund Transfers	06/30/2014 Total Fund Balance	06/30/2014 Reserves & Designations	06/30/2014 Unreserved Balance
Internal Service Funds										
Insurance Reserve	\$4,047,791	\$5,158,460	(\$5,205,887)	-	(\$5,205,887)	\$4,000,364		\$4,000,364	\$2,000,000	\$2,000,364
Information Systems	303,419	1,531,297	(1,429,303)	(402,000)	(1,831,303)	3,413		3,413		3,413
Fleet Management	999,014	2,511,752	(1,145,471)	(2,365,295)	(3,510,766)	-		-		-
Building Maintenance & Operations	13,028	1,774,165	(1,787,193)	-	(1,787,193)	-		-		-
Total Insurance Service Funds Balance	\$5,363,251	\$10,975,674	(\$9,567,853)	(\$2,767,295)	(\$12,335,148)	\$4,003,777	-	\$4,003,777	\$2,000,000	\$2,003,777
Trust & Agency Funds										
Underground Assessment Fund	\$1,791,509	\$957,000	(\$956,876)	-	(\$956,876)	\$1,791,633		\$1,791,633	\$1,791,633	
Pension Trust	436,424	163,264	(216,000)	-	(216,000)	383,688		383,688	383,688	
Total Trust Agency Funds Balance	\$2,227,933	\$1,120,264	(\$1,172,876)	-	(\$1,172,876)	\$2,175,321	-	\$2,175,321	\$2,175,321	-
Grand Total - Adopted Budget	\$58,197,557	\$112,904,051	(\$100,253,181)	(\$26,979,645)	(\$127,232,826)	\$43,868,782	-	\$43,868,782	\$25,726,767	\$18,142,015

(a) Capital Improvement Fund includes operating expenditures of \$11,426,038 for a bond call.

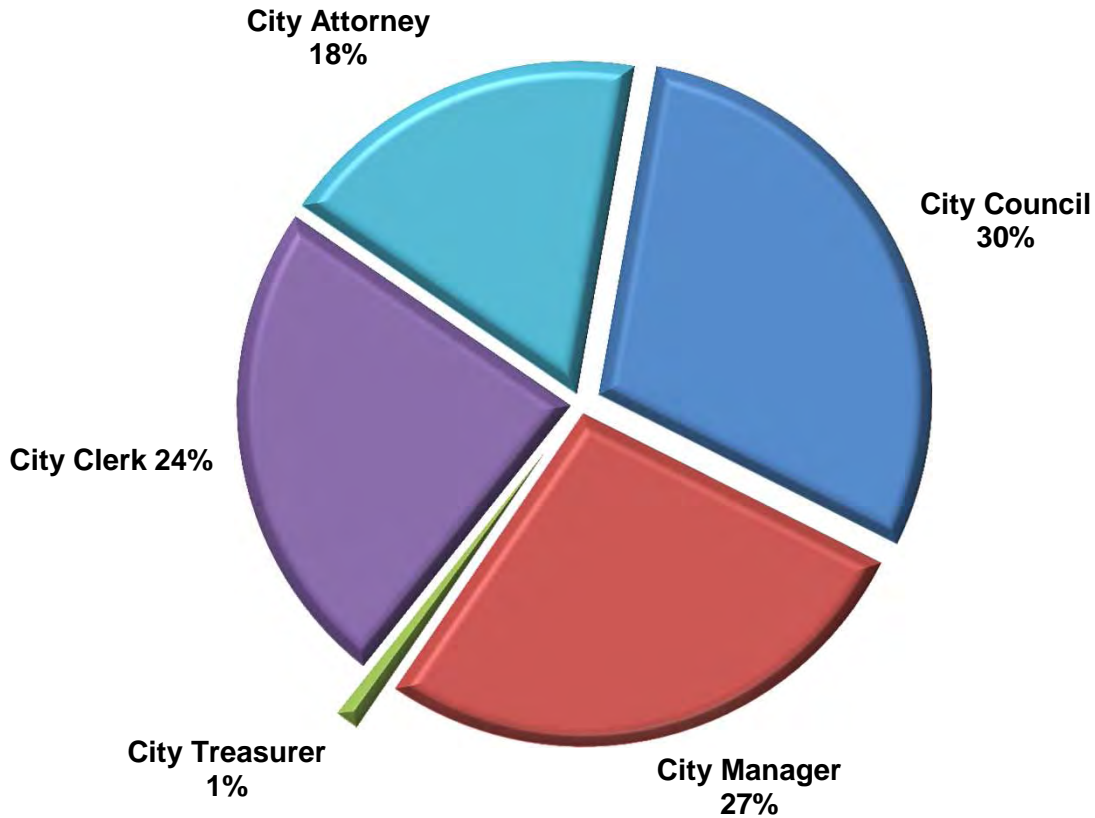
(b) Excludes General Fund cost recovery of approximately \$400,000 per year.

* Not meeting current Financial Reserve Policy.

**MANAGEMENT SERVICES
DEPARTMENT**

MANAGEMENT SERVICES

FY 2013-2014
Department Expenditure by Program



Program	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed
City Council	\$247,598	\$791,714	\$639,900	\$850,770
City Manager	628,488	670,532	659,185	779,649
City Treasurer	28,132	32,307	31,674	32,919
City Clerk	351,651	434,394	467,838	686,693
City Attorney	693,328	523,674	474,569	522,729
Total	\$1,949,197	\$2,452,621	\$2,273,166	\$2,872,760
Full-Time Positions	13	12	12	13

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 working with Los Angeles County to construct a new library, completion of numerous capital improvement projects, and providing continuing high level services to our residents.

Please visit the City's website at www.citymb.info for more information, or contact individual Council members.

	2010-2011	2011-2012	2012-2013	2013-2014
Staffing	Actual	Actual	Adopted	Proposed
City Councilmembers	5	5	5	5

City Council		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$62,204	\$65,329	\$57,256	\$63,763	11.4%	7.5%
4103	Part-time Salaries	980	1,140	1,100	1,140	3.6%	0.1%
4201	Group Medical Insurance	20,880	23,205	29,302	33,265	13.5%	3.9%
4202	Medicare Contributions	816	594	779	567	(27.2%)	0.1%
4211	PERS Regular Contribution	4,889	5,215	5,463	5,550	1.6%	0.7%
Total Salaries & Benefits		\$89,769	\$95,483	\$93,900	\$104,285	11.1%	12.3%
5101	Contract Services	\$3,177	\$1,722	\$15,000	\$1,800	(88.0%)	0.2%
5202	Membership & Dues	27,759	40,985	41,000	46,975	14.6%	5.5%
5204	Conferences & Meetings	26,595	43,535	28,000	46,325	65.4%	5.4%
5205	Training	4,533	8,900	9,000	11,400	26.7%	1.3%
5207	Advertising	927	3,600	3,000	5,200	73.3%	0.6%
5208	Postage	203	210	193	210	8.8%	0.0%
5212	Office Equip Maintenance	78	-	-	-	-	-
5217	Departmental Supplies	21,710	9,400	15,000	9,900	(34.0%)	1.2%
5225	Printing	62	600	900	600	(33.3%)	0.1%
5240	Assessments & Taxes	1,606	-	-	-	-	-
5260	Council Contingencies	-	150,000	-	265,000	-	31.1%
5262	Public Relations	17,433	22,375	22,000	17,375	(21.0%)	2.0%
5501	Telephone	68	70	73	75	2.7%	0.0%
Total Materials & Services		\$104,152	\$281,397	\$134,266	\$404,960	201.6%	47.6%
5611	Warehouse Services	\$69	\$250	\$100	\$250	150.0%	0.0%
5621	Information Systems Allocation	9,660	9,864	9,864	19,632	99.0%	2.3%
5631	Insurance Allocation	-	352,806	352,806	262,560	(25.6%)	30.9%
5651	Building & Operations Allocation	43,949	51,914	48,964	59,083	20.7%	6.9%
Total Internal Services		\$53,678	\$414,834	\$411,734	\$341,525	(17.1%)	40.1%
Total Operating Expenditures		\$247,598	\$791,714	\$639,900	\$850,770	33.0%	100.0%
Source of Funds							
General Fund		\$247,598	\$791,714	\$639,900	\$850,770	33.0%	100.0%
Total Sources		\$247,598	\$791,714	\$639,900	\$850,770	33.0%	100.0%

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.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
City Manager	1	1	1	1
Assistant to the City Manager	1	-	-	-
Senior Management Analyst	-	1	1	1
Administrative Assistant to the City Manager	1	1	1	1
Environmental Program Manager	1	-	-	-
Total	4	3	3	3

City Manager		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$295,631	\$362,708	\$356,148	\$413,100	16.0%	53.0%
4103	Part-time Salaries	8,596	24,500	24,500	18,355	(25.1%)	2.4%
4111	Overtime Regular Employees	279	-	130	-	(100.0%)	-
4201	Group Medical Insurance	20,347	34,647	28,244	29,761	5.4%	3.8%
4202	Medicare Contributions	4,266	5,748	5,090	6,609	29.8%	0.8%
4203	Unemployment	996	1,000	1,000	1,020	2.0%	0.1%
4204	401A Plan City Contributions	13,014	16,322	15,622	18,927	21.2%	2.4%
4205	Worker's Compensation	12,204	27,110	27,110	105,180	288.0%	13.5%
4206	Medical Retirement Contributions	3,155	3,380	3,380	3,660	8.3%	0.5%
4211	PERS Regular Contribution	57,590	63,147	61,959	44,455	(28.3%)	5.7%
Total Salaries & Benefits		\$416,078	\$538,562	\$523,183	\$641,067	22.5%	82.2%
5101	Contract Services	\$85,021	\$27,022	\$27,000	\$28,300	4.8%	3.6%
5102	Contract Personnel	7,623	-	-	-	-	-
5201	Office Supplies	5,432	5,000	4,500	5,000	11.1%	0.6%
5202	Membership & Dues	3,900	5,075	5,000	5,400	8.0%	0.7%
5203	Reference Materials	401	474	450	500	11.1%	0.1%
5204	Conferences & Meetings	5,894	11,225	9,000	11,550	28.3%	1.5%
5205	Training	777	9,000	13,000	11,480	(11.7%)	1.5%
5208	Postage	106	110	101	110	8.9%	0.0%
5217	Departmental Supplies	31,505	2,250	7,000	3,000	(57.1%)	0.4%
5225	Printing	225	250	-	250	-	0.0%
5240	Assessments & Taxes	971	-	-	-	-	-
5501	Telephone	2,255	2,300	2,382	2,250	(5.5%)	0.3%
Total Materials & Services		\$144,111	\$62,706	\$68,433	\$67,840	(0.9%)	8.7%
5611	Warehouse Services	-	-	\$75	-	(100.0%)	-
5621	Information Systems Allocation	\$19,308	\$19,728	\$19,728	\$19,632	(0.5%)	2.5%
5631	Insurance Allocation	22,620	18,388	18,388	15,660	(14.8%)	2.0%
5651	Building & Operations Allocation	26,371	31,148	29,378	35,450	20.7%	4.5%
Total Internal Services		\$68,299	\$69,264	\$67,569	\$70,742	4.7%	9.1%
Total Operating Expenditures		\$628,488	\$670,532	\$659,185	\$779,649	18.3%	100.0%
Source of Funds							
General Fund		\$628,488	\$670,532	\$659,185	\$779,649	18.3%	100.0%
Capital Improvement Fund		-	-	-	-	-	-
Total Sources		\$628,488	\$670,532	\$659,185	\$779,649	18.3%	100.0%



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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 \$60 to \$70 million investment portfolio. The investment portfolio contains instruments such as Federal Agencies, high-grade corporate bonds and Treasury notes. The State's Local Agency Investment Fund is also used to ensure proper cash flow and liquidity. While investment yields have dropped to some of the lowest levels in history, the City's investment strategy continues to place emphasis on safety and liquidity.



	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
Staffing				
City Treasurer	1	1	1	1

	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
Service Indicators				
% - Average annual portfolio yield	1.27%	1.06%	1.25%	1.00%

City Treasurer		2011-2012 Actual	2012-2013 Adopted	2012-2013 Y/E Est	2013-2014 Proposed	Var from FY 2013 Y/E	% of Total
4101	Salaries & Allowances	\$8,057	\$8,317	\$8,006	\$6,566	(18.0%)	19.9%
4201	Group Medical Insurance	14,764	16,479	17,490	18,633	6.5%	56.6%
4202	Medicare Contributions	109	99	116	99	(14.7%)	0.3%
4211	PERS Regular Contribution	973	1,043	1,071	1,110	3.6%	3.4%
Total Salaries & Benefits		\$23,903	\$25,938	\$26,683	\$26,408	(1.0%)	80.2%
5104	Computer Contract Services	\$2,918	\$3,034	\$3,006	\$3,126	4.0%	9.5%
5202	Membership & Dues	-	360	300	300	-	0.9%
5204	Conferences & Meetings	1,311	2,975	1,685	3,085	83.1%	9.4%
Total Materials & Services		\$4,229	\$6,369	\$4,991	\$6,511	30.5%	19.8%
Total Operating Expenditures		\$28,132	\$32,307	\$31,674	\$32,919	3.9%	100.0%
Source of Funds							
General Fund		\$28,132	\$32,307	\$31,674	\$32,919	3.9%	100.0%
Total Sources		\$28,132	\$32,307	\$31,674	\$32,919	3.9%	100.0%

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
- 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 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.

The City Clerk's Office is actively working to improve public information and communication of government activities through open and transparent government through use of technology 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. In Fiscal Year 2013-2014 a Management Analyst position was added to assist with records management, public information and requests, and special projects.

Full-Time Staffing	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
City Clerk	1	1	1	1
Senior Deputy City Clerk	1	1	1	1
Management Analyst	-	-	-	1
Total	2	2	2	3

City Clerk		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$190,523	\$184,872	\$192,360	\$273,788	42.3%	39.9%
4103	Part-time Salaries	8,567	24,500	27,400	18,355	(33.0%)	2.7%
4111	Overtime Regular Employees	494	500	1,030	1,632	58.4%	0.2%
4201	Group Medical Insurance	30,073	32,503	33,855	41,214	21.7%	6.0%
4202	Medicare Contributions	2,695	3,116	2,706	4,502	66.4%	0.7%
4204	401A Plan City Contributions	5,313	5,293	5,293	6,084	14.9%	0.9%
4206	Medical Retirement Contributions	1,370	1,880	1,880	2,400	27.7%	0.3%
4211	PERS Regular Contribution	33,805	32,436	31,856	28,764	(9.7%)	4.2%
Total Salaries & Benefits		\$272,840	\$285,100	\$296,380	\$376,738	27.1%	54.9%
5101	Contract Services	\$15,009	\$15,140	\$14,880	\$18,120	21.8%	2.6%
5102	Contract Personnel	8,000	5,000	-	-	-	-
5105	Elections	257	71,425	71,425	1,650	(97.7%)	0.2%
5202	Membership & Dues	762	652	400	662	65.5%	0.1%
5203	Reference Materials	40	-	-	-	-	-
5204	Conferences & Meetings	440	1,160	2,538	2,100	(17.3%)	0.3%
5205	Training	440	2,100	600	2,700	350.0%	0.4%
5207	Advertising	2,863	2,000	1,000	2,000	100.0%	0.3%
5208	Postage	319	330	303	330	8.9%	0.0%
5210	Computer Supplies & Software	-	-	27,000	-	(100.0%)	-
5212	Office Equip Maintenance	86	250	-	250	-	0.0%
5217	Departmental Supplies	3,912	550	4,000	550	(86.3%)	0.1%
5225	Printing	-	200	-	100	-	0.0%
5501	Telephone	135	130	135	140	3.7%	0.0%
Total Materials & Services		\$32,263	\$98,937	\$122,281	\$28,602	(76.6%)	4.2%
5621	Information Systems Allocation	\$28,968	\$29,591	\$29,591	\$32,720	10.6%	4.8%
5651	Building & Operations Allocation	17,580	20,766	19,586	23,633	20.7%	3.4%
Total Internal Services		\$46,548	\$50,357	\$49,177	\$56,353	14.6%	8.2%
Total Operating Expenditures		\$351,651	\$434,394	\$467,838	\$461,693	(1.3%)	67.2%
6141	Computer Equipment & Software	-	-	-	\$225,000	-	10.3%
Total Capital Projects & Equipment		-	-	-	\$225,000	-	10.3%
Total Expenditures		\$351,651	\$434,394	\$467,838	\$686,693	46.8%	100.0%
Source of Funds							
General Fund		\$351,651	\$434,394	\$467,838	\$686,693	46.8%	100.0%
Total Sources		\$351,651	\$434,394	\$467,838	\$686,693	46.8%	100.0%

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 citywide 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 in a cost effective manner

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 online 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*

	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
Full-Time Staffing				
City Attorney (In-House)	1	1	-	-
Legal Secretary	1	1	1	1
Total	2	2	1	1

City Attorney		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$76,085	\$75,648	\$43,581	\$66,037	51.5%	12.6%
4201	Group Medical Insurance	11,019	13,371	9,308	11,289	21.3%	2.2%
4202	Medicare Contributions	1,032	1,126	632	997	57.8%	0.2%
4204	401A Plan City Contributions	3,059	3,458	1,934	3,058	58.1%	0.6%
4206	Medical Retirement Contributions	568	940	940	1,440	53.2%	0.3%
4211	PERS Regular Contribution	31,083	13,357	7,670	7,182	(6.4%)	1.4%
Total Salaries & Benefits		\$122,846	\$107,900	\$64,065	\$90,003	40.5%	17.2%
5101	Contract Services	\$103,778	\$90,000	\$100,000	\$100,000	-	19.1%
5102	Contract Personnel	8,841	-	7,500	-	(100.0%)	-
5108	Legal Services	421,412	280,000	260,000	280,000	7.7%	53.6%
5201	Office Supplies	36	-	-	-	-	-
5203	Reference Materials	7,282	13,164	11,100	13,375	20.5%	2.6%
5205	Training	40	-	-	600	-	0.1%
5208	Postage	126	130	119	130	9.2%	0.0%
5217	Departmental Supplies	128	100	730	100	(86.3%)	0.0%
5501	Telephone	1,578	1,550	1,605	1,600	(0.3%)	0.3%
Total Materials & Services		\$543,222	\$384,944	\$381,054	\$395,805	3.9%	75.7%
5611	Warehouse Services	\$20	\$200	-	\$200	-	0.0%
5621	Information Systems Allocation	9,660	9,864	9,864	13,088	32.7%	2.5%
5651	Building & Operations Allocation	17,580	20,766	19,586	23,633	20.7%	4.5%
Total Internal Services		\$27,260	\$30,830	\$29,450	\$36,921	25.4%	7.1%
Total Operating Expenditures		\$693,328	\$523,674	\$474,569	\$522,729	10.1%	100.0%
Source of Funds							
General Fund		\$693,328	\$523,674	\$474,569	\$522,729	10.1%	100.0%
Total Sources		\$693,328	\$523,674	\$474,569	\$522,729	10.1%	100.0%

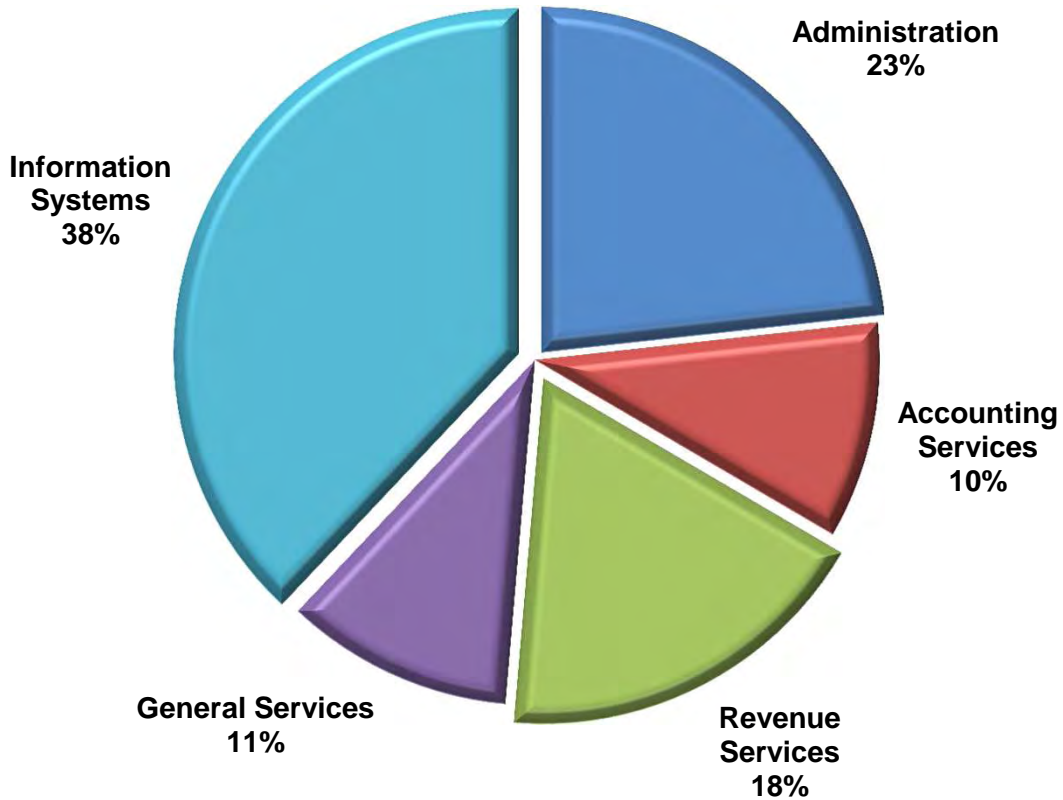


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**FINANCE
DEPARTMENT**

FINANCE DEPARTMENT

FY 2013-2014
Department Expenditure by Program



Program	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed
Administration	\$1,111,923	\$1,081,222	\$1,066,656	\$1,337,269
Accounting Services	523,976	528,246	556,378	584,209
Revenue Services	903,906	915,179	902,304	1,032,085
General Services	527,814	574,556	565,141	614,083
Information Systems	1,242,266	1,534,652	1,598,875	2,182,176
Total	\$4,309,884	\$4,633,855	\$4,689,354	\$5,749,823
Full-Time Positions	20	20	20	25

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

The Fiscal Year 2011-2012 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 2012-2013 budget again won awards from the California Society of Municipal Finance Officers and the Government Finance Officers Association.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Director	1	1	1	1
Assistant Finance Director	1	-	-	-
Budget Analyst	1	1	1	1
Executive Secretary	1	1	1	1
Total	4	3	3	3

Administration	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators	Actual	Actual	Adopted	Proposed
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		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$301,821	\$289,105	\$298,755	\$323,316	8.2%	24.2%
4111	Overtime Regular Employees	-	500	250	252	0.8%	0.0%
4120	Supplemental Pension Plan	19,333	19,000	19,645	20,000	1.8%	1.5%
4121	Single Highest Year Plan	47,960	48,000	48,550	50,000	3.0%	3.7%
4124	Fire Retiree's Health Plan	17,502	22,000	19,200	25,000	30.2%	1.9%
4125	Police Retiree's Health Plan	65,050	69,000	80,439	85,000	5.7%	6.4%
4126	Miscellaneous Retiree's Health Plan	30,498	31,000	33,521	36,000	7.4%	2.7%
4201	Group Medical Insurance	33,048	35,189	37,009	32,408	(12.4%)	2.4%
4202	Medicare Contributions	4,311	4,311	4,290	4,883	13.8%	0.4%
4203	Unemployment	1,020	1,020	1,020	1,020	-	0.1%
4204	401A Plan City Contributions	8,776	8,742	8,742	10,049	15.0%	0.8%
4205	Worker's Compensation	53,460	15,616	15,616	11,760	(24.7%)	0.9%
4206	Medical Retirement Contributions	2,746	3,380	3,380	3,480	3.0%	0.3%
4211	PERS Regular Contribution	47,788	50,479	50,403	34,912	(30.7%)	2.6%
Total Salaries & Benefits		\$633,312	\$597,342	\$620,820	\$638,080	2.8%	47.7%
5101	Contract Services	\$824	\$789	\$650	\$8,628	1227.4%	0.6%
5103	Audit Services	-	10,000	-	10,000	-	0.7%
5104	Computer Contract Services	25,599	26,457	26,457	27,292	3.2%	2.0%
5201	Office Supplies	6,590	4,500	3,000	3,000	-	0.2%
5202	Membership & Dues	1,015	515	515	515	-	0.0%
5203	Reference Materials	530	550	550	550	-	0.0%
5204	Conferences & Meetings	1,416	3,975	3,625	6,350	75.2%	0.5%
5205	Training	-	400	-	400	-	0.0%
5207	Advertising	594	300	300	300	-	0.0%
5214	Employee Awards & Events	403	400	400	400	-	0.0%
5217	Departmental Supplies	688	625	1,500	825	(45.0%)	0.1%
5225	Printing	4,695	4,000	4,100	3,343	(18.5%)	0.2%
5231	Bank Service Charge	158,185	128,950	112,000	115,000	2.7%	8.6%
5240	Assessments & Taxes	816	-	-	-	-	-
5265	Contributions to Service Agencies	74,441	75,092	75,092	75,092	-	5.6%
5267	UAD Loan Program	4,792	4,820	4,820	4,820	-	0.4%
5501	Telephone	4,284	4,200	4,349	4,300	(1.1%)	0.3%
Total Materials & Services		\$284,873	\$265,573	\$237,358	\$260,815	9.9%	19.5%
5611	Warehouse Services	\$2,378	\$2,000	\$2,200	\$2,200	-	0.2%
5621	Information Systems Allocation	19,308	19,728	19,728	19,632	(0.5%)	1.5%
5631	Insurance Allocation	22,620	20,072	20,072	15,660	(22.0%)	1.2%
5651	Building & Operations Allocation	149,432	176,507	166,478	200,882	20.7%	15.0%
Total Internal Services		\$193,738	\$218,307	\$208,478	\$238,374	14.3%	17.8%
Total Operating Expenditures		\$1,111,923	\$1,081,222	\$1,066,656	\$1,137,269	6.6%	85.0%
6141	Computer Equipment & Software	-	-	-	\$200,000	-	9.2%
Total Capital Projects & Equipment		-	-	-	\$200,000	-	9.2%
Total Expenditures		\$1,111,923	\$1,081,222	\$1,066,656	\$1,337,269	25.4%	100.0%
Source of Funds							
General Fund		\$926,788	\$887,402	\$860,481	\$1,116,449	29.7%	83.5%
Capital Improvement Fund		4,792	4,820	4,820	4,820	-	0.4%
Pension Trust		180,343	189,000	201,355	216,000	7.3%	16.2%
Total Sources		\$1,111,923	\$1,081,222	\$1,066,656	\$1,337,269	37.0%	100.0%

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

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

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

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Controller	1	1	1	1
Senior Accountant	-	1	1	1
Accountant	2	2	2	2
Total	3	4	4	4

	2010-2011	2011-2012	2012-2013	2013-2014
Accounting	Actual	Actual	Adopted	Proposed
Service Indicators & Statistics				
# - Payroll checks direct deposit	9,079	9,267	9,200	92,300
# - Payroll checks reissued due to error	-	-	-	-
# - Accounts payable checks and wires	5,925	5,200	6,500	6,000
# - Accounts payable checks reissued due to error	-	47	-	-

Accounting Object	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Y/E Est	2013-2014 Proposed	Var from FY 2013 Y/E	% of Total
4101	Salaries & Allowances	\$318,470	\$314,465	\$331,805	\$355,496	7.1%	60.9%
4103	Part-time Salaries	24,338	24,600	24,600	24,600	-	4.2%
4111	Overtime Regular Employees	2,827	500	1,000	1,000	-	0.2%
4201	Group Medical Insurance	33,227	38,563	39,659	38,388	(3.2%)	6.6%
4202	Medicare Contributions	3,076	3,264	3,201	3,685	15.1%	0.6%
4204	401A Plan City Contributions	7,513	7,928	7,928	9,113	14.9%	1.6%
4206	Medical Retirement Contributions	1,370	3,750	3,750	3,660	(2.4%)	0.6%
4211	PERS Regular Contribution	55,186	59,410	63,756	42,483	(33.4%)	7.3%
Total Salaries & Benefits		\$446,008	\$452,480	\$475,699	\$478,425	0.6%	81.9%
5101	Contract Services	\$11,750	\$1,700	\$2,700	\$15,000	455.6%	2.6%
5102	Contract Personnel	9,629	-	1,263	-	(100.0%)	-
5103	Audit Services	26,959	42,628	42,628	43,907	3.0%	7.5%
5202	Membership & Dues	300	250	300	300	-	0.1%
5203	Reference Materials	695	700	695	700	0.7%	0.1%
5204	Conferences & Meetings	-	1,500	4,415	3,800	(13.9%)	0.7%
5205	Training	234	400	300	400	33.3%	0.1%
5207	Advertising	84	150	340	350	2.9%	0.1%
5208	Postage	3,589	3,710	3,404	3,700	8.7%	0.6%
5217	Departmental Supplies	1,405	1,000	1,000	1,000	-	0.2%
5225	Printing	1,197	1,200	1,006	1,007	0.1%	0.2%
5501	Telephone	2,819	2,800	2,900	2,900	-	0.5%
Total Materials & Services		\$58,660	\$56,038	\$60,951	\$73,064	19.9%	12.5%
5621	Information Systems Allocation	\$19,308	\$19,728	\$19,728	\$32,720	65.9%	5.6%
Total Internal Services		\$19,308	\$19,728	\$19,728	\$32,720	65.9%	5.6%
Total Operating Expenditures		\$523,976	\$528,246	\$556,378	\$584,209	5.0%	100.0%
Source of Funds							
General Fund		\$523,976	\$528,246	\$556,378	\$584,209	5.0%	100.0%
Total Sources		\$523,976	\$528,246	\$556,378	\$584,209	5.0%	100.0%

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

- Provide e-commerce services through the new Electronic Bill Presentment Payment program (EBPP) for paperless bill delivery to water and refuse utility customers.
- Maintain department efficiency through automation and technology.
- Perform a new triennial comprehensive user fee and cost allocation study.
- Reduce costs through new merchant credit and debit card processing services.
- Implement new agreement and set terms for the City's new ambulance billing service vendor.
- Maintain a high percentage rate on collection from utility billing.

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 residential/commercial water and refuse service billings. Revenue Services staff administers the taxi cab franchise program and motion picture film coordination within the City, and is responsible for the analysis and creation of the City-wide user fees and cost allocation plan 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, manages the residential overnight parking program and override parking programs available in the downtown residential and Mira Costa High School areas, and oversees the administration of the City's new "smart" parking meters which accept credit cards. The Division also submits the annual possessory interest report to the Los Angeles County Assessor.



In January 2013 Revenue Services successfully launched the new Electronic Bill Presentment and Payment program (EBPP). This new feature provides customers with an easy and cost-effective way for viewing utility billing statements, changing to paperless statements, keeping track of water and refuse utility bills, and making one-time or automatic recurring payments online. The new automatic recurring payment option allows automatic-payment through checking, savings and debit/credit card accounts.

In Fiscal Year 2013-2014, Revenue Services will initiate a new comprehensive user fee and cost allocation study. The study is conducted every three years to ensure that the City is accurately identifying and recovering costs for providing services. The user fees are evaluated and adjusted based on the direct and indirect costs associated with providing services. Revenue Services will also be upgrading a part-time Account Services Representative position to a full-time Senior Account Services Representative position. Reporting directly to the Revenue Services Manager, the position will perform functional and technical support in leading the workflow and cross training in Revenue Services.

	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
Full-Time Staffing				
Revenue Services Manager	1	1	1	1
Senior Account Services Representative	-	-	-	1
Account Services Representative I	5	5	5	5
Total	6	6	6	7

Revenue Services	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
# - Annual number of customer cashier transactions	34,500	36,600	35,300	37,500
% - Monthly collection rate on residential utility bill	91%	93%	93%	95%
% - Monthly collection rate on commercial refuse bills*	n/a	91%	n/a	94%
# - Bi-monthly auto debit utility payments EBPP* (a)	n/a	n/a	n/a	1,500
# - Bi-monthly EBPP paperless customers*	n/a	n/a	n/a	1,750

* New for Fiscal Year 2013-2014

(a) Electronic Bill Presentment Program (EBPP) introduced in December 2012.

Revenue Services	2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101 Salaries & Allowances	\$356,283	\$338,973	\$363,659	\$427,985	17.7%	41.5%
4103 Part-time Salaries	36,287	35,389	36,300	-	(100.0%)	-
4111 Overtime Regular Employees	3,147	3,300	3,100	3,991	28.7%	0.4%
4201 Group Medical Insurance	70,834	77,529	78,267	85,331	9.0%	8.3%
4202 Medicare Contributions	5,591	5,609	5,585	6,464	15.7%	0.6%
4204 401A Plan City Contributions	3,954	3,939	3,939	4,528	15.0%	0.4%
4206 Medical Retirement Contributions	4,110	5,630	5,630	5,640	0.2%	0.5%
4211 PERS Regular Contribution	61,466	66,029	67,305	46,079	(31.5%)	4.5%
Total Salaries & Benefits	\$541,673	\$536,398	\$563,785	\$580,018	2.9%	56.2%
5101 Contract Services	\$110,389	\$118,240	\$105,483	\$161,120	52.7%	15.6%
5104 Computer Contract Services	161,862	172,550	146,248	166,350	13.7%	16.1%
5202 Membership & Dues	75	100	100	100	-	0.0%
5204 Conferences & Meetings	448	900	800	950	18.8%	0.1%
5207 Advertising	28	100	112	200	78.6%	0.0%
5208 Postage	36,485	34,130	33,828	34,120	0.9%	3.3%
5209 Tools & Minor Equip	286	300	200	250	25.0%	0.0%
5210 Computer Supplies & Software	-	-	-	16,000	-	1.6%
5212 Office Equip Maintenance	643	625	500	625	25.0%	0.1%
5217 Departmental Supplies	1,090	1,150	950	1,150	21.1%	0.1%
5225 Printing	7,626	6,800	6,500	6,800	4.6%	0.7%
5501 Telephone	3,213	3,130	3,242	3,250	0.2%	0.3%
Total Materials & Services	\$322,144	\$338,025	\$297,963	\$390,915	31.2%	37.9%
5611 Warehouse Services	\$1,472	\$1,300	\$1,100	\$1,300	18.2%	0.1%
5621 Information Systems Allocation	38,616	39,456	39,456	52,352	32.7%	5.1%
Total Internal Services	\$40,088	\$40,756	\$40,556	\$53,652	32.3%	5.2%
Total Operating Expenditures	\$903,906	\$915,179	\$902,304	\$1,024,585	13.6%	99.3%
6121 Machinery & Equipment	-	-	-	\$7,500	-	0.3%
Total Capital Projects & Equipment	-	-	-	\$7,500	-	0.3%
Total Expenditures	\$903,906	\$915,179	\$902,304	\$1,032,085	14.4%	100.0%
Source of Funds						
General Fund	\$903,906	\$915,179	\$902,304	\$1,032,085	14.4%	100.0%
Total Sources	\$903,906	\$915,179	\$902,304	\$1,032,085	14.4%	100.0%

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

- In line with the Information Systems Master plan, identify replacement options for an automated warehouse and auto parts inventory system as well as an automated fixed asset capitalization system
- Assist in the space planning and physical move of the Information Systems Division office

During Fiscal Year 2012-2013, General Services was tasked with procuring sixty-four replacement vehicles and equipment, and replaced forty-two. Of those vehicles, five are valued over \$100,000 including a combination sewer truck, sewer jetter truck, backhoe and two paratransit buses. Also during the fiscal year, General Services assisted several departments from specifications through closing paperwork on several grant funded purchases ensuing in \$10,000 from an AQMD (Air Quality Management District) local government match program for the purchase of a compressed natural gas van, and \$75,000 from the Department of Energy for energy efficient lighting for parking garages and downtown streetscape. Staff aided with several bids including an inmate phone system, the City employee Centennial float, Public Art consultant, Plan Check services, ambulance billing services and Traffic Engineering services. Due to staff's outreach efforts, there were six responses for every formal bid.

In Fiscal Year 2013-2014, General Services will focus on the acquisition of forty-four vehicle and equipment replacements. In addition, staff will continue with efforts on establishing and automating a calendar to better prioritize bids and requests for proposals on multi-year contracts for internal customers, as well as expanding the purchasing card (Pcard) program and replacing department credit cards with a Pcard for increased efficiency. Finally, staff will work on establishing a timeline and tasklist for a Finance Department workplan item, document management/imaging system.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time 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
Total	3	3	3	3

	2010-2011	2011-2012	2012-2013	2013-2014
General Services	Actual	Actual	Adopted	Proposed
Service Indicators & Statistics				
% - POs (<\$20k) processed within 5 business days	81%	72%	90%	90%
% - Warehouse orders processed & filled in 1 day	99%	97%	100%	100%
# - Number of quotes/bids processed or analyzed	360	416	300	400
\$ - Purchasing card (pcard) spent	726,765	997,391	880,000	1,000,000
# - Average number of responses for each formal bid*	n/a	n/a	n/a	7

* New for Fiscal Year 2013-2014

General Services		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$232,336	\$225,596	\$237,610	\$251,594	5.9%	41.0%
4103	Part-time Salaries	44	-	-	10,627	-	1.7%
4111	Overtime Regular Employees	(140)	100	197	1,289	554.3%	0.2%
4201	Group Medical Insurance	30,453	33,366	34,159	34,843	2.0%	5.7%
4202	Medicare Contributions	3,217	3,360	3,329	3,800	14.1%	0.6%
4204	401A Plan City Contributions	2,722	2,712	2,712	3,117	14.9%	0.5%
4206	Medical Retirement Contributions	2,053	2,810	2,810	2,760	(1.8%)	0.4%
4211	PERS Regular Contribution	37,801	39,705	38,495	27,358	(28.9%)	4.5%
Total Salaries & Benefits		\$308,486	\$307,649	\$319,312	\$335,388	5.0%	54.6%
5101	Contract Services	\$72,450	\$122,850	\$105,370	\$127,800	21.3%	20.8%
5202	Membership & Dues	330	515	515	515	-	0.1%
5204	Conferences & Meetings	2,088	2,695	1,049	2,695	156.9%	0.4%
5205	Training	85	300	200	320	60.0%	0.1%
5206	Uniforms/Safety Equip	624	777	700	1,090	55.7%	0.2%
5208	Postage	635	650	596	650	9.1%	0.1%
5211	Automotive Parts	25,114	25,000	23,000	25,000	8.7%	4.1%
5217	Departmental Supplies	253	660	275	275	-	0.0%
5222	Warehouse Purchases	86,385	82,345	82,345	82,345	-	13.4%
5225	Printing	42	-	-	-	-	-
5501	Telephone	1,071	1,100	1,139	1,100	(3.4%)	0.2%
Total Materials & Services		\$189,078	\$236,892	\$215,189	\$241,790	12.4%	39.4%
5611	Warehouse Services	\$5,545	\$5,070	\$5,740	\$5,740	-	0.9%
5621	Information Systems Allocation	19,308	19,728	19,728	26,176	32.7%	4.3%
5641	Fleet Rental Allocation	3,564	3,560	3,560	3,560	-	0.6%
5642	Fleet Maintenance Allocation	1,834	1,657	1,612	1,429	(11.4%)	0.2%
Total Internal Services		\$30,250	\$30,015	\$30,640	\$36,905	20.4%	6.0%
Total Operating Expenditures		\$527,814	\$574,556	\$565,141	\$614,083	8.7%	100.0%
Source of Funds							
General Fund		\$338,322	\$339,731	\$349,096	\$360,520	3.3%	58.7%
Building Maintenance & Operations Fund		189,492	234,825	216,045	253,563	17.4%	41.3%
Total Sources		\$527,814	\$574,556	\$565,141	\$614,083	8.7%	100.0%

FINANCE: INFORMATION SYSTEMS

GOAL

To promote integrated City-wide communications, provide innovative long term enterprise technology solutions, and support current and future technical needs through high quality, cost effective and timely information systems service, telecommunications and infrastructure; to coordinate and manage complete, timely and accurate geographic information system (GIS) data to support geographic data analysis in effective decision making within the organization.

INITIATIVES

- Implement the Information Systems Master Plan in alignment with City Council's Strategic Plan goals
- Plan for and promote e-Commerce, assuring it exists in a safe and stable environment
- 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
- Promote an e-Government plan, enhance the City's website, and use social media to further the goals of the City and the departments, where appropriate
- Provide City-wide information technology services in support of City departments' goals and initiatives
- Develop, maintain, and support the City's Geographic Information System (GIS) through continued update of GIS data and application enhancements

The Information Systems Division is committed to maintaining and improving operations, services and communications through technology, data and voice in support of the City's strategic and operational needs. As a central element of the organization, Information Systems provides support for the City's network environment, operating systems, office automation programs, telecommunication systems and audio-video services. Major activities include evaluation, configuration, and implementation of new technology; development of computer-related standards and policies; installation and maintenance of hardware, software, and network systems; management of voice and data Wide Area Network links; management and maintenance of City's cellular and telephone system serving all City office locations; coordination of technology and telecommunications equipment purchases and inventories; maintenance of the citywide Geographic Information System (GIS). Information Systems provides support of the City's cable broadcast of Time Warner Channel 8 and Verizon Channel 35. Information Systems is committed to improving the City's existing broadcast capabilities by extending the services to Public Safety Facility and Joslyn Center.

During the July 2012 Strategic Planning meeting, the City Council directed staff to develop a new Information Systems Master Plan, and suggested that staff consider utilizing an outside resource that would provide a broad and fresh perspective to augment that of City staff. Working with the vendor, Information Systems completed the Information Systems (IS) Master Plan which will guide the organization over the next five years in planning, procuring, implementing and managing current and future technology investments and resources. One of the recommendations in the IS Master Plan, is the consolidation of two part-time positions into one full-time position and the creation of one net new full-time position. Over the last several years, I.S. support and service scope increased (i.e. telecommunications, enterprise applications, broadcasting, etc.) without an addition in staff. As a result, the Division's budget includes an increase, accounting for the two additional full-time Information Systems Specialist positions (object 4101).

The City's website refresh will result in enhanced functionality, usability, and transparency by adding new features such as social media and citizen engagement. City Staff will continue efforts in building website content for improved serviceability and accessibility. Citizen Request System (CRM) has proven to streamline the service delivery to residents and staff providing an opportunity to initiate direct requests to Public Works and other City departments with 8280 external requests and 2162 internal requests for the last fiscal year. The City's e-Government plan remains 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 in a secure and stable environment.

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, Cisco equipment, desktops, laptops and printers (objects 5210 and 6141).

