

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 11 Management Services
 Minor Program: 011 City Council

Account Number /Title / Budget Line item Descriptions				Amount
011 City Council				
1	Five Councilmembers			37,920.00
2	Car & Cell Allowance			28,500.00
3	Vacancy Factor Offset 4.6%			(1,744.00)
	Total Account	100-11-011-4101	Salaries & Allowances	64,676.00

1	Delivery of City Council Agenda Information/City Council Mail by Parks & Recreation Staff. Cost based on 2 hour minimum charge, \$11.49 per hour (Step C), approx. 78 regular and special study sessions.			1,800.00
	Total Account	100-11-011-4103	Part Time Employee Salaries	1,800.00

1	Five Councilmembers			41,103.00
2	Vacancy Factor Offset 4.6%			(1,891.00)
	Total Account	100-11-011-4201	Group Medical Insurance	39,212.00

1	Five Councilmembers			550.00
2	Vacancy Factor Offset 4.6%			(25.00)
	Total Account	100-11-011-4202	Medicare	525.00

1	Five Councilmembers			5,276.00
2	Vacancy Factor Offset 4.6%			(243.00)
	Total Account	100-11-011-4211	PERS Regular Contributions	5,033.00

1	City Council Retreat			9,000.00
2	Community Survey			
3	Monthly Time Warner Cable			1,300.00

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Account Number /Title / Budget Line item Descriptions			Amount
4	Misc. mailing and FedEx/Priority Mail Service to send Councilmember agendas when they are on vacation.		500.00
Total Account		100-11-011-5101	10,800.00

1	Southern California Assn. of Governments (SCAG), (actual 2014/2015 \$3,567.00)		3,600.00
2	South Bay Cities Council of Governments (SBCCOG)		13,880.00
3	Independent Cities Association (actual \$1,544 in 2014/2015)		1,600.00
4	Manhattan Beach Coordinating Council - this fee covers the cost of 2 annual associate membership (\$45/each) and lunch (\$30/each) at 6 Coordinating Council meetings per year.		450.00
5	League of California Cities - L.A. County Division (2014/2015 actual was \$1380.75).		1,450.00
6	League of California Cities - City membership. Covers cost of membership & Grassroots Network Coordinator Program. Based on population range of 30,001 to 40,000.		13,500.00
7	Miscellaneous citywide memberships		250.00
8	US Conference of Mayors membership dues (actual 2014/2015 \$3,489).		4,000.00
9	Membership with United States/Mexico Sister Cities Association, Inc.		200.00
10	Local Agency Formation Commission (LAFCO) - costs of commission, which is a legal requirement, is divided equally amongst LA County cities.		1,650.00
11	National League of Cities (NLC) (2011/12 received a deal, two years for payment in full of one year, Actual \$3258; so no cost for 2012/2013 dues). Based on population range 30,001 - 40,000 dues are now \$3,258.		3,500.00

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Department: 11 Management Services
 Minor Program: 011 City Council

Account Number /Title / Budget Line item Descriptions				Amount
12	California Coastal Coalition.			2,500.00
	Total Account	100-11-011-5202	Memberships & Dues	46,580.00
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1	Various Publications from the League of California Cities, Institute for Local Government, International City/County Management Association, etc.			100.00
	Total Account	100-11-011-5203	Reference Books & Periodicals	100.00
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1	Independent Cities Association - winter & summer conferences with 5 attendees.			12,500.00
2	League of California Cities Annual Conference with 5 attendees			7,000.00
3	California Contract Cities Association - Annual Summit			2,000.00
4	Medal of Valor Luncheon (1/2 table) Takes place in May each year.			175.00
5	Chamber of Commerce Installation Banquet (5 Council @ \$60 pp)			300.00
6	Leadership Manhattan Beach~ a) "Meet the City" event (\$150)~ b) Mock City Council meeting (\$125)~ c) Graduation Dinner (\$150 - 5 Council @ \$30 pp)			425.00
7	Annual Interviews with Board/Commission candidates (\$100) and Boards and Commissions orientation (\$150).			250.00
8	Joint Meetings with Board/Commission Members (Approximately \$300 per meeting for all 5 commissions), City Council set a goal to meet with their respective schools once each year for lunch or breakfast at \$50 per school \$400.			1,900.00
9	Chamber of Commerce State of the City Address			600.00

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Account Number /Title / Budget Line item Descriptions	Amount
10 Lifeguard Medal of Honor dinner (5 Council @ \$25 per person)	125.00
11 US Mayors Conference of Mayors winter and summer	6,200.00
12 SCAG General Assembly	600.00
13 South Bay Business Leaders Forum	500.00
14 National League of Cities Leadership Summits and Conference - 1 attendee.	10,000.00
15 State of the County Address	1,000.00
16 League of California Cities - LA County Division meetings/dinners	250.00
17 Local Government Commission - actuals for 2011/12 was \$2500. This event is held every odd year. No funds were budgeted for FY 14/15. This year budgeting \$2,500 based on FY 2011/12 actuals.	2,500.00
18 Reduce travel to approximate actual spend for FY 14/15, per Finance.	(16,300.00)
Total Account 100-11-011-5204 Conferences & Meetings	30,025.00
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1 LCC Leadership Training for Councilmembers	3,900.00
2 Strategic Planning session (Total of \$30,000 split 60/40 between the City Council and City Manager.)	18,000.00
Total Account 100-11-011-5205 Training	21,900.00
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1 Board & Commission Announcements Advertisements.one quarter page ads at \$340 and 2 X half page at \$654 each.	1,650.00
2 Misc. Advertising for City Council Projects	2,500.00
Total Account 100-11-011-5207 Advertising	4,150.00
<hr/>	
1 Per Finance. Based on prior year trends and	215.00

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Department: 11 Management Services
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Account Number /Title / Budget Line item Descriptions				Amount
1	planned events.			
		Total Account	100-11-011-5208	Postage
				215.00

1	P.O.W./M.I.A. Flags (each flag approx \$50)			150.00
2	Awards & Certificates (specialty parchment paper, frames, embossed blue folders, etc.) based on historical costs.			1,500.00
3	City Council Presentation Items (Pen/Pencil Sets, Keys to the City, Plaques, etc)			5,000.00
4	City Council badges and Council/Commission name plates.			500.00
5	Flowers for condolences and appropriate ceremonies			500.00
6	Council Photos - frames and pictures. Needed when new City Council is seated.			750.00
7	Refreshments for various meetings (examples; City Council meetings, Joint meetings, Special meetings, Re-org). Budgeted amount increased due to higher average number of Council meetings, study sessions and historical trend.			15,100.00
		Total Account	100-11-011-5217	Departmental Supplies
				23,500.00

1	Business cards.			500.00
2	Miscellaneous printing			100.00
		Total Account	100-11-011-5225	Printing
				600.00

1	LAFCO			2,500.00
		Total Account	100-11-011-5240	Assessments & Taxes
				2,500.00

1	Approximately half of 1% of General Fund Expenditures, to be used at City Council discretion for unanticipated projects.			100,000.00

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Department: 11 Management Services
 Minor Program: 011 City Council

Account Number /Title / Budget Line item Descriptions				Amount
Total Account		100-11-011-5260	Council Contingencies	100,000.00
1	Public Service events: Richstone Affair of the Heart fundraiser for five Councilmembers (\$625) and AVP championship dinner for five Councilmembers (\$500)			1,125.00
2	December Fireworks Celebration - thank you ad in the Beach Reporter. (actual \$1215)			1,250.00
3	Contribution to Mira Costa Grad Night			7,500.00
4	MB Education Foundation Annual Event			6,000.00
5	Mayor's Youth Council			2,000.00
6	TEDx Sponsorship			5,000.00
7	Other Miscellaneous Public Events			5,000.00
Total Account		100-11-011-5262	Public Service Events	27,875.00
1	Per Finance, based on trends.			70.00
Total Account		100-11-011-5501	Telephone	70.00
1	General supplies for City Council (certificate paper, certificate folders, pre-addressed labels and travel expense forms).			250.00
Total Account		100-11-011-5611	Warehouse Purchases	250.00
1	Finance Analysis			29,194.00
Total Account		100-11-011-5621	Information Systems Allocation	29,194.00
1	Per Finance, liability and property analysis.			3,960.00
Total Account		100-11-011-5631	Insurance Allocation	3,960.00
1	Finance analysis			60,406.00

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Department: 11 Management Services
 Minor Program: 011 City Council

Account Number / Title / Budget Line item Descriptions	Amount
Total Account 100-11-011-5651 Building & Operations Allocation	60,406.00

Program Total	011	City Council	473,371.00
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Department: 11 Management Services
 Minor Program: 021 City Manager

Account Number /Title / Budget Line item Descriptions				Amount
021 City Manager				
1	City Manager, Assistant City Manager, Executive Assistant, Receptionist Clerk, 0.5 Management Analyst, Economic Vitality Manager, Temporary Management Fellow			866,852.00
2	Vacancy Factor Offset 4.6%			(39,875.00)
	Total Account	100-11-021-4101	Salaries & Allowances	826,977.00

1	Overtime required for City Council meetings			6,000.00
	Total Account	100-11-021-4111	Overtime Regular Employees	6,000.00

1	City Manager, Assistant City Manager, Executive Assistant, Receptionist Clerk, 0.5 Management Analyst, Economic Vitality Manager, Temporary Management Fellow			114,098.00
2	Vacancy Factor Offset 4.6%			(5,249.00)
	Total Account	100-11-021-4201	Group Medical Insurance	108,849.00

1	City Manager, Assistant City Manager, Executive Assistant, Receptionist Clerk, 0.5 Management Analyst, Economic Vitality Manager, Temporary Management Fellow			12,898.00
2	Vacancy Factor Offset 4.6%			(593.00)
	Total Account	100-11-021-4202	Medicare	12,305.00

1	Historical Case Load			480.00
	Total Account	100-11-021-4203	Unemployment	480.00

1	City Manager, Assistant City Manager, Executive Assistant, 0.5 Management Analyst, Economic			40,088.00

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Department: 11 Management Services
 Minor Program: 021 City Manager

Account Number /Title / Budget Line item Descriptions				Amount
1	Vitality Manager, Temporary Management Fellow			
2	Vacancy Factor Offset 4.6%			(1,844.00)
	Total Account	100-11-021-4204	401A Plan City	38,244.00

1	Per Finance.			119,820.00
	Total Account	100-11-021-4205	Workers Compensation	119,820.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			4,260.00
	Total Account	100-11-021-4206	Medical Retirement Contributions	4,260.00

1	City Manager, Assistant City Manager, Executive Assistant, Receptionist Clerk, 0.5 Management Analyst, Economic Vitality Manager, Temporary Management Fellow			109,084.00
2	Vacancy Factor Offset 4.6%			(5,018.00)
	Total Account	100-11-021-4211	PERS Regular Contributions	104,066.00

1	Time Warner, Cable Service Shared with City Council			1,100.00
2	Priority Mail Service (Federal Express, etc.)			100.00
3	Cell phone services (City Manager, Assistant City Manager, Executive Secretary, Economic Vitality Manager, and Temporary Management Fellow) averaged at \$115/mo			6,900.00
4	Hotspot Access for City Manager and Assistant City Manager			960.00
5	Enhanced Civic Engagement/Outreach Efforts			72,000.00
	Total Account	100-11-021-5101	Contract Services	81,060.00

1	Miscellaneous Computer Services			150.00

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Department: 11 Management Services
 Minor Program: 021 City Manager

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-11-021-5104	Computer Contract Services	150.00

1	General Office Supplies for the Department			8,000.00
Total Account		100-11-021-5201	Office Supplies	8,000.00

1	ICMA Memberships:~ City Manager (dues calculated based on CM's gross salary x .008%, capped at \$1,400) = \$1,400~ ~ Assistant City Manager = \$1,400			2,800.00
2	ASPA Membership - City Manager			100.00
3	California City Management Foundation Annual Dues (Based on average annual increase)			375.00
4	SBCCOG City Managers Association (New annual fee as of August 2007)			100.00
5	Alliance for Innovation Membership			2,500.00
6	Women Leading Government Annual Membership			50.00
7	International Association of Public Participation Membership			100.00
Total Account		100-11-021-5202	Memberships & Dues	6,025.00

1	Trackdown Management Subscription			100.00
2	Daily Breeze Subscription - City Manager			
3	Reference Books			300.00
Total Account		100-11-021-5203	Reference Books & Periodicals	400.00

1	League of California Cities City Manager & Assistant City Manager, LCC Annual Conference, new Council/Mayors Conference.			5,500.00
2	ICMA Conference - City Manager, Assistant City Manager, Economic Vitality Officer and Temporary			10,000.00

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Department: 11 Management Services
 Minor Program: 021 City Manager

Account Number / Title / Budget Line item Descriptions				Amount
2	Management Fellow			
3	ICA Winter Conference and Summer Conference			2,450.00
4	South Bay Cities COG - City Managers' monthly mtgs (CM & Assistant CM, based on 11 meetings per year @ \$35 each = \$770)			800.00
5	League of California Cities - City Manager Meetings (2 x 1500)			3,000.00
6	International Association of Public Participation (IAP2) Training			12,000.00
7	Miscellaneous Meetings & Conferences			1,000.00
	Total Account	100-11-021-5204	Conferences & Meetings	34,750.00

1	Organizational Development - All Employees Training			5,000.00
2	Strategic Planning Meetings (Total of \$30,000 split 60/40 with City Council and City Manager)			12,000.00
3	Executive Team Building Training			10,000.00
4	Middle Management Team (MMT) 45 City Staff Mid Management level @ \$12 each per monthly lunch meeting)			6,480.00
	Total Account	100-11-021-5205	Training	33,480.00

1	Per Finance. Based on prior year trends and planned events.			120.00
	Total Account	100-11-021-5208	Postage	120.00

1	Approved Supplemental (04/17/15): One-time purchase of 9 computer monitor upgrades			4,800.00
	Total Account	100-11-021-5210	Computers, Supplies & Software	4,800.00

1	Miscellaneous items - name badges, special			3,000.00

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Department: 11 Management Services
 Minor Program: 021 City Manager

Account Number / Title / Budget Line item Descriptions				Amount
1	equipment, plaques, etc.			
2	Annual Employee Breakfast			5,000.00
3	Food/Supplies for Organizational Development Training Sessions for Employees			600.00
4	Community Engagement Meetings (3 x \$3,000 for Food, Supplies, Advertising, etc.)			9,000.00
	Total Account	100-11-021-5217	Departmental Supplies	17,600.00

1	Business Cards (\$37.50 per 250 cards; for City Manager, Assistant City Manager, Administrative Assistant)			500.00
	Total Account	100-11-021-5225	Printing	500.00

1	Per Finance, based on trends.			2,100.00
	Total Account	100-11-021-5501	Telephone	2,100.00

1	Finance Analysis			48,657.00
	Total Account	100-11-021-5621	Information Systems Allocation	48,657.00

1	Per Finance, liability and property analysis.			593,340.00
	Total Account	100-11-021-5631	Insurance Allocation	593,340.00

1	Finance analysis			36,243.00
	Total Account	100-11-021-5651	Building & Operations Allocation	36,243.00

1	Proposed Cips			261,938.00
	Total Account	401-11-021-6212	CIP Bldg & Facility - CYr	261,938.00

Program Total		021	City Manager	2,350,164.00

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Department: 11 Management Services
 Minor Program: 031 City Treasurer

Account Number /Title / Budget Line item Descriptions				Amount
031 City Treasurer				
1	City Treasurer			6,840.00
2	Vacancy Factor Offset 4.6%			(315.00)
3	Car and Cell Allowance			5,700.00
	Total Account	100-11-031-4101	Salaries & Allowances	12,225.00

1	City Treasurer			19,239.00
2	Vacancy Factor Offset 4.6%			(885.00)
	Total Account	100-11-031-4201	Group Medical Insurance	18,354.00

1	City Treasurer			99.00
2	Vacancy Factor Offset 4.6%			(5.00)
	Total Account	100-11-031-4202	Medicare	94.00

1	City Treasurer			1,245.00
2	Vacancy Factor Offset 4.6%			(57.00)
	Total Account	100-11-031-4211	PERS Regular Contributions	1,188.00

1	SymPro Annual Support and Maintenance Plan:~ 6.42 CUSIP Versions~ Fixed Income Core/Extended Investments Module~ Single User System Manager (Local Installation, One Authorized User)~ Based on FY2015 actual plus 3% Adjustment			3,285.00
	Total Account	100-11-031-5104	Computer Contract Services	3,285.00

1	Calif Municipal Treasurers Assn membership (payable in February)			155.00
2	Association of Public Treasurer's of the U.S. & Canada (APT US&C) (payable in May)			145.00

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Department: 11 Management Services
 Minor Program: 031 City Treasurer

Account Number /Title / Budget Line item Descriptions				Amount
Total Account		100-11-031-5202	Memberships & Dues	300.00
1	LAIF Conference held in October in Sacramento			500.00
2	CMTA Workshop held in January in Pomona.			400.00
3	CMTA Conference held in April. Hotel = \$400, Registration \$305, Per Diem = \$100, Transportation = \$50			955.00
4	CSMFO Luncheon and Meetings, estimated at \$40 per meeting.			80.00
5	UCLA Economic Forecast: 3 @ \$375			1,125.00
Total Account		100-11-031-5204	Conferences & Meetings	3,060.00
1	California Municipal Treasurer's Association Certification Program for City Treasurer (New in FY 2015-16)			1,800.00
Total Account		100-11-031-5205	Training	1,800.00
Program Total		031	City Treasurer	40,306.00

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Department: 11 Management Services
 Minor Program: 041 City Clerk

Account Number /Title / Budget Line item Descriptions				Amount
041 City Clerk				
1	City Clerk, Senior Deputy City Clerk, 0.5 Management Analyst, Administrative Clerk I/II			316,424.00
2	Vacancy Factor Offset 4.6%			(14,555.00)
	Total Account	100-11-041-4101	Salaries & Allowances	301,869.00

1	Part-time Administrative Clerk at \$20.08 an hour x 24 hours/week (Step C) (total of 1,248 hours). = \$25,060			25,060.00
	Total Account	100-11-041-4103	Part Time Employee Salaries	25,060.00

1	Senior Deputy City Clerk Overtime for City Council Meetings (36 meetings at 9 hrs per meeting (overtime from 5pm to 2am)			15,112.00
	Total Account	100-11-041-4111	Overtime Regular Employees	15,112.00

1	City Clerk, Senior Deputy City Clerk, 0.5 Management Analyst, Administrative Clerk I/II			54,633.00
2	Vacancy Factor Offset 4.6%			(2,513.00)
	Total Account	100-11-041-4201	Group Medical Insurance	52,120.00

1	City Clerk, Senior Deputy City Clerk, 0.5 Management Analyst, Administrative Clerk I/II			4,588.00
2	Vacancy Factor Offset 4.6%			(211.00)
3	Part-time Medicare			370.00
	Total Account	100-11-041-4202	Medicare	4,747.00

1	City Clerk, Senior Deputy City Clerk, 0.5 Management Analyst, Administrative Clerk I/II			10,964.00
2	Vacancy Factor Offset 4.6%			(504.00)

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Department: 11 Management Services
 Minor Program: 041 City Clerk

Account Number / Title / Budget Line Item Descriptions				Amount
Total Account		100-11-041-4204	401A Plan City	10,460.00
1	Per Finance. Year 2 of 2014 Actuarial Study.			2,796.00
Total Account		100-11-041-4206	Medical Retirement Contributions	2,796.00
1	City Clerk, Senior Deputy City Clerk, 0.5 Management Analyst, Administrative Clerk I/II			39,613.00
2	Vacancy Factor Offset 4.6%			(1,822.00)
3	Part-time PERS			3,754.00
Total Account		100-11-041-4211	PERS Regular Contributions	41,545.00
1	Offsite Storage of Records (Cost Dependent Upon Number of Boxes Requested, Stored or Destroyed).			15,000.00
2	American Shredding. \$3.75 per month to shred confidential documents.			50.00
3	Municipal Code (Includes Annual Software Support, Upgrades and 2 Supplements) . Increase due to #'s of Ordinances going up; as well as # of pages <increase in content per page>.			4,000.00
4	Annual Maintenance Fee for Records Retention Schedule.			250.00
5	Cell Phone Services (City Clerk, Senior Deputy City Clerk, and Management Analyst) \$70/mo x 3 x 12			2,520.00
6	Consultant for Records Management Policy and Training (Free the Files Day)			2,500.00
7	Hotspot Access for Department Head (per Bruce)			480.00
Total Account		100-11-041-5101	Contract Services	24,800.00
1	Granicus Monthly Service for Minutes Maker, Open			25,000.00

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Department: 11 Management Services
 Minor Program: 041 City Clerk

Account Number /Title / Budget Line item Descriptions	Amount
1 Platform, Votecast and the Legislative Management suites	
2 Granicus Closed Captioning Service for City Council meetings to support ADA compliance and offer greater meeting accessibility and transparency (36 meetings/8 hrs each)	43,200.00
3 GovQA Public Records Request Tracking System - Annual Subscription Services	5,000.00
4 Approved Supplemental (04/17/15): Closed Captions Encoder (Hardware Costs of \$5,445 to be purchased using PEG funds in FY15/16)	1,675.00
Total Account 100-11-041-5104 Computer Contract Services	74,875.00
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1 Actual Cost for put up and take down of 2 Banners for November 2015 General Municipal Election: Manhattan Beach Blvd. Banner: \$407 for Downtown and \$492 for Sepulveda Blvd.	1,000.00
2 Two (2) New Election Date Change Panels For Previously Purchased Banners	500.00
3 Permit 75 (Postage)	
4 Election Precinct Workers (Inspectors & Clerks): Election Day Pay and Training Pay (Based on March 2013 General Municipal Election Actual Cost = \$4,595. Includes: Inspectors \$100, Clerk \$80, Training \$25). Fees Established by LACRR.	
5 Publication of Legal Notices in the Beach Reporter (Notice of Election, Notice of Candidates, Central Counting Place, Election Officers & Polling Places)	
6 Additional advertising directed by Council	500.00
7 Postage (Bulk Rate Cost) For Mailing of the Sample Ballots (Estimate Cost Includes Increase in Postage Rate and Approximate Size of Sample	

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Department: 11 Management Services
 Minor Program: 041 City Clerk

Account Number /Title / Budget Line item Descriptions	Amount
7 Ballot). Based on actual cost of 2011 (\$6,300) General Municipal Election.	
8 Deputy City Clerk Overtime on Election Day.	
9 Priority Mail - Martin & Chapman (Election Supplier), LACRR and LA County Board of Supervisors (2013 Candidate statements & signature verifications)	
10 Election Consultant Services and Materials From Martin & Chapman Co. (Election Suppliers) (Actual 2013 \$54,000 + 10%)	
11 Election Support Services from LACRR Office for Signature Verification (Includes 3 VIMS LITE ID Signature Verification Cards @ \$75 Each). Actual \$2,300 + 10% = \$2,530)	
12 Gladwell Governmental Services Election Consulting (Poll Worker Training, Election Day and Post Election Day Canvass) Based on Actual Cost of 2013 Election (\$2,058) + 10% = \$2,060.	
13 DFM Associates-California Elections Code Books.	180.00
14 Election night expenses	
15 Misc election expenses	
Total Account	
100-11-041-5105	
Elections	2,180.00
<hr/>	
1 International Institute of Municipal Clerks Annual Membership Dues for City Clerk and Senior Deputy City Clerk.	390.00
2 City Clerks Association of California Annual Membership Dues: City Clerk (\$130.00), Senior Deputy City Clerk (\$55.00)	185.00
3 Association of Records Management Administration (ARMA) Annual Membership Dues for City Clerk	230.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 11 Management Services
 Minor Program: 041 City Clerk

Account Number /Title / Budget Line item Descriptions				Amount
4	MMASC yearly membership for Management Analyst			75.00
5	Sr. Deputy City Clerk annual National Notary Association membership			52.00
6	League of Women Voters of the Beach Cities Membership (City Clerk)			70.00
Total Account		100-11-041-5202	Memberships & Dues	1,002.00
<hr/>				
1	Southern California's City Clerk's Quarterly Luncheon Meetings City Clerk, Senior Deputy City Clerk & Management Analyst (Registration Only to Attend 2 Meetings)			240.00
2	California City Clerk's Conference (CCAC) Conference Registration, Travel & Lodging City Clerk, Senior Deputy City Clerk & Management Analyst.			1,500.00
3	MMASC yearly conference, travel & lodging			900.00
4	MMASC registration for Fall forum, Winter forum & Summer session			250.00
5	International City Clerk's Conference (IIMC)~ Conference Registration, Travel & Lodging~ City Clerk, Senior Deputy City Clerk & Management Analyst			1,450.00
Total Account		100-11-041-5204	Conferences & Meetings	4,340.00
<hr/>				
1	Notary & miscellaneous Training			300.00
2	City Clerks New Law and Election Seminar League of California Cities Registration, Lodging & Travel for City Clerk, Senior Deputy City Clerk & Management Analyst.			3,000.00
3	Southern California City Clerks Assoc "Nuts & Bolts" seminar (3 people)			600.00
4	Legistar and iLegislate/Votecast training for			10,000.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 11 Management Services
 Minor Program: 041 City Clerk

Account Number / Title / Budget Line item Descriptions				Amount
4	City Council and staff			
5	Public Records Act and Ethics training for City employees			2,000.00
6	Document Imaging System training for system administrators: two (2) staff members (\$3,000 each)			6,000.00
	Total Account	100-11-041-5205	Training	21,900.00

1	Proof of Publication for Ordinance Adoptions and Legal Notices in The Beach Reporter.			6,000.00
	Total Account	100-11-041-5207	Advertising	6,000.00

1	Per Finance. Based on prior year trends and planned events.			350.00
	Total Account	100-11-041-5208	Postage	350.00

1	Equipment maintenance (time/date stamp machine)			250.00
	Total Account	100-11-041-5212	Office Equipment Maintenance	250.00

1	Purchase of archival paper for City Council & Commission meetings.			500.00
2	Purchase of nameplates for new Board/Commission members and new staff members.			1,250.00
3	Ergonomic Items for staff			300.00
4	Dry Cleaning for linens for City Council meetings and special events			1,000.00
	Total Account	100-11-041-5217	Departmental Supplies	3,050.00

1	Business cards.			350.00
2	Request for Public Records forms			

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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Department: 11 Management Services
 Minor Program: 041 City Clerk

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	100-11-041-5225 Printing	350.00
1	Per Finance, based on trends.	Total Account	100-11-041-5501 Telephone	125.00
1	Finance Analysis	Total Account	100-11-041-5621 Information Systems Allocation	48,657.00
1	Finance analysis	Total Account	100-11-041-5651 Building & Operations Allocation	24,162.00
Program Total		041	City Clerk	665,750.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 11 Management Services
 Minor Program: 051 City Attorney

Account Number /Title / Budget Line item Descriptions				Amount
051 City Attorney				
1	Legal Secretary			73,172.00
2	Vacancy Factor Offset 4.6%			(3,366.00)
	Total Account	100-11-051-4101	Salaries & Allowances	69,806.00

1	Legal Secretary			12,324.00
2	Vacancy Factor Offset 4.6%			(567.00)
	Total Account	100-11-051-4201	Group Medical Insurance	11,757.00

1	Legal Secretary			1,061.00
2	Vacancy Factor Offset 4.6%			(49.00)
	Total Account	100-11-051-4202	Medicare	1,012.00

1	Legal Secretary			3,201.00
2	Vacancy Factor Offset 4.6%			(147.00)
	Total Account	100-11-051-4204	401A Plan City	3,054.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			1,680.00
	Total Account	100-11-051-4206	Medical Retirement Contributions	1,680.00

1	Legal Secretary			9,293.00
2	Vacancy Factor Offset 4.6%			(427.00)
	Total Account	100-11-051-4211	PERS Regular Contributions	8,866.00

1	Contract Deputy City Prosecutor - 74 hours per month X \$106 per hour x 12 months~			94,128.00
	~			
	74 hours per month x \$90 per hour x 12 months.			
2	Misc. litigation costs			10,000.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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Department: 11 Management Services
 Minor Program: 051 City Attorney

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-11-051-5101	Contract Services	104,128.00
1	City Attorney Contract \$24k/month flat rate x12 plus additional services and expenses \$66,000			354,000.00
Total Account		100-11-051-5108	Legal Services	354,000.00
1	Miscellaneous			1,000.00
Total Account		100-11-051-5203	Reference Books & Periodicals	1,000.00
1	Miscellaneous Training			100.00
Total Account		100-11-051-5205	Training	100.00
1	Per Finance. Based on prior year trends and planned events.			140.00
Total Account		100-11-051-5208	Postage	140.00
1	Notary supplies (forms & seal); misc supplies			100.00
Total Account		100-11-051-5217	Departmental Supplies	100.00
1	Per Finance, based on trends.			1,500.00
Total Account		100-11-051-5501	Telephone	1,500.00
1	Finance Analysis			19,463.00
Total Account		100-11-051-5621	Information Systems Allocation	19,463.00
1	Finance analysis			24,162.00
Total Account		100-11-051-5651	Building & Operations Allocation	24,162.00
Program Total		051	City Attorney	600,768.00

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Fund General Fund

CITY OF MANHATTAN BEACH
FY 2015-2016 Dept Request Level 3
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Department: 11 Management Services
Minor Program: 051 City Attorney

<u>Account Number / Title / Budget Line item Descriptions</u>	<u>Amount</u>
11 Total Management Services	<u><u>4,130,359.00</u></u>

Fiscal Year 2016
 Level 3
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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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Department: 12 Finance
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
011 Administration				
1	Finance Director, Executive Secretary, Financial Analyst			373,537.00
2	Vacancy Factor Offset 4.6%			(17,183.00)
	Total Account	100-12-011-4101	Salaries & Allowances	356,354.00

1	Part-time assistance for Special Projects and Financial Systems Upgrades			51,788.00
	Total Account	100-12-011-4103	Part Time Employee Salaries	51,788.00

1	Ad hoc needs for overtime			500.00
	Total Account	100-12-011-4111	Overtime Regular Employees	500.00

1	Finance Director, Executive Secretary, Financial Analyst			39,075.00
2	Vacancy Factor Offset 4.6%			(1,797.00)
	Total Account	100-12-011-4201	Group Medical Insurance	37,278.00

1	Finance Director, Executive Secretary, Financial Analyst			5,416.00
2	Vacancy Factor Offset 4.6%			(249.00)
3	Part-time Medicare			480.00
	Total Account	100-12-011-4202	Medicare	5,647.00

1	Historical Case Load			480.00
	Total Account	100-12-011-4203	Unemployment	480.00

1	Finance Director, Financial Analyst			11,471.00
2	Vacancy Factor Offset 4.6%			(528.00)

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 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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Department: 12 Finance
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-12-011-4204	401A Plan City	10,943.00
1	Per Finance. Based on experience in FY 14/15 and modified for FY 15/16			42,960.00
Total Account		100-12-011-4205	Workers Compensation	42,960.00
1	Per Finance. Year 2 of 2014 Actuarial Study.			4,056.00
Total Account		100-12-011-4206	Medical Retirement Contributions	4,056.00
1	Finance Director, Executive Secretary, Financial Analyst			47,159.00
2	Vacancy Factor Offset 4.6%			(2,169.00)
3	Part-time PERS			3,400.00
Total Account		100-12-011-4211	PERS Regular Contributions	48,390.00
1	Sutta - Based on current 15 transactions @3.75 (Shredding)			56.25
2	Cable Time Warner. Based on latest monthly change (Jam 2015) for cable			104.76
3	FedEx/Shipping -delivery charges variable from year to year			100.00
4	Based on monthly cell charge of \$50/month/user (Finance Director).			600.00
5	Budget Outreach - Increased \$8,000 for Community Budget Meeting and Survey			15,000.00
6	Rounding			(0.01)
Total Account		100-12-011-5101	Contract Services	15,861.00
1	Hotel TOT Audits - 12 Hotels, Audit 3 Years @ \$1200/year/hotel			43,200.00
2	Commercial Enterprise Audits to be used for the			

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
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Department: 12 Finance
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount	
2	review of local commercial entities with long standing city agreements, such as reviews of Hotel Tax, ground leases and franchise agreements. This line item also includes IRS audits.	Total Account	100-12-011-5103	Audit Services	43,200.00
1	Tyler Estimates for FY 2015:~ Financials - \$17,543~ Payroll - \$10,234~ Menu - \$877~ Data Dictionaries - \$439~ Total: \$29,093				29,093.00
2	OpenGov Annual Contract				5,000.00
3	ISMP: Tyler Eden Financials Disaster Recovery module to support Business Continuity. Initial cost is \$5k, remainder is annual maintenance. Carry amount from fiscal 2014-2015				16,272.00
		Total Account	100-12-011-5104	Computer Contract Services	50,365.00
1	Office Depot Purchases of toner, copy machine supplies etc~ All other supplies - pens paper etc				5,500.00
		Total Account	100-12-011-5201	Office Supplies	5,500.00
1	Government Finance Officers Association (312-977-9700) memberships (\$125/each) for Director of Finance and Financial Analyst. ~ 1/22/14: Per GFOA, no change in fees for FY2015				250.00
2	California Society of Municipal Finance Officers (877-282-9183) membership (\$110) for Director of Finance July through June of each year.~ 1/22/14: Per CSMFO, no change in membership fee.				110.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
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Department: 12 Finance
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
3	California Municipal Treasurers Association (916-231-2144) for Director of Finance and City Treasurer, July through June. Receive discount when pay for both (total \$195) .~ 1/22/14: Per CMTA, no change in membership rate for FY2014			195.00
4	PERs Public Agency Coalition (PAC) Annual Membership			500.00
5	MMASC Membership for Financial Analyst			75.00
	Total Account	100-12-011-5202	Memberships & Dues	1,130.00

1	Municipal Finance Institute Conference (League of California Cities) - Director of Finance and Financial Analyst			1,074.00
2	CSMFO Annual Conference - Director of Finance and Financial Analyst			2,900.00
3	PERS Educational Forum Conference - Director of Finance			832.00
4	GFOA Conference~ Coincides too close with the budget			
5	Tyler Conference - Financial Analyst			2,500.00
6	MMASC Conference - Financial Analyst			1,000.00
	Total Account	100-12-011-5204	Conferences & Meetings	8,306.00

1	Crystal Reports Training - Financial Analyst			900.00
	Total Account	100-12-011-5205	Training	900.00

1	Public Hearing Notices (budget meetings,fees)			300.00
	Total Account	100-12-011-5207	Advertising	300.00

1	Refreshments and supplies for employee events			450.00

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 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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Department: 12 Finance
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
1	including quarterly staff meetings			
	Total Account	100-12-011-5214	Employee Awards & Events	450.00
1	CSMFO Budget Award - \$150, GFOA Budget Award - \$550			700.00
2	Miscellaneous			600.00
	Total Account	100-12-011-5217	Departmental Supplies	1,300.00
1	Standard Register printing costs based on prior year actuals and enhanced community engagement initiatives: Adopted Budget (30 copies @ \$105/each plus tax) = \$3,457, Proposed Budget \$500 (Budget At A Glance will be done in-house)			8,000.00
	Total Account	100-12-011-5225	Printing	8,000.00
1	Credit Card processing fees for general citywide acceptance of credit cards at the City Hall cashiering station. In line with prior year estimate.			144,000.00
	Total Account	100-12-011-5231	Bank Service Charge	144,000.00
1	Beach Cities Health District - Care Management for MB Seniors (under contract until June 2016).			37,315.00
	Total Account	100-12-011-5265	Service Agency Contributions	37,315.00
1	Per Finance, based on trends.			4,000.00
	Total Account	100-12-011-5501	Telephone	4,000.00
1	Maintain based on actual years			2,200.00
	Total Account	100-12-011-5611	Warehouse Purchases	2,200.00

Fiscal Year 2016
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 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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Data Date 5/5/2015
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Department: 12 Finance
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
1	Finance Analysis			29,194.00
	Total Account	100-12-011-5621	Information Systems Allocation	29,194.00
1	Per Finance, liability and property analysis.			52,140.00
	Total Account	100-12-011-5631	Insurance Allocation	52,140.00
1	Finance analysis			205,378.00
	Total Account	100-12-011-5651	Building & Operations Allocation	205,378.00
1	ISMP Approved Supplemental (4/17/15): Financial Systems Enhancements (Carryforward from FY 13/14, FY 14/15).			140,000.00
	Total Account	100-12-011-6141	Computer Equipment & Software	140,000.00
1	one loan remaining			2,400.00
	Total Account	401-12-011-5267	UAD Loan Program	2,400.00
1	Per Finance			20,849.00
	Total Account	801-12-011-4120	Supplemental Pension Plan	20,849.00
1	Per Finance			51,716.00
	Total Account	801-12-011-4121	Single Highest Year Plan	51,716.00
1	Per Finance			24,000.00
	Total Account	801-12-011-4124	Fire Retiree's Health Ins	24,000.00
1	Per Finance			83,000.00
	Total Account	801-12-011-4125	Police Retiree's Health Plan	83,000.00

Fiscal Year 2016
 Level 3
 Fund Pension Trust Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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 Controllable Costs

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Department: 12 Finance
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
1	Per Finance			56,000.00
		Total Account	801-12-011-4126	56,000.00
			Miscellaneous Retirees Health Plan	
<hr/>				
	Program Total	011	Administration	1,545,900.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 12 Finance
 Minor Program: 021 Accounting

Account Number /Title / Budget Line item Descriptions				Amount
021 Accounting				
1	Controller, Senior Accountant, 2.0 Accountants			407,052.00
2	Vacancy Factor Offset 4.6%			(18,724.00)
	Total Account	100-12-021-4101	Salaries & Allowances	388,328.00

1	Part-time Admin Clerk A/P processing (No PERS cost Included). Level with prior year estimate.			28,200.00
	Total Account	100-12-021-4103	Part Time Employee Salaries	28,200.00

1	Accounting Staff - OT needed to support audit and budgeting			3,000.00
	Total Account	100-12-021-4111	Overtime Regular Employees	3,000.00

1	Controller, Senior Accountant, 2.0 Accountants			57,610.00
2	Vacancy Factor Offset 4.6%			(2,650.00)
	Total Account	100-12-021-4201	Group Medical Insurance	54,960.00

1	Controller, Senior Accountant, 2.0 Accountants			3,698.00
2	Vacancy Factor Offset 4.6%			(170.00)
3	Part-time Medicare			400.00
	Total Account	100-12-021-4202	Medicare	3,928.00

1	Controller, Senior Accountant, 2.0 Accountants			9,863.00
2	Vacancy Factor Offset 4.6%			(454.00)
	Total Account	100-12-021-4204	401A Plan City	9,409.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			4,260.00
	Total Account	100-12-021-4206	Medical Retirement Contributions	4,260.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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 Controllable Costs

Data Date 5/5/2015
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Department: 12 Finance
 Minor Program: 021 Accounting

Account Number / Title / Budget Line item Descriptions				Amount
1	Controller, Senior Accountant, 2.0 Accountants			50,688.00
2	Vacancy Factor Offset 4.6%			(2,332.00)
3	Part-time PERS			5,288.00
	Total Account	100-12-021-4211	PERS Regular Contributions	53,644.00
<hr/>				
1	Actuary for Retirement Services Supplemental & Single Highest Year. Block Consulting Actuaries Inc #11149. Occurs every other year - last spend was FY 2012-2013 in the amount of \$2,700.			
2	GASB 43 & 45 Actuarial Study for OPEB effective 7-1-15 scheduled biennially thereafter. Estimated cost of \$14k for actuarial as of 7-1-15 (FY 2014) from Joseph D. Sintov (#26249).			15,000.00
	Total Account	100-12-021-5101	Contract Services	15,000.00
<hr/>				
1	Annual Audit costs - includes field work and compilation of publish ready copy. Increased scope included SAS and GASB Number taken from contract~ pronouncements. 3-year contract with LSL (Lance Soll & Lunghard #11782) expires March 31, 2016.			47,300.00
2	Single Audit based on contract. This is dependent on amount of federal grants. If no single audit then amount is -0-			5,000.00
	Total Account	100-12-021-5103	Audit Services	52,300.00
<hr/>				
1	GFOA- Controller and Sr Accountant - Annual Dues at \$150/each - V# 11531			300.00
	Total Account	100-12-021-5202	Memberships & Dues	300.00
<hr/>				
1	Annual Statistical Report for the CAFR			700.00
2	Miscellaneous GFOA publications			500.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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Department: 12 Finance
 Minor Program: 021 Accounting

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-12-021-5203	Reference Books & Periodicals	1,200.00
1	Tyler Conference for Controller and Sr Accountant Registration \$700; Per Diem \$152; Airfare \$500; Hotel \$800; \$2,152 per person			4,304.00
Total Account		100-12-021-5204	Conferences & Meetings	4,304.00
1	Training for two Accountants (Accounts Payable and Payroll) for new legislation pertaining to medical benefits, etc.~ GASB and audit training~ ~ GA			600.00
Total Account		100-12-021-5205	Training	600.00
1	Advertising of State Controller's Report and unclaimed monies three years or older under the Government Code 50050 et seq. Escheat program. In line with prior year estimate.			360.00
2	Consolidated Financial Statements			80.00
Total Account		100-12-021-5207	Advertising	440.00
1	Per Finance. Based on prior year trends and planned events.			4,000.00
Total Account		100-12-021-5208	Postage	4,000.00
1	CAFR Award application			500.00
2	Checks/Paper & MICR toner - Vendor NowDocs Intl. Inc. V# 23309 (payroll/AP)			300.00
3	W2 Forms/Paper - Vendor NowDocs (AP&PR) +1099. Order every other year.			200.00

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 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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Data Date 5/5/2015
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Department: 12 Finance
 Minor Program: 021 Accounting

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	100-12-021-5217 Departmental Supplies	1,000.00
1	Printing of Annual CAFR: Based on actual costs for the prior year CAFR (paid in next fiscal year). Current rate is \$40/book, plus tax; order of 25 books.			1,100.00
		Total Account	100-12-021-5225 Printing	1,100.00
1	Per Finance, based on trends.			2,600.00
		Total Account	100-12-021-5501 Telephone	2,600.00
1	Finance Analysis			48,657.00
		Total Account	100-12-021-5621 Information Systems Allocation	48,657.00
Program Total			021 Accounting	677,230.00

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 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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Department: 12 Finance
 Minor Program: 031 Revenue Services

Account Number /Title / Budget Line item Descriptions				Amount
031 Revenue Services				
1	Revenue Services Manager, Revenue Services Specialist, 2 Account Services Representative I			310,974.00
2	Vacancy Factor Offset 4.6%			(14,305.00)
	Total Account	100-12-031-4101	Salaries & Allowances	296,669.00

1	Cathy Waiolama, overtime, sidewalk repair, UB & licensing backup. Based on new MOU rate.			209.05
2	Rounding			(0.05)
	Total Account	100-12-031-4111	Overtime Regular Employees	209.00

1	Revenue Services Manager, Revenue Services Specialist, 2 Account Services Representative I			56,614.00
2	Vacancy Factor Offset 4.6%			(2,604.00)
	Total Account	100-12-031-4201	Group Medical Insurance	54,010.00

1	Revenue Services Manager, Revenue Services Specialist, 2 Account Services Representative I			4,509.00
2	Vacancy Factor Offset 4.6%			(207.00)
	Total Account	100-12-031-4202	Medicare	4,302.00

1	Revenue Services Manager			5,892.00
2	Vacancy Factor Offset 4.6%			(271.00)
	Total Account	100-12-031-4204	401A Plan City	5,621.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			3,420.00
	Total Account	100-12-031-4206	Medical Retirement Contributions	3,420.00

1	Revenue Services Manager, Revenue Services			39,538.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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Department: 12 Finance
 Minor Program: 031 Revenue Services

Account Number /Title / Budget Line item Descriptions				Amount
1	Specialist, 2 Account Services Representative I			
2	Vacancy Factor Offset 4.6%			(1,819.00)
	Total Account	100-12-031-4211	PERS Regular Contributions	37,719.00
<hr/>				
1	HDL Sales Tax Audit Services (Quarterly Payments of \$1500). Cost same as 2014-15			6,000.00
2	HDL Property Tax Audit Services (Quarterly Payments of \$2,700). Cost same as 2014-15			11,800.00
3	Armored Transport daily pick-ups average \$440 per month. Includes fluctuating fuel surcharges. (Contractual).			5,300.00
4	Armored Transport parking meter coin pick-ups (excess liability) \$95 per month average. (Contractual) \$.10 per \$1,000 excess of \$100,000 plus \$.83 per coin bag.			1,150.00
5	Intermedix Corporation: Emergency Medical Billing and Collection Services. Billing services for Basic Life Support (BLS) and Advanced Life Support (ALS) based on Los Angeles County Emergency Medical Services Agency Rates. 7/1/2014 approximate monthly billing rate is approximately \$4,000 @ 4.75% of collected billing. Payment processing by lockbox at Union Bank.			50,000.00
6	State Mandated Costs filing program. Revenue Account #100-3604 Contractual Service.			10,000.00
7	Comprehensive User Fee Study and Cost Allocation Plan (CAP) conducted periodically. Current study to be completed June-2015.			
	Total Account	100-12-031-5101	Contract Services	84,250.00
<hr/>				
1	Eden Systems / Tyler Technology Cashiering Module Support / Annual Maint. FY 2015-16			5,900.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 12 Finance
 Minor Program: 031 Revenue Services