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Information Systems Manager	1	1	1	1
Network Administrator	2	2	2	2
Information Systems Specialist	1	1	1	3
GIS Analyst*	-	-	-	1
GIS Technician*	-	-	-	1
Total	4	4	4	8

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

Information Systems	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
# - Network Servers/Workstations/Printers Supported	413	414	408	419
# - Telephone Handsets and Mobile Phones Supported	449	448	448	448
# - Unique visitors on the Website	2,533,511	1,402,433	3,500,000	1,500,000
# - City meetings broadcasted	45	57	50	60
# - Website e-Notification Subscribers	n/a	1,787	2,200	2,250
# - Granicus internet viewers of City meetings	4,056	3,651	4,100	4,150
# - Service requests received (documented)*	5,944	7,037	n/a	7,100
# - Custom maps produced**	235	247	200	225
# - GIS Data Layers Added or Updated**	39	90	50	75

* New for Fiscal Year 2013-2014

** Beginning in Fiscal Year 2013-2014, GIS moved from Public Works to Information Systems

Information Systems	2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101 Salaries & Allowances	401,625	399,240	413,201	749,334	81.3%	34.3%
4103 Part-time Salaries	97,499	99,371	84,302	24,480	(71.0%)	1.1%
4111 Overtime Regular Employees	10,676	22,470	12,477	24,605	97.2%	1.1%
4201 Group Medical Insurance	52,739	59,251	59,011	87,309	48.0%	4.0%
4202 Medicare Contributions	7,208	7,384	6,986	11,124	59.2%	0.5%
4204 401A Plan City Contributions	6,066	6,043	6,043	9,617	59.1%	0.4%
4206 Medical Retirement Contributions	2,746	3,750	3,750	5,460	45.6%	0.3%
4211 PERS Regular Contribution	70,617	77,553	75,238	78,592	4.5%	3.6%
Total Salaries & Benefits	\$649,176	\$675,062	\$661,008	\$990,521	49.9%	45.4%
5101 Contract Services	4,291	4,691	60,764	20,843	(65.7%)	1.0%
5104 Computer Contract Services	182,250	204,711	200,797	284,362	41.6%	13.0%
5202 Membership & Dues	490	1,075	1,130	1,580	39.8%	0.1%
5203 Reference Materials	219	200	265	270	1.9%	0.0%
5204 Conferences & Meetings	3,445	4,700	4,317	19,855	359.9%	0.9%
5205 Training	2,099	2,500	639	2,500	291.2%	0.1%
5210 Computer Supplies & Software	223,056	263,055	266,992	303,055	13.5%	13.9%
5212 Office Equip Maintenance	-	-	-	2,000	-	0.1%
5213 Computer Maintenance & Repairs	11,220	11,500	8,273	12,440	50.4%	0.6%
5217 Departmental Supplies	417	100	279	4,500	1512.9%	0.2%
5240 Assessments & Taxes	352	-	-	-	-	-
5501 Telephone	2,593	2,500	2,589	2,700	4.3%	0.1%
Total Materials & Services	\$430,431	\$495,032	\$546,045	\$654,105	19.8%	30.0%
5611 Warehouse Services	53	100	56	100	78.6%	0.0%
5651 Building & Operations Allocation	26,371	31,148	29,378	35,450	20.7%	1.6%
Total Internal Services	\$26,424	\$31,248	\$29,434	\$35,550	20.8%	1.6%
Total Operating Expenditures	\$1,106,031	\$1,201,342	\$1,236,487	\$1,680,176	35.9%	77.0%
6141 Computer Equipment & Software	136,234	333,310	362,388	502,000	38.5%	23.0%
Total Capital Projects & Equipment	\$136,234	\$333,310	\$362,388	\$502,000	38.5%	23.0%
Total Expenditures	\$1,242,266	\$1,534,652	\$1,598,875	\$2,182,176	36.5%	100.0%
Source of Funds						
General Fund	-	-	-	\$350,873	-	16.1%
Information Systems Fund	\$1,242,266	\$1,534,652	\$1,598,875	1,831,303	14.5%	83.9%
Total Sources	\$1,242,266	\$1,534,652	\$1,598,875	\$2,182,176	36.5%	100.0%

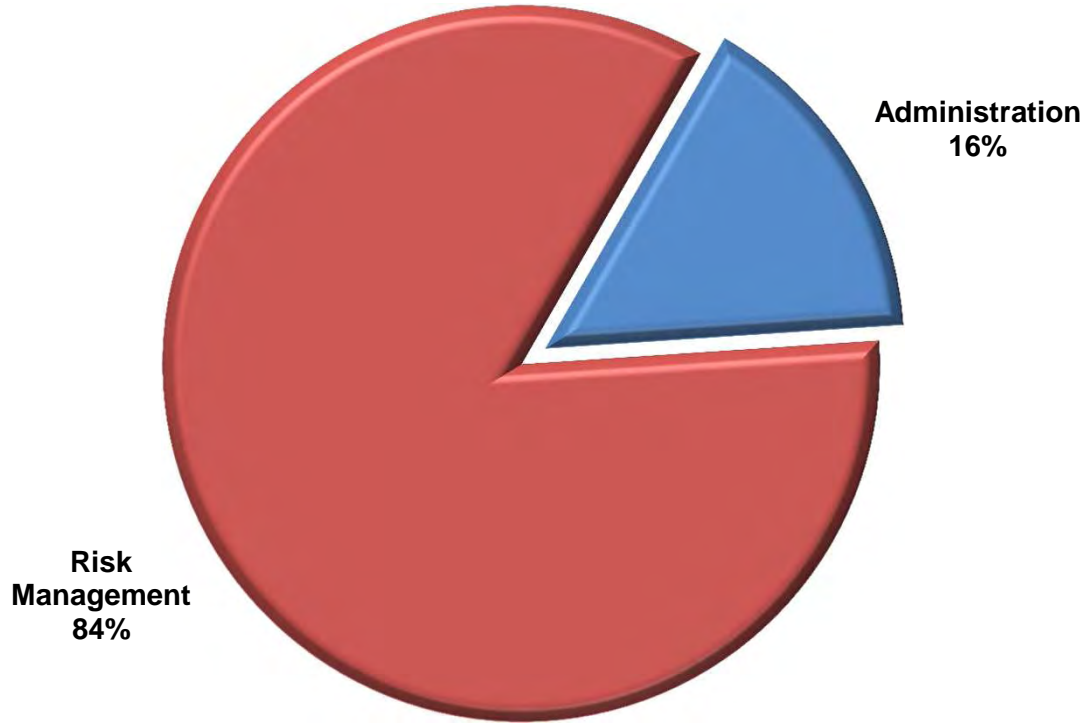


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**HUMAN RESOURCES
DEPARTMENT**

HUMAN RESOURCES DEPARTMENT

**FY 2013-2014
Department Expenditure by Program**



Program	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed
Administration	\$871,586	\$848,622	\$783,064	\$963,253
Risk Management	5,070,031	4,605,986	4,424,710	5,205,887
Total	\$5,941,617	\$5,454,608	\$5,207,774	\$6,169,140
Full-Time Positions	6	6	6	6

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 newly formed Police Management Association (PMA)
- Evaluate human resources information systems to increase efficiency and enhance customer service
- Continue working with departments on implementing succession planning
- Complete the implementation of the Employee Recognition Program by working with the employee committee
- Continue to work with the Emergency Preparedness Team to facilitate employee notification in response to any disaster
- 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, interpretation of rules, regulations and policies, and employment/labor legal compliance.

In Fiscal Year 2012-2013 Human Resources staff actively participated and supported the negotiations process with the City's bargaining groups resulting in long-term contracts that addressed pension reform and health care costs. As part of the City Council's Strategic Plan, staff worked with a consultant on succession development planning which will continue into Fiscal Year 2013-2014.

Human Resources is committed to continually search for innovative state of the art means and methods to provide services to our client groups in the most effective and efficient manner. To accomplish this, staff will evaluate human resources information systems as well as seek out best practices from both the public and private sector organizations.

Additionally, thirty-eight percent of the City's first line supervisors through department heads are eligible to retire now or within the next five years. In order to plan for these vacancies, Human Resources staff will continue to work on identifying key personnel with the aptitude and ability to step into these positions, assist with identifying necessary training and skill development, and encourage knowledge sharing within and across the organization in order to help ensure a smooth transition.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Director	1	1	0.75	0.75
Risk Manager	-	-	0.25	0.25
Senior Human Resources Analyst	1	1	1	1
Human Resources Analyst	1	1	1	1
Human Resources Technician	-	1	1	1
Executive Secretary	1	-	-	-
Human Resources Assistant	1	-	-	-
Total	5	4	4	4

	2010-2011	2011-2012	2012-2013	2013-2014
Administration Service Indicators	Actual	Actual	Adopted	Proposed
# - Employee newsletters issued per year	3	3	3	3
# - Semi-annual New Employee Orientations	1	1	2	2
% - Complete new hire processing in 10 days	n/a	100%	100%	100%

Administration		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	291,127	333,798	258,917	399,530	54.3%	41.5%
4103	Part-time Salaries	29,004	49,411	49,411	68,843	39.3%	7.1%
4111	Overtime Regular Employees	598	3,200	3,200	1,722	(46.2%)	0.2%
4201	Group Medical Insurance	32,337	46,740	37,879	61,481	62.3%	6.4%
4202	Medicare Contributions	4,015	5,258	3,817	6,488	70.0%	0.7%
4203	Unemployment	1,020	1,020	1,020	1,020	-	0.1%
4204	401A Plan City Contributions	8,241	12,624	6,967	11,721	68.2%	1.2%
4205	Worker's Compensation	132,420	17,070	17,070	19,500	14.2%	2.0%
4206	Medical Retirement Contributions	3,429	4,170	4,170	5,400	29.5%	0.6%
4211	PERS Regular Contribution	51,659	57,774	41,511	43,111	3.9%	4.5%
Total Salaries & Benefits		\$553,850	\$531,065	\$423,962	\$618,816	46.0%	64.2%
5101	Contract Services	62,445	2,936	29,936	13,521	(54.8%)	1.4%
5104	Computer Contract Services	6,290	6,449	6,450	6,604	2.4%	0.7%
5107	Physical/Psych Exams	18,032	21,215	21,215	21,215	-	2.2%
5108	Legal Services	53,500	80,000	94,064	80,000	(15.0%)	8.3%
5201	Office Supplies	2,668	2,500	3,415	2,500	(26.8%)	0.3%
5202	Membership & Dues	1,295	1,307	1,307	1,919	46.8%	0.2%
5203	Reference Materials	418	435	435	435	-	0.0%
5204	Conferences & Meetings	5,222	5,480	3,800	5,480	44.2%	0.6%
5205	Training	3,234	10,480	12,480	19,298	54.6%	2.0%
5208	Postage	2,565	2,640	2,422	2,640	9.0%	0.3%
5214	Employee Awards & Events	5,205	10,000	18,172	13,500	(25.7%)	1.4%
5216	Tuition Reimbursement	25,288	20,000	24,000	24,000	-	2.5%
5217	Departmental Supplies	1,900	-	16	-	(100.0%)	-
5218	Recruitment Costs	25,173	29,874	29,874	29,874	-	3.1%
5225	Printing	92	100	200	100	(50.0%)	0.0%
5501	Telephone	2,537	2,500	2,589	2,600	0.4%	0.3%
Total Materials & Services		\$215,865	\$195,916	\$250,375	\$223,686	(10.7%)	23.2%
5611	Warehouse Services	225	200	236	200	(15.3%)	0.0%
5621	Information Systems Allocation	38,616	39,455	39,455	45,808	16.1%	4.8%
5631	Insurance Allocation	19,080	20,072	20,072	15,660	(22.0%)	1.6%
5651	Building & Operations Allocation	43,950	51,914	48,964	59,083	20.7%	6.1%
Total Internal Services		\$101,871	\$111,641	\$108,727	\$120,751	11.1%	12.5%
Total Operating Expenditures		\$871,586	\$838,622	\$783,064	\$963,253	23.0%	100.0%
6141	Computer Equipment & Software	-	10,000	-	-	-	-
Total Capital Projects & Equipment		-	\$10,000	-	-	-	-
Total Expenditures		\$871,586	\$848,622	\$783,064	\$963,253	23.0%	100.0%
Source of Funds							
General Fund		\$871,586	\$848,622	\$783,064	\$963,253	23.0%	100.0%
Total Sources		\$871,586	\$848,622	\$783,064	\$963,253	23.0%	100.0%

HUMAN RESOURCES: RISK MANAGEMENT

GOAL

To protect the City's resources by minimizing risk, preserving assets and protecting against random/accidental losses, effectively manage claims, and administer the City's insurance, loss prevention/control and safety programs, while reinforcing the importance of safety awareness and training, and assisting in the mitigation of adverse environmental impacts

INITIATIVES

- Purchase cost effective insurance
- Revise Risk Management policies and procedures
- Implement a new Safety Incentive and Training Program
- Continue to partner with high-risk departments to monitor workers' compensation claims and discuss proactive ways to help prevent/reduce claims
- Provide supervisory training covering workers' compensation and implement the recently updated Injury Illness and Prevention Policy
- Implement and promote a new City-wide Wellness Program
- Review Risk Management software and technology resources to automate the processing of claims and insurance in order to address efficiency and effectiveness



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. Risk Management partners with the Independent Cities Risk Management Authority (ICRMA), an insurance pool, in order to pool resources to increase purchasing power for insurance. As a member of ICRMA, Risk Management is able to stay current on changes in safety trends and implement updates as needed resulting in a reduction of claims and loss exposure.

Stabilizing costs in the liability and workers' compensation budget is imperative. It is a business necessity for Risk Management to remain proactive and collectively seek remedies to improve cost-containing measures. Risk Management continues to seek out and identify these areas which can promote positive changes despite trending losses.

Risk Management is committed to finding new ways to keep employees healthy and safe. In Fiscal Year 2012-2013, Risk Management reviewed available Wellness Programs and options in partnership with the Vitality City initiative. In Fiscal Year 2013-2014, a Wellness Program will be implemented in all departments in order to provide a health and wellness program to keep City employees healthy and safe.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Director	-	-	0.25	0.25
Risk Manager	1	1	0.75	0.75
Human Resources Technician	1	1	1	1
Total	2	2	2	2

	2010-2011	2011-2012	2012-2013	2013-2014
Risk Management Service Indicators	Actual	Actual	Adopted	Proposed
# - Meetings to reduce Workers Comp costs	3	2	3	3
# - Semi-annual liability claim reviews to reduce costs	1	2	2	2

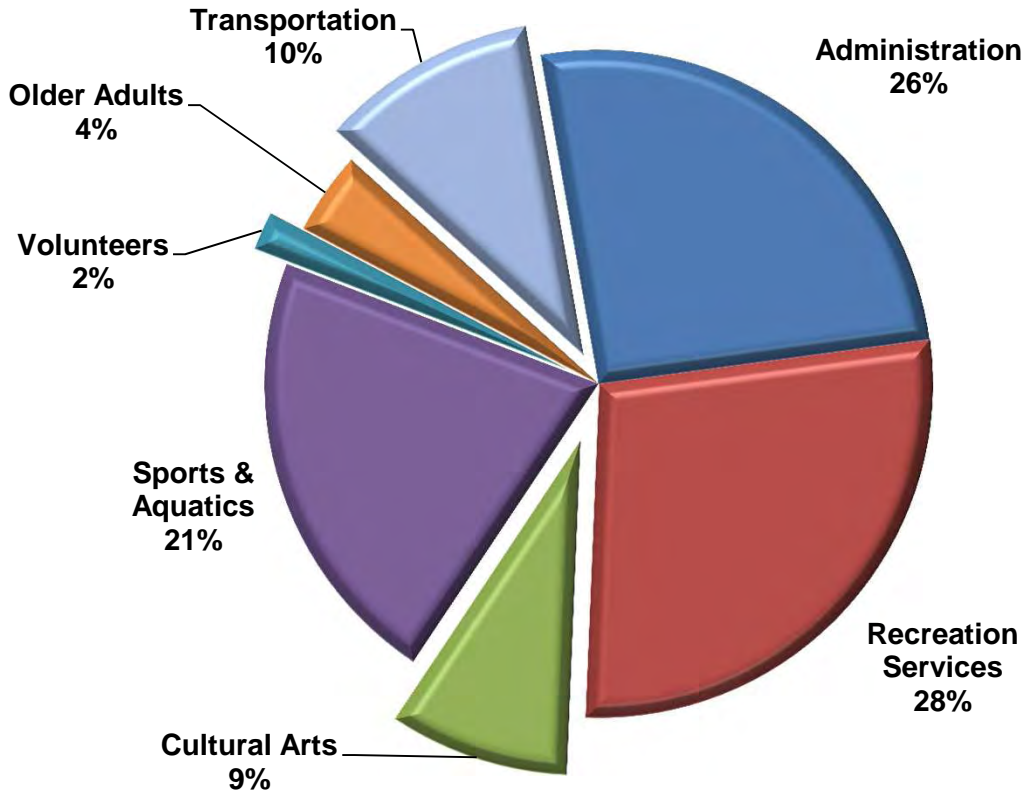
Risk Management		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	143,746	171,247	111,742	157,465	40.9%	3.0%
4111	Overtime Regular Employees	116	376	588	3,443	485.5%	0.1%
4201	Group Medical Insurance	22,247	28,696	24,320	24,492	0.7%	0.5%
4202	Medicare Contributions	1,523	2,014	1,151	1,834	59.3%	0.0%
4204	401A Plan City Contributions	5,630	6,309	4,275	6,447	50.8%	0.1%
4206	Medical Retirement Contributions	1,370	2,020	2,020	1,380	(31.7%)	0.0%
4211	PERS Regular Contribution	26,278	29,809	19,199	16,886	(12.0%)	0.3%
Total Salaries & Benefits		\$200,911	\$240,471	\$163,295	\$211,948	29.8%	4.1%
5101	Contract Services	24,032	21,001	20,500	21,001	2.4%	0.4%
5102	Contract Personnel	-	19,900	21,925	-	(100.0%)	-
5202	Membership & Dues	100	370	370	520	40.5%	0.0%
5203	Reference Materials	201	180	224	305	36.2%	0.0%
5204	Conferences & Meetings	675	900	-	1,450	-	0.0%
5205	Training	4,612	9,000	9,000	5,000	(44.4%)	0.1%
5214	Employee Awards & Events	3,010	3,011	3,011	5,000	66.1%	0.1%
5240	Assessments & Taxes	124	-	-	-	-	-
5250	Insurance Premiums	500,322	644,132	601,695	698,882	16.2%	13.4%
5251	Claims Paid	3,738,051	3,056,350	3,000,000	3,610,831	20.4%	69.4%
5252	Claims Admin	123,278	126,976	124,001	124,004	0.0%	2.4%
5253	Faithful Performance Bond	3,019	3,019	1,937	3,019	55.9%	0.1%
5254	Unemployment Claims	70,510	75,000	75,000	75,000	-	1.4%
5255	Property Insurance	366,056	367,146	366,122	404,106	10.4%	7.8%
5501	Telephone	7,892	7,900	8,180	8,100	(1.0%)	0.2%
Total Materials & Services		\$4,841,880	\$4,334,885	\$4,231,965	\$4,957,218	17.1%	95.2%
5621	Information Systems Allocation	9,660	9,864	9,864	13,088	32.7%	0.3%
5651	Building & Operations Allocation	17,580	20,766	19,586	23,633	20.7%	0.5%
Total Internal Services		\$27,240	\$30,630	\$29,450	\$36,721	24.7%	0.7%
Total Operating Expenditures		\$5,070,031	\$4,605,986	\$4,424,710	\$5,205,887	17.7%	100.0%
Source of Funds							
Insurance Reserve Fund		\$5,070,031	\$4,605,986	\$4,424,710	\$5,205,887	17.7%	100.0%
Total Sources		\$5,070,031	\$4,605,986	\$4,424,710	\$5,205,887	17.7%	100.0%



**PARKS AND RECREATION
DEPARTMENT**

PARKS & RECREATION DEPARTMENT

**FY 2013-2014
Department Expenditure by Program**



Program Expenditures	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed
Administration	\$4,565,149	\$1,916,362	\$2,109,462	\$1,778,624
Recreation Services	1,709,113	1,865,604	1,787,941	1,927,024
Cultural Arts	467,969	558,786	436,444	604,044
Sports & Aquatics	1,280,683	1,601,173	1,376,094	1,489,135
Volunteers	117,362	117,654	120,230	128,608
Older Adults	261,084	235,816	240,528	278,286
Transportation	636,862	734,141	746,530	729,281
Total	\$9,038,220	\$7,029,536	\$6,817,228	\$6,935,002

Program Revenues	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed
Recreation Services	\$924,405	\$932,150	\$875,348	\$973,276
Cultural Arts	276,265	278,000	201,088	283,000
Sports & Aquatics	1,439,322	1,400,000	1,250,000	1,396,000
Older Adults	50,920	58,000	54,000	58,000
Total	\$2,690,912	\$2,668,150	\$2,380,436	\$2,710,276
Full-Time Positions	20	20	20	21

PARKS AND RECREATION: ADMINISTRATION

GOAL

To provide vision, direction, and support resources to 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 and implementation of 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 new County library
- Maintain department revenues at 50% of department operating expenditures
- Provide excellent customer service for all registrations and reservations
- Increase the number of online registrations for maximum staff efficiency and customer ease
- Launch a new department marketing campaign to increase program awareness

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 2013-2014 budget includes estimated General Fund revenue of \$2.7 million from class registration activities, facility reservations and recreation events, and debt service cost of \$0.5 million for the previous acquisition of the Marine Avenue sports field facility (Land Leases, 7100 object series).

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
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
Total	6	6	6	6

Administration	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
% - Dept revenue as % of operating expenses	48%	48%	50%	50%
% - Favorable customer rating of registration process	94%	95%	100%	100%
# - Online registrations processed	9,657	7,761	9,700	9,700
# - In-house registrations processed	6,904	5,164	7,000	7,000
# - Online facility reservations processed	58	65	70	75
# - In-house facility reservations processed	697	575	725	800

Administration		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	299,121	333,779	345,087	366,775	6.3%	20.6%
4103	Part-time Salaries	49,853	58,429	40,601	54,522	34.3%	3.1%
4111	Overtime Regular Employees	7,644	6,500	4,031	6,541	62.3%	0.4%
4201	Group Medical Insurance	53,574	74,169	65,489	65,081	(0.6%)	3.7%
4202	Medicare Contributions	5,071	5,775	5,360	6,330	18.1%	0.4%
4203	Unemployment	22,500	22,500	22,500	24,240	7.7%	1.4%
4204	401A Plan City Contributions	5,704	5,682	5,573	6,531	17.2%	0.4%
4205	Worker's Compensation	101,460	15,009	15,009	15,180	1.1%	0.9%
4206	Medical Retirement Contributions	3,429	5,250	5,250	5,100	(2.9%)	0.3%
4211	PERS Regular Contribution	54,144	60,802	61,248	43,107	(29.6%)	2.4%
Total Salaries & Benefits		\$602,499	\$587,895	\$570,148	\$593,407	4.1%	33.4%
5101	Contract Services	30,282	16,240	22,462	22,959	2.2%	1.3%
5102	Contract Personnel	5,069	5,750	7,168	-	(100.0%)	-
5201	Office Supplies	17,357	20,000	19,000	20,000	5.3%	1.1%
5202	Membership & Dues	175	665	954	1,420	48.9%	0.1%
5203	Reference Materials	235	400	350	400	14.3%	0.0%
5204	Conferences & Meetings	844	90	90	90	-	0.0%
5205	Training	(25)	2,374	2,059	2,374	15.3%	0.1%
5206	Uniforms/Safety Equip	1,185	350	938	350	(62.7%)	0.0%
5207	Advertising	6,702	5,163	6,939	6,939	-	0.4%
5208	Postage	25,947	26,220	24,882	26,250	5.5%	1.5%
5210	Computer Supplies & Software	387	825	3,000	1,036	(65.5%)	0.1%
5217	Departmental Supplies	27,927	5,015	11,100	10,315	(7.1%)	0.6%
5218	Recruitment Costs	-	1,600	1,600	1,600	-	0.1%
5225	Printing	59,434	73,700	55,613	54,698	(1.6%)	3.1%
5264	City Funds Exchange	70,000	-	-	-	-	-
5501	Telephone	9,398	9,300	9,669	9,600	(0.7%)	0.5%
Total Materials & Services		\$254,918	\$167,692	\$165,824	\$158,031	(4.7%)	8.9%
5611	Warehouse Services	1,792	1,500	1,500	1,500	-	0.1%
5621	Information Systems Allocation	33,792	34,523	34,523	78,528	127.5%	4.4%
5631	Insurance Allocation	22,620	47,698	47,698	158,460	232.2%	8.9%
5641	Fleet Rental Allocation	30,012	30,010	30,010	30,820	2.7%	1.7%
5642	Fleet Maintenance Allocation	28,447	25,628	24,927	23,533	(5.6%)	1.3%
5651	Building & Operations Allocation	105,482	124,593	117,514	141,799	20.7%	8.0%
Total Internal Services		\$222,145	\$263,952	\$256,172	\$434,640	69.7%	24.4%
Total Operating Expenditures		\$1,079,562	\$1,019,539	\$992,144	\$1,186,078	19.5%	66.7%
6202	Studies Audits & Analysis	-	140,000	-	-	-	-
6212	CIP Bldg & Facilities - CYr	3,145,042	160,000	675,103	-	(100.0%)	-
6252	CIP Landscape & Site - CYr	-	-	50,000	-	(100.0%)	-
Total Capital Projects & Equipment		\$3,145,042	\$300,000	\$725,103	-	(100.0%)	-
7101	Bond Principal	235,000	245,000	245,000	255,000	4.1%	14.3%
7102	Bond Interest	15,003	264,823	12,980	255,546	1868.8%	14.4%
7103	Bond Administration Fee	90,542	87,000	134,235	82,000	(38.9%)	4.6%
Total Debt Service		\$340,545	\$596,823	\$392,215	\$592,546	51.1%	33.3%
Total Expenditures		\$4,565,149	\$1,916,362	\$2,109,462	\$1,778,624	(15.7%)	100.0%
Source of Funds							
General Fund		\$1,420,107	\$1,616,362	\$1,384,359	\$1,778,624	28.5%	100.0%
Capital Improvement Fund		3,145,042	300,000	725,103	-	(100.0%)	-
Total Sources		\$4,565,149	\$1,916,362	\$2,109,462	\$1,778,624	(15.7%)	100.0%

PARKS AND RECREATION: RECREATION SERVICES

GOAL

To implement the Department's "Parks Make Life Better" promise, 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

- Increase to 25,000 Special event participants with 90% rating events favorably
- Implement online reservation for tennis operations
- Increase tennis reservation participation by 5%
- Assist in the development of recreation facility rental online marketing
- Achieve a 100% favorable rating for specialty classes, facility reservations, Teen Center and Playground programs
- Continue to expand environmental education plus health and wellness activities for all ages, in concert with the Vitality Cities project
- Implement park master projects approved for City parks
- 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 and operations; tennis operations; playground program; teen center; and bus trips for youth.

In response to the recreational trends, interests and needs of the community, Recreation Services continues to be proactive in providing new and exciting specialty classes including those focused on health, wellness and nutrition. The highlights for Fiscal Year 2013-2014 include marketing the community centers after the grand re-opening of the Joslyn and Manhattan Heights Community Centers; implementing City parks master plan and online tennis reservations; achieving a 100% favorable rating in specialty classes by administering an aggressive facility cleaning plan, and implementing new recreation class activities which include youth specialty camps and classes and tennis activities; and targeting high-school-aged recreation opportunities. There are also plans to expand exciting youth health and wellness activity initiatives, which further strengthen the brand promise in the Afterschool & Teen Center program. Tennis reservation operations and facility reservations will be increased by aggressively marketing our services through electronic media.

The Recreation Services budget supports a variety of activities including Facility Reservations, Teen Drop in Center, Tennis Operations, After School Children's Enrichment Program at Live Oak Park and Marine Avenue Park. The Fiscal Year 2013-2014 budget includes funds for trips, special events, janitorial services, and class instructors (object 5101), and class supplies (object 5217). The budget reflects a slight increase in facility operations due to the employee picnic, and a higher level of facility cleaning for the newly renovated community centers.

	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
Full-Time Staffing				
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
Total	5	5	5	5

Recreation Services	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
% - Specialty classes rated favorably	90%	98%	100%	100%
% - Facility reservations rated favorably	98%	97%	100%	100%
% - Teen Center programs rated favorably	95%	96%	100%	100%
% - Playground programs rated favorably	90%	91%	100%	100%
# - Specialty class participants	2,388	3,295	2,450	3,400
# - Family special event participants	22,650	21,690	23,000	25,000
# - Tennis attendance per year	42,867	44,673	44,000	45,000

Recreation Services	2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101 Salaries & Allowances	\$292,780	\$290,592	\$240,986	\$325,677	35.1%	16.9%
4103 Part-time Salaries	594,546	619,010	579,598	632,491	9.1%	32.8%
4111 Overtime Regular Employees	6,846	1,788	3,927	1,643	(58.2%)	0.1%
4201 Group Medical Insurance	56,696	63,163	54,592	57,925	6.1%	3.0%
4202 Medicare Contributions	12,812	14,187	10,058	14,089	40.1%	0.7%
4204 401A Plan City Contributions	2,740	2,824	2,653	3,333	25.6%	0.2%
4206 Medical Retirement Contributions	3,065	4,310	4,310	4,260	(1.2%)	0.2%
4211 PERS Regular Contribution	65,854	92,558	90,112	68,133	(24.4%)	3.5%
Total Salaries & Benefits	\$1,035,339	\$1,088,432	\$986,235	\$1,107,552	12.3%	57.5%
5101 Contract Services	\$147,578	\$167,873	\$174,354	\$361,736	107.5%	18.8%
5102 Contract Personnel	117,026	174,541	153,439	-	(100.0%)	-
5201 Office Supplies	449	-	-	-	-	-
5202 Membership & Dues	235	700	1,945	1,300	(33.2%)	0.1%
5203 Reference Materials	40	100	90	-	(100.0%)	-
5204 Conferences & Meetings	-	-	2,000	-	(100.0%)	-
5205 Training	9,427	11,695	10,800	16,195	50.0%	0.8%
5206 Uniforms/Safety Equip	5,280	6,000	5,800	6,000	3.4%	0.3%
5207 Advertising	10,052	22,750	28,879	27,750	(3.9%)	1.4%
5210 Computer Supplies & Software	1,406	-	1,300	-	(100.0%)	-
5217 Departmental Supplies	76,778	72,400	96,984	72,400	(25.3%)	3.8%
5218 Recruitment Costs	1,024	1,920	1,056	1,920	81.8%	0.1%
5225 Printing	5,030	8,080	9,361	8,080	(13.7%)	0.4%
5501 Telephone	5,379	4,600	4,680	4,750	1.5%	0.2%
5502 Electricity	197,541	204,837	211,862	211,862	-	11.0%
5503 Natural Gas	6,959	8,041	8,052	8,052	-	0.4%
Total Materials & Services	\$584,203	\$683,537	\$710,602	\$720,045	1.3%	37.4%
5611 Warehouse Services	\$9,052	\$12,000	\$9,580	\$12,000	25.3%	0.6%
5621 Information Systems Allocation	72,408	73,978	73,978	52,352	(29.2%)	2.7%
5641 Fleet Rental Allocation	3,576	3,570	3,570	-	(100.0%)	-
5642 Fleet Maintenance Allocation	4,535	4,087	3,975	-	(100.0%)	-
Total Internal Services	\$89,571	\$93,635	\$91,103	\$64,352	(29.4%)	3.3%
Total Operating Expenditures	\$1,709,113	\$1,865,604	\$1,787,941	\$1,891,949	5.8%	98.2%
6111 Furniture & Fixtures	-	-	-	\$10,075	-	0.6%
6141 Computer Equipment & Software	-	-	-	25,000	-	1.4%
Total Capital Projects & Equipment	-	-	-	\$35,075	-	2.0%
Total Expenditures	\$1,709,113	\$1,865,604	\$1,787,941	\$1,927,024	7.8%	100.0%
Source of Funds						
General Fund	\$1,709,113	\$1,865,604	\$1,787,941	\$1,927,024	7.8%	100.0%
Total Sources	\$1,709,113	\$1,865,604	\$1,787,941	\$1,927,024	7.8%	100.0%

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 the creation of the City's Centennial Art Project *Light Gate* in 2014
- 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
- Increase the variety of activities of the Art Adventure Camp



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 third Sculpture Garden's temporary display at Metlox & 13th Street, the Civic Plaza, and Veterans Memorial Parkway in September 2012. The Cultural Arts Commission is preparing for the fourth Sculpture Garden display. The Cultural Arts Division and Cultural Arts Commission also successfully advertised a Request for Qualification for the Centennial Art Project. The City Council approved the Commission's recommendation of *Light Gate* as the City's Centennial Art Project.

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 10 exhibitions during the year. The City provides a venue for locally, nationally and internationally renowned artists as well as emerging artists, students from local schools and older adults in Manhattan Beach.

Last fiscal year, the Division reinvented the art camp by increasing offerings with extended hours and a variety of activities. By mid-March 2013, the Art Adventure Camp has attracted approximately 200 participants. 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.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Cultural Arts Manager	1	1	1	1
Recreation Supervisor	1	1	1	1
Total	2	2	2	2

	2010-2011	2011-2012	2012-2013	2013-2014
Cultural Arts	Actual	Actual	Adopted	Proposed
Service Indicators & Statistics				
% - Overall programs rated favorably	88%	95%	95%	100%
\$ - Concert donation/sponsorship (including in-kind)	n/a	\$11,088	\$28,000	\$28,000
# - Total benches donated (goal over time = 44)	n/a	14	16	17
# - Outdoor event attendees	53,000	60,000	60,000	60,000
# - Creative Arts Center participants	6,086	5,800	5,500	5,700

Cultural Arts		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$108,593	\$162,428	\$84,274	\$176,755	109.7%	29.3%
4103	Part-time Salaries	50,631	74,511	78,485	109,933	40.1%	18.2%
4111	Overtime Regular Employees	2,578	2,486	1,265	1,314	3.9%	0.2%
4201	Group Medical Insurance	9,108	15,117	5,054	19,593	287.7%	3.2%
4202	Medicare Contributions	2,329	3,546	2,147	4,263	98.6%	0.7%
4204	401A Plan City Contributions	875	3,826	158	2,559	1519.6%	0.4%
4206	Medical Retirement Contributions	1,549	2,110	2,110	2,100	(0.5%)	0.3%
4211	PERS Regular Contribution	22,652	28,118	13,045	19,420	48.9%	3.2%
Total Salaries & Benefits		\$198,315	\$292,142	\$186,538	\$335,937	80.1%	55.6%
5101	Contract Services	\$15,616	\$23,300	\$49,300	\$207,023	319.9%	34.3%
5102	Contract Personnel	214,145	197,212	153,850	-	(100.0%)	-
5202	Membership & Dues	150	300	440	640	45.5%	0.1%
5203	Reference Materials	-	35	35	200	472.2%	0.0%
5204	Conferences & Meetings	425	300	300	-	(100.0%)	-
5205	Training	524	900	900	4,400	388.9%	0.7%
5207	Advertising	273	1,888	2,650	3,148	18.8%	0.5%
5210	Computer Supplies & Software	665	-	-	-	-	-
5217	Departmental Supplies	12,213	13,650	14,271	13,855	(2.9%)	2.3%
5218	Recruitment Costs	64	-	150	256	70.7%	0.0%
5225	Printing	509	3,500	2,201	4,715	114.2%	0.8%
Total Materials & Services		\$244,584	\$241,085	\$224,097	\$234,237	4.5%	38.8%
5611	Warehouse Services	\$926	\$900	\$1,150	\$1,150	-	0.2%
5621	Information Systems Allocation	24,144	24,659	24,659	32,720	32.7%	5.4%
Total Internal Services		\$25,070	\$25,559	\$25,809	\$33,870	31.2%	5.6%
Total Operating Expenditures		\$467,969	\$558,786	\$436,444	\$604,044	38.4%	100.0%
Source of Funds							
General Fund		\$467,969	\$558,786	\$436,444	\$604,044	38.4%	100.0%
Total Sources		\$467,969	\$558,786	\$436,444	\$604,044	38.4%	100.0%

PARKS AND RECREATION: SPORTS & AQUATICS

GOAL

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

INITIATIVES

- Establish a Jack Nicklaus Learning Golf League in the City of Manhattan Beach
- Implement an online reservation system for the community-based youth field use groups
- Establish a Manhattan Beach Volleyball Club, with the mission of providing a “whole sports” environment
- Maintain a highly favorable rating on swim programs
- Establish a winter and spring Recreational Youth Soccer League
- Attain 100% aquatics revenue as a percentage of expenditures
- Provide additional health and wellness classes and program options as part of the Blue Zones Partnership
- Partner with LA Extreme Baseball Academy to provide specialized baseball instruction
- Establish an annual field schedule and provide new programming for the New Marine Synthetic Turf Field
- Expand partnerships with local sports and fitness businesses



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: being selected as one of five cities nationwide to roll out the Jack Nicklaus Learning Leagues; successfully organizing the Manhattan Beach Open and Charlie Saikley 6-Man Beach Volleyball Tournament; combining the surf and volleyball camps to increase registrations; providing the fourth annual Father’s Day volleyball Tournament, Girls on the Run program and Kids Extreme Muddy Buddy Run.

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 to coordinate and permit 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.

Each of the program areas of the Sports, Fitness and Aquatics Division is self-sustaining. The Fiscal Year 2013-2014 budget anticipates approximately \$1.4 million in revenue for the Division which includes sports leagues, sports and fitness classes, and aquatics. Also in the fiscal year, a full-time Recreation Supervisor position was added to maintain the high level of service and programs offered through this division. This position is responsible for overseeing sports and fitness contract classes, camps and special events.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Recreation Services Manager	1	1	1	1
Recreation Supervisor	1	1	1	2
Total	2	2	2	3

Sports & Aquatics	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
% - Swim programs rated favorably	95%	98%	95%	100%
% - Aquatics revenue as a % of expenditures	97%	99%	100%	100%
# - Sports and fitness class participants	7,538	3,023	7,000	6,000
# - Adult sports league teams	467	412	410	400
# - Begg Pool registrations	3,205	3,002	3,000	3,000
# - Recreational swim and swim event users	10,223	10,209	10,000	10,000

Sports & Aquatics	2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101 Salaries & Allowances	\$209,965	\$205,662	\$205,377	\$288,468	40.5%	19.4%
4103 Part-time Salaries	270,130	339,988	270,000	239,707	(11.2%)	16.1%
4111 Overtime Regular Employees	3,503	2,000	5,100	6,684	31.1%	0.4%
4114 Overtime Special Events	-	1,820	-	-	-	-
4201 Group Medical Insurance	36,704	41,087	39,871	40,977	2.8%	2.8%
4202 Medicare Contributions	6,954	8,021	5,958	7,831	31.4%	0.5%
4204 401A Plan City Contributions	3,014	3,002	2,690	3,363	25.0%	0.2%
4206 Medical Retirement Contributions	2,180	2,920	2,920	2,760	(5.5%)	0.2%
4211 PERS Regular Contribution	49,054	49,705	61,020	34,279	(43.8%)	2.3%
Total Salaries & Benefits	\$581,503	\$654,205	\$592,936	\$624,069	5.3%	41.9%
5101 Contract Services	\$194,124	\$255,950	\$233,000	\$664,990	185.4%	44.7%
5102 Contract Personnel	366,135	531,600	389,000	-	(100.0%)	-
5202 Membership & Dues	2,874	4,775	4,400	4,775	8.5%	0.3%
5204 Conferences & Meetings	43	-	956	-	(100.0%)	-
5205 Training	678	2,500	2,500	5,000	100.0%	0.3%
5206 Uniforms/Safety Equip	816	2,000	2,500	2,500	-	0.2%
5207 Advertising	5,574	7,000	9,476	12,000	26.6%	0.8%
5214 Employee Awards & Events	(364)	-	364	-	(100.0%)	-
5217 Departmental Supplies	101,370	115,610	114,000	133,610	17.2%	9.0%
5218 Recruitment Costs	992	-	832	1,500	80.3%	0.1%
5225 Printing	-	700	-	700	-	0.0%
5501 Telephone	6,518	6,450	6,359	6,500	2.2%	0.4%
Total Materials & Services	\$678,761	\$926,585	\$763,387	\$831,575	8.9%	55.8%
5611 Warehouse Services	\$1,401	\$1,500	\$1,000	\$1,600	60.0%	0.1%
5621 Information Systems Allocation	14,484	14,796	14,796	26,176	76.9%	1.8%
5641 Fleet Rental Allocation	-	-	-	2,190	-	0.1%
5642 Fleet Maintenance Allocation	4,535	4,087	3,975	3,525	(11.3%)	0.2%
Total Internal Services	\$20,420	\$20,383	\$19,771	\$33,491	69.4%	2.2%
Total Operating Expenditures	\$1,280,683	\$1,601,173	\$1,376,094	\$1,489,135	8.2%	100.0%
Source of Funds						
General Fund	\$1,280,683	\$1,601,173	\$1,376,094	\$1,489,135	8.2%	100.0%
Total Sources	\$1,280,683	\$1,601,173	\$1,376,094	\$1,489,135	8.2%	100.0%

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
- Maintain the new volunteer ambassador position at the Joslyn Center
- Continue to coordinate with the Police Department to offer two annual Volunteer Recognition events (one youth and one adult) 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 promoting enrichment and minimizing expenditures. The Volunteer Program is designed to provide citizens with job skills, training, personal fulfillment, and opportunities to become more involved in municipal government. Volunteers offer support to various City departments 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 18,400 hours of service, resulting in a savings of approximately \$277,840 for the City. Two annual recognition events are held each year to celebrate the year's accomplishments—one for adult volunteers and the other for youth volunteers. The Fiscal Year 2013-2014 budget includes \$13,000 for these events, 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, discussion groups, acting, play reading, poetry and writing groups, book club, Senior Advisory Committee and subcommittees, Brown Bag Food Program, Joslyn Ambassador program and other daily events.

Without the help of the City's volunteer workforce, many activities and special events would not take place.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Recreation Services Manager	1	1	1	1
Volunteers	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
% - Volunteer experience rated favorably	100%	100%	100%	100%
# - "Active" volunteers	422	422	350	400
# - New volunteers recruited annually	124	64	90	80
# - Hours donated by volunteers annually	19,312	18,400	19,000	19,000
\$ - Annual savings from use of volunteers	\$291,611	\$277,840	\$290,000	\$290,000
# - Events and programs supported by volunteers	24	30	20	30

Volunteers		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$78,807	\$76,489	\$78,556	\$86,205	9.7%	67.0%
4103	Part-time Salaries	2,373	1,665	2,900	4,177	44.0%	3.2%
4201	Group Medical Insurance	6,646	7,197	7,136	7,801	9.3%	6.1%
4202	Medicare Contributions	1,169	1,163	1,173	1,363	16.2%	1.1%
4204	401A Plan City Contributions	1,890	1,883	1,882	2,164	15.0%	1.7%
4206	Medical Retirement Contributions	682	940	940	900	(4.3%)	0.7%
4211	PERS Regular Contribution	12,534	13,090	13,440	9,149	(31.9%)	7.1%
Total Salaries & Benefits		\$104,101	\$102,427	\$106,027	\$111,759	5.4%	86.9%
5101	Contract Services	\$6,732	\$6,945	\$6,300	\$6,500	3.2%	5.1%
5202	Membership & Dues	-	250	355	250	(29.6%)	0.2%
5205	Training	-	50	-	50	-	0.0%
5207	Advertising	-	300	300	300	-	0.2%
5217	Departmental Supplies	86	1,300	1,250	1,745	39.6%	1.4%
5218	Recruitment Costs	1,168	1,000	600	1,000	66.7%	0.8%
5501	Telephone	451	450	466	460	(1.3%)	0.4%
Total Materials & Services		\$8,437	\$10,295	\$9,271	\$10,305	11.2%	8.0%
5621	Information Systems Allocation	\$4,824	\$4,932	\$4,932	\$6,544	32.7%	5.1%
Total Internal Services		\$4,824	\$4,932	\$4,932	\$6,544	32.7%	5.1%
Total Operating Expenditures		\$117,362	\$117,654	\$120,230	\$128,608	7.0%	100.0%
Source of Funds							
General Fund		\$117,362	\$117,654	\$120,230	\$128,608	7.0%	100.0%
Total Sources		\$117,362	\$117,654	\$120,230	\$128,608	7.0%	100.0%

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
- 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 maintaining the new volunteer ambassador position at the Joslyn Center



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 Recreation Specialist, and several Recreation Leaders.

The Fiscal Year 2013-2014 budget addresses a wide range of programs based on feedback from individual seniors and the Senior Advisory Committee to determine appropriate activities. There will continue to be monthly “Dine ‘N Discover” programs, weekly “Lunch Bunch” programs, and specialized classes and workshops. “Lunch Bunch” attendance has doubled since last year and averages 50-60 attendees. The Division collaborates with the Alzheimer’s Association, American Association of Retired People (AARP), Arthritis Foundation, Beach Cities Health District, Braille Institute, Center for Health Care Rights, L.A. County Department of Health, League of Women Voters, Manhattan Beach Unified School District, and the Rotary Club. The Older Adult Health Fair will be held in May in conjunction with South Bay Family Health Care, and will offer free and low cost medical screenings and information. The Flu Shot Clinic, free to Older Adults, will be offered in the fall. Last fiscal year a major additional collaborative effort was made with California State University Dominguez Hills, bringing the Osher Lifelong Learning Institute (OLLI) to Manhattan Beach. Two lecture series were hosted, one in the spring and one in the fall, averaging 80-90 participants each. The City expects this relationship to continue in the 2013-14 fiscal year.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Older Adults Programs Supervisor	1	1	1	1
Older Adults	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
% - Adult programs rated favorably	94%	96%	96%	100%
# - Outreach activities (minimum 36)	45	38	36	36
# - Health & wellness programs (minimum 12)	22	20	20	20

Older Adults		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$72,973	\$68,828	\$70,123	\$77,572	10.6%	27.9%
4103	Part-time Salaries	79,439	70,807	74,800	89,106	19.1%	32.0%
4111	Overtime Regular Employees	847	-	110	66	(40.0%)	0.0%
4201	Group Medical Insurance	6,884	7,370	7,705	7,112	(7.7%)	2.6%
4202	Medicare Contributions	2,208	1,108	1,799	2,206	22.6%	0.8%
4204	401A Plan City Contributions	2,985	2,936	2,919	3,375	15.6%	1.2%
4206	Medical Retirement Contributions	721	1,000	1,000	960	(4.0%)	0.3%
4211	PERS Regular Contribution	13,570	13,582	14,754	8,188	(44.5%)	2.9%
Total Salaries & Benefits		\$179,627	\$165,631	\$173,210	\$188,584	8.9%	67.8%
5101	Contract Services	\$50,483	\$38,350	\$36,948	\$46,850	26.8%	16.8%
5102	Contract Personnel	9,292	11,500	11,000	-	(100.0%)	-
5202	Membership & Dues	765	935	1,320	1,320	-	0.5%
5203	Reference Materials	-	250	150	250	66.7%	0.1%
5204	Conferences & Meetings	-	250	-	250	-	0.1%
5207	Advertising	967	1,700	1,300	1,700	30.8%	0.6%
5217	Departmental Supplies	18,494	16,000	15,400	18,500	20.1%	6.6%
5218	Recruitment Costs	64	-	-	-	-	-
5225	Printing	1,190	1,000	1,000	1,000	-	0.4%
Total Materials & Services		\$81,255	\$69,985	\$67,118	\$69,870	4.1%	25.1%
5611	Warehouse Services	\$202	\$200	\$200	\$200	-	0.1%
5621	Information Systems Allocation	-	-	-	19,632	-	7.1%
Total Internal Services		\$202	\$200	\$200	\$19,832	9816.0%	7.1%
Total Operating Expenditures		\$261,084	\$235,816	\$240,528	\$278,286	15.7%	100.0%
Source of Funds							
General Fund		\$261,084	\$235,816	\$240,528	\$278,286	15.7%	100.0%
Total Sources		\$261,084	\$235,816	\$240,528	\$278,286	15.7%	100.0%

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 bimonthly local bus trips and offer a flexible schedule to include after-hours events like the Manhattan Beach Unified School District free events for Older Adults
- 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 (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 bimonthly Thursday evening service until 9pm
- Grow the number of excursions and patrons of DAR services
- Continue to 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, 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 service increases every year, with operations seven days a week. Dial-A-Ride transports customers to a variety of locations throughout the City including shopping centers, community centers, and medical facilities, as well as to designated medical facilities in neighboring communities. Fares are \$0.25 one-way within the City and \$0.50 one-way outside the City. The Fiscal Year 2013-2014 budget includes \$20,000 for the continuation of the Ocean Express Trolley and \$21,500 for the continuation of Beach Cities Transit Bus Service.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Transportation Services Operator	2	2	2	2
Administrative Clerk II	1	1	1	1
Total	3	3	3	3

	2010-2011	2011-2012	2012-2013	2013-2014
Transportation Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
% - Patrons rating drivers favorably	100%	100%	100%	100%
# - Registered DAR patrons.	1,211	1,264	1,200	1,200
# - DAR trips annually	18,831	18,899	19,000	19,000
# - Passenger miles	65,517	70,465	66,000	70,000
# - Bus excursions	66	64	66	60
\$ - Cost per passenger mile	\$8.42	\$8.37	\$8.75	\$9.00

Transportation		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$155,387	\$152,748	\$157,213	\$160,569	2.1%	22.0%
4103	Part-time Salaries	186,985	200,501	200,000	221,800	10.9%	30.4%
4111	Overtime Regular Employees	5,905	4,000	4,000	4,382	9.6%	0.6%
4201	Group Medical Insurance	27,369	30,750	29,981	30,325	1.1%	4.2%
4202	Medicare Contributions	4,999	4,411	4,399	5,641	28.2%	0.8%
4205	Worker's Compensation	12,180	66,340	66,340	13,560	(79.6%)	1.9%
4206	Medical Retirement Contributions	2,053	2,810	2,810	2,760	(1.8%)	0.4%
4211	PERS Regular Contribution	48,001	53,670	65,827	42,597	(35.3%)	5.8%
Total Salaries & Benefits		\$442,880	\$515,230	\$530,570	\$481,634	(9.2%)	66.0%
5101	Contract Services	\$38,971	\$62,800	\$58,000	\$56,300	(2.9%)	7.7%
5104	Computer Contract Services	10,725	10,500	11,510	11,510	-	1.6%
5202	Membership & Dues	710	965	965	965	-	0.1%
5204	Conferences & Meetings	773	-	-	-	-	-
5205	Training	385	2,235	2,200	2,235	1.6%	0.3%
5206	Uniforms/Safety Equip	2,781	2,375	2,400	3,360	40.0%	0.5%
5208	Postage	1,557	1,610	1,477	1,600	8.3%	0.2%
5217	Departmental Supplies	2,084	3,000	3,000	3,100	3.3%	0.4%
5218	Recruitment Costs	-	250	-	250	-	0.0%
5223	Bus Pass Subsidies	16,628	14,065	16,000	16,000	-	2.2%
5224	Recreation Bus Trips	46,557	55,000	55,000	55,000	-	7.5%
5225	Printing	562	600	600	600	-	0.1%
5501	Telephone	509	575	619	600	(3.1%)	0.1%
Total Materials & Services		\$122,243	\$153,975	\$151,771	\$151,520	(0.2%)	20.8%
5611	Warehouse Services	\$411	\$250	\$254	\$250	(1.6%)	0.0%
5621	Information Systems Allocation	24,144	24,659	24,659	19,632	(20.4%)	2.7%
5631	Insurance Allocation	16,680	12,543	12,543	27,540	119.6%	3.8%
5642	Fleet Maintenance Allocation	30,504	27,484	26,733	23,705	(11.3%)	3.3%
Total Internal Services		\$25,064	\$64,936	\$64,189	\$71,127	10.8%	9.8%
Total Operating Expenditures		\$636,862	\$734,141	\$746,530	\$704,281	(5.7%)	96.6%
6141	Computer Equipment & Software	-	-	-	\$25,000	-	3.4%
Total Capital Projects & Equipment		-	-	-	\$25,000	-	3.4%
Total Expenditures		\$636,862	\$734,141	\$746,530	\$729,281	(2.3%)	100.0%
Source of Funds							
Prop A		\$636,862	\$664,049	\$700,765	\$625,314	(10.8%)	85.7%
Measure R Transfer		-	70,092	45,765	103,967	127.2%	14.3%
Total Sources		\$636,862	\$734,141	\$746,530	\$729,281	(2.3%)	100.0%

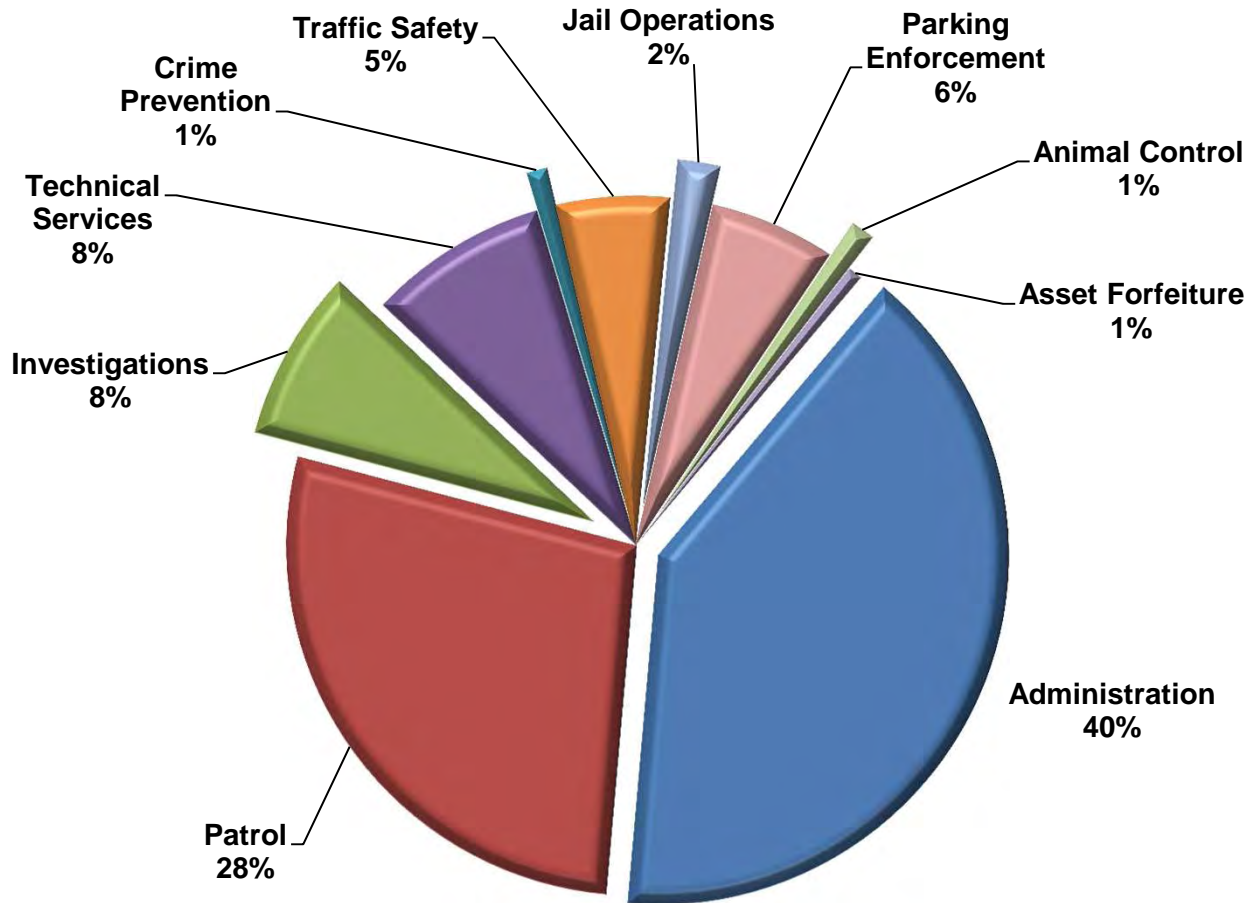


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**POLICE
DEPARTMENT**

POLICE DEPARTMENT

FY 2013-2014
Department Expenditure by Program



Program	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed
Administration	\$4,562,895	\$5,137,373	\$5,266,033	\$11,810,549
Patrol	8,365,768	7,794,404	7,888,471	8,125,516
Investigations	2,034,708	2,608,228	2,088,796	2,336,065
Technical Services	2,169,427	2,363,138	3,398,742	2,438,344
Crime Prevention	242,858	258,837	256,847	280,885
Traffic Safety	1,802,143	1,591,919	1,458,032	1,533,754
Jail Operations	538,131	578,249	537,037	580,332
Parking Enforcement	1,368,143	1,394,809	1,358,678	1,698,303
Animal Control	333,187	336,117	340,982	323,545
Asset Forfeiture	136,257	216,833	189,893	192,615
Law Enforcement Grants	112,599	-	168,957	-
Total	\$21,666,116	\$22,279,907	\$22,952,468	\$29,319,908
Full-Time Positions	97	101	101	105

POLICE: ADMINISTRATION

GOAL

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

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
- Provide leadership in the implementation of the 2013-2015 Police Department Strategic Plan and report progress to the community
- 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, management of the Department's budget, implementation of the 2013-2015 Police Department Strategic Plan, payroll and accounting functions, and Department-specific State, Federal, and private grant funding. The Administration 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 for the Police Department is 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. This fiscal year, this section will produce a Master Training plan which outlines training expectations for positions/assignments within the Department.

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 2013-2014, 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).

	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
Full-Time Staffing				
Police Chief	1	1	1	1
Captain	1	1	1	1
Lieutenant	1	1	2	2
Sergeant	1	1	1	1
Police Officer	1	-	-	-
Management Analyst	1	1	1	1
Executive Secretary	2	2	2	2
Total	8	7	8	8

Administration	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
% - Compliance with POST & STC Training	100%	100%	100%	100%
# - In-house training programs	20	15	10	10
# - Training bulletins to sworn personnel	17	13	18	18
# - Policy & procedure training/quizzes	16	25	24	24
# - Internal Department-wide meetings*	n/a	n/a	n/a	4
# - Strategic Plan community updates*	n/a	n/a	n/a	2

*New for Fiscal Year 2013-2014

Administration	2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101 Salaries & Allowances	\$227,583	\$191,591	\$200,062	\$209,948	4.9%	1.8%
4102 Sworn Salaries	643,084	787,789	805,505	893,705	10.9%	7.6%
4103 Part-time Salaries	63,229	61,053	51,000	61,053	19.7%	0.5%
4111 Overtime Regular Employees	5,379	3,163	2,800	3,463	23.7%	0.0%
4112 Overtime Sworn Employees	27,090	39,688	19,500	18,772	(3.7%)	0.2%
4201 Group Medical Insurance	90,916	114,688	113,715	115,454	1.5%	1.0%
4202 Medicare Contributions	11,721	13,862	14,813	17,605	18.8%	0.1%
4203 Unemployment	22,500	22,500	22,500	26,940	19.7%	0.2%
4204 401A Plan City Contributions	7,452	1,645	6,130	7,136	16.4%	0.1%
4205 Worker's Compensation	1,590,744	1,692,795	1,692,795	2,279,580	34.7%	19.3%
4206 Medical Retirement Contributions	7,394	7,350	7,350	3,780	(48.6%)	0.0%
4211 PERS Regular Contribution	32,880	34,580	33,754	24,078	(28.7%)	0.2%
4212 PERS Sworn Contribution	237,917	302,310	285,585	232,935	(18.4%)	2.0%
Total Salaries & Benefits	\$2,967,890	\$3,273,014	\$3,255,509	\$3,894,450	19.6%	33.0%
5101 Contract Services	\$14,406	\$31,584	\$42,000	\$29,929	(28.7%)	0.3%
5102 Contract Personnel	58,448	-	-	-	-	-
5104 Computer Contract Services	1,154	1,320	1,300	1,320	1.5%	0.0%
5107 Physical/Psych Exams	7,700	13,250	14,000	14,175	1.3%	0.1%
5108 Legal Services	154,073	35,000	25,000	35,000	40.0%	0.3%
5109 Background Investigations	3,400	4,894	7,152	4,894	(31.6%)	0.0%
5201 Office Supplies	35,019	35,790	33,000	33,290	0.9%	0.3%
5202 Membership & Dues	2,920	3,120	3,700	3,775	2.0%	0.0%
5203 Reference Materials	900	1,800	1,600	1,800	12.5%	0.0%
5204 Conferences & Meetings	3,334	3,425	6,500	4,980	(23.4%)	0.0%
5205 Training	6,361	8,850	10,000	10,850	8.5%	0.1%
5206 Uniforms/Safety Equip	14,207	19,405	19,500	19,605	0.5%	0.2%
5207 Advertising	42	500	150	400	166.7%	0.0%
5214 Employee Awards & Events	1,658	1,200	1,800	1,500	(16.7%)	0.0%
5217 Departmental Supplies	33,645	33,530	33,500	33,530	0.1%	0.3%
5219 STC Training	2,812	2,850	2,850	2,850	-	0.0%
5220 POST Training	38,587	39,700	50,000	49,700	(0.6%)	0.4%
5240 Assessments & Taxes	70	-	-	-	-	-
5263 City Funds Match	16,009	8,000	10,000	12,683	26.8%	0.1%
5501 Telephone	30,556	31,000	29,339	30,700	4.6%	0.3%
5502 Electricity	108,038	115,203	120,935	120,934	(0.0%)	1.0%
5503 Natural Gas	6,298	6,721	5,802	5,802	-	0.0%
5504 Water	8,980	11,284	11,835	12,959	9.5%	0.1%
Total Materials & Services	\$548,621	\$408,426	\$429,963	\$430,676	0.2%	3.6%
5621 Information Systems Allocation	\$72,408	\$73,978	\$73,978	\$111,249	50.4%	0.9%
5631 Insurance Allocation	180,180	524,965	524,965	674,880	28.6%	5.7%
5641 Fleet Rental Allocation	4,656	4,660	4,660	16,130	246.1%	0.1%
5642 Fleet Maintenance Allocation	3,680	3,314	3,223	4,287	33.0%	0.0%
5651 Building & Operations Allocation	301,279	362,809	342,195	419,373	22.6%	3.6%
Total Internal Services	\$562,203	\$969,726	\$949,021	\$1,225,919	29.2%	10.4%
Total Operating Expenditures	\$4,078,714	\$4,651,166	\$4,634,493	\$5,551,045	19.8%	47.0%
6141 Computer Equipment & Software	-	-	-	\$50,000	-	0.4%
Total Capital Projects & Equipment	-	-	-	\$50,000	-	0.4%
7101 Bond Principal	\$203,127	\$209,957	\$209,957	\$5,903,276	2711.7%	50.0%
7102 Bond Interest	278,635	272,250	337,611	300,228	(11.1%)	2.5%
7103 Bond Administration Fee	2,420	4,000	6,000	6,000	-	0.1%
7104 Bond Delivery Fee	-	-	77,972	-	(100.0%)	-
Total Debt Service	\$484,181	\$486,207	\$631,540	\$6,209,504	883.2%	52.6%
Total Expenditures	\$4,562,895	\$5,137,373	\$5,266,033	\$11,810,549	124.3%	100.0%
Source of Funds						
General Fund	\$4,155,699	\$4,726,848	\$4,710,175	\$5,686,648	20.7%	48.1%
Capital Improvement Fund	407,196	410,525	555,858	6,123,901	1001.7%	51.9%
Total Sources	\$4,562,895	\$5,137,373	\$5,266,033	\$11,810,549	124.3%	100.0%

POLICE: PATROL

GOAL

To provide fast and efficient response to community emergencies while addressing crime trends in a proactive manner, reducing crime and the fear of crime, and enhancing 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 and town hall meetings

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.

Beginning March 2013, Patrol officers transitioned from a 4/10 work schedule (4 days a week, 10 hours a day) to a 3/12 schedule (3 days a week, 12.5 hours a day, plus one 10-hour day every 4 weeks). Other agencies have implemented this alternative work schedule with success and the Manhattan Beach Police Department will conduct a one-year trial period. The Chief of Police will conduct monthly meetings with the Police Officers Association and quarterly review meetings throughout the duration of the trial period to evaluate the success of the program.

Full-Time Staffing	2010-2011	2011-2012	2012-2013	2013-2014
	Actual	Actual	Adopted	Proposed
Captain	1	1	1	1
Lieutenant	2	2	3	3
Sergeant	7	7	7	7
Police Officer	26	26	28	28
Total	36	36	39	39

Patrol Statistics (Fiscal Year)	Calls for Service	Officer Initiated Contacts	Violent Crime	Property Crime
2007-2008	19,624	32,241	57	1006
2008-2009	18,907	38,849	52	876
2009-2010	17,684	42,963	55	892
2010-2011	17,049	34,193	36	856
2011-2012	17,139	37,840	53	894

Patrol	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
Minutes - Average response time to emergency calls*	2:25	1:50	2:10	2:00
Minutes - Average response time to priority 1 calls*	5:09	4:44	4:30	4:30
Minutes - Average response time to priority 2 calls*	6:02	5:41	5:30	5:30
# - Town Hall meetings**	n/a	n/a	n/a	2
# - Review/Evaluate Sworn Staffing Schedule**	n/a	n/a	n/a	4
# - Field interview contacts	600	518	600	600
# - Foot beat patrols	2,007	1,727	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.*

** *New for Fiscal Year 2013-2014*

Patrol	2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101 Salaries & Allowances	\$52,419	-	\$4,947	-	(100.0%)	-
4102 Sworn Salaries	4,074,899	3,867,481	3,971,227	4,392,112	10.6%	54.1%
4111 Overtime Regular Employees	756	1,656	1,200	2,400	100.0%	0.0%
4112 Overtime Sworn Employees	655,707	495,117	600,000	644,211	7.4%	7.9%
4114 Overtime Special Events	169,232	159,287	159,000	162,912	2.5%	2.0%
4201 Group Medical Insurance	456,108	450,032	463,091	462,312	(0.2%)	5.7%
4202 Medicare Contributions	68,607	60,704	59,273	64,281	8.4%	0.8%
4206 Medical Retirement Contributions	37,319	35,380	35,380	37,260	5.3%	0.5%
4211 PERS Regular Contribution	3,926	-	479	-	(100.0%)	-
4212 PERS Sworn Contribution	1,546,559	1,498,757	1,379,457	1,142,036	(17.2%)	14.1%
Total Salaries & Benefits	\$7,065,532	\$6,568,414	\$6,674,054	\$6,907,524	3.5%	85.0%
5101 Contract Services	\$51,506	\$23,550	\$22,000	\$23,550	7.0%	0.3%
5202 Membership & Dues	1,110	1,381	1,400	1,554	11.0%	0.0%
5203 Reference Materials	39	-	-	-	-	-
5204 Conferences & Meetings	889	3,425	2,500	2,965	18.6%	0.0%
5205 Training	3,922	10,000	10,210	10,000	(2.1%)	0.1%
5206 Uniforms/Safety Equip	32,717	34,760	34,700	35,472	2.2%	0.4%
5217 Departmental Supplies	7,689	4,950	7,000	6,750	(3.6%)	0.1%
5220 POST Training	30	-	-	-	-	-
5501 Telephone	361	360	373	370	(0.8%)	0.0%
Total Materials & Services	\$98,263	\$78,426	\$78,183	\$80,661	3.2%	1.0%
5621 Information Systems Allocation	111,036	113,429	113,429	58,896	(48.1%)	0.7%
5641 Fleet Rental Allocation	220,272	179,160	179,160	203,350	13.5%	2.5%
5642 Fleet Maintenance Allocation	459,933	414,377	403,047	403,269	0.1%	5.0%
Total Internal Services	\$791,241	\$706,966	\$695,636	\$665,515	(4.3%)	8.2%
Total Operating Expenditures	\$7,955,036	\$7,353,806	\$7,447,873	\$7,653,700	2.8%	94.2%
7101 Bond Principal	\$355,465	\$403,374	\$403,374	\$455,857	13.0%	5.6%
7102 Bond Interest	55,266	37,224	37,224	15,959	(57.1%)	0.2%
Total Debt Service	\$410,732	\$440,598	\$440,598	\$471,816	7.1%	5.8%
Total Expenditures	\$8,365,768	\$7,794,404	\$7,888,471	\$8,125,516	3.0%	100.0%
Source of Funds						
General Fund	\$8,365,768	\$7,794,404	\$7,888,471	\$8,125,516	3.0%	100.0%
Total Sources	\$8,365,768	\$7,794,404	\$7,888,471	\$8,125,516	3.0%	100.0%

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 and summer programs.

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.

The Department contracts analysis of fingerprints collected at crime scenes, currently budgeted in object 5101 Contract Services (formerly budgeted in 5102 Contract Personnel).

Full-Time Staffing	2010-2011	2011-2012	2012-2013	2013-2014
	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	1
Total	14	15	15	15

Investigations Service Indicators & Statistics	2010-2011	2011-2012	2012-2013	2013-2014
	Actual	Actual	Adopted	Proposed
% - Contact victims of assigned cases	100%	100%	>95%	>95%
# - Fingerprints submitted for analysis	151	151	140	150
% - Maintain Part I crimes clearance > 21%*	20%	21%	>21%	>21%
# - SRO presentations per school year	91	19	80	80

*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		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$74,673	\$90,116	\$98,267	\$102,307	4.1%	4.4%
4102	Sworn Salaries	956,092	1,289,135	1,003,293	1,216,180	21.2%	52.1%
4103	Part-time Salaries	3,831	-	-	-	-	-
4111	Overtime Regular Employees	-	413	-	452	-	0.0%
4112	Overtime Sworn Employees	90,411	115,182	86,500	120,252	39.0%	5.1%
4201	Group Medical Insurance	125,037	185,587	139,724	162,545	16.3%	7.0%
4202	Medicare Contributions	16,385	20,808	16,570	20,036	20.9%	0.9%
4206	Medical Retirement Contributions	14,566	13,680	13,680	14,280	4.4%	0.6%
4211	PERS Regular Contribution	14,140	16,086	14,866	11,137	(25.1%)	0.5%
4212	PERS Sworn Contribution	366,395	501,033	348,153	295,646	(15.1%)	12.7%
Total Salaries & Benefits		\$1,661,530	\$2,232,040	\$1,721,053	\$1,942,836	12.9%	83.2%
5101	Contract Services	\$5,211	\$9,930	\$9,500	\$21,930	130.8%	0.9%
5102	Contract Personnel	5,150	12,000	5,500	-	(100.0%)	-
5202	Membership & Dues	300	490	680	715	5.1%	0.0%
5203	Reference Materials	36	-	-	-	-	-
5204	Conferences & Meetings	1,951	2,650	2,700	2,650	(1.9%)	0.1%
5205	Training	1,403	1,400	2,800	1,400	(50.0%)	0.1%
5206	Uniforms/Safety Equip	6,804	10,065	8,500	9,349	10.0%	0.4%
5217	Departmental Supplies	5,604	6,895	6,800	6,895	1.4%	0.3%
5501	Telephone	9,307	9,200	9,563	9,400	(1.7%)	0.4%
Total Materials & Services		\$35,767	\$52,630	\$46,043	\$52,339	13.7%	2.2%
5621	Information Systems Allocation	\$67,584	\$69,046	\$69,046	\$85,072	23.2%	3.6%
5641	Fleet Rental Allocation	56,112	39,350	39,350	65,100	65.4%	2.8%
5642	Fleet Maintenance Allocation	75,429	67,958	66,100	61,472	(7.0%)	2.6%
Total Internal Services		\$199,125	\$176,354	\$174,496	\$211,644	21.3%	9.1%
Total Operating Expenditures		\$1,896,422	\$2,461,024	\$1,941,592	\$2,206,819	13.7%	94.5%
7101	Bond Principal	\$119,679	\$134,767	\$134,767	\$124,874	(7.3%)	5.3%
7102	Bond Interest	18,607	12,437	12,437	4,372	(64.8%)	0.2%
Total Debt Service		\$138,286	\$147,204	\$147,204	\$129,246	(12.2%)	5.5%
Total Expenditures		\$2,034,708	\$2,608,228	\$2,088,796	\$2,336,065	11.8%	100.0%
Source of Funds							
General Fund		\$2,034,708	\$2,608,228	\$2,088,796	\$2,336,065	11.8%	100.0%
Total Sources		\$2,034,708	\$2,608,228	\$2,088,796	\$2,336,065	11.8%	100.0%

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).

The Fiscal Year 2013-2014 budget includes funding for an Administrative Clerk position to assist the Records Manager with processing of an increasing number of Public Records Requests, Court Discovery requests, and Subpoenas. The budget also includes funding for one full-time Information Systems Specialist to ensure continuity and consistency in police technology and operations. The Police Department has become increasingly reliant on technology in day-to-day operations, and a part-time Information Systems Specialist is no longer sufficient to meet Department needs. This position is in line with the recommendations in the Information System Master Plan. The cost of the full-time position is offset by a reduction to the part-time budget.

	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
Full-Time Staffing				
Police Records Manager	1	1	1	1
Police Services Officer	1	1	1	1
Police Records Technician/Matron	9	9	9	9
Administrative Clerk I	-	-	-	1
Information Systems Specialist	-	-	-	1
Total	11	11	11	13

Technical Support	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
# - Random audits of property held as evidence*	1,206	1,509	240	240
# - Uniform Crime Report completed by 10th of month	3	9	12	12
# - Department forms reviewed/edited/revise	23	24	24	24

*Fiscal years 2011 and 2012 included audits of all property.**

Technical Support	2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101 Salaries & Allowances	\$619,866	\$620,710	\$634,323	\$770,296	21.4%	31.6%
4103 Part-time Salaries	71,296	51,046	75,000	35,000	(53.3%)	1.4%
4111 Overtime Regular Employees	15,029	14,241	18,000	17,079	(5.1%)	0.7%
4201 Group Medical Insurance	94,583	109,236	105,334	121,733	15.6%	5.0%
4202 Medicare Contributions	9,855	10,080	9,990	12,595	26.1%	0.5%
4204 401A Plan City Contributions	1,730	1,727	1,727	1,985	14.9%	0.1%
4206 Medical Retirement Contributions	7,551	10,300	10,300	10,080	(2.1%)	0.4%
4211 PERS Regular Contribution	103,353	109,346	99,463	83,267	(16.3%)	3.4%
Total Salaries & Benefits	\$923,262	\$926,686	\$954,137	\$1,052,035	10.3%	43.1%
5101 Contract Services	\$36,690	\$35,320	\$39,000	\$40,360	3.5%	1.7%
5104 Computer Contract Services	44,383	57,090	55,835	60,540	8.4%	2.5%
5106 SBRPCA Communications	1,010,590	1,157,796	1,157,796	1,157,752	(0.0%)	47.5%
5201 Office Supplies	(56)	-	-	-	-	-
5202 Membership & Dues	140	300	250	300	20.0%	0.0%
5203 Reference Materials	67	-	-	-	-	-
5204 Conferences & Meetings	1,968	5,375	5,500	5,375	(2.3%)	0.2%
5205 Training	175	-	-	-	-	-
5206 Uniforms/Safety Equip	2,701	6,800	6,000	7,300	21.7%	0.3%
5208 Postage	4,371	4,260	3,909	5,200	33.0%	0.2%
5210 Computer Supplies & Software	6,565	1,600	3,600	1,600	(55.6%)	0.1%
5212 Office Equip Maintenance	-	100	-	100	-	0.0%
5217 Departmental Supplies	7,257	5,160	6,200	5,160	(16.8%)	0.2%
5225 Printing	14,617	13,050	13,000	13,650	5.0%	0.6%
5240 Assessments & Taxes	367	-	-	-	-	-
5501 Telephone	2,972	3,000	2,847	2,900	1.9%	0.1%
Total Materials & Services	\$1,132,809	\$1,289,851	\$1,293,937	\$1,300,237	0.5%	53.3%
5611 Warehouse Services	\$683	\$1,000	\$700	\$1,000	42.9%	0.0%
5621 Information Systems Allocation	53,100	54,251	54,251	85,072	56.8%	3.5%
Total Internal Services	\$53,783	\$55,251	\$54,951	\$86,072	56.6%	3.5%
Total Operating Expenditures	\$2,109,855	\$2,271,788	\$2,303,025	\$2,438,344	5.9%	100.0%
7101 Bond Principal	\$37,500	\$37,500	\$1,083,750	-	(100.0%)	-
7102 Bond Interest	5,137	38,850	1,967	-	(100.0%)	-
7103 Bond Administration Fee	16,935	15,000	10,000	-	(100.0%)	-
Total Debt Service	\$59,573	\$91,350	\$1,095,717	-	(100.0%)	-
Total Expenditures	\$2,169,427	\$2,363,138	\$3,398,742	\$2,438,344	(28.3%)	100.0%
Source of Funds						
General Fund	\$2,169,427	\$2,363,138	\$3,398,742	\$2,438,344	(28.3%)	100.0%
Total Sources	\$2,169,427	\$2,363,138	\$3,398,742	\$2,438,344	(28.3%)	100.0%

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 over 14,000 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%.

The Fiscal Year 2013-2014 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).

	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
Full-Time Staffing				
Police Officer	1	1	1	1

Crime Prevention Service Indicators & Statistics	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
# - Neighborhood Watch Meetings	46	39	36	36
# - Neighborhood Watch volunteer hours	9,410	11,031	9,000	11,000
# - Victim Assistance Team volunteer hours	1,602	1,320	1,200	1,200
# - False alarms	1,041	978	<1000	<1000
# - Police department press releases	18	33	16	24
# - Volunteers in Policing (VIP) Hours*	n/a	n/a	n/a	1,500

* New for Fiscal Year 2013-2014

Crime Prevention Object	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Y/E Est	2013-2014 Proposed	Var from FY 2013 Y/E	% of Total
4102	Sworn Salaries	\$104,636	\$102,123	\$107,815	\$109,737	1.8%	39.1%
4103	Part-time Salaries	21,061	32,284	26,000	33,293	28.1%	11.9%
4112	Overtime Sworn Employees	9,730	6,050	6,000	6,677	11.3%	2.4%
4201	Group Medical Insurance	16,686	16,582	18,117	18,055	(0.3%)	6.4%
4202	Medicare Contributions	1,974	2,087	1,668	2,151	29.0%	0.8%
4206	Medical Retirement Contributions	1,068	910	910	1,020	12.1%	0.4%
4212	PERS Sworn Contribution	40,826	39,682	37,498	30,782	(17.9%)	11.0%
Total Salaries & Benefits		\$195,982	\$199,718	\$198,008	\$201,715	1.9%	71.8%
5101	Contract Services	\$2,994	\$3,200	\$3,000	\$3,200	6.7%	1.1%
5104	Computer Contract Services	-	5,000	5,000	5,470	9.4%	1.9%
5201	Office Supplies	33	-	-	-	-	-
5202	Membership & Dues	165	275	315	315	-	0.1%
5204	Conferences & Meetings	5	-	-	-	-	-
5205	Training	772	1,500	1,400	1,500	7.1%	0.5%
5206	Uniforms/Safety Equip	871	1,100	900	1,100	22.2%	0.4%
5217	Departmental Supplies	10,575	14,925	14,900	14,925	0.2%	5.3%
5225	Printing	759	1,600	1,800	1,600	(11.1%)	0.6%
5501	Telephone	135	130	135	140	3.7%	0.0%
Total Materials & Services		\$16,309	\$27,730	\$27,450	\$28,250	2.9%	10.1%
5621	Information Systems Allocation	\$19,308	\$19,728	\$19,728	\$39,264	99.0%	14.0%
Total Internal Services		\$19,308	\$19,728	\$19,728	\$39,264	99.0%	14.0%
Total Operating Expenditures		\$231,599	\$247,176	\$245,186	\$269,229	9.8%	95.9%
7101	Bond Principal	\$9,745	\$10,676	\$10,676	\$11,262	5.5%	4.0%
7102	Bond Interest	1,515	985	985	394	(60.0%)	0.1%
Total Debt Service		\$11,260	\$11,661	\$11,661	\$11,656	(0.0%)	4.1%
Total Expenditures		\$242,858	\$258,837	\$256,847	\$280,885	9.4%	100.0%
Source of Funds							
General Fund		\$242,858	\$258,837	\$256,847	\$280,885	9.4%	100.0%
Total Sources		\$242,858	\$258,837	\$256,847	\$280,885	9.4%	100.0%

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
- Manage special events deployment and operational plans
- Increase officer availability and efficiency with the deployment of speed radar trailers and pole-mounted speed radars



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

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

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

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

In partnership with the City Traffic Engineer and other City staff, the Traffic Section analyzes traffic patterns within the City and works to minimize traffic problems. This includes exploring traffic calming measures and working to reduce traffic collisions by ensuring the safe movement of vehicles and pedestrians throughout the City. The use of speed trailers, message boards, and patrols provide motorists with added awareness of traffic laws. When deployed in areas identified as having frequent traffic violations or collisions, these traffic calming measures can help to change motorist behavior and encourage safe driving habits. In Fiscal Year 2013-2014, the Department is seeking alternative funding to purchase two additional pole-mounted speed radars to add to the Department's education toolbox.

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).

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Lieutenant	1	1	-	-
Sergeant	1	1	1	1
Police Officer	6	5	5	5
Total	8	7	6	6

Traffic Safety	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
# - Hours speed trailer(s) deployed	4,470	6,478	4,500	5,500
# - Speed Radar signs deployed on poles year-around*	n/a	1	n/a	4
# - Traffic enforcement details	37	36	48	40
% - Special Events Operation Plans Reviewed Annually	100%	100%	100%	100%

* New for Fiscal Year 2013-2014

Traffic Safety	2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4102 Sworn Salaries	\$799,079	\$659,506	\$610,522	\$683,305	11.9%	44.6%
4103 Part-time Salaries	8,384	-	-	-	-	-
4111 Overtime Regular Employees	184	-	126	-	(100.0%)	-
4112 Overtime Sworn Employees	87,682	94,601	70,000	98,566	40.8%	6.4%
4114 Overtime Special Events	-	-	420	-	(100.0%)	-
4201 Group Medical Insurance	65,655	63,601	53,762	58,968	9.7%	3.8%
4202 Medicare Contributions	9,877	11,254	9,295	10,383	11.7%	0.7%
4206 Medical Retirement Contributions	8,546	5,450	5,450	6,240	14.5%	0.4%
4212 PERS Sworn Contribution	300,487	256,171	210,141	163,380	(22.3%)	10.7%
Total Salaries & Benefits	\$1,279,894	\$1,090,583	\$959,716	\$1,020,841	6.4%	66.6%
5101 Contract Services	\$231,980	\$239,950	\$241,000	\$240,100	(0.4%)	15.7%
5202 Membership & Dues	-	36	-	36	-	0.0%
5203 Reference Materials	36	-	-	-	-	-
5205 Training	-	565	-	565	-	0.0%
5206 Uniforms/Safety Equip	8,221	10,020	9,600	9,875	2.9%	0.6%
5217 Departmental Supplies	2,476	4,137	4,000	4,137	3.4%	0.3%
5225 Printing	1,775	2,000	1,800	2,000	11.1%	0.1%
5501 Telephone	688	670	694	700	0.9%	0.0%
Total Materials & Services	\$245,176	\$257,378	\$257,094	\$257,413	0.1%	16.8%
5611 Warehouse Services	\$196	\$500	\$350	\$500	42.9%	0.0%
5621 Information Systems Allocation	28,968	29,591	29,591	52,352	76.9%	3.4%
5641 Fleet Rental Allocation	53,916	43,980	43,980	55,150	25.4%	3.6%
5642 Fleet Maintenance Allocation	104,979	94,580	91,994	74,926	(18.6%)	4.9%
Total Internal Services	\$188,059	\$168,651	\$165,915	\$182,928	10.3%	11.9%
Total Operating Expenditures	\$1,713,128	\$1,516,612	\$1,382,725	\$1,461,182	5.7%	95.3%
7101 Bond Principal	\$77,037	\$68,945	\$68,945	\$70,117	1.7%	4.6%
7102 Bond Interest	11,977	6,362	6,362	2,455	(61.4%)	0.2%
Total Debt Service	\$89,014	\$75,307	\$75,307	\$72,572	(3.6%)	4.7%
Total Expenditures	\$1,802,143	\$1,591,919	\$1,458,032	\$1,533,754	5.2%	100.0%
Source of Funds						
General Fund	\$1,802,143	\$1,591,919	\$1,458,032	\$1,533,754	5.2%	100.0%
Total Sources	\$1,802,143	\$1,591,919	\$1,458,032	\$1,533,754	5.2%	100.0%

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, leaf-blower violations, Strand/bike path violations, etc.).

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

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

The Fiscal Year 2013-2014 budget includes funding for an Administrative Clerk position to staff the Parking and Animal Control desk and assist the Parking and Animal Control Sergeant with administrative tasks, and provide consistency and a high level of customer service. The budget includes funding for one additional Community Services Officer position. Over time, Community Services Officers have been tasked with more duties to assist officers and fire personnel to increase their availability for calls for service. They are also tasked with education and enforcement of many municipal code violations, including leaf blowers, oversized vehicles, Strand/bike path enforcement, sidewalk parking, etc. The additional CSO position will increase the Police Department's availability to answer calls for service from the community.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Sergeant	1	1	1	1
Community Services Field Supervisor	-	-	-	-
Community Services Officer	11	11	11	12
Administrative Clerk I	-	-	-	1
Total	12	12	12	14

	2010-2011	2011-2012	2012-2013	2013-2014
Parking Enforcement Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
# - Directed parking enforcement details	210	256	180	250
# - Community meetings attended	4	11	6	10
% - 72-hr violations checked within move date	100%	100%	100%	100%

Parking Enforcement		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$602,895	\$605,609	\$587,695	\$732,162	24.6%	43.1%
4102	Sworn Salaries	144,983	134,813	142,067	146,359	3.0%	8.6%
4103	Part-time Salaries	126,817	143,875	145,500	104,105	(28.5%)	6.1%
4111	Overtime Regular Employees	11,225	16,859	28,000	24,366	(13.0%)	1.4%
4112	Overtime Sworn Employees	1,637	3,993	3,900	4,407	13.0%	0.3%
4201	Group Medical Insurance	131,408	148,777	139,350	162,227	16.4%	9.6%
4202	Medicare Contributions	11,051	11,692	10,325	13,560	31.3%	0.8%
4205	Worker's Compensation	28,440	12,024	12,024	178,200	1382.0%	10.5%
4206	Medical Retirement Contributions	9,342	11,210	11,210	11,100	(1.0%)	0.7%
4211	PERS Regular Contribution	106,188	114,022	93,733	80,890	(13.7%)	4.8%
4212	PERS Sworn Contribution	55,775	52,301	49,527	40,992	(17.2%)	2.4%
Total Salaries & Benefits		\$1,229,760	\$1,255,175	\$1,223,331	\$1,498,368	22.5%	88.2%
5101	Contract Services	\$6,339	\$7,600	\$7,500	\$7,600	1.3%	0.4%
5104	Computer Contract Services	16,248	17,200	16,300	17,200	5.5%	1.0%
5205	Training	-	150	150	150	-	0.0%
5206	Uniforms/Safety Equip	5,499	10,222	10,000	10,222	2.2%	0.6%
5217	Departmental Supplies	1,106	1,880	1,800	30,155	1575.3%	1.8%
5225	Printing	6,779	12,900	10,700	10,700	-	0.6%
5240	Assessments & Taxes	688	-	-	-	-	-
5501	Telephone	3,128	2,900	2,817	3,000	6.5%	0.2%
Total Materials & Services		\$39,787	\$52,852	\$49,267	\$79,027	60.4%	4.7%
5611	Warehouse Services	\$107	\$200	\$150	\$200	33.3%	0.0%
5621	Information Systems Allocation	19,308	19,728	19,728	45,808	132.2%	2.7%
5631	Insurance Allocation	-	1,684	1,684	1,680	(0.2%)	0.1%
5641	Fleet Rental Allocation	52,692	41,310	41,310	52,640	27.4%	3.1%
5642	Fleet Maintenance Allocation	26,489	23,860	23,208	20,580	(11.3%)	1.2%
Total Internal Services		\$98,596	\$86,782	\$86,080	\$120,908	40.5%	7.1%
Total Operating Expenditures		\$1,368,143	\$1,394,809	\$1,358,678	\$1,698,303	25.0%	100.0%
Source of Funds							
General Fund		\$1,368,143	\$1,394,809	\$1,358,678	\$1,698,303	25.0%	100.0%
Total Sources		\$1,368,143	\$1,394,809	\$1,358,678	\$1,698,303	25.0%	100.0%

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

Animal Control Officers attend training classes which keep them well-informed about current animal control laws and regulations, techniques on how to pick up loose animals and control an aggressive animal, the proper transportation methods for injured animals, the care and feeding of the animals in their care, and the maintenance of a clean and healthy kennel. Manhattan Beach Animal Control Officers also coordinate with other state, municipal, and private animal welfare agencies to remain current on new laws, regulations, and animal health issues. This year's proposed budget includes additional funding for training, allowing each officer to attend a one-time basic animal control academy and an annual safe animal handling update course offered by the SPCA-LA.