Account Number /Title / Budget Line item Descriptions				Amount
2	Quadrant Cash Register System-Annual Support. FY 2015-16 final year for Quadrant Cash Register Support			1,575.00
	Total Account	100-12-031-5104	Computer Contract Services	7,475.00
1	California Society of Municipal Finance Officers Annual Conference (CSMFO)			1,500.00
	Total Account	100-12-031-5204	Conferences & Meetings	1,500.00
1	Service Training (On Site); \$195 per Account Services Representative.			1,500.00
	Total Account	100-12-031-5205	Training	1,500.00
1	Required Legal Notices (Public Hearings)			150.00
	Total Account	100-12-031-5207	Advertising	150.00
1	Maintenance service agreement for encoder and endorser with Ace Business Machines. (Parts not included in service agreement). Micro pre-encode each check prior to daily bank deposit for service discount.			0.00
	Total Account	100-12-031-5212	Office Equipment Maintenance	0.00
1	Thermal receipts paper and ribbons for cashiering. \$140/case x 2 per annum (includes tax/shipping).			300.00
2	Digital scanner cleaning kit for remote deposit machine \$49. Digital ink cartridge \$29 x 3. DTD/O-Ring kit x3 for \$32. (includes shipping and tax)			250.00
3	Perforated paper for accounts receivable invoicing.			150.00

Fiscal Year 2016
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 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 12 Finance
 Minor Program: 031 Revenue Services

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	100-12-031-5217 Departmental Supplies	700.00
1	Per Finance, based on trends.			1,000.00
		Total Account	100-12-031-5501 Telephone	1,000.00
1	Finance Analysis			19,463.00
		Total Account	100-12-031-5621 Information Systems Allocation	19,463.00
Program Total		031	Revenue Services	517,988.00

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 Level 3
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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 12 Finance
 Minor Program: 032 Business Licensing

Account Number / Title / Budget Line item Descriptions				Amount
032 Business Licensing				
1	Account Services Representative I			58,842.00
2	Vacancy Factor Offset 4.6%			(2,707.00)
	Total Account	100-12-032-4101	Salaries & Allowances	56,135.00

1	O/T for Renewals/Business License Resolution. This would also be used by Business License Account Services Rep. during February-April for annual business license renewals. Based on new MOU rate.			334.48
2	Rounding			(0.48)
	Total Account	100-12-032-4111	Overtime Regular Employees	334.00

1	Account Services Representative I			17,609.00
2	Vacancy Factor Offset 4.6%			(810.00)
	Total Account	100-12-032-4201	Group Medical Insurance	16,799.00

1	Account Services Representative I			853.00
2	Vacancy Factor Offset 4.6%			(39.00)
	Total Account	100-12-032-4202	Medicare	814.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			1,044.00
	Total Account	100-12-032-4206	Medical Retirement Contributions	1,044.00

1	Account Services Representative I			7,560.00
2	Vacancy Factor Offset 4.6%			(348.00)
	Total Account	100-12-032-4211	PERS Regular Contributions	7,212.00

1	Outsourced bill print to Infosend Systems.			2,300.00

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 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 12 Finance
 Minor Program: 032 Business Licensing

Account Number / Title / Budget Line item Descriptions				Amount
1	Includes data processing, forms for business and animal licensing, outgoing and return envelopes and taxes.			
2	Annual programing for animal and business license renewals.			250.00
	Total Account	100-12-032-5101	Contract Services	2,550.00

1	Eden Business and Animal Licensing annual tech support. Includes annual increase.			5,500.00
	Total Account	100-12-032-5104	Computer Contract Services	5,500.00

1	CMRTA Annual Membership for California Municipal Revenue and Tax Association for Account Services Rep(s).			150.00
	Total Account	100-12-032-5202	Memberships & Dues	150.00

1	Meetings: Quarterly CMRTA meeting: Revenue Services Rep.			200.00
2	Conference: Calif. Municipal Revenue Tax Assn (CMRTA) Annual Conf: Revenue Division - Account Services Rep(s) should attend to learn latest laws and techniques in collections business licenses / account receivable. Annual conference - every other year when in Southern California - Oct 2015 will be in Southern Calif. (Burbank)			1,300.00
3	Tyler Eden Conference			2,500.00
	Total Account	100-12-032-5204	Conferences & Meetings	4,000.00

1	Per Finance. Based on prior year trends and planned events.			5,000.00
	Total Account	100-12-032-5208	Postage	5,000.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
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Department: 12 Finance
 Minor Program: 032 Business Licensing

Account Number /Title / Budget Line item Descriptions	Amount
1 Local business longevity awards program - amount approved by City Council; proclamation paper, envelopes for mailing & plaques. Unknown the number of recipients per year.	325.00
2 Business License Security Paper Certificates (approx 5,000/yr). \$250.	250.00
Total Account 100-12-032-5217 Departmental Supplies	575.00
<hr style="border-top: 1px dashed black;"/>	
1 Printing of decals; the City requires that decals be affixed to vehicles used by contractors and gardeners, etc. We charge per decal usual annual order 2000, Rydin decal \$950 (incl. Tax-Shipping); hangtags residential overnight parking \$700.00 (Pier, 26th St, El Porto).	1,700.00
2 Printing of business license postcards annually mailed to all businesses who have not paid a business license. Renewals are mailed February each year.	250.00
3 Business License Applications special order (NCR) - (new businesses)	600.00
4 Miscellaneous printing (overnight parking, business and animal licensing brochures, rabies clinic inserts and animal license reminder postcards)	950.00
5 Taxi Decals / Taxi Cab Franchise Req. (order once every other year) ~ (Reorder 2016-2017)	500.00
6 Dog Tags \$650.00 (includes tax and shipping) - went to new packaging for mailing purposes.	650.00
7 Annual Library Permits	200.00
8 Mira Costa - Override Program - Every two years - \$950.00 (even years) - Downtown override program - odd years.	950.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 12 Finance
 Minor Program: 032 Business Licensing

Account Number / Title / Budget Line item Descriptions				Amount	
		Total Account	100-12-032-5225	Printing	5,800.00
1	Per Finance, based on trends.				1,600.00
		Total Account	100-12-032-5501	Telephone	1,600.00
1	Licensing envelopes for business tax certificates (animal and business license returns). \$12.00 per box of 500 envelopes.				350.00
		Total Account	100-12-032-5611	Warehouse Purchases	350.00
1	Finance Analysis				9,731.00
		Total Account	100-12-032-5621	Information Systems Allocation	9,731.00
Program Total			032	Business Licensing	117,594.00

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 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 12 Finance
 Minor Program: 033 Parking Citations

Account Number /Title / Budget Line item Descriptions				Amount
033 Parking Citations				
1	Account Services Representative I			58,842.00
2	Vacancy Factor Offset 4.6%			(2,707.00)
	Total Account	100-12-033-4101	Salaries & Allowances	56,135.00

1	Miscellaneous Overtime - Account Services Representative - Animal and Bus. Licensing Renewals (Linda). Based on new MOU rate.			334.48
2	Rounding			(0.48)
	Total Account	100-12-033-4111	Overtime Regular Employees	334.00

1	Account Services Representative I			17,609.00
2	Vacancy Factor Offset 4.6%			(810.00)
	Total Account	100-12-033-4201	Group Medical Insurance	16,799.00

1	Account Services Representative I			853.00
2	Vacancy Factor Offset 4.6%			(39.00)
	Total Account	100-12-033-4202	Medicare	814.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			1,044.00
	Total Account	100-12-033-4206	Medical Retirement Contributions	1,044.00

1	Account Services Representative I			7,560.00
2	Vacancy Factor Offset 4.6%			(348.00)
	Total Account	100-12-033-4211	PERS Regular Contributions	7,212.00

1	Turbo Data Systems- annual processing fee based upon 70,000 cites per year (avg. \$1.40 per cite to be processed - .70 per cite issued and .70 per			98,000.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 12 Finance
 Minor Program: 033 Parking Citations

Account Number /Title / Budget Line item Descriptions				Amount
1	cite noticed and processed).			
2	Turbo Data Collection Agency ~ (30% of amount collected from collection letter (includes out of state collections with new partnership NLETS in 2015) program net approx. \$120,000 per year.			41,000.00
3	Franchise Tax Board (FTB) Intercept Program~ 2,175 letters sent FY 2014-15 (\$2.50 per letter + 15% of amount collected). Program net approx. \$25,000.			10,500.00
	Total Account	100-12-033-5104	Computer Contract Services	149,500.00
1	Per Finance. Based on prior year trends and planned events.			1,150.00
	Total Account	100-12-033-5208	Postage	1,150.00
1	Per Finance, based on trends.			350.00
	Total Account	100-12-033-5501	Telephone	350.00
1	Finance Analysis			19,463.00
	Total Account	100-12-033-5621	Information Systems Allocation	19,463.00
Program Total		033	Parking Citations	252,801.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 12 Finance
 Minor Program: 034 Utility Billing

Account Number /Title / Budget Line item Descriptions				Amount
034 Utility Billing				
1	Account Services Representative I			58,842.00
2	Vacancy Factor Offset 4.6%			(2,707.00)
	Total Account	100-12-034-4101	Salaries & Allowances	56,135.00

1	O/T to be used for approx. 20 hours for Utility Billing cross training for commercial/residential refuse billings			836.20
2	Rounding			(0.20)
	Total Account	100-12-034-4111	Overtime Regular Employees	836.00

1	Account Services Representative I			13,743.00
2	Vacancy Factor Offset 4.6%			(632.00)
	Total Account	100-12-034-4201	Group Medical Insurance	13,111.00

1	Account Services Representative I			853.00
2	Vacancy Factor Offset 4.6%			(39.00)
	Total Account	100-12-034-4202	Medicare	814.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			1,044.00
	Total Account	100-12-034-4206	Medical Retirement Contributions	1,044.00

1	Account Services Representative I			7,560.00
2	Vacancy Factor Offset 4.6%			(348.00)
	Total Account	100-12-034-4211	PERS Regular Contributions	7,212.00

1	Infosend bill print and mail regular water & refuse only. Avg \$1,250/mo (incl envelopes and stock, includes tax for stock) - water and refuse			15,000.00

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 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 12 Finance
 Minor Program: 034 Utility Billing

Account Number /Title / Budget Line item Descriptions	Amount
1 billing 13,500 bi-monthly. 650 commercial refuse monthly	
2 Infosend - Web Portals for one time and Electronic Bill Presentment Program (EBPP) portal (support fee) \$100	1,200.00
3 Annual P.O. Box rental (3040) for all water mail - 2013 rate increase included \$1,632	1,700.00
4 Utility bill insert 6 times per year 1/3 of 1 page insert. approx. 14,000 includes commercial refuse utility customers	1,100.00
5 Annual Infosend programming fee	300.00
6 Electronic Bill Presentment Program (EBPP) monthly processing fee and gateway maintenance - \$400/mo. Plus \$.06 per payment transaction (approx 3,000 payments per month) and \$.09 enrolled users (current year enrolled users 5,200 (contractual).	12,850.00
Total Account	32,150.00
100-12-034-5101 Contract Services	

1 Eden Utility ~ Eden UB Software (Annual Maint.)	17,600.00
2 Quadrant UB interface with Cashiering (Annual Maint.)	900.00
3 Hand Held Water Meter Reader interface	750.00
4 custom report request	1,500.00
Total Account	20,750.00
100-12-034-5104 Computer Contract Services	

1 Per Finance. Based on prior year trends and planned events.	31,000.00
Total Account	31,000.00
100-12-034-5208 Postage	

1 Utility billing printing costs for turn on/turn	500.00

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 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 12 Finance
 Minor Program: 034 Utility Billing

Account Number /Title / Budget Line item Descriptions				Amount
1	off for non- payment hang tags (special cut) 2-part form, door hangers utility order forms - 48 hr notice; utility order forms- turn on/off; meter change forms (office check form) and misc. UB printing as needed.			
	Total Account	100-12-034-5225	Printing	500.00

1	Printing costs for water avg. 700 late notices/mo (5x71/box) includes tax. (moved to info send)			
2	(Envelopes \$12+tax - per 500) -			400.00
	Total Account	100-12-034-5611	Warehouse Purchases	400.00

1	Finance Analysis			29,194.00
	Total Account	100-12-034-5621	Information Systems Allocation	29,194.00

Program Total		034	Utility Billing	193,146.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 12 Finance
 Minor Program: 041 Purchasing

Account Number /Title / Budget Line item Descriptions				Amount
041 Purchasing				
1	Purchasing Manager, Buyer, Purchasing Clerk			270,311.00
2	Vacancy Factor Offset 4.6%			(12,434.00)
	Total Account	100-12-041-4101	Salaries & Allowances	257,877.00

1	Part-time Warehouse Assistant Position			10,627.20
2	Rounding			(0.20)
	Total Account	100-12-041-4103	Part Time Employee Salaries	10,627.00

1	Potential overtime for year end processing including purchase orders, warehouse inventory, purchasing card and invoices. As well as coverage for alternative workschedules, hours covered 7:30a-4:30p.			900.00
	Total Account	100-12-041-4111	Overtime Regular Employees	900.00

1	Purchasing Manager, Buyer, Purchasing Clerk			42,817.00
2	Vacancy Factor Offset 4.6%			(1,970.00)
	Total Account	100-12-041-4201	Group Medical Insurance	40,847.00

1	Purchasing Manager, Buyer, Purchasing Clerk			3,920.00
2	Vacancy Factor Offset 4.6%			(180.00)
3	Part-time Medicare			170.00
	Total Account	100-12-041-4202	Medicare	3,910.00

1	Purchasing Manager			3,273.00
2	Vacancy Factor Offset 4.6%			(151.00)
	Total Account	100-12-041-4204	401A Plan City	3,122.00

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 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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 Controllable Costs

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Department: 12 Finance
 Minor Program: 041 Purchasing

Account Number /Title / Budget Line item Descriptions				Amount
1	Per Finance. Year 2 of 2014 Actuarial Study.			3,216.00
	Total Account	100-12-041-4206	Medical Retirement Contributions	3,216.00

1	Purchasing Manager, Buyer, Purchasing Clerk			34,313.00
2	Vacancy Factor Offset 4.6%			(1,578.00)
	Total Account	100-12-041-4211	PERS Regular Contributions	32,735.00

1	Package delivery charges for product returns or bid documents.			100.00
2	Pallet jack repair/maintenance (always needed in case of equipment breakdown)			270.00
	Total Account	100-12-041-5101	Contract Services	370.00

1	National Institute of Governmental Purchasing (NIGP) Calif Chapter - Buyer			30.00
2	National Institute of Governmental Purchasing (NIGP) Agency Membership (National)			345.00
3	Costco executive membership (City wide, 2% rebate on purchases)			165.00
4	National Institute of Governmental Purchasing (NIGP) membership for Purchasing Clerk			30.00
	Total Account	100-12-041-5202	Memberships & Dues	570.00

1	Eden Users conference for Eden Financial Management system; includes registration and travel expenses.			2,500.00
2	Quarterly NIGP Calif Chapter Mtgs (4 mtgs @ \$20 ea x2)			160.00
3	National Institute of Governmental Purchasing (NIGP) Annual Conference, Kansas City, MO August 2015			2,250.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 12 Finance
 Minor Program: 041 Purchasing

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-12-041-5204	Conferences & Meetings	4,910.00
1	Forklift training (\$200 p/p), certification good for 3 years. 2015 required training for certification for 3 (Buyer, Purchasing Clerk & Warehouse Assistant)			600.00
2	NIGP on-line 9 week course, Contract Administration in the Public Sector \$660. This course will aid Purchasing staff to educate customers to better manage their contracts.			700.00
Total Account		100-12-041-5205	Training	1,300.00
1	Uniform rental for Buyer and Purchasing Clerk			420.00
2	Work boots & resole allowed per MOU contract (2 positions \$335/ea).			670.00
Total Account		100-12-041-5206	Uniforms/Safety Equipment	1,090.00
1	Per Finance. Based on prior year trends and planned events.			800.00
Total Account		100-12-041-5208	Postage	800.00
1	Miscellaneous Supplies for warehouse operations and offices.			200.00
Total Account		100-12-041-5217	Departmental Supplies	200.00
1	Per Finance, based on trends.			1,100.00
Total Account		100-12-041-5501	Telephone	1,100.00
1	Based on historical data			40.00
Total Account		100-12-041-5611	Warehouse Purchases	40.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 12 Finance
 Minor Program: 041 Purchasing

Account Number / Title / Budget Line item Descriptions				Amount
1	Finance Analysis			38,925.00
	Total Account	100-12-041-5621	Information Systems Allocation	38,925.00
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1	Per Finance			5,050.00
	Total Account	100-12-041-5641	Fleet Rental Allocation	5,050.00
<hr/>				
1	Finance analysis			1,866.00
	Total Account	100-12-041-5642	Fleet Maintenance Allocation	1,866.00
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Program Total		041	Purchasing	409,455.00

Fiscal Year 2016
 Level 3
 Fund Building Maintenance & Operations Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 12 Finance
 Minor Program: 042 General Services

Account Number / Title / Budget Line item Descriptions				Amount
042	General Services			
1	Multi-function copier leases City Hall: Management Services, Community Development (2), Human Resources, and Finance. Copiers have increased volume.			85,150.00
2	Pitney Bowes - mail machine rental, maint, and supplies. Installed Jan 2014, rental for 5 years (yr. 1 \$2,716, yr. 2-5 \$3,352/yr) + \$800/yr for supplies.			4,152.00
3	Coffee Service averages \$1,250 per month and recycle bins \$115/mo			16,380.00
4	Plant Service. Maintenance \$2,965/yr + allowance for replacement \$700			3,665.00
5	Water Service.			9,500.00
	Total Account	615-12-042-5101	Contract Services	118,847.00

1	Automotive parts inventory when just-in-time (JIT) deliveries aren't sufficient. However, new model public safety vehicles affect what is required for stock.			24,000.00
	Total Account	615-12-042-5211	Automotive Parts	24,000.00

1	Warehouse Purchases as anticipated based upon department requests which include mutt mitts for dog parks and janitorial supplies for additional events.			82,345.00
	Total Account	615-12-042-5222	Warehouse Inventory Purchases	82,345.00

1	Paper for shared City Hall multi-function copiers. Higher volume than previous years.			6,500.00

Fiscal Year 2016

Level 3

Fund Building Maintenance & Operations Fund

CITY OF MANHATTAN BEACH FY 2015-2016 Dept Request Level 3 Itemized Line Item Detail Controllable Costs
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Data Date 5/5/2015 2:23:41PM

Department: 12 Finance

Minor Program: 042 General Services

Account Number / Title / Budget Line item Descriptions	Amount
Total Account 615-12-042-5611 Warehouse Purchases	6,500.00

Program Total	042	General Services	231,692.00
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12 Total Finance			3,945,806.00
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Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 13 Human Resources
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
011 Administration				
1	Human Resources Director (75%), Risk Manager (25%), Senior Human Resources Analyst, Human Resources Analyst, Human Resources Technician			428,703.00
2	Vacancy Factor Offset 4.6%			(19,720.00)
	Total Account	100-13-011-4101	Salaries & Allowances	408,983.00

1	1 Admin Clerk I PT - 4 wks @ Step B and 48 wks @ Step C			19,760.00
2	2 Admin Clerk I Pt - 21 wks @ Step A and 31 wks @ Step B~ 18 wks @ Step B and 34 wks @ Step C			37,682.00
3	1 Admin Clerk I PT - 26 wks @ Step A and 26 wks @ Step B			16,207.00
4	26 wks @ Step A (\$16.47) and 26 wks @ Step B (\$18.16), 18 hrs/week			16,207.00
	Total Account	100-13-011-4103	Part Time Employee Salaries	89,856.00

1	Projected Overtime for one Human Resources Technician for recruitment activities and/or special projects. The projects include human resources information system implementation and file conversion.			627.40
2	Rounding			0.60
	Total Account	100-13-011-4111	Overtime Regular Employees	628.00

1	Human Resources Director (75%), Risk Manager (25%), Senior Human Resources Analyst, Human Resources Analyst, Human Resources Technician			69,178.00
2	Vacancy Factor Offset 4.6%			(3,182.00)

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 13 Human Resources
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-13-011-4201	Group Medical Insurance	65,996.00
1	Human Resources Director (75%), Risk Manager (25%), Senior Human Resources Analyst, Human Resources Analyst, Human Resources Technician			6,218.00
2	Vacancy Factor Offset 4.6%			(286.00)
3	Part-time Medicare			540.00
Total Account		100-13-011-4202	Medicare	6,472.00
1	Historical Case Load			480.00
Total Account		100-13-011-4203	Unemployment	480.00
1	Human Resources Director (75%), Risk Manager (25%), Senior Human Resources Analyst, Human Resources Analyst, Human Resources Technician			15,826.00
2	Vacancy Factor Offset 4.6%			(728.00)
Total Account		100-13-011-4204	401A Plan City	15,098.00
1	Per Finance.			95,880.00
Total Account		100-13-011-4205	Workers Compensation	95,880.00
1	Per Finance. Year 2 of 2014 Actuarial Study.			6,288.00
Total Account		100-13-011-4206	Medical Retirement Contributions	6,288.00
1	Human Resources Director (75%), Risk Manager (25%), Senior Human Resources Analyst, Human Resources Analyst, Human Resources Technician			53,492.00
2	Vacancy Factor Offset 4.6%			(2,461.00)
Total Account		100-13-011-4211	PERS Regular Contributions	51,031.00

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 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 13 Human Resources
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
1	Contract for Investigations and background checks - investigations avg \$800-\$2000, backgrounds safety avg \$400-1000, backgrounds misc avg \$300-700			15,000.00
2	Delivery Service Vendors (UPS, Federal Express)			545.00
3	Benesyst Inc. - Flex Spending includes: Enrollment Fees & Materials~ -Set-Up Fees & Materials			1,100.00
4	Berlitz Language Services - Bilingual testing for Teamsters and Police. ~ 4 tests for FY 1516 potential eligible employees			300.00
5	Monthly Secure Shredding Service for FY1516			52.00
6	AT&T Mobility Cell Phone charge HR Director (\$65/month plus \$45 for replacement costs).			825.00
7	Time Warner Cable Inc			75.96
8	Employee Survey			
9	Hotspot Access for Department Head (per Bruce)			480.00
10	Rounding			0.04
	Total Account	100-13-011-5101	Contract Services	18,378.00

1	Maintenance contract and licensing for Eden Systems HR program. (EDEN Human Resource Support for FY 15/16 per Finance)			5,410.00
2	SIGMA Technical Support (Recruitment & Selection Database). Contract renewed every October.			1,530.00
	Total Account	100-13-011-5104	Computer Contract Services	6,940.00

1	Office physicals (15 at \$95.00)			1,425.00
2	Labor Physicals (5 at \$110.00)			550.00
3	Police physicals (12 at \$315.00)			3,780.00
4	Fire Physicals & Firefighter Paid Call Physicals			4,725.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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Department: 13 Human Resources
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
4	(15 at \$315.00)			
5	Department of Justice (DOJ) - fingerprinting. Only for employees hired by Finance, Mgmt. Svcs., Community Development, Public Works and Human Resources. Cost includes susequent arrest reports to our agency.			1,275.00
6	Flu shots - \$28/shot (105 estimated FY 1516)			2,940.00
7	Miscellaneous medical exams such as return-to-work, BAT, DMV physicals, office visits, etc.			1,400.00
8	Part Time Employee Pre-Employment Physicals (50 at \$55)			2,750.00
	Total Account	100-13-011-5107	Physical/Psychological Exams	18,845.00

1	Legal and/or consultant services for personnel-related issues which require professional counsel.			50,000.00
2	Up to \$30,000 estimated for labor negotiations, class/comp implementation, and investigations.			30,000.00
	Total Account	100-13-011-5108	Legal Services	80,000.00

1	Office Depot (Includes all paper, stationery, general office supplies and equipment such as toners, pens, etc.)			1,100.00
2	Miscellaneous supplies (i.e. mandatory employment posters)			500.00
3	Xerox toner cartridges			900.00
	Total Account	100-13-011-5201	Office Supplies	2,500.00

1	CALPELRA membership for HR Director and SR HR Analyst. Due July.			700.00
2	SCPMA for HR Director, Sr HRA, HR Analyst and 2			125.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 13 Human Resources
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
2	HR Techs. Due January.			
3	SCPLRC (Agency Membership). Membership Dues \$200. Due July.			200.00
4	IPMA online agency membership for up to three (3) HR (SR HR ANALYST/HR Analyst, HR Director and Risk Manager)			315.00
5	SHRM for HR Director, SR HR Analyst and HR Analyst.			540.00
6	Cal Chamber Annual Membership			609.00
	Total Account	100-13-011-5202	Memberships & Dues	2,489.00

1	CPER Journal for HR Director.			275.00
2	CALPERS Retirement Law Update			62.00
3	HR Reference Books and Periodicals			110.00
	Total Account	100-13-011-5203	Reference Books & Periodicals	447.00

1	California Public Employers Labor Relations Assn; includes registration, travel, lodging, per diem, parking and car rental.			2,800.00
2	Liebert, Cassidy, Whitmore Public Sector Employment Conference (HR Director, Sr. HR Analyst/HR Analyst, and Risk Manager). Scheduled every March - Registration fee \$500 per person			1,500.00
3	Western Region Intergovernmental Personnel Assessment Council (Sr. Human Resources Analyst and/or Human Resources Analyst) attending 2 conferences includes registration, travel, lodging, per diem, car rental and meals. Conferences scheduled January, April, May and September.			510.00
4	So. Calif Personnel Management Assn Conference (Human Resources Analyst and/or HR Tech or HR			158.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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Department: 13 Human Resources
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
4	Director). Scheduled every March. Members: \$75 Non-Members: \$99			
5	So. Calif Public Labor Relations Council Annual Conference (H.R. Director, SR. Human Resources Analyst and/or HR Analyst or HR Tech). Scheduled every February. Registration fee \$70 per person			140.00
6	PERS Public Agency Coalition			200.00
7	Senior HRA or HR Analyst to attend Tyler Technologies Annual User Conference (travel, lodging, registration, per diem, parking and car rental)			2,200.00
8	SHRM Annual Conference - HR Director or Senior HRA to attend national conference (travel, lodging, registration, per diem, parking and car rental)			3,100.00
Total Account		100-13-011-5204	Conferences & Meetings	10,608.00
<hr/>				
1	City-wide Training Courses including Customer Service, Performance Measurement, Documenting Discipline, Business Writing, etc.			40,000.00
2	Supervisory/Management Development Training			10,000.00
3	Human Resources - Seminars, Workshops and monthly meetings such as SCPLRC, SCPMA, PERS PAC, SHRM, etc			1,620.00
4	Agency membership fee for training consortium to Liebert, Cassidy, Whitmore. Includes training workshops and legal consulting services for general employee/labor relations issues.			3,148.00
5	Mandatory Supervisory Harassment Training FY 15/16 for current supervisors and potential managerial hires (approx 50)			2,100.00
Total Account		100-13-011-5205	Training	56,868.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
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Department: 13 Human Resources
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
1	Per Finance. Based on prior year trends and planned events.			2,700.00
	Total Account	100-13-011-5208	Postage	2,700.00

1	Employee Recognition award program, Retirement, CMB merchandise, Service Anniversary awards and Employee of the Year award.			12,500.00
2	CMB Merchandise including duffel bags, polo and Employee Breakfast prizes			1,000.00
	Total Account	100-13-011-5214	Employee Awards & Events	13,500.00

1	Tuition reimbursement stipulated for all city employees in accordance with related AI's and MOUs. (FY 14-15 fourteen employees participating)			24,000.00
	Total Account	100-13-011-5216	Tuition Reimbursement	24,000.00

1	Raters Lunches and Breakfast snacks for rater panels			2,800.00
2	Rater Transportation and Accommodations for Department Head or Senior Management positions			784.00
3	Reimbursement to applicants for pre-employment documents such as DMV printouts.			500.00
4	Recruitment Advertisements all positions (includes web-based, print, publications, etc.)			10,000.00
5	Professional test development services and rentals/purchases (Donnoe, CPS, etc.)			20,650.00
6	City Manager/Department Head New Hire Orientation			140.00
	Total Account	100-13-011-5218	Recruitment Costs	34,874.00

1	Miscellaneous printing (business cards, flyers, brochures, etc.)			150.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 13 Human Resources
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
	Total Account	100-13-011-5225	Printing	150.00
1	Per Finance, based on trends.			2,400.00
	Total Account	100-13-011-5501	Telephone	2,400.00
1	Supplies to include: Certificate w/City Seal, Envelopes, Mailing Labels, Request for payment form.			200.00
	Total Account	100-13-011-5611	Warehouse Purchases	200.00
1	Finance Analysis			68,119.00
	Total Account	100-13-011-5621	Information Systems Allocation	68,119.00
1	Per Finance, liability and property analysis.			52,140.00
	Total Account	100-13-011-5631	Insurance Allocation	52,140.00
1	Finance analysis			60,405.00
	Total Account	100-13-011-5651	Building & Operations Allocation	60,405.00
1	ISMP Approved Supplemental (4/17/15): HR Information System (Carryforward from FY 14/15)			100,000.00
	Total Account	100-13-011-6141	Computer Equipment & Software	100,000.00
Program Total		011	Administration	1,296,275.00

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 Level 3
 Fund Insurance Reserve Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 13 Human Resources
 Minor Program: 021 Risk Management

Account Number / Title / Budget Line item Descriptions				Amount
021 Risk Management				
1	HUMAN RESOURCES DIRECTOR (25%), RISK MANAGER (75%), HUMAN RES TECHNICIAN			211,066.00
2	Vacancy Factor Offset 4.6%			(9,709.00)
	Total Account	601-13-021-4101	Salaries & Allowances	201,357.00

1	Projected Overtime for one Human Resources Technician for special projects. The special projects include information system implementation and wc file conversion.			609.20
2	Projected Overtime for one HR Technician for special projects. The special projects will include risk management, hris system implementation and other mandatory compliance projects.			627.40
3	Rounding			0.40
	Total Account	601-13-021-4111	Overtime Regular Employees	1,237.00

1	HUMAN RESOURCES DIRECTOR (25%), RISK MANAGER (75%), HUMAN RES TECHNICIAN			38,371.00
2	Vacancy Factor Offset 4.6%			(1,765.00)
	Total Account	601-13-021-4201	Group Medical Insurance	36,606.00

1	HUMAN RESOURCES DIRECTOR (25%), RISK MANAGER (75%), HUMAN RES TECHNICIAN			3,060.00
2	Vacancy Factor Offset 4.6%			(141.00)
	Total Account	601-13-021-4202	Medicare	2,919.00

1	HUMAN RESOURCES DIRECTOR (25%), RISK MANAGER (75%), HUMAN RES TECHNICIAN			7,922.00

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 Level 3
 Fund Insurance Reserve Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
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Department: 13 Human Resources
 Minor Program: 021 Risk Management

Account Number / Title / Budget Line item Descriptions				Amount
2	Vacancy Factor Offset 4.6%			(364.00)
	Total Account	601-13-021-4204	401A Plan City	7,558.00
<hr/>				
1	Per Finance. Year 2 of 2014 Actuarial Study.			1,608.00
	Total Account	601-13-021-4206	Medical Retirement Contributions	1,608.00
<hr/>				
1	HUMAN RESOURCES DIRECTOR (25%), RISK MANAGER (75%), HUMAN RES TECHNICIAN			26,516.00
2	Vacancy Factor Offset 4.6%			(1,220.00)
	Total Account	601-13-021-4211	PERS Regular Contributions	25,296.00
<hr/>				
1	EAP (Employee Assistance Program)			8,002.00
2	DRS (Dispute Resolution Services) ~ Operations Fee: \$800 per quarter~ Case File Fee: \$150 per case~ Total maximum fee per FY \$11,000			11,000.00
3	Emptech - Employment Tax Servicing Corporation (Unemployment Compensation Administrator) ~ Contract period is from 7-1 to 6-30 each year			1,500.00
4	US Healthworks - DOT program administration			360.00
5	Wellness Programs, including MBFit			40,000.00
6	Hotspot Wi-Fi (Risk Manager)			252.00
	Total Account	601-13-021-5101	Contract Services	61,114.00
<hr/>				
1	COSIPA membership for Risk Manager			100.00
2	State PARMA - Regular public agency membership dues are \$100.00 per year			100.00
3	PRIMA California Chapter Annual Membership Dues: \$95			95.00
4	National Association of ADA Coordinators - Individual Associate \$175			175.00

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 Level 3
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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
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Department: 13 Human Resources
 Minor Program: 021 Risk Management

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		601-13-021-5202	Memberships & Dues	470.00
1	Labor Code			125.00
2	Bests Rating Guide -Insurance Ratings			180.00
Total Account		601-13-021-5203	Reference Books & Periodicals	305.00
1	COSIPA Workers Compensation legislation Conf Meeting-Every March, June, November			225.00
2	CA Dept of Workers Compensation Conference-Every October			500.00
3	CAJPA Conference - Every Sept.~ CAJPA Members: \$300 registration fee + travel expenses			800.00
4	PARMA Conference - Every February~ \$300 registration fee (every other year in Nor CAII)			600.00
5	National PRIMA conference - Risk Management conf registration			600.00
Total Account		601-13-021-5204	Conferences & Meetings	2,725.00
1	OSHA mandated training, accident investigation/supervisor training, contractual risk transfer, personal protective equipment, ergonomics, workers compensation, and lock out/tag out.			5,000.00
2	HazMAT OSHA training			3,000.00
Total Account		601-13-021-5205	Training	8,000.00
1	Employee safety incentive program			5,000.00
Total Account		601-13-021-5214	Employee Awards & Events	5,000.00

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CITY OF MANHATTAN BEACH FY 2015-2016 Dept Request Level 3 Itemized Line Item Detail Controllable Costs
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Department: 13 Human Resources

Minor Program: 021 Risk Management

Account Number / Title / Budget Line item Descriptions				Amount
1	Per Finance, based on trends.			8,200.00
	Total Account	601-13-021-5501	Telephone	8,200.00

1	Finance analysis			24,162.00
	Total Account	601-13-021-5651	Building & Operations Allocation	24,162.00

	Program Total	021	Risk Management	386,557.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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Department: 13 Human Resources
 Minor Program: 022 Liability

Account Number / Title / Budget Line item Descriptions				Amount
022 Liability				
1	ICRMA Deposit Premium Estimate as of 3/20/15			777,726.00
2	Cyber Insurance			6,000.00
	Total Account	601-13-022-5250	Insurance Premiums	783,726.00

1	Historical claim analysis based current projections and prior years			689,000.00
	Total Account	601-13-022-5251	Claims Paid	689,000.00

1	Third-party Administrator			24,830.00
	Total Account	601-13-022-5252	Claims Administration	24,830.00

1	City employee dishonesty bond annual premium for including public officials with a \$2,500 deductible. (limits \$500,000 per employee)			2,500.00
2	Bond for Redondo Beach Wellsite			250.00
	Total Account	601-13-022-5253	Miscellaneous Bonds/Insurance	2,750.00

1	Unemployment claims estimate for (obligation of \$11,700 per eligible claimant)			35,000.00
	Total Account	601-13-022-5254	Unemployment Claims	35,000.00

1	ICRMA deposit premium (Independent Cities Risk Management Association). Includes Metlox Parking Structure, Police/Fire & Metlox Square.			404,106.00
	Total Account	601-13-022-5255	Property Insurance	404,106.00

Program Total		022	Liability	1,939,412.00

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CITY OF MANHATTAN BEACH
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Department: 13 Human Resources

Minor Program: 023 Workers Compensation

Account Number / Title / Budget Line item Descriptions				Amount
023 Workers Compensation				
1	ICRMA deposit premium			300,000.00
	Total Account	601-13-023-5250	Insurance Premiums	300,000.00
<hr/>				
1	Historical claim analysis based current projections and prior years			3,500,000.00
	Total Account	601-13-023-5251	Claims Paid	3,500,000.00
<hr/>				
1	Third-Party Administrator: RFP issued in Spring 2015			99,174.00
	Total Account	601-13-023-5252	Claims Administration	99,174.00
<hr/>				
1	Finance Analysis			19,463.00
	Total Account	601-13-023-5621	Information Systems Allocation	19,463.00
<hr/>				
	Program Total	023	Workers Compensation	3,918,637.00
13	Total Human Resources			7,540,881.00

Fiscal Year 2016
 Level 3
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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 14 Parks and Recreation
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
011 Administration				
1	DIRECTOR OF PARKS & RECREATION, EXECUTIVE SECRETARY, PARK SERVICE ENFORCEMENT OFFICER, ADMIN CLERK I/II, GRAPHIC ARTIST			407,361.00
2	Vacancy Factor Offset 4.6%			(18,739.00)
	Total Account	100-14-011-4101	Salaries & Allowances	388,622.00

1	Historic Preservation Commission - Packet Delivery (3 hrs minimum per quarterly meeting)			144.00
	Total Account	100-14-011-4103	Part Time Employee Salaries	144.00

1	Overtime for Park Service Enforcement Officer. Based on new MOU rate.			2,511.14
2	Overtime for Executive Secretary-Commissions and Training			500.00
3	Rounding			0.86
	Total Account	100-14-011-4111	Overtime Regular Employees	3,012.00

1	DIRECTOR OF PARKS & RECREATION, EXECUTIVE SECRETARY, PARK SERVICE ENFORCEMENT OFFICER, ADMIN CLERK I/II, GRAPHIC ARTIST			76,345.00
2	Vacancy Factor Offset 4.6%			(3,512.00)
	Total Account	100-14-011-4201	Group Medical Insurance	72,833.00

1	DIRECTOR OF PARKS & RECREATION, EXECUTIVE SECRETARY, PARK SERVICE ENFORCEMENT OFFICER, ADMIN CLERK I/II, GRAPHIC ARTIST			5,907.00
2	Vacancy Factor Offset 4.6%			(272.00)
	Total Account	100-14-011-4202	Medicare	5,635.00

Fiscal Year 2016
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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 14 Parks and Recreation
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
1	Historical Case Load			11,280.00
	Total Account	100-14-011-4203	Unemployment	11,280.00

1	DIRECTOR OF PARKS & RECREATION, EXECUTIVE SECRETARY, PARK SERVICE ENFORCEMENT OFFICER, ADMIN CLERK I/II			7,551.00
2	Vacancy Factor Offset 4.6%			(347.00)
	Total Account	100-14-011-4204	401A Plan City	7,204.00

1	Per Finance.			22,200.00
	Total Account	100-14-011-4205	Workers Compensation	22,200.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			5,940.00
	Total Account	100-14-011-4206	Medical Retirement Contributions	5,940.00

1	DIRECTOR OF PARKS & RECREATION, EXECUTIVE SECRETARY, PARK SERVICE ENFORCEMENT OFFICER, ADMIN CLERK I/II, GRAPHIC ARTIST			51,613.00
2	Vacancy Factor Offset 4.6%			(2,374.00)
	Total Account	100-14-011-4211	PERS Regular Contributions	49,239.00

1	Music Motion Picture Licensing Fee~ \$1000 transfered from 034~ \$1400 transfered from 028			3,120.00
2	Shared Cable Cost for Employee Lounge			102.00
3	Cell Phone Charges for Department Director, Park Services Enforcement Officer and Base Camp (City Hall).			1,064.00
4	Hotspot access for department head.			480.00
5	Field, Facility and Pool Use Annual Payment per School Agreement:~			572,220.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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Data Date 5/5/2015
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Department: 14 Parks and Recreation
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
5	Year 1 = \$550,000~ Year 2 = \$561,000~ Year 3 = \$572,220			
6	Graphic design service contract for quarterly (4 per year) Manhappenings Activity Guide and MB News. Three year graphic design service contract approved by City Council on 1/6/09 and again approved an extension on 5/17/11 with a 5% reduction. Contract expires 2/28/2015.			15,344.00
7	Enplug Monthly Changes \$99 a month for two years.			1,188.00
8	Marketing contracts such as: Photography \$2,500 and Filming \$2,500.			5,000.00
	Total Account	100-14-011-5101	Contract Services	598,518.00

1	Merged with Contract Services			
	Total Account	100-14-011-5102	Contract Personnel	0.00

1	Office Supplies for City Hall, Joslyn Community Center, Live Oak Park Tennis Office, Creative Arts Center, Dial A Ride, Manhattan Heights Community Center, Begg Pool, Older Adult Program, Afterschool REC			20,000.00
2	Xerox Contract: Printer Rental for all Parks and Recreation printers in City Hall, Joslyn Center and Manhattan Heights.			7,000.00
3	Ink Cartridges for Xerox Phaser			16,500.00
	Total Account	100-14-011-5201	Office Supplies	43,500.00

1	CPRS - California Park and Recreation Society (annual)			630.00
2	NRPA - National Recreation and Park Association (annual).			800.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
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Data Date 5/5/2015
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Department: 14 Parks and Recreation
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
3	CAPRCBM - California Association of Park and Recreation Commissioners & Board Members			290.00
4	AMA - American Marketing Association			290.00
	Total Account	100-14-011-5202	Memberships & Dues	2,010.00
<hr/>				
1	Various Professional Publications: magazines, newspapers and reference books. ~ \$200 transfered from 034			500.00
	Total Account	100-14-011-5203	Reference Books & Periodicals	500.00
<hr/>				
1	Department Director~ California Park and Recreation Society membership meetings \$100~ South Bay Cities Council of Governance - Parks and Rec Director meetings \$250			350.00
	Total Account	100-14-011-5204	Conferences & Meetings	350.00
<hr/>				
1	Department Director~ NRPA - National Recreation and Park Association training \$800, hotel \$600, travel and food \$300. CPRS - California Park and Recreation Society training free and food \$100.			1,700.00
2	Park Services Enforcement Officer-Self Defense training classes			330.00
3	Marketing Development trainings \$200, travel \$100, food and lodging \$150.			450.00
4	Management Training			1,000.00
5	Department Training			3,500.00
	Total Account	100-14-011-5205	Training	6,980.00
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1	Uniforms and safety equipment for Park Services Enforcement Officer			200.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 14 Parks and Recreation
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions			Amount	
Total Account		100-14-011-5206	Uniforms/Safety Equipment	200.00
1	Ads for Manhappenings~ Five (5) full page ads with Beach Reporter 5 x \$1,092/each.			5,460.00
2	Ads for Manhappenings ~ One (1) right hand website rail tile with Beach Reporterfor 12 months.			4,000.00
3	Meadows Summer Camp Expo marketing tables 3 x \$250/per table.			750.00
Total Account		100-14-011-5207	Advertising	10,210.00
1	Per Finance. Based on prior year trends and planned events.			15,850.00
2	Manhappenings and Summer Guide			15,650.00
Total Account		100-14-011-5208	Postage	31,500.00
1	HootSuite annual			120.00
2	Survey Monkey annual			300.00
Total Account		100-14-011-5210	Computers, Supplies & Software	420.00
1	Pens, decals and handouts			1,650.00
2	Supplies for City Council, Parks and Recreation, Cultural Arts and Library Commissions			400.00
3	City Hall Holiday Decorations			1,000.00
4	Department waterbottles \$1,300.			1,500.00
5	Department Polos.			1,000.00
6	Beach Balls, light up balls, mats			2,500.00
7	Instructor appreciation supplies.			500.00
8	Summer Camp Expo supplies.			450.00

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Department: 14 Parks and Recreation
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-14-011-5217	Departmental Supplies	9,000.00
1	Fingerprinting/livescan and TB testing for all Department part-time employees, instructors and volunteers.~ \$1000 transferred from 051.~ \$1920 transferred from 028.			4,520.00
Total Account		100-14-011-5218	Recruitment Costs	4,520.00
1	Departmental Printing~ Post its, folders, public notices and individual program fliers.			2,500.00
2	Printing for quarterly (4 per year) Manhappenings Activity Guide and City Newsletter. Three year printing contract approved by City Council on 1/19/10 for a total of \$200,400 (\$66,800 per year). Contract expires January 2015.			48,298.00
3	Specialized Brochures~ Summer Camp Guide \$11,000~ Pocket Guide \$2400~ Social Media Card \$200			13,600.00
Total Account		100-14-011-5225	Printing	64,398.00
1	Per Finance, based on trends.			9,000.00
Total Account		100-14-011-5501	Telephone	9,000.00
1	Batteries, Printing Paper, Forms and Envelopes.			1,000.00
Total Account		100-14-011-5611	Warehouse Purchases	1,000.00
1	Finance Analysis			107,045.00

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Department: 14 Parks and Recreation
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
	Total Account	100-14-011-5621	Information Systems Allocation	107,045.00
1	Per Finance, liability and property analysis.			647,520.00
	Total Account	100-14-011-5631	Insurance Allocation	647,520.00
1	Per Finance			46,370.00
	Total Account	100-14-011-5641	Fleet Rental Allocation	46,370.00
1	Finance analysis			27,992.00
	Total Account	100-14-011-5642	Fleet Maintenance Allocation	27,992.00
1	Finance analysis			144,973.00
	Total Account	100-14-011-5651	Building & Operations Allocation	144,973.00
1	Per debt service schedule			270,000.00
	Total Account	100-14-011-7101	Bond Principal	270,000.00
1	Per Debt Schedule			236,231.00
	Total Account	100-14-011-7102	Bond Interest	236,231.00
1	Letter of credit and draw fees			75,000.00
	Total Account	100-14-011-7103	Bond Administration Fee	75,000.00
1	Proposed Cips			135,000.00
	Total Account	401-14-011-6252	CIP Landscape & Site - CYr	135,000.00
Program Total		011	Administration	3,038,346.00

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Department: 14 Parks and Recreation
 Minor Program: 021 Recreation Services

Account Number /Title / Budget Line item Descriptions	Amount
021 Recreation Services	
1 RECREATION SERVICES MANAGER, 2.0 RECREATION SUPERVISORS	239,154.00
2 Vacancy Factor Offset 4.6%	(11,001.00)
Total Account 100-14-021-4101 Salaries & Allowances	228,153.00
<hr/>	
1 JOSLYN COMMUNITY CENTER BUILDING ATTENDANT AND PARK PATROL (6:30am-10:00pm):~ Recreation Leader I: \$9.92/hr x 14 hrs/day x 6 days/wk x 52 wks/yr	43,331.56
2 SAND DUNE PARK PATROL~ SPRING AND SUMMER HOURS (Apr1-Oct 31, 30 weeks, 5:30am-8:30pm):~ Recreation LeaderI: \$9.92/hr x 14 hrs/day x 7 days/wk x 30 wks/yr = \$29164.80~ FALL & WINTER (Nov 1-Mar 31, 22 weeks, 5:30am-7:30pm)~ Recreation Leader: \$9.92/hr x 13 hrs/day x 7 days/wk x 22 wks/yr = \$19,859.84	49,024.64
3 SAND DUNE MONITOR~ SPRING AND SUMMER HOURS (Apr1-Oct 31, 30 weeks, 7:30am-6:30pm):~ Recreation LeaderI: \$9.92hr x 10 hrs/day x 7 days/wk x 30 wks/yr = \$20,832~ FALL & WINTER (Nov 1-Mar 31, 22 weeks, 7:30am-4:30pm)~ Recreation Leader I: \$9.92/hr x 8 hrs/day x 7 days/wk x 22 wks/yr = \$12,221.44	33,053.44
4 CITY HALL & PD CONFERENCE ROOM BUILDING ATTENDANT Recreation Leader I: \$9.92/hr x 4.5 hrs/day x 5 days/wk x 50 wks/yr	11,160.00
5 MANHATTAN HEIGHTS BUILDING ATTENDANT AND PARK PATROL (6:30am-9:30pm):~	50,552.32

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Department: 14 Parks and Recreation
 Minor Program: 021 Recreation Services

Account Number / Title / Budget Line item Descriptions	Amount
5 Recreation Leader I: \$9.92/hr x 14 hrs/day x 7 days/wk x 52 wks/yr	
6 MARINE AVENUE PARK ATTENDANT: ~ Recreation Leader I (M-F 2:30-10:30pm): \$9.92/hr x 8 hrs/day x 5 days/wk x 52 wks/yr = \$20,633.60 Recreation Leader I (Sat. & Sun. 6:30 am - 10 pm): \$9.92/hr x 14.5 hrs/day x 2 days/wk x 52 wks/yr = \$14,959.36~ Recreation Leader I (Summer Seasonal 6:30 am - 2:30 pm): \$9.92/hr x 8 hrs/day x 5 days/wk x 12 wks/yr = \$4,761.60	40,354.56
7 POLLIWOG PARK PATROL (SUMMER, 44 days, 8:00am-9:00pm)~ Recreation Leaders: 2 x \$9.92/hr x 13 hrs/day x 44 days/yr	11,348.48
8 SEASONAL FACILITY ATTENDANT:~ Recreation Leader I: \$9.92/hr x 6 hrs/day x 5 days/wk x 23 wks/yr = \$6,844.80	6,844.80
9 WEEKEND SUPERVISOR (6:00am-10:00pm):~ Recreation Specialist: \$16.01/hr x 16 hrs/day x 2 days/wk x 52 wks/yr = \$26640.64~ EVENING SUPERVISOR (2:00pm-10:00pm):~ Recreation Specialist: \$16.01/hr x 8 hrs/day x 5 days/wk x 52 wks/yr = \$33,300.80	59,941.44
10 SPECIAL EVENTS:~ EARTH DAY: 2 Recreation Leaders = \$218.60~ PUMPKIN RACES: 15 Recreation Leaders = \$1474.50~ VETERANS DAY: 2 Recreation Leaders = \$58.98~ PIER LIGHTING: 2 Recreation Leaders = \$78.64	1,830.72
11 SPECIAL EVENTS (NON-CITY Fully Burdened Rate):~ FIREWORKS: ~ \$20.66 x 8 Hours x 6 Rec leaders = \$991.68~ \$25.80 x 8 Hours x 1 Sr Rec Leader = \$206.40~ Total = \$1,198.08~	5,000.00

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Department: 14 Parks and Recreation
 Minor Program: 021 Recreation Services

Account Number / Title / Budget Line Item Descriptions				Amount
11	HOMETOWN FAIR: \$20.66 Per Hour for Rec Leader Staff x 184 Hours (over the span of 4 days)= \$3,801.44			
12	Historic Preservation Commission - Building Attendant (4 hrs per quarterly meeting)			192.00
13	Rounding			0.04
	Total Account	100-14-021-4103	Part Time Employee Salaries	312,634.00

1	Overtime. Based on 9.5% increase from \$1,000 for new MOU rate			1,095.00
	Total Account	100-14-021-4111	Overtime Regular Employees	1,095.00

1	RECREATION SERVICES MANAGER, 2.0 RECREATION SUPERVISORS			31,840.00
2	Vacancy Factor Offset 4.6%			(1,465.00)
	Total Account	100-14-021-4201	Group Medical Insurance	30,375.00

1	RECREATION SERVICES MANAGER, 2.0 RECREATION SUPERVISORS			3,468.00
2	Vacancy Factor Offset 4.6%			(160.00)
3	Part-time Medicare			6,540.00
	Total Account	100-14-021-4202	Medicare	9,848.00

1	RECREATION SERVICES MANAGER			2,718.00
2	Vacancy Factor Offset 4.6%			(125.00)
	Total Account	100-14-021-4204	401A Plan City	2,593.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			3,216.00
	Total Account	100-14-021-4206	Medical Retirement Contributions	3,216.00

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Department: 14 Parks and Recreation
 Minor Program: 021 Recreation Services

Account Number /Title / Budget Line item Descriptions			Amount
1	RECREATION SERVICES MANAGER, 2.0 RECREATION SUPERVISORS		30,310.00
2	Vacancy Factor Offset 4.6%		(1,394.00)
3	Part-time PERS		22,671.00
	Total Account	100-14-021-4211	PERS Regular Contributions
			51,587.00
1	Lease for copy machines at Manhattan Heights and Joslyn \$69 X 12 months X 2 = \$3,312.		1,656.00
2	Monthly contract for daily cleanings of Manhattan Heights, Annex, Marine Ave Joslyn Center, Live Oak Hall, Scout House, and Postal Annex		54,095.00
3	Extra cleanings for all facilities (Joslyn Center; Manhattan Heights, Marine Ave., and Live Oak Park Hall): Strip floors, wax floors, detail bathrooms etc. 4 cleanings a year x \$2,339.00 = \$9,357.00 (+ 5% cost of living included)		9,825.00
4	Creative Arts Center Extra Cleanings; detail bathrooms, floors, walls, offices, etc. 4 cleanings per year (5% cost of living included)		2,385.00
5	Facility Day Porter Service		41,418.00
6	Alarm system for Historical House at Polliwog Park		1,200.00
7	SPECIAL EVENTS:~ Earth Day: Rentals - tables, chairs, booth, entertainment, etc.= \$1000~ Pier Lighting: Sound, Entertainment, Santa = \$1000		3,000.00
8	AV & Sound: ~ Additonal Microphone and sound rentals for special reservations at facilities		2,784.00
9	~ Employee Picnic - food, entertainment, music, activities		11,500.00
10	Tennis and basketball court patchwork/repairs		5,000.00

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Department: 14 Parks and Recreation
 Minor Program: 021 Recreation Services

Account Number / Title / Budget Line item Descriptions				Amount
11	Approved Supplemental (04/17/15): Mobile Data Plans for 3 iPads or similar tablets approved for purchase in FY 15/16			2,178.00
	Total Account	100-14-021-5101	Contract Services	135,041.00

1	CPRS, NRPA, Recreation Supervisor, Evening Weekend Supervisors (Recreation Specialist)			1,000.00
	Total Account	100-14-021-5202	Memberships & Dues	1,000.00

1	Facility and program revenue generation trainings and workshops. Trainings include risk management, playground and park safety, customer service, and building staff morale.			3,000.00
	Total Account	100-14-021-5205	Training	3,000.00

1	Earth Day - 2 Full Page Color ads (Beach Reporter) @\$1,300/ad = \$2,600~ Pier Lighting - 1 1/2 Page Color ad (Beach Reporter) @\$730 = \$730~ Veteran's Day - 1 1/2 page Color ad (Beach Reporter) @\$730 = \$730~ Total = \$4,060			4,060.00
	Total Account	100-14-021-5207	Advertising	4,060.00

1	Approved Supplemental (04/17/15): One-time purchase of 3 iPads or similar tablets compatible with GoReach and Playsafe software systems.			1,457.00
	Total Account	100-14-021-5210	Computers, Supplies & Software	1,457.00

1	Center Supplies for Joslyn and Heights: Sports Equipment (PA systems, digital display board, furniture, fixtures, equipment, tools, audio &			6,300.00

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Department: 14 Parks and Recreation
 Minor Program: 021 Recreation Services

Account Number / Title / Budget Line item Descriptions				Amount
1	visual equipment)			
2	Special Events: ~ Veterans Day (Wreath, decorations)=\$600~ Pier Lighting (Decorations, Sound)=\$800			1,400.00
3	Earth Day:~ Miscellaneous supplies and refreshments for staff and volunteers			300.00
	Total Account	100-14-021-5217	Departmental Supplies	8,000.00
1	Per Finance, based on trends.			4,300.00
	Total Account	100-14-021-5501	Telephone	4,300.00
1	Per Finance, based on trends.			219,355.00
	Total Account	100-14-021-5502	Electricity	219,355.00
1	Per Finance, based on trends.			7,930.00
	Total Account	100-14-021-5503	Natural Gas	7,930.00
1	Janitorial Supplies (i.e. cleaning supplies, paper products, hand soap, etc.), First Aid Supplies (i.e. ice packs, band aids, anteseptic spray, etc.), Maintenance Supplies (i.e. locks, chains, mutt-mitts, brooms, etc.): Joslyn Center, Scout House, Live Oak Tennis Office, Live Oak Rec Hall, Manhattan Heights, Marine Avenue, Sand Dune			12,000.00
	Total Account	100-14-021-5611	Warehouse Purchases	12,000.00
1	Finance Analysis			68,119.00
	Total Account	100-14-021-5621	Information Systems Allocation	68,119.00
Program Total		021	Recreation Services	1,103,763.00

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 FY 2015-2016 Dept Request Level 3
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Department: 14 Parks and Recreation
 Minor Program: 024 Teen Drop In Center

Account Number /Title / Budget Line item Descriptions	Amount
024 Teen Drop In Center	
1 RECREATION SPECIALIST~ \$16.01/hr x 32 hrs/wk x 52 wks/yr	26,640.64
2 SUMMER PROGRAM~ 3 Recreation Leader II x \$11.49/hr x 40 hrs/wk x 12 wks	16,545.60
3 SCHOOL YEAR~ 3 Recreation Leader II x \$11.49/hr x 19 hrs/wk x 38 wks	24,887.34
4 HOLIDAY PROGRAM~ 2 Recreation Leader II x \$11.49/hr x 40 hrs/wk x 2	1,838.40
5 SPECIAL EVENTS~ Family Camp:~ 4 Rec leader II x 2 days x 7 hrs/day x \$11.49/hr = \$643.44~ Pumpkin Race ~ 4 Rec Leader II x \$11.49/hr x 16 hrs = \$735.36~ Haunted House:~ 3 rec leader II x 11 hrs x \$11.49/hr = \$379.17	1,757.97
6 SNOWBOARDING TRIPS~ 3 Rec leader II x 5 trips x 16 hrs x \$11.49/hr = \$2757.60	2,757.60
7 MIDDLE AND HIGH SCHOOL TRIPS & EVENTS~ 3 Rec Leader II x 5 trips x 8 hrs x \$11.49/hr = \$1,378.80~ 3 Rec Leader II x 5 events (Concerts, Music Nights, Movie Nights etc.) x 6.5 hrs x \$11.49/hr = \$1,120.28~ 3 Rec Leader II x 5 events/trips (High School Age) x 8 hrs x \$11.49/hr = \$1,378.80	3,877.88
8 MBMS Morning Program~ 2 Recreation Leaders x \$11.49/hour x 2 hrs/week x 38 wks/year	1,746.48

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Department: 14 Parks and Recreation
 Minor Program: 024 Teen Drop In Center

Account Number / Title / Budget Line item Descriptions				Amount
9	Rounding			0.09
	Total Account	100-14-024-4103	Part Time Employee Salaries	80,052.00

1	Overtime hours as needed. Based on 9.5% increase from \$500 for new MOU rate.			553.00
	Total Account	100-14-024-4111	Overtime Regular Employees	553.00

1	Part-time Medicare			940.00
	Total Account	100-14-024-4202	Medicare	940.00

1	Part-time PERS			2,826.00
	Total Account	100-14-024-4211	PERS Regular Contributions	2,826.00

1	Pumpkin Race:~ Tables and Chairs Rental- \$1200 ~ AV Equipment rental: \$1500~ S&S Portable Services: \$1200~ TCS, Inc. \$400			4,300.00
2	Teen Center Contract Services:~ D.J. and safety awareness contract			1,000.00
	Total Account	100-14-024-5101	Contract Services	5,300.00

1	Working with youth and teens trainings and workshops; including risk management, customer service, team building, child safety, bridging generations.			2,000.00
	Total Account	100-14-024-5205	Training	2,000.00

1	Pumpkin Race: Beach Reporter Ads and Banners			1,450.00
2	Teen Center - 1 ½ page b&w ad (Beach Reporter)			1,740.00

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Department: 14 Parks and Recreation
 Minor Program: 024 Teen Drop In Center

Account Number /Title / Budget Line item Descriptions				Amount
2	@\$580 = \$580~ Teen Snowboarding Trips - 2 ½ page b&w ad (Beach Reporter) @\$580 = \$1,160~ Total = \$1,740			
	Total Account	100-14-024-5207	Advertising	3,190.00

1	Teen Center Program Special Event Supplies Arts and Crafts (craft projects, glue); Sports Equipment (balls, jump ropes, basketballs) Food Supplies (hot dogs, buns, chips, drinks) and Games (board games, table games)			7,000.00
	Total Account	100-14-024-5217	Departmental Supplies	7,000.00

1	Printing for Teen Center Flyers, program brochures, and newsletters			1,000.00
	Total Account	100-14-024-5225	Printing	1,000.00

	Program Total	024	Teen Drop In Center	102,861.00

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Department: 14 Parks and Recreation
 Minor Program: 025 Special Activity Classes *

Account Number /Title / Budget Line item Descriptions				Amount
025	Special Activity Classes *			
1	0.19 RECREATION SERVICES MANAGER, 0.19 ADMIN CLERK I/II			29,277.00
2	Vacancy Factor Offset 4.6%			(1,347.00)
	Total Account	100-14-025-4101	Salaries & Allowances	27,930.00
<hr/>				
1	REC CAMP SUPERVISOR (SUMMER & PREPARATION)~ Senior Recreation Leader II: \$18.54/hr x 40 hrs/wk x 13 wks/yr			9,640.80
2	REC CAMP SUPERVISOR (HOLIDAY CAMPS & PREPARATION) Senior Recreation Leader II: \$18.54/hr x 40 hrs/wk x 5 wks/yr			3,704.00
3	Assistant REC CAMP SUPERVISOR (SUMMER & PREPARATION)~ Recreation Specialist: \$16.01/hr x 40 hrs/wk x 11 wks/yr			7,044.40
4	REC CAMP STAFF (SUMMER & PREPARATION)~ 5 Recreation Leader II: 5 x \$11.49/hr x 12 hr/day x 5 days/wk x 11 wks			37,917.00
5	REC CAMP STAFF (HOLIDAY CAMPS & PREPARATION)~ 2 Recreation Leader II: 2 x \$11.49/hr x 12 hr/day x 5 days/wk x 5 wks			6,894.00
6	Part Time Admin Clerk Allocation~ 19% x \$49,712			9,414.00
7	Rounding			0.80
	Total Account	100-14-025-4103	Part Time Employee Salaries	74,615.00
<hr/>				
1	Overtime for employees during special activities and programming.			750.00
	Total Account	100-14-025-4111	Overtime Regular Employees	750.00

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Department: 14 Parks and Recreation

Minor Program: 025 Special Activity Classes *

Account Number /Title / Budget Line item Descriptions				Amount
1	0.19 RECREATION SERVICES MANAGER, 0.19 ADMIN CLERK I/II			1,565.00
2	Vacancy Factor Offset 4.6%			(72.00)
	Total Account	100-14-025-4201	Group Medical Insurance	1,493.00

1	0.19 RECREATION SERVICES MANAGER, 0.19 ADMIN CLERK I/II			425.00
2	Vacancy Factor Offset 4.6%			(20.00)
3	Part-time Medicare			460.00
	Total Account	100-14-025-4202	Medicare	865.00

1	0.19 RECREATION SERVICES MANAGER			492.00
2	Vacancy Factor Offset 4.6%			(23.00)
	Total Account	100-14-025-4204	401A Plan City	469.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			564.00
	Total Account	100-14-025-4206	Medical Retirement Contributions	564.00

1	0.19 RECREATION SERVICES MANAGER, 0.19 ADMIN CLERK I/II			3,506.00
2	Vacancy Factor Offset 4.6%			(161.00)
	Total Account	100-14-025-4211	PERS Regular Contributions	3,345.00

1	Instructor payments for Recreation Classes & Camps (Tot Time, Tennis, Extreme Sports, Cooking, Education, Enrichment, Etc.) = \$151,317			151,317.00
	Total Account	100-14-025-5101	Contract Services	151,317.00

1	CPRS training (2 Recreation Supervisors & Recreation Services Manager): Registration: \$389			1,167.00

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Department: 14 Parks and Recreation
 Minor Program: 025 Special Activity Classes *

Account Number /Title / Budget Line item Descriptions				Amount
1	x 3= \$1167			
	Total Account	100-14-025-5205	Training	1,167.00

1	71213~ REC Summer Camp - 2 Full Page Color ads (Beach Reporter) @\$1,300/ad and 1 ½ page color ad (Beach Reporter) @\$730 = \$3,330~ 71219~ REC Vacation Days - 2 ½ page color ads (Beach Reporter) @\$730/ad = \$1,460~ Total = \$4,790			4,790.00
	Total Account	100-14-025-5207	Advertising	4,790.00

1	Speciality Classes and Tennis Class Supplies: Youth practice tennis balls, youth practice tennis nets, ball machine and repairs			4,000.00
2	71213 & 71219~ REC Summer/Vacation Camp Supplies: TV's, projectors, arts & crafts, activities, snacks, games, waterslide, sound equipment, bbq, music, entertainment			10,000.00
	Total Account	100-14-025-5217	Departmental Supplies	14,000.00

1	Tennis Class and Camps Speciality Marketing Brochure (Fall, Winter, Spring, Summer, and Summer Camps)			2,800.00
2	REC Camp printed materials			500.00
	Total Account	100-14-025-5225	Printing	3,300.00

	Program Total	025	Special Activity Classes *	284,605.00

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Department: 14 Parks and Recreation
 Minor Program: 026 Special Events *

Account Number /Title / Budget Line item Descriptions				Amount
026	Special Events *			
1	0.14 RECREATION SERVICES MANAGER, 0.14 ADMIN CLERK I/II			21,573.00
2	Vacancy Factor Offset 4.6%			(992.00)
	Total Account	100-14-026-4101	Salaries & Allowances	20,581.00
<hr/>				
1	AFTERSCHOOL REC PROGRAM STAFF:~ Senior Recreation Leader II: \$18.54/hr x 34 hrs/wk x 35 wks/yr = \$20,171.52~ Walking Program Staff:~ 8 Recreation Leader II: 8 x \$11.49/hr x 20 hrs/wk x 38 wks/yr = \$69,859.20~ Drop-in Program Staff:~ 2 Recreation Leader II: 2 x 11.49/hr x 20 hrs/wk x 38 wks/yr.= \$17,464.80			109,387.00
2	SPECIAL EVENTS~ Fishing Derby:~ 5 Recreation Leader II: 5 x 11.49/hr x 5 hrs = \$287.25~ Sand Castle Contest:~ 5 Recreation Leader II: 5 x 11.49/hr x 5 hrs = \$287.25~ Halloween Carnival:~ 10 Recreation Leader II: 10 x 11.49/hr x 11 hrs. = \$1,263.90~ Crafts Night:~ 6 Recreation Leader II: 6 x 11.49/hr x 5 hrs = \$344.70			2,183.00
3	TEEN SNOWBOARD TRIPS:~ Recreation Specialist: \$16.01/hr x 16 hrs/trip x 5 trips			1,281.00
4	PART TIME ADMIN CLERK ALLOCATION:~ 14% x \$49,712			6,867.00

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Department: 14 Parks and Recreation
 Minor Program: 026 Special Events *

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-14-026-4103	Part Time Employee Salaries	119,718.00
1	0.14 RECREATION SERVICES MANAGER, 0.14 ADMIN CLERK I/II			1,153.00
2	Vacancy Factor Offset 4.6%			(53.00)
Total Account		100-14-026-4201	Group Medical Insurance	1,100.00
1	0.14 RECREATION SERVICES MANAGER, 0.14 ADMIN CLERK I/II			313.00
2	Vacancy Factor Offset 4.6%			(14.00)
3	Part-time Medicare			1,690.00
Total Account		100-14-026-4202	Medicare	1,989.00
1	RECREATION SERVICES MANAGER			362.00
2	Vacancy Factor Offset 4.6%			(17.00)
Total Account		100-14-026-4204	401A Plan City	345.00
1	0.14 RECREATION SERVICES MANAGER, 0.14 ADMIN CLERK I/II			2,583.00
2	Vacancy Factor Offset 4.6%			(119.00)
Total Account		100-14-026-4211	PERS Regular Contributions	2,464.00
1	71310~ REC Special Activities: Tickets for bus trips to offsite activities			10,000.00
2	71304~ TENNIS TOURNAMENT (officials)			4,000.00
3	71314~ FAMILY CAMP~ Special programs, bouncers, activities, entertainment			3,000.00

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Department: 14 Parks and Recreation
 Minor Program: 026 Special Events *

Account Number /Title / Budget Line item Descriptions				Amount
4	71313~	TEEN SPECIAL ACTIVITIES: Tickets for Summer, School Year, and Snowboarding offsite activities TEEN SPECIAL EVENT (School year) = \$2500~ SNOWBOARDING TRIPS = \$8250		16,000.00
5	71316~	AFTERSCHOOL REC PROGRAM: ~ Special programs, bouncers, activities, entertainment		1,000.00
		Total Account	100-14-026-5101	Contract Services
				34,000.00

1	71311~	Teen Summer Camp - 1 ½ page color ad (Beach Reporter) @\$730 = \$730~ 71313~ Teen Snowboarding Trips - Miscellaneous advertising in school newspapers and morning news = \$200~ 71314~ Tennis Tournament - 1 full page color ad (Beach Reporter) @\$1,300 = \$1,300~ 71316~ REC Afterschool Program - 2 full page color ads (Beach Reporter) @\$1,300/ad = \$2,600~ Sandcastle Contest - 1 full page color ad (Beach Reporter) @\$1,300 = \$1,300~ Halloween Carnival - 1 full page color ad (Beach Reporter) @\$1,300 and 1 ½ page color ad (Beach Reporter) @\$730 = \$2,030~ Crafts Night - 1 ½ page color ad (Beach Reporter) @\$730 = \$730~ Total = \$8,890		8,890.00
		Total Account	100-14-026-5207	Advertising
				8,890.00

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Department: 14 Parks and Recreation
 Minor Program: 026 Special Events *

Account Number / Title / Budget Line item Descriptions				Amount
1	REC after school: \$11,000~ Supplies: games, arts & crafts, sports equipment, cleaning supplies, etc.			11,000.00
2	TENNIS TOURNAMENT:~ T-shirts, drawsheets, food for participants			3,000.00
3	TEEN CENTER~ Supplies: games, arts & crafts, sports equipment, cleaning supplies, etc.~ Summer Camp: \$2000~ School Year: \$2000~ Special Events: \$2000			8,000.00
		Total Account	100-14-026-5217	Departmental Supplies
				22,000.00

1	REC Afterschool Program: Flyers, posters, brochures, etc.			500.00
2	TEEN CENTER Activities/Event Flyers, posters, brochures, etc.			500.00
		Total Account	100-14-026-5225	Printing
				1,000.00

Program Total		026	Special Events *	212,087.00

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Department: 14 Parks and Recreation
 Minor Program: 027 Tennis Operations *

Account Number /Title / Budget Line item Descriptions				Amount
027 Tennis Operations *				
1	LIVE OAK TENNIS~ Senior Recreation Leader I: \$16.01/hr x 8 hrs/day x 5 days/wk x 52 wks/yr = \$40,793~ Recreation Leader II (Weekdays): \$11.49/hr x 6.5 hrs/day x 5 days/wk x 52 wks/yr = \$19,418.10~ Recreation Leader II (Weekends): \$11.49/hr x 6 hrs/day x 2 days/wk x 52 wks/yr= \$7,169.76			67,380.86
2	MIRA COSTA~ Recreation Leader II (weekdays): \$11.49/hr x 5 hrs/day x 4 days/wk x 52 wks/yr= \$11,949.60~ Recreation Leader II (weekends): \$11.49/hr x 6 hrs/day x 2 days/wk x 52 wks/yr= \$7,169.76~ Recreation Leader I (summer): \$9.92/hr x 6 hrs/day x 5 days/wk x 10 wks/yr= \$2,976			22,095.36
3	Rounding			0.78
	Total Account	100-14-027-4103	Part Time Employee Salaries	89,477.00

1	Part-time Medicare			960.00
	Total Account	100-14-027-4202	Medicare	960.00

1	Part-time PERS			25.00
	Total Account	100-14-027-4211	PERS Regular Contributions	25.00

1	Internet Wifi: \$120/mo			2,400.00
2	Tennis court cleaning (Live Oak, Mira Costa, Manhattan Heights): \$1400/month x 12 months/yr= \$16800~ Additional Cleanings prior to Tournament =\$2800			19,600.00
3	Contingency court repair, resurfacing and striping at Manhattan Heights, Live Oak, and Mira			3,500.00

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Department: 14 Parks and Recreation
 Minor Program: 027 Tennis Operations *

Account Number / Title / Budget Line item Descriptions				Amount
3	Costa Tennis Courts			
	Total Account	100-14-027-5101	Contract Services	25,500.00

1	71401~ Tennis Tournament/Operations - Social Media Advertisements (AdTaxi) - \$2,500~ Total - \$2,500			2,500.00
	Total Account	100-14-027-5207	Advertising	2,500.00

1	Tennis Tournament			2,000.00
2	Live Oak Tennis			4,000.00
3	Manhattan Heights Tennis			1,000.00
4	Mira Costa Tennis			1,000.00
	Total Account	100-14-027-5217	Departmental Supplies	8,000.00

1	Tennis Program Brochures			1,000.00
	Total Account	100-14-027-5225	Printing	1,000.00

	Program Total	027	Tennis Operations *	127,462.00

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Department: 14 Parks and Recreation
 Minor Program: 028 Facility & Parks Reservations *

Account Number /Title / Budget Line item Descriptions				Amount
028 Facility & Parks Reservations *				
1	0.40 RECREATION SUPERVISOR, FACILITIES RESERVATION CLERK			83,303.00
2	Vacancy Factor Offset 4.6%			(3,832.00)
	Total Account	100-14-028-4101	Salaries & Allowances	79,471.00

1	Rec Services~ Recreation Leader I support for reservations: 30 Reservations x 8 hours x \$9/hou4=\$2,160~ Recreation Specialist (Holiday Reservation Coverage for FT Recreation Supervisors): \$16.01 x 15 hrs/day x 80 days = \$19,212			21,372.00
2	Facility Reservations ~ Reservation Clerk @ \$20.09/hr x 27 hrs/wk x 52 weeks			28,206.00
3	Aquatics ~ 2 Pool Lifeguards @ 28 hours x 52 weeks x \$12.42 = \$36,167~ 1 Senior Recreation Leader @ 32 hours x 52 weeks x \$18.54 = \$30,850			67,017.00
	Total Account	100-14-028-4103	Part Time Employee Salaries	116,595.00

1	0.40 RECREATION SUPERVISOR, FACILITIES RESERVATION CLERK			20,826.00
2	Vacancy Factor Offset 4.6%			(958.00)
	Total Account	100-14-028-4201	Group Medical Insurance	19,868.00

1	0.40 RECREATION SUPERVISOR, FACILITIES RESERVATION CLERK			1,208.00
2	Vacancy Factor Offset 4.6%			(56.00)
3	Part-time Medicare			600.00

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Department: 14 Parks and Recreation
 Minor Program: 028 Facility & Parks Reservations *

Account Number /Title / Budget Line item Descriptions				Amount
Total Account		100-14-028-4202	Medicare	1,752.00
<hr/>				
1	Per Finance. Year 2 of 2014 Actuarial Study.			1,188.00
Total Account		100-14-028-4206	Medical Retirement Contributions	1,188.00
<hr/>				
1	0.40 RECREATION SUPERVISOR, FACILITIES RESERVATION CLERK			10,703.00
2	Vacancy Factor Offset 4.6%			(492.00)
3	Part-time PERS			3,082.00
Total Account		100-14-028-4211	PERS Regular Contributions	13,293.00
<hr/>				
1	Facilities & Outdoor Reservations ~ ADDITIONAL CLEANING OF FACILITIES PRIOR TO RENTALS (Manhattan Heights Polliwog & Marine) \$372/mo x 12 mo/yr			4,457.00
2	Facilities ~ Offsite storage: \$400/mo			4,800.00
3	Sports/Fields ~ Repair, resurface, restripe, and windscreen replacement for basketball courts ~ \$2,000~ MBUSD Field Porta Potties ~ \$12,000~ Field cleanings & supplemental maintenance ~ \$10,000			24,000.00
4	Rec Services ~ Cell Phone Service with Comet Tracker: 9 phones x \$66/mo x 12 mo/yr = \$7128~ Cell Phones for 2 Recreation Services Managers and 3 Recreation Supervisors: 5 phones x \$80/mo 12 mo/yr = \$4,800			11,928.00
5	Aquatics~			1,000.00

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Department: 14 Parks and Recreation
 Minor Program: 028 Facility & Parks Reservations *

Account Number / Title / Budget Line item Descriptions				Amount
5	MC Pool FIOS			
6	Banner Hanging for external customers: 41 banners x \$407 ea.= \$16,687			16,687.00
	Total Account	100-14-028-5101	Contract Services	62,872.00

1	Sports & Aquatics Manager ~ NRPA and CPRS membership			1,000.00
2	Rec Services Manager (Registration Services)~ CPRS membership			300.00
	Total Account	100-14-028-5202	Memberships & Dues	1,300.00

1	Customer service, office management, and administrative skill trainings and workshops.			1,100.00
2	Active Net training~ Registration Clerk. Training \$500, hotel \$450, travel and food \$300~ Reservation Clerk. Training \$500, hotel \$450, travel and food \$300~ Rec Services Manager. Training \$500, hotel \$450, travel and food \$300.			3,750.00
3	Software training ~ Graphic Artist. Training \$900, hotel \$400, travel and food \$200			1,500.00
4	Sports Manager ~ NRPA - National Recreation and Park Association training/travel/food/lodging~ AOAP~ Association of Aquatic Professionals~ training/travel/food/lodging			3,000.00
	Total Account	100-14-028-5205	Training	9,350.00

1	Rec Services~			6,000.00

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Department: 14 Parks and Recreation
 Minor Program: 028 Facility & Parks Reservations *

Account Number /Title / Budget Line item Descriptions				Amount
1	Uniforms for all recreation staff members: T-Shirts, sweatshirts, jackets, collared shirts			
2	Aquatics ~ Uniforms for Mira Costa Pool Staff: \$2,500			2,500.00
	Total Account	100-14-028-5206	Uniforms/Safety Equipment	8,500.00

1	Facility & Park Reservations ~ Now Hiring Ads - 3 full page color ads (Beach Reporter) @\$1,300/ad = \$3,900~ ~ Facility and Park Reservations - 1 ½ page color ad (Beach Reporter) @\$730 = \$730~ Total = \$4,630			4,630.00
2	Aquatics ~ Mira Costa Aquatics promotional Materials			1,000.00
	Total Account	100-14-028-5207	Advertising	5,630.00

1	Rec Services - Facility Reservations ~ Operational supplies for facility, field, and park reservations:~ tables, chairs, signage, storage bins, easels, locks, easels, locks, storage bins, camera, etc.			10,000.00
2	Rec Services~ Cell Phone Supplies: Replacement of batteries, chargers, holsters, etc. for 3 phones.			300.00
3	Aquatics ~ Pool Supplies (first aid supplies, umbrellas, rescue tubes, kick boards, whistles, etc.)~ Pool Equipment: Lifeguard tower, lane lines, lane line storage reels, etc.)			10,000.00
	Total Account	100-14-028-5217	Departmental Supplies	20,300.00

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Department: 14 Parks and Recreation
 Minor Program: 028 Facility & Parks Reservations *

Account Number /Title / Budget Line item Descriptions				Amount
1	Facility & Park Reservation promotional materials, reservation forms			3,000.00
	Total Account	100-14-028-5225	Printing	3,000.00

1	Per Finance, based on trends.			900.00
	Total Account	100-14-028-5501	Telephone	900.00

1	Finance Analysis			9,731.00
	Total Account	100-14-028-5621	Information Systems Allocation	9,731.00

Program Total		028	Facility & Parks Reservations *	353,750.00

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Department: 14 Parks and Recreation
 Minor Program: 031 Cultural Arts

Account Number /Title / Budget Line item Descriptions				Amount
031 Cultural Arts				
1	CULTURAL ARTS MANAGER, RECREATION SUPERVISOR			184,074.00
2	Vacancy Factor Offset 4.6%			(8,467.00)
	Total Account	100-14-031-4101	Salaries & Allowances	175,607.00

1	1 Senior Recreation Leader II - 32hrs x 52 weeks x \$18.34			30,518.00
2	2 Recreation Leader II - Facility Operations~ 18 hrs x 52 weeks x \$10.93			20,461.00
	Total Account	100-14-031-4103	Part Time Employee Salaries	50,979.00

1	Support art camps, special events and concerts in the park. Based on 9.5% increase from \$1,200 for new MOU rate.			1,314.00
	Total Account	100-14-031-4111	Overtime Regular Employees	1,314.00

1	CULTURAL ARTS MANAGER, RECREATION SUPERVISOR			33,496.00
2	Vacancy Factor Offset 4.6%			(1,541.00)
	Total Account	100-14-031-4201	Group Medical Insurance	31,955.00

1	CULTURAL ARTS MANAGER, RECREATION SUPERVISOR			2,669.00
2	Vacancy Factor Offset 4.6%			(123.00)
3	Part-time Medicare			400.00
	Total Account	100-14-031-4202	Medicare	2,946.00

1	CULTURAL ARTS MANAGER			4,659.00
2	Vacancy Factor Offset 4.6%			(214.00)
	Total Account	100-14-031-4204	401A Plan City	4,445.00

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Department: 14 Parks and Recreation
 Minor Program: 031 Cultural Arts

Account Number / Title / Budget Line item Descriptions				Amount
1	Per Finance. Year 2 of 2014 Actuarial Study.			2,172.00
	Total Account	100-14-031-4206	Medical Retirement Contributions	2,172.00

1	CULTURAL ARTS MANAGER, RECREATION SUPERVISOR			23,234.00
2	Vacancy Factor Offset 4.6%			(1,069.00)
	Total Account	100-14-031-4211	PERS Regular Contributions	22,165.00

1	Exhibition Preparations~ Creative Arts Center: \$27 x 370 hours x 2 exhibitions = 19,900~ City Hall: \$25 x 3 hours x 4 exhibitions = \$300			19,900.00
2	Security System - Monitoring contract for Logix			500.00
3	Art Insurance for exhibitions			2,500.00
4	Cell Phone charges for Supervisor			1,125.00
5	Metlox Arts Program			5,000.00
6	Approved Supplemental (04/17/15): Art Center Facade/Entry Enhancements			15,000.00
	Total Account	100-14-031-5101	Contract Services	44,025.00

1	Americans Association of Museums 125.X3; CPRS \$140.			655.00
	Total Account	100-14-031-5202	Memberships & Dues	655.00

1	Webinars and local workshops such as CPRS, LERN, and Center for Non-profit Management.			800.00
2	American's for the Arts or LERN Training Conference (Conference fee, travel, hotel, food).			4,200.00
	Total Account	100-14-031-5205	Training	5,000.00

1	Brochure on exhibition and educational offerings. Summer program brochure.			5,000.00

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Department: 14 Parks and Recreation
 Minor Program: 031 Cultural Arts

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-14-031-5207	Advertising	5,000.00
1	Exhibition Opening Receptions (food, drinks, utensils, and plates).~ Six receptions at \$300.00X7 Beverage service 300.00X7			4,200.00
2	Supply for general operations and art exhibit installations for the MB Art Center:~ Paint and other materials to maintain exhibition walls, light bulbs for lighting tracking and cleaning materials.			6,000.00
Total Account		100-14-031-5217	Departmental Supplies	10,200.00
1	Printing of exhibition 5 x 7 invitations (5 receptions X \$250) \$1250.00			1,250.00
Total Account		100-14-031-5225	Printing	1,250.00
1	Warehouse supplies for the Creative Arts Center.			300.00
2	Custodial supplies for Creative Arts Center: (cleaning supplies, paper products, trash bags, etc.)			700.00
Total Account		100-14-031-5611	Warehouse Purchases	1,000.00
1	Finance Analysis			48,657.00
Total Account		100-14-031-5621	Information Systems Allocation	48,657.00
Program Total		031	Cultural Arts	407,370.00

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Department: 14 Parks and Recreation
 Minor Program: 034 Art Classes *

Account Number /Title / Budget Line item Descriptions				Amount
034 Art Classes *				
1	0.13 RECREATION SERVICES MANAGER, 0.13 ADMIN CLERK I/II			20,032.00
2	Vacancy Factor Offset 4.6%			(921.00)
	Total Account	100-14-034-4101	Salaries & Allowances	19,111.00

1	Senior Rec Leader II 32hrs/week x 52 weeks x \$18.54			30,850.00
2	2 Rec Leader I summer programs~ 18 x 13.5 weeks x 10.93 x 2 leaders			5,508.00
3	Part Time Admin Clerk Allocation~ 13% x \$49,712			6,320.00
	Total Account	100-14-034-4103	Part Time Employee Salaries	42,678.00

1	0.13 RECREATION SERVICES MANAGER, 0.13 ADMIN CLERK I/II			1,071.00
2	Vacancy Factor Offset 4.6%			(49.00)
	Total Account	100-14-034-4201	Group Medical Insurance	1,022.00

1	0.13 RECREATION SERVICES MANAGER, 0.13 ADMIN CLERK I/II			290.00
2	Vacancy Factor Offset 4.6%			(13.00)
3	Part-time Medicare			360.00
	Total Account	100-14-034-4202	Medicare	637.00

1	0.13 RECREATION SERVICES MANAGER			336.00
2	Vacancy Factor Offset 4.6%			(15.00)
	Total Account	100-14-034-4204	401A Plan City	321.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			276.00

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Department: 14 Parks and Recreation
 Minor Program: 034 Art Classes *

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-14-034-4206	Medical Retirement Contributions	276.00
1	0.13 RECREATION SERVICES MANAGER, 0.13 ADMIN CLERK I/II			2,399.00
2	Vacancy Factor Offset 4.6%			(110.00)
Total Account		100-14-034-4211	PERS Regular Contributions	2,289.00
1	Ceramic equipment repair/replacement.			4,000.00
2	Dance			10,500.00
3	Theatre			10,000.00
4	Music			14,000.00
5	Ceramics			39,000.00
6	Ceramics Lab Tech			18,000.00
7	Drawing & Painting			12,354.00
8	Crafts - Fieldtrips, contract services			10,000.00
9	Film			3,000.00
Total Account		100-14-034-5101	Contract Services	120,854.00
1	Ceramic Monthly annual subscription (for ceramic program)			35.00
2	Reference books for drawing, painting and craft classes			165.00
Total Account		100-14-034-5203	Reference Books & Periodicals	200.00
1	Staff Training (Workshops & Seminars) related to programming art classes and events			500.00
Total Account		100-14-034-5205	Training	500.00
1	Marketing supplies for art programs (newspaper/magazine ads, banners and give a ways)			5,000.00

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Department: 14 Parks and Recreation
 Minor Program: 034 Art Classes *

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-14-034-5207	Advertising	5,000.00
1	Art supplies for classes			10,000.00
2	Ceramics - clay			10,000.00
Total Account		100-14-034-5217	Departmental Supplies	20,000.00
1	Cultural Arts Class Brochures (500 copies x 3 times a year) for camps and classes~ ~ \$555 x 3 times			1,700.00
2	Two banners for camps and activities.~ \$150 x 2			1,300.00
Total Account		100-14-034-5225	Printing	3,000.00
1	Warehouse Purchases for arts programs and activities.			1,000.00
Total Account		100-14-034-5611	Warehouse Purchases	1,000.00
Program Total		034	Art Classes *	216,888.00

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Department: 14 Parks and Recreation
 Minor Program: 036 Concerts In The Park *

Account Number /Title / Budget Line item Descriptions				Amount
036 Concerts In The Park *				
1	Four Recreation Leaders I/II.~ 6 hrs x \$10.93 x 11 concerts x 4 Rec Leaders			2,927.00
	Total Account	100-14-036-4103	Part Time Employee Salaries	2,927.00

1	Portable Toilets~ 8 toilets x 300.00			2,400.00
2	Musicians and bands 2,200x10			22,000.00
3	LA County Health permit.			311.00
4	Stage set-up~ 1,000 X 10			10,000.00
5	Sound reinforcement~ 10 concerts x \$2000 per concert = \$20,000			20,000.00
	Total Account	100-14-036-5101	Contract Services	54,711.00

1	Ads for Concerts in the Park.~ 2 Full Color \$1092 = \$2192			2,184.00
	Total Account	100-14-036-5207	Advertising	2,184.00

1	Supplies for concert event and band.~ Water, ice, coolers, soda, etc.			3,000.00
	Total Account	100-14-036-5217	Departmental Supplies	3,000.00

1	Concert Schedules, Banners and Brochures			1,500.00
	Total Account	100-14-036-5225	Printing	1,500.00

Program Total		036	Concerts In The Park *	64,322.00

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Department: 14 Parks and Recreation
 Minor Program: 041 Sports Leagues & Tournaments *

Account Number /Title / Budget Line item Descriptions				Amount
041 Sports Leagues & Tournaments *				
1	0.8 RECREATION SERVICES MANAGER, 0.8 ADMIN CLERK I/II, 1.0 SPORTS COORDINATOR			55,839.00
2	Vacancy Factor Offset 4.6%			(2,569.00)
	Total Account	100-14-041-4101	Salaries & Allowances	53,270.00

1	Part Time Admin Clerk Allocation~ 8% x \$49,712			3,856.00
	Total Account	100-14-041-4103	Part Time Employee Salaries	3,856.00

1	Registration Staff \$657 (based on 9.5% increase from \$600 for new MOU rate) & 2 Recreation Supervisors at 20 hours \$54.93 (new MOU rate) = \$1,099. Total = \$1,756			1,756.00
	Total Account	100-14-041-4111	Overtime Regular Employees	1,756.00

1	0.8 RECREATION SERVICES MANAGER, 0.8 ADMIN CLERK I/II, 1.0 SPORTS COORDINATOR			7,684.00
2	Vacancy Factor Offset 4.6%			(353.00)
	Total Account	100-14-041-4201	Group Medical Insurance	7,331.00

1	0.8 RECREATION SERVICES MANAGER, 0.8 ADMIN CLERK I/II, 1.0 SPORTS COORDINATOR			810.00
2	Vacancy Factor Offset 4.6%			(37.00)
	Total Account	100-14-041-4202	Medicare	773.00