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

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Community Services Officer	3	3	3	3

	2010-2011	2011-2012	2012-2013	2013-2014
Animal Control Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
# - Hours patrolled at dog parks	473	478	420	420
# - Animal Control briefing/training for officers	12	16	12	12
# - Self-initiated service investigations	845	1,100	800	1,000
% - Domestic animals returned to owner	65%	66%	75%	75%
# - Community meetings/events attended	2	6	4	6

Animal Control Object	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Y/E Est	2013-2014 Proposed	Var from FY 2013 Y/E	% of Total
4101	Salaries & Allowances	\$184,641	\$183,606	\$189,641	\$195,186	2.9%	60.3%
4111	Overtime Regular Employees	3,562	4,698	6,000	6,927	15.5%	2.1%
4201	Group Medical Insurance	24,254	27,654	27,219	28,135	3.4%	8.7%
4202	Medicare Contributions	2,709	2,575	2,868	2,760	(3.8%)	0.9%
4205	Worker's Compensation	35,400	27,691	27,691	11,700	(57.7%)	3.6%
4206	Medical Retirement Contributions	2,053	2,810	2,810	2,760	(1.8%)	0.9%
4211	PERS Regular Contribution	28,628	30,040	27,627	19,546	(29.3%)	6.0%
Total Salaries & Benefits		\$281,247	\$279,074	\$283,856	\$267,014	(5.9%)	82.5%
5101	Contract Services	\$8,766	\$9,280	\$9,200	\$9,880	7.4%	3.1%
5203	Reference Materials	124	-	-	-	-	-
5205	Training	300	1,410	3,000	2,600	(13.3%)	0.8%
5206	Uniforms/Safety Equip	982	1,850	1,400	2,000	42.9%	0.6%
5217	Departmental Supplies	492	3,150	2,700	2,950	9.3%	0.9%
Total Materials & Services		\$10,664	\$15,690	\$16,300	\$17,430	6.9%	5.4%
5611	Warehouse Services	-	\$200	\$120	\$200	66.7%	0.1%
5631	Insurance Allocation	-	1,684	1,684	1,680	(0.2%)	0.5%
5641	Fleet Rental Allocation	23,124	23,120	23,120	23,120	-	7.1%
5642	Fleet Maintenance Allocation	18,151	16,349	15,902	14,101	(11.3%)	4.4%
Total Internal Services		\$41,275	\$41,353	\$40,826	\$39,101	(4.2%)	12.1%
Total Operating Expenditures		\$333,187	\$336,117	\$340,982	\$323,545	(5.1%)	100.0%
Source of Funds							
General Fund		\$333,187	\$336,117	\$340,982	\$323,545	(5.1%)	100.0%
Total Sources		\$333,187	\$336,117	\$340,982	\$323,545	(5.1%)	100.0%

POLICE: JAIL OPERATIONS

GOAL

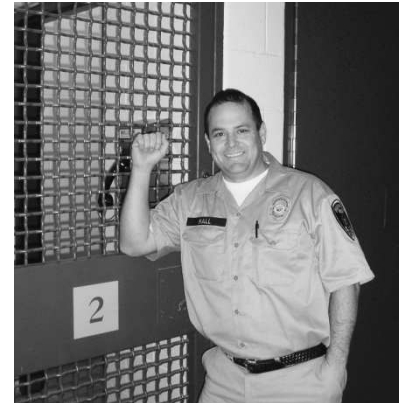
To provide a safe and secure environment for inmates and staff while assuring the rights of inmates afforded by statute and policy

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; repairs/maintenance of jail security systems, security doors, food service, etc. (object 5217); blood-alcohol lab analysis; inmate pre-booking medical screenings and emergency medical care; and Los Angeles County booking fees (object 5101).

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Police Services Officer	5	5	6	6

Jail Operations	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
% - Compliance with all State/County jail inspections	100%	100%	100%	100%
# - In house Jail safety inspections	12	12	12	12
% - DNA collection from eligible arrestees	100%	100%	100%	100%

Jail Operations		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$302,753	\$348,468	\$312,859	\$369,766	18.2%	63.7%
4103	Part-time Salaries	20,320	-	1,000	1,457	45.7%	0.3%
4111	Overtime Regular Employees	47,426	30,989	45,000	48,480	7.7%	8.4%
4201	Group Medical Insurance	45,597	56,840	49,807	57,338	15.1%	9.9%
4202	Medicare Contributions	4,289	5,185	4,015	4,610	14.8%	0.8%
4206	Medical Retirement Contributions	3,429	5,630	5,630	5,520	(2.0%)	1.0%
4211	PERS Regular Contribution	49,647	61,372	48,153	40,949	(15.0%)	7.1%
Total Salaries & Benefits		\$473,461	\$508,484	\$466,464	\$528,120	13.2%	91.0%
5101	Contract Services	\$20,526	\$24,272	\$24,000	\$20,990	(12.5%)	3.6%
5206	Uniforms/Safety Equip	1,097	3,150	4,400	3,900	(11.4%)	0.7%
5217	Departmental Supplies	8,927	7,320	7,300	7,320	0.3%	1.3%
Total Materials & Services		\$30,550	\$34,742	\$35,700	\$32,210	(9.8%)	5.6%
5611	Warehouse Services	\$327	\$500	\$350	\$370	5.7%	0.1%
5621	Information Systems Allocation	33,792	34,523	34,523	19,632	(43.1%)	3.4%
Total Internal Services		\$34,119	\$35,023	\$34,873	\$20,002	(42.6%)	3.4%
Total Operating Expenditures		\$538,131	\$578,249	\$537,037	\$580,332	8.1%	100.0%
Source of Funds							
General Fund		\$538,131	\$578,249	\$537,037	\$580,332	8.1%	100.0%
Total Sources		\$538,131	\$578,249	\$537,037	\$580,332	8.1%	100.0%

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.



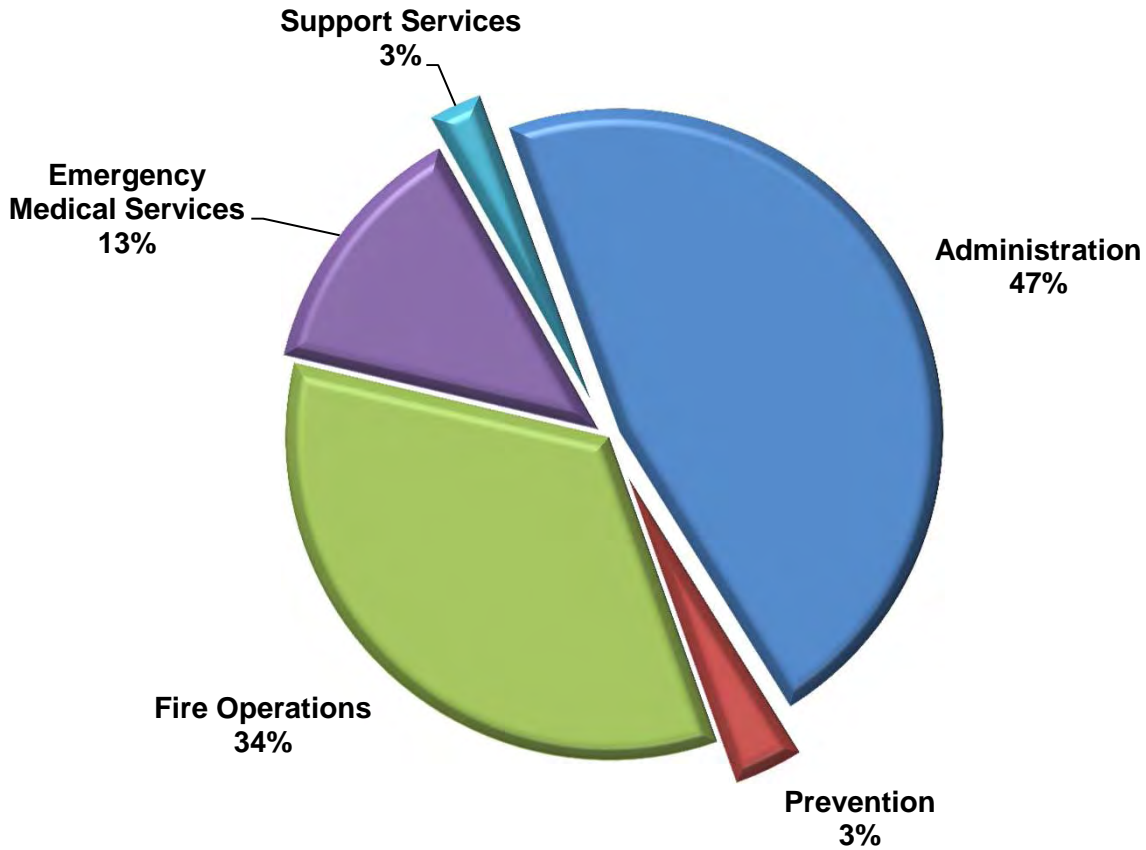
The Police Department also receives monies through the California Supplemental Law Enforcement Services (SLES) Fund. These funds are designed to supplement but not supplant the Police Department operating budget. In Fiscal Year 2012-2013, funds were expended on communications equipment for patrol vehicles and field officers, law enforcement software, and front-line law enforcement equipment.

Asset Forfeiture/Grants		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4112	Overtime Sworn Employees	\$29,659	\$35,000	\$8,000	\$30,000	275.0%	15.6%
4201	Group Medical Insurance	3,084	-	256	-	(100.0%)	-
4202	Medicare Contributions	429	508	95	-	(100.0%)	-
Total Salaries & Benefits		\$33,173	\$35,508	\$8,351	\$30,000	259.2%	15.6%
5101	Contract Services	\$30,190	\$35,960	\$45,999	\$35,800	(22.2%)	18.6%
5104	Computer Contract Services	17,559	9,424	18,000	9,424	(47.6%)	4.9%
5202	Membership & Dues	-	75	-	75	-	0.0%
5204	Conferences & Meetings	353	1,200	-	1,200	-	0.6%
5205	Training	2,287	20,000	8,000	20,000	150.0%	10.4%
5206	Uniforms/Safety Equip	6,502	9,600	10,000	9,600	(4.0%)	5.0%
5209	Tools & Minor Equip	3,098	-	-	-	-	-
5210	Computer Supplies & Software	-	-	-	12,516	-	6.5%
5217	Departmental Supplies	34,340	105,066	268,500	74,000	(72.4%)	38.4%
Total Materials & Services		\$94,328	\$181,325	\$350,499	\$162,615	(53.6%)	84.4%
Total Operating Expenditures		\$127,501	\$216,833	\$358,850	\$192,615	(46.3%)	100.0%
6121	Machinery & Equipment	\$102,667	-	-	-	-	-
6141	Computer Equipment & Software	18,689	-	-	-	-	-
Total Capital Projects & Equipment		\$121,356	-	-	-	-	-
Total Expenditures		\$248,856	\$216,833	\$358,850	\$192,615	(46.3%)	100.0%
Source of Funds							
Asset Forfeiture		\$136,257	\$216,833	\$189,893	\$192,615	1.4%	100.0%
SLES Grant		112,599	-	168,957	-	(100.0%)	-
Total Sources		\$248,856	\$216,833	\$358,850	\$192,615	(46.3%)	100.0%

**FIRE
DEPARTMENT**

FIRE DEPARTMENT

**FY 2013-2014
Department Expenditure by Program**



Program	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed
Administration	\$2,209,371	\$2,255,623	\$2,745,206	\$7,983,638
Prevention	917,317	826,063	775,464	587,283
Fire Operations	4,679,728	4,166,826	4,535,568	5,832,157
Emergency Medical Services	2,888,170	3,064,354	2,806,252	2,240,197
Support Services	53,807	145,457	99,785	451,812
Total	\$10,748,393	\$10,458,323	\$10,962,275	\$17,095,087
Full-Time Positions	31	31	31	31

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
- Provide support and training to volunteers to improve experience and productivity
- Implement new annual employee performance report
- Recommend changes to fire services fee process
- Implement a National Fire Protection Association (NFPA) compliant program for care and maintenance of personal protective equipment



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, 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, including 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.

	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
Full-Time Staffing				
Fire Chief	1	1	1	1
Executive Secretary	1	1	1	1
Total	2	2	2	2

Fire Administration	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
Service Indicators & Statistics				
# - Average training hours received in leadership and management techniques*	n/a	n/a	n/a	20
# - Volunteer hours*	n/a	n/a	10,000	11,500
% - Employees evaluated using new performance appraisal form*	n/a	n/a	n/a	100%
% - Increase in fire service fee revenue*	n/a	n/a	n/a	4%
% - Firefighters w/2 sets NFPA inspected/maintained personal protect. equip*	n/a	n/a	n/a	100%

* New for Fiscal Year 2013-2014

Administration		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$59,175	\$62,173	\$65,706	\$67,109	2.1%	0.8%
4102	Sworn Salaries	188,639	179,778	184,776	207,115	12.1%	2.6%
4103	Part-time Salaries	11,810	20,442	20,442	60,672	196.8%	0.8%
4201	Group Medical Insurance	26,733	28,687	30,122	30,224	0.3%	0.4%
4202	Medicare Contributions	3,731	3,907	3,816	4,474	17.2%	0.1%
4203	Unemployment	3,480	3,480	3,480	2,700	(22.4%)	0.0%
4204	401A Plan City Contributions	4,392	4,375	4,375	5,117	17.0%	0.1%
4205	Worker's Compensation	695,220	712,695	712,695	527,460	(26.0%)	6.6%
4206	Medical Retirement Contributions	1,493	1,510	1,510	900	(40.4%)	0.0%
4211	PERS Regular Contribution	14,767	11,097	10,214	7,389	(27.7%)	0.1%
4212	PERS Sworn Contribution	60,022	62,159	63,789	45,977	(27.9%)	0.6%
Total Salaries & Benefits		\$1,069,462	\$1,090,303	\$1,100,925	\$959,137	(12.9%)	12.0%
5101	Contract Services	\$23,248	\$26,990	\$26,990	\$52,150	93.2%	0.7%
5102	Contract Personnel	8,659	-	-	-	-	-
5104	Computer Contract Services	24,510	24,510	25,582	32,742	28.0%	0.4%
5106	SBRPCA Communications	336,864	385,932	385,932	385,917	(0.0%)	4.8%
5108	Legal Services	47,775	-	2,000	-	(100.0%)	-
5109	Background Investigations	250	-	-	-	-	-
5201	Office Supplies	4,908	4,500	4,500	3,800	(15.6%)	0.0%
5202	Membership & Dues	754	1,800	2,414	2,800	16.0%	0.0%
5203	Reference Materials	431	-	(622)	-	(100.0%)	-
5204	Conferences & Meetings	5,679	5,000	9,083	6,605	(27.3%)	0.1%
5205	Training	7,199	2,000	1,700	2,300	35.3%	0.0%
5206	Uniforms/Safety Equip	5,215	4,100	5,837	5,600	(4.1%)	0.1%
5214	Employee Awards & Events	1,101	1,500	2,121	2,500	17.9%	0.0%
5217	Departmental Supplies	5,130	5,500	5,500	-	(100.0%)	-
5501	Telephone	21,127	21,000	21,711	23,650	8.9%	0.3%
5503	Natural Gas	4,676	5,116	4,009	4,009	-	0.1%
Total Materials & Services		\$497,525	\$487,948	\$496,757	\$522,073	5.1%	6.5%
5611	Warehouse Services	\$93	\$200	\$200	\$200	-	0.0%
5621	Information Systems Allocation	9,660	9,864	9,864	19,632	99.0%	0.2%
5631	Insurance Allocation	66,660	64,439	64,439	76,860	19.3%	1.0%
5641	Fleet Rental Allocation	5,448	5,450	5,450	5,450	-	0.1%
5642	Fleet Maintenance Allocation	1,834	1,657	1,612	1,429	(11.4%)	0.0%
5651	Building & Operations Allocation	113,373	136,053	128,323	157,265	22.6%	2.0%
Total Internal Services		\$197,067	\$217,663	\$209,888	\$260,836	24.3%	3.3%
Total Operating Expenditures		\$1,764,054	\$1,795,914	\$1,807,570	\$1,742,046	(3.6%)	21.8%
6141	Computer Equipment & Software	-	-	-	\$100,000	-	51.9%
Total Capital Projects & Equipment		-	-	-	\$100,000	-	51.9%
7101	Bond Principal	\$164,806	\$170,320	\$519,070	\$5,837,660	1024.6%	73.1%
7102	Bond Interest	272,446	280,389	332,748	297,932	(10.5%)	3.7%
7103	Bond Administration Fee	8,065	9,000	7,846	6,000	(23.5%)	0.1%
7104	Bond Delivery Fee	-	-	77,972	-	(100.0%)	-
Total Debt Service		\$445,317	\$459,709	\$937,636	\$6,141,592	555.0%	76.9%
Total Expenditures		\$2,209,371	\$2,255,623	\$2,745,206	\$7,983,638	190.8%	100.0%
Source of Funds							
General Fund		\$1,802,175	\$1,845,098	\$2,189,348	\$1,859,737	(15.1%)	23.3%
Capital Improvement		407,196	410,525	555,858	6,123,901	1001.7%	76.7%
Total Sources		\$2,209,371	\$2,255,623	\$2,745,206	\$7,983,638	190.8%	100.0%

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 residential and business inspection programs
- Manage the fire/life safety efforts at the motion picture studios
- Ensure rapid turnaround of on-site plan checks and tenant improvement inspections
- Ensure five-year certification tests are performed at all businesses, schools, daycare facilities and large apartment complexes that have sprinkler systems
- Conduct emergency evacuation training and fire drills at businesses, schools, day-cares, and large apartment complexes



The most effective way to protect people and property from the hazards of fires is to prevent fires from occurring. Through comprehensive inspection and education programs, the Fire Prevention Division reduces the number of fires and fire loss in the community. Fire Department staff conducts annual fire/life safety inspections at businesses, schools, day cares, and large apartment complexes to ensure compliance with the California Fire Code and adopted local amendments. Staff conducts inspections of single-family residences as requested by the homeowner. The Fire Prevention 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. Motion picture and television productions have a constant impact on the Fire 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 Fire Prevention Division also 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. Fire Safety Officers ensure compliance with fire code and life/safety requirements for special events such as the Hometown Fair, Manhattan Beach Open Volleyball Tournament, and Holiday Fireworks Festival.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Fire Battalion Chief	1	1	1	-
Fire Captain/Paramedic	1	1	1	1
Firefighter/Paramedic (assigned as Fire Inspector)	1	1	1	1
Total	3	3	3	2

	2010-2011	2011-2012	2012-2013	2013-2014
Fire Prevention Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
% - City businesses inspected	n/a	n/a	100%	100%
% - On-site plan check completed in 5 working days	n/a	n/a	100%	100%
% - Working smoke detectors inspected on EMS calls	n/a	n/a	75%	75%
# - Fire inspection initiated by part-time fire inspectors weekly	n/a	n/a	40	40
# - Part-time fire inspectors certified as Fire Protection Specialist*	n/a	n/a	3	3
# - Emergency Evacuation drills and school fire alarm exercises*	n/a	n/a	n/a	15

* New for Fiscal Year 2013-2014

Prevention		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4102	Sworn Salaries	\$531,388	\$443,815	\$423,553	\$310,193	(26.8%)	52.8%
4103	Part-time Salaries	39,705	39,679	42,043	42,043	-	7.2%
4112	Overtime Sworn Employees	29,384	23,850	17,500	26,331	50.5%	4.5%
4201	Group Medical Insurance	40,387	46,472	42,055	31,320	(25.5%)	5.3%
4202	Medicare Contributions	6,950	7,555	6,810	5,313	(22.0%)	0.9%
4206	Medical Retirement Contributions	2,422	1,700	1,700	1,320	(22.4%)	0.2%
4212	PERS Sworn Contribution	161,321	154,630	135,917	66,800	(50.9%)	11.4%
Total Salaries & Benefits		\$811,557	\$717,701	\$669,578	\$483,320	(27.8%)	82.3%
5101	Contract Services	\$32,297	\$30,750	\$30,050	\$28,250	(6.0%)	4.8%
5202	Membership & Dues	865	935	935	935	-	0.2%
5203	Reference Materials	1,369	1,750	1,750	1,750	-	0.3%
5205	Training	3,817	5,300	4,500	5,300	17.8%	0.9%
5206	Uniforms/Safety Equip	1,819	2,050	2,050	1,450	(29.3%)	0.2%
5217	Departmental Supplies	137	1,640	1,589	550	(65.4%)	0.1%
5225	Printing	120	750	-	750	-	0.1%
5501	Telephone	1,353	1,350	1,398	1,400	0.1%	0.2%
Total Materials & Services		\$41,777	\$44,525	\$42,272	\$40,385	(4.5%)	6.9%
5621	Information Systems Allocation	\$4,824	\$4,932	\$4,932	\$19,632	298.1%	3.3%
5641	Fleet Rental Allocation	9,420	9,420	9,420	9,420	-	1.6%
5642	Fleet Maintenance Allocation	9,069	8,174	7,951	7,050	(11.3%)	1.2%
Total Internal Services		\$23,313	\$22,526	\$22,303	\$36,102	61.9%	6.1%
Total Operating Expenditures		\$876,647	\$784,752	\$734,153	\$559,807	(23.7%)	95.3%
7101	Bond Principal	\$35,198	\$37,821	\$37,821	\$26,547	(29.8%)	4.5%
7102	Bond Interest	5,472	3,490	3,490	929	(73.4%)	0.2%
Total Debt Service		\$40,670	\$41,311	\$41,311	\$27,476	(33.5%)	4.7%
Total Expenditures		\$917,317	\$826,063	\$775,464	\$587,283	(24.3%)	100.0%
Source of Funds							
General Fund		\$917,317	\$826,063	\$775,464	\$587,283	(24.3%)	100.0%
Total Sources		\$917,317	\$826,063	\$775,464	\$587,283	(24.3%)	100.0%

FIRE: FIRE OPERATIONS (FORMERLY 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
- Expand and improve automatic/mutual aid agreements with adjacent cities - "Neighbor Helping Neighbor" and "No One Stands Alone" concepts
- 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 Fire Operations Division (formerly Suppression) 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. This year, six firefighter/paramedics will be allocated from Emergency Medical Services to Fire Operations to more accurately reflect the staffing of the fire engines.

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. Fire Operations 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.

Firefighters and Chief Officers continue to respond to major wild land 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.

Full-Time Staffing	2010-2011	2011-2012	2012-2013	2013-2014
	Actual	Actual	Adopted	Proposed
Fire Battalion Chief	1	1	1	1
Fire Captain/Paramedic	6	6	6	6
Fire Engineer/Paramedic	6	6	6	6
Firefighter/Paramedic	-	-	-	6
Total	13	13	13	19

Fire Operations Service Indicators	2010-2011	2011-2012	2012-2013	2013-2014
	Actual	Actual	Adopted	Proposed
# - Field exercises with firefighters and community groups *	n/a	n/a	n/a	3
%- Response time for fire calls at 6:00 minutes *	n/a	n/a	n/a	90%
# - Hours of multi-agency drills per month	n/a	n/a	2	6
# - High hazard buildings with Pre Fire plans	n/a	n/a	20	10
# - Average hours per shift of firefighter training	n/a	n/a	2	2

* New for Fiscal Year 2013-2014

Statistics	Fires	Property Saved
2009	94	\$190,000,000
2010	98	\$80,890,000
2011	97	\$37,000,000
2012	95	\$15,800,000

Fire Operations	2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4102 Sworn Salaries	\$1,850,297	\$1,870,539	\$1,984,550	\$2,766,981	39.4%	47.4%
4112 Overtime Sworn Employees	1,019,369	725,000	1,000,000	1,317,177	31.7%	22.6%
4113 Overtime Mutual Aid	32,837	10,500	25,000	11,616	(53.5%)	0.2%
4114 Overtime Special Events	5,131	11,760	11,000	12,772	16.1%	0.2%
4115 Cooperative Resources	-	-	-	14,000	-	0.2%
4201 Group Medical Insurance	227,893	250,321	246,408	317,062	28.7%	5.4%
4202 Medicare Contributions	27,457	28,587	26,813	32,095	19.7%	0.6%
4206 Medical Retirement Contributions	10,511	7,370	7,370	11,760	59.6%	0.2%
4212 PERS Sworn Contribution	661,270	662,555	634,863	602,252	(5.1%)	10.3%
Total Salaries & Benefits	\$3,834,765	\$3,566,632	\$3,936,004	\$5,085,715	29.2%	87.2%
5101 Contract Services	\$6,558	\$8,000	\$8,000	\$11,000	37.5%	0.2%
5203 Reference Materials	-	750	750	750	-	0.0%
5204 Conferences & Meetings	117	-	-	1,600	-	0.0%
5205 Training	22,490	22,600	22,600	23,000	1.8%	0.4%
5206 Uniforms/Safety Equip	49,661	22,700	25,000	59,402	137.6%	1.0%
5208 Postage	220	220	202	560	177.2%	0.0%
5210 Computer Supplies & Software	-	1,000	-	1,000	-	0.0%
5217 Departmental Supplies	265,223	36,250	36,000	36,250	0.7%	0.6%
5221 Auto Repair	40,902	66,700	66,000	66,700	1.1%	1.1%
5225 Printing	85	250	400	400	-	0.0%
5501 Telephone	4,674	5,000	4,075	4,300	5.5%	0.1%
5502 Electricity	56,442	60,145	63,426	63,425	(0.0%)	1.1%
5503 Natural Gas	1,331	1,645	1,439	1,439	-	0.0%
5504 Water	6,613	9,032	6,196	6,784	9.5%	0.1%
Total Materials & Services	\$454,314	\$234,292	\$234,088	\$276,610	18.2%	4.7%
5611 Warehouse Services	\$5,718	\$4,500	\$4,500	\$4,500	-	0.1%
5621 Information Systems Allocation	28,968	29,591	29,591	52,352	76.9%	0.9%
5641 Fleet Rental Allocation	142,116	142,120	142,120	142,120	-	2.4%
5642 Fleet Maintenance Allocation	46,474	15,576	15,150	13,434	(11.3%)	0.2%
Total Internal Services	\$223,276	\$191,787	\$191,361	\$212,406	11.0%	3.6%
Total Operating Expenditures	\$4,512,355	\$3,992,711	\$4,361,453	\$5,574,731	27.8%	95.6%
7101 Bond Principal	\$144,852	\$159,405	\$159,405	\$248,719	56.0%	4.3%
7102 Bond Interest	22,521	14,710	14,710	8,707	(40.8%)	0.1%
Total Debt Service	\$167,373	\$174,115	\$174,115	\$257,426	47.8%	4.4%
Total Expenditures	\$4,679,728	\$4,166,826	\$4,535,568	\$5,832,157	28.6%	100.0%
Source of Funds						
General Fund	\$4,679,728	\$4,166,826	\$4,535,568	\$5,832,157	28.6%	100.0%
Total Sources	\$4,679,728	\$4,166,826	\$4,535,568	\$5,832,157	28.6%	100.0%

FIRE: EMERGENCY MEDICAL SERVICES (FORMERLY 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

- Ensure state-of-the-art technology for all EMS equipment
- Deliver Fire Department-based ALS and BLS ambulance transportation
- Comply with or exceed State, County and Federal mandates, including quality improvement and continuing education requirements for paramedics, and participate in local emergency medical services governance
- 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 Emergency Medical Services Division provides Advanced Life Support (ALS) and Basic Life Support (BLS) emergency services to all residents and visitors. All personnel up to and including the rank of Fire Captain are certified Paramedics. Nearly 65 percent of the Department's responses are requests for emergency medical assistance. Total response times for the Paramedic units average less than 5 minutes.

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 one, two-person Paramedic ambulance and two, three-person paramedic engine companies. The Fire Department's annual budget includes funds for medical supplies and medications.

Once again, for Fiscal Year 2012-2013 an annual audit by the Los Angeles County Department of Health Services Emergency Medical Service Authority (EMSA) has shown that the Department is in continual compliance with State and County requirements. The Division continues to contract with the University of California Los Angeles (UCLA) for continuing education and quality improvement oversight provided by a Nurse Educator, who 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.

For Fiscal Year 2013-2014, six firefighter/paramedics will be allocated from Emergency Medical Services to Fire Operations to more accurately reflect the staffing of the fire engines.

Full-Time Staffing	2010-2011	2011-2012	2012-2013	2013-2014
	Actual	Actual	Adopted	Proposed
Fire Battalion Chief	1	1	1	1
Firefighter/Paramedic	12	12	12	6
Total	13	13	13	7

Emergency Medical Services Service Indicators & Statistics	2010-2011	2011-2012	2012-2013	2013-2014
	Actual	Actual	Adopted	Proposed
%- Response time for EMS calls at 5:00 minutes *	n/a	n/a	n/a	90%
% - BLS ambulance transports by MBFD	n/a	n/a	75%	75%
# - Automatic external defibrillator classes*	n/a	n/a	n/a	2
% - Patient data records sent electronically*	n/a	n/a	n/a	50%

* New for Fiscal Year 2013-2014

Emergency Medical Services		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4102	Sworn Salaries	\$1,274,821	\$1,317,002	\$1,378,717	\$747,973	(45.7%)	33.4%
4112	Overtime Sworn Employees	581,041	667,870	400,000	787,178	96.8%	35.1%
4114	Overtime Special Events	4,569	-	-	-	-	-
4201	Group Medical Insurance	156,404	195,183	175,006	82,856	(52.7%)	3.7%
4202	Medicare Contributions	23,265	26,807	20,987	8,329	(60.3%)	0.4%
4206	Medical Retirement Contributions	10,511	7,370	7,370	3,900	(47.1%)	0.2%
4212	PERS Sworn Contribution	452,726	465,542	444,069	170,311	(61.6%)	7.6%
Total Salaries & Benefits		\$2,503,339	\$2,679,774	\$2,426,149	\$1,800,547	(25.8%)	80.4%
5101	Contract Services	\$12,158	\$15,000	\$11,000	\$39,781	261.6%	1.8%
5102	Contract Personnel	20,704	27,606	27,606	-	(100.0%)	-
5206	Uniforms/Safety Equip	7,111	7,800	7,800	4,201	(46.1%)	0.2%
5214	Employee Awards & Events	190	-	-	-	-	-
5217	Departmental Supplies	45,873	52,000	52,000	49,000	(5.8%)	2.2%
Total Materials & Services		\$86,037	\$102,406	\$98,406	\$92,982	(5.5%)	4.2%
5621	Information Systems Allocation	\$28,968	\$29,591	\$29,591	\$13,088	(55.8%)	0.6%
5641	Fleet Rental Allocation	112,536	112,540	112,540	115,890	3.0%	5.2%
5642	Fleet Maintenance Allocation	32,313	17,453	16,976	23,057	35.8%	1.0%
Total Internal Services		\$173,817	\$159,584	\$159,107	\$152,035	(4.4%)	6.8%
Total Operating Expenditures		\$2,763,192	\$2,941,764	\$2,683,662	\$2,045,564	(23.8%)	91.3%
6121	Machinery & Equipment	\$6,436	-	-	\$130,785	-	5.4%
Total Capital Projects & Equipment		\$6,436	-	-	\$130,785	-	5.4%
7101	Bond Principal	\$102,591	\$112,233	\$112,233	\$61,688	(45.0%)	2.8%
7102	Bond Interest	15,951	10,357	10,357	2,160	(79.1%)	0.1%
Total Debt Service		\$118,542	\$122,590	\$122,590	\$63,848	(47.9%)	2.9%
Total Expenditures		\$2,888,170	\$3,064,354	\$2,806,252	\$2,240,197	(20.2%)	100.0%
Source of Funds							
General Fund		\$2,888,170	\$3,064,354	\$2,806,252	\$2,240,197	(20.2%)	100.0%
Total Sources		\$2,888,170	\$3,064,354	\$2,806,252	\$2,240,197	(20.2%)	100.0%

FIRE: SUPPORT SERVICES (FORMERLY EMERGENCY PREPAREDNESS)

GOAL

To prepare City employees and the community 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
- Conduct training and emergency exercises for City staff using the National Interagency Incident Management System courses and Emergency Operations Center instruction
- Educate the public in emergency preparedness and terrorism issues through town hall and community-based presentations
- Increase operational deployment opportunities of Reserve Firefighters on BLS ambulances and suppression units
- Enhance local resource deployment and response using latest technologies



The Support Services Division (formerly Emergency Preparedness) has been reorganized to encompass Emergency Preparedness, the Community Emergency Response Team (CERT), Reserve Firefighters, Communications, and Public Education.

Throughout the fiscal year, opportunities to involve citizens in Emergency Preparedness through CERT will be further developed, along with other volunteer opportunities to assist the Department and community. This Division will also be conducting town hall meetings and partnering with Map Your Neighborhood groups on earthquake, emergency and Tsunami preparedness in order to enhance the community's ability to respond to, and recover from, disasters. National Interagency Incident Management System (NIIMS) will continue to be provided to all City employees to properly respond to the needs of the community in the event of a major emergency.

CERT Academy classes and field disaster exercises are conducted throughout the year to enhance the community's preparedness and ability to respond during an emergency. 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. CERT personnel are trained to assist City staff with the Emergency Operations Center (EOC) in the Police/Fire facility, and during other local emergencies as needed. CERT continues to participate in manipulative, classroom and online training to ensure operational readiness. Funding for CERT and emergency preparedness has been enhanced in Fiscal Year 2013-2014 for increased training, equipment and supplies, and workstations for the EOC.

The Reserve Firefighter program provides part-time staffing to supplement the Fire Department's full-time emergency forces. This program consists of an authorized strength of 31 personnel that work a minimum of 72 hours per month and staff the Basic Life Support (BLS) transport ambulance. Occasionally the reserve firefighters also provide additional fire engine and paramedic rescue staffing when three reserves are scheduled on the same day. This fiscal year the Telestaff software program will be utilized, improving the process for departmental staffing and reducing the number of hours currently required for staffing.

The Communications Division was developed to better organize and track the planning, funding and deployment of our communications resources within the Logistics Division of the Fire Department. Emergency 911 dispatching is provided by a Joint Powers Authority (JPA) owned by the cities of Manhattan Beach, Gardena and Hawthorne. Communications is responsible for all hardware, software and fire station alerting related to emergency response. This consists of radios and mobile data computers (MDC's) installed in the fire stations and vehicles. In addition to the day-to-day needs, this program must also monitor and react to regional, state and federal mandates/agreements for interoperable communications between fire/EMS and law enforcement agencies. This may include grant application and management of the grant awards.

Public Education is responsible for developing fire and first-aid training programs and curriculum for residents, businesses, and schools. Educational media include video public service announcements, software presentations, website updates, and printed media information.

Full-Time Staffing	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
Fire Battalion Chief	-	-	-	1

Support Services	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
Service Indicators & Statistics				
# - Average hours Managers are trained in Emergency Preparedness	n/a	n/a	n/a	8
# - Hours of CERT training provided by Fire Department Personnel*	n/a	n/a	n/a	100
# - Hours public education for Emergency Preparedness & Fire Safet	n/a	n/a	n/a	104
% - Shifts Basic Life Support Ambulance is Staffed*	n/a	n/a	n/a	90%
% - Reliability of field data transfer using mobile data computers*	n/a	n/a	n/a	90%
% - 2nd graders participating in Home Exit Plan campaign	n/a	n/a	n/a	80%

* New for Fiscal Year 2013-2014

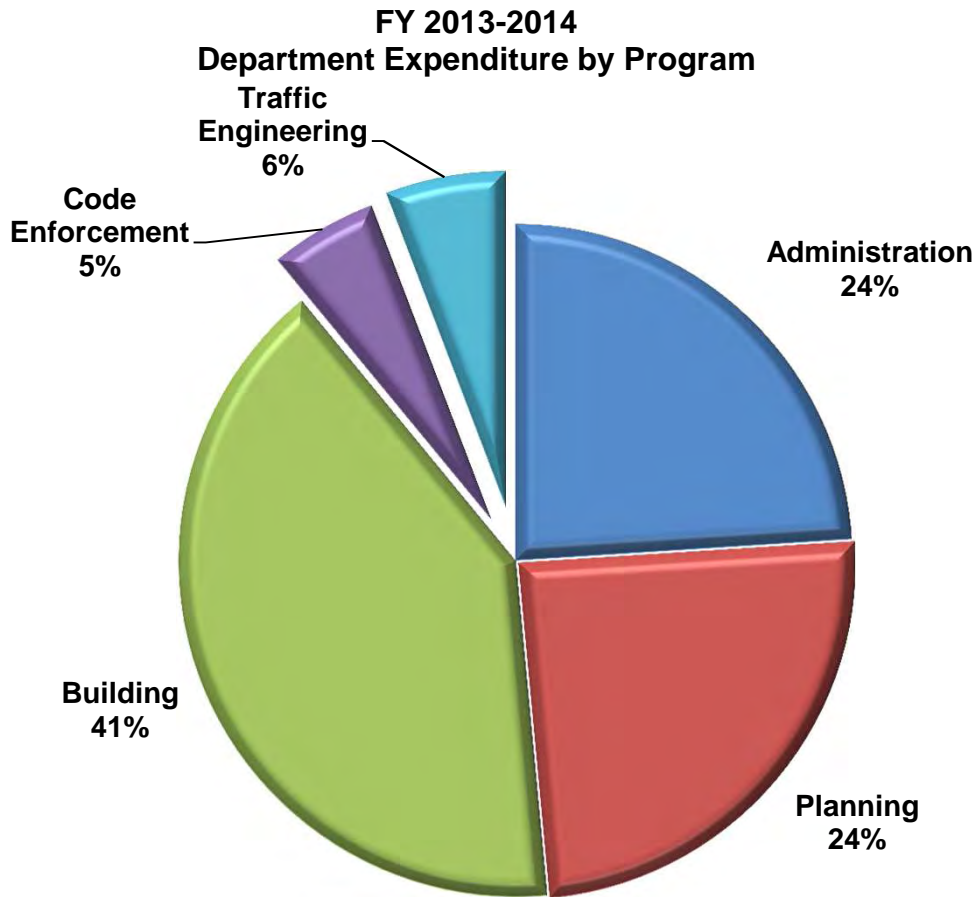
Support Services	2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4102 Sworn Salaries	-	-	-	\$194,106	-	43.0%
4103 Part-time Salaries	\$19,953	\$37,200	\$20,000	37,200	86.0%	8.2%
4112 Overtime Sworn Employees	7,479	18,500	21,500	23,787	10.6%	5.3%
4201 Group Medical Insurance	505	-	443	19,756	4359.6%	4.4%
4202 Medicare Contributions	327	807	174	3,479	1899.4%	0.8%
4212 PERS Sworn Contribution	-	-	-	37,484	-	8.3%
Total Salaries & Benefits	\$28,263	\$56,507	\$42,117	\$315,812	649.8%	69.9%
5101 Contract Services	\$2,868	\$4,078	\$5,868	\$20,340	246.6%	4.5%
5202 Membership & Dues	-	100	-	150	-	0.0%
5204 Conferences & Meetings	-	-	-	750	-	0.2%
5205 Training	374	9,000	11,000	14,950	35.9%	3.3%
5206 Uniforms/Safety Equip	5,217	10,600	11,000	50,850	362.3%	11.3%
5209 Tools & Minor Equip	-	2,000	2,000	3,000	50.0%	0.7%
5210 Computer Supplies & Software	-	6,000	6,000	7,700	28.3%	1.7%
5214 Employee Awards & Events	-	1,000	1,000	1,500	50.0%	0.3%
5217 Departmental Supplies	17,047	20,350	20,350	35,760	75.7%	7.9%
5225 Printing	37	450	450	1,000	122.2%	0.2%
Total Materials & Services	\$25,543	\$53,578	\$57,668	\$136,000	135.8%	30.1%
Total Operating Expenditures	\$53,807	\$110,085	\$99,785	\$451,812	352.8%	100.0%
6141 Computer Equipment & Software	-	\$35,372	-	-	-	-
Total Capital Projects & Equipment	-	\$35,372	-	-	-	-
Total Expenditures	\$53,807	\$145,457	\$99,785	\$451,812	352.8%	100.0%
Source of Funds						
General Fund	\$53,807	\$145,457	\$99,785	\$451,812	352.8%	100.0%
Total Sources	\$53,807	\$145,457	\$99,785	\$451,812	352.8%	100.0%



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**COMMUNITY DEVELOPMENT
DEPARTMENT**

COMMUNITY DEVELOPMENT DEPARTMENT



Program Expenditures	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed
Administration	\$501,892	\$625,077	\$626,610	\$916,580
Planning	737,047	1,003,651	944,332	937,155
Building	1,442,456	1,499,661	1,454,371	1,549,063
Code Enforcement	184,769	201,030	119,369	197,316
Traffic Engineering	180,334	192,464	205,159	221,258
Total	\$3,046,498	\$3,521,883	\$3,349,841	\$3,821,372

Program Revenues	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed
Building Permits	\$897,528	\$964,000	\$968,000	\$1,016,400
Other Permits	541,665	537,160	563,605	588,805
Plan Check Fees	958,671	990,000	990,000	1,040,000
Plan Filing & Report Fees	316,167	272,000	268,000	281,000
Total	\$2,714,031	\$2,763,160	\$2,789,605	\$2,926,205
Full-Time Positions	19	20	20	21

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 (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, and in conformance with the Municipal Code and the goals of the General Plan. Responsibilities include payroll, invoice payments, statistic tracking for various reports, and account monitoring to ensure expenditures stay within budget.

The Department processed over 1,200 building permits this past year with a permit valuation of over \$86 million. Development activity in Manhattan Beach has recovered and continues to increase over the past two years. New residential construction activity has increased along with remodeling and nonresidential development. The demand for departmental services has been steady with over 65 customers visiting the counter each day.

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.