1	0.8 RECREATION SERVICES MANAGER			207.00
2	Vacancy Factor Offset 4.6%			(10.00)
	Total Account	100-14-041-4204	401A Plan City	197.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 14 Parks and Recreation
 Minor Program: 041 Sports Leagues & Tournaments *

Account Number /Title / Budget Line item Descriptions				Amount
1	Per Finance. Year 2 of 2014 Actuarial Study.			72.00
	Total Account	100-14-041-4206	Medical Retirement Contributions	72.00
<hr/>				
1	0.8 RECREATION SERVICES MANAGER, 0.8 ADMIN CLERK I/II, 1.0 SPORTS COORDINATOR			7,067.00
2	Vacancy Factor Offset 4.6%			(325.00)
	Total Account	100-14-041-4211	PERS Regular Contributions	6,742.00
<hr/>				
1	6-person volleyball tournament: porta potties, fence rental, truck rental, t-shirts medals, PA system, food for staff, radios, security personnel, officials.			70,000.00
2	Softball Officials			23,000.00
3	SSBRA - 7 on 7 Adult Soccer Officials			40,000.00
4	Summer Sunset Basketball League Martrys Gym Rental			3,000.00
5	Summer Sunset Basketball League: Officials, Scorekeepers, Director			10,000.00
6	Kickball Officials			8,400.00
7	Adult Volleyball Classes			15,000.00
8	Additional Field Maintenance			5,000.00
9	Youth Baseball Camp			5,250.00
10	Manhattan Beach Open			50,000.00
	Total Account	100-14-041-5101	Contract Services	229,650.00
<hr/>				
1	Team Sideline			499.00
2	SCMAF and CPRS			400.00
	Total Account	100-14-041-5202	Memberships & Dues	899.00
<hr/>				
1	Local CPRS & SCMAF Trainings			1,000.00

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CITY OF MANHATTAN BEACH
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 Itemized Line Item Detail
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Data Date 5/5/2015
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Department: 14 Parks and Recreation
 Minor Program: 041 Sports Leagues & Tournaments *

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-14-041-5205	Training	1,000.00
1	Banners for fields, Beach Reporter/Easy Reader ad for Six Man			2,000.00
Total Account		100-14-041-5207	Advertising	2,000.00
1	2 Men's 16" Slo-Pitch Leagues: Balls, chalk, bases, pitching rubbers and home plates, T-shirts, trophies			6,000.00
2	3 Co-Ed Slo-Pitch Leagues: Balls, chalk, bases, pitching rubbers and home plates, T-shirts, trophies			6,000.00
3	Sunset Basketball League: Uniforms, balls and supplies			10,000.00
4	Basketball camps - Balls and supplies.			
5	Adult Soccer League: T-Shirts , trophies, goals and net			4,900.00
6	Kickball - balls, t-shirts, trophies, chalk,			2,900.00
7	Adult Volleyball supplies (balls, nets)			5,000.00
Total Account		100-14-041-5217	Departmental Supplies	34,800.00
1	Per Finance, based on trends.			4,500.00
Total Account		100-14-041-5501	Telephone	4,500.00
1	Per Finance			1,540.00
Total Account		100-14-041-5641	Fleet Rental Allocation	1,540.00
1	Finance analysis			4,603.00
Total Account		100-14-041-5642	Fleet Maintenance Allocation	4,603.00

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CITY OF MANHATTAN BEACH
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Data Date 5/5/2015
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Department: 14 Parks and Recreation
Minor Program: 041 Sports Leagues & Tournaments *

<u>Account Number / Title / Budget Line item Descriptions</u>	<u>Amount</u>
Program Total 041 Sports Leagues & Tournaments *	352,989.00

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Department: 14 Parks and Recreation
 Minor Program: 042 Sports Classes *

Account Number /Title / Budget Line item Descriptions				Amount
042 Sports Classes *				
1	0.22 RECREATION SERVICES MANAGER, 0.22 ADMIN CLERK I/II, 1.0 RECREATION SUPERVISOR			111,207.00
2	Vacancy Factor Offset 4.6%			(5,116.00)
	Total Account	100-14-042-4101	Salaries & Allowances	106,091.00

1	Part Time Admin Clerk Allocation~ 22% x \$49,712			10,828.00
	Total Account	100-14-042-4103	Part Time Employee Salaries	10,828.00

1	0.22 RECREATION SERVICES MANAGER, 0.22 ADMIN CLERK I/II, 1.0 RECREATION SUPERVISOR			9,363.00
2	Vacancy Factor Offset 4.6%			(431.00)
	Total Account	100-14-042-4201	Group Medical Insurance	8,932.00

1	0.22 RECREATION SERVICES MANAGER, 0.22 ADMIN CLERK I/II, 1.0 RECREATION SUPERVISOR			1,612.00
2	Vacancy Factor Offset 4.6%			(74.00)
3	Part-time Medicare			30.00
	Total Account	100-14-042-4202	Medicare	1,568.00

1	0.22 RECREATION SERVICES MANAGER			569.00
2	Vacancy Factor Offset 4.6%			(26.00)
	Total Account	100-14-042-4204	401A Plan City	543.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			564.00
	Total Account	100-14-042-4206	Medical Retirement Contributions	564.00

1	0.22 RECREATION SERVICES MANAGER, 0.22 ADMIN			13,992.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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Data Date 5/5/2015
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Department: 14 Parks and Recreation
 Minor Program: 042 Sports Classes *

Account Number /Title / Budget Line item Descriptions				Amount
1	CLERK I/II, 1.0 RECREATION SUPERVISOR			
2	Vacancy Factor Offset 4.6%			(644.00)
	Total Account	100-14-042-4211	PERS Regular Contributions	13,348.00
<hr/>				
1	LA County - 10% gross receipts + \$200 application fee per class.			10,000.00
2	Brit-West: soccer camps and classes, mbusd elementary school lunch programs			100,000.00
3	Adult Fitness Classes: year round classes			40,000.00
4	Surfing and Volleyball - summer camps and classes			28,000.00
5	Ice Sport: Ice skating and ice hockey for all ages - year round classes.			6,000.00
6	Volleyball instruction: Youth - holiday camps, year round classes			10,000.00
7	Aqualetics Instructors			45,000.00
8	Golf Programs: Instructors and Junior Golf Event			12,000.00
9	Karate Classes			1,050.00
10	Gymnastics: Superkids gymnastics and birthday parties year round.			24,500.00
11	Yoga: Instructors and Feel Good Festival vendor			10,000.00
12	Employee Wellness Classes and Programs			20,000.00
13	Youth Sports Classes			7,000.00
	Total Account	100-14-042-5101	Contract Services	313,550.00
<hr/>				
1	CPRS, NRPA, SCMAF Membership for Sports Supervisor			1,000.00
	Total Account	100-14-042-5202	Memberships & Dues	1,000.00
<hr/>				
1	Sports Supervisor ~ NRPA - National Recreation and Park Association training/travel/food/lodging~ CPRS ~			3,000.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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Data Date 5/5/2015
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Department: 14 Parks and Recreation
 Minor Program: 042 Sports Classes *

Account Number / Title / Budget Line item Descriptions				Amount
1	California Parks & Recreation Society~ training/travel/food/lodging			
	Total Account	100-14-042-5205	Training	3,000.00

1	Monthly ad campaign - web ads & beach reporter ads			
	Total Account	100-14-042-5207	Advertising	8,000.00

1	Replacement storage shed roofing supplies, beach program materials, ie. pop-ups, camp shirts, rash guards			
	Total Account	100-14-042-5217	Departmental Supplies	15,000.00

Program Total		042	Sports Classes *	482,424.00

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 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
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Department: 14 Parks and Recreation
 Minor Program: 043 Swimming Activities *

Account Number / Title / Budget Line item Descriptions				Amount
043 Swimming Activities *				
1	0.20 Recreation Services Manager, 0.20 Admin Clerk I/II, 0.60 Recreation Supervisor, Aquatics Coordinator			120,714.00
2	Vacancy Factor Offset 4.6%			(5,553.00)
	Total Account	100-14-043-4101	Salaries & Allowances	115,161.00

1	Non-Summer Months~ 5 lifeguards/Instructors @ 28 hours x 35 weeks X \$12.42 = \$60,858~ 1 Assistant Pool Manager @ 28 hours x 35 weeks x \$13.63 = \$13,357			74,215.00
2	Summer Season~ 35 lifeguard instructors @ 20 hours x 10 weeks x \$12.42=\$86,940~ 2 pool assistants @ 30 hours x 10 weeks x \$9.15=\$5,490			91,830.00
3	Part Time Admin Clerk Allocation~ 20% x \$49,712			10,018.00
	Total Account	100-14-043-4103	Part Time Employee Salaries	176,063.00

1	Aquatics Supervisor, Registration Staff			1,000.00
	Total Account	100-14-043-4111	Overtime Regular Employees	1,000.00

1	0.20 Recreation Services Manager, 0.20 Admin Clerk I/II, 0.60 Recreation Supervisor, Aquatics Coordinator			19,376.00
2	Vacancy Factor Offset 4.6%			(891.00)
	Total Account	100-14-043-4201	Group Medical Insurance	18,485.00

1	0.20 Recreation Services Manager, 0.20 Admin			1,750.00

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 FY 2015-2016 Dept Request Level 3
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Department: 14 Parks and Recreation
 Minor Program: 043 Swimming Activities *

Account Number /Title / Budget Line item Descriptions				Amount
1	Clerk I/II, 0.60 Recreation Supervisor, Aquatics Coordinator			
2	Vacancy Factor Offset 4.6%			(81.00)
3	Part-time Medicare			2,310.00
	Total Account	100-14-043-4202	Medicare	3,979.00

1	0.20 Recreation Services Manager			518.00
2	Vacancy Factor Offset 4.6%			(24.00)
	Total Account	100-14-043-4204	401A Plan City	494.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			1,536.00
	Total Account	100-14-043-4206	Medical Retirement Contributions	1,536.00

1	0.20 Recreation Services Manager, 0.20 Admin Clerk I/II, 0.60 Recreation Supervisor, Aquatics Coordinator			15,240.00
2	Vacancy Factor Offset 4.6%			(701.00)
3	Part-time PERS			816.00
	Total Account	100-14-043-4211	PERS Regular Contributions	15,355.00

1	Annual Pool Maintenance Service - maintenance costs - MBUSD will reimburse City during exclusive use as well as for shared use (maintenance and chemicals).			31,000.00
2	Janitorial Services			14,000.00
3	Sparkletts water for staff and pool patrons			2,000.00
4	Red-Cross Trainers: 1 x \$35/hr x 40 hrs			1,400.00
5	Masters Swim Coach - \$45/hr. x 246 hrs annually			11,070.00
6	Water Aerobics Instructor - \$30/hr. x 150 annually = \$4,500			4,500.00

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 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
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Department: 14 Parks and Recreation
 Minor Program: 043 Swimming Activities *

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-14-043-5101	Contract Services	63,970.00
1	Southern Calif Public Pool Operators Assn membership			75.00
2	Entry fees for swim meets, swim team and swim team coaches (USA Swimming \$1M liability insurance)			4,000.00
Total Account		100-14-043-5202	Memberships & Dues	4,075.00
1	Aquatics Staff ~ Training workshops through such agencies as: Red Cross; So. Calif. Public Pool Operators Assn and Southern Calif Municipal Athletic Assn			3,000.00
2	Aquatics Supervisor ~ NRPA - National Recreation and Park Association training/travel/food/lodging~ ~ AOAP~ Association of Aquatic Professionals~ training/travel/food/lodging			3,000.00
Total Account		100-14-043-5205	Training	6,000.00
1	Lifeguard/Instructor uniforms			2,000.00
Total Account		100-14-043-5206	Uniforms/Safety Equipment	2,000.00
1	Advertisement in Beach Reporter and Easy Reader			2,000.00
Total Account		100-14-043-5207	Advertising	2,000.00
1	Pool Equipment - pool vacuum, pool covers, pump room equipment, general pool equipment, kickboards, lounge chairs, pool toys, swim flags, clocks, rescue tubes, backboard, lifeguard tower,			35,000.00

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CITY OF MANHATTAN BEACH
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Department: 14 Parks and Recreation
 Minor Program: 043 Swimming Activities *

Account Number / Title / Budget Line item Descriptions				Amount
1	stop watches, storage shed, whistles, etc.			
2	Pool Supplies - lifeguard books, swimming books, pocket masks, first aid supplies, pool decorations, food for pool parties, swim prizes, sunscreen, pool signs, swim caps, etc.			10,000.00
3	Field Trips - raging waters, leeway sailing, etc.			5,000.00
4	Swim Team - ribbons, plaques, food for parties, etc.			10,000.00
5	Swim Team and Jr. Guard uniforms			30,000.00
6	Kids Extreme ribbons, medals, t-shirts, supplies			5,000.00
	Total Account	100-14-043-5217	Departmental Supplies	95,000.00

1	Printing for the Swimming brochure, flyers.			200.00
	Total Account	100-14-043-5225	Printing	200.00

1	Per Finance, based on trends.			1,500.00
	Total Account	100-14-043-5501	Telephone	1,500.00

1	Based on historical data			2,000.00
	Total Account	100-14-043-5611	Warehouse Purchases	2,000.00

Program Total		043	Swimming Activities *	508,818.00

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 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
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Data Date 5/5/2015
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Department: 14 Parks and Recreation
 Minor Program: 044 Sports & Aquatics Admin

Account Number /Title / Budget Line item Descriptions				Amount
044 Sports & Aquatics Admin				
1	RECREATION SERVICES MANAGER			106,767.00
2	Vacancy Factor Offset 4.6%			(4,911.00)
	Total Account	100-14-044-4101	Salaries & Allowances	101,856.00

1	RECREATION SERVICES MANAGER			16,185.00
2	Vacancy Factor Offset 4.6%			(745.00)
	Total Account	100-14-044-4201	Group Medical Insurance	15,440.00

1	RECREATION SERVICES MANAGER			1,548.00
2	Vacancy Factor Offset 4.6%			(71.00)
	Total Account	100-14-044-4202	Medicare	1,477.00

1	RECREATION SERVICES MANAGER			2,588.00
2	Vacancy Factor Offset 4.6%			(119.00)
	Total Account	100-14-044-4204	401A Plan City	2,469.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			1,044.00
	Total Account	100-14-044-4206	Medical Retirement Contributions	1,044.00

1	RECREATION SERVICES MANAGER			13,301.00
2	Vacancy Factor Offset 4.6%			(612.00)
	Total Account	100-14-044-4211	PERS Regular Contributions	12,689.00

1	Finance Analysis			38,925.00
	Total Account	100-14-044-5621	Information Systems Allocation	38,925.00

Program Total		044	Sports & Aquatics Admin	173,900.00

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Data Date 5/5/2015
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Department: 14 Parks and Recreation
 Minor Program: 051 Volunteers

Account Number /Title / Budget Line item Descriptions				Amount
051 Volunteers				
1	RECREATION SERVICES MANAGER			109,530.00
2	Vacancy Factor Offset 4.6%			(5,038.00)
	Total Account	100-14-051-4101	Salaries & Allowances	104,492.00

1	Increase to 8 hours/ week for one Administrative Clerk 2 at \$20.08/ hr. to assist with coordination of volunteer recognition event, assist with volunteer recruitment and placement, database management, take RSVPs for events, assist with increase in Older Adult volunteers for programs and events.			8,353.00
	Total Account	100-14-051-4103	Part Time Employee Salaries	8,353.00

1	RECREATION SERVICES MANAGER			1,210.00
2	Vacancy Factor Offset 4.6%			(56.00)
	Total Account	100-14-051-4201	Group Medical Insurance	1,154.00

1	RECREATION SERVICES MANAGER			1,588.00
2	Vacancy Factor Offset 4.6%			(73.00)
	Total Account	100-14-051-4202	Medicare	1,515.00

1	RECREATION SERVICES MANAGER			2,588.00
2	Vacancy Factor Offset 4.6%			(119.00)
	Total Account	100-14-051-4204	401A Plan City	2,469.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			1,044.00
	Total Account	100-14-051-4206	Medical Retirement Contributions	1,044.00

1	RECREATION SERVICES MANAGER			13,301.00

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 FY 2015-2016 Dept Request Level 3
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Data Date 5/5/2015
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Department: 14 Parks and Recreation
 Minor Program: 051 Volunteers

Account Number / Title / Budget Line item Descriptions				Amount
2 Vacancy Factor Offset 4.6%				(612.00)
Total Account		100-14-051-4211	PERS Regular Contributions	12,689.00
<hr/>				
1	Catering and entertainment for Adult Volunteer Recognition Event (approximately 225-250 people @ approximately \$45/person). PD contributes additional funding for this purpose, paying half of event costs.			5,200.00
2	Catering and entertainment for Youth Volunteer Recognition Event. PD contributes additional funding for this purpose, paying half of event costs. (When there is not enough interest in a youth event, movie tickets or other gifts are purchased for youth volunteers out of the 5217 account.)			500.00
3	Bus transportation for guests who attend Volunteer Recognition Event.			800.00
Total Account		100-14-051-5101	Contract Services	6,500.00
<hr/>				
1	California Parks and Recreation Society Membership for Recreation Services Manager and one full-time position			262.00
Total Account		100-14-051-5202	Memberships & Dues	262.00
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1	Volunteer recognition gifts and certificates.			1,200.00
2	Refreshments for volunteer trainings, meetings and events. Coffee and tea for Older Adult program and City Hall volunteers.			545.00
3	Miscellaneous services, including catering services for volunteer meetings, trainings and events, coffee and tea for City Hall and OAP volunteers.			

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CITY OF MANHATTAN BEACH
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Data Date 5/5/2015
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Department: 14 Parks and Recreation
 Minor Program: 051 Volunteers

Account Number /Title / Budget Line item Descriptions				Amount
		Total Account	100-14-051-5217 Departmental Supplies	1,745.00
1	Item moved to Administrative Services.			
		Total Account	100-14-051-5218 Recruitment Costs	0.00
1	Per Finance, based on trends.			450.00
		Total Account	100-14-051-5501 Telephone	450.00
1	Finance Analysis			9,731.00
		Total Account	100-14-051-5621 Information Systems Allocation	9,731.00
Program Total		051	Volunteers	150,404.00

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Department: 14 Parks and Recreation
 Minor Program: 061 Older Adult Activities*

Account Number /Title / Budget Line item Descriptions				Amount
061 Older Adult Activities*				
1	0.04 RECREATION SERVICES MANAGER, 0.04 ADMIN CLERK I/II			6,164.00
2	Vacancy Factor Offset 4.6%			(284.00)
	Total Account	100-14-061-4101	Salaries & Allowances	5,880.00

1	Rec Leader II hours- \$11.49/hr. Approx. 609 hours to staff Lunch Bunch twice a week, Bus Excursions, Swing N Sway			7,000.00
2	Administrative Staff Support~ 5% x \$49,712			2,408.00
	Total Account	100-14-061-4103	Part Time Employee Salaries	9,408.00

1	Portion of Admin Clerk I/II that is spread among four programs. Based on historical actuals.			66.00
	Total Account	100-14-061-4111	Overtime Regular Employees	66.00

1	0.04 RECREATION SERVICES MANAGER, 0.04 ADMIN CLERK I/II			329.00
2	Vacancy Factor Offset 4.6%			(15.00)
	Total Account	100-14-061-4201	Group Medical Insurance	314.00

1	0.04 RECREATION SERVICES MANAGER, 0.04 ADMIN CLERK I/II			89.00
2	Vacancy Factor Offset 4.6%			(4.00)
	Total Account	100-14-061-4202	Medicare	85.00

1	0.04 RECREATION SERVICES MANAGER			104.00
2	Vacancy Factor Offset 4.6%			(5.00)

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Data Date 5/5/2015
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Department: 14 Parks and Recreation
 Minor Program: 061 Older Adult Activities*

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-14-061-4204	401A Plan City	99.00
1	Per Finance. Year 2 of 2014 Actuarial Study.			72.00
Total Account		100-14-061-4206	Medical Retirement Contributions	72.00
1	0.04 RECREATION SERVICES MANAGER, 0.04 ADMIN CLERK I/II			738.00
2	Vacancy Factor Offset 4.6%			(34.00)
Total Account		100-14-061-4211	PERS Regular Contributions	704.00
1	Older Adult and General Public Bus Trips based on current year spending.			14,000.00
2	OAP Lunch Bunch Meals twice per week~ Tues: \$6 per person x 50 weeks x an average of 55 people= \$16500+9% tax = \$17,985~ Thurs: \$6 per person x 38 weeks x an average of 55 people = \$12540 + 9% (\$1129) = \$13,668			31,653.00
3	Swing and Sway DJ for dances: \$4000			3,500.00
4	Special interest classes including Arthritis Foundation exercise class, Senior Yoga, Line Dancing, Older Adult Art classes, Special Needs Cooking and dance classes.			12,000.00
Total Account		100-14-061-5101	Contract Services	61,153.00
1	Swing and Sway supplies and refreshments = \$1000			1,000.00
2	Holiday Party decorations, giveaways, doorprizes (from approximately \$1900 in donations from outside organizations)			1,900.00
3	Tickets for local outings using Dial -A-Ride. Full cost recovery.			2,000.00

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Data Date 5/5/2015
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Department: 14 Parks and Recreation
 Minor Program: 061 Older Adult Activities*

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	100-14-061-5217	Departmental Supplies
				4,900.00

1	Finance Analysis			
		Total Account	100-14-061-5621	Information Systems Allocation
				29,194.00
				29,194.00

Program Total		061	Older Adult Activities*	111,875.00

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CITY OF MANHATTAN BEACH
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Data Date 5/5/2015
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Department: 14 Parks and Recreation
 Minor Program: 062 Senior Services

Account Number /Title / Budget Line item Descriptions				Amount
062 Senior Services				
1	OLDER ADULTS PROGRAM SUPERVISOR			80,886.00
2	Vacancy Factor Offset 4.6%			(3,721.00)
	Total Account	100-14-062-4101	Salaries & Allowances	77,165.00

1	1, 32 hr. per week position: Senior Recreation Leader II/ Specialist: 32 hours/week x 52 weeks x \$18.54 = \$30,850			30,850.00
2	1, 18.5 hr. per week position: Senior Recreation Leader II/ Specialist: 18.5 hrs./ week x 28 weeks x 18.54 = \$9604			9,604.00
3	3698 Staff hours for Older Adult Services & Programming -Recreation Leader 2 at \$11.49/ hour (OASIS) and OAP programs seven days a week - 52 Weeks a year.			42,486.00
4	Staffing, planning and clerical support hours as needed for OAP events and programs including OAP Health Fair, Flu Shots, DAR Mini Bus Excursions, Older Adults Night on the Town, etc.			11,000.00
5	Overtime hours as needed.			464.00
	Total Account	100-14-062-4103	Part Time Employee Salaries	94,404.00

1	OLDER ADULTS PROGRAM SUPERVISOR			6,966.00
2	Vacancy Factor Offset 4.6%			(320.00)
	Total Account	100-14-062-4201	Group Medical Insurance	6,646.00

1	OLDER ADULTS PROGRAM SUPERVISOR			1,173.00
2	Vacancy Factor Offset 4.6%			(54.00)
3	PART-TIME MEDICARE			1,220.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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Department: 14 Parks and Recreation
 Minor Program: 062 Senior Services

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	100-14-062-4202 Medicare	2,339.00
1	OLDER ADULTS PROGRAM SUPERVISOR			3,494.00
2	Vacancy Factor Offset 4.6%			(161.00)
		Total Account	100-14-062-4204 401A Plan City	3,333.00
1	Per Finance. Year 2 of 2014 Actuarial Study.			1,044.00
		Total Account	100-14-062-4206 Medical Retirement Contributions	1,044.00
1	OLDER ADULTS PROGRAM SUPERVISOR			9,976.00
2	Vacancy Factor Offset 4.6%			(459.00)
3	PART-TIME PERS			2,257.00
		Total Account	100-14-062-4211 PERS Regular Contributions	11,774.00
1	One Older Adult Special Event Luncheon (265+ People) at \$23.30/ person + 20% labor and gratuity.			8,000.00
2	Entertainment for Older Adult Luncheon, OAP dances, and other special events.			2,000.00
3	Art Hanging Fees for Older Adult Art at Creative Art Center, Joslyn Center, OASIS; Reception for Older Adult Art Show or paid seminars for Older Adults.			1,100.00
4	Older Adult Health Fair costs paid to South Bay Family Healthcare			3,000.00
		Total Account	100-14-062-5101 Contract Services	14,100.00
1	Rotary Club Membership for OAP Supervisor, and CPRS (California Parks and Recreation Society) Membership for OAP Supervisor and Senior Recreation Leader 2			1,320.00

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Department: 14 Parks and Recreation
 Minor Program: 062 Senior Services

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-14-062-5202	Memberships & Dues	1,320.00
1	Older Adult publications, magazines and informational brochures for OASIS room			250.00
2	Continuation of Newspaper Deliveries to Oasis: ~ WSJ Annual Subscription \$365~ LA Times Annual Subscription \$250			625.00
Total Account		100-14-062-5203	Reference Books & Periodicals	875.00
1	Training for front line staff which may nclude CPRS, American Society for Aging, Department of Aging, Sensitivity Training, Teambuilding			1,250.00
Total Account		100-14-062-5205	Training	1,250.00
1	Older Adult Services and Programing- Newspaper advertisements to promote activities, programs, workshops and monthly events.			5,264.00
Total Account		100-14-062-5207	Advertising	5,264.00
1	Monthly Dine 'N Discover program lunches for participants~ \$4 x 72 participants x 12 events			3,456.00
2	Replacement equipment and new equipment as needed for OASIS and Older Adult programs including tables, chairs, brochure racks, room dividers, mats, etc.			2,500.00
3	Supplies and Refreshments for Older Adult Programs and Services.~ Supplies may include: paper products and eating utensils, decorations, craft supplies, office supplies for OASIS, Flu Shot Clinic supplies, cleaning supplies, game equipment for programs			4,500.00

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Department: 14 Parks and Recreation
 Minor Program: 062 Senior Services

Account Number /Title / Budget Line item Descriptions				Amount
3	such as ping pong and shuffleboard, Wii, Petanque, Cards, Board Games, Bingo equipment, supplies for classes and miscellaneous supplies to support the Older Adult Clubs, microphones, laptops, desktop computers, projectors,... ~ Coffee and refreshments for OAP functions including movies, seminars, and OASIS events.			
4	Older Adult Health Fair supplies, banners, decorations, giveaways...			1,400.00
5	Senior Advisory Committee - promotional materials, advertising for the Senior Advisory Committee, equipment, publications and supplies as needed.			1,500.00
6	Annual OAP Health Fair Lunches for program participants.			2,500.00
	Total Account	100-14-062-5217	Departmental Supplies	15,856.00

1	Miscellaneous printing for Older Adults Program Special Events			1,000.00
	Total Account	100-14-062-5225	Printing	1,000.00

1	Miscellaneous warehouse supplies			200.00
	Total Account	100-14-062-5611	Warehouse Purchases	200.00

Program Total		062	Senior Services	236,570.00

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 Controllable Costs

Data Date 5/5/2015
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Department: 14 Parks and Recreation
 Minor Program: 091 Transportation

Account Number /Title / Budget Line item Descriptions				Amount
091 Transportation				
1	3.0 Transportation Services Operators, Recreation Coordinator			225,024.00
2	Vacancy Factor Offset 4.6%			(10,351.00)
	Total Account	230-14-091-4101	Salaries & Allowances	214,673.00

1	3, 32 hour per week Transportation Services Operator (driver) positions, responsible for covering shifts 7 days a week, plus Wednesday evening, two Thursdays per month, and special events and trips as scheduled.~ ~ Coverage for full-time staff's time off.			116,114.00
2	1, 28 hour per week Transportation Services Operator (driver) position, and several 18.5 hour per week positions.			33,866.00
3	Dispatch Coverage (Admin Clerk II). 20.08 per hour, including data entry for National Transit Database reporting, completing staff schedules, audit preparation, and general clerical tasks.			29,712.00
4	on-call weekend staff hours (52 weeks x 2 days x \$35.71/day of on-call pay.			3,714.00
5	Approved Supplemental (4/20/15): Additional part-time Dial-A-Ride hours due to increase in Older Adult programs and ridership.			10,000.00
	Total Account	230-14-091-4103	Part Time Employee Salaries	193,406.00

1	Two full-time drivers - 52 hours per driver =104 hours @ current MOU rate.			4,382.00
	Total Account	230-14-091-4111	Overtime Regular Employees	4,382.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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Data Date 5/5/2015
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Department: 14 Parks and Recreation
 Minor Program: 091 Transportation

Account Number /Title / Budget Line item Descriptions				Amount
1	3.0 Transportation Services Operators, Recreation Coordinator			33,924.00
2	Vacancy Factor Offset 4.6%			(1,561.00)
	Total Account	230-14-091-4201	Group Medical Insurance	32,363.00

1	3.0 Transportation Services Operators, Recreation Coordinator			3,263.00
2	Vacancy Factor Offset 4.6%			(150.00)
3	PART-TIME MEDICARE			3,760.00
	Total Account	230-14-091-4202	Medicare	6,873.00

1	Per Finance. Based on experience in FY 13/14 & 14/15.			115,020.00
	Total Account	230-14-091-4205	Workers Compensation	115,020.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			3,216.00
	Total Account	230-14-091-4206	Medical Retirement Contributions	3,216.00

1	3.0 Transportation Services Operators, Recreation Coordinator			28,556.00
2	Vacancy Factor Offset 4.6%			(1,314.00)
3	Part-time PERS			30,285.00
	Total Account	230-14-091-4211	PERS Regular Contributions	57,527.00

1	AT and T Cell phone service @ \$100 per month total (6 phones)= \$1200			1,200.00
2	Ocean Express Trolley			20,000.00
3	DAR Taxi service- Approximately 4 round trip cab rides per week based on an estimated \$25 one-way fare \$25 x 4 x 2 x 52 = \$10,400. Additionally, Cab service to medical facilities outside of			14,000.00

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CITY OF MANHATTAN BEACH
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Department: 14 Parks and Recreation
 Minor Program: 091 Transportation

Account Number /Title / Budget Line item Descriptions			Amount
3	area. Approximately 30 round trips per year, to medical facilities outside of the service area, but within a 20 mile service area = \$60 x 30 x 2= \$3600.		
4	Beach Cities Transit Funding for Line 109. Currently, the City of Manhattan Beach has agreed to pay \$12,500 FY.		12,500.00
Total Account		230-14-091-5101	Contract Services
			47,700.00

1	Annual technical support fee for DAR software dispatch program (RouteMatch Software). Increased 9% due to addition of tax.		8,404.00
2	Hosting fees for DAR software dispatch program (Routematch Software) at \$375/ month, plus 9% tax.		4,905.00
3	Approved Supplemental (04/17/15): Dial-A-Ride Mobile Data System Enhancements		20,310.00
Total Account		230-14-091-5104	Computer Contract Services
			33,619.00

1	CALACT-3 full-time & 5 part-time transportation employees - CALACT is a statewide organization comprised of individuals and agencies from diverse facets of transportation including operators of small and large systems, planning and government agencies and suppliers. The mission of CAL-ACT is to promote professional excellence, stimulate ideas and advocate for effective community transportation. (\$285 + \$85 each additional member) \$285 + (\$85 X 8)= \$965		965.00
Total Account		230-14-091-5202	Memberships & Dues
			965.00

1	CAL ACT State Rodeo driver training, competition, teambuilding for up to eight Dial A Ride Staff, including 2 nights accomodations, meals,		4,250.00

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CITY OF MANHATTAN BEACH
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Data Date 5/5/2015
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Department: 14 Parks and Recreation
 Minor Program: 091 Transportation

Account Number /Title / Budget Line item Descriptions				Amount	
1	mileage.... California location not determined at this time.~ \$160/ night room x 2 nights x 8 staff =2560~ Per diem costs (\$38) for approximately 2 days x 8 staff = \$608~ Transportation costs = \$1082~ ~ And/ or other driver/ dispatcher/ customer service training opportunities.	Total Account	230-14-091-5205	Training	4,250.00
1	Uniforms for 2 full time drivers and 1 full time dispatcher: 16 shirts x \$45 = 720; 2 sweatshirts x \$50=\$100 ; 3 jackets x \$70= \$210; 2 hats x 15= \$30				1,150.00
2	Uniforms for10 part time drivers and 3 dispatchers- 18 shirts x \$45=810; 10 sweatshirts x \$50= \$500; 10 jackets x \$75= \$750; 10 hats x \$15=\$150	Total Account	230-14-091-5206	Uniforms/Safety Equipment	3,360.00
1	Per Finance. Based on prior year trends and planned events.	Total Account	230-14-091-5208	Postage	1,650.00
1	Bus and Dispatch supplies, cell phone accessories including cell phone holders, blue tooth devices for drivers, rain supplies, money collection cases, replacement wheelchairs when needed, office furniture...				3,290.00
2	Non-warehouse bus cleaning supplies				1,800.00
3	Approximately 6 DMV Physical Exams for Transportation Services Operators/ year. Little				300.00

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CITY OF MANHATTAN BEACH
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Department: 14 Parks and Recreation
 Minor Program: 091 Transportation

Account Number / Title / Budget Line item Descriptions				Amount
3	Company of Mary at approximately \$50/each.			
	Total Account	230-14-091-5217	Departmental Supplies	5,390.00
<hr/>				
1	Bus pass subsidies - ~ a. EZ Passes sold at a discount rate.~ Approximately \$550 per month of expenses for Manhattan Beach Residents only.			6,600.00
	Total Account	230-14-091-5223	Bus Pass Subsidies	6,600.00
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1	Charter bus service for recreation programs including: senior bus excursions, playground excursions, teen center excursions, aquatics program excursions, cultural arts excursions and general excursions. (Approximately 50 trips in all including transportation costs that range in cost from \$500-\$2000/ trip. Trips include, but are not limited to various restaurants, Rose Parade, Disneyland, Knott's Berry Farm, Universal Studios, Big Bear ski trips, Hollywood Bowl, Candlelight Pavilion... Trip costs have increased over the past few years, with the increase of gas prices.			55,000.00
	Total Account	230-14-091-5224	Recreation Bus Trips	55,000.00
<hr/>				
1	Printing of Dial A Ride brochures, MBUSD events for Seniors and Annual Discount Card for Customers.			600.00
	Total Account	230-14-091-5225	Printing	600.00
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1	Per Finance, based on trends.			600.00
	Total Account	230-14-091-5501	Telephone	600.00

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CITY OF MANHATTAN BEACH
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Department: 14 Parks and Recreation
 Minor Program: 091 Transportation

Account Number / Title / Budget Line item Descriptions				Amount
1	Cleaning & bus supplies. Costs are trending at \$500/yr.			500.00
	Total Account	230-14-091-5611	Warehouse Purchases	500.00

1	Finance Analysis			29,194.00
	Total Account	230-14-091-5621	Information Systems Allocation	29,194.00

1	Per Finance, liability and property analysis.			3,960.00
	Total Account	230-14-091-5631	Insurance Allocation	3,960.00

1	Per Finance			38,692.00
	Total Account	230-14-091-5642	Fleet Maintenance Allocation	38,692.00

	Program Total	091	Transportation	859,540.00
14	Total Parks and Recreation			8,787,974.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
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Department: 15 Police
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
011 Administration				
1	SENIOR MANAGEMENT ANALYST, 0.80 INFORMATION SYSTEMS SPECIALIST, 2 EXECUTIVE SECRETARY			287,519.00
2	Vacancy Factor Offset 4.6%			(13,226.00)
	Total Account	100-15-011-4101	Salaries & Allowances	274,293.00

1	CHIEF OF POLICE, POLICE CAPTAIN, 2 POLICE LIEUTENANTS, POLICE SERGEANT			1,015,044.00
2	Vacancy Factor Offset 4.6%			(46,692.00)
3	LESS UNIFORM ALLOWANCE (MOVED TO 5206)			(3,500.00)
	Total Account	100-15-011-4102	Sworn Employee Salaries	964,852.00

1	1 Police Cadet/Intern			12,950.40
2	Background Investigator(s)			47,698.00
3	Rounding			0.60
	Total Account	100-15-011-4103	Part Time Employee Salaries	60,649.00

1	Executive Secretary (Chief's)			1,512.30
2	Executive Secretary (Captain's)			1,512.30
3	Information Systems Specialist			2,102.80
4	Rounding			0.60
	Total Account	100-15-011-4111	Overtime Regular Employees	5,128.00

1	1 Sergeant Human Resources & Training			4,594.80
2	2 Lieutenants Administration/Investigation			10,700.00
3	Cal/OSHA Training/Gas Mask Fittings~ Sworn: 20 x 2 hours = 40 hours			3,368.00
4	Cal/OSHA Training/Gas Mask Fittings~ 2 Instructors x 10 hours			1,684.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 15 Police
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
5	Rounding			0.20
	Total Account	100-15-011-4112	Overtime Sworn Employees	20,347.00
1	SENIOR MANAGEMENT ANALYST, 2 EXECUTIVE SECRETARY, 0.8 INFORMATION SYSTEMS SPECIALIST			60,178.00
2	CHIEF OF POLICE, POLICE CAPTAIN, 2.0 POLICE LIEUTENANTS, POLICE SERGEANT			110,277.00
3	Vacancy Factor Offset 4.6%			(7,841.00)
	Total Account	100-15-011-4201	Group Medical Insurance	162,614.00
1	SENIOR MANAGEMENT ANALYST, 2 EXECUTIVE SECRETARY, 0.8 INFORMATION SYSTEMS SPECIALIST			4,169.00
2	CHIEF OF POLICE, POLICE CAPTAIN, 2.0 POLICE LIEUTENANTS, POLICE SERGEANT			14,718.00
3	Vacancy Factor Offset 4.6%			(869.00)
4	PART-TIME MEDICARE			480.00
	Total Account	100-15-011-4202	Medicare	18,498.00
1	Historical Case Load			12,480.00
	Total Account	100-15-011-4203	Unemployment	12,480.00
1	SENIOR MANAGEMENT ANALYST			3,923.00
2	CHIEF OF POLICE			5,653.00
3	Vacancy Factor Offset 4.6%			(440.00)
	Total Account	100-15-011-4204	401A Plan City	9,136.00
1	Per Finance.			1,995,840.00
	Total Account	100-15-011-4205	Workers Compensation	1,995,840.00
1	Per Finance. Year 2 of 2014 Actuarial Study.			4,404.00

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CITY OF MANHATTAN BEACH
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Department: 15 Police
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
Total Account		100-15-011-4206	Medical Retirement Contributions	4,404.00
1	SENIOR MANAGEMENT ANALYST, 2 EXECUTIVE SECRETARY, 0.8 INFORMATION SYSTEMS SPECIALIST			36,524.00
2	Vacancy Factor Offset 4.6%			(1,680.00)
Total Account		100-15-011-4211	PERS Regular Contributions	34,844.00
1	CHIEF OF POLICE, POLICE CAPTAIN, 2 POLICE LIEUTENANTS, POLICE SERGEANT			314,615.00
2	Vacancy Factor Offset 4.6%			(14,472.00)
Total Account		100-15-011-4212	PERS Sworn Contributions	300,143.00
1	Required Hepatitis B vaccinations and TB testing for employees and volunteers			250.00
2	Firearms Range Maintenance & Lead Decontamination Service: The range is required by the EPA to be maintained and decontaminated. This contract will provide for annual cleaning of the range and lead traps, filter replacements and annual filter housing decontamination.			8,000.00
3	Firearms offsite range training (Long gun and SWAT monthly training)			150.00
4	Cell phone and air card monthly charges			2,400.00
5	Transcription Service (Net Transcripts)			2,200.00
6	Maintenance/repairs/service for: ALPRS (license plate readers \$5000), DSX key card security system, JAMAR street traffic strip, Message boards, I.D. card printer, T 3's, Metlox office, tasers, audio visual equipment, Global Positioning Systems (GPS), robot, Sound meter, Firearms Training System (FATS), etc.			6,000.00
7	Charges for Livescan fingerprinting for the			2,000.00

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Department: 15 Police
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
7	public (includes Community Police Academy fingerprinting). Revenue to offset this expenditure is deposited in 100-3708 Police Services			
8	Lexipol Department Policy Manual Revisions and Legal Review			3,200.00
9	Annual Gas Mask Fitting			1,825.00
10	Cable Television (12months x \$150)			1,800.00
11	Training Management Software Annual Support & Maintenance			2,800.00
	Total Account	100-15-011-5101	Contract Services	30,625.00

1	Locate Plus (website yearly usage by background investigators).			1,260.00
	Total Account	100-15-011-5104	Computer Contract Services	1,260.00

1	Psychological Exams (Exams for Police Department applicants)			4,250.00
2	Polygraph Exams (Exams for all Police Department applicants)			9,000.00
	Total Account	100-15-011-5107	Physical/Psychological Exams	13,250.00

1	Legal services, legal training			20,000.00
	Total Account	100-15-011-5108	Legal Services	20,000.00

1	Department of Justice Fingerprint card submissions for PD job applicants, applicant reimbursement costs (college transcripts, DMV records), Superior Court checks, etc.			3,000.00
2	Employee applicant credit checks (Monthly fees - Experian)			960.00

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Department: 15 Police
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
3			Background investigator(s) expenses: mileage, hotel, and per diem	800.00
4			Contracted Background Investigations	4,000.00
		Total Account	100-15-011-5109 Background Investigations	8,760.00

1			Office Supplies (City contract vendor)	26,000.00
2			Office Supplies (Other)	1,500.00
3			Police ID Machine supplies for creating Police/City IDs and Access Cards~ (i.e. ink cartridges and laminating plastic)	400.00
		Total Account	100-15-011-5201 Office Supplies	27,900.00

1			California Police Chiefs Association (CPCA) - Chief of Police & Captain	1,680.00
2			California Peace Officers Association (CPOA) - Chief of Police, Captain, Lieutenant	375.00
3			Los Angeles County Police Chiefs Association (LACPCA) - Chief of Police	500.00
4			California Association of Tactical Officers (CATO) - Captain	30.00
5			Law Enforcement Executive Development Association (LEEDA) - Captain	50.00
6			South Bay Explorers	500.00
7			Peace Officers Association of Los Angeles County - Chief of Police	50.00
8			California Background Investigators Association - HR Sgt. and 2 Background Investigators	180.00
9			Municipal Management Association of Southern California (MMASC)- Senior Management Analyst	75.00
10			Peer Support Team	240.00
11			Costco Membership	110.00

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Department: 15 Police
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
12	International Police Chaplains Association			250.00
13	Southern California Police Chaplains Association			80.00
14	FBI National Academy Association			300.00
15	International Association of Chiefs of Police (IACP)			150.00
	Total Account	100-15-011-5202	Memberships & Dues	4,570.00

1	CA Penal and Vehicle Codes			450.00
2	Reference Books, Driver License Guides, Physicians Desk Reference, Legislative/Legal Update Manuals, Court Directories			300.00
3	Law Enforcement Publications and Journals for Supervisors and Dept. Programs (ICMA Publications, CPOA Publications, etc.)			350.00
4	State Humane Association Publication			100.00
5	National Safety Council Publication			50.00
	Total Account	100-15-011-5203	Reference Books & Periodicals	1,250.00

1	League of Calif Cities Conf (Chief of Police)			900.00
2	Calif Chiefs Assoc Conf (Chief of Police and second in command)			1,500.00
3	Women Leaders in Law Enforcement (WLLE)			800.00
4	Department Hosted Meetings			500.00
5	South Bay Commander's Assoc. Monthly Meetings (Administrative/ Investigative Captain)			80.00
6	Background Investigators' Conference			1,200.00
7	South Bay Medal of Valor Ceremony			500.00
8	Municipal Management Association of Southern California (MMASC) Annual Conference and Quarterly Meetings (Senior Management Analyst)			900.00
9	Leadership Manhattan Beach			900.00

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Data Date 5/5/2015
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Department: 15 Police
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
Total Account		100-15-011-5204	Conferences & Meetings	7,280.00
1	Training DVDs/Webinars			100.00
2	South Bay Training Committee			650.00
3	Trauma/Peer Support Team Training			2,500.00
4	Chaplain Training			1,000.00
5	Non-POST Courses~ (Career Development for Administration, Investigations, Records, Jail, Parking, and Animal Control.) Communication, writing, productive employee, computer courses, police academy registration (college) fees.			5,000.00
Total Account		100-15-011-5205	Training	9,250.00
1	Badges & Patches			1,450.00
2	Department Employee/Volunteer ID cards & Proximity (facility) access cards			1,500.00
3	State/Department Mandated safety equipment issue/repair/replacement (safety vests, vest carriers, OC spray, tasers, taser cartridges, body worn cameras, digital voice recorders, flashlights, bulbs, gas mask canisters, batteries, raingear, handcuffs, leathergear, belts, holsters, regular duty vests, etc)			16,000.00
4	Uniform issue for new Police Officers			3,000.00
5	Uniform allowance for Police Cadet (\$105 x 1)			105.00
6	PAYROLL ADD IN - Uniform Allowance:~ Chief of Police, Captain, 2 Lieutenants, Sergeant			3,500.00
7	Uniforms & safety equipment for Police Department Explorer Scouts			400.00
Total Account		100-15-011-5206	Uniforms/Safety Equipment	25,955.00

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CITY OF MANHATTAN BEACH
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Department: 15 Police
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
1	Public Notices			300.00
	Total Account	100-15-011-5207	Advertising	300.00
1	Employee recognition programs (Officer of the Year, Professional Staff Employee of the Year, Merit Award, Quarterly Recognition Celebrations, Promotion and Retirement Ceremonies, etc.)			1,100.00
2	Retiree Recognition~ (flag, case and plaque for retirees)			400.00
	Total Account	100-15-011-5214	Employee Awards & Events	1,500.00
1	Handgun duty ammo:~ 9mm 40,000 rounds~ .40 cal. 10,000 rds~ .357 sig, 10,000 rds~ .45 cal. 5,000 rds~ (Includes Police Academy Ammunition)			25,000.00
2	SWAT 9mm Ammunition (20,000 rounds):~ 9mm 10,000 rounds~ .223 6,000 rds~ .357 Sig 4,000 rds			8,000.00
3	12 ga. 2 3/4, 00 Buck, duty ammo (1000 rounds)			950.00
4	12 ga. slugs (1000 rounds)			550.00
5	Rifle duty loads, .308 cal, (3000 rounds)			3,500.00
6	Firearms repair and replacement (pistols, rifles shotguns, M-16, MP-5)			2,600.00
7	Less than lethal munitions (rubber bullets, bean bags, tear gas, flash bangs, simunitions)			800.00
8	Specialized equipment & repair: (spotting scopes, night vision equipment, radio headsets, impact weapons, robot, eye & ear protection)			2,500.00
9	Firearms range supplies/maintenance (targets,			1,700.00

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Department: 15 Police
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
9	target systems, batteries) and modifications/repairs			
10	SWAT telephone and electricity usage fund			100.00
11	Flowers for appropriate occasions (i.e. funeral, sympathy, etc.)			500.00
12	Police Department Explorer Scouts (equipment & misc supplies)			200.00
13	Misc Police Supplies (radio chargers and batteries, lapel pins, challenge coins, canopies, supplies for Dept-hosted meetings, cell phone supplies, etc.)			1,600.00
14	Gym Equipment and Supplies (antimicrobial wipes, gym mats, equipment)			1,200.00
	Total Account	100-15-011-5217	Departmental Supplies	49,200.00
<hr/>				
1	Mandated Training Mandated Jailor Course, Jailor Update Course, Supervisor Jail Course, Supervisor Jail Update Course and Jail Manager Jail Course and Updates.~ Note: Offset by STC Reimbursement, Revenue Account 100-3607			2,850.00
	Total Account	100-15-011-5219	STC Training	2,850.00
<hr/>				
1	Advanced Officer Training (POST requirement-24 hrs training per officer) and other mandatory training as directed by POST and Academy Training. Note: Offset by POST Reimbursement, Revenue Account 100-3608			48,000.00
2	California Police Officers Association Annual Training Conference (2 x \$850)			1,700.00
	Total Account	100-15-011-5220	POST Training	49,700.00

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Department: 15 Police
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
1	Anticipated Federal Grant matching			12,000.00
	Total Account	100-15-011-5263	City Funds Match	12,000.00
1	Per Finance, based on trends.			30,000.00
	Total Account	100-15-011-5501	Telephone	30,000.00
1	Per Finance, based on trends.			154,263.00
	Total Account	100-15-011-5502	Electricity	154,263.00
1	Per Finance, based on trends.			4,872.00
	Total Account	100-15-011-5503	Natural Gas	4,872.00
1	Per Finance, based on trends.			16,912.00
	Total Account	100-15-011-5504	Water	16,912.00
1	Finance Analysis			175,171.00
	Total Account	100-15-011-5621	Information Systems Allocation	175,171.00
1	Per Finance, liability and property analysis.			216,720.00
	Total Account	100-15-011-5631	Insurance Allocation	216,720.00
1	Per Finance			16,490.00
	Total Account	100-15-011-5641	Fleet Rental Allocation	16,490.00
1	Finance analysis			9,331.00
	Total Account	100-15-011-5642	Fleet Maintenance Allocation	9,331.00
1	Finance analysis			414,472.00

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Department: 15 Police
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-15-011-5651	Building & Operations Allocation	414,472.00
1	PSF Refunding Bonds, per debt service schedule.			227,500.00
Total Account		401-15-011-7101	Bond Principal	227,500.00
1	PSF Refunding Bonds, per debt service schedule.			156,568.00
Total Account		401-15-011-7102	Bond Interest	156,568.00
1	PSF Refunding Bonds			2,000.00
Total Account		401-15-011-7103	Bond Administration Fee	2,000.00
Program Total		011	Administration	5,553,177.00

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Department: 15 Police
 Minor Program: 021 Patrol

Account Number /Title / Budget Line item Descriptions				Amount
021 Patrol				
1	1 CAPTAIN, 2 LIEUTENANTS, 7 SERGEANTS, 29 OFFICERS			4,754,096.00
2	Vacancy Factor Offset 4.6%			(218,688.00)
3	LESS UNIFORM ALLOWANCE (MOVED TO 5206)			(25,377.00)
	Total Account	100-15-021-4102	Sworn Employee Salaries	4,510,031.00

1	Overtime hours for driver's training - City auto mechanics			600.00
2	Civilian CNT Training, SWAT Team scribes and role players for training			800.00
	Total Account	100-15-021-4111	Overtime Regular Employees	1,400.00

1	Shift Coverages, Training, Court Appearances, and Misc. City/Department Events (Average Ofcr/Sgt rate)			564,140.00
2	SWAT/CNT (call outs and specialized training) and South Bay Platoon (call outs and specialized training) (Average Ofcr/Sgt rate)			101,040.00
3	City Council meetings Sergeant at Arms~ (Average Ofcr rate)			15,952.00
4	Crime Suppression Details~ (Average Ofcr rate)			79,760.00
5	High Visibility Patrol Details (footbeats, bike patrol, T-3, etc.; Per City Council) (Moved from 021-4114)			150,000.00
	Total Account	100-15-021-4112	Overtime Sworn Employees	910,892.00

1	Rates used to calculate the totals are as follows: ~ Lt - \$138.31~ Sgt - \$111.65~			

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CITY OF MANHATTAN BEACH
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Department: 15 Police
 Minor Program: 021 Patrol

	Account Number /Title / Budget Line item Descriptions	Amount
1	Ofcr - \$79.76~ Motor - \$90.64~ Exec Sec - \$50.41~ Records Tech - \$44.56~ IS Specialist - \$52.57~ PACS Sgt - \$114.87~ CSO - \$44.86~ CSO (PT) - \$22.15 (Budgeted in home account)~ Police Cadet - \$13.50 (Budgeted in home account)	
2	CITY COUNCIL FEE WAIVER~ Grand Prix Bike Race (Summer): ~ 1 Sgt - 12 hrs~ 1 Motor - 12 hrs~ 2 CSO (PT) - 20 hrs ~ 5 CSO - 60 hrs	5,021.00
3	CITY COUNCIL FEE WAIVER~ Hometown Fair (October)~ 1 Lt - 20 hrs~ 1 Sgt - 24 hrs~ 2 Ofcr - 16 hrs (Friday Security)~ 6 Ofc - 120 hrs (Sat & Sun Security)~ 2 CSO - 26 hrs (Friday)~ 5 CSO - 100 hrs (Sat & Sun)	21,156.00
4	CITY COUNCIL FEE WAIVER~ Hometown Fair 10K Run (October)~ 1 Lt - 5 hrs ~ 2 Sgt - 9 hrs ~ 12 Ofcr - 48 hrs~ 2 Motors - 9 hrs ~ 1 IS Specialist - 5 hrs.~ 6 CSO - 30 hrs~ 10 CSO (PT) - 50 hrs~ 1 Records - 5.5 hrs~ 1 Cadet - 4.5 hrs	7,898.00

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Department: 15 Police
 Minor Program: 021 Patrol

Account Number /Title / Budget Line item Descriptions		Amount
5	CITY COUNCIL FEE WAIVER~ Holiday Fireworks (December)~ 1 Lt - 7 hrs~ 3 Sgt - 15 hrs ~ 16 Ofcr - 80 hrs ~ 4 Motors - 24 hrs~ PACS Sgt - 6 hrs~ 6 CSO - 36 hrs~ 8 CSO (PT) - 48 hrs~ 1 Exec Secretary - 6 hrs~ 1 IS Specialist - 6 hrs	14,677.00
6	NON- WAIVER EVENT~ Manhattan Open (Summer)~ 1 Sgt - 30 hrs ~ 12 Ofcr - 120 hrs~ 12 CSO - 120 hrs	17,776.00
7	NON-WAIVER EVENT~ Six Man/Surf Festival (Summer)~ 1 Lt - 23 hrs~ 2 Sgt - 241 hrs~ 8 Ofcr - 140 hrs~ 4 Motors - 20 hrs~ 1 Exec Secretary - 6 hrs~ 1 IS Specialist - 6 hrs~ PACS Sgt - 10 hrs~ 4 CSO - 48 hrs	20,190.00
8	NON-WAIVER EVENT~ Holiday Pier Lighting/Open House~ 1 Sgt - 10 hrs~ 4 Ofcr - 28 hrs~ 4 CSO - 32 hrs	5,005.00
9	CITY COUNCIL FEE WAIVER~ American Martyrs 5K Run (March)~ 1 Sgt - 4 hrs~	2,459.00

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Department: 15 Police
 Minor Program: 021 Patrol

Account Number /Title / Budget Line item Descriptions		Amount
9	2 Ofcr - 8 hrs~ 2 Motors - 8 hrs ~ 4 CSO - 16 hrs	
10	CITY COUNCIL FEE WAIVER~ Little League Parade (March)~ 1 Sgt - 3.5 hrs~ 2 Ofcr - 7 hrs ~ 1 Motor - 4 hrs ~ 8 CSO - 30 hrs	2,606.00
11	CITY COUNCIL FEE WAIVER~ Richstone Pier to Pier (April)~ 1 Sgt. - 5 hrs~ 3 CSO - 15 hrs	1,205.00
12	CITY COUNCIL FEE WAIVER~ Grandview 5K Run (June)~ 1 Sgt - 4 hrs ~ 2 Ofcr - 8 hrs ~ 2 Motors - 8 hrs~ 6 CSO - 24 hrs	2,817.00
13	CITY COUNCIL FEE WAIVER~ Robinson 5K (March)~ 1 Sgt - 4.5 hrs~ 2 Ofcr - 7 hrs ~ 1 Motor - 4.5 hrs~ 4 CSO - 18 hrs	2,218.00
14	NON-WAIVER EVENT~ Beach Kids Walk~ 1 CSO - 2 hrs	90.00
15	NON WAIVER EVENT~ Mira Costa Graduation (June)~ 1 Sgt - 4 hrs~ 2 Motors - 8 hrs~ 4 CSO - 16 hrs	2,204.00
16	Ragnar Relay Del Sol Race (April)~	359.00

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Department: 15 Police
 Minor Program: 021 Patrol

Account Number /Title / Budget Line item Descriptions	Amount
16 (Relay Race from Santa Barbara to Dana Point)~ 1 CSO - 8hrs	
17 US Open Volleyball (Summer)~ 2 CSO - 26 hrs (Thursday & Friday)~ 2 Ofcr - 26 hrs (Saturday & Sunday)~ 4 CSO - 52 hrs (Saturday & Sunday)	5,493.00
18 NON-WAIVER EVENT~ Downtown Halloween/Pumpkin Race/Friendship Walk (October)~ 1 Lt - 8 hrs~ 1 Sgt - 13 hrs~ 4 Ofcr - 40 hrs ~ 4 CSO - 48 hrs	7,612.00
19 NON-WAIVER EVENT~ Tour de Pier (May)~ 1 Sgt - 13 hrs~ 1 Ofcr - 13 hrs~ 4 CSO - 40 hrs	4,180.00
20 NON-WAIVER EVENT~ Community Police Academy: ten week session, overtime for sworn and professional staff	7,000.00
21 NON-WAIVER EVENT~ Local Film Production	7,500.00
22 Regional DUI Deployments	12,000.00
23 Police Department Open House	4,000.00
24 Mira Costa High School Football Games	3,500.00
25 North End Summer Stroll and Holiday Open House	1,100.00
26 Misc Special Events and Details (Wine Auction, Adult Ed. Security, Movie at the Beach, Bike Rodeo, Honor Guard Detail, Mall Holiday Parade, Santa Float, DEA Takeback, Earth Day)	5,500.00
Total Account 100-15-021-4114	Overtime Special Events
	163,566.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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Department: 15 Police
 Minor Program: 021 Patrol

Account Number /Title / Budget Line item Descriptions				Amount
1	1 CAPTAIN, 2 LIEUTENANTS, 7 SERGEANTS, 29 OFFICERS			533,960.00
2	Vacancy Factor Offset 4.6%			(24,562.00)
	Total Account	100-15-021-4201	Group Medical Insurance	509,398.00

1	1 CAPTAIN, 2 LIEUTENANTS, 7 SERGEANTS, 29 OFFICERS			68,934.00
2	Vacancy Factor Offset 4.6%			(3,171.00)
	Total Account	100-15-021-4202	Medicare	65,763.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			43,416.00
	Total Account	100-15-021-4206	Medical Retirement Contributions	43,416.00

1	1 CAPTAIN, 2 LIEUTENANTS, 7 SERGEANTS, 29 OFFICERS			1,410,451.00
2	Vacancy Factor Offset 4.6%			(64,881.00)
	Total Account	100-15-021-4212	PERS Sworn Contributions	1,345,570.00

1	Cell phone and air card charges			3,000.00
2	Country Hills K-9 Veterinarian Services			1,800.00
3	Canine grooming, flea baths & care products			2,200.00
4	Monthly Offsite K-9 Training \$300/mo x 12 mos			3,600.00
5	Canine Residential Exterminator Contract			100.00
6	Mobile Video System, MDC, and Disk Publisher (MVS duplicated on disk) Maintenance and Repairs			3,000.00
7	Police vehicle detailing			1,200.00
8	Haz Mat cleaning of police cars			4,500.00
9	K9 boarding while officer on vacation~ (~10 days/K9 based on officer vacation)~ (i.e. 12 years service = 10 vacation days)			500.00
10	Emergency board up service			600.00
11	Metro Express Lane transponder reload			150.00
12	Bike Patrol Maintenance			400.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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Department: 15 Police
 Minor Program: 021 Patrol

Account Number / Title / Budget Line Item Descriptions				Amount
Total Account		100-15-021-5101	Contract Services	21,050.00
1	California Police Officers Association (CPOA) - Captain			125.00
2	California Association of Hostage Negotiators (CAHN)			410.00
3	Police Officers Reserve Association of California (PORAC)			80.00
4	California Reserve Peace Officers Association (CRPOA) - Reserve Officers & Reserve Officer Supervisor			215.00
5	National Tactical Officers Association (NTOA)			100.00
6	National Field Training Officers Association			40.00
7	L.A. Forensic Supervisors Group			50.00
8	California Association of Tactical Officers (CATO)			180.00
9	Los Angeles County Police Canine Association (LACPCA) - K9 Handler			25.00
10	FBI LEEDA			50.00
Total Account		100-15-021-5202	Memberships & Dues	1,275.00
1	Police K-9 Conference (Tuition \$500, Lodging \$325, Meals \$100), Canine Competitions (\$80 x 2 trials) and K9 Hosted Training (\$250)			1,335.00
2	CRPOA Conference for Reserve Officers (ARPOC) ~ (Needed to maintain active service status)			1,000.00
3	South Bay Commanders Association Monthly Meetings- Field Operations Captain			250.00
4	Crime Scene Investigators (CSI) Conference/California Assoc. of Property & Evidence (CAPE) Conference			500.00

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Department: 15 Police
 Minor Program: 021 Patrol

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-15-021-5204	Conferences & Meetings	3,085.00
1	K-9 Training (Dept. Hosted South Bay Training, Narcotics, etc.)			3,800.00
2	Crisis Negotiators Training			2,000.00
3	SWAT Training, Competitions, and California Association of Tactical Officers (CATO) Training			4,200.00
4	Patrol and Reserve Officer off-site AND non-POST Training (including Range & Active Shooter Training)			3,500.00
5	Driver's Training			800.00
Total Account		100-15-021-5205	Training	14,300.00
1	Reserve Officers Safety Equipment/Uniform Replacement & New Reserve Officer Uniform Purchase			500.00
2	Special Events/Beach Patrol/Honor Guard/Bike Patrol Uniform Purchase (new hires & specialty assignments); Raingear			2,800.00
3	SWAT/CNT Team uniform replacements & issue:~ (Uniforms, Helmets, Nylon Gear, Shirts, Jackets, Pants, etc)			3,200.00
4	SWAT/CNT Boot Replacement~ (8 @ \$150)			1,200.00
5	PAYROLL ADD IN - Uniform Allowance:~ Captain, 2 Lieutenants, 7 Sergeants, 29 Officers			25,377.00
Total Account		100-15-021-5206	Uniforms/Safety Equipment	33,077.00
1	ABC Enforcement "Buy money" & decoy expenses			200.00
2	Canine Supplies (food, training treats, supplements, etc.)			2,000.00
3	Canine Equip replacement & repair (bite sleeves,			600.00

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Department: 15 Police
 Minor Program: 021 Patrol

Account Number / Title / Budget Line item Descriptions				Amount
3	bite sleeve covers, collars, leads)			
4	Patrol Equipment, Replacement, & Repair: (Digital Cameras 2 x \$150, Camera Supplies (\$200), DVD's for MVS Disk publisher (\$400), Intoxilizer Mouthpieces and supplies (\$1500), SWAT Van supplies (\$350), Key duplication (\$150) and Police Line "Do Not Cross" tape (\$500)			3,400.00
5	Concealed Weapon Fee for Reserve Officers			200.00
6	Portable Radio Battery Replacement (40 x \$55)			2,200.00
7	Command Post Supplies for Special Events/Critical Incident Deployment			2,400.00
8	High Risk Safety Gloves and Antimicrobial Disinfecting Wipes for Patrol Units			1,300.00
9	Drivers Training Supplies (stop sticks, cones, etc.)			400.00
10	Bike Patrol Equipment and Supplies			3,500.00
11	SWAT/CNT Equipment and Supplies			3,000.00
12	South Bay Platoon Equipment and Supplies			750.00
	Total Account	100-15-021-5217	Departmental Supplies	19,950.00

1	Per Finance, based on trends.			350.00
	Total Account	100-15-021-5501	Telephone	350.00

1	Batteries, Flares, High Visibility Safety Vests, Command Post Cleaning Supplies			600.00
	Total Account	100-15-021-5611	Warehouse Purchases	600.00

1	Finance Analysis			68,119.00
	Total Account	100-15-021-5621	Information Systems Allocation	68,119.00

1	Per Finance			165,560.00

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Department: 15 Police
 Minor Program: 021 Patrol

Account Number / Title / Budget Line item Descriptions				Amount	
		Total Account	100-15-021-5641	Fleet Rental Allocation	165,560.00
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1	Finance analysis				498,341.00
		Total Account	100-15-021-5642	Fleet Maintenance Allocation	498,341.00
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Program Total		021	Patrol		8,375,743.00

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Data Date 5/5/2015
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Department: 15 Police
 Minor Program: 031 Investigations

Account Number / Title / Budget Line item Descriptions				Amount
031 Investigations				
1	ADMIN CLERK I/II, SECRETARY			103,237.00
2	Vacancy Factor Offset 4.6%			(4,749.00)
	Total Account	100-15-031-4101	Salaries & Allowances	98,488.00

1	1 SERGEANT, 11 OFFICERS			1,463,017.00
2	Vacancy Factor Offset 4.6%			(67,299.00)
3	LESS UNIFORM ALLOWANCE (MOVED TO 5206)			(9,099.00)
	Total Account	100-15-031-4102	Sworn Employee Salaries	1,386,619.00

1	Secretary (Detective Bureau)			280.86
2	Administrative Clerk I/II			223.38
3	Rounding			0.76
	Total Account	100-15-031-4111	Overtime Regular Employees	505.00

1	Detective Sergeant~ (Rates reflect current DB Sergeant)			18,379.20
2	Detectives overtime for investigations, surveillance, court, search warrants, training~ (Rates reflect average DB Officer OT rate, SROs OT budgeted in 032 account; LA Impact Detective OT budgeted in Asset Forfeiture)			106,739.20
3	Rounding			0.60
	Total Account	100-15-031-4112	Overtime Sworn Employees	125,119.00

1	ADMIN CLERK I/II, SECRETARY, 1 SERGEANT, 11 OFFICERS			172,596.00
2	Vacancy Factor Offset 4.6%			(7,939.00)
	Total Account	100-15-031-4201	Group Medical Insurance	164,657.00

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Department: 15 Police
 Minor Program: 031 Investigations

Account Number /Title / Budget Line item Descriptions				Amount
1	ADMIN CLERK I/II, SECRETARY, 1 SERGEANT, 11 OFFICERS			22,711.00
2	Vacancy Factor Offset 4.6%			(1,045.00)
	Total Account	100-15-031-4202	Medicare	21,666.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			16,632.00
	Total Account	100-15-031-4206	Medical Retirement Contributions	16,632.00

1	ADMIN CLERK I/II, SECRETARY			13,264.00
2	Vacancy Factor Offset 4.6%			(610.00)
	Total Account	100-15-031-4211	PERS Regular Contributions	12,654.00

1	1 SERGEANT, 11 OFFICERS			445,313.00
2	Vacancy Factor Offset 4.6%			(20,484.00)
	Total Account	100-15-031-4212	PERS Sworn Contributions	424,829.00

1	Vehicle Impounding & Evidence Storage Fees			300.00
2	Locksmith Services and Emergency Board-ups			150.00
3	Misc. cell phone record/location searches, radio repair, narcotics disposal service, GPS tracker, undercover phone service			3,600.00
4	Sexual Assault Examinations 6 exams x \$730			4,380.00
5	Cell phone/aircard charges			800.00
6	CLEARs Public Records Data Search			1,860.00
7	Fingerprint Analysis			5,200.00
8	Lexis Nexis (Police Online Search Engine)			4,920.00
	Total Account	100-15-031-5101	Contract Services	21,210.00

1	Calif. Sexual Assault Investigators Monthly Mtgs			50.00

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Department: 15 Police
 Minor Program: 031 Investigations

Account Number /Title / Budget Line item Descriptions				Amount
2	Calif. Narcotics Officers Assoc. (CNOA)			50.00
3	International Assoc. of Financial Crime Investigators			210.00
4	Calif. Police Officers Assoc. (CPOA)			125.00
5	High-tech Crime Investigations Assoc.			50.00
6	So. Calif. Crime & Intelligence Analyst Assoc.			45.00
7	So. Calif. Fraud Investigators Assoc.			55.00
Total Account		100-15-031-5202	Memberships & Dues	585.00

1	Specialized Training Conferences (robbery, burglary, assaults, juveniles, financial crimes, computer crimes, narcotics, crime analysis)			1,800.00
2	California Sexual Assault Investigators Annual Conference			650.00
3	Travel related to investigations, court subpoena appearances, witness testimony and prisoner extradition (i.e. airfare, lodging and parking)			1,200.00
Total Account		100-15-031-5204	Conferences & Meetings	3,650.00

1	Detective vest carriers, raid jackets, & misc safety equipment			950.00
2	PAYROLL ADD IN - Uniform Allowance:~ Sergeant, 11 Officers			9,099.00
Total Account		100-15-031-5206	Uniforms/Safety Equipment	10,049.00

1	CSI Supplies and Equipment (evidence retrieval supplies, fingerprint dusting powder, brushes and lifting tape, CSI van, etc.)			1,750.00
2	HEPA filter for CSI downdraft work station			600.00
3	Filters for CSI ductless fume hood			575.00
4	Misc. Investigation Supplies & Services			1,970.00

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 Controllable Costs

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Department: 15 Police
 Minor Program: 031 Investigations

Account Number /Title / Budget Line item Descriptions				Amount
4	(surveillance/wire device maintenance, binoculars, telephone/video/voice recorder repair/replacement, DNA tests, record searches, radio batteries, autopsy reports, surveillance van supplies, cold phones and pre-paid phone cards, etc.)	Total Account	100-15-031-5217 Departmental Supplies	4,895.00
1	Per Finance, based on trends.	Total Account	100-15-031-5501 Telephone	8,400.00
1	Finance Analysis	Total Account	100-15-031-5621 Information Systems Allocation	126,508.00
1	Per Finance	Total Account	100-15-031-5641 Fleet Rental Allocation	81,650.00
1	Finance analysis	Total Account	100-15-031-5642 Fleet Maintenance Allocation	103,037.00
Program Total		031	Investigations	2,611,153.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 15 Police
 Minor Program: 032 School Resource Officer

Account Number / Title / Budget Line item Descriptions				Amount
032 School Resource Officer				
1	Overtime school resource officer (2 SROs) ~ (Average SRO OT rate)			13,632.00
	Total Account	100-15-032-4112	Overtime Sworn Employees	13,632.00

1	National Association of School Resource Officers			80.00
	Total Account	100-15-032-5202	Memberships & Dues	80.00

1	Off-site training for School Resource Officers			1,400.00
	Total Account	100-15-032-5205	Training	1,400.00

1	School Resource Officer Program Materials			2,000.00
	Total Account	100-15-032-5217	Departmental Supplies	2,000.00

1	Per Finance			4,120.00
	Total Account	100-15-032-5641	Fleet Rental Allocation	4,120.00

1	Finance analysis			4,603.00
	Total Account	100-15-032-5642	Fleet Maintenance Allocation	4,603.00

Program Total		032	School Resource Officer	25,835.00

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CITY OF MANHATTAN BEACH
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Department: 15 Police
 Minor Program: 041 Technical Support Services

Account Number /Title / Budget Line item Descriptions				Amount
041 Technical Support Services				
1	POLICE RECORDS MANAGER, POLICE SERVICES OFFICER, 9 RECORDS TECHNICIANS, ADMIN CLERK I/II			751,582.00
2	Vacancy Factor Offset 4.6%			(34,573.00)
	Total Account	100-15-041-4101	Salaries & Allowances	717,009.00

1	Part-time Records/Tech Matron/Intern			47,251.20
2	Rounding			0.80
	Total Account	100-15-041-4103	Part Time Employee Salaries	47,252.00

1	Police Records Tech/Matron~ (coverage, holdover for incidents, training)			21,388.80
2	Police Services Officer			1,480.20
3	Administrative Clerk II			897.60
4	Rounding			0.40
	Total Account	100-15-041-4111	Overtime Regular Employees	23,767.00

1	POLICE RECORDS MANAGER, POLICE SERVICES OFFICER, 9 RECORDS TECHNICIANS, ADMIN CLERK I/II			105,128.00
2	Vacancy Factor Offset 4.6%			(4,836.00)
	Total Account	100-15-041-4201	Group Medical Insurance	100,292.00

1	POLICE RECORDS MANAGER, POLICE SERVICES OFFICER, 9 RECORDS TECHNICIANS, ADMIN CLERK I/II			10,898.00
2	Vacancy Factor Offset 4.6%			(501.00)
3	PART-TIME MEDICARE			440.00
	Total Account	100-15-041-4202	Medicare	10,837.00

1	POLICE RECORDS MANAGER			2,157.00

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CITY OF MANHATTAN BEACH
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Department: 15 Police
 Minor Program: 041 Technical Support Services

Account Number / Title / Budget Line item Descriptions				Amount
2	Vacancy Factor Offset 4.6%			(99.00)
	Total Account	100-15-041-4204	401A Plan City	2,058.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			11,736.00
	Total Account	100-15-041-4206	Medical Retirement Contributions	11,736.00

1	POLICE RECORDS MANAGER, POLICE SERVICES OFFICER, 9 RECORDS TECHNICIANS, ADMIN CLERK I/II			95,437.00
2	Vacancy Factor Offset 4.6%			(4,390.00)
	Total Account	100-15-041-4211	PERS Regular Contributions	91,047.00

1	Technical Consultant (misc admin projects & RMS consulting projects)			1,000.00
2	Department-wide Photocopier/Printer/Scanner, Fax Machine Rental, Maintenance and Usage (toner, ink, paper, etc.)			45,000.00
3	Federal Express/UPS charges			725.00
4	Records Retrieval Costs for Records Stored Off-site			200.00
5	Applicant Livescan machine maintenance/service			1,200.00
6	Monthly service charges for Emergency Subscriber list information from telephone service providers.			1,130.00
7	Shredding Service (every 4 weeks)			494.00
8	Repairs to security system, room alarms, CCTV, property room equipment			2,000.00
9	Security System Maintenance Agreement			3,240.00
10	Security Camera Replacement (8 @ \$600 each)			4,800.00
	Total Account	100-15-041-5101	Contract Services	59,789.00

1	Programming services, Licenses and Service Plans (Tiburon ARS, ArcView, Filemaker, Adobe, Crystal			5,600.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
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Data Date 5/5/2015
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Department: 15 Police
 Minor Program: 041 Technical Support Services

Account Number / Title / Budget Line item Descriptions				Amount
1	Reports, etc.)			
2	Tiburon RMS/ARS/CMS Support and Maintenance, billed in May (Annual fee is based on Manhattan Beach's arrest and reporting activity as a percentage of total member agencies' usage)			28,100.00
3	COPWARE (Legal Resource) Software Maintenance			2,050.00
4	T1 Communication line for CLETS & JDIC access.			4,000.00
5	MVS (in-car video) server maintenance contract			3,900.00
6	LEFTA Software Annual Maintenance and Hosting			1,100.00
7	E-Subpoena Management System (web-based) Annual Support/Maintenance			5,000.00
8	Puma Management Application, Software and Server Maintenance			3,350.00
9	Nixle Annual Service Fee (split with Information Systems and Fire Dept.)			7,500.00
10	Dept. Wide Scheduling Software Annual Support/Maintenance			9,360.00
11	Administrative Management Software Annual Support/Maintenance			2,000.00
Total Account		100-15-041-5104	Computer Contract Services	71,960.00

1	CLEARs (Calif Law Enforcement Assn of Records Supervision) Annual Dues			50.00
2	Tiburon Annual National Users Group Dues			20.00
3	CLETS Computer Users Group (CCUG)			20.00
4	Calif Assn of Property and Evidence			45.00
5	International Association of Property & Evidence (IAPE)			50.00
Total Account		100-15-041-5202	Memberships & Dues	185.00

1	Computer User Group Conferences; Tiburon, RMS,			3,600.00

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 FY 2015-2016 Dept Request Level 3
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Department: 15 Police
 Minor Program: 041 Technical Support Services

Account Number / Title / Budget Line item Descriptions				Amount
1	CLETS			
2	Calif Law Enforcement Assn of Records Supervisors Conference			1,200.00
3	Calif Assn of Property & Evidence Conference			775.00
4	CLEARs Monthly Membership Meetings			150.00
5	Membership Meetings (CCUG)			50.00
	Total Account	100-15-041-5204	Conferences & Meetings	5,775.00

1	Uniform Purchases (new hires)			400.00
2	Uniform repairs & replacement (Shirts, Trousers, jackets, belts)			1,200.00
3	Uniform Allowance: 1 PSO, 9 Police Support Techs @ \$275 ea per MOU			2,750.00
4	Boots (yearly per MOU) 1 PSO, 9 Police Support Techs @ \$225.			2,250.00
	Total Account	100-15-041-5206	Uniforms/Safety Equipment	6,600.00

1	Per Finance. Based on prior year trends and planned events.			5,900.00
	Total Account	100-15-041-5208	Postage	5,900.00

1	Software, computer supplies, server storage, card readers, memory cards, USB drives, etc.			3,200.00
	Total Account	100-15-041-5210	Computers, Supplies & Software	3,200.00

1	Misc Station Supplies (safety gloves, kitchen supplies, handsoap, sanitizer gel, helium)			2,000.00
2	Keys duplication/equipment engraving			400.00
3	Signage/decals/graphics			460.00
4	Evidence/Property Room Equipment/Storage/Supplies. duplicating tapes &			4,500.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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Department: 15 Police
 Minor Program: 041 Technical Support Services

Account Number / Title / Budget Line item Descriptions				Amount
4	machines, evidence envelopes, packing materials, drug drop box supplies			
5	First Aid supplies			600.00
	Total Account	100-15-041-5217	Departmental Supplies	7,960.00

1	Property/Evidence Tags			3,000.00
2	Utility Bill Inserts/Informational Pamphlets			1,800.00
3	Police Officer Field Notebooks			2,000.00
4	Envelopes			1,000.00
5	Field Interview Cards			600.00
6	Pre-Booking Forms/Jail Log			600.00
7	Business Cards			400.00
8	Public Records Request Forms			450.00
9	Time Off Request Slips			400.00
10	Citation Hearing Forms			400.00
11	Misc. Dept. Wide Printing Projects			400.00
	Total Account	100-15-041-5225	Printing	11,050.00

1	Per Finance, based on trends.			2,500.00
	Total Account	100-15-041-5501	Telephone	2,500.00

1	Supplies (batteries, etc)			800.00
	Total Account	100-15-041-5611	Warehouse Purchases	800.00

1	Finance Analysis			116,776.00
	Total Account	100-15-041-5621	Information Systems Allocation	116,776.00

Program Total		041	Technical Support Services	1,296,493.00

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Data Date 5/5/2015
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Department: 15 Police
 Minor Program: 042 Communications

Account Number / Title / Budget Line item Descriptions				Amount
042 Communications				
1	SBRPCA Communications, Per RCC Email 4/1/15. (75% of Total)			1,266,494.00
	Total Account	100-15-042-5106	SBRPCA Communications	1,266,494.00

1	Per Finance, based on trends.			540.00
	Total Account	100-15-042-5501	Telephone	540.00

Program Total		042	Communications	1,267,034.00

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 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
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Department: 15 Police
 Minor Program: 051 Community Affairs

Account Number / Title / Budget Line item Descriptions				Amount
051 Community Affairs				
1	POLICE OFFICER			125,101.00
2	Vacancy Factor Offset 4.6%			(5,755.00)
3	LESS UNIFORM ALLOWANCE (MOVED TO 5206)			(700.00)
	Total Account	100-15-051-4102	Sworn Employee Salaries	118,646.00

1	Administrative Clerk II - Neighborhood Watch			16,646.40
2	Administrative Clerk II - False Alarm Program			16,646.40
3	Rounding			0.20
	Total Account	100-15-051-4103	Part Time Employee Salaries	33,293.00

1	Community Affairs Officer~ (evening/weekend meetings, events, training)			7,085.60
2	Rounding			0.40
	Total Account	100-15-051-4112	Overtime Sworn Employees	7,086.00

1	POLICE OFFICER			21,718.00
2	Vacancy Factor Offset 4.6%			(999.00)
	Total Account	100-15-051-4201	Group Medical Insurance	20,719.00

1	POLICE OFFICER			1,814.00
2	Vacancy Factor Offset 4.6%			(83.00)
3	PART-TIME MEDICARE			330.00
	Total Account	100-15-051-4202	Medicare	2,061.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			1,188.00
	Total Account	100-15-051-4206	Medical Retirement Contributions	1,188.00

1	POLICE OFFICER			37,476.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 15 Police
 Minor Program: 051 Community Affairs

Account Number /Title / Budget Line item Descriptions				Amount
2	Vacancy Factor Offset 4.6%			(1,724.00)
	Total Account	100-15-051-4212	PERS Sworn Contributions	35,752.00
1	Hearing Officer (contract) Conducts Administrative Review of False Alarm fines/appeals and social host ordinance appeals			500.00
2	Temp employee for yearly False Alarm data entry			2,400.00
3	Dry cleaning of Volunteer uniforms to be reassigned to new Volunteers			100.00
	Total Account	100-15-051-5101	Contract Services	3,000.00
1	False Alarm Management Software Annual Service			4,400.00
	Total Account	100-15-051-5104	Computer Contract Services	4,400.00
1	CPOA - California Peace Officers Association			125.00
2	Coordinating Council			20.00
3	National Association of Town Watch			35.00
4	National Information Officers Association			80.00
5	California Crime Prevention Officers Association			30.00
	Total Account	100-15-051-5202	Memberships & Dues	290.00
1	Crime Prevention/Leadership Training			700.00
2	VAT Team Training			350.00
3	Volunteers in Policing Training			375.00
	Total Account	100-15-051-5205	Training	1,425.00
1	Uniforms/Safety Gear purchase & replacement for VAT, NW, Volunteers in Policing and Community Affairs			850.00
2	PAYROLL ADD IN:~			700.00

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CITY OF MANHATTAN BEACH
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Department: 15 Police
 Minor Program: 051 Community Affairs

Account Number / Title / Budget Line item Descriptions			Amount
2	Uniform Allowance - 1 Officer		
	Total Account	100-15-051-5206	1,550.00

1	Volunteer Recognition Program: Annual Volunteer Appreciation Dinner (50/50 split with Parks & Rec \$5200), Youth Volunteer Appreciation Event (split with Parks & Rec \$500)	Uniforms/Safety Equipment	5,700.00
2	Neighborhood Watch Home Security Pamphlets and No Soliciting Signs		275.00
3	Child Safety Information: Child Fingerprinting Kits (500 x 1.00); Child Safety Coloring Books, Educational Pamphlets, & Handouts (200)		700.00
4	Handouts/supplies for Police Station Tours (30 tours/year x \$15), Neighborhood/Community Presentations (40/year x \$15), Community Events (Take 25 (\$100), Hometown Fair (\$150), etc.		1,300.00
5	Disaster Preparedness/Crime Prevention Training DVDs and materials		300.00
6	Business Watch (Business window placards, supplies, brochures/handouts)		750.00
7	Victim Assistance Team and Volunteers in Policing supplies		500.00
8	Open House:~ Annual open house for the public (includes equipment rental, supplies, handouts, DJ/MC and sound system, giveaways, balloons, helium)		1,500.00
9	Police Memorial:~ Annual memorial ceremony honoring MB Officers who lost their lives in service to our community (includes equipment rentals, music, food for community reception, memorial wreath)		800.00
10	Community Police Academy:~ 10 week class introducing residents to MBPD and		2,500.00

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Department: 15 Police
 Minor Program: 051 Community Affairs

Account Number / Title / Budget Line item Descriptions				Amount
10	the criminal justice system (includes class supplies and meals for participants)			
11	National Night Out:~ Community program which promotes crime prevention and neighborhood spirit (includes banners, handouts, and supplies)			600.00
	Total Account	100-15-051-5217	Departmental Supplies	14,925.00

1	Printing costs for False Alarm pamphlets, door hangers and envelopes			1,600.00
	Total Account	100-15-051-5225	Printing	1,600.00

1	Per Finance, based on trends.			130.00
	Total Account	100-15-051-5501	Telephone	130.00

1	Finance Analysis			58,388.00
	Total Account	100-15-051-5621	Information Systems Allocation	58,388.00

Program Total		051	Community Affairs	304,453.00

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Department: 15 Police
 Minor Program: 061 Traffic Safety

Account Number /Title / Budget Line item Descriptions				Amount
061 Traffic Safety				
1	1 LIEUTENANT, 1 SERGEANT, 5 OFFICERS			968,383.00
2	Vacancy Factor Offset 4.6%			(44,546.00)
3	LESS UNIFORM ALLOWANCE (MOVED TO 5206)			(3,575.00)
	Total Account	100-15-061-4102	Sworn Employee Salaries	920,262.00

1	Traffic Lieutenant			13,831.00
2	Traffic Sergeant			11,966.00
3	Motor Officers (5)~ (court, training, incident holdover, DUI checkpoints)~ (Average Motor Officer OT rate)			45,320.00
4	Special Traffic Enforcement ~ (Average Motor Officer OT rate)			27,192.00
	Total Account	100-15-061-4112	Overtime Sworn Employees	98,309.00

1	1 LIEUTENANT, 1 SERGEANT, 5 OFFICERS			75,503.00
2	Vacancy Factor Offset 4.6%			(3,473.00)
	Total Account	100-15-061-4201	Group Medical Insurance	72,030.00

1	1 LIEUTENANT, 1 SERGEANT, 5 OFFICERS			11,162.00
2	Vacancy Factor Offset 4.6%			(513.00)
	Total Account	100-15-061-4202	Medicare	10,649.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			7,272.00
	Total Account	100-15-061-4206	Medical Retirement Contributions	7,272.00

1	1 LIEUTENANT, 1 SERGEANT, 5 OFFICERS			275,134.00
2	Vacancy Factor Offset 4.6%			(12,656.00)

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 15 Police
 Minor Program: 061 Traffic Safety

Account Number /Title / Budget Line item Descriptions				Amount
Total Account		100-15-061-4212	PERS Sworn Contributions	262,478.00
1	Radar (Laser) Calibration & Maintenance/Repair			1,500.00
2	Portable Blood Alcohol Testing Device (PAS) Maintenance and Calibration/Tank Refill			900.00
3	Cell phone charges			900.00
4	Repairs/maintenance for message boards, radar trailers, police car speedometer checks, etc.			1,500.00
5	Security and Traffic Control Services (CSC)~ (Grand Prix, 10K/Hometown Fair, Fireworks, etc.)			16,000.00
6	Crossing Guard Contract. The City contracts with ACMS (All City Management Services) to provide school crossing guard services at 21 sites. Minimum wage increase in July.			230,000.00
7	Towing and Storage fees for traffic investigations			400.00
8	Hosted Regional DUI Checkpoint Food Service			600.00
9	Total Station Calibration and Maintenance			500.00
Total Account		100-15-061-5101	Contract Services	252,300.00
1	National Safety Council Membership			36.00
Total Account		100-15-061-5202	Memberships & Dues	36.00
1	Non-Post traffic related training (Motorcycle training update, Total Station training, etc.)			400.00
Total Account		100-15-061-5205	Training	400.00
1	Motorcycle Officers Helmet Replacement			840.00
2	Motorcycle Officer day/night eye protection (6 @ \$80)			480.00
3	Motorcycle Officer gloves (6 @ \$80)			480.00
4	Motor Officer pants and commercial uniform			1,200.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 15 Police
 Minor Program: 061 Traffic Safety

Account Number /Title / Budget Line item Descriptions				Amount
4	replacements			
5	Motorcycle Officer boots replacements			700.00
6	Motorcycle Officer safety jacket replacement			500.00
7	PAYROLL ADD IN - Uniform Allowance: ~ 1 Lt., 1 Sgt., 5 Police Officers			3,575.00
	Total Account	100-15-061-5206	Uniforms/Safety Equipment	7,775.00

1	Camera Repair & Replacement			200.00
2	Motorcycle Boom Microphone Replacement			460.00
3	PAS Mouth Piece Replacements: 1000 x .25			250.00
4	Radar/Laser batteries, chargers, and Holster replacement			750.00
5	Radio batteries & misc supplies for Traffic Bureau & DUI Trailer			1,200.00
6	Handouts/promotional items for Community Events & meetings			250.00
7	Supplies for hosting monthly DUI debriefings and Dec holiday deployment			500.00
8	Fatal traffic collision autopsy reports			150.00
9	Total Station traffic collision mapping supplies			400.00
10	Traffic Collision Screen Replacement/Repair			1,800.00
	Total Account	100-15-061-5217	Departmental Supplies	5,960.00

1	Printing of Notice to Appear			2,000.00
	Total Account	100-15-061-5225	Printing	2,000.00

1	Per Finance, based on trends.			650.00
	Total Account	100-15-061-5501	Telephone	650.00

1	Road Flares and batteries			500.00

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Data Date 5/5/2015
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Department: 15 Police
 Minor Program: 061 Traffic Safety

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	100-15-061-5611 Warehouse Purchases	500.00
1	Finance Analysis	Total Account	100-15-061-5621 Information Systems Allocation	97,314.00
1	Per Finance	Total Account	100-15-061-5641 Fleet Rental Allocation	85,760.00
1	Finance analysis	Total Account	100-15-061-5642 Fleet Maintenance Allocation	113,314.00
Program Total		061	Traffic Safety	1,937,009.00

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 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 15 Police
 Minor Program: 071 Jail Operations

Account Number /Title / Budget Line item Descriptions				Amount
071 Jail Operations				
1	6 POLICE SERVICES OFFICERS			394,632.00
2	Vacancy Factor Offset 4.6%			(18,153.00)
	Total Account	100-15-071-4101	Salaries & Allowances	376,479.00

1	Police Services Officers (PSO)~ (coverage, training incident holdover) ~ (Average PSO OT rate)			48,480.00
	Total Account	100-15-071-4111	Overtime Regular Employees	48,480.00

1	6 POLICE SERVICES OFFICERS			68,039.00
2	Vacancy Factor Offset 4.6%			(3,130.00)
	Total Account	100-15-071-4201	Group Medical Insurance	64,909.00

1	6 POLICE SERVICES OFFICERS			4,733.00
2	Vacancy Factor Offset 4.6%			(218.00)
	Total Account	100-15-071-4202	Medicare	4,515.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			6,432.00
	Total Account	100-15-071-4206	Medical Retirement Contributions	6,432.00

1	6 POLICE SERVICES OFFICERS			50,702.00
2	Vacancy Factor Offset 4.6%			(2,332.00)
	Total Account	100-15-071-4211	PERS Regular Contributions	48,370.00