The budget for Fiscal Year 2013-2014 includes estimated General Fund revenues of \$2.9 million from building, planning and permit fees. These revenues, which are contingent upon economic conditions, amount to 77% of the Department's General Fund expenditures for the budget year.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Director	1	1	1	1
Executive Secretary	1	1	1	1
Total	2	2	2	2

Administration	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
# - Educational construction updates/meetings	1	4	5	5
% - Staff attending training classes/conferences	90%	90%	100%	100%
% - 1st Turnaround Resid Plan Checks w/in 6 weeks	85%	85%	85%	85%

Administration		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$232,877	\$217,583	\$225,298	\$242,394	7.6%	26.4%
4103	Part-time Salaries	36,526	39,520	35,000	39,520	12.9%	4.3%
4201	Group Medical Insurance	31,489	33,290	34,651	31,117	(10.2%)	3.4%
4202	Medicare Contributions	3,868	3,814	3,537	4,234	19.7%	0.5%
4203	Unemployment	1,020	1,020	1,020	1,020	-	0.1%
4204	401A Plan City Contributions	6,954	6,927	6,927	7,963	15.0%	0.9%
4205	Worker's Compensation	26,220	65,709	65,709	11,700	(82.2%)	1.3%
4206	Medical Retirement Contributions	1,370	2,440	2,440	2,400	(1.6%)	0.3%
4211	PERS Regular Contribution	38,294	43,739	45,377	30,489	(32.8%)	3.3%
Total Salaries & Benefits		\$378,617	\$414,042	\$419,959	\$370,837	(11.7%)	40.5%
5101	Contract Services	\$15,553	\$95,400	\$95,000	\$20,880	(78.0%)	2.3%
5104	Computer Contract Services	26,861	30,400	28,500	30,900	8.4%	3.4%
5201	Office Supplies	3,332	3,000	3,000	3,000	-	0.3%
5202	Membership & Dues	550	755	755	755	-	0.1%
5204	Conferences & Meetings	1,258	5,276	4,000	5,276	31.9%	0.6%
5205	Training	-	500	950	1,000	5.3%	0.1%
5208	Postage	103	100	118	100	(15.3%)	0.0%
5210	Computers, Supplies & Software	1,474	-	-	-	-	-
5212	Office Equip Maintenance	-	325	325	325	-	0.0%
5217	Departmental Supplies	2,021	2,250	2,800	2,250	(19.6%)	0.2%
5225	Printing	55	100	-	100	-	0.0%
5240	Assessments & Taxes	945	-	-	-	-	-
5501	Telephone	1,578	1,500	1,554	1,600	3.0%	0.2%
Total Materials & Services		\$53,730	\$139,606	\$137,002	\$66,186	(51.7%)	7.2%
5611	Warehouse Services	\$376	\$1,000	\$400	\$1,000	150.0%	0.1%
5621	Information Systems Allocation	28,968	29,591	29,591	39,264	32.7%	4.3%
5631	Insurance Allocation	22,620	20,072	20,072	15,660	(22.0%)	1.7%
5651	Building & Operations Allocation	17,580	20,766	19,586	23,633	20.7%	2.6%
Total Internal Services		\$69,544	\$71,429	\$69,649	\$79,557	14.2%	8.7%
Total Operating Expenditures		\$501,892	\$625,077	\$626,610	\$516,580	(17.6%)	56.4%
6141	Computer Equipment & Software	-	-	-	\$400,000	-	16.4%
Total Capital Projects & Equipment		-	-	-	\$400,000	-	16.4%
Total Expenditures		\$501,892	\$625,077	\$626,610	\$916,580	46.3%	100.0%
Source of Funds							
General Fund		\$501,892	\$625,077	\$626,610	\$916,580	46.3%	100.0%
Total Sources		\$501,892	\$625,077	\$626,610	\$916,580	46.3%	100.0%

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
- 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 studies and provides Municipal Code and Local Coastal Program Amendments for Planning Commission, Parking and Public Improvements Commission and City Council review and approval as identified in the Strategic Plan. Residential mansionization revisions for minor exceptions, setbacks, open space, and maximum lot size are being evaluated. Amendments related to alley access and electric vehicle charging systems for residential lots are in process. Revised Encroachment Permit standards for walkstreets, landscaping, and other regulations for private improvements in the public right-of-way continue to be studied. The new 2014-2022 General Plan Housing Element is being updated in conformance with State law, followed by related Code Amendments. After City Council approval, all of the Amendments will require approval of the California Coastal Commission. Planning continues to support the residents' Historic Preservation group by providing information on zoning, legal, financial, and preservation issues.

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 also continues to assist the Traffic Division with the Mobility Plan/Circulation Element of the General Plan and the Valley/Ardmore roundabout study.

Last fiscal year, the Planning Division provided design input and processed the Coastal and Use Permits for the new Manhattan Beach County Library. The Manhattan Village Mall Enhancement project underwent a number of design revisions, the Final Environmental Impact Report (EIR) was released for public review, and the EIR and related land use applications for project was also processed through the Planning Commission and City Council. After numerous Planning Commission and City Council public hearings, the 2008-2014 Housing Element was adopted, then Certified by the State, and related Code and Coastal Amendments were approved. Staff initiated a number of City Council Strategic Plan items including Code amendments related to mansionization. Staff provided assistance to the Traffic Division on the Mobility Plan and the Valley/Ardmore roundabout study.

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.

	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
Full-Time Staffing				
Planning Manager	1	1	1	1
Associate Planner	1	1	2	2
Assistant Planner	3	3	3	3
Total	5	5	6	6

Planning	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
# - Average days to complete a plan check	45	41	37	35
# - Update zoning and land use maps (year)	1	1	1	1
# - Applications Received	91	91	82	90
# - Plan Check reviews	744	914	830	930
# - Planning Commission Hearings	27	25	25	25
# - Permit reviews	245	254	235	276

Planning	2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101 Salaries & Allowances	\$422,689	\$485,816	\$470,614	\$523,941	11.3%	55.9%
4103 Part-time Salaries	-	17,200	9,000	17,200	91.1%	1.8%
4111 Overtime Regular Employees	2,681	5,000	3,500	3,286	(6.1%)	0.4%
4201 Group Medical Insurance	62,695	79,995	71,185	75,412	5.9%	8.0%
4202 Medicare Contributions	5,993	7,276	6,757	8,162	20.8%	0.9%
4204 401A Plan City Contributions	2,587	2,577	2,577	2,962	14.9%	0.3%
4206 Medical Retirement Contributions	3,423	5,620	5,620	5,520	(1.8%)	0.6%
4211 PERS Regular Contribution	69,051	86,155	72,765	57,343	(21.2%)	6.1%
Total Salaries & Benefits	\$569,120	\$689,639	\$642,018	\$693,826	8.1%	74.0%
5101 Contract Services	\$10,000	\$138,000	\$135,188	\$63,000	(53.4%)	6.7%
5102 Contract Personnel	9,337	7,000	6,000	-	(100.0%)	-
5202 Membership & Dues	1,370	1,985	1,985	2,365	19.1%	0.3%
5203 Reference Materials	462	200	200	200	-	0.0%
5204 Conferences & Meetings	1,356	3,900	3,000	3,900	30.0%	0.4%
5205 Training	1,206	2,340	1,700	2,340	37.6%	0.2%
5207 Advertising	3,622	3,000	2,535	2,500	(1.4%)	0.3%
5208 Postage	1,083	1,120	1,028	1,600	55.6%	0.2%
5225 Printing	157	250	250	250	-	0.0%
5501 Telephone	3,157	3,070	3,180	3,200	0.6%	0.3%
Total Materials & Services	\$31,751	\$160,865	\$155,066	\$79,355	(48.8%)	8.5%
5621 Information Systems Allocation	\$48,276	\$49,319	\$49,319	\$45,808	(7.1%)	4.9%
5651 Building & Operations Allocation	87,901	103,828	97,929	118,166	20.7%	12.6%
Total Internal Services	\$136,177	\$153,147	\$147,248	\$163,974	11.4%	17.5%
Total Operating Expenditures	\$737,047	\$1,003,651	\$944,332	\$937,155	(0.8%)	100.0%
Source of Funds						
General Fund	\$737,047	\$1,003,651	\$944,332	\$937,155	(0.8%)	100.0%
Total Sources	\$737,047	\$1,003,651	\$944,332	\$937,155	(0.8%)	100.0%

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 health, safety and welfare of the community

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 homeowners, designers and builders, by providing current forms, educational handouts and other related construction data
- Upgrade existing permits tracking system to improve customer service and increase staff efficiency
- Have 100% of completed building public record documents and plans scanned and converted to digital format, to 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, 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.

The Permit Processing Counter serves as a one-stop shop for City permitting services and thrives on providing excellent customer service to our residents, business owners and construction community. Various services are handled at the counter, including but not limited to: building and planning permits issuance and inspection requests for projects located on private property, including new residential and commercial projects; residential additions and remodels and commercial tenant improvements; all corresponding mechanical, electrical and plumbing permits; and all public right-of-way and grading permits, fire sprinklers and fire suppression permits, and construction parking permits. A part-time Administration Clerk position will be converted to restore a full-time Permit Technician position to improve customer service at the permit processing counter and handle needs associated with increased construction activity.

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 2012-2013 and anticipated continued increases for Fiscal Year 2013-2014, necessitate the need for outside plan check expertise, which is entirely funded by applicants. Use of outside expertise allows building plan checks 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 in the use of the records retrieval system and with requests for reproduction of public records.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Building Official	1	1	1	1
Principal Plan Check Engineer	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	2
Secretary	1	1	1	1
Total	10	9	9	10

Building	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
% - Inspections performed by next business day	n/a	98%	98%	98%
% - Plan checks performed w/avg turnaround time of 6 weeks	n/a	85%	85%	85%
# - New housing units	47	51	56	63
# - Residential Remodel permits issued	979	1,306	1,140	1,320
# - Tenant Improvement permits issued	75	303	115	250
# - Inspections Requests	9,676	11,432	11,275	11,800
# - Residential building record requests	496	498	450	510
# - Plans reviewed	1,129	1,280	1,310	1,330
# - Citizen requests for actions (a)	1,247	889	1,272	1,250

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

Building	2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101 Salaries & Allowances	\$771,698	\$738,746	\$732,248	\$843,260	15.2%	54.4%
4103 Part-time Salaries	31,235	36,000	30,000	-	(100.0%)	-
4111 Overtime Regular Employees	94	600	-	438	-	0.0%
4201 Group Medical Insurance	104,430	115,173	111,442	122,956	10.3%	7.9%
4202 Medicare Contributions	11,360	11,529	10,738	12,735	18.6%	0.8%
4204 401A Plan City Contributions	5,603	5,551	5,628	6,471	15.0%	0.4%
4206 Medical Retirement Contributions	6,863	8,440	8,440	8,280	(1.9%)	0.5%
4211 PERS Regular Contribution	129,582	136,225	124,249	91,445	(26.4%)	5.9%
Total Salaries & Benefits	\$1,060,865	\$1,052,264	\$1,022,745	\$1,085,585	6.1%	70.1%
5101 Contract Services	\$203,907	\$250,200	\$238,900	\$240,200	0.5%	15.5%
5202 Membership & Dues	2,287	2,200	2,160	2,310	6.9%	0.1%
5203 Reference Materials	1,611	2,700	2,050	6,800	231.7%	0.4%
5204 Conferences & Meetings	773	5,575	7,400	5,575	(24.7%)	0.4%
5205 Training	2,335	4,565	3,800	5,565	46.4%	0.4%
5206 Uniforms/Safety Equip	1,518	2,620	2,400	2,840	18.3%	0.2%
5208 Postage	1,083	1,120	1,028	1,600	55.6%	0.1%
5210 Computer Supplies & Software	682	950	2,000	2,200	10.0%	0.1%
5217 Departmental Supplies	628	480	400	480	20.0%	0.0%
5225 Printing	3,271	4,000	3,500	4,000	14.3%	0.3%
5501 Telephone	4,328	4,100	4,246	4,200	(1.1%)	0.3%
Total Materials & Services	\$222,423	\$278,510	\$267,884	\$275,770	2.9%	17.8%
5621 Information Systems Allocation	\$48,276	\$49,319	\$49,319	\$65,440	32.7%	4.2%
5641 Fleet Rental Allocation	20,928	20,930	20,930	15,730	(24.8%)	1.0%
5642 Fleet Maintenance Allocation	17,284	15,576	15,150	12,005	(20.8%)	0.8%
5651 Building & Operations Allocation	70,321	83,062	78,343	94,533	20.7%	6.1%
Total Internal Services	\$156,809	\$168,887	\$163,742	\$187,708	14.6%	12.1%
Total Operating Expenditures	\$1,440,096	\$1,499,661	\$1,454,371	\$1,549,063	6.5%	100.0%
6111 Furniture & Fixtures	\$2,359	-	-	-	-	-
Total Capital Projects & Equipment	\$2,359	-	-	-	-	-
Total Expenditures	\$1,442,456	\$1,499,661	\$1,454,371	\$1,549,063	6.5%	100.0%
Source of Funds						
General Fund	\$1,442,456	\$1,499,661	\$1,454,371	\$1,549,063	6.5%	100.0%
Total Sources	\$1,442,456	\$1,499,661	\$1,454,371	\$1,549,063	6.5%	100.0%

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, and conduct first inspections soon thereafter
- Conduct ongoing 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.

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 activity will result in an increase in "requests for action" which are normally handled by the code enforcement officers.

Full-Time Staffing	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
Code Enforcement Officer	2	2	2	2

Code Enforcement Service Indicators & Statistics	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
% - Cases responded within three business days*	n/a	98%	98%	98%
# - Days to conduct first inspection	2	2	2	2
# - RCO neighborhood meetings	71	80	83	90
# - Annual New Cases Reported	503	451	460	500
# - Inspections per year	1,010	1,046	950	1,050
% - Annual cases resolved completely	81%	84%	80%	80%

* New for Fiscal Year 2013-2014

Code Enforcement		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$131,243	\$142,063	\$79,632	\$139,742	75.5%	70.8%
4201	Group Medical Insurance	12,935	14,029	9,882	14,065	42.3%	7.1%
4202	Medicare Contributions	1,852	2,116	1,147	2,111	84.0%	1.1%
4206	Medical Retirement Contributions	1,370	1,880	1,880	1,860	(1.1%)	0.9%
4211	PERS Regular Contribution	23,078	25,358	12,206	15,386	26.1%	7.8%
Total Salaries & Benefits		\$170,478	\$185,446	\$104,747	\$173,164	65.3%	87.8%
5202	Membership & Dues	\$150	\$200	\$75	\$200	166.7%	0.1%
5203	Reference Materials	28	175	-	175	-	0.1%
5204	Conferences & Meetings	1,331	1,900	1,700	1,900	11.8%	1.0%
5205	Training	365	150	350	650	85.7%	0.3%
5206	Uniforms/Safety Equip	599	1,000	700	1,110	58.6%	0.6%
5208	Postage	300	310	284	330	16.2%	0.2%
5225	Printing	604	1,000	700	1,000	42.9%	0.5%
5501	Telephone	248	250	259	260	0.4%	0.1%
Total Materials & Services		\$3,626	\$4,985	\$4,068	\$5,625	38.3%	2.9%
5621	Information Systems Allocation	\$4,824	\$4,932	\$4,932	\$13,088	165.4%	6.6%
5641	Fleet Rental Allocation	4,008	4,010	4,010	4,010	-	2.0%
5642	Fleet Maintenance Allocation	1,834	1,657	1,612	1,429	(11.4%)	0.7%
Total Internal Services		\$10,666	\$10,599	\$10,554	\$18,527	75.5%	9.4%
Total Operating Expenditures		\$184,769	\$201,030	\$119,369	\$197,316	65.3%	100.0%
Source of Funds							
General Fund		\$184,769	\$201,030	\$119,369	\$197,316	65.3%	100.0%
Total Sources		\$184,769	\$201,030	\$119,369	\$197,316	65.3%	100.0%

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 the General Plan Mobility Plan Update (previously called the Circulation Plan)
- Complete all infrastructure improvements for both safe Routes to School Grant Programs for walking and bicycling enhancements adjacent to the City's six Elementary Schools and Manhattan Beach Middle School
- Complete the Roundabout Feasibility Study for the three intersections of Valley Drive/ Ardmore Avenue at Manhattan Beach Boulevard, 15th Street and Pacific Avenue
- Continue to enhance designated bikeways and implement new 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 rights-of-way issues



The Traffic Engineering Division is responsible for all parking and traffic-related services in the public rights-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 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 2012-2013, staff was successfully awarded three separate grants totaling nearly one million dollars. The City was awarded \$447,700 for a State Safe Routes to School Program grant for infrastructure improvements adjacent to seven Manhattan Beach Schools, and \$447,500 for two Highway Safety Improvement Program (HSIP) grants to install protected left-turn phasing on Sepulveda Boulevard at 8th Street, and for a City-wide Pedestrian Improvement Plan which will enhance safety at 22 different locations throughout the City. Staff also completed other projects including an update to the Engineering and Traffic Survey, a follow-up evaluation for meters on Parkview Avenue, evaluation criteria to prioritize Non-Motorized Transportation projects, and the City's first "Sharrows" (shared roadway bicycle marking) along Pacific Avenue from 5th Street to Rosecrans Avenue.

In Fiscal Year 2013-2014, staff will complete the Mobility Plan update which will provide goals and policies for a balanced, multi-modal transportation system in Manhattan Beach. Staff will complete all of the infrastructure improvements for both Safe Routes to School Program grants which will include enhancements to school walking routes with signage, markings, curb extensions, delineated walking paths and flashing beacons at select uncontrolled crosswalks. Staff will also begin the Authorization-to-Proceed process with Caltrans on both HSIP grants.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Management Analyst	1	1	1	1

Traffic Engineering	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
% - Completion of Initiative plans and improvements*	n/a	n/a	n/a	100%
# - Traffic/parking requests & concerns processed	204	191	200	200
% - Traffic/parking requests processed within 30 days	83%	75%	75%	80%

* New for Fiscal Year 2013-2014

Traffic Engineering	2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101 Salaries & Allowances	\$48,574	\$61,589	\$63,256	\$69,322	9.6%	31.3%
4103 Part-time Salaries	298	-	-	-	-	-
4201 Group Medical Insurance	15,246	17,056	18,124	16,062	(11.4%)	7.3%
4202 Medicare Contributions	686	917	903	1,047	15.9%	0.5%
4204 401A Plan City Contributions	1,152	1,500	1,500	1,724	14.9%	0.8%
4206 Medical Retirement Contributions	682	940	940	900	(4.3%)	0.4%
4211 PERS Regular Contribution	8,922	10,430	10,709	7,290	(31.9%)	3.3%
Total Salaries & Benefits	\$75,560	\$92,432	\$95,432	\$96,345	1.0%	43.5%
5101 Contract Services	\$96,726	\$88,000	\$98,000	\$104,400	6.5%	47.2%
5102 Contract Personnel	-	1,800	1,400	-	(100.0%)	-
5202 Membership & Dues	75	100	75	75	-	0.0%
5203 Reference Materials	-	150	144	150	4.2%	0.1%
5204 Conferences & Meetings	944	1,800	1,800	3,000	66.7%	1.4%
5205 Training	320	150	-	200	-	0.1%
5207 Advertising	-	900	1,700	2,000	17.6%	0.9%
5225 Printing	576	900	500	700	40.0%	0.3%
5501 Telephone	1,310	1,300	1,176	1,300	10.5%	0.6%
Total Materials & Services	\$99,950	\$95,100	\$104,795	\$111,825	6.7%	50.5%
5621 Information Systems Allocation	\$4,824	\$4,932	\$4,932	\$13,088	165.4%	5.9%
Total Internal Services	\$4,824	\$4,932	\$4,932	\$13,088	165.4%	5.9%
Total Operating Expenditures	\$180,334	\$192,464	\$205,159	\$221,258	7.8%	100.0%
Source of Funds						
General Fund	\$180,334	\$192,464	\$205,159	\$221,258	7.8%	100.0%
Total Sources	\$180,334	\$192,464	\$205,159	\$221,258	7.8%	100.0%

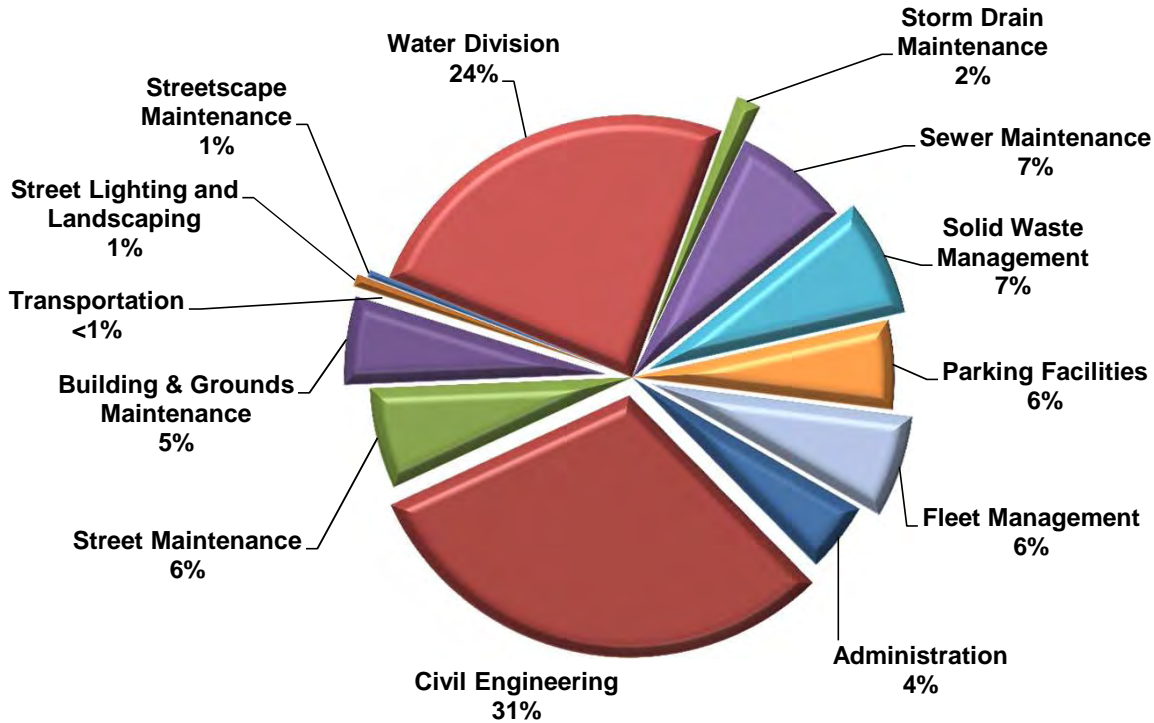


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**PUBLIC WORKS
DEPARTMENT**

PUBLIC WORKS DEPARTMENT

FY 2013-2014
Department Expenditure by Program



Program Expenditures	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed
Administration	\$1,349,483	\$1,360,873	\$2,551,598	\$2,395,143
Civil Engineering	2,497,369	13,264,546	15,724,491	16,838,881
Street Maintenance	3,123,112	5,305,828	8,874,104	3,431,378
Building & Grounds Maintenance*	2,136,731	2,383,723	2,378,215	3,013,134
Transportation	10,386	358,068	374,486	97,068
Street Lighting and Landscaping	406,444	392,898	416,699	420,949
Streetscape Maintenance	189,674	201,501	198,165	251,207
Water Division	9,429,021	13,219,721	17,956,299	13,473,613
Storm Drain Maintenance	603,622	597,789	979,449	832,914
Sewer Maintenance	2,103,230	3,687,820	6,848,921	3,963,916
Solid Waste Management	4,190,875	4,397,944	4,467,798	4,010,162
Parking Facilities	2,966,692	3,712,795	15,740,357	3,030,604
Fleet Management	1,488,575	5,149,044	4,774,513	3,510,766
Total	\$30,495,215	\$54,032,550	\$81,285,095	\$55,269,735

Enterprise Revenues	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed
Water	\$12,641,786	\$14,874,414	\$14,667,655	\$15,973,827
Stormwater	363,855	359,350	352,830	352,126
Wastewater	3,109,804	3,377,186	3,342,554	3,586,955
Refuse	4,390,147	4,566,324	4,523,694	4,090,542
Parking	2,344,300	2,299,594	2,360,314	2,344,633
State & County Lots	1,095,182	1,031,363	1,167,352	1,163,739
Total	\$23,945,074	\$26,508,231	\$26,414,399	\$27,511,822
Full-Time Positions	60	58	58	56

PUBLIC WORKS: ADMINISTRATION

GOAL

To provide administrative support to the various functions of the Public Works Department, and house the City's Environmental Programs

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.



Environmental initiatives have been an area of priority for the community, and successful recommendations were made to City Council in the areas of sustainable building standards, updates to the City's Water Conservation Ordinance, solid waste management and energy efficiency as a start to the City's environmental efforts. Several grant opportunities were also pursued, and those awarded cover areas of energy efficiency, sustainable landscaping, and electric vehicle infrastructure.

Fiscal Year 2012-2013 focused 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, and these efforts will be carried forward into the 2013-2014 fiscal year. Many of the program efforts align with the City's Strategic Goal to "Maintain and Enhance City Facilities, Programs, and Infrastructure." Major program initiatives include: energy efficiency strategies, community-wide electric vehicle policy, sustainable landscape efforts to promote water conservation, and implementation of policies that impact pollution prevention through ordinances on smoking and polystyrene.

Full-Time Staffing	2010-2011	2011-2012	2012-2013	2013-2014
	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	1
Senior Management Analyst	-	-	0.25	1
Management Analyst	1	1	1	-
Executive Secretary	1	1	1	1
Total	6	7	7.25	7

Administration		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$724,633	\$734,627	\$651,305	\$812,536	24.8%	33.9%
4103	Part-time Salaries	497	-	-	-	-	-
4111	Overtime Regular Employees	44	-	-	-	-	-
4201	Group Medical Insurance	68,079	86,888	67,513	78,492	16.3%	3.3%
4202	Medicare Contributions	10,340	10,938	9,347	12,273	31.3%	0.5%
4203	Unemployment	-	-	-	1,020	-	0.0%
4204	401A Plan City Contributions	27,068	27,824	26,165	31,677	21.1%	1.3%
4205	Worker's Compensation	12,180	20,681	20,681	11,700	(43.4%)	0.5%
4206	Medical Retirement Contributions	4,799	7,360	7,360	7,500	1.9%	0.3%
4211	PERS Regular Contribution	118,435	128,445	111,719	88,169	(21.1%)	3.7%
Total Salaries & Benefits		\$966,075	\$1,016,763	\$894,090	\$1,043,368	16.7%	43.6%
5101	Contract Services	\$19,177	\$13,340	\$37,826	\$14,540	(61.6%)	0.6%
5102	Contract Personnel	-	-	42,364	-	(100.0%)	-
5201	Office Supplies	6,577	13,460	13,460	13,460	-	0.6%
5202	Membership & Dues	674	1,105	1,825	3,185	74.5%	0.1%
5203	Reference Materials	77	100	371	100	(73.0%)	0.0%
5204	Conferences & Meetings	3,953	3,755	3,610	3,500	(3.0%)	0.1%
5205	Training	249	300	300	300	-	0.0%
5207	Advertising	7,243	7,000	7,000	7,000	-	0.3%
5208	Postage	285	180	233	180	(22.7%)	0.0%
5210	Computers, Supplies & Software	-	5,800	5,800	1,746	(69.9%)	0.1%
5214	Employee Awards & Events	-	-	500	-	(100.0%)	-
5217	Departmental Supplies	24,110	12,000	69,228	12,000	(82.7%)	0.5%
5225	Printing	72	150	150	150	-	0.0%
5501	Telephone	8,938	8,900	9,219	9,300	0.9%	0.4%
5502	Electricity	22,942	23,903	23,559	23,558	(0.0%)	1.0%
5503	Natural Gas	8,644	7,849	6,650	6,650	-	0.3%
Total Materials & Services		\$102,939	\$97,842	\$222,095	\$95,669	(56.9%)	4.0%
5611	Warehouse Services	\$1,005	\$1,000	\$1,000	\$1,000	-	0.0%
5621	Information Systems Allocation	72,408	73,978	73,978	58,896	(20.4%)	2.5%
5631	Insurance Allocation	161,100	132,138	132,138	32,460	(75.4%)	1.4%
5641	Fleet Rental Allocation	5,076	5,070	5,070	6,270	23.7%	0.3%
5642	Fleet Maintenance Allocation	15,450	13,919	13,538	10,576	(21.9%)	0.4%
Total Internal Services		\$255,039	\$226,105	\$225,724	\$109,202	(51.6%)	4.6%
Total Operating Expenditures		\$1,324,053	\$1,340,710	\$1,341,909	\$1,248,239	(7.0%)	52.1%
6141	Computer Equipment & Software	-	-	-	\$150,000	-	6.3%
6212	CIP Bldg & Facilities - CYr	\$6,985	-	\$108,015	-	(100.0%)	-
Total Capital Projects & Equipment		\$6,985	-	\$108,015	\$150,000	38.9%	6.3%
7101	Bond Principal	-	-	\$445,000	\$530,000	19.1%	23.7%
7102	Bond Interest	-	-	433,840	436,613	0.6%	19.5%
7103	Bond Administration Fee	-	-	2,000	5,000	150.0%	0.2%
7104	Bond Delivery Fee	-	-	201,017	-	(100.0%)	-
Total Debt Service		-	-	\$1,081,857	\$971,613	(10.2%)	43.4%
9101	Transfers Out	\$18,445	\$20,163	\$19,817	\$25,291	27.6%	1.1%
Total Transfers		\$18,445	\$20,163	\$19,817	\$25,291	27.6%	1.1%
Total Expenditures		\$1,349,483	\$1,360,873	\$2,551,598	\$2,395,143	(6.1%)	100.0%
Source of Funds							
General Fund		\$1,342,498	\$1,360,873	\$2,443,583	\$2,395,143	(2.0%)	100.0%
Capital Improvement		6,985	-	108,015	-	(100.0%)	-
Total Sources		\$1,349,483	\$1,360,873	\$2,551,598	\$2,395,143	(6.1%)	100.0%

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

INITIATIVES

- Implement water and wastewater system improvement projects
- Assess the condition of City infrastructure and buildings to determine needs and implement improvements
- Work with 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



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

Significant projects to be pursued in Fiscal Year 2013-2014 include water and sewer projects east of Sepulveda Boulevard. Construction of the Sepulveda Bridge Widening and Strand Stairs Improvements, and improvements to pier buildings, downtown crosswalks and traffic signals will be performed. Additionally, Utility Undergrounding Districts 12, 14 and 15 are scheduled for Proposition 218 balloting in Fiscal Year 2013-2014. Lastly, a plan to address needed improvements to City buildings will be developed based on the findings of condition assessments completed in Fiscal Year 2012-2013.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	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	-	-	-	-
Engineering Technician I/II	1	1	1	1
GIS Analyst*	1	1	1	-
Public Works Inspector	1	1	1	1
Senior Management Analyst	-	-	-	0.25
Secretary	1	1	1	1
GIS Technician*	-	-	0.2	-
Total	8	8	8.20	7.25

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

Civil Engineering	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
# - Projects Commencing Construction in Fiscal Year*	n/a	n/a	16	14
% - Projects Completed Within Budget	100%	100%	100%	100%

* New for Fiscal Year 2013-2014

Civil Engineering		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$747,680	\$735,122	\$766,529	\$722,674	(5.7%)	4.3%
4103	Part-time Salaries	12,922	12,240	10,000	12,240	22.4%	0.1%
4111	Overtime Regular Employees	-	820	820	1,012	23.4%	0.0%
4201	Group Medical Insurance	97,736	108,810	111,736	105,496	(5.6%)	0.6%
4202	Medicare Contributions	10,756	11,134	10,994	11,092	0.9%	0.1%
4204	401A Plan City Contributions	15,818	15,757	15,694	16,015	2.0%	0.1%
4206	Medical Retirement Contributions	5,487	7,690	7,690	7,440	(3.3%)	0.0%
4211	PERS Regular Contribution	121,586	129,655	126,757	78,957	(37.7%)	0.5%
Total Salaries & Benefits		\$1,011,984	\$1,021,228	\$1,050,220	\$954,926	(9.1%)	5.7%
5101	Contract Services	\$96,001	\$110,110	\$88,000	\$110,000	25.0%	0.7%
5104	Computer Contract Services	26,993	30,720	30,720	2,000	(93.5%)	0.0%
5201	Office Supplies	1,032	-	892	-	(100.0%)	-
5202	Membership & Dues	950	1,410	1,385	912	(34.2%)	0.0%
5203	Reference Materials	105	300	300	300	-	0.0%
5204	Conferences & Meetings	2,492	5,075	4,015	2,235	(44.3%)	0.0%
5205	Training	55	1,500	1,500	1,500	-	0.0%
5206	Uniforms/Safety Equip	185	280	280	335	19.6%	0.0%
5207	Advertising	226	750	750	750	-	0.0%
5208	Postage	9,097	9,380	8,606	7,100	(17.5%)	0.0%
5210	Computer Supplies & Software	9,576	-	10	5,000	49900.0%	0.0%
5212	Office Equip Maintenance	1,945	2,000	3,000	2,000	(33.3%)	0.0%
5217	Departmental Supplies	7,443	5,600	6,500	2,700	(58.5%)	0.0%
5225	Printing	282	150	150	150	-	0.0%
5268	UAD Construction Fund Refunds	(903)	-	-	-	-	-
5501	Telephone	8,230	8,100	8,387	8,500	1.3%	0.1%
Total Materials & Services		\$163,710	\$175,375	\$154,495	\$143,482	(7.1%)	0.9%
5611	Warehouse Services	\$631	\$650	\$203	\$650	220.2%	0.0%
5621	Information Systems Allocation	33,792	34,523	34,523	52,352	51.6%	0.3%
5641	Fleet Rental Allocation	5,112	5,110	5,110	9,270	81.4%	0.1%
5642	Fleet Maintenance Allocation	6,381	5,744	5,587	4,954	(11.3%)	0.0%
5651	Building & Operations Allocation	52,740	62,297	58,757	70,899	20.7%	0.4%
Total Internal Services		\$98,656	\$108,324	\$104,180	\$138,125	32.6%	0.8%
Total Operating Expenditures		\$1,274,351	\$1,304,927	\$1,308,895	\$1,236,533	(5.5%)	7.3%
6121	Machinery & Equipment	-	\$20,629	-	-	-	-
6141	Computer Equipment & Software	-	21,000	-	-	-	-
6202	Studies, Audits & Analysis	-	100,000	-	-	-	-
6212	CIP Bldg & Facilities - CYr	-	1,440,000	1,740,000	-	(100.0%)	-
6222	CIP Street Improvement - CYr	106,227	9,415,378	10,622,349	12,745,472	20.0%	75.7%
6232	CIP Utility Improvements - CYr	1,111	-	208,833	-	(100.0%)	-
6252	CIP Landscape & Site - CYr	27,208	-	319,882	-	(100.0%)	-
6263	Infrastructure Improvements	-	-	562,500	1,900,000	237.8%	11.3%
Total Capital Projects & Equipment		\$134,547	\$10,997,007	\$13,453,564	\$14,645,472	8.9%	87.0%
7101	Bond Principal	\$490,000	\$510,000	\$510,000	\$525,000	2.9%	3.1%
7102	Bond Interest	466,951	444,112	444,112	422,876	(4.8%)	2.5%
7103	Bond Administration Fee	7,920	8,500	7,920	9,000	13.6%	0.1%
7106	Bond Redemption Call	123,600	-	-	-	-	-
Total Debt Service		\$1,088,471	\$962,612	\$962,032	\$956,876	(0.5%)	5.7%
Total Expenditures		\$2,497,369	\$13,264,546	\$15,724,491	\$16,838,881	7.1%	100.0%
Source of Funds							
General Fund		\$1,275,254	\$1,346,556	\$1,308,895	\$1,236,533	(5.5%)	7.3%
Prop C		9,526	8,715,937	10,131,741	12,745,472	25.8%	75.7%
Capital Improvement		125,021	2,239,441	3,321,823	1,900,000	(42.8%)	11.3%
Underground Assessment		(903)	-	-	-	-	-
Special Assessment Redemption Fund		1,088,471	962,612	962,032	956,876	(0.5%)	5.7%
Total Sources		\$2,497,369	\$13,264,546	\$15,724,491	\$16,838,881	7.1%	100.0%

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

- Complete conversion of painted street pavement markings to thermoplastic as part of Section 2 slurry program
- Complete Section 2 concrete repairs through the identification of displaced sidewalks and the notification of property owners
- Assess requests for street tree removals, and integrate new tree trimming contract and tree inventory to forecast tree care budget and optimize trimming cycles to reduce liability exposure
- Implement hand held retroreflectometer to apply standardized metrics to traffic sign inventory and meet standards for reflectivity
- Implement mobile workforce technologies to speed work order management, code enforcement and liability mitigation
- 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 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
- 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 2013-2014 initiatives include 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. This fiscal year marks the completion of a full seven-year cycle which includes completion of thermoplastic traffic marking conversion and concrete repairs in conjunction with Engineering Division's slurry program.

The Fiscal Year 2013-2014 budget includes funds for landscaping, tree trimming and inventory, street medians maintenance, and re-striping of traffic centerlines (object 5101). Supplies such as cement, concrete, asphalt, and other related materials are budgeted in departmental supplies (object 5217).

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Maintenance Worker IV	2	2	2	2
Secretary	1	1	1	1
Maintenance Worker III	1	1	1	-
Maintenance Worker I/II	8.5	9	9	11
Electrician	-	-	0.2	0.2
Total	12.5	13	13.2	13.7

Street Maintenance	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
% - Potholes filled within 10 days of work order placement	n/a	73%	50%	75%
% - Good/Better condition ratings of regulatory signs	n/a	93%	90%	95%
# - Traffic signs replaced/installed	1,088	776	1,000	1,000
# - Ramping/temporary Sidewalk Repairs	20	43	30	30
# - Asphalt/Concrete Patches	241	328	500	500
# - Graffiti sites abated	308	411	300	400

Street Maintenance	2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101 Salaries & Allowances	\$708,771	\$717,045	\$766,345	\$830,516	8.4%	24.2%
4111 Overtime Regular Employees	7,541	8,726	8,821	9,842	11.6%	0.3%
4114 Overtime Special Events	20,728	29,361	16,500	20,488	24.2%	0.6%
4201 Group Medical Insurance	148,685	156,470	163,316	168,104	2.9%	4.9%
4202 Medicare Contributions	9,506	9,659	10,307	11,212	8.8%	0.3%
4203 Unemployment	22,500	22,500	22,500	16,140	(28.3%)	0.5%
4204 401A Plan City Contributions	3,314	3,301	3,301	3,795	15.0%	0.1%
4205 Worker's Compensation	23,460	53,735	53,735	36,600	(31.9%)	1.1%
4206 Medical Retirement Contributions	8,911	12,380	12,380	12,540	1.3%	0.4%
4211 PERS Regular Contribution	117,822	125,792	118,296	89,095	(24.7%)	2.6%
Total Salaries & Benefits	\$1,071,239	\$1,138,969	\$1,175,501	\$1,198,332	1.9%	34.9%
5101 Contract Services	\$138,178	\$248,463	\$214,260	\$234,666	9.5%	6.8%
5202 Membership & Dues	149	165	165	319	93.3%	0.0%
5205 Training	5,476	2,484	2,484	2,484	-	0.1%
5206 Uniforms/Safety Equip	6,165	5,200	4,656	5,738	23.2%	0.2%
5207 Advertising	140	-	-	-	-	-
5209 Tools & Minor Equip	3,438	3,000	3,546	3,000	(15.4%)	0.1%
5210 Computer Supplies & Software	-	-	-	3,492	-	0.1%
5217 Departmental Supplies	218,121	188,415	165,315	204,365	23.6%	6.0%
5225 Printing	36	-	-	-	-	-
5502 Electricity	36,449	34,724	37,366	37,366	-	1.1%
5504 Water	34,294	35,280	36,823	40,321	9.5%	1.2%
Total Materials & Services	\$442,446	\$517,731	\$464,615	\$531,751	14.4%	15.5%
5611 Warehouse Services	\$6,440	\$6,200	\$5,700	\$7,395	29.7%	0.2%
5621 Information Systems Allocation	24,144	34,523	34,523	45,808	32.7%	1.3%
5631 Insurance Allocation	352,980	93,308	93,308	140,040	50.1%	4.1%
5641 Fleet Rental Allocation	131,604	127,490	127,490	142,640	11.9%	4.2%
5642 Fleet Maintenance Allocation	108,336	97,607	94,939	99,412	4.7%	2.9%
Total Internal Services	\$623,504	\$359,128	\$355,960	\$435,295	22.3%	12.7%
Total Operating Expenditures	\$2,137,189	\$2,015,828	\$1,996,076	\$2,165,378	8.5%	63.1%
6121 Machinery & Equipment	-	-	-	\$11,000	-	0.3%
6222 CIP Street Improvement - CYr	\$985,923	\$3,210,000	\$6,878,028	1,255,000	(81.8%)	36.6%
6202 Studies Audits & Analysis	-	\$80,000	-	-	-	-
Total Capital Projects & Equipment	\$985,923	\$3,290,000	\$6,878,028	\$1,266,000	(81.6%)	36.9%
Total Expenditures	\$3,123,112	\$5,305,828	\$8,874,104	\$3,431,378	(61.3%)	100.0%
Source of Funds						
General Fund	\$2,137,189	\$2,015,828	\$1,996,076	\$2,176,378	9.0%	63.4%
Gas Tax Fund	422,762	870,000	4,152,075	1,115,000	(73.1%)	32.5%
Federal & State Grants Fund	534,522	-	-	-	-	-
Prop C	28,640	-	385,953	40,000	(89.6%)	1.2%
Capital Improvement Fund	-	2,420,000	2,340,000	100,000	(95.7%)	2.9%
Total Sources	\$3,123,112	\$5,305,828	\$8,874,104	\$3,431,378	(61.3%)	100.0%

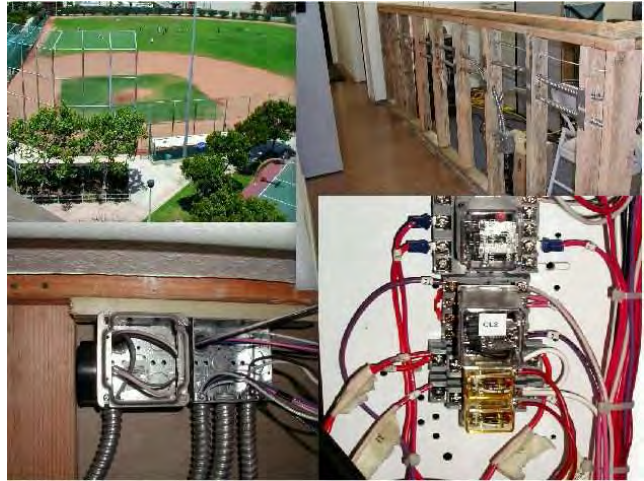
PUBLIC WORKS: BUILDING & GROUNDS

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

- Monitor integration tree trimming contract and tree inventory to forecast tree care budget and cost effective trimming cycles to mitigate potential liability exposure
- Partner with Engineering Division and user groups to ensure new artificial turf field at Marine Avenue Park meets expectations, while ensuring landscape contractor is versed in artificial turf maintenance practices
- 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
- Continue energy efficient light-emitting diode (LED) lighting upgrades to parking structure 3, buildings, streets, and all parks in an effort to save energy, reduce the City's carbon foot print, and save labor
- Continue maintenance painting program to a standardized three-year interior and five-year exterior painting cycle
- Continue partnership with the Manhattan Beach Little League and American Youth Soccer Organization to continue sustainable maintenance programs and raise level of field playability and aesthetics.
- Continue partnership with various businesses and groups during the year to support the many events that occur throughout the City, and work on ways to contain event costs
- Continue to monitor landscape maintenance contract through use of new radio-frequency identification based inspection, with an emphasis on maximizing services and lowering liability exposure
- Utilize all sustainable environmental practices at the City's disposal to implement City's Green Initiative
- 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
- Perform a thorough analysis of the street, park and field lighting, and develop a program of upgrades or repairs as appropriate; continue to utilize lighting vendors to help maintain current lighting inventory
- Respond to routine electrical work orders within 10 working days



The Building and Grounds maintenance services are delivered through a combination of skilled City maintenance employees and competitively bid outside service contracts. This program is responsible for the preparation and maintenance of parks facilities, school athletic fields which are under City control, 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 2013-2014 budget includes funds for Building and Grounds maintenance contracts managed by the City (object 5101), and supplies and materials (object 5217).