1	Inmate Emergency Medical Care and Pre-booking Medical Exams			9,000.00
2	Blood Alcohol Lab Analysis			3,600.00
3	LA County Booking Fees: (4 bookings x \$300)			1,200.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 15 Police
 Minor Program: 071 Jail Operations

Account Number /Title / Budget Line item Descriptions			Amount
4	Haz Mat Cleaning of Jail Cells (blood, vomit, urine)		750.00
5	Maintenance and Repairs to Security System (audio, cameras, security doors, etc.)		2,000.00
6	Weekly Jail Linen Laundry Service		4,800.00
7	Health Code Mandated Bi-Annual Jail Cleaning		3,200.00
	Total Account	100-15-071-5101 Contract Services	24,550.00

1	Uniform Purchase (1 new hire @ \$400)		400.00
2	Uniform Repairs & replacements (Shirts, trousers, Belts, Jackets)		500.00
3	Boots 6 PSOs @ \$225. Yearly per MOU agreement.		1,350.00
4	Uniform Allowance (6 PSOs @ \$275). Per MOU agreement		1,650.00
	Total Account	100-15-071-5206 Uniforms/Safety Equipment	3,900.00

1	Inmate uniform replacement		250.00
2	Inmate Disposable Uniforms		70.00
3	Jail Mattress		220.00
4	Fingerprinting Supplies: (print ink, print handcleaner; live-scan cleaner; & live-scan wipes)		100.00
5	Inmate Meals Breakfast		2,500.00
6	Inmate Meals Lunch		1,200.00
7	Inmate Meals Dinner		1,700.00
8	Inmate Meals Fruit Juice & Milk		250.00
9	Jail equipment maintenance, repair and replacement (inmate uniform laundry, food service, audio, cameras, security doors, etc.)		800.00
10	Intoxilyzer Supplies (mouthpieces, paper)		100.00
11	First Aid Supplies and Eye Wash Station Service		600.00
12	Misc. jail supplies (high-risk gloves, prisoner		1,200.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 15 Police
 Minor Program: 071 Jail Operations

Account Number /Title / Budget Line item Descriptions				Amount
12	property bags, court transportation handcuffs, disposable toothbrushes, antimicrobial wipes, air freshener, toner for non-contract jail printer, etc)			
	Total Account	100-15-071-5217	Departmental Supplies	8,990.00

1	Cleaning Products			70.00
2	Chemical Products Stain Remover, Drain Opener, Household Degreaser, Insect Spray, etc.			25.00
3	Mops/Brooms and Handles, Trash Bags, Wiping Cloths, Hand Towels			75.00
4	Misc. City warehouse supplies			120.00
	Total Account	100-15-071-5611	Warehouse Purchases	290.00

1	Finance Analysis			29,194.00
	Total Account	100-15-071-5621	Information Systems Allocation	29,194.00

	Program Total	071	Jail Operations	616,109.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 15 Police
 Minor Program: 081 Parking Enforcement

Account Number /Title / Budget Line item Descriptions				Amount
081 Parking Enforcement				
1	2 Lead Community Services Officers, 10 Community Services Officers, 1 Admin Clerk I/II			800,697.00
2	Vacancy Factor Offset 4.6%			(36,832.00)
	Total Account	100-15-081-4101	Salaries & Allowances	763,865.00

1	POLICE SERGEANT			162,382.00
2	Vacancy Factor Offset 4.6%			(7,470.00)
3	LESS UNIFORM ALLOWANCE (MOVED TO 5206)			(700.00)
	Total Account	100-15-081-4102	Sworn Employee Salaries	154,212.00

1	Part-time Seasonal Community Service Officers for summer weekends, holidays, and major events			104,105.00
2	PACS Desk/Admin Support (Clerk/Intern)			19,080.00
	Total Account	100-15-081-4103	Part Time Employee Salaries	123,185.00

1	Community Service Officers~ Community/Department meetings and events, traffic control, incident holdover, training, shift coverage.			22,225.00
2	Community Service Officer (Sergeant At Arms) for City Council Closed Session meetings (twice monthly)			2,133.60
3	PACS Desk Admin. Clerk (incident holdover, training, meetings)			968.40
	Total Account	100-15-081-4111	Overtime Regular Employees	25,327.00

1	PACS Sergeant OT~ (community/department meetings and events, incident holdover, training)			5,743.50

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 15 Police
 Minor Program: 081 Parking Enforcement

Account Number /Title / Budget Line item Descriptions				Amount
2	Rounding			0.50
	Total Account	100-15-081-4112	Overtime Sworn Employees	5,744.00
1	Police Sergeant, 2 Lead Community Services Officers, 10 Community Services Officers, 1 Admin Clerk I/II			161,881.00
2	Vacancy Factor Offset 4.6%			(7,446.00)
	Total Account	100-15-081-4201	Group Medical Insurance	154,435.00
1	Police Sergeant, 2 Lead Community Services Officers, 10 Community Services Officers, 1 Admin Clerk I/II			12,009.00
2	Vacancy Factor Offset 4.6%			(552.00)
3	Part-time Medicare			1,110.00
	Total Account	100-15-081-4202	Medicare	12,567.00
1	Per Finance.			38,700.00
	Total Account	100-15-081-4205	Workers Compensation	38,700.00
1	Per Finance. Year 2 of 2014 Actuarial Study.			12,924.00
	Total Account	100-15-081-4206	Medical Retirement Contributions	12,924.00
1	2 Lead Community Services Officers, 10 Community Services Officers, 1 Admin Clerk I/II			102,164.00
2	Vacancy Factor Offset 4.6%			(4,700.00)
3	Part-time PERS			956.00
	Total Account	100-15-081-4211	PERS Regular Contributions	98,420.00
1	POLICE SERGEANT			49,499.00
2	Vacancy Factor Offset 4.6%			(2,277.00)

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 15 Police
 Minor Program: 081 Parking Enforcement

Account Number / Title / Budget Line item Descriptions			Amount	
Total Account		100-15-081-4212	PERS Sworn Contributions	47,222.00
1	Locksmith Services, Emergency Responses, and Towing			160.00
2	PACS Supervisor Cell phone charges 12 mos. x \$20			240.00
3	MDC & radio repair			500.00
4	Hearing Officer - conducts administrative review of parking tickets pursuant to Vehicle Code Section 40215.			6,300.00
Total Account		100-15-081-5101	Contract Services	7,200.00
1	AutoCite Maintenance Agreement for 20 handheld units and AutoISSUE Software Licenses (Due June 1)			11,200.00
2	Admin Adjudication letters (charged monthly by Turbo Data)			6,000.00
Total Account		100-15-081-5104	Computer Contract Services	17,200.00
1	832 PC Training 1 CSO x \$150.00			150.00
2	Leadership Training, Team Building, Career Development			600.00
Total Account		100-15-081-5205	Training	750.00
1	Part Time CSO uniform purchases (9 @ \$220)			1,980.00
2	Full Time CSO Uniform and Safety Equipment purchase/replacement (uniform, raingear, safety vests, etc.)			2,200.00
3	Uniform allowance (12 CSOs @ \$275) per MOU agreement			3,300.00
4	Boots (12 CSOs @ \$225). Yearly per MOU agreement			2,700.00
5	PAYROLL ADD IN - Uniform Allowance:~ Police Sergeant			700.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 15 Police
 Minor Program: 081 Parking Enforcement

Account Number / Title / Budget Line item Descriptions			Amount	
Total Account		100-15-081-5206	Uniforms/Safety Equipment	10,880.00
1	Portable radio battery/charger replacement; camera repair and replacement			1,400.00
2	Speaker Mic Replacements 5 x \$32			160.00
3	Parking enforcement public relations publications/announcements, handout materials, parking information guides, etc.			100.00
4	Tire chalk			175.00
5	Rain bags for parking citations			120.00
6	Parking Boot Replacement			700.00
7	Cones/Delineators			500.00
8	Digital Camera Replacement			200.00
Total Account		100-15-081-5217	Departmental Supplies	3,355.00
1	AutoCITE ticket stock & envelopes~ (ticket stock & envelopes for new and old AutoCITE units)			8,500.00
2	Notice of Parking Violation Ticket Books			2,200.00
Total Account		100-15-081-5225	Printing	10,700.00
1	Per Finance, based on trends.			3,100.00
Total Account		100-15-081-5501	Telephone	3,100.00
1	Raingear, safety vests, and misc warehouse supplies			200.00
Total Account		100-15-081-5611	Warehouse Purchases	200.00
1	Finance Analysis			68,119.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 15 Police
 Minor Program: 081 Parking Enforcement

Account Number /Title / Budget Line item Descriptions				Amount
		Total Account	100-15-081-5621 Information Systems Allocation	68,119.00
1	Per Finance, liability and property analysis.			3,960.00
		Total Account	100-15-081-5631 Insurance Allocation	3,960.00
1	Per Finance			50,050.00
		Total Account	100-15-081-5641 Fleet Rental Allocation	50,050.00
1	Finance analysis			42,051.00
		Total Account	100-15-081-5642 Fleet Maintenance Allocation	42,051.00
Program Total		081	Parking Enforcement	1,654,166.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 15 Police
 Minor Program: 091 Animal Control

Account Number /Title / Budget Line item Descriptions				Amount
091 Animal Control				
1	3 COMMUNITY SERVICES OFFICERS			193,106.00
2	Vacancy Factor Offset 4.6%			(8,883.00)
	Total Account	100-15-091-4101	Salaries & Allowances	184,223.00

1	Community Services Officers~ (community/department meetings and events, incident holdover, emergency call in, court) ~ (AC Officer OT rate.)			4,575.00
2	Department Required Training ~ (Average AC Officer OT rate.)			1,372.50
3	Rounding			0.50
	Total Account	100-15-091-4111	Overtime Regular Employees	5,948.00

1	3 COMMUNITY SERVICES OFFICERS			30,209.00
2	Vacancy Factor Offset 4.6%			(1,390.00)
	Total Account	100-15-091-4201	Group Medical Insurance	28,819.00

1	3 COMMUNITY SERVICES OFFICERS			2,800.00
2	Vacancy Factor Offset 4.6%			(129.00)
	Total Account	100-15-091-4202	Medicare	2,671.00

1	Per Finance.			6,840.00
	Total Account	100-15-091-4205	Workers Compensation	6,840.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			3,216.00
	Total Account	100-15-091-4206	Medical Retirement Contributions	3,216.00

1	3 COMMUNITY SERVICES OFFICERS			24,810.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 15 Police
 Minor Program: 091 Animal Control

Account Number / Title / Budget Line item Descriptions				Amount
2	Vacancy Factor Offset 4.6%			(1,141.00)
	Total Account	100-15-091-4211	PERS Regular Contributions	23,669.00

1	Animal Shelter Housing Fees			6,600.00
2	Dead animal disposal fees			200.00
3	Veterinarian Costs			3,500.00
4	MDC, Radio, Camera Repair			500.00
5	Cell phone charge (12 mos. x \$10)			120.00
	Total Account	100-15-091-5101	Contract Services	10,920.00

1	SPCA Animal Care Training			1,200.00
2	Animal Control Training Academy:~ 40-hour class by National Animal Control Association on legal aspects of animal control; animal care and control skills; and Officer safety.			1,400.00
	Total Account	100-15-091-5205	Training	2,600.00

1	Animal Control Officers uniform replacements:~ (Shirts, trousers, belts, raingear, safety gear)			350.00
2	Uniform Allowance - per MOU			825.00
3	Boots (3 @ \$225 each) per MOU agreement.			675.00
	Total Account	100-15-091-5206	Uniforms/Safety Equipment	1,850.00

1	Animal Traps			200.00
2	Animal Care and Capture Equipment (capture sticks, leads, gloves) and misc. supplies not available through warehouse (kennel cleaning supplies, etc.)			800.00
3	Pet Food (dog, cat, rabbit, etc)			400.00
4	Large kennels			600.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 15 Police
 Minor Program: 091 Animal Control

Account Number / Title / Budget Line item Descriptions				Amount
5	Small kennels			150.00
6	Educational/Promotional items for community events (Animal Owner Handbooks, etc.)			500.00
7	Digital Camera Replacement			100.00
8	Antimicrobial Wipes			400.00
	Total Account	100-15-091-5217	Departmental Supplies	3,150.00

1	Raingear, safety vests, and misc. cleaning supplies for kennel and animal truck			200.00
	Total Account	100-15-091-5611	Warehouse Purchases	200.00

1	Per Finance, liability and property analysis.			3,960.00
	Total Account	100-15-091-5631	Insurance Allocation	3,960.00

1	Per Finance			23,120.00
	Total Account	100-15-091-5641	Fleet Rental Allocation	23,120.00

1	Finance analysis			18,413.00
	Total Account	100-15-091-5642	Fleet Maintenance Allocation	18,413.00

Program Total		091	Animal Control	319,599.00

Fiscal Year 2016

Level 3

Fund Asset Forfeiture Fund

<p align="center">CITY OF MANHATTAN BEACH FY 2015-2016 Dept Request Level 3 Itemized Line Item Detail Controllable Costs</p>
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Data Date

5/5/2015

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Department: 15 Police

Minor Program: 201 Treasury Regional

Account Number / Title / Budget Line item Descriptions	Amount
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201 Treasury Regional

1 Approved Supplemental (4/17/15): Replacement of L-3 MVS Server	49,496.00
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Total Account	210-15-201-6141	Computer Equipment & Software	49,496.00
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Program Total	201	Treasury Regional	49,496.00
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Fiscal Year 2016
 Level 3
 Fund Asset Forfeiture Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 15 Police
 Minor Program: 203 DOJ Regional

Account Number /Title / Budget Line item Descriptions				Amount
203 DOJ Regional				
1	LA Impact Detective			30,453.50
2	Rounding			0.50
	Total Account	210-15-203-4112	Overtime Sworn Employees	30,454.00

1	Cellular phone, air card, monthly service charges for GPS tracking units, data plan for mobile surveillance			4,000.00
2	Internet fees and Cold Phone fees~ Internet Crimes Against Children (ICAC)			3,000.00
3	Computer Forensic Investigations Services			6,000.00
4	DNA Analysis			5,000.00
5	Cellular Phone Investigation System (Cellebrite Kit) Service/Updates			3,000.00
6	Front Desk Customer Service Window Automation			8,000.00
7	Strategic Plan Development			19,000.00
	Total Account	210-15-203-5101	Contract Services	48,000.00

1	Non-POST Reimbursable Training for Sworn (SWAT, CNT, Tactical, Driver-Instructor Training, Narcotics, Force Training, Computer Investigations, etc.)			15,000.00
	Total Account	210-15-203-5205	Training	15,000.00

1	Tactical Ballistic Vests for SWAT/K-9/Specialty Assignments			7,200.00
	Total Account	210-15-203-5206	Uniforms/Safety Equipment	7,200.00

1	Computer Equipment and Supplies for Front Line Law Enforcement			12,000.00

Fiscal Year 2016

Level 3

Fund Asset Forfeiture Fund

CITY OF MANHATTAN BEACH FY 2015-2016 Dept Request Level 3 Itemized Line Item Detail Controllable Costs
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Data Date

5/5/2015

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Department: 15 Police

Minor Program: 203 DOJ Regional

Account Number /Title / Budget Line item Descriptions				Amount
Total Account		210-15-203-5210	Computers, Supplies & Software	12,000.00
<hr/>				
1	LA Impact Detective undercover expenses, vehicle expenses			4,000.00
2	Equipment and supplies for Front line law enforcement (South Bay Platoon, Area G responders, Hometown security, SWAT, CNT, and Investigative programs)			25,000.00
3	Cameras, video, and audio equipment and related hardware and software for Patrol			24,800.00
Total Account		210-15-203-5217	Departmental Supplies	53,800.00
<hr/>				
Program Total		203	DOJ Regional	166,454.00

Fiscal Year 2016
 Level 3
 Fund Police Safety Grants Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 15 Police
 Minor Program: 302 State SLES Grant

Account Number / Title / Budget Line item Descriptions				Amount
302 State SLES Grant				
1	Law Enforcement Supplies & Equipment			80,000.00
	Total Account	211-15-302-5217	Departmental Supplies	80,000.00

1	Approved Supplemental (04/17/15): Replacement of Crisis Negotiations Phone			25,000.00
	Total Account	211-15-302-6121	Machinery & Equipment	25,000.00

	Program Total	302	State SLES Grant	105,000.00
15	Total Police			24,281,721.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 16 Fire
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
011 Administration				
1	EXECUTIVE SECRETARY, 0.2 INFORMATION SYSTEMS SPECIALIST			86,398.00
2	Vacancy Factor Offset 4.6%			(3,974.00)
	Total Account	100-16-011-4101	Salaries & Allowances	82,424.00

1	FIRE CHIEF			233,058.00
2	Vacancy Factor Offset 4.6%			(10,721.00)
3	LESS UNIFORM ALLOWANCE (MOVED TO 5206)			(600.00)
	Total Account	100-16-011-4102	Sworn Employee Salaries	221,737.00

1	Background Investigator for 1 new firefighter, 1 staff personnel. Hourly rate (\$34.07) x average number of hours per employees (40 hours) x 2 employees per year			2,725.00
2	Part-Time Senior Management Analyst			39,820.80
3	Rounding			0.20
	Total Account	100-16-011-4103	Part Time Employee Salaries	42,546.00

1	MOU Training OT moved to Administration so it can be monitored separately. The 1440 hours is 20 members, each getting 72 hours of coverage/compensation.			109,440.00
2	OT Reduction 4/14/15			(5,472.00)
	Total Account	100-16-011-4112	Overtime Sworn Employees	103,968.00

1	FIRE CHIEF, EXECUTIVE SECRETARY, 0.2 INFORMATION SYSTEMS SPECIALIST			38,825.00
2	Vacancy Factor Offset 4.6%			(1,786.00)

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 16 Fire
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-16-011-4201	Group Medical Insurance	37,039.00
1	FIRE CHEIF, EXECUTIVE SECRETARY, 0.2 INFORMATION SYSTEMS SPECIALIST			4,632.00
2	Vacancy Factor Offset 4.6%			(213.00)
3	PART-TIME MEDICARE			680.00
Total Account		100-16-011-4202	Medicare	5,099.00
1	Historical Case Load			1,260.00
Total Account		100-16-011-4203	Unemployment	1,260.00
1	FIRE CHIEF			5,515.00
2	Vacancy Factor Offset 4.6%			(254.00)
Total Account		100-16-011-4204	401A Plan City	5,261.00
1	Per Finance.			1,192,560.00
Total Account		100-16-011-4205	Workers Compensation	1,192,560.00
1	Per Finance. Year 2 of 2014 Actuarial Study.			1,044.00
Total Account		100-16-011-4206	Medical Retirement Contributions	1,044.00
1	EXECUTIVE SECRETARY, 0.2 INFORMATION SYSTEMS SPECIALIST			11,100.00
2	Vacancy Factor Offset 4.6%			(511.00)
Total Account		100-16-011-4211	PERS Regular Contributions	10,589.00
1	FIRE CHIEF			62,699.00
2	Vacancy Factor Offset 4.6%			(2,884.00)
Total Account		100-16-011-4212	PERS Sworn Contributions	59,815.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 16 Fire
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions	Amount
1 Disaster Management Area Coordinator (DMAC)	11,800.00
2 Xerox contract estimated at \$550 Xerox Printers; \$600 Xerox Copiers per month.	13,800.00
3 Physical exam program per MOU for 12 FD staff at \$750 ea.	9,000.00
4 Cell Phone Fire Chief	1,700.00
5 Management and Development Training (moved \$700 from 100-16-011-5205 #3 and \$3,600 from 100-16-31-5205 #3)	4,500.00
6 Citywide gym equipment maintenance and repairs. Moved \$3,500 to 100-16-011-5217 to purchase cardio equipment.	3,150.00
7 Hotspot access for department head (per Bruce)	828.00
8 Monthly ISP fee for Smart Classroom~ \$150/mo. x 12	1,800.00
9 Annual Maintenance for Zoll - Telestaff connection software	1,600.00
Total Account 100-16-011-5101 Contract Services	48,178.00

1 Fire Records Management System computer contract for support and software licensing fees.	3,000.00
2 Kronos/Telestaff annual users fee and licensing (\$4,290) and server security certificate (\$70)	4,360.00
3 Kronos/Telestaff for advance programming (\$120/hr for 40 hours)	4,800.00
4 Funding for RMS contract services for system maintenance , upgrades, reporting. (Haz Mat, Fire Reports, Training and Inspections) Telestaff RMS annual maintenance	27,950.00
Total Account 100-16-011-5104 Computer Contract Services	40,110.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 16 Fire
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
1	SBRPCA Communications, Per RCC Email 4/1/15. (25% of Total)			422,164.00
	Total Account	100-16-011-5106	SBRPCA Communications	422,164.00

1	Psychological Exam 2 @ \$400 each			800.00
	Total Account	100-16-011-5107	Physical/Psychological Exams	800.00

1	Background fingerprints. 2 per year @ \$32/each			64.00
2	Polygraph Test - 2 @ \$400/each			800.00
	Total Account	100-16-011-5109	Background Investigations	864.00

1	Office supplies (pens, pencils, desk supplies, paper, copiers, suppression sta 1 & 2 etc.)			5,200.00
	Total Account	100-16-011-5201	Office Supplies	5,200.00

1	IAFC & Western Div. Fire Chiefs Assn membership			254.00
2	LA County Fire Chiefs Assn membership and Cal Chiefs			1,250.00
3	South Bay Fire Chiefs			375.00
4	So. Cal Training Officers Assn memberships (2)~ (Desmond & Chiella)			100.00
5	Rotary Membership			1,000.00
	Total Account	100-16-011-5202	Memberships & Dues	2,979.00

1	IAFC Annual Conference: 1 Fire Chief, Registration \$600;~ Lodging \$750; Meals \$155			1,505.00
2	League Conference: Fire Chief; Travel \$300; Lodging for 3 days and 2 nights \$450; Meals \$150; Registration \$500; Cab fees (to and from airport) \$50.			1,450.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 16 Fire
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
3	LA County Fire Chiefs semi-annual seminar/conference. Twice annually for the Fire Chief, \$750 each (Desert Claw & Bear Paw), including registration, meals, lodging and travel.Three Battalion Chiefs 1 night, 2 days (\$125 x 3); registration @ \$150 ea., 2 days Officer Training once per year \$825.			2,325.00
4	Fire Chief, professional organization meeting, Independent Cities Association (ICA) \$450; 2 nights @ \$250.			950.00
5	League of Cities Committee meetings and State EMS Meetings (Sacramento)			1,000.00
6	California Fire Chiefs' Annual Conference (Registration \$300, air fare \$350, lodging \$400, meals \$150.			1,200.00
	Total Account	100-16-011-5204	Conferences & Meetings	8,430.00

1	Fire management training classes (State certification, CSTI, National Fire Academy, etc.) one class for the Fire Chief			800.00
2	Training seminars - management, legal, and work-place issues for the Fire Chief and 3 Battalion Chiefs (LCW annual Employment law training)			1,500.00
	Total Account	100-16-011-5205	Training	2,300.00

1	Chief Officers' safety equipment (turnouts, helmets,footwear,flashlights,gloves,etc)			2,500.00
2	Badges, name plates, buckles, belts,collar ornaments, and uniform accessories			2,500.00
3	PAYROLL ADD IN - Uniform Allowance:~ Fire Chief			600.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 16 Fire
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
	Total Account	100-16-011-5206	Uniforms/Safety Equipment	5,600.00
1	Employee Recognition Program, FF of Year, Service Awards, New Employee Orientations~ Volunteer Recognition-Muster			3,500.00
	Total Account	100-16-011-5214	Employee Awards & Events	3,500.00
1	Purchase Gym Equipment			6,000.00
	Total Account	100-16-011-5217	Departmental Supplies	6,000.00
1	Per Finance, based on trends.			20,000.00
	Total Account	100-16-011-5501	Telephone	20,000.00
1	Per Finance, based on trends.			6,087.00
	Total Account	100-16-011-5503	Natural Gas	6,087.00
1	Warehouse Purchases			200.00
	Total Account	100-16-011-5611	Warehouse Purchases	200.00
1	Finance Analysis			29,194.00
	Total Account	100-16-011-5621	Information Systems Allocation	29,194.00
1	Per Finance, liability and property analysis.			113,340.00
	Total Account	100-16-011-5631	Insurance Allocation	113,340.00
1	Per Finance			5,450.00
	Total Account	100-16-011-5641	Fleet Rental Allocation	5,450.00
1	Finance analysis			1,866.00

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Department: 16 Fire
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	100-16-011-5642 Fleet Maintenance Allocation	1,866.00
1	Finance analysis	Total Account	100-16-011-5651 Building & Operations Allocation	155,427.00
1	Proposed Cips	Total Account	401-16-011-6212 CIP Bldg & Facility - CYr	205,433.00
1	PSF Refunding Bonds, per debt service schedule.	Total Account	401-16-011-7101 Bond Principal	227,500.00
1	PSF Refunding Bonds, per debt service schedule.	Total Account	401-16-011-7102 Bond Interest	156,568.00
1	PSF Refunding Bonds.	Total Account	401-16-011-7103 Bond Administration Fee	2,000.00
Program Total		011	Administration	3,232,532.00

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Department: 16 Fire
 Minor Program: 021 Prevention

Account Number /Title / Budget Line item Descriptions				Amount
021 Prevention				
1	FIRE MARSHAL/CAPTAIN, FIRE ENGINEER/PARAMEDIC			360,594.00
2	Vacancy Factor Offset 4.6%			(16,587.00)
3	LESS UNIFORM ALLOWANCE (MOVED TO 5206)			(1,200.00)
	Total Account	100-16-021-4102	Sworn Employee Salaries	342,807.00
<hr/>				
1	Part-time employee salaries - 2,322 hours @ \$18.11. The amount of hours and inspections for the part time Fire Inspectors' position is projected to double. This amount is based upon information from Development Services permits, a restructure of the inspection program that provides for all mandated inspection to comply with state requirements, and increased of activity and permitted work at the Manhattan Studios.			42,042.91
2	Rounding			0.09
	Total Account	100-16-021-4103	Part Time Employee Salaries	42,043.00
<hr/>				
1	To cover overtime for special Fire Prevention needs; training, Fire Service Day & Fire Prevention Week, 160 hrs..			22,240.00
2	OT Reduction 4/14/15			(1,112.00)
	Total Account	100-16-021-4112	Overtime Sworn Employees	21,128.00
<hr/>				
1	This is a reimbursable account used to provide Fire Safety Officer standby at Manhattan Studios. All direct costs are billed to production companies.			91,200.00
	Total Account	100-16-021-4115	Overtime Cooperative Resources	91,200.00

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CITY OF MANHATTAN BEACH
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Department: 16 Fire
 Minor Program: 021 Prevention

Account Number /Title / Budget Line item Descriptions				Amount
1	FIRE MARSHAL/CAPTAIN, FIRE ENGINEER/PARAMEDIC			38,888.00
2	Vacancy Factor Offset 4.6%			(1,789.00)
	Total Account	100-16-021-4201	Group Medical Insurance	37,099.00

1	FIRE MARSHAL/CAPTAIN, FIRE ENGINEER/PARAMEDIC			2,684.00
2	Vacancy Factor Offset 4.6%			(123.00)
3	PART-TIME MEDICARE			600.00
	Total Account	100-16-021-4202	Medicare	3,161.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			1,536.00
	Total Account	100-16-021-4206	Medical Retirement Contributions	1,536.00

1	FIRE MARSHAL/CAPTAIN, FIRE ENGINEER/PARAMEDIC			86,542.00
2	Vacancy Factor Offset 4.6%			(3,981.00)
	Total Account	100-16-021-4212	PERS Sworn Contributions	82,561.00

1	Contract Fire Plan Checks (offset w/revenue account 100-3717)			22,000.00
2	Cell Phones for Fire Marshall, Fire Inspector, Part Time Fire Inspector			5,100.00
3	Haz Mat pick-up/disposal			2,500.00
	Total Account	100-16-021-5101	Contract Services	29,600.00

1	South Bay Fire Prevention Officers Assn Dept. membership			175.00
2	LA Area Fire Chiefs Fire Prevention Officers Assn for 2 members. (1 Fire Marshal, and 1 Fire Fire Prevention Inspector)			225.00
3	Natl Fire Protection Assn (1 Fire Marshal for department membership)			225.00

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Department: 16 Fire
 Minor Program: 021 Prevention

Account Number /Title / Budget Line item Descriptions				Amount
4	Safety Belts Safe USA membership for Child Safety Seat Program under Public Education 16-16-056			200.00
	Total Account	100-16-021-5202	Memberships & Dues	825.00

1	Natl Fire Codes Updates			1,500.00
2	Natl Fire Protection Handbook			100.00
3	Automatic Sprinkler Systems Standard & Handbook			95.00
4	Misc. reference manuals (Company Officer Inspection books, Title 19)			555.00
	Total Account	100-16-021-5203	Reference Books & Periodicals	2,250.00

1	Fire Prevention classes including State Fire Marshall (SFM) Fire Prevention classes \$2,800 for full time employees (one class each)			2,800.00
2	Inspector Training			6,800.00
	Total Account	100-16-021-5205	Training	9,600.00

1	PAYROLL ADD IN - Uniform Allowance:~ Fire Marshal/Captain, Firefighter/Paramedic			1,200.00
2	Uniforms for five part time employees			1,000.00
	Total Account	100-16-021-5206	Uniforms/Safety Equipment	2,200.00

1	Inspection small tools and equipment			200.00
	Total Account	100-16-021-5217	Departmental Supplies	200.00

1	Fire Prevention supplies including business cards, special photocopying of handouts.			750.00
	Total Account	100-16-021-5225	Printing	750.00

1	Per Finance, based on trends.			1,400.00

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Department: 16 Fire
 Minor Program: 021 Prevention

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	100-16-021-5501 Telephone	1,400.00

1	Finance Analysis	Total Account	100-16-021-5621 Information Systems Allocation	29,194.00
		Total Account	100-16-021-5621 Information Systems Allocation	29,194.00

1	Per Finance	Total Account	100-16-021-5641 Fleet Rental Allocation	14,910.00
		Total Account	100-16-021-5641 Fleet Rental Allocation	14,910.00

1	Finance analysis	Total Account	100-16-021-5642 Fleet Maintenance Allocation	18,413.00
		Total Account	100-16-021-5642 Fleet Maintenance Allocation	18,413.00

Program Total			021 Prevention	730,877.00

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Department: 16 Fire
 Minor Program: 023 Fire Investigation

Account Number /Title / Budget Line item Descriptions				Amount
023 Fire Investigation				
1	Overtime for Fire/Arson, Explosives/Fireworks, and Special Department Investigations. Estimate for two investigators, total 110 hrs.			8,360.00
2	Training by the MOU for Fire Investigator specialty. Average class hours is 36 for each of the six investigators.			8,360.00
3	OT Reduction 4/14/15			(1,672.00)
	Total Account	100-16-023-4112	Overtime Sworn Employees	15,048.00

1	Cell phones for 2 Investigators			3,400.00
	Total Account	100-16-023-5101	Contract Services	3,400.00

1	Calif Conference of Arson Investigators. \$70 each for 3 investigators			210.00
2	South Bay Arson Control Team. \$200 for City membership			200.00
	Total Account	100-16-023-5202	Memberships & Dues	410.00

1	Arson Investigation related courses ie, Safety, Report Writing, SFM Certification, Firearms, Interviews/Interrogation. (6 Investigators: Registration, Lodging, and Travel.)			8,000.00
	Total Account	100-16-023-5205	Training	8,000.00

1	Misc safety supplies and Arson team uniform components (replacement costs). South Bay Fire Investigations Task uniforms (pants. shirt, jacket, badge)			1,500.00
2	Ammunition for qualifications			500.00

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Department: 16 Fire
 Minor Program: 023 Fire Investigation

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-16-023-5206	Uniforms/Safety Equipment	2,000.00
<hr/>				
1	Supplies necessary for Arson Investigations, including digital photography. ID cards, business cards, evidence collection, digital recorders.			2,000.00
Total Account		100-16-023-5217	Departmental Supplies	2,000.00
<hr/>				
Program Total		023	Fire Investigation	30,858.00

Fiscal Year 2016
 Level 3
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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 16 Fire
 Minor Program: 031 Fire Operations

Account Number /Title / Budget Line item Descriptions				Amount
031 Fire Operations				
1	2 BATTALION CHIEF, 6 CAPTAIN/PARAMEDICS, 6 ENGINEER/PARAMEDICS, 6 FIREFIGHTER/PARAMEDICS			3,306,213.00
2	Vacancy Factor Offset 4.6%			(152,086.00)
3	LESS UNIFORM ALLOWANCE (MOVED TO 5206)			(11,402.00)
	Total Account	100-16-031-4102	Sworn Employee Salaries	3,142,725.00
<hr/>				
1	This overtime line represents the cost to staff the fire engines when firefighters are off-duty for vacation, holiday, sick leave, and on-duty injuries. The persons assigned to the fire engine account for 80% of the department line firefighters. The other 20% are assigned to paramedic ambulances. Actual accrued hours for personal leave for these employees is 10696 (80% of 13370 hours).			920,208.00
2	Straight time overtime to cover 1600 hours of annually accrued general leave and work related injuries and illnesses for three Battalion Chiefs.			279,832.00
3	OT Reduction 4/14/15			(60,002.00)
	Total Account	100-16-031-4112	Overtime Sworn Employees	1,140,038.00
<hr/>				
1	Mutual aid overtime is reimbursed, usually by the state, at the employees time and a half rate plus a small administrative service percentage.			114,000.00
	Total Account	100-16-031-4113	Overtime Mutual Aid	114,000.00
<hr/>				
1	Holiday Fire Works - 2 safety officer for 4 hrs. at current average MOU rate.			304.00
2	Hometown Fair / 10k Run:~ Minimum of 8 additional firefighter/paramedics			2,432.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 16 Fire
 Minor Program: 031 Fire Operations

Account Number /Title / Budget Line item Descriptions	Amount
2 for 32 hours at current average MOU rate.	
3 Grand Prix Bike Race:~ 2 firefighter/paramedics for 16 hours at the current average MOU rate.	1,216.00
4 Six-Man Volleyball Tournament:~ Saturday: 1 B/C for 8 hrs.~ 6 firefighter/paramedics for 8 hrs = 48 hrs.~ Sunday:2 firefighter/paramedics for 6 hrs. = 12 hrs.~ Total 68 hrs at the current average MOU rate.	5,168.00
5 Manhattan Beach Open Volleyball Tournament:~ Saturday: 2 firefighter/paramedics for 8 hrs = 16 hrs. ~ Sunday: 2 firefighter/paramedics for 6 hrs = 12 hrs. at the current average MOU rate.	2,128.00
6 Open House, 3 FF/PM for 4 hrs. = 12 hrs. at he current average MOU rate.	912.00
7 OT Reduction 4/14/15	(1,216.00)
Total Account 100-16-031-4114 Overtime Special Events	10,944.00
<hr style="border-top: 1px dashed black;"/>	
1 Reimbursable account for providing Hermosa staffing. Employees working at Hermosa are reimbursed at the direct cost.12, 24-hour shifts for Captain Rank per year.	28,800.00
Total Account 100-16-031-4115 Overtime Cooperative Resources	28,800.00
<hr style="border-top: 1px dashed black;"/>	
1 This is discretionary overtime. Used for training, meeting, and conference attendance. We do not have 40-hour staff, so many of the projects and programs administered by sending employees on their days off or providing coverage to allow on-duty people attend mission critical assignments. We average approximately 200 hours	182,400.00

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 FY 2015-2016 Dept Request Level 3
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Department: 16 Fire
 Minor Program: 031 Fire Operations

Account Number /Title / Budget Line item Descriptions				Amount
1	per month.			
2	OT Reduction 4/14/15			(18,240.00)
	Total Account	100-16-031-4116	Overitme Training & Special Detail	164,160.00
1	2 BATTALION CHIEF, 6 CAPTAIN/PARAMEDICS, 6 ENGINEER/PARAMEDICS, 6 FIREFIGHTER/PARAMEDICS			393,934.00
2	Vacancy Factor Offset 4.6%			(18,121.00)
	Total Account	100-16-031-4201	Group Medical Insurance	375,813.00
1	2 BATTALION CHIEF, 6 CAPTAIN/PARAMEDICS, 6 ENGINEER/PARAMEDICS, 6 FIREFIGHTER/PARAMEDICS			39,804.00
2	Vacancy Factor Offset 4.6%			(1,831.00)
	Total Account	100-16-031-4202	Medicare	37,973.00
1	Per Finance. Year 2 of 2014 Actuarial Study.			13,704.00
	Total Account	100-16-031-4206	Medical Retirement Contributions	13,704.00
1	2 BATTALION CHIEF, 6 CAPTAIN/PARAMEDICS, 6 ENGINEER/PARAMEDICS, 6 FIREFIGHTER/PARAMEDICS			804,812.00
2	Vacancy Factor Offset 4.6%			(37,021.00)
	Total Account	100-16-031-4212	PERS Sworn Contributions	767,791.00
1	Refill and service fire extinguishers used on FD emergency apparatus.			500.00
2	Required testing and certification of ladders used in emergency operations.			1,100.00
3	SCBA Air Compressor Maintenance, SCBA Air bottle Hydro Testing			2,500.00
4	Cellular Phones BC, E21, E22			5,100.00
5	OSHA compliance fit testing - respirators, N95			1,850.00

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 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
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Department: 16 Fire
 Minor Program: 031 Fire Operations

Account Number /Title / Budget Line item Descriptions				Amount
5	and P100 masks~ Health Questionnaire Review			
6	Drafting Pit maintenance			1,000.00
7	PPE Advanced Cleaning and Inspection (60X70) NFPA annual			4,200.00
8	Personal Protective Equipment Repairs			3,000.00
	Total Account	100-16-031-5101	Contract Services	19,250.00

1	IFSTA training manuals			800.00
	Total Account	100-16-031-5203	Reference Books & Periodicals	800.00

1	Liebert, Cassidy, Whitmore annual law conference: 2 Chief Officers Travel and Registration			2,500.00
2	Fire House World Conference: 1 Chief Officer, Travel and Registration			1,600.00
	Total Account	100-16-031-5204	Conferences & Meetings	4,100.00

1	MOU training as provided contractually.Fifteen people at \$1200 each.			18,000.00
2	Target Safety; provide mandated training for OSHA, DMV, and other State and Feds requirements that can not be provided in house.			5,000.00
3	Driver training and certification program~ New DMV requirements & EVOC			4,000.00
4	Truck Ops. Academy for two			2,300.00
5	Certification training as described in the MOU. Mandated training by the department.			15,900.00
6	Water rescue training. Off site training includes travel and registration			3,600.00
7	Advanced Officer Development Training~ Company Officer/Chief Officer~			3,000.00

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Department: 16 Fire
 Minor Program: 031 Fire Operations

Account Number /Title / Budget Line item Descriptions				Amount
7	CO academy, Liebert Cassidy Seminars, development opportunities			
	Total Account	100-16-031-5205	Training	51,800.00

1	6 sets of turnout safety gear to replace worn and damaged sets in our current inventory.			18,000.00
2	6 sets of safety clothing for USAR/wildland fires (replacement) 30 total sets every five years			1,800.00
3	Replacement of misc safety gear such as gloves, hoods, goggles, etc			1,000.00
4	Safety helmets 30 total that should be replaced every 10 years			900.00
5	firefighter safety boots			1,500.00
6	Wildland Boots			1,200.00
7	OSHA mandated personnel accountability system supplies			500.00
8	PAYROLL ADD IN - Uniform Allowance:~ Fire Battalion Chief, 6 - Fire Capt/Paramedic, 6 - Fire Engr/Paramedic, 6 - Firefighter/Paramedic			11,402.00
	Total Account	100-16-031-5206	Uniforms/Safety Equipment	36,302.00

1	Per Finance. Based on prior year trends and planned events.			600.00
	Total Account	100-16-031-5208	Postage	600.00

1	Appliance replacement and Rotation- Microwaves, dishwashers, ovens, refrigerators, toasters, blenders			4,500.00
2	Replacement of outdated fire hose. Brush hose and fittings.			10,000.00
3	Replacement of small handtools on the fire			6,000.00

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Department: 16 Fire
 Minor Program: 031 Fire Operations

Account Number /Title / Budget Line item Descriptions	Amount
3 apparatus that are broken or missing.	
4 NEW Fire shelters (large)~ 3@ \$350 ea.	1,050.00
5 Replacement/Updated map books and supple- mental maps on emergency apparatus and in the fire stations.	500.00
6 Replacement firefighting foam used at emergency scenes. 100 gal at \$25 a gallon	500.00
7 Station Maintenance Supplies, soaps, waxes, towels, polish, etc.	1,500.00
8 Replacement of rope rescue equipment. Ropes, slings, hardware, bags, headgear, etc.	3,000.00
9 SCBA parts and Equipment	2,800.00
10 Vehicle detailing after brush fire exposure	500.00
11 Chain Saw repairs and chains; roof prop supplies	2,500.00
12 Burlington safety testing (underfunded, required testing)	1,200.00
13 Batteries for gate opener	150.00
14 Engine oil and lubricants	500.00
15 Station Recliner replacement. 9 total with a 3 year rotation	1,950.00
16 Wildland Safety Hydration harnesses. 30 harnesses with a five year replacement	1,800.00
17 Station Matress Replacement. 15 total with a five year replacement	4,050.00
18 Radiation & CO2 monitor repairs and service	1,000.00
19 Water Rescue Equipment and replacement. Wetsuits, Fins, Rescue max Guns, flotation devices, lighting, paddle boards	3,000.00
20 Approved Supplemental (04/17/15): One-time purchase of 2 Thermal Imaging Cameras	16,000.00

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Data Date 5/5/2015
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Department: 16 Fire
 Minor Program: 031 Fire Operations

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-16-031-5217	Departmental Supplies	62,500.00
1	Outsourcing of service for the Fire emergency vehicles.			66,700.00
Total Account		100-16-031-5221	Automotive Repair Services	66,700.00
1	Printing of Department forms and business cards			400.00
Total Account		100-16-031-5225	Printing	400.00
1	Per Finance, based on trends.			4,500.00
Total Account		100-16-031-5501	Telephone	4,500.00
1	Per Finance, based on trends.			80,232.00
Total Account		100-16-031-5502	Electricity	80,232.00
1	Per Finance, based on trends.			1,086.00
Total Account		100-16-031-5503	Natural Gas	1,086.00
1	Per Finance, based on trends.			9,534.00
Total Account		100-16-031-5504	Water	9,534.00
1	Based on historical usage and dept input			6,500.00
Total Account		100-16-031-5611	Warehouse Purchases	6,500.00
1	Finance Analysis			77,851.00
Total Account		100-16-031-5621	Information Systems Allocation	77,851.00
1	Per Finance			137,200.00

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Department: 16 Fire
 Minor Program: 031 Fire Operations

Account Number / Title / Budget Line item Descriptions				Amount	
		Total Account	100-16-031-5641	Fleet Rental Allocation	137,200.00
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1	Finance analysis				17,542.00
		Total Account	100-16-031-5642	Fleet Maintenance Allocation	17,542.00
<hr style="border-top: 1px dashed black;"/>					
Program Total		031	Fire Operations		6,372,845.00

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 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 16 Fire
 Minor Program: 041 Emergency Medical Services

Account Number /Title / Budget Line item Descriptions				Amount
041 Emergency Medical Services				
1	1 BATTALION CHIEF, 6 FIREFIGHTER/PARAMEDICS			919,195.00
2	Vacancy Factor Offset 4.6%			(42,283.00)
3	LESS UNIFORM ALLOWANCE (MOVED TO 5206)			(3,600.00)
	Total Account	100-16-041-4102	Sworn Employee Salaries	873,312.00
<hr/>				
1	This overtime line represents the cost to staff the paramedic ambulance when firefighters are off-duty for vacation, holiday, sick leave, and on-duty injuries. The persons assigned to the paramedic ambulance account for 20% of the department line firefighters. The other 80% are assigned to fire engines. Actual accrued hours for personal leave for these employees is 2674 (20% of 13370 hours).			203,224.00
2	OT Reduction 4/14/15			(10,161.00)
	Total Account	100-16-041-4112	Overtime Sworn Employees	193,063.00
<hr/>				
1	Provides coverage for paramedic services at City approved special events.			5,472.00
2	OT Reduction 4/14/15			(547.00)
	Total Account	100-16-041-4114	Overtime Special Events	4,925.00
<hr/>				
1	Reimbursable account for providing Hermosa staffing. Employees working at Hermosa are reimbursed at the direct cost. Thirty 24-hour shifts per year.			54,720.00
	Total Account	100-16-041-4115	Overtime Cooperative Resources	54,720.00
<hr/>				
1	This is discretionary overtime. Used for training, meeting, and conference attendance. We			22,800.00

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 Itemized Line Item Detail
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Data Date 5/5/2015
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Department: 16 Fire
 Minor Program: 041 Emergency Medical Services