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Maintenance Worker IV	1	1	1	1
Maintenance Worker III	-	-	-	-
Building Repair Craftsperson	3	3	3	3
Maintenance Worker I/II	1	1	1	1
Electrician*	1	1	1.20	1.20
Total	6	6	6.20	6.20

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

Building & Grounds	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
% - All work orders requiring emergency response	3%	2%	2%	1%
% - Electrical work orders responded to w/in 10 days	n/a	93%	90%	98%
% - Bldg/Grounds work orders completed	88%	88%	97%	99%

Building & Grounds	2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101 Salaries & Allowances	\$292,289	\$389,202	\$257,497	\$396,097	53.8%	13.1%
4111 Overtime Regular Employees	2,213	4,802	2,342	24,594	950.1%	0.8%
4201 Group Medical Insurance	51,595	74,582	50,508	57,936	14.7%	1.9%
4202 Medicare Contributions	3,297	4,759	2,767	4,980	80.0%	0.2%
4204 401A Plan City Contributions	1,723	1,717	1,717	1,974	15.0%	0.1%
4206 Medical Retirement Contributions	4,799	5,820	5,820	5,640	(3.1%)	0.2%
4211 PERS Regular Contribution	55,828	68,410	40,354	43,504	7.8%	1.4%
Total Salaries & Benefits	\$411,744	\$549,292	\$361,005	\$534,725	48.1%	17.7%
5101 Contract Services	\$952,749	\$1,146,862	\$1,140,491	\$1,611,080	41.3%	53.5%
5102 Contract Personnel	38,310	-	110,000	-	(100.0%)	-
5205 Training	-	3,614	5,024	9,272	84.6%	0.3%
5206 Uniforms/Safety Equip	1,673	3,900	3,550	4,725	33.1%	0.2%
5207 Advertising	140	-	-	-	-	-
5209 Tools & Minor Equip	693	1,000	1,000	1,000	-	0.0%
5210 Computer Supplies & Software	-	-	-	1,873	-	0.1%
5217 Departmental Supplies	228,945	200,793	230,100	270,774	17.7%	9.0%
5225 Printing	36	150	-	150	-	0.0%
5501 Telephone	225	225	233	230	(1.3%)	0.0%
5502 Electricity	132,157	136,984	140,705	140,703	(0.0%)	4.7%
5503 Natural Gas	4,451	4,747	3,809	3,809	-	0.1%
5504 Water	276,456	263,932	302,006	330,696	9.5%	11.0%
Total Materials & Services	\$1,635,836	\$1,762,207	\$1,936,918	\$2,374,312	22.6%	78.8%
5611 Warehouse Services	\$18,121	\$15,850	\$24,700	\$24,663	(0.1%)	0.8%
5621 Information Systems Allocation	9,660	-	-	19,632	-	0.7%
5631 Insurance Allocation	3,540	1,684	1,684	2,040	21.1%	0.1%
5641 Fleet Rental Allocation	26,076	26,080	26,080	29,560	13.3%	1.0%
5642 Fleet Maintenance Allocation	31,755	28,610	27,828	28,202	1.3%	0.9%
Total Internal Services	\$89,152	\$72,224	\$80,292	\$104,097	29.6%	3.5%
Total Operating Expenditures	\$2,136,731	\$2,383,723	\$2,378,215	\$3,013,134	26.7%	100.0%
Source of Funds						
General Fund	\$1,007,649	\$1,081,574	\$1,121,767	\$1,479,505	31.9%	49.1%
Building Maintenance	1,129,083	1,302,149	1,256,448	1,533,630	22.1%	50.9%
Total Sources	\$2,136,731	\$2,383,723	\$2,378,215	\$3,013,134	26.7%	100.0%

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

- Continue to seek grant funding to offset costs of energy efficient lighting retrofits throughout the City
- Continue use of the Government Outreach web application to manage failed lamp reporting
- Analyze current rate structure
- Continue to investigate feasibility of including programmed maintenance of street, tree and sidewalks into assessment structure
- Continue partnering 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
- Work with Engineering Division to continue LED retrofits at intersection lighting locations



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 2013-2014, 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		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
5101	Contract Services	\$7,975	\$7,000	\$10,000	\$11,500	15.0%	2.7%
5217	Departmental Supplies	3,328	5,500	7,200	9,950	38.2%	2.4%
5502	Electricity	292,922	294,776	294,708	294,708	-	70.0%
5503	Natural Gas	58,971	42,372	61,541	61,541	-	14.6%
Total Materials & Services		\$363,196	\$349,648	\$373,449	\$377,699	1.1%	89.7%
5601	Administrative Service Charge	\$43,248	\$43,250	\$43,250	\$43,250	-	10.3%
Total Internal Services		\$43,248	\$43,250	\$43,250	\$43,250	-	10.3%
Total Operating Expenditures		\$406,444	\$392,898	\$416,699	\$420,949	1.0%	100.0%
Source of Funds							
Street Lighting & Landscaping		\$269,167	\$271,191	\$271,193	\$271,894	0.3%	64.6%
Subsidy from General Fund (Transfer In)		137,277	121,707	145,506	149,055	2.4%	35.4%
Total Sources		\$406,444	\$392,898	\$416,699	\$420,949	1.0%	100.0%

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

- Work in conjunction with Engineering staff, Downtown Business Association, and all other stakeholders in identifying deficiencies, formulating plans, and implementing projects for the Streetscape rehabilitation
- Include discussions on alternative pavement treatments to deteriorating tile in crosswalks and lighting treatments
- Ensure high level landscape and custodial maintenance in the Downtown area by adding weekend service during peak season (April through September)
- Continue monitoring maintenance contract and provide a seamless transition to new specifications
- Continue participation in grant funding program through purchase and installation of new Big Belly recycling containers in areas of high use, particularly area near Morningside Drive and Manhattan Beach Boulevard



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 2013-2014 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 \$251,207. The City's General Fund subsidizes this shortfall. An Assessment District vote would be required to correct this imbalance. The Fiscal Year 2013-2014 budget includes landscaping maintenance and pest control which appear under Contract Services (object 5101).

		2010-2011	2011-2012	2012-2013	2013-2014		
Full-Time Staffing		Actual	Actual	Adopted	Proposed		
Maintenance Worker I/II		1	0.5	0.5	0.5		
Streetscape Maintenance		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$28,001	\$27,976	\$28,732	\$29,401	2.3%	11.7%
4111	Overtime Regular Employees	80	383	-	416	-	0.2%
4201	Group Medical Insurance	7,412	8,342	8,137	8,248	1.4%	3.3%
4202	Medicare Contributions	387	412	399	444	11.3%	0.2%
4206	Medical Retirement Contributions	341	470	470	480	2.1%	0.2%
4211	PERS Regular Contribution	4,695	4,994	4,369	3,228	(26.1%)	1.3%
Total Salaries & Benefits		\$40,918	\$42,577	\$42,107	\$42,218	0.3%	16.8%
5101	Contract Services	\$64,108	\$61,136	\$60,000	\$113,727	89.5%	45.3%
5206	Uniforms/Safety Equip	14	325	21	-	(100.0%)	-
5217	Departmental Supplies	6,962	18,600	18,000	17,000	(5.6%)	6.8%
5502	Electricity	11,401	12,276	10,571	10,571	-	4.2%
5504	Water	4,399	5,160	6,727	7,366	9.5%	2.9%
Total Materials & Services		\$86,884	\$97,497	\$95,319	\$148,664	56.0%	59.2%
5601	Administrative Service Charge	\$41,988	\$41,986	\$41,986	\$41,986	-	16.7%
5611	Warehouse Services	181	500	-	343	-	0.1%
5641	Fleet Rental Allocation	12,072	12,070	12,070	12,070	-	4.8%
5642	Fleet Maintenance Allocation	7,632	6,871	6,683	5,926	(11.3%)	2.4%
Total Internal Services		\$61,873	\$61,427	\$60,739	\$60,325	(0.7%)	24.0%
Total Operating Expenditures		\$189,674	\$201,501	\$198,165	\$251,207	26.8%	100.0%
Source of Funds							
Streetlighting & Landscape		\$107,215	\$107,490	\$107,476	\$107,306	(0.2%)	42.7%
City Assessment		18,445	20,163	19,817	25,291	27.6%	10.1%
Subsidy from General Fund (Transfer In)		64,014	73,848	70,872	118,610	67.4%	47.2%
Total Sources		\$189,674	\$201,501	\$198,165	\$251,207	26.8%	100.0%

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; one imported water connection with the Metropolitan Water District of Southern California with a production capacity of 5,000 gallons per minute; two groundwater wells with a total production capacity of 3,500 gallons per minute; four booster stations with a total delivery capacity of 14,800 gallons per minute; five emergency generators at the wells and booster stations; approximately 112 miles of water distribution pipelines ranging in diameter from 4" to 24"; 1700 gate valves; and 230 backflow devices.

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.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	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	1	1
Water Meter Reader	1	1	1	1
Maintenance Worker I/II	6	6	6	7
Secretary	1	1	1	1
GIS Technician	0.50	0.50	0.50	-
Electrician	0.75	0.75	0.20	0.20
Total	14.25	14.25	11.70	12.20

Water Administration		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$102,862	\$33,888	\$10,604	-	(100.0%)	-
4111	Overtime Regular Employees	-	-	1,350	-	(100.0%)	-
4201	Group Medical Insurance	6,144	3,583	1,133	-	(100.0%)	-
4202	Medicare Contributions	483	491	154	-	(100.0%)	-
4204	401A Plan City Contributions	960	-	-	-	-	-
4206	Medical Retirement Contributions	1,029	470	470	-	(100.0%)	-
4211	PERS Regular Contribution	15,331	6,049	1,861	-	(100.0%)	-
4220	Accrued Leave	(9,429)	-	-	-	-	-
Total Salaries & Benefits		\$117,379	\$44,481	\$15,572	-	(100.0%)	-
5101	Contract Services	\$1,452	\$2,000	\$1,350	\$2,025	50.0%	0.1%
5202	Membership & Dues	343	150	200	150	(25.0%)	0.0%
5205	Training	33	-	-	-	-	-
5217	Departmental Supplies	151	500	250	250	-	0.0%
5225	Printing	140	3,000	1,250	1,250	-	0.0%
5231	Bank Service Charge	17,654	17,210	10,800	11,000	1.9%	0.3%
5501	Telephone	2,521	2,300	2,711	2,700	(0.4%)	0.1%
5503	Natural Gas	182	189	185	185	-	0.0%
Total Materials & Services		\$22,477	\$25,349	\$16,746	\$17,560	4.9%	0.5%
5601	Administrative Service Charge	\$1,349,184	\$1,349,188	\$1,349,188	\$1,349,188	-	35.8%
5611	Warehouse Services	42	50	50	50	-	0.0%
5621	Information Systems Allocation	4,824	4,932	4,932	-	(100.0%)	-
5641	Fleet Rental Allocation	-	-	-	4,160	-	0.1%
5642	Fleet Maintenance Allocation	-	-	-	2,858	-	0.1%
5651	Building & Operations Allocation	90,384	108,843	102,659	125,812	22.6%	3.3%
Total Internal Services		\$1,444,434	\$1,463,013	\$1,456,829	\$1,482,068	1.7%	39.3%
Total Operating Expenditures		\$1,584,290	\$1,532,843	\$1,489,147	\$1,499,628	0.7%	39.8%
6212	CIP Bldg & Facilities - CYr	-	\$317,500	\$511,197	-	(100.0%)	-
6232	CIP Utility Improvements - CYr	\$81,945	-	158,060	-	(100.0%)	-
6242	CIP Line Improvements - CYr	945,545	2,350,000	4,684,967	\$2,100,000	(55.2%)	55.7%
Total Capital Projects & Equipment		\$1,027,490	\$2,667,500	\$5,354,224	\$2,100,000	(60.8%)	55.7%
7101	Bond Principal	\$90,483	\$90,483	\$2,081,116	-	(100.0%)	-
7102	Bond Interest	125,736	122,374	13,544	-	(100.0%)	-
7103	Bond Administration Fee	4,365	2,815	670	-	(100.0%)	-
7401	Interfund Loans Principal	-	-	56,971	107,240	88.2%	2.8%
7402	Interfund Loans Interest	-	-	61,238	61,362	0.2%	1.6%
7403	Interfund Loan Admin Fees	-	-	640	1,012	58.1%	0.0%
Total Debt Service		\$220,584	\$215,672	\$2,214,179	\$169,614	(92.3%)	4.5%
Total Expenditures		\$2,832,365	\$4,416,015	\$9,057,550	\$3,769,242	(58.4%)	100.0%
Source of Funds							
Water		\$2,832,365	\$4,416,015	\$9,057,550	\$3,769,242	(58.4%)	100.0%
Total Sources		\$2,832,365	\$4,416,015	\$9,057,550	\$3,769,242	(58.4%)	100.0%

SOURCE OF SUPPLY

GOAL

Provide customers with a reliable source of water supply at the lowest possible cost, and as required by the adoption of the Urban Water Management Plan, reduce overall water consumption by 20% by the year 2020 through the water conservation programs



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 80% of the City's water supply is provided by the MWD and 20% is supplied through City-owned groundwater rights in the West Coast Groundwater Basin. In 2012, the City signed a three year agreement with a local groundwater purveyor to lease 950 acre feet of water, resulting in a 21% decrease in MWD purchases.

Water Division - Source of Supply	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
% - Purchases reduced between 2010 - 2020	16%	15%	15%	17%

Water Source of Supply		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
5101	Contract Services	\$3,865,651	\$4,623,136	\$4,099,736	\$4,454,030	8.6%	63.9%
5202	Membership & Dues	-	1,931	2,923	11,874	306.2%	0.2%
5217	Departmental Supplies	530	-	-	-	-	-
5240	Assessments & Taxes	261	-	-	-	-	-
5502	Electricity	1,215	1,221	1,238	1,238	-	0.0%
Total Materials & Services		\$3,867,658	\$4,626,288	\$4,103,897	\$4,467,142	8.9%	64.1%
Total Operating Expenditures		\$3,867,658	\$4,626,288	\$4,103,897	\$4,467,142	8.9%	64.1%
6212	CIP Bldg & Facilities - CYr	\$152,257	\$1,000,000	\$1,000,000	\$2,500,000	150.0%	35.9%
Total Capital Projects & Equipment		\$152,257	\$1,000,000	\$1,000,000	\$2,500,000	150.0%	35.9%
Total Expenditures		\$4,019,915	\$5,626,288	\$5,103,897	\$6,967,142	36.5%	100.0%
Source of Funds							
Water		\$4,019,915	\$5,626,288	\$5,103,897	\$6,967,142	36.5%	1
Total Sources		\$4,019,915	\$5,626,288	\$5,103,897	\$6,967,142	36.5%	100.0%

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 that meet customer demand and fire protection requirements

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, fire protection and regulatory requirements at all times.

Water Pumping & Treatment		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$201,083	\$192,295	\$197,593	\$205,823	4.2%	13.9%
4111	Overtime Regular Employees	2,656	2,901	2,901	3,611	24.5%	0.2%
4201	Group Medical Insurance	26,351	28,880	25,980	28,780	10.8%	1.9%
4202	Medicare Contributions	2,814	2,729	2,844	2,988	5.1%	0.2%
4204	401A Plan City Contributions	-	875	934	1,086	16.3%	0.1%
4206	Medical Retirement Contributions	2,567	2,530	2,530	2,460	(2.8%)	0.2%
4211	PERS Regular Contribution	37,527	33,007	29,857	21,737	(27.2%)	1.5%
Total Salaries & Benefits		\$272,998	\$263,217	\$262,639	\$266,485	1.5%	18.0%
5101	Contract Services	\$95,164	\$143,923	\$219,111	\$117,765	(46.3%)	7.9%
5104	Computer Contract Services	5,806	10,164	10,164	6,240	(38.6%)	0.4%
5202	Membership & Dues	877	1,446	1,466	1,742	18.8%	0.1%
5205	Training	-	3,745	2,910	3,445	18.4%	0.2%
5206	Uniforms/Safety Equip	1,440	1,950	1,300	1,350	3.8%	0.1%
5209	Tools & Minor Equip	809	7,580	7,580	4,600	(39.3%)	0.3%
5210	Computer Supplies & Software	-	-	-	2,619	-	0.2%
5217	Departmental Supplies	59,473	75,607	75,607	65,660	(13.2%)	4.4%
5225	Printing	561	80	80	83	3.8%	0.0%
5240	Assessments & Taxes	530,000	582,960	508,008	557,976	9.8%	37.6%
5501	Telephone	73,975	68,400	60,233	68,000	12.9%	4.6%
5502	Electricity	263,596	276,944	258,636	258,636	-	17.5%
Total Materials & Services		\$1,031,700	\$1,172,799	\$1,145,095	\$1,088,116	(5.0%)	73.4%
5611	Warehouse Services	\$200	\$325	\$325	\$375	15.4%	0.0%
5621	Information Systems Allocation	38,616	39,455	39,455	26,176	(33.7%)	1.8%
5641	Fleet Rental Allocation	8,676	8,670	8,670	4,950	(42.9%)	0.3%
5642	Fleet Maintenance Allocation	8,214	11,488	11,174	8,480	(24.1%)	0.6%
Total Internal Services		\$55,706	\$59,938	\$59,624	\$39,981	(32.9%)	2.7%
Total Operating Expenditures		\$1,360,404	\$1,495,954	\$1,467,358	\$1,394,582	(5.0%)	94.1%
6121	Machinery & Equipment	-	-	-	\$87,518	-	5.9%
6232	CIP Utility Improvements - CYr	49,881	500,000	1,180,119	-	(100.0%)	-
Total Capital Projects & Equipment		\$49,881	\$500,000	\$1,180,119	\$87,518	(92.6%)	5.9%
Total Expenditures		\$1,410,286	\$1,995,954	\$2,647,477	\$1,482,100	(44.0%)	100.0%
Source of Funds							
Water		\$1,410,286	\$1,995,954	\$2,647,477	\$1,482,100	(44.0%)	100.0%
Total Sources		\$1,410,286	\$1,995,954	\$2,647,477	\$1,482,100	(44.0%)	100.0%

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, business and domestic water service to the community

INITIATIVES

- As continuation of a ten-year water meter replacement program, implement year 5 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.



Water - Maintenance Service Indicators & Statistics	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
# - Internal/external backflow devices inspected	235	235	235	175
# - System valves exercised	988	690	988	635
# - Pressure control valve preventative maintenance	6	6	6	10
% - Broken gate valves repaired w/in 10 days	100%	100%	100%	100%
# - Meters replaced per year	1,400	1,202	1,360	1,360
# - Distribution system flushing (miles)	112	112	112	112
# - Fire hydrant maintenance*	n/a	n/a	n/a	680
# - Gate valve exercise*	n/a	n/a	n/a	660
# - Fire hydrant painting*	n/a	n/a	n/a	680

* New for Fiscal Year 2013-2014

Water Maintenance		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$463,437	\$477,214	\$486,021	\$551,770	13.5%	44.0%
4111	Overtime Regular Employees	15,926	10,841	21,000	10,460	(50.2%)	0.8%
4201	Group Medical Insurance	91,947	127,435	112,979	130,436	15.5%	10.4%
4202	Medicare Contributions	6,782	6,910	7,255	8,146	12.3%	0.6%
4204	401A Plan City Contributions	1,757	875	934	1,086	16.3%	0.1%
4205	Worker's Compensation	57,960	12,024	12,024	11,700	(2.7%)	0.9%
4206	Medical Retirement Contributions	6,170	7,970	7,970	8,700	9.2%	0.7%
4211	PERS Regular Contribution	79,299	82,900	71,083	58,294	(18.0%)	4.6%
Total Salaries & Benefits		\$723,276	\$726,169	\$719,266	\$780,592	8.5%	62.2%
5101	Contract Services	\$20,038	\$29,682	\$29,682	\$30,251	1.9%	2.4%
5104	Computer Contract Services	-	3,964	3,964	3,578	(9.7%)	0.3%
5202	Membership & Dues	350	500	500	360	(28.0%)	0.0%
5203	Reference Materials	-	500	500	500	-	0.0%
5204	Conferences & Meetings	-	-	35	-	(100.0%)	-
5205	Training	4,235	4,800	4,800	3,449	(28.1%)	0.3%
5206	Uniforms/Safety Equip	4,464	3,900	3,900	4,050	3.8%	0.3%
5209	Tools & Minor Equip	4,648	4,200	5,142	5,016	(2.5%)	0.4%
5217	Departmental Supplies	237,755	212,610	212,610	248,949	17.1%	19.8%
5501	Telephone	186	180	187	180	(3.7%)	0.0%
5504	Water	22,970	26,851	27,820	30,462	9.5%	2.4%
Total Materials & Services		\$294,646	\$287,187	\$289,140	\$326,795	13.0%	26.0%
5611	Warehouse Services	\$1,772	\$2,000	\$2,000	\$2,250	12.5%	0.2%
5621	Information Systems Allocation	4,824	4,932	4,932	13,088	165.4%	1.0%
5631	Insurance Allocation	38,100	38,459	38,459	29,640	(22.9%)	2.4%
5641	Fleet Rental Allocation	53,052	53,050	53,050	56,250	6.0%	4.5%
5642	Fleet Maintenance Allocation	50,786	41,667	40,528	46,514	14.8%	3.7%
Total Internal Services		\$148,533	\$140,108	\$138,969	\$147,742	6.3%	11.8%
Total Operating Expenditures		\$1,166,455	\$1,153,464	\$1,147,375	\$1,255,129	9.4%	100.0%
6121	Machinery & Equipment	-	28,000	-	-	-	-
Total Capital Projects & Equipment		-	\$28,000	-	-	-	-
Total Expenditures		\$1,166,455	\$1,181,464	\$1,147,375	\$1,255,129	9.4%	100.0%
Source of Funds							
Water		\$1,166,455	\$1,181,464	\$1,147,375	\$1,255,129	9.4%	100.0%
Total Sources		\$1,166,455	\$1,181,464	\$1,147,375	\$1,255,129	9.4%	100.0%

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 consistent with the National Pollutions and Discharge Elimination System requirements

INITIATIVES

- Update the City's Storm Drain System Master Plan
- As mandated by the new National Pollutant Discharge Elimination System (NPDES) permit, develop stormwater runoff monitoring and capture programs that will reduce trash and pollutants that enter the sea, and identify and mitigate storm system Illicit Discharge and Illicit Connection violations
- Perform maintenance of catch basins, continuous deflector separators and Polliwog Pond to minimize trash conveyance to the sea in compliance with NPDES Total Daily Maximum Load (TMDL) requirements for trash and bacteria
- Maintain dry weather diversion sump to assure dry weather run-off is conveyed away from the ocean and to the Los Angeles Sanitation District in an effort to reduce 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
- 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.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Sewer Maintenance Worker	1	1	1	1
GIS Technician	0.1	0.1	0.1	-
Total	1.1	1.1	1.1	1.0

Storm Drain	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
# - Catch basins cleaned per NPDES	1,400	727	700	700
# - Storm SUMP inspections and cleanings	3	3	3	3
# - Dry weather diversion inspections (weekly)	26	52	52	52
# - Continuous deflector separator inspections (8 @ 4x/Year)	16	32	32	32
# - Maintenance of Polliwog Pond performed (weekly)	52	104	52	104
# - Motor control center inspections performed	4	2	4	4
# - Edison efficiency testing performed	4	2	4	4
# - Cubic yards of debris collected from catch basins	14	19	20	20

Storm Drain		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$69,008	\$69,441	\$11,655	\$61,716	429.5%	7.4%
4111	Overtime Regular Employees	4,138	2,103	1,400	3,932	180.9%	0.5%
4201	Group Medical Insurance	14,291	17,419	2,616	16,515	531.3%	2.0%
4202	Medicare Contributions	1,071	984	169	932	451.5%	0.1%
4206	Medical Retirement Contributions	755	1,030	1,030	-	(100.0%)	-
4211	PERS Regular Contribution	10,940	11,692	1,985	6,778	241.4%	0.8%
Total Salaries & Benefits		\$100,203	\$102,669	\$18,855	\$89,872	376.6%	10.8%
5101	Contract Services	\$84,943	\$173,028	\$173,208	\$665,314	284.1%	79.9%
5104	Computer Contract Services	2,116	3,748	2,340	2,340	-	0.3%
5205	Training	-	-	-	20,000	-	2.4%
5206	Uniforms/Safety Equip	315	650	650	675	3.8%	0.1%
5217	Departmental Supplies	21,689	12,800	12,800	10,047	(21.5%)	1.2%
5225	Printing	-	3,000	3,000	20,000	566.7%	2.4%
5502	Electricity	10,757	10,667	11,769	11,769	-	1.4%
5504	Water	1,866	2,057	2,067	2,263	9.5%	0.3%
Total Materials & Services		\$121,687	\$205,950	\$205,834	\$732,408	255.8%	87.9%
5601	Administrative Service Charge	\$363,192	-	-	-	-	-
5611	Warehouse Services	144	100	100	150	50.0%	0.0%
5651	Building & Operations Allocation	7,532	9,070	8,555	10,484	22.5%	1.3%
Total Internal Services		\$7,676	\$9,170	\$8,655	\$10,634	22.9%	1.3%
Total Operating Expenditures		\$592,758	\$317,789	\$233,344	\$832,914	256.9%	100.0%
6202	Studies, Audits & Analysis	\$10,790	\$150,000	-	-	-	-
6212	CIP Bldg & Facilities - CYr	-	130,000	246,180	-	(100.0%)	-
6242	CIP Line Improvememnts - CYr	75	-	499,925	-	(100.0%)	-
Total Capital Projects & Equipment		\$10,865	\$280,000	\$746,105	-	(100.0%)	-
Total Expenditures		\$603,622	\$597,789	\$979,449	\$832,914	(15.0%)	100.0%
Source of Funds							
Stormwater		\$603,622	\$597,789	\$979,449	\$832,914	(15.0%)	100.0%
Total Sources		\$603,622	\$597,789	\$979,449	\$832,914	(15.0%)	100.0%

PUBLIC WORKS: SEWER MAINTENANCE

GOAL

To manage the City's sanitary 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 the last of a five year sewer line videoing and manhole inspections of the remaining 20% of the system to determine repair and rehabilitation needs
- Continue the Fats, Oils and Grease (FOG) inspection program for 130 food service establishments
- Complete development of the 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 lift 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 2013-2014 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.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Sewer Maintenance Worker	3	3	3	2
GIS Technician	0.10	0.10	0.10	-
Electrician	0.25	0.25	0.20	0.20
Total	3.35	3.35	3.30	2.20

Sewer Maintenance	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
# - Responses to emergency sewer calls	29	116	116	116
# - Sewer lines cleaned (miles)	88	88	88	176
% - Total miles of extra attention lines cleaned	50%	100%	100%	100%
# - Weekly sewer lift stations inspected	12	14	16	16
# - Sewer system overflows	3	5	-	5
# - Motor control center inspections	6	6	7	7
# - Edison efficiency testing	6	6	7	7
# - Emergency generator testing in sewer lift stations	6	24	6	6

Sewer Maintenance		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$213,165	\$206,863	\$206,295	\$144,110	(30.1%)	3.6%
4111	Overtime Regular Employees	5,370	6,307	10,000	10,869	8.7%	0.3%
4201	Group Medical Insurance	34,920	39,014	37,372	21,287	(43.0%)	0.5%
4202	Medicare Contributions	2,231	2,101	2,129	1,150	(46.0%)	0.0%
4206	Medical Retirement Contributions	2,293	3,090	3,090	2,940	(4.9%)	0.1%
4211	PERS Regular Contribution	33,459	35,109	30,029	15,180	(49.5%)	0.4%
Total Salaries & Benefits		\$291,438	\$292,484	\$288,915	\$195,536	(32.3%)	4.9%
5101	Contract Services	\$137,637	\$178,598	\$237,262	\$175,582	(26.0%)	4.4%
5104	Computer Contract Services	7,070	11,798	7,020	7,020	-	0.2%
5202	Membership & Dues	-	215	215	298	38.6%	0.0%
5204	Conferences & Meetings	-	-	47	-	(100.0%)	-
5205	Training	-	1,200	1,200	1,200	-	0.0%
5206	Uniforms/Safety Equip	2,333	2,310	2,310	2,395	3.7%	0.1%
5217	Departmental Supplies	29,052	20,222	20,222	32,839	62.4%	0.8%
5225	Printing	91	5,080	5,080	5,080	-	0.1%
5231	Bank Service Charge	4,438	4,330	2,700	2,800	3.7%	0.1%
5502	Electricity	21,392	22,098	23,167	23,167	-	0.6%
5504	Water	1,832	1,889	2,543	2,784	9.5%	0.1%
Total Materials & Services		\$203,846	\$247,740	\$301,766	\$253,165	(16.1%)	6.4%
5601	Administrative Service Charge	\$808,128	\$808,133	\$808,133	\$808,133	-	20.4%
5611	Warehouse Services	780	500	1,072	850	(20.7%)	0.0%
5631	Insurance Allocation	-	303,864	303,864	344,940	13.5%	8.7%
5641	Fleet Rental Allocation	126,948	126,950	126,950	126,490	(0.4%)	3.2%
5642	Fleet Maintenance Allocation	19,786	17,829	17,342	18,903	9.0%	0.5%
5651	Building & Operations Allocation	22,596	27,211	25,665	31,453	22.6%	0.8%
Total Internal Services		\$978,239	\$1,284,487	\$1,283,026	\$1,330,769	3.7%	33.6%
Total Operating Expenditures		\$1,473,522	\$1,824,711	\$1,873,707	\$1,779,470	(5.0%)	44.9%
6121	Machinery & Equipment	-	\$147,000	\$42,333	\$18,500	(56.3%)	0.5%
6202	Studies, Audits & Analysis	\$23,597	-	-	-	-	-
6212	CIP Bldg & Facilities - CYr	9,800	100,000	279,009	1,982,500	610.6%	50.0%
6242	CIP Line Improvements - CYr	487,786	1,510,000	3,564,540	100,000	(97.2%)	2.5%
Total Capital Projects & Equipment		\$521,183	\$1,757,000	\$3,885,882	\$2,101,000	(45.9%)	53.0%
7101	Bond Principal	\$44,517	\$44,517	\$1,023,884	-	(100.0%)	-
7102	Bond Interest	61,860	60,207	6,647	-	(100.0%)	-
7103	Bond Administration Fee	2,148	1,385	330	-	(100.0%)	-
7401	Interfund Loans Principal	-	-	28,029	52,760	88.2%	1.3%
7402	Interfund Loans Interest	-	-	30,127	30,188	0.2%	0.8%
7403	Interfund Loan Admin Fees	-	-	315	498	58.1%	0.0%
Total Debt Service		\$108,525	\$106,109	\$1,089,332	\$83,446	(92.3%)	2.1%
Total Expenditures		\$2,103,230	\$3,687,820	\$6,848,921	\$3,963,916	(42.1%)	100.0%
Source of Funds							
Wastewater		\$2,103,230	\$3,687,820	\$6,848,921	\$3,963,916	(42.1%)	100.0%
Total Sources		\$2,103,230	\$3,687,820	\$6,848,921	\$3,963,916	(42.1%)	100.0%

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, 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 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.

Full-Time Staffing	2010-2011	2011-2012	2012-2013	2013-2014
	Actual	Actual	Adopted	Proposed
Senior Management Analyst	-	1	0.75	0.75
Management Analyst	1	-	-	-
Maintenance Workers I/II	0.50	0.50	0.50	-
GIS Technician	0.20	0.20	-	-
Total	1.70	1.70	1.25	0.75

Solid Waste Management		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$119,417	\$86,341	\$66,274	\$64,058	(3.3%)	1.6%
4103	Part-time Salaries	114	-	-	-	-	-
4111	Overtime Regular Employees	361	-	1,121	-	(100.0%)	-
4114	Overtime Special Events	1,889	2,700	2,700	3,173	17.5%	0.1%
4201	Group Medical Insurance	21,143	18,622	17,639	5,776	(67.3%)	0.1%
4202	Medicare Contributions	1,703	1,252	944	967	2.4%	0.0%
4204	401A Plan City Contributions	3,369	2,517	1,618	2,893	78.8%	0.1%
4206	Medical Retirement Contributions	1,163	1,170	1,170	660	(43.6%)	0.0%
4211	PERS Regular Contribution	19,354	14,978	10,786	6,796	(37.0%)	0.2%
Total Salaries & Benefits		\$168,514	\$127,580	\$102,252	\$84,323	(17.5%)	2.1%
5101	Contract Services	\$3,593,234	\$3,809,800	\$3,809,800	\$3,470,153	(8.9%)	86.5%
5202	Membership & Dues	5,787	6,000	6,000	5,100	(15.0%)	0.1%
5203	Reference Materials	-	150	150	150	-	0.0%
5204	Conferences & Meetings	30	800	717	800	11.6%	0.0%
5205	Training	228	200	200	200	-	0.0%
5206	Uniforms/Safety Equip	164	325	325	675	107.7%	0.0%
5207	Advertising	14,624	8,000	8,000	8,000	-	0.2%
5217	Departmental Supplies	9,218	50,500	50,500	50,500	-	1.3%
5225	Printing	-	1,000	1,000	1,000	-	0.0%
5231	Bank Service Charge	6,397	6,250	4,000	4,100	2.5%	0.1%
5501	Telephone	325	350	365	350	(4.1%)	0.0%
Total Materials & Services		\$3,630,007	\$3,883,375	\$3,881,057	\$3,541,028	(8.8%)	88.3%
5601	Administrative Service Charge	\$359,112	\$359,111	\$359,111	\$359,111	-	9.0%
5611	Warehouse Services	14,823	17,000	17,000	17,000	-	0.4%
5631	Insurance Allocation	18,420	10,878	10,878	8,700	(20.0%)	0.2%
Total Internal Services		\$392,355	\$386,989	\$386,989	\$384,811	(0.6%)	9.6%
Total Operating Expenditures		\$4,190,875	\$4,397,944	\$4,370,298	\$4,010,162	(8.2%)	100.0%
6212	CIP Bldg & Facilities - CYr	-	-	\$97,500	-	(100.0%)	-
Total Capital Projects & Equipment		-	-	\$97,500	-	(100.0%)	-
Total Expenditures		\$4,190,875	\$4,397,944	\$4,467,798	\$4,010,162	(10.2%)	100.0%
Source of Funds							
Refuse		\$4,190,875	\$4,397,944	\$4,467,798	\$4,010,162	(10.2%)	100.0%
Total Sources		\$4,190,875	\$4,397,944	\$4,467,798	\$4,010,162	(10.2%)	100.0%

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 existing of 670 IPS "smart" meters
- Install 420 IPS "smart" meters in the open air City-owned parking lots
- 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 27th Street parking lot with 68 spaces. Use of the revenue generated through parking meters and the sale of overnight permits is governed by an agreement with the County of Los Angeles which dictates that the City provides the County with 55% of the gross annual revenue 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.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Meter Repair Worker	2	2	2	2
GIS Technician	0.1	0.1	0.1	-
Electrician	-	-	0.2	0.2
Total	2.1	2.1	2.3	2.2

	2010-2011	2011-2012	2012-2013	2013-2014
Parking Facilities	Actual	Actual	Adopted	Proposed
Service Indicators & Statistics				
# - Parking meter repairs as needed	980	2,700	3,000	1,500
# - Off-peak parking meter preventative maintenance	1,300	1,800	1,800	1,800

Parking Facilities		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$64,029	\$125,997	\$75,096	\$124,078	65.2%	4.1%
4103	Part-time Salaries	-	-	522	-	(100.0%)	-
4111	Overtime Regular Employees	288	2,534	1,089	1,491	36.9%	0.0%
4201	Group Medical Insurance	15,473	31,094	17,916	24,818	38.5%	0.8%
4202	Medicare Contributions	892	1,883	1,062	1,875	76.6%	0.1%
4206	Medical Retirement Contributions	1,431	2,170	2,170	1,980	(8.8%)	0.1%
4211	PERS Regular Contribution	15,140	22,365	11,468	13,644	19.0%	0.5%
Total Salaries & Benefits		\$97,253	\$186,043	\$109,323	\$167,886	53.6%	5.5%
5101	Contract Services	\$526,367	\$550,061	\$538,500	\$827,686	53.7%	27.3%
5102	Contract Personnel	49,774	-	30,384	-	(100.0%)	-
5104	Computer Contract Services	678	-	273	-	(100.0%)	-
5206	Uniforms/Safety Equip	376	1,300	1,300	1,350	3.8%	0.0%
5217	Departmental Supplies	58,399	101,776	110,100	218,362	98.3%	7.2%
5225	Printing	2,881	3,622	2,725	3,730	36.9%	0.1%
5231	Bank Service Charge	162,665	134,310	150,000	156,000	4.0%	5.1%
5266	DMBBPA Allocation	100,953	100,000	102,042	102,000	(0.0%)	3.4%
5501	Telephone	4,414	4,240	3,800	4,240	11.6%	0.1%
5502	Electricity	92,361	96,267	98,362	99,109	0.8%	3.3%
5503	Natural Gas	3,942	4,469	2,090	2,090	-	0.1%
5504	Water	29,637	28,331	32,771	35,881	9.5%	1.2%
Total Materials & Services		\$1,032,447	\$1,024,376	\$1,072,347	\$1,450,448	35.3%	47.9%
5601	Administrative Service Charge	\$310,596	\$310,602	\$310,602	\$310,602	-	10.2%
5611	Warehouse Services	5,477	4,100	4,850	5,015	3.4%	0.2%
5621	Information Systems Allocation	4,824	4,932	4,932	6,544	32.7%	0.2%
5641	Fleet Rental Allocation	6,864	6,860	6,860	6,780	(1.2%)	0.2%
5642	Fleet Maintenance Allocation	9,069	8,174	7,951	10,576	33.0%	0.3%
Total Internal Services		\$336,830	\$334,668	\$335,195	\$339,517	1.3%	11.2%
Total Operating Expenditures		\$1,466,530	\$1,545,087	\$1,516,865	\$1,957,851	29.1%	64.6%
6202	Studies Audits & Analysis	-	\$75,000	-	-	-	-
6212	CIP Bldg & Facilities - CYr	\$272,499	\$940,000	\$1,908,766	-	(100.0%)	-
6222	CIP Street Improvement - CYr	25,772	-	187,935	-	(100.0%)	-
Total Capital Projects & Equipment		\$298,271	\$1,015,000	\$2,096,701	-	(100.0%)	-
7101	Bond Principal	\$325,000	\$325,000	\$10,800,000	-	(100.0%)	-
7102	Bond Interest	538,359	525,658	267,521	-	(100.0%)	-
7103	Bond Administration Fee	2,750	4,000	2,750	-	(100.0%)	-
7401	Interfund Loans Principal	-	-	360,000	370,000	2.8%	12.2%
7402	Interfund Loans Interest	22,451	6,000	342,475	345,063	0.8%	11.4%
7403	Interfund Loan Admin Fees	-	-	4,045	3,490	(13.7%)	0.1%
Total Debt Service		\$888,559	\$860,658	\$11,776,791	\$718,553	(93.9%)	23.7%
7301	Land Leases	\$313,332	\$292,050	\$350,000	\$354,200	1.2%	11.7%
Total Property & Equipment Leases		\$313,332	\$292,050	\$350,000	\$354,200	1.2%	11.7%
Total Expenditures		\$2,966,692	\$3,712,795	\$15,740,357	\$3,030,604	(80.7%)	100.0%
Source of Funds							
Parking Meter		\$1,876,883	\$1,912,080	\$13,656,099	\$1,987,820	(85.4%)	65.6%
County Parking Lots		417,910	457,627	501,606	568,498	13.3%	18.8%
State Pier & Parking		671,898	1,343,088	1,582,652	474,287	(70.0%)	15.6%
Total Sources		\$2,966,692	\$3,712,795	\$15,740,357	\$3,030,604	(80.7%)	100.0%

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

- Continue Fleet replacement program to clear deferred purchase backlog and forecast vehicle replacement needs through Fiscal Year 2017-2018
- Maintain GPS Vehicle Tracking system to maintain efficient and effective use of vehicles through reduced fuel consumption and lower mileage for a cleaner environment
- Continue to “right size” the fleet through annual fleet utilization monitoring and sharing of vehicles
- Complete repairs in a timely and cost effective manner
- Utilize preventative maintenance services to maximize the useful life of vehicles and recoup the highest resale value
- Perform comparative analysis of current fleet and fuel management software versus other solutions
- Continue to formulate vehicle and equipment specifications that will meet the needs of the City and be environmentally friendly
- Train fleet services staff on alternative fueled vehicle repairs to provide a higher level of support in efforts to promote a clean environment



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 2013-2014 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 2013-2014 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 replacement of light and medium-duty, non-emergency vehicles. The AB2766 Subvention Fund can be used to offset the differential cost of these AFV. As of spring 2013, twenty-nine alternative fuel vehicles and equipment have been purchased. This includes a mix of compressed natural gas, propane, electric, and hybrid technologies.

	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
Full-Time Staffing				
Equipment Maintenance Supervisor	1	1	1	1
Equipment Mechanic I/II	3	2	2	2
Total	4	3	3	3

	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
Fleet Management				
Service Indicators & Statistics				
% - Preventive maintenance labor hours	16%	17%	25%	25%
# - Average time for preventative maintenance (hours)	1.9	1.4	1.9	1.5

Fleet Management		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$211,779	\$211,252	\$215,054	\$225,863	5.0%	6.4%
4111	Overtime Regular Employees	-	1,800	-	2,140	-	0.1%
4201	Group Medical Insurance	36,848	41,630	40,370	40,088	(0.7%)	1.1%
4202	Medicare Contributions	1,973	1,996	2,023	2,156	6.6%	0.1%
4204	401A Plan City Contributions	1,872	1,865	1,864	2,144	15.0%	0.1%
4205	Worker's Compensation	159,300	38,613	38,613	11,700	(69.7%)	0.3%
4206	Medical Retirement Contributions	2,746	2,810	2,810	2,760	(1.8%)	0.1%
4211	PERS Regular Contribution	35,278	37,558	34,536	24,761	(28.3%)	0.7%
Total Salaries & Benefits		\$449,796	\$337,524	\$335,270	\$311,612	(7.1%)	8.9%
5101	Contract Services	\$47,050	\$53,630	\$53,000	\$55,880	5.4%	1.6%
5104	Computer Contract Services	3,216	3,505	3,500	3,500	-	0.1%
5202	Membership & Dues	75	75	75	75	-	0.0%
5204	Conferences & Meetings	-	150	75	150	100.0%	0.0%
5205	Training	-	3,760	600	3,760	526.7%	0.1%
5206	Uniforms/Safety Equip	1,695	1,695	1,695	1,744	2.9%	0.0%
5209	Tools & Minor Equip	2,049	800	800	1,400	75.0%	0.0%
5211	Automotive Parts	84,223	65,000	65,000	65,000	-	1.9%
5217	Departmental Supplies	8,591	9,850	7,650	7,650	-	0.2%
5221	Auto Repair	98,257	80,000	80,000	80,000	-	2.3%
5225	Printing	1,120	1,150	1,150	1,150	-	0.0%
5226	Auto Fuel	391,620	369,850	355,000	351,525	(1.0%)	10.0%
Total Materials & Services		\$637,896	\$589,465	\$568,545	\$571,834	0.6%	16.3%
5611	Warehouse Services	\$391	\$500	\$674	\$500	(25.8%)	0.0%
5612	Garage Purchases	25,521	25,000	25,000	25,000	-	0.7%
5631	Insurance Allocation	35,820	19,225	19,225	8,700	(54.7%)	0.2%
5621	Information Systems Allocation	-	-	-	19,632	-	0.6%
Total Internal Services		\$61,731	\$44,725	\$44,899	\$53,832	19.9%	1.5%
Total Operating Expenditures		\$1,149,424	\$971,714	\$948,714	\$937,278	(1.2%)	26.7%
6121	Machinery & Equipment	-	-	-	\$19,000	-	0.5%
6131	Vehicles	\$339,152	\$4,045,495	\$3,776,449	\$2,346,295	(37.9%)	66.8%
6141	Computer Equipment & Software	-	17,500	-	-	-	-
Total Capital Projects & Equipment		\$339,152	\$4,062,995	\$3,776,449	\$2,365,295	(37.4%)	67.4%
7302	Property & Equipment Leases	-	\$93,975	\$45,000	\$190,358	323.0%	5.4%
7303	Property & Equipment Interest	-	20,360	3,600	17,835	395.4%	0.5%
7305	Lease Admin Fees	-	-	750	-	(100.0%)	-
Total Capital Projects & Equipment		-	\$114,335	\$49,350	\$208,193	321.9%	5.9%
Total Expenditures		\$1,488,575	\$5,149,044	\$4,774,513	\$3,510,766	(26.5%)	100.0%
Source of Funds							
Fleet Management		\$1,488,575	\$5,149,044	\$4,774,513	\$3,510,766	(26.5%)	100.0%
Total Sources		\$1,488,575	\$5,149,044	\$4,774,513	\$3,510,766	(26.5%)	100.0%



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APPENDIX

2013-2014 SCHEDULE OF FULL-TIME POSITIONS

Department	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
Management Services	13	12	13
Finance	20	20	25
Human Resources	6	6	6
Parks and Recreation	20	20	21
Police	97	101	105
Fire	31	31	31
Community Development	19	20	21
Public Works	60	58	56
Total	266	268	278

Discussion of Changes in Full-Time Equivalent Positions

The Fiscal Year 2013-2014 Budget includes 278 positions. The following staffing changes are introduced in the fiscal year:

Management Services: Addition of a Management Analyst

Finance: Transfer of GIS Analyst and GIS Technician from Public Works, and the addition of two Information System Specialists and one Senior Account Services Representative

Parks and Recreation: Addition of a Recreation Supervisor

Police: Addition of an Information Systems Specialist, two Administrative Clerks I, and a Community Services Officer

Community Development: Addition of a Permits Technician

Public Works: Transfer of GIS Analyst and GIS Technician to Finance



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2013-2014 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.