Account Number /Title / Budget Line item Descriptions				Amount
1	do not have 40-hour staff, so many of the projects and programs administered by sending employees on their days off or providing coverage to allow on-duty people attend mission critical assignments. We average approximately 50 hours per month.			
2	OT Reduction 4/14/15			(2,280.00)
	Total Account	100-16-041-4116	Overitme Training & Special Detail	20,520.00
1	1 BATTALION CHIEF, 6 FIREFIGHTER/PARAMEDICS			112,083.00
2	Vacancy Factor Offset 4.6%			(5,156.00)
	Total Account	100-16-041-4201	Group Medical Insurance	106,927.00
1	1 BATTALION CHIEF, 6 FIREFIGHTER/PARAMEDICS			13,328.00
2	Vacancy Factor Offset 4.6%			(613.00)
	Total Account	100-16-041-4202	Medicare	12,715.00
1	Per Finance. Year 2 of 2014 Actuarial Study.			4,548.00
	Total Account	100-16-041-4206	Medical Retirement Contributions	4,548.00
1	1 BATTALION CHIEF, 6 FIREFIGHTER/PARAMEDICS			226,267.00
2	Vacancy Factor Offset 4.6%			(10,408.00)
	Total Account	100-16-041-4212	PERS Sworn Contributions	215,859.00
1	Paramedic recertification fees for State license every two years (for 50%) of staff) \$200 (per paramedic) x 13.5			2,700.00
2	PM quarterly maintenance of ambulance gurneys.			2,300.00
3	Hepatitis "A" vaccines			100.00
4	Hepatitis "B" vaccines			100.00

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CITY OF MANHATTAN BEACH
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Department: 16 Fire
 Minor Program: 041 Emergency Medical Services

Account Number /Title / Budget Line item Descriptions				Amount
5	25 Hearing Tests @ \$22/each = \$550~ 25 TB Tests @ \$25/each = \$625			1,175.00
6	From Contract Personnel: Contract for Nurse Educator to comply with QI Program. OT for off-duty required CE has been reduced. (Reimbursed by BCHD: partial offset).			29,725.00
7	Cell Phone service for B/C phone, R21, A21			5,100.00
8	Verizon data plans to connect cardiac monitors to a server owned by Little Company of Mary and allow transmission of patient cardiac rhythms.			3,000.00
	Total Account	100-16-041-5101	Contract Services	44,200.00

1	MOU training class for six paramedics. Includes tuition, travel, and lodges.			7,200.00
	Total Account	100-16-041-5205	Training	7,200.00

1	PAYROLL ADD IN - Uniform Allowance:~ 2 - Fire Battalion Chief, 6 - Firefighter/Paramedic			3,600.00
	Total Account	100-16-041-5206	Uniforms/Safety Equipment	3,600.00

1	Oxygen tank refills.			1,200.00
2	Medical supplies for the Fire Stations such as bandages, splints, cold packs, etc.			2,500.00
3	Rescue Unit upkeep and cleaning supplies.			500.00
4	Medications and supplies for Paramedic units. Not offset by patients being billed for these supplies.			58,300.00
5	Fire Basic Life Support Transport Services Medical Supplies			10,000.00
6	O2 Cylinder Rentals			1,600.00

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Department: 16 Fire
 Minor Program: 041 Emergency Medical Services

Account Number /Title / Budget Line item Descriptions				Amount
7	Complete Advanced Life Support Body trainer for practicing Paramedic skills including IV's, airway management, ECG rhythm generation and other vital life saving skills. Replaced every 6-7 years.			
8	Updated EMS reference materials for station library			400.00
9	One-Time Replacement of Fire Line Medic Supplies (FY15-16)			5,000.00
	Total Account	100-16-041-5217	Departmental Supplies	79,500.00

1	Finance Analysis			19,463.00
	Total Account	100-16-041-5621	Information Systems Allocation	19,463.00

1	Per Finance			117,940.00
	Total Account	100-16-041-5641	Fleet Rental Allocation	117,940.00

1	Finance analysis			19,657.00
	Total Account	100-16-041-5642	Fleet Maintenance Allocation	19,657.00

Program Total		041	Emergency Medical Services	1,778,149.00

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Department: 16 Fire
 Minor Program: 051 Support Services

Account Number /Title / Budget Line item Descriptions				Amount
051 Support Services				
1	BATTALION CHIEF			217,835.00
2	Vacancy Factor Offset 4.6%			(10,020.00)
3	LESS UNIFORM ALLOWANCE (MOVED TO 5206)			(600.00)
	Total Account	100-16-051-4102	Sworn Employee Salaries	207,215.00

1	Supplemental Approved (4/14/15): Part-time Emergency Services Manager (20 hrs/week)			50,000.00
	Total Account	100-16-051-4103	Part Time Employee Salaries	50,000.00

1	BATTALION CHIEF			20,025.00
2	Vacancy Factor Offset 4.6%			(921.00)
	Total Account	100-16-051-4201	Group Medical Insurance	19,104.00

1	BATTALION CHIEF			3,159.00
2	Vacancy Factor Offset 4.6%			(145.00)
	Total Account	100-16-051-4202	Medicare	3,014.00

1	BATTALION CHIEF			57,941.00
2	Vacancy Factor Offset 4.6%			(2,665.00)
	Total Account	100-16-051-4212	PERS Sworn Contributions	55,276.00

1	Cell phone			1,700.00
	Total Account	100-16-051-5101	Contract Services	1,700.00

1	PAYROLL ADD IN - Uniform Allowance:~ Fire Battalion Chief			600.00
	Total Account	100-16-051-5206	Uniforms/Safety Equipment	600.00

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Department: 16 Fire
Minor Program: 051 Support Services

Account Number / Title / Budget Line item Descriptions	Amount
Program Total 051 Support Services	336,909.00

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Department: 16 Fire
 Minor Program: 052 Emergency Preparedness

Account Number /Title / Budget Line item Descriptions				Amount
052 Emergency Preparedness				
1	Disaster preparedness training courses, Map your Neighborhood, instructor overtime costs and Emergency Coordinator overtime costs for meetings and training.			7,600.00
	Total Account	100-16-052-4112	Overtime Sworn Employees	7,600.00
1	Annual Service Contract for the EOC Satellite System.			3,250.00
2	Hire consultants and subject matter experts to prepare and deliver 3 townhall meetings .			4,000.00
3	Hire subject matter experts to design and deliver an city-wide EOC exercise.			4,000.00
	Total Account	100-16-052-5101	Contract Services	11,250.00
1	Department Head and City employee training in disaster preparedness, emergency response and recovery operations. Send (2) two Department Heads to EOC operations training at California Specialized Training Institute for one week.			6,000.00
	Total Account	100-16-052-5205	Training	6,000.00
1	Moved to 5217			
	Total Account	100-16-052-5206	Uniforms/Safety Equipment	0.00
1	Moved to 5217			
	Total Account	100-16-052-5209	Tools & Minor Equipment	0.00
1	Recognition events and awards for CERT and Neighborhood Watch volunteers.			1,000.00

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Department: 16 Fire
 Minor Program: 052 Emergency Preparedness

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-16-052-5214	Employee Awards & Events	1,000.00
<hr/>				
1	Emergency food, water, equipment and supplies for department facilities, vehicles, including EOC staffing and housing needs.			6,500.00
2	Emergency first aid and survival supply kits/cache for a major incident to be stored at both Fire Stations, Public Works and City Hall. After Initial purchase, supplies will have to be evaluated and replaced as required. Bandages, dressings, blankets, food and other vital supplies.			4,950.00
3	Mobile Command Center preparation, service, electronic equipment repair and upgrades.			7,500.00
4	Supplies to conduct emergency preparation town hall meetings			750.00
5	EOC Plotter Supplies			1,500.00
Total Account		100-16-052-5217	Departmental Supplies	21,200.00
<hr/>				
Program Total		052	Emergency Preparedness	47,050.00

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Department: 16 Fire
 Minor Program: 053 Fire Reserves

Account Number /Title / Budget Line item Descriptions				Amount
053 Fire Reserves				
1	Background investigations for 15 candidates at \$1000 each			15,000.00
	Total Account	100-16-053-4103	Part Time Employee Salaries	15,000.00

1	Training and Managing of Reserve Program. Includes Reserve academies, panel interviews, recruitment, program development, and work group attendance.			9,120.00
	Total Account	100-16-053-4112	Overtime Sworn Employees	9,120.00

1	Hepatitis "A" vaccines 6 at \$160			960.00
2	Hepatitis "B" vaccines,6 @\$160~ (New Mandate)			960.00
3	TB Testing, 31 @ \$25 = \$775			775.00
4	This includes 31 budgeted Reserves positions receiving a \$175 per month stipend for 12 months. The amount requested reflects the position being filled 75% of the time			48,825.00
	Total Account	100-16-053-5101	Contract Services	51,520.00

1	Fire Reserve Medical Exams / Physicals (20) \$320 each			6,400.00
	Total Account	100-16-053-5107	Physical/Psychological Exams	6,400.00

1	Background Checks (moved from 053-5101)			17,600.00
2	Polygraph testing for Fire Reserves			5,600.00
	Total Account	100-16-053-5109	Background Investigations	23,200.00

1	Firefighter and development classes			2,250.00

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Department: 16 Fire
 Minor Program: 053 Fire Reserves

Account Number / Title / Budget Line item Descriptions				Amount
2	EVOC training for 10 PCF's each year.			3,000.00
	Total Account	100-16-053-5205	Training	5,250.00

1	Personal Protective clothing for Fire Reserves (6) six sets at \$2500 each			15,000.00
2	Uniforms for Fire Reserves 25 sets at \$350 each			8,750.00
	Total Account	100-16-053-5206	Uniforms/Safety Equipment	23,750.00

Program Total		053	Fire Reserves	134,240.00

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Department: 16 Fire
 Minor Program: 054 CERT

Account Number /Title / Budget Line item Descriptions				Amount
054 CERT				
1	CERT meetings, training, instruction and program management assistance.			7,600.00
	Total Account	100-16-054-4112	Overtime Sworn Employees	7,600.00

1	1. CERT Live Scans - CERT members acting as volunteers and disaster workers should be fingerprinted and background checked via Live Scan. This will provide increased accountability and reduced liability for the City. These checks are for CERT members that will potentially have access to sensitive areas of the PD, Fire and Emergency Operations Center.			1,920.00
	Total Account	100-16-054-5101	Contract Services	1,920.00

1	Map Your Neighborhood. Train the Trainer courses			1,000.00
2	Emergency Medical Call Out Team Training~ CPR, AED and advanced First aid related training			3,000.00
3	Target Solutions is an online comprehensive training program that will assist CERT members with continuing education and certification tracking capabilities.			2,100.00
4	CERT on-going training is critical for our citizens and CERT personnel. This program assists with initial and ongoing training to our first responders while providing essential emergency information to our residents.			3,000.00
	Total Account	100-16-054-5205	Training	9,100.00

1	Map Your Neighborhood. Tools, Equipment and resource manuals			2,000.00

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Department: 16 Fire
 Minor Program: 054 CERT

Account Number / Title / Budget Line item Descriptions				Amount
2	Emergency Call out Team equipment and supplies. EMS supplies, triage, backboards and other vital response equipment			4,000.00
3	CERT Supplies and equipment for preparation, EMS, disaster response			6,000.00
	Total Account	100-16-054-5217	Departmental Supplies	12,000.00
<hr/>				
	Program Total	054	CERT	30,620.00

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Department: 16 Fire
 Minor Program: 055 Communications

Account Number / Title / Budget Line item Descriptions				Amount
055 Communications				
1	Overtime coverage to send employees to specialized communication training and meetings.			12,950.00
	Total Account	100-16-055-4112	Overtime Sworn Employees	12,950.00

1	Westnet Fire Station emergency alerting system contract. The system is now 7 years old and will need additional maintenance, repair and replacement of existing parts. This includes on site maintenance, spare loaner equipment, repair, parts and labor and 24 hour technical support.			10,770.00
2	Cell phone plan for Communications Unit Leader			1,800.00
	Total Account	100-16-055-5101	Contract Services	12,570.00

1	CAD Users Group Conference			750.00
	Total Account	100-16-055-5204	Conferences & Meetings	750.00

1	Total Station refresher Training, Radio operations classes, Communications related training			2,000.00
	Total Account	100-16-055-5205	Training	2,000.00

1	Communications equipment purchase, replacement and repairs for BK radios, Apex and XTS.			8,500.00
2	Batteries for handheld radios. Apex batteries (24 @ 140). We have a cache of 48 batteries that have a two year shelf life. We will replace half this year and half next year and recommend a two year replace cycle.			3,360.00
3	Lapel microphones for Apex radios. This year, we will replace half of our microphones and the			3,750.00

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Department: 16 Fire
 Minor Program: 055 Communications

Account Number / Title / Budget Line item Descriptions	Amount
3 second half next year with a replacement needs of 6 per year over a five year period.	
4 UHF digital upgrade	1,000.00
5 Wireless service for mobile units (8 @ \$420/mo)	3,360.00
6 Replacement R/F pagers (5 @ \$800). We will replace 5 this year and will begin to replace 1 per year over a 5 year period	4,000.00
Total Account 100-16-055-5217 Departmental Supplies	23,970.00
<hr/>	
Program Total	52,240.00

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Department: 16 Fire
 Minor Program: 056 Public Education

Account Number /Title / Budget Line item Descriptions				Amount
056 Public Education				
1	Fire Service Week, community risk reduction presentations, fire safety and other community education events			5,700.00
	Total Account	100-16-056-4112	Overtime Sworn Employees	5,700.00

1	Public Ed Classes, (PIO), Community Risk Reduction, Map Your Neighborhood			3,000.00
	Total Account	100-16-056-5205	Training	3,000.00

1	Jr. Fire Marshal Badges for Public Education.			550.00
2	Jr. Fire Marshal Coloring books/workbooks for Public Education.			400.00
3	National Fire Protection Assn Fire Prevention brochures for Public Education.			850.00
4	Jr Marshal Helmets for pre-school and school public education			3,800.00
5	CPR/AED Training Materials (to include sanitation supplies)			1,200.00
6	National Fire Service Day Materials			800.00
7	Sparky Batteries and repairs			1,000.00
8	Open House supplies			1,000.00
9	Bullex Fire Extinguisher upgrades, repairs and replacement			1,500.00
10	Public Service Announcements			2,500.00
11	Map Your Neoghorhood Supplies			1,500.00
	Total Account	100-16-056-5217	Departmental Supplies	15,100.00

1	Pictures and Plaque Engraving for "2nd Grade Great Escape" winner recognition and CPR Card			1,000.00

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Department: 16 Fire
 Minor Program: 056 Public Education

Account Number /Title / Budget Line item Descriptions				Amount
1	Printing, Newsletter, Brochures, Info Cards, Business Outreach			
2	Map Your Neighborhood Manuals			500.00
	Total Account	100-16-056-5225	Printing	1,500.00
<hr/>				
	Program Total	056	Public Education	25,300.00

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Department: 16 Fire
Minor Program: 056 Public Education

<u>Account Number / Title / Budget Line item Descriptions</u>	<u>Amount</u>
16 Total Fire	<u><u>12,771,620.00</u></u>

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Department: 17 Community Development
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
011 Administration				
1	COMMUNITY DEVELOPMENT DIRECTOR, SENIOR MANAGEMENT ANALYST, EXECUTIVE SECRETARY			340,551.00
2	Vacancy Factor Offset 4.6%			(15,665.00)
	Total Account	100-17-011-4101	Salaries & Allowances	324,886.00
<hr/>				
1	Department wide clerk scans and indexes smaller documents and plans, prepares larger sized projects with plans for scanning company (Doculynx) pickup, provides Quality Control review of digitized records. Provides clerical support throughout department including~ answering phones, receptionist coverage, follow-up for expired, incomplete and finaled permits. Assist staff and public with public~ records requests and use of digital system computer for document retrieval at the public counter. Large scale in-house project of scanning commercial building permits located in the hardcopy files, coordinate and track project status. Assist staff with some counter duties and preparation of inspection schedules during the implementation phase of Accela Automation project.			39,520.00
2	Approved Supplemental (4/14/15): Accela Automation Support (Carryforward from FY 13/14, 14/15) - Staff support			30,000.00
3	Historic Preservation Program - Admin Clerk (30 hrs/week)			29,550.00
	Total Account	100-17-011-4103	Part Time Employee Salaries	99,070.00
<hr/>				
1	Historic Preservation Program - Executive Secretary (4 hrs/meeting)			800.00

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Data Date 5/5/2015
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Department: 17 Community Development
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount	
		Total Account	100-17-011-4111	Overtime Regular Employees	800.00
1	COMMUNITY DEVELOPMENT DIRECTOR, SENIOR MANAGEMENT ANALYST, EXECUTIVE SECRETARY				39,861.00
2	Vacancy Factor Offset 4.6%				(1,834.00)
		Total Account	100-17-011-4201	Group Medical Insurance	38,027.00
1	COMMUNITY DEVELOPMENT DIRECTOR, SENIOR MANAGEMENT ANALYST, EXECUTIVE SECRETARY				4,938.00
2	Vacancy Factor Offset 4.6%				(227.00)
3	PART-TIME MEDICARE				450.00
		Total Account	100-17-011-4202	Medicare	5,161.00
1	Historical Case Load				480.00
		Total Account	100-17-011-4203	Unemployment	480.00
1	COMMUNITY DEVELOPMENT DIRECTOR, SENIOR MANAGEMENT ANALYST				11,732.00
2	Vacancy Factor Offset 4.6%				(540.00)
		Total Account	100-17-011-4204	401A Plan City	11,192.00
1	Per Finance.				0.00
		Total Account	100-17-011-4205	Workers Compensation	0.00
1	Per Finance. Year 2 of 2014 Actuarial Study.				2,796.00
		Total Account	100-17-011-4206	Medical Retirement Contributions	2,796.00
1	COMMUNITY DEVELOPMENT DIRECTOR, SENIOR MANAGEMENT ANALYST, EXECUTIVE SECRETARY				42,613.00
2	Vacancy Factor Offset 4.6%				(1,960.00)

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Department: 17 Community Development
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
3	PART-TIME PERS			5,561.00
	Total Account	100-17-011-4211	PERS Regular Contributions	46,214.00

1	Contract with Doculynx or other vendor to provide continuing building document imaging services for completed plans and documents, which are converted into digital format and then into the retrieval software called LibertyNet. Doculynx or other vendor scans hard copy materials, indexes digital records, stores hard copy documents, and destroys hard copy documents when all records retention time limits are complete and approvals obtained. An increase in permitting and related documents will result in an increased demand for Doculynx services.			28,800.00
2	FedEx			400.00
3	Hotspot for department head, and eight staff/inspectors for use of iPad devices for Accela.			4,320.00
4	Economic Development Partnerships			100,000.00
5	Historic Preservation Program - Historic Context Statement and Detailed Potential Historic Resources Survey and Inventory (conducted every 3-5 years)			100,000.00
6	Historic Preservation Program - Historic Preservation Consultant			75,000.00
	Total Account	100-17-011-5101	Contract Services	308,520.00

1	(moved to Part-Time account)			
	Total Account	100-17-011-5102	Contract Personnel	0.00

1	One-year subscription for Accela Automation which			47,700.00

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Department: 17 Community Development
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
1	includes subscription services for 35 users, access to Accela Mobile Office for 15 users, and Accela Citizen Access.			
2	CoreLogic - RealQuest property ownership information obtained through internet and Compact Disk information. Total bill of \$5,500 shared with Finance Department.			3,420.00
3	Geographic Information System: ArcView single use, Maplex extension and annual maintenance. Includes cost, technical support, and license upgrades as they become available. This fee is shared with Geographic Information System Division.			1,680.00
4	Fees to format and create Crystal reports, Ad Hoc reports and scripting for required statistics and data from Accela permit system.			20,000.00
		Total Account	100-17-011-5104 Computer Contract Services	72,800.00

1	Historic Preservation Program - City Attorney staff support including meeting attendance (20 hours annually)			4,000.00
		Total Account	100-17-011-5108 Legal Services	4,000.00

1	Office Depot office supplies for the entire department			3,400.00
2	Canon: bulbs and toner			300.00
3	Riverside Rubber Stamps: Rubber stamps for Building and Planning Division			300.00
4	Historic Preservation Program - Office supplies			1,500.00
		Total Account	100-17-011-5201 Office Supplies	5,500.00

1	American Planning Association (APA) Dues -			400.00

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Department: 17 Community Development
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
1	Community Development Director			
2	Municipal Management Association of Southern California (MMASC) - Senior Management Analyst			75.00
3	American Planning Association (APA) Dues - Planning Commission Chair			250.00
4	Urban Land Institute (ULI) discounted Agency Membership (includes full member privileges for City Manager and two Associate memberships for Marisa Lundstedt and Nhung Madrid)			525.00
5	Historic Preservation Program - California Preservation Foundation			1,500.00
6	Historic Preservation Program - Los Angeles Conservancy			40.00
Total Account		100-17-011-5202	Memberships & Dues	2,790.00

1	Daily Breeze subscription			430.00
2	Historic Preservation Program - Reference Books and Periodicals			350.00
Total Account		100-17-011-5203	Reference Books & Periodicals	780.00

1	California Chapter American Planning Association Conference in Oakland, CA (registration, airfare and transportation, lodging and per diem)			1,500.00
2	American Planning Association National Conference in Phoenix,AZ from April 2-6, 2015. Expenses include registration, lodging, airfare and transportation and per diem.			2,500.00
3	Coastal Commission meeting - travel and hotel per diem.			100.00
4	Attendance for two (2) Planning Commissioners - League of California Cities Annual Planners Institute. Expenses include registration,			2,200.00

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Department: 17 Community Development
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
4	lodging, transportation and per diem = \$1,100 per person.			
5	Municipal Management Association of Southern California (MMASC) Annual Conference in Fall 2015. Expenses include registration \$300, lodging & parking \$600 and per diem \$100.			1,000.00
6	Historic Preservation Program - California Preservation Foundation Annual Conference Spring 2016 - Location TBD			4,500.00
7	Historic Preservation Program - California Preservation Foundation Annual Conference Spring 2016 - Location TBD			2,200.00
Total Account			100-17-011-5204	Conferences & Meetings
				14,000.00
1	Historic Preservation Program - CPF, OHP, CLG and CCHS workshops and webinars			750.00
Total Account			100-17-011-5205	Training
				750.00
1	Historic Preservation Program - Display Ads			3,000.00
2	Historic Preservation Program - Other Ads			100.00
Total Account			100-17-011-5207	Advertising
				3,100.00
1	Per Finance. Based on prior year trends and planned events.			275.00
Total Account			100-17-011-5208	Postage
				275.00
1	Approved Supplemental (4/14/15): Accela Automation Support (Carryforward FY 13/14, 14/15) - Devices			18,733.00
2	Historic Preservation Program - Remote Licenses for Commissioners			250.00

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Department: 17 Community Development
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-17-011-5210	Computers, Supplies & Software	18,983.00
1	Department Typewriter - 1 service call			125.00
2	Canon Reader Machine - 1 service call			200.00
Total Account		100-17-011-5212	Office Equipment Maintenance	325.00
1	Quarterly all-hands department meetings and employee recognition awards.			500.00
Total Account		100-17-011-5214	Employee Awards & Events	500.00
1	Meeting refreshments for Planning Commission, Parking and Public Improvements Commission, Contractors/Code Enforcement meetings and Board of Building Appeals.			1,800.00
2	Recorder Fees/County Parcel Maps			300.00
3	Employee name badges			80.00
4	5 historical plaques for landmarks selected by the Cultural Heritage Conservancy			650.00
5	Refurbished furniture for Community Development Director (desk, lateral file cabinet and bookshelf)			1,500.00
6	Historic Preservation Program - Refreshments for meetings			240.00
7	Historic Preservation Program - Badges			125.00
8	Historic Preservation Program - Plaques			650.00
Total Account		100-17-011-5217	Departmental Supplies	5,345.00
1	Business Cards for Director and Planning Commissioners			100.00
2	Historic Preservation Program - Business cards for Commissioners			125.00

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Department: 17 Community Development
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
3	Historic Preservation Program - Brochures, Information Maps, Outreach materials			4,000.00
	Total Account	100-17-011-5225	Printing	4,225.00

1	Per Finance, based on trends.			1,500.00
	Total Account	100-17-011-5501	Telephone	1,500.00

1	Special orange public notice envelopes, regular envelopes, forms, paper goods and rechargeable batteries for the department.			1,000.00
2	Historic Preservation Program - Envelopes, Paper Goods			300.00
	Total Account	100-17-011-5611	Warehouse Purchases	1,300.00

1	Finance Analysis			68,119.00
	Total Account	100-17-011-5621	Information Systems Allocation	68,119.00

1	Per Finance, liability and property analysis.			55,620.00
	Total Account	100-17-011-5631	Insurance Allocation	55,620.00

1	Finance analysis			24,162.00
	Total Account	100-17-011-5651	Building & Operations Allocation	24,162.00

	Program Total	011	Administration	1,121,220.00

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Department: 17 Community Development
 Minor Program: 021 Current Planning

Account Number /Title / Budget Line item Descriptions				Amount
021 Current Planning				
1	1 ASSOCIATE PLANNER, 2 ASSISTANT PLANNERS			238,424.00
2	Vacancy Factor Offset 4.6%			(10,967.00)
	Total Account	100-17-021-4101	Salaries & Allowances	227,457.00

1	Administrative Clerk II to assist Planning staff. Responsibilities include, but are not limited to, organizing and digitizing files, providing~ counter, phone and customer service support,~ processing various applications and permits and~ assisting Building Division when possible.~ Maximum of 990 hours.			17,200.00
	Total Account	100-17-021-4103	Part Time Employee Salaries	17,200.00

1	Planners attendance at Planning Commission, City Council and other after hours meetings. Review of special projects and maintenance of four to six week plan check turnaround goal.			3,000.00
2	Historic Preservation Program - Overtime estimated at 4 hours/meeting			1,008.00
	Total Account	100-17-021-4111	Overtime Regular Employees	4,008.00

1	1 ASSOCIATE PLANNER, 2 ASSISTANT PLANNERS			29,135.00
2	Vacancy Factor Offset 4.6%			(1,340.00)
	Total Account	100-17-021-4201	Group Medical Insurance	27,795.00

1	1 ASSOCIATE PLANNER, 2 ASSISTANT PLANNERS			3,457.00
2	Vacancy Factor Offset 4.6%			(159.00)
3	PART-TIME MEDICARE			170.00

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Department: 17 Community Development
 Minor Program: 021 Current Planning

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	100-17-021-4202 Medicare	3,468.00
1	Per Finance. Year 2 of 2014 Actuarial Study.			3,216.00
		Total Account	100-17-021-4206 Medical Retirement Contributions	3,216.00
1	1 ASSOCIATE PLANNER, 2 ASSISTANT PLANNERS			30,633.00
2	Vacancy Factor Offset 4.6%			(1,409.00)
		Total Account	100-17-021-4211 PERS Regular Contributions	29,224.00
1	Arborist Services. Tree permit application fees cover the cost of this service.~ ~ Note-Public Works Department has submitted a Position Request for a full-time Arborist. If this Position Request is approved, this line item could be eliminated.			6,500.00
2	Historic Preservation Program - Minutes Secretary for quarterly commission meetings (\$25/hr x 8 = \$200 x 4 = \$800)			800.00
		Total Account	100-17-021-5101 Contract Services	7,300.00
1	American Planning Association (APA) Dues - One (1) Associate Planner			380.00
2	American Planning Association (APA) Dues - Two (2) Assistant Planners			720.00
		Total Account	100-17-021-5202 Memberships & Dues	1,100.00
1	Publications include:~ ~ Planners Book of Lists ~ Land Use & Planning Law ~ California Environmental Quality~			200.00

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Department: 17 Community Development
 Minor Program: 021 Current Planning

Account Number / Title / Budget Line item Descriptions				Amount
1	Act Guide (CEQA) ~ Planning, Zoning & Development Law ~ Livable Communities Publications ~ Subdivision~ American Planning Association (APA) Publications Geographic Information Systems (GIS) Publications Sustainable Development			
	Total Account	100-17-021-5203	Reference Books & Periodicals	200.00
<hr/>				
1	One (1) Planner to attend the California Chapter American Planning Association Annual Conference in Oakland, CA from October 3-6, 2015. Expenses include registration, airfare and transportation, lodging and per diem.			1,500.00
	Total Account	100-17-021-5204	Conferences & Meetings	1,500.00
<hr/>				
1	One (1) Planner - American Planning Association (APA) Seminars.			250.00
2	One (1) Planner - University of California, Los Angeles (UCLA) Extension Course.			495.00
3	One (1) Planner - GIS, Accela, other computer training.			200.00
4	One (1) Planner - Specific Plans or CEQA.			250.00
	Total Account	100-17-021-5205	Training	1,195.00
<hr/>				
1	Per Finance. Based on prior year trends and planned events.			1,800.00
	Total Account	100-17-021-5208	Postage	1,800.00
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1	Smart Source Printing: Permits, applications and business cards.			250.00

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Department: 17 Community Development
 Minor Program: 021 Current Planning

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	100-17-021-5225 Printing	250.00
1	Per Finance, based on trends.	Total Account	100-17-021-5501 Telephone	2,200.00
1	Finance Analysis	Total Account	100-17-021-5621 Information Systems Allocation	38,925.00
1	Finance analysis	Total Account	100-17-021-5651 Building & Operations Allocation	120,811.00
Program Total		021	Current Planning	487,649.00

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Department: 17 Community Development
 Minor Program: 022 Advance Planning

Account Number /Title / Budget Line item Descriptions				Amount
022 Advance Planning				
1	PLANNING MANAGER, ASSOCIATE PLANNER, ASSISTANT PLANNER			300,038.00
2	Vacancy Factor Offset 4.6%			(13,802.00)
	Total Account	100-17-022-4101	Salaries & Allowances	286,236.00

1	Planners attendance at Planning Commission, City Council and other after hours meetings. Review of special projects and maintenance of four to six week plan check turnaround goal.			1,500.00
	Total Account	100-17-022-4111	Overtime Regular Employees	1,500.00

1	PLANNING MANAGER, ASSOCIATE PLANNER, ASSISTANT PLANNER			45,631.00
2	Vacancy Factor Offset 4.6%			(2,099.00)
	Total Account	100-17-022-4201	Group Medical Insurance	43,532.00

1	PLANNING MANAGER, ASSOCIATE PLANNER, ASSISTANT PLANNER			4,351.00
2	Vacancy Factor Offset 4.6%			(200.00)
	Total Account	100-17-022-4202	Medicare	4,151.00

1	PLANNING MANAGER			3,254.00
2	Vacancy Factor Offset 4.6%			(150.00)
	Total Account	100-17-022-4204	401A Plan City	3,104.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			3,216.00
	Total Account	100-17-022-4206	Medical Retirement Contributions	3,216.00

1	PLANNING MANAGER, ASSOCIATE PLANNER, ASSISTANT			38,133.00

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Department: 17 Community Development
 Minor Program: 022 Advance Planning

Account Number / Title / Budget Line item Descriptions				Amount
1	PLANNER			
2	Vacancy Factor Offset 4.6%			(1,754.00)
	Total Account	100-17-022-4211	PERS Regular Contributions	36,379.00
<hr/>				
1	Contract Services for special projects, work plan items, required studies, Zoning and Municipal Code Amendments, and new projects that are assigned to the department during the year.			8,000.00
2	Contract Minutes Secretary for Planning Commission - Average 12 hours per meeting x 21 @ \$23/hour. ~ ~ Many Planning Commission meetings are long, with complex discussions and require detailed minutes to document as all the decisions are forwarded to City Council.			4,000.00
	Total Account	100-17-022-5101	Contract Services	12,000.00
<hr/>				
1	Moved to Contract Services 5101			
	Total Account	100-17-022-5102	Contract Personnel	0.00
<hr/>				
1	American Planning Association (APA) Dues - Planning Manager			385.00
2	American Planning Association (APA) Dues - Associate Planner			520.00
3	American Planning Association (APA) Dues - Assistant Planner			360.00
	Total Account	100-17-022-5202	Memberships & Dues	1,265.00
<hr/>				
1	One (1) Planner - Annual California Chapter American Planning Association Conference in Oakland, CA from October 3-6, 2015 - Expenses			1,500.00

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Department: 17 Community Development
 Minor Program: 022 Advance Planning

Account Number / Title / Budget Line item Descriptions				Amount
1	include registration, hotel, meals and travel.			
	Total Account	100-17-022-5204	Conferences & Meetings	1,500.00

1	University of California, Los Angeles (UCLA) Extension Planning Seminar			495.00
2	American Planning Association (APA) Seminars			250.00
3	2 Planners - Sustainable Development, GIS, Specific Plans, CEQA or other training @ \$200/person.			400.00
	Total Account	100-17-022-5205	Training	1,145.00

1	Planning Commission/City Council public notices to Beach Reporter.			4,000.00
	Total Account	100-17-022-5207	Advertising	4,000.00

1	Per Finance, based on trends.			750.00
	Total Account	100-17-022-5501	Telephone	750.00

1	Finance Analysis			29,194.00
	Total Account	100-17-022-5621	Information Systems Allocation	29,194.00

Program Total		022	Advance Planning	427,972.00

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Department: 17 Community Development
 Minor Program: 031 Plan Check

Account Number /Title / Budget Line item Descriptions				Amount
031	Plan Check			
1	0.5 BUILDING OFFICIAL, 0.5 SECRETARY, SENIOR PERMIT TECHNICIAN, SENIOR PLAN CHECK ENGINEER, Plan Check Engineer			397,593.00
2	Vacancy Factor Offset 4.6%			(18,289.00)
	Total Account	100-17-031-4101	Salaries & Allowances	379,304.00

1 Administrative Clerk to help with clerical support due to increased workload. Continuance of clerical support is needed due to the increasing demand for development applications and permits; increased support to issue all minor permits (reroof, electrical, mechanical, plumbing, parking, signs, etc.), smaller remodels, and major projects under direct supervision, make project and inspection packets, input daily inspection requests and print daily inspection report, update permit data in PermitsPlus system with inspection results and completed project information, calculate water meter fees, calculate sewer use requirements, fees and log in fees, process Deputy Inspector applications and monthly web report, file issued permits, maintain and update plan room and handouts, maintain handout masters and make copies, process gas and electric meter releases to utility companies (including undergrounding projects), answer phones, post web updates daily inspection schedule and weekly permits report, scan small sized documents and projects. The support is needed as clerical and front line staff members as well as the Accela Core Team are dedicating approximately 65% of their time towards the

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CITY OF MANHATTAN BEACH
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Department: 17 Community Development
 Minor Program: 031 Plan Check

Account Number /Title / Budget Line item Descriptions				Amount
1	implementation of Accela Automation.			
	Total Account	100-17-031-4103	Part Time Employee Salaries	5,250.00
1	Senior Permits Technician & Secretary - There is a continuing need to create specialized department reports and update City web site requirement. We anticipate the need for continuing overtime. It is anticipated that more Compensated Time Off (CTO) will be used, rather than paid overtime. Also, as part of Accela Automation Core Team, these two positions may need to work overtime in order to meet target dates and keep the project moving forward.			1,600.00
	Total Account	100-17-031-4111	Overtime Regular Employees	1,600.00
1	0.5 BUILDING OFFICIAL, 0.5 SECRETARY, SENIOR PERMIT TECHNICIAN, SENIOR PLAN CHECK ENGINEER, Plan Check Engineer			38,059.00
2	Vacancy Factor Offset 4.6%			(1,751.00)
	Total Account	100-17-031-4201	Group Medical Insurance	36,308.00
1	0.5 BUILDING OFFICIAL, 0.5 SECRETARY, SENIOR PERMIT TECHNICIAN, SENIOR PLAN CHECK ENGINEER, Plan Check Engineer			5,765.00
2	Vacancy Factor Offset 4.6%			(265.00)
3	PART-TIME MEDICARE			170.00
	Total Account	100-17-031-4202	Medicare	5,670.00
1	0.5 BUILDING OFFICIAL, SENIOR PLAN CHECK ENGINEER			5,084.00
2	Vacancy Factor Offset 4.6%			(234.00)
	Total Account	100-17-031-4204	401A Plan City	4,850.00

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Department: 17 Community Development
 Minor Program: 031 Plan Check

Account Number /Title / Budget Line item Descriptions				Amount
1	Per Finance. Year 2 of 2014 Actuarial Study.			3,216.00
	Total Account	100-17-031-4206	Medical Retirement Contributions	3,216.00
<hr/>				
1	0.5 BUILDING OFFICIAL, 0.5 SECRETARY, SENIOR PERMIT TECHNICIAN, SENIOR PLAN CHECK ENGINEER, Plan Check Engineer			49,530.00
2	Vacancy Factor Offset 4.6%			(2,278.00)
3	PART-TIME PERS			2,555.00
	Total Account	100-17-031-4211	PERS Regular Contributions	49,807.00
<hr/>				
1	One in-house Plan Check Engineer and the Building Official provide a majority of the building, engineering, disabled access, shoring, stormwater, grading, energy, green/sustainable plan reviews as well as assist other departments with Code related questions.~ ~ To maintain the four to six week turnaround service target for Building & Safety plan reviews, the City also contracts with an outside plan check firm. Plan check fees provide direct recovery for the costs of plan reviews, including those by the Contract Plan Checking firm. The loss of the Principal Plan Check Engineer position, combined with projected increased construction activity, allow limited plan check time for the Building Official and will necessitate the need to include funds for plan check and inspections requiring outside expertise. The proposed budget amount reflects that in recent years there has been a steady increase of new residential and commercial building and increased demands for			320,000.00

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Department: 17 Community Development
 Minor Program: 031 Plan Check

Account Number / Title / Budget Line item Descriptions	Amount
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1	<p>expedited plan reviews. This is in addition to steady applications for remodels, additions and commercial tenant improvements, the Manhattan Village Mall expansion and other new commercial buildings. The anticipated increase in plan check revenue for the FY 16 is 20%. Expedited plan reviews are an accelerated service that in-house engineers and the plan check consultant provide for additional fees.~ ~ Utilizing the in-house Plan Check Engineer, the Building Official and contract plan check service provides owners, builders and developers a means to control the plan check turnaround, provide expeditious service and options to the Construction Community while balancing revenue~ increases with direct cost recovery, resulting in No Cost to the City. It allows the in-house Plan Check Engineer and the Building Official to~ provide one-on-one customer service. The proposed construction services budget will cover the anticipated increase in overall plan check activity.~ ~ *Reduced by \$100,000 due to approval of Supplemental to restore the Plan Check Engineer position (04/17/05).</p>		
	Total Account	100-17-031-5101	Contract Services
			320,000.00
1	Building Official and In-house Senoir Plan Check Engineer: Structural Engineers Association of Southern California		280.00
2	Building Official and In-house Senior Plan Check Engineers California State License Renewals.		380.00

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Department: 17 Community Development
 Minor Program: 031 Plan Check

Account Number /Title / Budget Line item Descriptions			Amount
Total Account 100-17-031-5202 Memberships & Dues			660.00
<hr/>			
1	Publications: New interpretive manuals for Building Official, Plan Checkers and Permit Technicians. This includes supplemental publications to 2013 California Building Codes and Manhattan Beach municipal amendments for residential, building, mechanical, electrical, plumbing, energy, fire, and sustainable/green development codes. 2013 California Codes were adopted by the State on July 2013 and became effective January 1, 2014.		1,200.00
Total Account 100-17-031-5203 Reference Books & Periodicals			1,200.00
<hr/>			
1	Sr. Plan Check Engineer - California Building Officials or International Code Council Training and annual business meeting to maintain knowledge of current California State Code requirements and satisfy applicable State legislation for mandatory continuing education and training for structural, fire life safety, energy, sustainable development and disabled access; and newly adopted 2013 California Construction Code changes: Registration, Hotel, Airfare, Car Rental, per diem meals.		2,400.00
2	Building Official - Structural Engineers Association Of Calif Training and annual business meeting to maintain knowledge of current California State Code requirements and satisfy applicable State legislation for mandatory continuing education and training for professional engineering licenses and to obtain information about the latest advancement in construction engineering and technology; and		2,400.00

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Department: 17 Community Development
 Minor Program: 031 Plan Check

Account Number /Title / Budget Line item Descriptions				Amount
2	information on the newly adopted 2013 California Construction Code changes: Registration, Hotel, transportation, per diem meals.			
	Total Account	100-17-031-5204	Conferences & Meetings	4,800.00
1	California Codes training, Land Management training, Energy and Green Standards training			1,500.00
2	Various Code Tranings			700.00
3	Accela Annual Conference/Training for two Building Division Staff at \$1,500 each person. Operations training for use of the new system as well as report preparation and related operations and automation systems.			3,000.00
	Total Account	100-17-031-5205	Training	5,200.00
1	Engineering analysis program software annual updates and maintenance for new California structural requirements. Includes Enercalc & RetainPro software.			1,100.00
2	RISA framing analysis software maintenance fees.			400.00
	Total Account	100-17-031-5210	Computers, Supplies & Software	1,500.00
1	Per Finance, based on trends.			2,700.00
	Total Account	100-17-031-5501	Telephone	2,700.00
1	Finance Analysis			38,925.00
	Total Account	100-17-031-5621	Information Systems Allocation	38,925.00
1	Finance analysis			96,649.00
	Total Account	100-17-031-5651	Building & Operations Allocation	96,649.00

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Department: 17 Community Development
 Minor Program: 031 Plan Check

Account Number /Title / Budget Line item Descriptions				Amount
1	Approved Supplemental (4/17/15): Replacement of wide-format Scanner/Copier. Heavy use expected after implementation of Accela online plan check system to improve customer service.			42,421.00
Total Account		100-17-031-6141	Computer Equipment & Software	42,421.00
<hr style="border-top: 1px dashed black;"/>				
Program Total		031	Plan Check	1,000,060.00

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Department: 17 Community Development
 Minor Program: 032 Inspection

Account Number / Title / Budget Line item Descriptions	Amount
032 Inspection	
1 0.5 BUILDING OFFICIAL, 0.5 SECRETARY, PRINCIPAL BUILDING INSPECTOR, SENIOR BUILDING INSPECTOR, BUILDING INSPECTOR, 2 PERMIT TECHNICIANS	577,182.00
2 Vacancy Factor Offset 4.6%	(26,550.00)
Total Account 100-17-032-4101 Salaries & Allowances	550,632.00

1 Administrative Clerk to help with clerical support due to increased workload. Continuance of clerical support is needed due to the increasing demand for development applications and permits; increased support to issue all minor permits (reroof, electrical, mechanical, plumbing, parking, signs, etc.), smaller remodels, and major projects under direct supervision, make project and inspection packets, input daily inspection requests and print daily inspection report, update permit data in PermitsPlus system with inspection results and completed project information, calculate water meter fees, calculate sewer use requirements, fees and log in fees, process deputy inspector applications and monthly web report, file issued permits, maintain and update plan room and handouts, maintain handout masters and make copies, process gas & electric meter releases to utility companies (including undergrounding projects), answer phones, post web updates - daily inspection schedule and weekly permits report, scan small-sized documents and projects. This support is needed as clerical & front line staff are dedicating approximately 65% of their time, assisting with implementation of Accela

5,250.00

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Department: 17 Community Development
 Minor Program: 032 Inspection

Account Number / Title / Budget Line item Descriptions				Amount
1	automation project.			
	Total Account	100-17-032-4103	Part Time Employee Salaries	5,250.00

1	With the steady increase in overall construction activity it is anticipated that Building Inspectors may need to work overtime to accommodate critical construction schedules. This budgeted amount will cover the Inspectors' overtime for conducting those inspections.			2,000.00
	Total Account	100-17-032-4111	Overtime Regular Employees	2,000.00

1	0.5 BUILDING OFFICIAL, 0.5 SECRETARY, PRINCIPAL BUILDING INSPECTOR, SENIOR BUILDING INSPECTOR, BUILDING INSPECTOR, 2 PERMIT TECHNICIANS			87,414.00
2	Vacancy Factor Offset 4.6%			(4,021.00)
	Total Account	100-17-032-4201	Group Medical Insurance	83,393.00

1	0.5 BUILDING OFFICIAL, 0.5 SECRETARY, PRINCIPAL BUILDING INSPECTOR, SENIOR BUILDING INSPECTOR, BUILDING INSPECTOR, 2 PERMIT TECHNICIANS			8,369.00
2	Vacancy Factor Offset 4.6%			(385.00)
3	PART-TIME MEDICARE			170.00
	Total Account	100-17-032-4202	Medicare	8,154.00

1	0.5 BUILDING OFFICIAL			1,851.00
2	Vacancy Factor Offset 4.6%			(85.00)
	Total Account	100-17-032-4204	401A Plan City	1,766.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			6,432.00
	Total Account	100-17-032-4206	Medical Retirement Contributions	6,432.00

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Department: 17 Community Development
 Minor Program: 032 Inspection