Fund	FY2014 General Fund Support Cost
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
Total	\$2,913,338

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

2013-2014 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. These bonds were redeemed in Fiscal Year 2012-2013 via General Fund Certificates of Participation that also included redemption of Metlox Certificates of Participation.

Marine Sports Fields Lease

In Fiscal Year 2000-2001, the City entered into a Sale/Leaseback transaction with the Beach Cities Health District (BCHD). This transaction was a result of the City purchasing from TRW (now Northrup Grumman) seven acres of property located at the corner of Marine and Aviation within the City of Manhattan Beach. The City subsequently sold the property to BCHD with an exclusive agreement to lease back six of the seven acres. The lease authorized BCHD to spend funds up to \$2.5 million to construct recreational facilities on the property. These improvements were completed in Fiscal Year 2000-2001. In Fiscal Year 2001-2002, the City issued variable rate Certificates of Participation to effect a full internal financing of the Sports Fields. The proceeds were used to pay in full all principal and interest obligations under the aforementioned lease with BCHD. Debt service scheduled for Fiscal Year 2013-2014 of \$510,546 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. These bonds were redeemed in Fiscal Year 2012-2013 via General Fund Certificates of Participation (see Water & Wastewater Bonds above).

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. These bonds were redeemed in Fiscal Year 2012-2013 using General Fund cash.

Police/Fire Facility 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. These bonds will be redeemed in January 2014 via existing Certificates of Participation issue.

Water/Wastewater/Metlox Parking Certificates of Participation

In Fiscal Year 2012-2013, the City was able to take advantage of the current interest rate market and refund existing debt that carried interest rates that were substantially higher than current rates. Since these bonds could be called without penalty, refunding bonds secured by the General Fund were issued in July 2012, net proceeds of which were transferred to the Water, Wastewater and Parking Funds at the time bonds were called. Water and Wastewater bonds were called in August 2012 and Metlox bonds were called in January 2013. By using the General Fund as a conduit for refunding, the City saved on issuance costs by employing one consolidated offering and took advantage of the General Fund's stronger credit rating. It is the responsibility of these funds to reimburse the General Fund for their proportionate share of annual debt service of the refunding bonds plus administrative fees.

Police Fire Facility Refunding Certificates of Participation

As in the case of Water, Wastewater and Metlox bonds, the existing Police Fire Facility debt carries interest rates higher than current bond rates. The City issued refunding bonds in January 2013, which will be used to redeem existing Police Fire Certificates of Participation. Since the call date for the current issue without penalty is January 2014, both the existing Certificates and refunding Certificates will coexist for the first half of Fiscal Year 2013-2014. The proceeds of the refunding issue are held in an escrow account until the refunding is realized. All debt service for both existing and refunding issues is carried in the Capital Improvement Fund.

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 2013-2014 is \$1,133,334. Interest is recognized on the accrual basis. The remaining principal balance of \$765,000 will be paid July 1, 2014 – Fiscal Year 2014-2015.

Legal Debt Limit

The City is subject to a legal general bonded debt limit equal to 3.75 percent of the total assessed value of property in Manhattan Beach. The City's total net taxable assessed property value is approximately \$12.7 billion, resulting in a legal general bonded debt limit of \$476,000,000. The City has no general bonded debt subject to the debt limit.

2013-2014 SCHEDULE OF DEBT SERVICE & LEASE PAYMENTS

Description	2013-2014 Principal	2013-2014 Interest	2013-2014 Lease	2013-2014 Total Pay't	Principal Remaining	Interest Remaining	Total Remaining
Water Wastewater Bonds*	-	-					
Marine Avenue Sports Field Bonds	\$255,000	\$255,546		\$510,546	\$6,980,000	\$2,983,574	\$9,963,574
Water/Waste/Metlox Financing Bonds	530,000	436,613		966,613	12,000,000	3,945,681	15,945,681
Police/Fire Financing Bonds	480,000	333,764		813,764	10,030,000	3,249,713	13,279,713
Police/Fire Bond Redemption	11,165,000	261,038		11,426,038			
Public Safety Pension Bonds	1,095,000	38,334		1,133,334	765,000	-	765,000
Utility Assessment Districts	525,000	422,876		947,876	8,685,000	2,889,774	11,574,774
Facility Lease - Dispatch Center*	-	-		-			
Total Bonded Debt Service	\$14,050,000	\$1,748,171		\$15,798,171	\$38,460,000	\$13,068,742	\$51,528,742
Fire Truck	\$110,835	\$7,385		\$118,220	\$411,701	\$11,920	\$423,621
Vacuum Hydro (projected)	79,523	10,450		89,973	\$338,477	21,416	\$359,893
Total Capital Lease	\$190,358	\$17,835		\$208,193	\$750,178	\$33,336	\$783,514
Operating Leases - County Lots			\$354,200	\$354,200			
Total Operating Lease	-	-	\$354,200	\$354,200	-	-	-
Total Lease Payments	\$190,358	\$17,835	\$354,200	\$562,393	\$750,178	\$33,336	\$783,514
Grand Total	\$14,240,358	\$1,766,006	\$354,200	\$16,360,564	\$39,210,178	\$13,102,078	\$52,312,256

FY 2013-2014 SCHEDULE OF CAPITAL IMPROVEMENT PROJECTS BY PROGRAM

Project	Source of Funds	FY 2013-2014 Proposed
Facilities		
City Deferred Maintenance	CIP Fund	\$1,900,000
Non-Motorized Transportation	CIP Fund	100,000
Total Facilities		\$2,000,000
Streets / Transportation		
Sepulveda Bridge Widening Project (33rd-Valley)	Grant, Measure R, Prop C	\$10,265,472
Aviation at Marine, Dual SB to EB Lefts	Measure R	1,500,000
Dual Left-Turn Lanes on Marine Ave at Sepulveda	Measure R	980,000
Annual Curb, Gutter and Ramp Replacement Project	Gas Tax Fund	365,000
Annual Slurry Seal	Gas Tax Fund	350,000
Triennial Pavement Management System Update	Prop C Fund	40,000
Street Resurfacing: Blanche, Marine, Oak, 27th & 11th Streets	Gas Tax Fund	400,000
Total Streets / Transportation		\$13,900,472
Wastewater		
Poinsettia Sewage Pump Station	Wastewater Fund	\$1,982,500
Rehabilitation of Gravity Sewer Mains (FY2014-2015)	Wastewater Fund	100,000
Total Wastewater		\$2,082,500
Water Division		
Water Well at Aviation Boulevard/6th Street (Well 13)	Water Fund	\$2,500,000
Pipe Replacement Program & Fire Hydrant Installation (Area 2)	Water Fund	1,600,000
Well Collection Line from Well 11A to Block 35	Water Fund	500,000
Total Water Division		\$4,600,000
Total New Capital Improvement Projects		\$22,582,972

SCHEDULE OF FUNDED CAPITAL PURCHASES - EQUIPMENT & VEHICLES

Department	Description / Vehicle to Be Replaced	Expenditure Type	Prior Year Carryforward	Proposed Expenditure	FY 2013-2014 Proposed
EQUIPMENT					
Community Development	ISMP: Accela Upgrade	Upgrade		\$400,000	\$400,000
Management Services	ISMP: Document Mgmt System	New		200,000	200,000
Finance	ISMP: Financial System Enhancements	Upgrade		200,000	200,000
Finance	ISMP: Phone System Replacement	Replacement		200,000	200,000
Public Works	ISMP: Work Order Management Program	New		150,000	150,000
Fire Department	12 Lead EKG units	Replacement		130,785	130,785
Finance	ISMP: GIS Expansion	Upgrade		100,000	100,000
Finance	ISMP: Wide Area Network Expansion	Upgrade		100,000	100,000
Fire Department	ISMP: Fire Records Management System	Upgrade		100,000	100,000
Public Works	Water Disinfection System	Replacement		87,518	87,518
Finance	Citywide Server Refresh	Replacement		61,600	61,600
Police Department	ISMP: Mobile Fingerprinting ID System	New		50,000	50,000
Finance	Cisco Hardware Refresh	Replacement		40,400	40,400
Management Services	ISMP: Disclosure Docs	New		25,000	25,000
Parks and Recreation	ISMP: Dial-A-Ride Software Enhancements	New		25,000	25,000
Parks and Recreation	ISMP: Tennis Reservation Software	New		25,000	25,000
Public Works	Arrow Boards	Replacement		14,000	14,000
Public Works	Retroreflectometer	New		11,000	11,000
Parks and Recreation	Facility Tables	Replacement		10,075	10,075
Public Works	Sewer/Motor Pump	Replacement		10,000	10,000
Public Works	Confined Space Hoist and Harness	Replacement		8,500	8,500
Finance	Safe Room Security Camera	New		7,500	7,500
Public Works	MIG Welder	Replacement		5,000	5,000
Total Equipment Purchases			-	\$1,961,378	\$1,961,378

ISMP = Information Systems Master Plan, adopted April 2013

VEHICLES

Prior Year Carryforward

Public Works	F-700 CRANE & DUMP	Replacement	\$190,000		\$190,000
Police Department	E350 SUPER CARGO VAN	Replacement	65,000		65,000
Police Department	CROWN VICTORIA Back Up K9	Replacement	65,000		65,000
Police Department	FORD SUPERCREW 4 x 4 2000	Replacement	63,200		63,200
Police Department	FORD INTECEPTOR B & W 2005	Replacement	59,000		59,000
Police Department	FORD CROWN VIC B & W 2007	Replacement	59,000		59,000
Police Department	FORD CROWN VIC B & W 2007	Replacement	59,000		59,000
Police Department	FORD CROWN VIC B & W 2007	Replacement	59,000		59,000
Police Department	CROWN VICTORIA 2001	Replacement	59,000		59,000
Public Works	F 250 FORD UTILITY BED	Replacement	43,000		43,000
Fire Department	CHEVROLET TAHOE	Replacement	41,070		41,070
Police Department	FORD CROWN VIC	Replacement	37,000		37,000
Police Department	FORD MARQUIS 2005-TRANS TO DECT	Replacement	37,000		37,000
Public Works	Honda Civic (CNG) 1998	Replacement	37,000		37,000
Parks and Recreation	NISSAN FRONTIER 4 x 4 2000	Replacement	34,500		34,500
Police Department	GO-4 INTERCEPTOR	Replacement	32,729		32,729
Police Department	GO-4 INTERCEPTOR	Replacement	32,729		32,729
Police Department	FORD WINDSTAR 2002	Replacement	29,728		29,728
Public Works	FORD RANGER 2002	Replacement	27,575		27,575
Community Development	HONDA CIVIC HYBRID	Replacement	24,429		24,429
Parks and Recreation	FORD TAURUS LX 2000	Replacement	22,415		22,415
Subtotal Prior Year Carryforward (21 vehicles)			\$1,077,375	-	\$1,077,375

Additional Build-Out Costs

Public Works	VAC-CON COMBO SEWER/STORM	Additional Build-Out		\$36,695	\$36,695
Fire Department	SUBURBAN 05 FIRE	Additional Build-Out		29,022	29,022
Police Department	FORD CROWN VIC B & W 2007 K-9	Additional Build-Out		21,297	21,297
Public Works	FORD F150 XL CNG	Additional Build-Out		18,194	18,194
Public Works	Ford F250 (CNG) 1998	Additional Build-Out		18,194	18,194
Police Department	FORD CROWN VIC B & W 2007	Additional Build-Out		15,297	15,297
Police Department	EXPLORER 06 INVESTIGATION 2006	Additional Build-Out		14,687	14,687
Police Department	SAFARI CARGO VAN 2000	Additional Build-Out		11,693	11,693
Finance	FORD CARGO VAN	Additional Build-Out		5,908	5,908
Public Works	FORD F-150 XL CNG 1/2 TON 2002	Additional Build-Out		5,773	5,773
Parks and Recreation	TURTLETOP	Additional Build-Out		5,760	5,760
Police Department	GO-4 INTERCEPTOR	Additional Build-Out		5,690	5,690
Police Department	GO-4 INTERCEPTOR	Additional Build-Out		5,690	5,690
Police Department	HONDA 1300P 2006	Additional Build-Out		5,483	5,483
Police Department	HONDA 1300P 2006	Additional Build-Out		5,483	5,483
Police Department	CAMRY INVESTIGATION 2006	Additional Build-Out		4,892	4,892
Public Works	FORD F250	Additional Build-Out		3,818	3,818
Public Works	FORD F250 SD XL REG CAB	Additional Build-Out		3,317	3,317
Public Works	FORD F250 SD XL REG CAB	Additional Build-Out		3,317	3,317
Police Department	Honda Civic (CNG) 1998	Additional Build-Out		2,615	2,615

SCHEDULE OF FUNDED CAPITAL PURCHASES - EQUIPMENT & VEHICLES

Department	Description / Vehicle to Be Replaced	Expenditure Type	Prior Year Carryforward	Proposed Expenditure	FY 2013-2014 Proposed
Police Department	GEM-SHORTBED	Additional Build-Out		1,918	1,918
Police Department	GEM-LONGBED	Additional Build-Out		1,684	1,684
Police Department	GO-4 INTERCEPTOR	Additional Build-Out		1,074	1,074
Police Department	GO-4 INTERCEPTOR	Additional Build-Out		419	419
Subtotal Additional Build-Out Costs			-	\$227,920	\$227,920

Replacement Vehicles for FY2013-2014

Public Works	AERIAL LIFT TRUCK	Replacement		\$163,000	\$163,000
Police Department	WORKHORSE TATICAL VAN	Replacement		110,000	110,000
Public Works	FORD F250 WATER DIV 2006	Replacement		70,000	70,000
Police Department	FORD INTERCEPTOR 2002	Replacement		60,000	60,000
Fire Department	F150 TRUCK FIRE MARSHALL	Replacement		58,000	58,000
Parks and Recreation	FORD F-150 TRUCK	Replacement		50,000	50,000
Public Works	FORD F150 XL CNG 2003	Replacement		50,000	50,000
Parks and Recreation	CHEVROLET CAVALIER	Replacement		46,000	46,000
Public Works	Honda Civic (CNG) 1998	Replacement		45,000	45,000
Public Works	HONDA CIVIC HYBRID 2005	Replacement		43,000	43,000
Fire Department	FORD EXPLORER FIRE MARSHALL	Replacement		43,000	43,000
Police Department	DECT UNIT NISSAN QUEST 2007	Replacement		41,000	41,000
Public Works	VERMEER-1250BC-1993	Replacement		39,000	39,000
Police Department	EXPLORER 06 INVESTIGATION 2006	Replacement		38,000	38,000
Parks and Recreation	TOYOTA MINI VAN POOL 2006	Replacement		37,000	37,000
Police Department	DECT UNIT CIVIC HYBRID 2007	Replacement		36,000	36,000
Police Department	DECT UNIT NISSAN MAXIMA 2007	Replacement		36,000	36,000
Public Works	TOYOTA MDL FORKLIFT 2003-04	Replacement		34,000	34,000
Public Works	Honda Civic (CNG) 1998	Replacement		32,000	32,000
Police Department	MIGHTY MOVER DUI TRAILER	Replacement		30,000	30,000
Police Department	AESCO MESSAGE BOARD	Replacement		25,000	25,000
Police Department	NATIONAL SIGN MESSAGE BOARD	Replacement		25,000	25,000
Police Department	YAHAMA RHINO-SPORT EDITION	Replacement		19,000	19,000
Subtotal Replacement Vehicles for FY2013-2014 (23 vehicles)			-	\$1,130,000	\$1,130,000

Total Vehicle Purchases	\$1,077,375	\$1,357,920	\$2,435,295
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Total Funded Capital Purchases - Equipment & Vehicles	\$1,077,375	\$3,319,298	\$4,396,673
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TOTAL CAPITAL PURCHASES BY DEPARTMENT

Management Services	-	\$225,000	\$225,000
Finance	-	715,408	715,408
Human Resources	-	-	-
Parks and Recreation	\$56,915	198,835	255,750
Police Department	657,386	567,921	1,225,307
Fire Department	41,070	360,807	401,877
Community Development	24,429	400,000	424,429
Public Works	297,575	851,327	1,148,902
Grand Total	\$1,077,375	\$3,319,298	\$4,396,673

*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.

SCHEDULE OF EXPENDITURE DETAIL - CITY-WIDE

Object	Description	2011-2012	2012-2013	2013-2014	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$11,572,773	\$11,815,157	\$13,404,073	10.5%	13.4%
4102	Sworn Employee Salaries	10,567,919	10,651,981	11,667,767	9.2%	9.5%
4103	Part Time Employee Salaries	1,907,271	2,114,361	1,961,919	1.5%	(7.2%)
4111	Overtime Regular Employees	170,274	166,556	233,822	0.2%	40.4%
4112	Overtime Sworn Employees	2,539,190	2,224,851	3,077,358	2.4%	38.3%
4113	Overtime Mutual Aid	32,837	10,500	11,616	0.0%	10.6%
4114	Overtime Special Events	201,550	204,928	199,345	0.2%	(2.7%)
4115	Cooperative Resources	-	-	14,000	0.0%	-
4120	Supplemental Pension Plan	19,333	19,000	20,000	0.0%	5.3%
4121	Single Highest Year Plan	47,960	48,000	50,000	0.0%	4.2%
4123	Commuter Pay	9,318	7,000	7,000	0.0%	-
4124	Fire Retiree's Health Ins	17,502	22,000	25,000	0.0%	13.6%
4125	Police Retiree's Health Plan	65,050	69,000	85,000	0.1%	23.2%
4126	Miscellaneous Retirees Health Plan	30,498	31,000	36,000	0.0%	16.1%
4201	Group Medical Insurance	2,921,618	3,374,364	3,340,801	2.6%	(1.0%)
4202	Medicare	348,022	367,412	380,950	0.3%	3.7%
4203	Unemployment	75,036	75,040	75,120	0.1%	0.1%
4204	401A Plan City	167,245	172,556	198,014	0.2%	14.8%
4205	Workers Compensation	2,940,648	2,777,112	3,245,520	2.6%	16.9%
4206	Medical Retirement Contributions	209,000	236,000	236,100	0.2%	0.0%
4211	PERS Regular Contributions	2,032,095	2,186,886	1,520,705	1.2%	(30.5%)
4212	PERS Sworn Contributions	3,883,298	3,995,140	2,828,596	2.2%	(29.2%)
4220	Accrued Leave	(9,429)	-	-	-	-
Total Salaries & Benefits		\$39,749,008	\$40,568,844	\$42,618,705	33.5%	5.1%
5101	Contract Services	\$11,438,601	\$13,205,382	\$14,790,030	11.6%	12.0%
5102	Contract Personnel	936,141	993,909	-	-	(100.0%)
5103	Audit Services	26,959	52,628	53,907	0.0%	2.4%
5104	Computer Contract Services	566,239	632,544	681,518	0.5%	7.7%
5105	Elections	257	71,425	1,650	0.0%	(97.7%)
5106	SBRPCA Communications	1,347,454	1,543,728	1,543,669	1.2%	(0.0%)
5107	Physical/Psychological Exams	25,732	34,465	35,390	0.0%	2.7%
5108	Legal Services	676,760	395,000	395,000	0.3%	-
5109	Background Investigations	3,650	4,894	4,894	0.0%	-
5201	Office Supplies	83,378	88,750	84,050	0.1%	(5.3%)
5202	Memberships & Dues	60,825	86,543	109,831	0.1%	26.9%
5203	Reference Books & Periodicals	15,348	25,063	29,760	0.0%	18.7%
5204	Conferences & Meetings	76,053	128,991	156,441	0.1%	21.3%
5205	Training	90,644	174,917	232,332	0.2%	32.8%
5206	Uniforms/Safety Equipment	180,252	191,179	270,213	0.2%	41.3%
5207	Advertising	54,101	65,101	80,537	0.1%	23.7%
5208	Postage	88,075	86,430	86,410	0.1%	(0.0%)
5209	Tools & Minor Equipment	15,021	18,880	18,266	0.0%	(3.3%)
5210	Computers, Supplies & Software	243,812	279,230	359,837	0.3%	28.9%
5211	Automotive Parts	109,336	90,000	90,000	0.1%	-
5212	Office Equipment Maintenance	2,751	3,300	5,300	0.0%	60.6%
5213	Computer Maintenance & Repairs	11,220	11,500	12,440	0.0%	8.2%
5214	Employee Awards & Events	11,204	17,111	24,400	0.0%	42.6%
5216	Tuition Reimbursement	25,288	20,000	24,000	0.0%	20.0%
5217	Departmental Supplies	1,663,899	1,463,066	1,735,983	1.4%	18.7%
5218	Recruitment Costs	28,485	34,644	36,400	0.0%	5.1%
5219	STC Training	2,812	2,850	2,850	0.0%	-
5220	POST Training	38,617	39,700	49,700	0.0%	25.2%
5221	Automotive Repair Services	139,159	146,700	146,700	0.1%	-
5222	Warehouse Inventory Purchases	86,385	82,345	82,345	0.1%	-
5223	Bus Pass Subsidies	16,628	14,065	16,000	0.0%	13.8%
5224	Recreation Bus Trips	46,557	55,000	55,000	0.0%	-
5225	Printing	114,718	155,362	150,886	0.1%	(2.9%)
5226	Automotive Fuel	391,620	369,850	351,525	0.3%	(5.0%)
5231	Bank Service Charge	349,339	291,050	288,900	0.2%	(0.7%)
5240	Assessments & Taxes	536,199	582,960	557,976	0.4%	(4.3%)
5250	Insurance Premiums	500,322	644,132	698,882	0.5%	8.5%
5251	Claims Paid	3,738,051	3,056,350	3,610,831	2.8%	18.1%

SCHEDULE OF EXPENDITURE DETAIL - CITY-WIDE

Object	Description	2011-2012	2012-2013	2013-2014	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
5252	Claims Administration	123,278	126,976	124,004	0.1%	(2.3%)
5253	Miscellaneous Bonds/Insurance	3,019	3,019	3,019	0.0%	-
5254	Unemployment Claims	70,510	75,000	75,000	0.1%	-
5255	Property Insurance	366,056	367,146	404,106	0.3%	10.1%
5260	Council Contingencies	-	150,000	265,000	0.2%	76.7%
5262	Public Service Events	17,433	22,375	17,375	0.0%	(22.3%)
5263	City Funds Match	16,009	8,000	12,683	0.0%	58.5%
5264	City Funds Exchange	70,000	-	-	-	-
5265	Service Agency Contributions	74,441	75,092	75,092	0.1%	-
5266	DMBBPA Allocation	100,953	100,000	102,000	0.1%	2.0%
5267	UAD Loan Program	4,792	4,820	4,820	0.0%	-
5268	UAD Construction Fund Refunds	(903)	-	-	-	-
5501	Telephone	234,436	227,080	231,545	0.2%	2.0%
5502	Electricity	1,247,212	1,290,045	1,297,046	1.0%	0.5%
5503	Natural Gas	95,454	81,149	93,577	0.1%	15.3%
5504	Water	387,046	383,816	469,516	0.4%	22.3%
5601	Administrative Service Charge	3,276,516	2,913,338	2,913,338	2.3%	-
Total Materials & Services		\$29,828,147	\$30,986,900	\$32,961,974	25.9%	6.4%
5611	Warehouse Purchases	\$81,051	\$82,345	\$94,901	0.1%	15.2%
5612	Garage Purchases	25,521	25,000	25,000	0.0%	-
5621	Information Systems Allocation	1,192,392	1,218,173	1,531,297	1.2%	25.7%
5631	Insurance Allocation	983,040	1,683,979	1,832,820	1.4%	8.8%
5641	Fleet Rental Allocation	1,117,860	1,034,540	1,143,120	0.9%	10.5%
5642	Fleet Maintenance Allocation	1,124,732	975,383	925,632	0.7%	(5.1%)
5651	Building & Operations Allocation	1,211,999	1,443,461	1,654,264	1.3%	14.6%
Total Internal Services		\$5,736,595	\$6,462,881	\$7,207,034	5.7%	11.5%
9101	Transfers Out	\$18,445	\$20,163	\$25,291	0.0%	25.4%
Total Transfers		\$18,445	\$20,163	\$25,291	0.0%	25.4%
Total Operating Expenses		\$75,332,195	\$78,038,788	\$82,813,004	65.1%	6.1%
6111	Furniture & Fixtures	\$2,359	-	\$10,075	0.0%	-
6121	Machinery & Equipment	109,103	\$195,629	274,303	0.2%	40.2%
6131	Vehicles	339,152	4,395,495	2,435,295	1.9%	(44.6%)
6141	Computer Equipment & Software	154,924	417,182	1,677,000	1.3%	302.0%
6202	Studies Audits & Analysis	34,387	545,000	-	-	(100.0%)
6212	CIP Bldg & Facility - CYr	3,586,583	4,087,500	4,482,500	3.5%	9.7%
6222	CIP Street Improvements - CYr	1,117,922	12,625,378	14,000,472	11.0%	10.9%
6232	CIP Utility Improvements - CYr	132,937	500,000	-	-	(100.0%)
6242	CIP Line Improvememnts - CYr	1,433,406	3,860,000	2,200,000	1.7%	(43.0%)
6252	CIP Landscape & Site - CYr	27,208	-	-	-	-
6263	Infrastructure Improvements	-	-	1,900,000	1.5%	-
Total Capital Projects & Equipment		\$6,937,982	\$26,626,184	\$26,979,645	21.2%	1.3%
7101	Bond Principal	\$2,435,000	\$2,559,998	\$14,050,000	11.0%	448.8%
7102	Bond Interest	1,895,437	2,094,228	1,748,171	1.4%	(16.5%)
7103	Bond Administration Fee	135,145	131,700	108,000	0.1%	(18.0%)
7106	Bond Redemption Call	123,600	-	-	-	-
7301	Land Leases	313,332	292,050	354,200	0.3%	21.3%
7302	Property & Equipment Principal	-	93,975	190,358	0.1%	102.6%
7303	Property & Equipment Interest	-	20,360	17,835	0.0%	(12.4%)
7401	Interfund Loans Principal	-	-	530,000	0.4%	-
7402	Interfund Loans Interest	22,451	6,000	436,613	0.3%	7176.9%
7403	Interfund Loan Admin Fees	-	-	5,000	0.0%	-
Total Debt Service		\$4,924,965	\$5,198,311	\$17,440,177	13.7%	235.5%
Total Capital Expenditures & Debt Service		\$11,862,946	\$31,824,495	\$44,419,822	34.9%	39.6%
Total City-Wide Expenditures		\$87,195,141	\$109,863,283	\$127,232,826	100.0%	15.8%

SCHEDULE OF EXPENDITURE DETAIL - GENERAL FUND

Object	Description	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed	% of Total	% Change fr Prior
4101	Salaries & Allowances	\$9,153,502	\$9,328,135	\$10,759,849	18.4%	15.3%
4102	Sworn Employee Salaries	10,567,919	10,651,981	11,667,767	19.9%	9.5%
4103	Part Time Employee Salaries	1,622,673	1,814,489	1,715,639	2.9%	(5.4%)
4111	Overtime Regular Employees	122,839	109,381	145,422	0.2%	32.9%
4112	Overtime Sworn Employees	2,509,531	2,189,851	3,047,358	5.2%	39.2%
4113	Overtime Mutual Aid	32,837	10,500	11,616	0.0%	10.6%
4114	Overtime Special Events	199,661	202,228	196,172	0.3%	(3.0%)
4115	Cooperative Resources	-	-	14,000	0.0%	-
4201	Group Medical Insurance	2,522,239	2,881,313	2,895,106	4.9%	0.5%
4202	Medicare	312,894	330,408	342,128	0.6%	3.5%
4203	Unemployment	75,036	75,040	75,120	0.1%	0.1%
4204	401A Plan City	145,869	152,355	175,438	0.3%	15.2%
4205	Workers Compensation	2,711,208	2,660,135	3,208,560	5.5%	20.6%
4206	Medical Retirement Contributions	180,907	200,830	203,580	0.3%	1.4%
4211	PERS Regular Contributions	1,588,700	1,718,518	1,213,236	2.1%	(29.4%)
4212	PERS Sworn Contributions	3,883,298	3,995,140	2,828,596	4.8%	(29.2%)
Total Salaries & Benefits		\$35,629,114	\$36,320,304	\$38,499,587	65.7%	6.0%
5101	Contract Services	\$2,367,669	\$2,760,085	\$3,892,550	6.6%	41.0%
5102	Contract Personnel	848,058	974,009	-	-	(100.0%)
5103	Audit Services	26,959	52,628	53,907	0.1%	2.4%
5104	Computer Contract Services	336,819	374,730	389,164	0.7%	3.9%
5105	Elections	257	71,425	1,650	0.0%	(97.7%)
5106	SBRPCA Communications	1,347,454	1,543,728	1,543,669	2.6%	(0.0%)
5107	Physical/Psychological Exams	25,732	34,465	35,390	0.1%	2.7%
5108	Legal Services	676,760	395,000	395,000	0.7%	-
5109	Background Investigations	3,650	4,894	4,894	0.0%	-
5201	Office Supplies	83,378	88,750	84,050	0.1%	(5.3%)
5202	Memberships & Dues	52,093	73,741	87,442	0.1%	18.6%
5203	Reference Books & Periodicals	14,929	24,033	28,535	0.0%	18.7%
5204	Conferences & Meetings	70,777	121,241	135,541	0.2%	11.8%
5205	Training	76,767	125,487	162,895	0.3%	29.8%
5206	Uniforms/Safety Equipment	159,219	164,149	241,639	0.4%	47.2%
5207	Advertising	39,337	57,101	72,537	0.1%	27.0%
5208	Postage	86,518	84,820	84,810	0.1%	(0.0%)
5209	Tools & Minor Equipment	3,724	6,300	7,250	0.0%	15.1%
5210	Computers, Supplies & Software	20,756	16,175	39,774	0.1%	145.9%
5212	Office Equipment Maintenance	2,751	3,300	5,300	0.0%	60.6%
5214	Employee Awards & Events	8,194	14,100	19,400	0.0%	37.6%
5216	Tuition Reimbursement	25,288	20,000	24,000	0.0%	20.0%
5217	Departmental Supplies	1,077,217	746,242	836,926	1.4%	12.2%
5218	Recruitment Costs	28,485	34,394	36,150	0.1%	5.1%
5219	STC Training	2,812	2,850	2,850	0.0%	-
5220	POST Training	38,617	39,700	49,700	0.1%	25.2%
5221	Automotive Repair Services	40,902	66,700	66,700	0.1%	-
5225	Printing	109,327	137,680	117,843	0.2%	(14.4%)
5231	Bank Service Charge	158,185	128,950	115,000	0.2%	(10.8%)
5240	Assessments & Taxes	5,462	-	-	-	-
5260	Council Contingencies	-	150,000	265,000	0.5%	76.7%
5262	Public Service Events	17,433	22,375	17,375	0.0%	(22.3%)
5263	City Funds Match	16,009	8,000	12,683	0.0%	58.5%
5264	City Funds Exchange	70,000	-	-	-	-
5265	Service Agency Contributions	74,441	75,092	75,092	0.1%	-
5501	Telephone	142,022	140,635	144,675	0.2%	2.9%
5502	Electricity	474,276	492,832	513,936	0.9%	4.3%
5503	Natural Gas	28,653	30,190	26,524	0.0%	(12.1%)
5504	Water	314,906	305,354	375,326	0.6%	22.9%
Total Materials & Services		\$8,875,836	\$9,391,155	\$9,965,177	17.0%	6.1%

SCHEDULE OF EXPENDITURE DETAIL - GENERAL FUND

Object	Description	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed	% of Total	% Change fr Prior
5611	Warehouse Purchases	\$34,061	\$36,770	\$38,318	0.1%	4.2%
5621	Information Systems Allocation	1,095,840	1,129,399	1,400,417	2.4%	24.0%
5631	Insurance Allocation	874,020	1,299,010	1,413,300	2.4%	8.8%
5641	Fleet Rental Allocation	884,172	800,860	905,010	1.5%	13.0%
5642	Fleet Maintenance Allocation	971,520	837,347	783,993	1.3%	(6.4%)
5651	Building & Operations Allocation	1,047,537	1,246,423	1,427,432	2.4%	14.5%
Total Internal Services		\$4,907,149	\$5,349,809	\$5,968,470	10.2%	11.6%
9101	Transfers Out	\$18,445	\$20,163	\$25,291	0.0%	25.4%
Total Transfers		\$18,445	\$20,163	\$25,291	0.0%	25.4%
Total Operating Expenses		\$49,430,544	\$51,081,431	\$54,458,525	93.0%	6.6%
6111	Furniture & Fixtures	\$2,359	-	\$10,075	0.0%	-
6121	Machinery & Equipment	6,436	\$20,629	\$149,285	0.3%	623.7%
6141	Computer Equipment & Software	-	66,372	1,250,000	2.1%	1783.3%
7101	Bond Principal	\$1,210,000	\$1,304,998	1,880,000	3.2%	44.1%
7102	Bond Interest	165,669	409,827	730,493	1.2%	78.2%
7103	Bond Administration Fee	115,432	111,000	91,000	0.2%	(18.0%)
Total Debt Service		\$1,499,897	\$1,912,826	\$4,110,853	7.0%	114.9%
Total Capital Expenditures & Debt Service		\$1,499,897	\$1,912,826	\$4,110,853	7.0%	114.9%
Total General Fund Expenditures		\$50,930,440	\$52,994,257	\$58,569,378	100.0%	10.5%



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SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Management Services

Object	Description	2011-2012	2012-2013	2013-2014	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$632,499	\$696,874	\$823,256	28.7%	18.1%
4103	Part Time Employee Salaries	18,143	50,140	37,850	1.3%	(24.5%)
4111	Overtime Regular Employees	773	500	1,632	0.1%	226.4%
4201	Group Medical Insurance	97,083	120,205	134,161	4.7%	11.6%
4202	Medicare	8,918	10,683	12,774	0.4%	19.6%
4203	Unemployment	996	1,000	1,020	0.0%	2.0%
4204	401A Plan City	21,385	25,073	28,069	1.0%	11.9%
4205	Workers Compensation	12,204	27,110	105,180	3.7%	288.0%
4206	Medical Retirement Contribution	5,093	6,200	7,500	0.3%	21.0%
4211	PERS Regular Contribution	128,340	115,198	87,060	3.0%	(24.4%)
Total Salaries & Benefits		\$925,436	\$1,052,983	\$1,238,501	43.1%	17.6%
5101	Contract Services	\$206,985	\$133,884	\$148,220	5.2%	10.7%
5102	Contract Personnel	24,465	5,000	-	-	-
5104	Computer Contract Services	2,918	3,034	3,126	0.1%	3.0%
5105	Elections	257	71,425	1,650	0.1%	(97.7%)
5108	Legal Services	421,412	280,000	280,000	9.7%	-
5201	Office Supplies	5,468	5,000	5,000	0.2%	-
5202	Memberships & Dues	32,421	47,072	53,337	1.9%	13.3%
5203	Reference Books & Periodicals	7,724	13,638	13,975	0.5%	2.5%
5204	Conferences & Meetings	34,240	58,895	63,060	2.2%	7.1%
5205	Training	5,791	20,000	26,180	0.9%	30.9%
5207	Advertising	3,790	5,600	7,200	0.3%	28.6%
5208	Postage	754	780	780	0.0%	-
5212	Office Equipment Maintenance	164	250	250	0.0%	-
5217	Special Departmental Supplies	57,255	12,300	13,550	0.5%	10.2%
5225	Printing	287	1,050	950	0.0%	(9.5%)
5240	Assessments & Taxes	2,576	-	-	-	-
5260	Council Contingencies	-	150,000	265,000	9.2%	76.7%
5262	Public Service Events	17,433	22,375	17,375	0.6%	(22.3%)
5501	Telephone	4,036	4,050	4,065	0.1%	0.4%
Total Materials & Services		\$827,977	\$834,353	\$903,718	31.5%	8.3%
5611	Warehouse Purchases	\$89	\$450	\$450	0.0%	-
5621	Information Systems Allocation	67,596	69,047	85,072	3.0%	23.2%
5631	Insurance Allocation	22,620	371,194	278,220	9.7%	(25.0%)
5651	Building & Operations Allocation	105,479	124,594	141,799	4.9%	13.8%
Total Internal Services		\$195,784	\$565,285	\$505,541	17.6%	(10.6%)
Total Operating Expenses		\$1,949,197	\$2,452,621	\$2,647,760	92.2%	8.0%
6141	Computer Equipment & Software	-	-	\$225,000	7.8%	-
Total Capital Projects & Equipment		-	-	\$225,000	7.8%	-
Total Capital Expenditures & Debt Service		\$1,023,761	\$1,399,638	\$1,634,259	56.9%	16.8%
Total Expenditures		\$1,949,197	\$2,452,621	\$2,872,760	100.0%	17.1%
Source of Funds						
General Fund		\$1,949,197	\$2,452,621	\$2,872,760	100.0%	17.1%
Capital Improvement Fund		-	-	-	-	-
Total Source of Funds		\$1,949,197	\$2,452,621	\$2,872,760	100.0%	17.1%

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Finance

Object	Description	2011-2012	2012-2013	2013-2014	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$1,610,534	\$1,567,379	\$2,107,725	36.7%	34.5%
4103	Part Time Employee Salaries	158,168	159,360	59,707	1.0%	(62.5%)
4111	Overtime Regular Employees	16,511	26,870	31,137	0.5%	15.9%
4120	Supplemental Pension Plan	19,333	19,000	20,000	0.3%	5.3%
4121	Single Highest Year Plan	47,960	48,000	50,000	0.9%	4.2%
4124	Fire Retiree's Health Insurance	17,502	22,000	25,000	0.4%	13.6%
4125	Police Retiree's Health Plan	65,050	69,000	85,000	1.5%	23.2%
4126	Miscellaneous Retirees Health Plan	30,498	31,000	36,000	0.6%	16.1%
4201	Group Medical Insurance	220,302	243,898	278,279	4.8%	14.1%
4202	Medicare	23,403	23,928	29,956	0.5%	25.2%
4203	Unemployment	1,020	1,020	1,020	0.0%	-
4204	401A Plan City	29,032	29,364	36,424	0.6%	24.0%
4205	Workers Compensation	53,460	15,616	11,760	0.2%	(24.7%)
4206	Medical Retirement Contribution	13,025	19,320	21,000	0.4%	8.7%
4211	PERS Regular Contribution	272,857	293,176	229,425	4.0%	(21.7%)
Total Salaries & Benefits		\$2,578,655	\$2,568,931	\$3,022,433	52.6%	17.7%
5101	Contract Services	\$199,704	\$248,270	\$333,391	5.8%	34.3%
5102	Contract Personnel	9,629	-	-	-	-
5103	Audit Services	26,959	52,628	53,907	0.9%	2.4%
5104	Computer Contract Services	369,711	403,718	478,004	8.3%	18.4%
5201	Office Supplies	6,590	4,500	3,000	0.1%	(33.3%)
5202	Memberships & Dues	2,210	2,455	3,010	0.1%	22.6%
5203	Reference Books & Periodicals	1,444	1,450	1,520	0.0%	4.8%
5204	Conferences & Meetings	7,397	13,770	33,650	0.6%	144.4%
5205	Training	2,418	3,600	3,620	0.1%	0.6%
5206	Uniforms/Safety Equipment	624	777	1,090	0.0%	40.3%
5207	Advertising	706	550	850	0.0%	54.5%
5208	Postage	40,708	38,490	38,470	0.7%	(0.1%)
5209	Tools & Minor Equipment	286	300	250	0.0%	(16.7%)
5210	Computer Supplies & Software	223,056	263,055	319,055	5.5%	21.3%
5211	Automotive Parts	25,114	25,000	25,000	0.4%	-
5212	Office Equipment Maintenance	643	625	2,625	0.0%	320.0%
5213	Computer Maintenance & Repair	11,220	11,500	12,440	0.2%	8.2%
5214	Employee Awards & Events	403	400	400	0.0%	-
5217	Special Departmental Supplies	3,854	3,535	7,750	0.1%	119.2%
5222	Warehouse Inventory Purchases	86,385	82,345	82,345	1.4%	-
5225	Printing	13,560	12,000	11,150	0.2%	(7.1%)
5231	Bank Service Charge	158,185	128,950	115,000	2.0%	(10.8%)
5240	Assessments & Taxes	1,167	-	-	-	-
5265	Service Agency Contributions	74,441	75,092	75,092	1.3%	-
5267	UAD Loan Program	4,792	4,820	4,820	0.1%	-
5501	Telephone	13,980	13,730	14,250	0.2%	3.8%
Total Materials & Services		\$1,285,187	\$1,391,560	\$1,620,689	28.2%	16.5%
5611	Warehouse Purchases	\$9,448	\$8,470	\$9,340	0.2%	10.3%
5621	Information Systems Allocation	96,540	98,640	130,880	2.3%	32.7%
5631	Insurance Allocation	22,620	20,072	15,660	0.3%	(22.0%)
5641	Fleet Rental Allocation	3,564	3,560	3,560	0.1%	-
5642	Fleet Maintenance Allocation	1,834	1,657	1,429	0.0%	(13.8%)
5651	Building & Operations Allocation	175,803	207,655	236,332	4.1%	13.8%
Total Internal Services		\$309,808	\$340,054	\$397,201	6.9%	16.8%
Total Operating Expenses		\$4,173,650	\$4,300,545	\$5,040,323	87.7%	17.2%

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Finance

Object	Description	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed	% of Total	% Change fr Prior
6121	Machinery & Equipment	-	-	\$7,500	0.1%	-
6141	Computer Equipment & Software	\$136,234	\$333,310	702,000	12.2%	110.6%
Total Capital Projects & Equipment		\$136,234	\$333,310	\$709,500	12.3%	112.9%
Total Capital Expenditures & Debt Service		\$136,234	\$333,310	\$709,500	12.3%	112.9%
Total Expenditures		\$4,309,884	\$4,633,855	\$5,749,823	100.0%	24.1%
Source of Funds						
General Fund		\$2,692,992	\$2,670,558	\$3,444,137	59.9%	29.0%
Capital Improvement Fund		4,792	4,820	4,820	0.1%	-
Information Systems Fund		1,242,266	1,534,652	1,831,303	31.8%	19.3%
Building Maintenance & Operations Fund		189,492	234,825	253,563	4.4%	8.0%
Pension Trust Fund		180,343	189,000	216,000	3.8%	14.3%
Total Source of Funds		\$4,309,884	\$4,633,855	\$5,749,823	100.0%	24.1%



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SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Human Resources

Object	Description	2011-2012	2012-2013	2013-2014	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$434,874	\$505,045	\$556,995	9.0%	10.3%
4103	Part Time Employee Salaries	29,004	49,411	68,843	1.1%	39.3%
4111	Overtime Regular Employees	714	3,576	5,165	0.1%	44.4%
4201	Group Medical Insurance	54,583	75,436	85,974	1.4%	14.0%
4202	Medicare	5,538	7,272	8,322	0.1%	14.4%
4203	Unemployment	1,020	1,020	1,020	0.0%	-
4204	401A Plan City	13,871	18,933	18,168	0.3%	(4.0%)
4205	Workers Compensation	132,420	17,070	19,500	0.3%	14.2%
4206	Medical Retirement Contribution	4,799	6,190	6,780	0.1%	9.5%
4211	PERS Regular Contribution	77,936	87,583	59,997	1.0%	(31.5%)
Total Salaries & Benefits		\$754,760	\$771,536	\$830,764	13.5%	7.7%
5101	Contract Services	\$86,476	\$23,937	\$34,522	0.6%	44.2%
5102	Contract Personnel	-	19,900	-	-	-
5104	Computer Contract Services	6,290	6,449	6,604	0.1%	2.4%
5107	Physical/Psychological Exams	18,032	21,215	21,215	0.3%	-
5108	Legal Services	53,500	80,000	80,000	1.3%	-
5201	Office Supplies	2,668	2,500	2,500	0.0%	-
5202	Memberships & Dues	1,395	1,677	2,439	0.0%	45.4%
5203	Reference Books & Periodicals	619	615	740	0.0%	20.3%
5204	Conferences & Meetings	5,897	6,380	6,930	0.1%	8.6%
5205	Training	7,845	19,480	24,298	0.4%	24.7%
5208	Postage	2,565	2,640	2,640	0.0%	-
5214	Employee Awards & Events	8,215	13,011	18,500	0.3%	42.2%
5216	Tuition Reimbursement	25,288	20,000	24,000	0.4%	20.0%
5217	Special Departmental Supplies	1,900	-	-	-	-
5218	Recruitment Costs	25,173	29,874	29,874	0.5%	-
5225	Printing	92	100	100	0.0%	-
5240	Assessments & Taxes	124	-	-	-	-
5250	Insurance Premiums	500,322	644,132	698,882	11.3%	8.5%
5251	Claims Paid	3,738,051	3,056,350	3,610,831	58.5%	18.1%
5252	Claims Administration	123,278	126,976	124,004	2.0%	(2.3%)
5253	Miscellaneous Bonds/Insurance	3,019	3,019	3,019	0.0%	-
5254	Unemployment	70,510	75,000	75,000	1.2%	-
5255	Property Insurance	366,056	367,146	404,106	6.6%	10.1%
5501	Telephone	10,429	10,400	10,700	0.2%	2.9%
Total Materials & Services		\$5,057,745	\$4,530,801	\$5,180,904	84.0%	14.3%
5611	Warehouse Purchases	\$225	\$200	\$200	0.0%	-
5621	Information Systems Allocation	48,276	49,319	58,896	1.0%	19.4%
5631	Insurance Allocation	19,080	20,072	15,660	0.3%	(22.0%)
5651	Building & Operations Allocation	61,530	72,680	82,716	1.3%	13.8%
Total Internal Services		\$129,111	\$142,271	\$157,472	2.6%	10.7%
Total Operating Expenses		\$5,941,617	\$5,444,608	\$6,169,140	100.0%	13.3%
6141	Computer Equipment & Software	-	\$10,000	-	-	-
Total Capital Projects & Equipment		-	\$10,000	-	-	-
Total Capital Expenditures & Debt Service		-	\$10,000	-	-	-
Total Expenditures		\$5,941,617	\$5,454,608	\$6,169,140	100.0%	13.1%
Source of Funds						
General Fund		\$871,586	\$848,622	\$963,253	15.6%	13.5%
Insurance Reserve		5,070,031	4,605,986	5,205,887	84.4%	13.0%
Total Source of Funds		\$5,941,617	\$5,454,608	\$6,169,140	100.0%	13.1%

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Parks and Recreation

Object	Description	2011-2012	2012-2013	2013-2014	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$1,217,626	\$1,290,526	\$1,482,021	21.4%	14.8%
4103	Part Time Employee Salaries	1,233,957	1,364,911	1,351,736	19.5%	(1.0%)
4111	Overtime Regular Employees	27,322	16,774	20,630	0.3%	23.0%
4114	Overtime Special Events	-	1,820	-	-	-
4201	Group Medical Insurance	196,981	238,853	228,814	3.3%	(4.2%)
4202	Medicare	35,542	38,211	41,723	0.6%	9.2%
4203	Unemployment	22,500	22,500	24,240	0.3%	7.7%
4204	401A Plan City	17,206	20,153	21,325	0.3%	5.8%
4205	Workers Compensation	113,640	81,349	28,740	0.4%	(64.7%)
4206	Medical Retirement Contribution	13,679	19,340	18,840	0.3%	(2.6%)
4211	PERS Regular Contribution	265,810	311,525	224,872	3.2%	(27.8%)
Total Salaries & Benefits		\$3,144,263	\$3,405,962	\$3,442,942	49.6%	1.1%
5101	Contract Services	\$483,786	\$571,458	\$1,366,358	19.7%	139.1%
5102	Contract Personnel	711,667	920,603	-	-	-
5104	Computer Contract Services	10,725	10,500	11,510	0.2%	9.6%
5201	Office Supplies	17,807	20,000	20,000	0.3%	-
5202	Memberships & Dues	4,909	8,590	10,670	0.2%	24.2%
5203	Reference Books & Periodicals	276	785	850	0.0%	8.3%
5204	Conferences & Meetings	2,085	640	340	0.0%	(46.9%)
5205	Training	10,988	19,754	30,254	0.4%	53.2%
5206	Uniforms/Safety Equipment	10,062	10,725	12,210	0.2%	13.8%
5207	Advertising	23,569	38,801	51,837	0.7%	33.6%
5208	Postage	27,505	27,830	27,850	0.4%	0.1%
5210	Computer Supplies & Software	2,458	825	1,036	0.0%	25.6%
5214	Employee Awards & Events	(364)	-	-	-	-
5217	Special Departmental Supplies	238,952	226,975	253,525	3.7%	11.7%
5218	Recruitment Costs	3,312	4,770	6,526	0.1%	36.8%
5223	Bus Pass Subsidies	16,628	14,065	16,000	0.2%	13.8%
5224	Recreation Bus Trips	46,557	55,000	55,000	0.8%	-
5225	Printing	66,725	87,580	69,793	1.0%	(20.3%)
5264	City Funds Exchange	70,000	-	-	-	-
5501	Telephone	22,255	21,375	21,910	0.3%	2.5%
5502	Electricity	197,541	204,837	211,862	3.1%	3.4%
5503	Natural Gas	6,959	8,041	8,052	0.1%	0.1%
Total Materials & Services		\$1,974,400	\$2,253,154	\$2,175,583	31.4%	(3.4%)
5611	Warehouse Purchases	\$13,784	\$16,350	\$16,700	0.2%	2.1%
5621	Information Systems Allocation	173,796	177,547	235,584	3.4%	32.7%
5631	Insurance Allocation	39,300	60,241	186,000	2.7%	208.8%
5641	Fleet Rental Allocation	33,588	33,580	33,010	0.5%	(1.7%)
5642	Fleet Maintenance Allocation	68,020	61,286	50,763	0.7%	(17.2%)
5651	Building & Operations Allocation	105,482	124,593	141,799	2.0%	13.8%
Total Internal Services		\$433,970	\$473,597	\$663,856	9.6%	40.2%
Total Operating Expenses		\$5,552,633	\$6,132,713	\$6,282,381	90.6%	2.4%
6111	Furniture & Fixtures	-	-	\$10,075	-	-
6141	Computer Equipment & Software	-	-	\$50,000	0.7%	-
6202	Studies Audits & Analysis	-	140,000	-	-	-
6212	CIP Bldg & Facility - CYr	3,145,042	160,000	-	-	-
Total Capital Projects & Equipment		\$3,145,042	\$300,000	\$60,075	0.9%	(80.0%)

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Parks and Recreation

Object	Description	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed	% of Total	% Change fr Prior
7101	Bond Principal	\$235,000	\$245,000	\$255,000	3.7%	4.1%
7102	Bond Interest	15,003	264,823	255,546	3.7%	(3.5%)
7103	Bond Administration Fee	90,542	87,000	82,000	1.2%	(5.7%)
Total Debt Service		\$340,545	\$596,823	\$592,546	8.5%	(0.7%)
Total Capital Expenditures & Debt Service		\$3,485,587	\$896,823	\$652,621	9.4%	(27.2%)
Total Expenditures		\$9,038,220	\$7,029,536	\$6,935,002	100.0%	(1.3%)
Source of Funds						
	General Fund	\$5,256,317	\$5,995,395	\$6,205,720	89.5%	3.5%
	Proposition A Fund	636,862	734,141	729,281	10.5%	(0.7%)
	Capital Improvement Fund	3,145,042	300,000	-	-	-
Total Source of Funds		\$9,038,220	\$7,029,536	\$6,935,002	100.0%	(1.3%)

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Police

Object	Description	2011-2012	2012-2013	2013-2014	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$2,064,830	\$2,040,100	\$2,379,666	8.1%	16.6%
4102	Sworn Employee Salaries	6,722,774	6,840,847	7,441,398	25.4%	8.8%
4103	Part Time Employee Salaries	314,938	288,258	234,908	0.8%	(18.5%)
4111	Overtime Regular Employees	83,561	72,019	103,167	0.4%	43.2%
4112	Overtime Sworn Employees	901,916	789,631	922,885	3.1%	16.9%
4114	Overtime Special Events	169,232	159,287	162,912	0.6%	2.3%
4201	Group Medical Insurance	1,053,328	1,172,997	1,186,767	4.0%	1.2%
4202	Medicare	136,897	138,755	147,981	0.5%	6.6%
4203	Unemployment	22,500	22,500	26,940	0.1%	19.7%
4204	401A Plan City	9,182	3,372	9,121	0.0%	170.5%
4205	Workers Compensation	1,654,584	1,732,510	2,469,480	8.4%	42.5%
4206	Medical Retirement Contribution	91,268	92,720	92,040	0.3%	(0.7%)
4211	PERS Regular Contribution	338,762	365,446	259,866	0.9%	(28.9%)
4212	PERS Sworn Contributions	2,547,959	2,650,254	1,905,772	6.5%	(28.1%)
Total Salaries & Benefits		\$16,111,731	\$16,368,696	\$17,342,903	59.2%	6.0%
5101	Contract Services	\$408,609	\$420,646	\$433,339	1.5%	3.0%
5102	Contract Personnel	63,598	12,000	-	-	-
5104	Computer Contract Services	79,345	90,034	93,954	0.3%	4.4%
5106	SBRPCA Communications	1,010,590	1,157,796	1,157,752	3.9%	(0.0%)
5107	Physical/Psychological Exams	7,700	13,250	14,175	0.0%	7.0%
5108	Legal Services	154,073	35,000	35,000	0.1%	-
5109	Background Investigations	3,400	4,894	4,894	0.0%	-
5201	Office Supplies	34,996	35,790	33,290	0.1%	(7.0%)
5202	Memberships & Dues	4,635	5,677	6,770	0.0%	19.3%
5203	Reference Books & Periodicals	1,203	1,800	1,800	0.0%	-
5204	Conferences & Meetings	8,500	16,075	17,170	0.1%	6.8%
5205	Training	15,220	43,875	47,065	0.2%	7.3%
5206	Uniforms/Safety Equipment	79,602	106,972	108,423	0.4%	1.4%
5207	Advertising	42	500	400	0.0%	(20.0%)
5208	Postage	4,371	4,260	5,200	0.0%	22.1%
5209	Tools & Minor Equipment	3,098	-	-	-	-
5210	Computer Supplies & Software	6,565	1,600	14,116	0.0%	782.3%
5212	Office Equipment Maintenance	-	100	100	0.0%	-
5214	Employee Awards & Events	1,658	1,200	1,500	0.0%	25.0%
5217	Special Departmental Supplies	112,111	187,013	185,822	0.6%	(0.6%)
5219	STC Training	2,812	2,850	2,850	0.0%	-
5220	POST Training	38,617	39,700	49,700	0.2%	25.2%
5225	Printing	23,930	29,550	27,950	0.1%	(5.4%)
5240	Assessments & Taxes	1,125	-	-	-	-
5263	City Funds Match	16,009	8,000	12,683	0.0%	58.5%
5501	Telephone	47,146	47,260	47,210	0.2%	(0.1%)
5502	Electricity	108,038	115,203	120,934	0.4%	5.0%
5503	Natural Gas	6,298	6,721	5,802	0.0%	(13.7%)
5504	Water	8,980	11,284	12,959	0.0%	14.8%
Total Materials & Services		\$2,252,273	\$2,399,050	\$2,440,858	8.3%	1.7%
5611	Warehouse Purchases	\$1,314	\$2,400	\$2,270	0.0%	(5.4%)
5621	Information Systems Allocation	405,504	414,274	497,345	1.7%	20.1%
5631	Insurance Allocation	180,180	528,333	678,240	2.3%	28.4%
5641	Fleet Rental Allocation	410,772	331,580	415,490	1.4%	25.3%
5642	Fleet Maintenance Allocation	688,661	620,438	578,635	2.0%	(6.7%)
5651	Building & Operations Allocation	301,279	362,809	419,373	1.4%	15.6%
Total Internal Services		\$1,987,710	\$2,259,834	\$2,591,353	8.8%	14.7%
Total Operating Expenses		\$20,351,714	\$21,027,580	\$22,375,114	76.3%	6.4%

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Police

Object	Description	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed	% of Total	% Change fr Prior
6121	Machinery & Equipment	\$102,667	-	-	-	-
6141	Computer Equipment & Software	18,689	-	\$50,000	0.2%	-
Total Capital Projects & Equipment		\$121,356	-	\$50,000	0.2%	-
7101	Bond Principal	\$802,552	\$865,219	\$6,565,386	22.4%	658.8%
7102	Bond Interest	371,138	368,108	323,408	1.1%	(12.1%)
7103	Bond Administraton	19,355	19,000	6,000	0.0%	(68.4%)
Total Debt Service		\$1,193,046	\$1,252,327	\$6,894,794	23.5%	450.6%
Total Capital Expenditures & Debt Service		\$1,314,402	\$1,252,327	\$6,944,794	23.7%	454.6%
Total Expenditures		\$21,666,116	\$22,279,907	\$29,319,908	100.0%	31.6%
Source of Funds						
	General Fund	\$21,010,063	\$21,652,549	\$23,003,392	78.5%	6.2%
	Asset Forfeiture	136,257	216,833	192,615	0.7%	(11.2%)
	Police Safety Grants Fund	112,599	-	-	-	-
	Capital Improvement Fund	407,196	410,525	6,123,901	20.9%	1391.7%
Total Source of Funds		\$21,666,116	\$22,279,907	\$29,319,908	100.0%	31.6%

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Fire

Object	Description	2011-2012	2012-2013	2013-2014	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$59,175	\$62,173	\$67,109	0.4%	7.9%
4102	Sworn Employee Salaries	3,845,145	3,811,134	4,226,369	24.7%	10.9%
4103	Part Time Employee Salaries	71,468	97,321	139,915	0.8%	43.8%
4112	Overtime Sworn Employees	1,637,274	1,435,220	2,154,473	12.6%	50.1%
4113	Overtime Mutual Aid	32,837	10,500	11,616	0.1%	10.6%
4114	Overtime Special Events	9,701	11,760	12,772	0.1%	8.6%
4115	Cooperative Resources	-	-	14,000	0.1%	-
4201	Group Medical Insurance	451,921	520,663	481,217	2.8%	(7.6%)
4202	Medicare	61,729	67,663	53,690	0.3%	(20.7%)
4203	Unemployment	3,480	3,480	2,700	0.0%	(22.4%)
4204	401A Plan City	4,392	4,375	5,117	0.0%	17.0%
4205	Workers Compensation	695,220	712,695	527,460	3.1%	(26.0%)
4206	Medical Retirement Contribution	24,937	17,950	17,880	0.1%	(0.4%)
4211	PERS Regular Contribution	14,767	11,097	7,389	0.0%	(33.4%)
4212	PERS Sworn Contributions	1,335,339	1,344,886	922,824	5.4%	(31.4%)
Total Salaries & Benefits		\$8,247,386	\$8,110,917	\$8,644,531	50.6%	6.6%
5101	Contract Services	\$77,129	\$84,818	\$151,521	0.9%	78.6%
5102	Contract Personnel	29,363	27,606	-	-	-
5104	Computer Contract Services	24,510	24,510	32,742	0.2%	33.6%
5106	SBRPCA Communications	336,864	385,932	385,917	2.3%	(0.0%)
5108	Legal Services	47,775	-	-	-	-
5109	Background Investigations	250	-	-	-	-
5201	Office Supplies	4,908	4,500	3,800	0.0%	(15.6%)
5202	Memberships & Dues	1,619	2,835	3,885	0.0%	37.0%
5203	Reference Books & Periodicals	1,800	2,500	2,500	0.0%	-
5204	Conferences & Meetings	5,796	5,000	8,955	0.1%	79.1%
5205	Training	33,880	38,900	45,550	0.3%	17.1%
5206	Uniforms/Safety Equipment	69,023	47,250	121,503	0.7%	157.1%
5208	Postage	220	220	560	0.0%	154.5%
5209	Tools & Minor Equipment	-	2,000	3,000	0.0%	50.0%
5210	Computer Supplies & Software	-	7,000	8,700	0.1%	24.3%
5214	Employee Awards & Events	1,291	2,500	4,000	0.0%	60.0%
5217	Special Departmental Supplies	333,410	115,740	121,560	0.7%	5.0%
5221	Automotive Repair Services	40,902	66,700	66,700	0.4%	-
5225	Printing	242	1,450	2,150	0.0%	48.3%
5501	Telephone	27,154	27,350	29,350	0.2%	7.3%
5502	Electricity	56,442	60,145	63,425	0.4%	5.5%
5503	Natural Gas	6,006	6,761	5,448	0.0%	(19.4%)
5504	Water	6,613	9,032	6,784	0.0%	(24.9%)
Total Materials & Services		\$1,105,196	\$922,749	\$1,068,050	6.2%	15.7%
5611	Warehouse Purchases	\$5,811	\$4,700	\$4,700	0.0%	-
5621	Information Systems Allocation	72,420	73,978	104,704	0.6%	41.5%
5631	Insurance Allocation	66,660	64,439	76,860	0.4%	19.3%
5641	Fleet Rental Allocation	269,520	269,530	272,880	1.6%	1.2%
5642	Fleet Maintenance Allocation	89,690	42,860	44,970	0.3%	4.9%
5651	Building & Operations Allocation	113,373	136,053	157,265	0.9%	15.6%
Total Internal Services		\$617,473	\$591,560	\$661,379	3.9%	11.8%
Total Operating Expenses		\$9,970,055	\$9,625,226	\$10,373,960	60.7%	7.8%

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Fire

Object	Description	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed	% of Total	% Change fr Prior
6121	Machinery & Equipment	\$6,436	-	\$130,785	0.8%	-
6141	Computer Equipment & Software	-	\$35,372	100,000	0.6%	182.7%
Total Capital Projects & Equipment		\$6,436	\$35,372	\$230,785	1.4%	552.5%
7101	Bond Principal	\$447,448	\$479,779	6,174,614	36.1%	1187.0%
7102	Bond Interest	316,390	308,946	309,728	1.8%	0.3%
7103	Bond Administraton	8,065	9,000	6,000	0.0%	(33.3%)
Total Debt Service		\$778,339	\$833,097	\$6,721,127	39.3%	706.8%
Total Capital Expenditures & Debt Service		\$778,339	\$833,097	\$6,721,127	39.3%	706.8%
Total Expenditures		\$10,748,393	\$10,458,323	\$17,095,087	100.0%	63.5%
Source of Funds						
General Fund		\$10,341,197	\$10,047,798	\$10,971,186	64.2%	9.2%
Capital Improvement Fund		407,196	410,525	6,123,901	35.8%	1391.7%
Total Source of Funds		\$10,748,393	\$10,458,323	\$17,095,087	100.0%	63.5%



SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Community Development

Object	Description	2011-2012	2012-2013	2013-2014	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$1,607,080	\$1,645,797	\$1,818,660	47.6%	10.5%
4103	Part Time Employee Salaries	68,059	92,720	56,720	1.5%	(38.8%)
4111	Overtime Regular Employees	2,775	5,600	3,724	0.1%	(33.5%)
4201	Group Medical Insurance	226,795	259,543	259,612	6.8%	0.0%
4202	Medicare	23,760	25,652	28,289	0.7%	10.3%
4203	Unemployment	1,020	1,020	1,020	0.0%	-
4204	401A Plan City	16,297	16,555	19,120	0.5%	15.5%
4205	Workers Compensation	26,220	65,709	11,700	0.3%	(82.2%)
4206	Medical Retirement Contribution	13,708	19,320	18,960	0.5%	(1.9%)
4211	PERS Regular Contribution	268,927	301,907	201,952	5.3%	(33.1%)
Total Salaries & Benefits		\$2,254,640	\$2,433,823	\$2,419,757	63.3%	(0.6%)
5101	Contract Services	\$326,186	\$571,600	\$428,480	11.2%	(25.0%)
5102	Contract Personnel	9,337	8,800	-	-	-
5104	Computer Contract Services	26,861	30,400	30,900	0.8%	1.6%
5201	Office Supplies	3,332	3,000	3,000	0.1%	-
5202	Memberships & Dues	4,432	5,240	5,705	0.1%	8.9%
5203	Reference Books & Periodicals	2,101	3,225	7,325	0.2%	127.1%
5204	Conferences & Meetings	5,662	18,451	19,651	0.5%	6.5%
5205	Training	4,226	7,705	9,755	0.3%	26.6%
5206	Uniforms/Safety Equipment	2,117	3,620	3,950	0.1%	9.1%
5207	Advertising	3,622	3,900	4,500	0.1%	15.4%
5208	Postage	2,570	2,650	3,630	0.1%	37.0%
5210	Computer Supplies & Software	2,156	950	2,200	0.1%	131.6%
5212	Office Equipment Maintenance	-	325	325	0.0%	-
5217	Special Departmental Supplies	2,649	2,730	2,730	0.1%	-
5225	Printing	4,663	6,250	6,050	0.2%	(3.2%)
5240	Assessments & Taxes	945	-	-	-	-
5501	Telephone	10,621	10,220	10,560	0.3%	3.3%
Total Materials & Services		\$411,479	\$679,066	\$538,761	14.1%	(20.7%)
5611	Warehouse Purchases	\$376	\$1,000	\$1,000	0.0%	-
5621	Information Systems Allocation	135,168	138,093	176,688	4.6%	27.9%
5631	Insurance Allocation	22,620	20,072	15,660	0.4%	(22.0%)
5641	Fleet Rental Allocation	24,936	24,940	19,740	0.5%	(20.9%)
5642	Fleet Maintenance Allocation	19,117	17,233	13,434	0.4%	(22.0%)
5651	Building & Operations Allocation	175,802	207,656	236,332	6.2%	13.8%
Total Internal Services		\$378,019	\$408,994	\$462,854	12.1%	13.2%
Total Operating Expenses		\$3,044,139	\$3,521,883	\$3,421,372	89.5%	(2.9%)
6111	Furniture & Fixtures	\$2,359	-	-	-	-
6141	Computer Equipment & Software	-	-	\$400,000	10.5%	-
Total Capital Projects & Equipment		\$2,359	-	\$400,000	10.5%	-
Total Capital Expenditures & Debt Service		\$2,359	-	\$400,000	10.5%	-
Total Expenditures		\$3,046,498	\$3,521,883	\$3,821,372	100.0%	8.5%
Source of Funds						
General Fund		\$3,046,498	\$3,521,883	\$3,821,372	100.0%	8.5%
Total Source of Funds		\$3,046,498	\$3,521,883	\$3,821,372	100.0%	8.5%

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Public Works

Object	Description	2011-2012	2012-2013	2013-2014	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
4101	Salaries & Allowances	\$3,946,155	\$4,007,263	\$4,168,642	7.5%	4.0%
4103	Part Time Employee Salaries	13,533	12,240	12,240	0.0%	-
4111	Overtime Regular Employees	38,618	41,217	68,367	0.1%	65.9%
4114	Overtime Special Events	22,617	32,061	23,661	0.0%	(26.2%)
4123	Commuter Pay	9,318	7,000	7,000	0.0%	-
4201	Group Medical Insurance	620,623	742,769	685,977	1.2%	(7.6%)
4202	Medicare	52,235	55,248	58,215	0.1%	5.4%
4203	Unemployment	22,500	22,500	17,160	0.0%	(23.7%)
4204	401A Plan City	55,879	54,731	60,670	0.1%	10.9%
4205	Workers Compensation	252,900	125,053	71,700	0.1%	(42.7%)
4206	Medical Retirement Contribution	42,491	54,960	53,100	0.1%	(3.4%)
4211	PERS Regular Contribution	664,696	700,954	450,144	0.8%	(35.8%)
4220	Accrued Leave	(9,429)	-	-	-	-
Total Salaries & Benefits		\$5,732,136	\$5,855,996	\$5,676,875	10.3%	(3.1%)
5101	Contract Services	\$9,649,725	\$11,150,769	\$11,894,199	21.5%	6.7%
5102	Contract Personnel	88,083	-	-	-	-
5104	Computer Contract Services	45,879	63,899	24,678	0.0%	(61.4%)
5201	Office Supplies	7,609	13,460	13,460	0.0%	-
5202	Memberships & Dues	9,205	12,997	24,015	0.0%	84.8%
5203	Reference Books & Periodicals	182	1,050	1,050	0.0%	-
5204	Conferences & Meetings	6,475	9,780	6,685	0.0%	(31.6%)
5205	Training	10,276	21,603	45,610	0.1%	111.1%
5206	Uniforms/Safety Equipment	18,824	21,835	23,037	0.0%	5.5%
5207	Advertising	22,373	15,750	15,750	0.0%	-
5208	Postage	9,382	9,560	7,280	0.0%	(23.8%)
5209	Tools & Minor Equipment	11,637	16,580	15,016	0.0%	(9.4%)
5210	Computer Supplies & Software	9,576	5,800	14,730	0.0%	154.0%
5211	Automotive Parts	84,223	65,000	65,000	0.1%	-
5212	Office Equipment Maintenance	1,945	2,000	2,000	0.0%	-
5217	Special Departmental Supplies	913,768	914,773	1,151,046	2.1%	25.8%
5221	Automotive Repair Service	98,257	80,000	80,000	0.1%	-
5225	Printing	5,219	17,382	32,743	0.1%	88.4%
5226	Automotive Fuel	391,620	369,850	351,525	0.6%	(5.0%)
5231	Banking Service Fees	191,153	162,100	173,900	0.3%	7.3%
5240	Assessments & Taxes	530,261	582,960	557,976	1.0%	(4.3%)
5266	DMBBPA Allocation	100,953	100,000	102,000	0.2%	2.0%
5268	UAD Construction Fund Refunds	(903)	-	-	-	-
5501	Telephone	98,815	92,695	93,500	0.2%	0.9%
5502	Electricity	885,192	909,860	900,825	1.6%	(1.0%)
5503	Natural Gas	76,190	59,626	74,275	0.1%	24.6%
5504	Water	371,454	363,500	449,773	0.8%	23.7%
Total Materials & Services		\$13,637,373	\$15,062,829	\$16,120,073	29.2%	7.0%
5601	Administrative Service Charge	\$3,276,516	\$2,913,338	\$2,913,338	5.3%	-
5611	Warehouse Purchases	50,005	48,775	60,241	0.1%	23.5%
5612	Garage Purchases	25,521	25,000	25,000	0.0%	-
5621	Information Systems Allocation	193,092	197,275	242,128	0.4%	22.7%
5631	Insurance Allocation	609,960	599,556	566,520	1.0%	(5.5%)
5641	Fleet Rental Allocation	375,480	371,350	398,440	0.7%	7.3%
5642	Fleet Maintenance Allocation	257,410	231,909	236,401	0.4%	1.9%
5651	Building & Operations Allocation	\$173,253	\$207,421	\$238,648	0.4%	15.1%
Total Internal Services		\$4,961,236	\$4,594,624	\$4,680,716	8.5%	1.9%
9101	Transfers Out	\$18,445	\$20,163	\$25,291	0.0%	25.4%
Total Transfers		\$18,445	\$20,163	\$25,291	0.0%	25.4%
Total Operating Expenses		\$24,349,190	\$25,533,612	\$26,502,955	48.0%	3.8%

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Public Works

Object	Description	2011-2012	2012-2013	2013-2014	% of	% Change
		Actual	Adopted	Proposed	Total	fr Prior
6121	Machinery & Equipment	-	\$195,629	\$136,018	0.2%	(30.5%)
6131	Vehicles	\$339,152	4,395,495	2,435,295	4.4%	(44.6%)
6141	Computer Equipment & Software	-	38,500	150,000	0.3%	289.6%
6202	Studies, Audits & Analysis	34,387	405,000	-	-	-
6212	CIP Bldg. & Facility - CYr	441,541	3,927,500	4,482,500	8.1%	14.1%
6222	CIP Street Improvements - CYr	1,117,922	12,625,378	14,000,472	25.3%	10.9%
6232	CIP Utility Improvements - CYr	132,937	500,000	-	-	-
6242	CIP Line Improvements - CYr	1,433,406	3,860,000	2,200,000	4.0%	(43.0%)
6252	CIP Landscape & Site - CYr	27,208	-	-	-	-
6263	Infrastructure Improvements	-	-	1,900,000	3.4%	-
Total Capital Projects & Equipment		\$3,526,554	\$25,947,502	\$25,304,285	45.8%	(2.5%)
7101	Bond Principal	\$950,000	\$970,000	\$1,055,000	1.9%	8.8%
7102	Bond Interest	1,192,906	1,152,351	859,489	1.6%	(25.4%)
7103	Bond Administration	17,183	16,700	14,000	0.0%	(16.2%)
7106	Bond Redemption Call	123,600	-	-	-	-
Total Debt Service		\$2,283,689	\$2,139,051	\$1,928,489	3.5%	(9.8%)
7301	Land Leases	\$313,332	\$292,050	\$354,200	0.6%	21.3%
7302	Property & Equipment Principal	-	93,975	190,358	0.3%	102.6%
7303	Property & Equipment Interest	-	20,360	17,835	0.0%	(12.4%)
7401	Interfund Loans Principal	-	-	530,000	1.0%	-
7402	Interfund Loans Interest	22,451	6,000	436,613	0.8%	7176.9%
7403	Interfund Loan Admin Fees	-	-	5,000	0.0%	-
Total Property & Equipment Leases		\$335,782	\$412,385	\$1,534,006	2.8%	272.0%
Total Capital Expenditures & Debt Service		\$6,146,025	\$28,498,938	\$28,766,780	52.0%	0.9%
Total Expenditures		\$30,495,215	\$54,032,550	\$55,269,735	100.0%	2.3%
Source of Funds						
General Fund		\$5,762,590	\$5,804,831	\$7,287,558	13.2%	25.5%
Street Lighting & Landscape Fund		596,118	594,399	672,156	1.2%	13.1%
Gas Tax		422,762	870,000	1,115,000	2.0%	28.2%
Federal & State Grants Fund		534,522	-	-	-	-
Proposition C Fund		38,166	8,715,937	12,785,472	23.1%	46.7%
AB 2766 Fund		10,386	358,068	97,068	0.2%	(72.9%)
Capital Improvement Fund		132,006	4,659,441	2,000,000	3.6%	(57.1%)
Underground Assessment Districts (903)		(903)	-	-	-	-
Water Fund		9,429,021	13,219,721	13,473,613	24.4%	1.9%
Stormwater Fund		603,622	597,789	832,914	1.5%	39.3%
Wastewater Fund		2,103,230	3,687,820	3,963,916	7.2%	7.5%
Refuse Fund		4,190,875	4,397,944	4,010,162	7.3%	(8.8%)
Parking Fund		1,876,883	1,912,080	1,987,820	3.6%	4.0%
County Parking Lots Fund		417,910	457,627	568,498	1.0%	24.2%
State Pier and Parking Lot Fund		671,898	1,343,088	474,287	0.9%	(64.7%)
Fleet Management Fund		1,488,575	5,149,044	3,510,766	6.4%	(31.8%)
Building Maintenance & Operations Fund		1,129,083	1,302,149	1,533,630	2.8%	17.8%
Special Assessment Redemption Fund		1,088,471	962,612	956,876	1.7%	(0.6%)
Total Source of Funds		\$30,495,215	\$54,032,550	\$55,269,735	100.0%	2.3%

2013-2014 SCHEDULE OF EXPENDITURE BY MINOR PROGRAM

Program	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed	Amount Change	Percent Change
Management Services						
City Council	\$247,598	\$791,714	\$639,900	\$850,770	\$59,056	7.46%
City Manager	628,488	670,532	659,185	779,649	109,117	16.27%
City Treasurer	28,132	32,307	31,674	32,919	612	1.89%
City Clerk	351,651	434,394	467,838	686,693	252,299	58.08%
City Attorney	693,328	523,674	474,569	522,729	(945)	(0.18%)
Total Management Services	\$1,949,197	\$2,452,621	\$2,273,166	\$2,872,760	\$420,139	17.13%
Finance						
Administration	\$1,111,923	\$1,081,222	\$1,066,656	\$1,337,269	\$256,047	23.68%
Accounting	523,976	528,246	556,378	584,209	55,963	10.59%
Revenue Services	239,412	379,423	382,530	502,826	123,403	32.52%
Business Licensing	96,270	98,870	103,185	115,424	16,554	16.74%
Parking Citations	339,797	239,131	214,949	236,161	(2,970)	(1.24%)
Utility Billing	228,426	197,755	201,640	177,674	(20,081)	(10.15%)
Purchasing	338,322	339,731	349,096	360,520	20,789	6.12%
General Services	189,492	234,825	216,045	253,563	18,738	7.98%
Information Systems	1,242,266	1,534,652	1,598,875	1,831,303	296,651	19.33%
Geographic Information Services*	-	-	-	350,873	350,873	-
Total Finance	\$4,309,884	\$4,633,855	\$4,689,354	\$5,749,823	\$1,115,968	24.08%
Human Resources						
Administration	\$871,586	\$848,622	\$783,064	\$963,253	\$114,631	13.51%
Risk Management	259,135	323,499	246,091	276,957	(46,542)	(14.39%)
Liability	2,124,463	1,670,067	1,186,611	1,802,624	132,557	7.94%
Workers Compensation	2,686,433	2,612,420	2,992,008	3,126,306	513,886	19.67%
Total Human Resources	\$5,941,617	\$5,454,608	\$5,207,774	\$6,169,140	\$714,532	13.10%
Parks & Recreation						
Administration	\$4,431,312	\$1,753,972	\$1,971,419	\$1,632,255	(\$121,717)	(6.94%)
Registration Services	133,836	162,390	138,043	146,369	(16,021)	(9.87%)
Recreation Services	935,160	1,013,367	925,226	1,045,174	31,807	3.14%
Playground	3,329	9,766	6,033	5,459	(4,307)	(44.11%)
Teen Drop In Center	82,383	86,959	91,688	100,258	13,299	15.29%
Special Activity Classes	231,053	308,341	305,259	301,790	(6,551)	(2.12%)
Special Events	184,913	158,586	161,188	162,188	3,602	2.27%
Tennis Operations	119,593	122,753	118,209	128,535	5,782	4.71%
Facility & Parks Reservations	152,681	165,832	180,337	183,619	17,787	10.73%
Cultural Arts	190,673	282,052	191,103	315,802	33,750	11.97%
Art Classes	245,087	237,486	191,585	234,635	(2,851)	(1.20%)
Concerts In The Park	32,209	39,248	53,756	53,607	14,359	36.59%
Sports Leagues & Tournaments	285,567	380,264	352,253	382,668	2,404	0.63%
Sports Classes	451,476	561,267	421,898	437,212	(124,055)	(22.10%)
Swimming Activities	414,782	530,080	469,972	525,078	(5,002)	(0.94%)
Sports & Aquatics Administration	128,859	129,562	131,971	144,177	14,615	11.28%
Volunteers	117,362	117,654	120,230	128,608	10,954	9.31%
Older Adults Activities	67,068	51,993	52,415	71,839	19,846	38.17%
Senior Services	194,016	183,823	188,113	206,448	22,625	12.31%
Transportation	636,862	734,141	746,530	729,281	(4,860)	(0.66%)
Total Parks & Recreation	\$9,038,220	\$7,029,536	\$6,817,228	\$6,935,002	(\$94,534)	(1.34%)
Police Department						
Administration	\$4,562,895	\$5,137,373	\$5,266,033	\$11,810,549	\$6,673,176	129.89%
Patrol	8,365,768	7,794,404	7,888,471	8,125,516	331,112	4.25%
Investigations	2,014,926	2,584,428	2,063,317	2,311,784	(272,644)	(10.55%)
School Resource Officer	19,781	23,800	25,479	24,281	481	2.02%
Technical Support Services	1,098,612	1,113,292	1,144,703	1,280,092	166,800	14.98%
Communications	1,070,815	1,249,846	2,254,039	1,158,252	(91,594)	(7.33%)
Crime Prevention	242,858	258,837	256,847	280,885	22,048	8.52%
Traffic Safety	1,802,143	1,591,919	1,458,032	1,533,754	(58,165)	(3.65%)
Jail Operations	538,131	578,249	537,037	580,332	2,083	0.36%
Parking Enforcement	1,368,143	1,394,809	1,358,678	1,698,303	303,494	21.76%
Animal Control	333,187	336,117	340,982	323,545	(12,572)	(3.74%)
Treasury Regional	126,217	216,833	167,351	180,099	(36,734)	(16.94%)
DOJ Regional	10,000	-	22,542	12,516	12,516	-
DOJ Local	41	-	-	-	-	-
State SLES Grant	112,599	-	168,957	-	-	-
Total Police Department	\$21,666,116	\$22,279,907	\$22,952,468	\$29,319,908	\$7,040,001	31.60%

2013-2014 SCHEDULE OF EXPENDITURE BY MINOR PROGRAM

Program	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed	Amount Change	Percent Change
Fire Department						
Administration	\$2,209,371	\$2,255,623	\$2,745,206	\$7,983,638	\$5,728,015	253.94%
Prevention	913,420	812,282	765,344	576,577	(235,705)	(29.02%)
Hazardous Materials	785	3,590	3,739	-	(3,590)	(100.00%)
Fire Investigation	3,112	10,191	6,381	10,706	515	5.05%
Fire Operations	4,679,728	4,166,826	4,535,568	5,832,157	1,665,331	39.97%
Emergency Medical Services	2,888,170	3,064,354	2,806,252	2,240,197	(824,157)	(26.89%)
Support Services	-	-	-	254,886	254,886	-
Emergency Preparedness	19,960	35,484	42,427	40,388	4,904	13.82%
Fire Reserves	25,460	95,037	42,558	100,280	5,243	5.52%
CERT	-	-	-	22,682	22,682	-
Communications	-	-	-	18,510	18,510	-
Public Education	8,387	14,936	14,800	15,066	130	0.87%
Total Fire Department	\$10,748,393	\$10,458,323	\$10,962,275	\$17,095,087	\$6,636,764	63.46%
Community Development						
Administration	\$501,892	\$625,077	\$626,610	\$916,580	\$291,503	46.63%
Current Planning	339,177	472,614	405,520	468,789	(3,825)	(0.81%)
Advance Planning	397,871	531,037	538,812	468,365	(62,672)	(11.80%)
Plan Check	725,605	717,894	709,628	722,472	4,578	0.64%
Inspection	716,850	781,767	744,743	826,591	44,824	5.73%
Code Enforcement	184,769	201,030	119,369	197,316	(3,714)	(1.85%)
Traffic Engineering	180,334	192,464	205,159	221,258	28,794	14.96%
Total Community Development	\$3,046,498	\$3,521,883	\$3,349,841	\$3,821,372	\$299,489	8.50%
Public Works						
Administration	\$1,349,483	\$1,360,873	\$2,551,598	\$2,395,143	\$1,034,270	76.00%
Civil Engineering	2,497,369	13,264,546	15,724,491	16,838,881	3,574,335	26.95%
Street Repair	2,809,385	4,562,901	7,017,763	2,655,739	(1,907,162)	(41.80%)
Sidewalk Repair	15,565	320,000	1,128,695	365,000	45,000	14.06%
Traffic Control	298,163	422,927	727,646	410,638	(12,289)	(2.91%)
Bldg & Grounds Maintenance	1,129,083	1,302,149	1,256,448	1,533,630	231,481	17.78%
Parks Maintenance	787,688	809,571	833,018	1,040,930	231,359	28.58%
School District Maintenance	219,961	272,003	288,749	438,575	166,572	61.24%
Transportation	10,386	358,068	374,486	97,068	(261,000)	(72.89%)
Street Lighting	402,665	388,147	412,225	416,175	28,028	7.22%
Arbolado Tract Lighting	3,779	4,751	4,474	4,774	23	0.48%
Streetscape Maintenance	189,674	201,501	198,165	251,207	49,706	24.67%
Water Administration	2,832,365	4,416,015	9,057,550	3,769,242	(646,773)	(14.65%)
Water Source Of Supply	4,019,915	5,626,288	5,103,897	6,967,142	1,340,854	23.83%
Water Pumping	1,340,417	1,907,535	2,569,038	1,410,436	(497,099)	(26.06%)
Water Treatment	69,869	88,419	78,439	71,664	(16,755)	(18.95%)
Water Maintenance	1,166,455	1,181,464	1,147,375	1,255,129	73,665	6.24%
Storm Drain Maintenance	603,622	597,789	979,449	832,914	235,125	39.33%
Sewer Maintenance	2,103,230	3,687,820	6,848,921	3,963,916	276,096	7.49%
Refuse Management	4,190,875	4,397,944	4,467,798	4,010,162	(387,782)	(8.82%)
Street Meters & City Lots	1,876,883	1,912,080	13,656,099	1,987,820	75,740	3.96%
State Lot A Pier	671,898	1,343,088	1,582,652	474,287	(868,801)	(64.69%)
County Lot B - 26th St	131,607	140,813	149,431	161,208	20,395	14.48%
County Lot C - El Porto	286,303	316,814	352,175	407,289	90,475	28.56%
Fleet Maintenance	1,149,427	989,214	948,714	956,278	(32,936)	(3.33%)
Fleet Replacement	339,148	4,159,830	3,825,799	2,554,488	(1,605,342)	(38.59%)
Total Public Works	\$30,495,215	\$54,032,550	\$81,285,095	\$55,269,735	\$1,237,185	2.29%
Total	\$87,195,141	\$109,863,283	\$137,537,200	\$127,232,826	\$17,369,543	15.81%

*Beginning Fiscal Year 2013-2014, Geographic Information Systems was transferred from Public Works to Finance.

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 1st 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: 278 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 Los Angeles County branch library

Population: 35,391 (2011 US Census Bureau estimate)

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%
Total	15,616	100%

Assessed Valuation: \$12.713 billion (Office of the Assessor, Los Angeles County, 2012 Report)

Median Household Income: \$132,752 (U.S. Census Bureau, 2007-2011)

Median Home Sale Price: \$1,250,000 (as of February 2013 – LA County DataQuick Property Data)

Business Mix (as of April 2013)

Services	1,148	23%
Contractors	2,243	44%
Home Occupation	522	10%
Retail	392	8%
Professionals	273	5%
Apartment Houses	290	6%
Commercial Property	148	3%
Miscellaneous	86	2%
Total	5,102	100%

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