Account Number /Title / Budget Line item Descriptions				Amount
1	0.5 BUILDING OFFICIAL, 0.5 SECRETARY, PRINCIPAL BUILDING INSPECTOR, SENIOR BUILDING INSPECTOR, BUILDING INSPECTOR, 2 PERMIT TECHNICIANS			73,238.00
2	Vacancy Factor Offset 4.6%			(3,369.00)
3	PART-TIME PERS			2,555.00
	Total Account	100-17-032-4211	PERS Regular Contributions	72,424.00
<hr/>				
1	Contract Building Inspection Services. These expenditures are offset by revenues the City receives through increased permit fees. Based on building activity, which includes new residential and commercial building permits as well as a steady number of permits for commercial tenant improvements, residential remodels, and residential addition projects that will require inspections as well as maintaining the "next day" inspection performance measure during City Inspector vacations and sick time.			58,000.00
2	AT&T cellular phone system \$350/month accounts for City-wide billing for Community Development Director, Building Official, Inspectors, Code Enforcement and Traffic Engineer personnel.			4,200.00
	Total Account	100-17-032-5101	Contract Services	62,200.00
<hr/>				
1	Building Official memberships and dues include: International Code Council Class A \$150~ International Code Council Los Angeles Basin Chapter Class A \$175~ California Building Officials \$240~ International Association of Plumbing and Mechanical Officials \$275			880.00
2	Principal Building Inspector membership for International Association of Electrical Inspectors			150.00

Fiscal Year 2016
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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 17 Community Development
 Minor Program: 032 Inspection

Account Number /Title / Budget Line item Descriptions				Amount
3	Recertification renewals for four(4) Inspectors at \$80 each. Renewals are for the following employees:~ One (1) Principal Building Inspector ~ Two (2) Senior Building Inspectors ~ One (1) Building Inspector			320.00
4	Renewal fees/dues for United States Green Building Council.			500.00
Total Account		100-17-032-5202	Memberships & Dues	1,850.00
<hr/>				
1	Publications for Building Inspectors and Permit Technicians:~ ~ 2013 California Codes Interpretive manual~ California Energy Interpretive manual ~ Title 24 Accessibility manual			800.00
Total Account		100-17-032-5203	Reference Books & Periodicals	800.00
<hr/>				
1	Building Official & Plan Check Engineer to attend monthly ICC Meetings			300.00
2	Building Inspector to attend monthly meetings for IAPMO & UPPA			300.00
3	Calif Building Officials/International Code Conference			350.00
4	International Association of Electrical Inspectors / Building Inspector monthly meetings			150.00
Total Account		100-17-032-5204	Conferences & Meetings	1,100.00
<hr/>				
1	Four (4) Inspectors each attend three (3) classes @ \$250 each class: 2013 California Codes and Interpretation updates - may include: CALBO & ICC educational classes, Training Institute programs,			3,000.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 17 Community Development
 Minor Program: 032 Inspection

Account Number /Title / Budget Line item Descriptions				Amount
1	2013 CA Residential code, CAL Green, Electric, Plumbing, Mechanical, Building, Disabled Access. Also, Build It Green, New Municipal Stormwater Permit (protection & infiltration requirements).			
2	Accela Annual Conference and Training for two Building Division staff at \$1,500 each person. Operations training for new system as well as report preparation and all related operations and automation systems.			3,000.00
Total Account			100-17-032-5205 Training	6,000.00
<hr style="border-top: 1px dashed black;"/>				
1	Boot allowance for 4 inspectors: Boots @ \$335 each per MOU			1,340.00
2	Uniform allowance for four (4) Inspectors			1,500.00
3	Uniform (shirt) allowance for Building Division counter staff			660.00
Total Account			100-17-032-5206 Uniforms/Safety Equipment	3,500.00
<hr style="border-top: 1px dashed black;"/>				
1	Per Finance. Based on prior year trends and planned events.			1,800.00
Total Account			100-17-032-5208 Postage	1,800.00
<hr style="border-top: 1px dashed black;"/>				
1	Replacement of tools/supplies on an as-needed basis to include:~ ~ Smart Level~ Flashlights~ First Aid & Heat Illness prevention~ Worker Safety equipment per Cal/OSHA requirements Tape measures and holders~ Smart tools			250.00

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CITY OF MANHATTAN BEACH
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Data Date 5/5/2015
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Department: 17 Community Development
 Minor Program: 032 Inspection

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-17-032-5217	Departmental Supplies	250.00
1	Smart Source Printing: Printing of permits, application job cards and business cards. ~ ~ Pelican signs: Construction Site Sign blanks and printing of custom signs. Construction sign costs are fully recovered through permit sign fees. Increased per FY15 Estimate and anticipation that construction activity will increase approximately 8% in FY16.			10,000.00
Total Account		100-17-032-5225	Printing	10,000.00
1	Per Finance, based on trends.			1,100.00
Total Account		100-17-032-5501	Telephone	1,100.00
1	Finance Analysis			58,388.00
Total Account		100-17-032-5621	Information Systems Allocation	58,388.00
1	Per Finance			16,750.00
Total Account		100-17-032-5641	Fleet Rental Allocation	16,750.00
1	Finance analysis			15,676.00
Total Account		100-17-032-5642	Fleet Maintenance Allocation	15,676.00
Program Total		032	Inspection	909,465.00

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Department: 17 Community Development
 Minor Program: 041 Code Enforcement

Account Number / Title / Budget Line item Descriptions				Amount
041 Code Enforcement				
1	2 CODE ENFORCEMENT OFFICERS			162,116.00
2	Vacancy Factor Offset 4.6%			(7,457.00)
	Total Account	100-17-041-4101	Salaries & Allowances	154,659.00

1	2 CODE ENFORCEMENT OFFICERS			25,440.00
2	Vacancy Factor Offset 4.6%			(1,170.00)
	Total Account	100-17-041-4201	Group Medical Insurance	24,270.00

1	2 CODE ENFORCEMENT OFFICERS			2,351.00
2	Vacancy Factor Offset 4.6%			(108.00)
	Total Account	100-17-041-4202	Medicare	2,243.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			2,172.00
	Total Account	100-17-041-4206	Medical Retirement Contributions	2,172.00

1	2 CODE ENFORCEMENT OFFICERS			20,829.00
2	Vacancy Factor Offset 4.6%			(958.00)
	Total Account	100-17-041-4211	PERS Regular Contributions	19,871.00

1	Code Enforcement Certifications for Residential Construction Officer			125.00
2	Code Enforcement Officer and Residential Construction Code Officer dues for Southern California Association of Code Enforcement Officials (2 @ \$75 each = \$150).			150.00
	Total Account	100-17-041-5202	Memberships & Dues	275.00

1	Current California Vehicle Code and Penal Code			175.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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 Controllable Costs

Data Date 5/5/2015
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Department: 17 Community Development
 Minor Program: 041 Code Enforcement

Account Number /Title / Budget Line item Descriptions				Amount
1	Manuals to be carried in Code Enforcement staff vehicles.			
	Total Account	100-17-041-5203	Reference Books & Periodicals	175.00

1	Southern California Association of Code Enforcement Officers Annual Conference in Anaheim, CA: Registration and daily parking fees only. The conference is typically a full-week of training and the location alternates between Northern and Southern California. This will provide code enforcement certification and updates. Other meetings/conferences will include EPA and Stormwater education and certification programs.			500.00
	Total Account	100-17-041-5204	Conferences & Meetings	500.00

1	Storm Water training and certification.			800.00
	Total Account	100-17-041-5205	Training	800.00

1	Boots for Code Enforcement Officer and Residential Construction Officer per MOU (2 @ \$335).			670.00
2	Uniforms for Code Enforcement Officer & Residential Construction Officer.			440.00
	Total Account	100-17-041-5206	Uniforms/Safety Equipment	1,110.00

1	Per Finance. Based on prior year trends and planned events.			480.00
	Total Account	100-17-041-5208	Postage	480.00

1	Smart Source Printing: With increased construction activity, there will be a need for			600.00

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Department: 17 Community Development
 Minor Program: 041 Code Enforcement

Account Number / Title / Budget Line item Descriptions				Amount
1	more business cards, misc. forms, trash stickers, walkstreet notices and notice of violations.			
2	Smart Source Printing for Residential Construction Officer: Business cards, door hangers, postcards and tree signs. Increase required due to projected increase in building demolitions and construction; and the need for additional educational materials related to stormwater, EPA and OSHA regulations. As a result of the new codes, all Code Enforcement notices require updating.			2,000.00
		Total Account	100-17-041-5225 Printing	2,600.00

1	Per Finance, based on trends.			250.00
		Total Account	100-17-041-5501 Telephone	250.00

1	Finance Analysis			19,463.00
		Total Account	100-17-041-5621 Information Systems Allocation	19,463.00

1	Per Finance			4,460.00
		Total Account	100-17-041-5641 Fleet Rental Allocation	4,460.00

1	Finance analysis			1,866.00
		Total Account	100-17-041-5642 Fleet Maintenance Allocation	1,866.00

	Program Total	041	Code Enforcement	235,194.00

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 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
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Data Date 5/5/2015
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Department: 17 Community Development
 Minor Program: 051 Traffic Engineering

Account Number /Title / Budget Line item Descriptions				Amount
051 Traffic Engineering				
1	TRAFFIC ENGINEER			126,840.00
2	Vacancy Factor Offset 4.6%			(5,835.00)
	Total Account	100-17-051-4101	Salaries & Allowances	121,005.00

1	TRAFFIC ENGINEER			17,375.00
2	Vacancy Factor Offset 4.6%			(799.00)
	Total Account	100-17-051-4201	Group Medical Insurance	16,576.00

1	TRAFFIC ENGINEER			1,839.00
2	Vacancy Factor Offset 4.6%			(85.00)
	Total Account	100-17-051-4202	Medicare	1,754.00

1	TRAFFIC ENGINEER			5,562.00
2	Vacancy Factor Offset 4.6%			(256.00)
	Total Account	100-17-051-4204	401A Plan City	5,306.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			1,044.00
	Total Account	100-17-051-4206	Medical Retirement Contributions	1,044.00

1	TRAFFIC ENGINEER			15,880.00
2	Vacancy Factor Offset 4.6%			(730.00)
	Total Account	100-17-051-4211	PERS Regular Contributions	15,150.00

1	On-Call Traffic Counting Services (volume counts, speed counts, pedestrian counts, parking counts)			20,000.00
2	Minutes Secretary for Parking and Public Improvements Commission Meetings			2,000.00
3	Traffic Signal Maintenance - County signal			79,400.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
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Department: 17 Community Development
 Minor Program: 051 Traffic Engineering

Account Number /Title / Budget Line item Descriptions				Amount
3	maintenance contract including Opticom maintenance.			
4	Caltrans signal maintenance on Sepulveda Blvd.			11,000.00
5	County signal knock downs (some costs reimbursable)			18,000.00
		Total Account	100-17-051-5101	Contract Services
				130,400.00

1	Moved to Contract Services 5101			
		Total Account	100-17-051-5102	Contract Personnel
				0.00

1	American Society of Civil Engineers (ASCE) membership and dues			300.00
2	American Public Works Association (APWA) membership and dues			250.00
3	Institute of Transportation Engineers (ITE) membership and dues			300.00
		Total Account	100-17-051-5202	Memberships & Dues
				850.00

1	ITE Trip Generation Rates Handbook \$ 400~ ITE Parking Generation Handbook \$100~ AASHTO Policy on Geometric Design \$350~ AASHTO Bicycle Facility Design Guide \$200~ AASHTO Pedestrian Facilities Design Guide \$120~ Shared Parking (ITE) \$70~ Traffic Impact Analysis \$40~ Downtown Parking \$100			1,380.00
		Total Account	100-17-051-5203	Reference Books & Periodicals
				1,380.00

1	Institute of Transportation Engineers Section Monthly Meetings			250.00
2	City Traffic Engineers Bi-Monthly Meetings			150.00

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 FY 2015-2016 Dept Request Level 3
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Department: 17 Community Development
 Minor Program: 051 Traffic Engineering

Account Number /Title / Budget Line item Descriptions				Amount
3	APWA Meetings			300.00
4	Institute of Transportation Engineers Annual District Meeting located in Las Vegas, NV from July 19-22, 2015. Expenses include registration \$550, transportation-Gas \$100, lodging for four nights \$ 750 and per diem \$100.			1,500.00
5	Institute of Transportation Engineers Technical Conference in Tuscon, AZ from October 28-31, 2015. Expenses include registration \$650, transportation-airfare \$250, shuttle \$80, lodging for four nights \$1,200 and per diem \$100.			2,280.00
Total Account		100-17-051-5204	Conferences & Meetings	4,480.00

1	Traffic Commissioner Workshop for three new Parking and Public Improvements Commissioners			120.00
2	Professional Traffic Engineer Continuing Education Courses			500.00
Total Account		100-17-051-5205	Training	620.00

1	Public notices and advertisements for Parking and Public Improvement Commission and City Council meetings in The Beach Reporter. Ads for final adoption of Mobility Plan Update and educational campaign for implementation of new bicycle facilities.			2,500.00
Total Account		100-17-051-5207	Advertising	2,500.00

1	Smart Level \$150~ Electronic Distance Meter \$100			250.00
Total Account		100-17-051-5209	Tools & Minor Equipment	250.00

1	Printing and postage for mailed public notices.			500.00

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Data Date 5/5/2015
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Department: 17 Community Development
 Minor Program: 051 Traffic Engineering

Account Number /Title / Budget Line item Descriptions				Amount
1	Postcards are to notice residents and businesses of items being presented to The Parking and Public Improvements Commission and City Council.			
	Total Account	100-17-051-5225	Printing	500.00

1	Per Finance, based on trends.			1,350.00
	Total Account	100-17-051-5501	Telephone	1,350.00

1	Finance Analysis			9,731.00
	Total Account	100-17-051-5621	Information Systems Allocation	9,731.00

Program Total		051	Traffic Engineering	312,896.00

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Department: 17 Community Development
Minor Program: 051 Traffic Engineering

<u>Account Number / Title / Budget Line item Descriptions</u>	<u>Amount</u>
17 Total Community Development	<u><u>4,494,456.00</u></u>

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Department: 18 Public Works
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
011 Administration				
1	PUBLIC WORKS DIRECTOR, ENVIRONMENTAL PROGRAMS MANAGER, EXECUTIVE SECRETARY, MAINTENANCE SUPERINTENDENT, UTILITIES MANAGER, WASTEWATER & ELEC SUPERVISOR, 0.75 SENIOR MANAGEMENT ANALYST			873,104.00
2	Vacancy Factor Offset 4.6%			(40,163.00)
	Total Account	100-18-011-4101	Salaries & Allowances	832,941.00

1	Environmental Program Intern~ 960 Hours x \$13.49			12,950.00
2	Temporary Part-time Senior Management Analyst			21,000.00
	Total Account	100-18-011-4103	Part Time Employee Salaries	33,950.00

1	OT for Executive Secretary as needed to assist with projects.			500.00
	Total Account	100-18-011-4111	Overtime Regular Employees	500.00

1	PUBLIC WORKS DIRECTOR, ENVIRONMENTAL PROGRAMS MANAGER, EXECUTIVE SECRETARY, MAINTENANCE SUPERINTENDENT, UTILITIES MANAGER, WASTEWATER & ELEC SUPERVISOR, 0.75 SENIOR MANAGEMENT ANALYST			99,396.00
2	Vacancy Factor Offset 4.6%			(4,572.00)
	Total Account	100-18-011-4201	Group Medical Insurance	94,824.00

1	PUBLIC WORKS DIRECTOR, ENVIRONMENTAL PROGRAMS MANAGER, EXECUTIVE SECRETARY, MAINTENANCE SUPERINTENDENT, UTILITIES MANAGER, WASTEWATER & ELEC SUPERVISOR, 0.75 SENIOR MANAGEMENT ANALYST			12,660.00
2	Vacancy Factor Offset 4.6%			(582.00)
3	PART-TIME MEDICARE			230.00

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Department: 18 Public Works
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	100-18-011-4202 Medicare	12,308.00
1	Historical Case Load			480.00
		Total Account	100-18-011-4203 Unemployment	480.00
1	PUBLIC WORKS DIRECTOR, ENVIRONMENTAL PROGRAMS MANAGER, MAINTENANCE SUPERINTENDENT, UTILITIES MANAGER, WASTEWATER & ELEC SUPERVISOR, 0.75 SENIOR MANAGEMENT ANALYST			33,774.00
2	Vacancy Factor Offset 4.6%			(1,554.00)
		Total Account	100-18-011-4204 401A Plan City	32,220.00
1	Per Finance.			840.00
		Total Account	100-18-011-4205 Workers Compensation	840.00
1	Per Finance. Year 2 of 2014 Actuarial Study.			8,736.00
		Total Account	100-18-011-4206 Medical Retirement Contributions	8,736.00
1	PUBLIC WORKS DIRECTOR, ENVIRONMENTAL PROGRAMS MANAGER, EXECUTIVE SECRETARY, MAINTENANCE SUPERINTENDENT, UTILITIES MANAGER, WASTEWATER & ELEC SUPERVISOR, 0.75 SENIOR MANAGEMENT ANALYST			109,967.00
2	Vacancy Factor Offset 4.6%			(5,058.00)
		Total Account	100-18-011-4211 PERS Regular Contributions	104,909.00
1	AT&T Phone x \$100 per month x 12 mos x 1 user: Department Director.			1,200.00
2	Hotspot access for department head at \$42 each x 12 (per Bruce).			504.00
3	Lease Xerox Copiers for Administration and Operations. Approx. \$1210 per month x 12.			14,520.00

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Department: 18 Public Works
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions	Amount
3 Includes maintenance, supplies and copy usage.	
4 Environmental Program Support - use of a consultant to assist with community outreach and educational efforts for the City's Environmental Programs. Under the general supervision of the Environmental Programs Manager, consultants will perform a variety of environmental program support-related duties that could include outreach on city ordinances, energy efficiencies, water quality, open space, zero waste, and graphic design. Breathe-Free MB multi-unit and retail liscensing outreach material design.	14,000.00
5 CM Approved Supplemental (4/17/15): Carryforward Cell Phone Upgrades - (\$155 for cell phone (5217) + \$540 for data plan (5101); total of 6 across various funds totaling \$4,170) in the following programs: 100-18-011 (1), 100-18-021 (2), 100-18-032 (1), 501-18-231 (1), 503-18-321 (1)	540.00
Total Account	30,764.00
100-18-011-5101 Contract Services	
<hr/>	
1 Office supplies for the Department, including Environmental Programs (excluding Engineering).	4,700.00
2 Engineering Office Supplies: ~ Reproduction of plans, specs, and exhibits \$700~ Photo supplies \$600~ Office Supplies \$2,000~ Survey materials \$400~ UPS \$400~ Drafting materials such as plotter pens, vellum, etc. \$1,200~ Misc \$500 (moved from 100-18-021-5201)	5,800.00
Total Account	10,500.00
100-18-011-5201 Office Supplies	

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Department: 18 Public Works

Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
1	American Public Works Association (APWA) Membership for Department Director (\$187.50), Maintenance Superintendent (\$187.50) and Senior Management Analyst (\$187.50).			564.00
2	Municipal Management Association of Southern California (MMASC - \$75 each x 2), for Environmental Programs Manager and Environmental Programs Intern.			150.00
3	City Wide Environmental Memberships: Green CA Cities (\$3,000), Green Business (\$1,000).			4,000.00
4	American Society of Civil Engineers (ASCE) for Department Director (\$225)			225.00
		Total Account	100-18-011-5202	Memberships & Dues
				4,939.00

1	Environmental Materials for Environmental Programs Manager and Environmental Programs Intern.			200.00
2	Reference materials for Public Works Administration.			100.00
		Total Account	100-18-011-5203	Reference Books & Periodicals
				300.00

1	APWA Annual conference or League of California Cities conference. Attendee: Public Works Director. (Registration, lodging, meals, and transportation costs).			2,200.00
2	Conference for (1) Senior Management Analyst.			1,000.00
3	Environmental Program:~ Environmental Conferences and Meetings.			1,000.00
4	National Public Works Week - Team Building			300.00
		Total Account	100-18-011-5204	Conferences & Meetings
				4,500.00

1	Environmental Programs Intern Training			100.00

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Department: 18 Public Works

Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
2	Senior Management Analyst Training			200.00
3	Environmental Program:~ Environmental Program Manager Training			200.00
	Total Account	100-18-011-5205	Training	500.00

1	Environmental Outreach for programs such as energy efficiency, reusable bag promotion, climate action, earth hour/week, and sustainable landscape classes, and polystyrene, smoking, plastic bag ordinances.			12,000.00
	Total Account	100-18-011-5207	Advertising	12,000.00

1	Per Finance. Based on prior year trends and planned events.			190.00
	Total Account	100-18-011-5208	Postage	190.00

1	Computer hardware and software not available through I.S.			500.00
2	Approved Supplemental (4/17/15): Carryforward IPAD Purchase (2)			1,745.00
	Total Account	100-18-011-5210	Computers, Supplies & Software	2,245.00

1	All Hands Meetings - quarterly team building			500.00
	Total Account	100-18-011-5214	Employee Awards & Events	500.00

1	Miscellaneous supplies for administration projects. (This account is used for Office supplies that can't be purchased from Office Depot or Warehouse). Example: Name tags, furniture for Director, Executive Secretary, and Environmental Programs Manager.			4,845.00

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CITY OF MANHATTAN BEACH
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Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
2	Environmental Programs:~ Environmental education materials, special event items and supplies (e.g. pins, reusable bags, climate action education booklets, energy efficiency toolkits, seed bookmarks, event signs, window decals for businesses, mint boxes, decals for ashtrays, pocket ashtrays, reusable containers, straws and mugs).			20,000.00
3	CM Approved Supplemental (4/17/15): Carryforward Cell Phone Upgrades - (\$155 for cell phone (5217) + \$540 for data plan (5101); total of 6 across various funds totaling \$4,170) in the following programs: 100-18-011 (1), 100-18-021 (2), 100-18-032 (1), 501-18-231 (1), 503-18-321 (1)			155.00
	Total Account	100-18-011-5217	Departmental Supplies	25,000.00
1	Business cards for Public Works Director, Executive Secretary, Senior Management Analyst and Environmental Programs Manager.			150.00
	Total Account	100-18-011-5225	Printing	150.00
1	Per Finance, based on trends.			8,300.00
	Total Account	100-18-011-5501	Telephone	8,300.00
1	Per Finance, based on trends.			33,663.00
	Total Account	100-18-011-5502	Electricity	33,663.00
1	Per Finance, based on trends.			7,523.00
	Total Account	100-18-011-5503	Natural Gas	7,523.00
1	Warehouse Allocation (office supplies purchased from the warehouse i.e. copier paper, batteries			1,500.00

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CITY OF MANHATTAN BEACH
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Department: 18 Public Works
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
1	and first aid supplies).			
	Total Account	100-18-011-5611	Warehouse Purchases	1,500.00

1	Finance Analysis			87,582.00
	Total Account	100-18-011-5621	Information Systems Allocation	87,582.00

1	Per Finance, liability and property analysis.			74,340.00
	Total Account	100-18-011-5631	Insurance Allocation	74,340.00

1	Per Finance			14,570.00
	Total Account	100-18-011-5641	Fleet Rental Allocation	14,570.00

1	Finance analysis			11,073.00
	Total Account	100-18-011-5642	Fleet Maintenance Allocation	11,073.00

1	ISMP Approved Supplemental (4/17/15): Work Order Management System (Carryforward from FY 13/14, FY 14/15)			10,000.00
	Total Account	100-18-011-6141	Computer Equipment & Software	10,000.00

1	10% of streetscape costing			19,053.00
	Total Account	100-18-011-9101	Transfers Out	19,053.00

1	Proposed Cips			117,974.00
	Total Account	401-18-011-6212	CIP Bldg & Facility - CYr	117,974.00

Program Total		011	Administration	1,598,874.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works

Minor Program: 021 Civil Engineering

Account Number / Title / Budget Line item Descriptions				Amount
021 Civil Engineering				
1	CITY ENGINEER, PRINCIPAL CIVIL ENGINEER, 2 SENIOR CIVIL ENGINEERS, ENGINEERING TECH I/II, PUBLIC WORKS INSPECTOR, SECRETARY, 0.5 SENIOR MANAGEMENT ANALYST			816,138.00
2	Vacancy Factor Offset 4.6%			(37,542.00)
	Total Account	100-18-021-4101	Salaries & Allowances	778,596.00

1	Student Intern - Engineering student with knowledge of AutoCad. (1000 Hours)			12,240.00
	Total Account	100-18-021-4103	Part Time Employee Salaries	12,240.00

1	Inspection on weekends, overtime to meet scheduling deadlines. Estimated to be: 18 hours at \$56.19/hour for Engineering Tech.			1,015.00
	Total Account	100-18-021-4111	Overtime Regular Employees	1,015.00

1	CITY ENGINEER, PRINCIPAL CIVIL ENGINEER, 2 SENIOR CIVIL ENGINEERS, ENGINEERING TECH I/II, PUBLIC WORKS INSPECTOR, SECRETARY, 0.5 SENIOR MANAGEMENT ANALYST			89,853.00
2	Vacancy Factor Offset 4.6%			(4,133.00)
	Total Account	100-18-021-4201	Group Medical Insurance	85,720.00

1	CITY ENGINEER, PRINCIPAL CIVIL ENGINEER, 2 SENIOR CIVIL ENGINEERS, ENGINEERING TECH I/II, PUBLIC WORKS INSPECTOR, SECRETARY, 0.5 SENIOR MANAGEMENT ANALYST			11,834.00
2	Vacancy Factor Offset 4.6%			(544.00)
3	PART-TIME MEDICARE			210.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 021 Civil Engineering

Account Number / Title / Budget Line Item Descriptions				Amount
		Total Account	100-18-021-4202 Medicare	11,500.00
1	CITY ENGINEER, PRINCIPAL CIVIL ENGINEER, 2 SENIOR CIVIL ENGINEERS, 0.5 SENIOR MANAGEMENT ANALYST			19,155.00
2	Vacancy Factor Offset 4.6%			(881.00)
		Total Account	100-18-021-4204 401A Plan City	18,274.00
1	Per Finance. Year 2 of 2014 Actuarial Study.			8,664.00
		Total Account	100-18-021-4206 Medical Retirement Contributions	8,664.00
1	CITY ENGINEER, PRINCIPAL CIVIL ENGINEER, 2 SENIOR CIVIL ENGINEERS, ENGINEERING TECH I/II, PUBLIC WORKS INSPECTOR, SECRETARY, 0.5 SENIOR MANAGEMENT ANALYST			103,708.00
2	Vacancy Factor Offset 4.6%			(4,771.00)
		Total Account	100-18-021-4211 PERS Regular Contributions	98,937.00
1	AT&T Cell Phone Service (3 Engineers x \$15, 1 Technician x \$9, 1 City Engineer x \$45, 1 Insp X \$40) x 12 months.			1,740.00
2	CM Approved Supplemental (4/17/15): Carryforward Cell Phone Upgrades - (\$155 for cell phone (5217) + \$540 for data plan (5101); total of 6 across various funds totaling \$4,170) in the following programs: 100-18-011 (1), 100-18-021 (2), 100-18-032 (1), 501-18-231 (1), 503-18-321 (1)			1,080.00
		Total Account	100-18-021-5101 Contract Services	2,820.00
1	Maintenance for 1 Plotters-Printers.			2,000.00
		Total Account	100-18-021-5104 Computer Contract Services	2,000.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works

Minor Program: 021 Civil Engineering

Account Number / Title / Budget Line Item Descriptions				Amount
1	APWA Membership for City Engineer, 3 Senior Engineers, and 1 Senior Management Analyst @ 182.50 each.			915.00
	Total Account	100-18-021-5202	Memberships & Dues	915.00

1	BNI Building News (Periodical)			150.00
2	Miscellaneous			200.00
	Total Account	100-18-021-5203	Reference Books & Periodicals	350.00

1	League of California Cities Public Works Officers Institute~ Attendee: City Engineer			1,325.00
2	Monthly Meetings: South Bay COG - IWG, South Bay Engineers, Los Angeles County/City Engineers, APWA Attendee: City Engineer or his appointee.~ COG 10 x 25 = \$250~ APWA 7 x 30 = \$210			460.00
3	Streets and Technology Conference for 3 Engineers @ \$150 each.			450.00
	Total Account	100-18-021-5204	Conferences & Meetings	2,235.00

1	Project Management related training			1,500.00
	Total Account	100-18-021-5205	Training	1,500.00

1	Boot allowance for 1 PW Inspector: ~ Boot purchase and resale @ \$335 (Per MOU)			335.00
2	Hat-\$34 - (\$17 each, 1 + 1 replacement per employee) for 1 PW Inspector~			34.00
3	Safety Vest-\$20 - (1 per employee per MOU) for 1 PW Inspector~			20.00
4	Safety Jacket-\$80 -(1 per employee) for 1 PW			80.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works

Minor Program: 021 Civil Engineering

Account Number / Title / Budget Line item Descriptions				Amount
4	Inspector~			
5	Custom shirts-\$135 - (\$27 each, 5 shirts) for 1 PW Inspector			135.00
	Total Account	100-18-021-5206	Uniforms/Safety Equipment	604.00

1	Advertising public notices/hearings. Estimate based on 8 advertisements at \$150 each. Cost is based on past experience with project advertisements.			1,200.00
	Total Account	100-18-021-5207	Advertising	1,200.00

1	Per Finance. Based on prior year trends and planned events.			5,400.00
	Total Account	100-18-021-5208	Postage	5,400.00

1	AutoCad: 5 License (2 Year Licensing). \$5,000 due in FY15-16. \$0 due in FY16-17.			5,000.00
	Total Account	100-18-021-5210	Computers, Supplies & Software	5,000.00

1	Maintenance on large Scale Oce Plan Scanning and Copy Machine at City Yard. Cost based on actuals.			2,000.00
	Total Account	100-18-021-5212	Office Equipment Maintenance	2,000.00

1	Toner and paper for large Scale Oce Plan Scanning and Copy Machine at City Yard			2,700.00
2	CM Approved Supplemental (4/17/15): Carryforward Cell Phone Upgrades - (\$155 for cell phone (5217) + \$540 for data plan (5101); total of 6 across various funds totaling \$4,170) in the following programs: 100-18-011 (1), 100-18-021 (2), 100-18-032 (1), 501-18-231 (1), 503-18-321 (1)			310.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
 2:23:41PM

Department: 18 Public Works

Minor Program: 021 Civil Engineering

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-18-021-5217	Departmental Supplies	3,010.00
1	Business cards for Engineering Division.			150.00
2	Final print of CIP book for PW staff: PW Director, City Engineer, Secretary, 3 Engineers, and 2 Sr. Management Analysts.			400.00
Total Account		100-18-021-5225	Printing	550.00
1	Per Finance, based on trends.			7,700.00
Total Account		100-18-021-5501	Telephone	7,700.00
1	Warehouse purchases based on historical trend.			650.00
Total Account		100-18-021-5611	Warehouse Purchases	650.00
1	Finance Analysis			77,851.00
Total Account		100-18-021-5621	Information Systems Allocation	77,851.00
1	Per Finance			13,300.00
Total Account		100-18-021-5641	Fleet Rental Allocation	13,300.00
1	Finance analysis			6,469.00
Total Account		100-18-021-5642	Fleet Maintenance Allocation	6,469.00
1	Finance analysis			72,486.00
Total Account		100-18-021-5651	Building & Operations Allocation	72,486.00
1	Proposed Cips			1,960,000.00
Total Account		231-18-021-6222	CIP Street Improvements - CYr	1,960,000.00

Fiscal Year 2016
 Level 3
 Fund Prop. C Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 021 Civil Engineering

Account Number / Title / Budget Line item Descriptions				Amount
1	Proposed Cips			358,399.00
		Total Account	231-18-021-6232 CIP Utility Improvements - CYr	358,399.00

1	Proposed Cips			1,572,910.00
		Total Account	401-18-021-6252 CIP Landscape & Site - CYr	1,572,910.00

1	Proposed Cips			2,903,168.00
		Total Account	401-18-021-6263 Infrastructure Improvements	2,903,168.00

1	UAD Bonds, per debt service schedule			565,000.00
		Total Account	710-18-021-7101 Bond Principal	565,000.00

1	UAD Bonds, per debt service schedule			376,538.00
		Total Account	710-18-021-7102 Bond Interest	376,538.00

1	UAD Bonds			8,500.00
		Total Account	710-18-021-7103 Bond Administration Fee	8,500.00

Program Total		021	Civil Engineering	8,965,501.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 032 Street Repair

Account Number /Title / Budget Line item Descriptions				Amount
032 Street Repair				
1	2 Maintenance Worker IV, 7 Maintenance Worker I/II, Secretary, Urban Forester			723,455.00
2	Vacancy Factor Offset 4.6%			(33,279.00)
	Total Account	100-18-032-4101	Salaries & Allowances	690,176.00

1	Overtime. 208 hrs at OT rate for average M/W I/II based on 5 yr avg historical			8,630.00
	Total Account	100-18-032-4111	Overtime Regular Employees	8,630.00

1	MB Gran Prix Bike Race - 65 hrs at OT rate for average M/W I/II in program 032			3,000.00
2	Old Hometown Fair - 65 hrs at OT rate for average M/W I/II in program 032			3,100.00
3	Fireworks Festival - 145 hrs at OT rate for average M/W I/II in program 032			6,790.00
4	Pier Lighting and Open House 45 hrs at OT rate for average M/W I/II in program 032			1,980.00
5	Earth Day 25 hrs at OT rate for average M/W I/II in program 032			1,680.00
6	Hometown 10k Run - 165 hrs at OT rate for average M/W I/II in program 032			7,920.00
7	Robinson Fun Run - 11 hrs at OT rate for average M/W I/II in program 032			530.00
8	MB Little League Parade- 16.5 hrs at OT rate for average M/W I/II in program 032			790.00
9	Grandview Gator Run - 6hrs at OT rate for average M/W I/II in program 032			290.00
	Total Account	100-18-032-4114	Overtime Special Events	26,080.00

1	2 Maintenance Worker IV, 7 Maintenance Worker			145,412.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 032 Street Repair

Account Number /Title / Budget Line item Descriptions				Amount
1	I/II, Secretary, Urban Forester			
2	Vacancy Factor Offset 4.6%			(6,689.00)
	Total Account	100-18-032-4201	Group Medical Insurance	138,723.00

1	2 Maintenance Worker IV, 7 Maintenance Worker I/II, Secretary, Urban Forester			9,214.00
2	Vacancy Factor Offset 4.6%			(424.00)
	Total Account	100-18-032-4202	Medicare	8,790.00

1	Historical Case Load			7,500.00
	Total Account	100-18-032-4203	Unemployment	7,500.00

1	2 Maintenance Worker IV			4,359.00
2	Vacancy Factor Offset 4.6%			(201.00)
	Total Account	100-18-032-4204	401A Plan City	4,158.00

1	Per Finance. Based on experience 13/14 & 14/15			
	Total Account	100-18-032-4205	Workers Compensation	0.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			12,732.00
	Total Account	100-18-032-4206	Medical Retirement Contributions	12,732.00

1	2 Maintenance Worker IV, 7 Maintenance Worker I/II, Secretary, Urban Forester			92,734.00
2	Vacancy Factor Offset 4.6%			(4,266.00)
	Total Account	100-18-032-4211	PERS Regular Contributions	88,468.00

1	Landscaping - Regular landscaping for street medians. Based on monthly cost of \$6515 x 12 ~ Locations:~			78,200.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 032 Street Repair

	Account Number /Title / Budget Line item Descriptions	Amount
1	26th St - Vista Dr. to Grandview Ave. incl. Grandview- ~ Liberty Parkway N/E corner MBB @ Redondo- ~ (Drainage swale-9th St btwn Meadows and Rowell moved to Stormwater)~ Pedestrian Walkways- ~ The Strand- ~ Aviation Blvd. Medians- ~ Aviation Blvd. Sound Wall- ~ Rosecrans Ave Medians- ~ Marine Ave Medians- ~ Manhattan Beach Blvd Medians- ~ Artesia Blvd Medians- ~ Sepulveda Blvd Medians- ~ Duncan Dr Medians - Duncan east of Kuhn Dr.- ~ Pacific Triangle - Ardmore Ave. & Pacific Ave.- Dead End - 30th & Sepulveda Blvd-~ Pedestrian ROW 20th Pl. t to 21st St.~ Par Course @ 27th St.-	
2	Extra Landscaping - not included in base contract includes tree trimming for trees over 30', parkway and median tree replacements, seeding, sod, repair to medians from vehicle damage, winter overseeding with rye, sod replacement, additional mowing.	33,000.00
3	Phone: \$155 per month x 12 months~ \$1860 ~ ~ 1 Maint. Supt., \$40 iPhone; 2 Maint. Supervisors \$80; 1 standby phone \$1535	1,860.00
4	Arborist Services.	10,000.00
5	Rental fencing at 2613 Crest for condemned property.	360.00
6	Pest Control Services	1,000.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 032 Street Repair

Account Number /Title / Budget Line item Descriptions				Amount
7	Cal Trans delegated maintenance agreement for sidewalk repairs (Sepulveda Blvd). All expenditures up to \$20,000 are reimbursed by Cal Trans.			20,000.00
8	Flag display holidays, elections, etc. (Memorial Day, Labor Day, 4th of July, Election Day, Flag Day, President's Day).			7,845.00
9	CM Approved Supplemental (4/17/15): Carryforward Cell Phone Upgrades - (\$155 for cell phone (5217) + \$540 for data plan (5101); total of 6 across various funds totaling \$4,170) in the following programs: 100-18-011 (1), 100-18-021 (2), 100-18-032 (1), 501-18-231 (1), 503-18-321 (1)			540.00
10	Powerwashing on the Strand			21,265.00
	Total Account	100-18-032-5101	Contract Services	174,070.00
1	Street Tree Seminar membership for 2 employees.			175.00
2	MSA (Maintenance Superintendents Assoc.) for 1 employee (Reduced from 3 employees to 1).			145.00
	Total Account	100-18-032-5202	Memberships & Dues	320.00
1	OSHA mandated training~ Crane operations training - 8 employees x \$70~ Confined space training - 8 employees x \$70			1,120.00
2	Class A & B license renewal for 5 employees at \$65 each.			325.00
3	Technical & skills development training - 8 employees x \$100			800.00
4	Skills seminars for Streets Secretary.			400.00
	Total Account	100-18-032-5205	Training	2,645.00
1	UNIFORM PACKAGE COST PER EMPLOYEE - \$814.00 x 6			4,884.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 032 Street Repair

Account Number /Title / Budget Line item Descriptions				Amount
1	5% Prudential uniform increase in FY15-16 per Purchasing Manager~~ Uniform cost breakdown:~ Uniforms-\$247 - (package combination of 11 pieces per employee per MOU)~~ T-Shirts-\$98 - (\$14 per shirt, 5 + 2 replacement shirts per employee)~~ Hat-\$34 - (\$17 each, 1 + 1 replacement per employee)~~ Safety Jacket-\$80 -(1 per employee)~~ Safety Vest-\$20 - (1 per employee per MOU)~~ Boot allowance-\$335 - (per employee per MOU)~			
	Total Account	100-18-032-5206	Uniforms/Safety Equipment	4,884.00
<hr/>				
1	Ads for bid notices for contract work.			
	Total Account	100-18-032-5207	Advertising	300.00
<hr/>				
1	Approved Supplemental (4/17/15): Carryforward IPAD Purchase (2)			1,745.00
2	Approved Supplemental (4/17/15): Ruggedized Laptop Purchase for field use			3,100.00
	Total Account	100-18-032-5210	Computers, Supplies & Software	4,845.00
<hr/>				
1	Type II Cement (dry sack), rapid set, sand, gravel, form lumber, steel and wooden stakes, trailer mix concrete.			5,000.00
2	Hot mix asphalt, UPM, cold mix, flex-coat, seal coat, citrus and mineral oil (release agents used for tool and truck cleanup).			41,500.00
3	Spray coatings (zinc, enamel, lubes, paint, graffiti remover).			1,000.00
4	Rope, flags, flag holders, banner supplies.			2,000.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 032 Street Repair

Account Number /Title / Budget Line item Descriptions				Amount
5	Irrigation repair parts, controllers, replacement trees			3,000.00
6	Transit mix concrete (primarily for concrete streets, curb, and gutters).			26,000.00
7	Electrical and lighting supplies, conduit, xformers, ballasts, lamps, poles.			3,300.00
8	Small hand tools, diamond saw blades, chainsaws, chain binders, ratchets, wrenches, pliers, etc.			3,000.00
9	CM Approved Supplemental (4/17/15): Carryforward Cell Phone Upgrades - (\$155 for cell phone (5217) + \$540 for data plan (5101); total of 6 across various funds totaling \$4,170) in the following programs: 100-18-011 (1), 100-18-021 (2), 100-18-032 (1), 501-18-231 (1), 503-18-321 (1)			155.00
	Total Account	100-18-032-5217	Departmental Supplies	84,955.00

1	Per Finance, based on trends.			38,788.00
	Total Account	100-18-032-5502	Electricity	38,788.00

1	Per Finance, based on trends.			65,719.00
	Total Account	100-18-032-5504	Water	65,719.00

1	Warehouse allocation. Based on historical use.			2,000.00
	Total Account	100-18-032-5611	Warehouse Purchases	2,000.00

1	Finance Analysis			68,119.00
	Total Account	100-18-032-5621	Information Systems Allocation	68,119.00

1	Per Finance, liability and property analysis.			148,980.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 032 Street Repair

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	100-18-032-5631 Insurance Allocation	148,980.00

1	Per Finance			162,030.00
		Total Account	100-18-032-5641 Fleet Rental Allocation	162,030.00

1	Finance analysis			103,187.00
		Total Account	100-18-032-5642 Fleet Maintenance Allocation	103,187.00

1	Proposed cips			2,136,308.00
		Total Account	205-18-032-6222 CIP Street Improvements - CYr	2,136,308.00

1	Proposed Cips			335,000.00
		Total Account	233-18-032-6222 CIP Street Improvements - CYr	335,000.00

1	Proposed Cips			2,139,475.00
		Total Account	401-18-032-6222 CIP Street Improvements - CYr	2,139,475.00

Program Total		032	Street Repair	6,456,882.00

Fiscal Year 2016
 Level 3
 Fund Streets, Highways & Sidewalks

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 033 Sidewalk Repair

Account Number / Title / Budget Line item Descriptions				Amount
033 Sidewalk Repair				
1	Proposed cips			616,233.00
	Total Account	205-18-033-6222	CIP Street Improvements - CYr	616,233.00
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	Program Total	033	Sidewalk Repair	616,233.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 034 Traffic Control

Account Number /Title / Budget Line item Descriptions				Amount
034 Traffic Control				
1	2.5 MAINTENANCE WORKER I/II			140,879.00
2	Vacancy Factor Offset 4.6%			(6,480.00)
	Total Account	100-18-034-4101	Salaries & Allowances	134,399.00

1	Traffic Overtime based upon yearly trend and MOU OT rate for average MW I/II~ 26 hours x \$46			1,200.00
	Total Account	100-18-034-4111	Overtime Regular Employees	1,200.00

1	2.5 MAINTENANCE WORKER I/II			30,443.00
2	Vacancy Factor Offset 4.6%			(1,400.00)
	Total Account	100-18-034-4201	Group Medical Insurance	29,043.00

1	2.5 MAINTENANCE WORKER I/II			2,043.00
2	Vacancy Factor Offset 4.6%			(94.00)
	Total Account	100-18-034-4202	Medicare	1,949.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			2,652.00
	Total Account	100-18-034-4206	Medical Retirement Contributions	2,652.00

1	2.5 MAINTENANCE WORKER I/II			18,100.00
2	Vacancy Factor Offset 4.6%			(833.00)
	Total Account	100-18-034-4211	PERS Regular Contributions	17,267.00

1	Traffic control markings~ Legends, crosswalks, red-yellow-green curb, centerline striping, Traffic Engineer-ordered modifications			72,500.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works

Minor Program: 034 Traffic Control

Account Number /Title / Budget Line item Descriptions				Amount
2	Special event advance warning, crowd control barriers, water barricades, towable message boards, etc.			3,000.00
3	Aluminum sign reclamation, work old signs into useable blanks (ZAP Mfg.)			3,500.00
	Total Account	100-18-034-5101	Contract Services	79,000.00
<hr/>				
1	UNIFORM PACKAGE COST PER EMPLOYEE - \$814.00 x 2.5 employees ~ 5% Prudential uniform increase in FY15-16 per Purchasing Manager~~ Uniform cost breakdown:~ Uniforms-\$247 - (package combination of 11 pieces per employee per MOU)~~ T-Shirts-\$98 - (\$14 per shirt, 5 + 2 replacement shirts per employee)~~ Hat-\$34 - (\$17 each, 1 + 1 replacement per employee)~~ Safety Jacket-\$80 -(1 per employee)~~ Safety Vest-\$20 - (1 per employee per MOU)~~ Boot allowance-\$335 - (per employee per MOU)~			2,035.00
	Total Account	100-18-034-5206	Uniforms/Safety Equipment	2,035.00
<hr/>				
1	Approved Supplemental (4/17/15): Carryforward IPAD Purchase (2)			1,745.00
	Total Account	100-18-034-5210	Computers, Supplies & Software	1,745.00
<hr/>				
1	New regulatory traffic signs (STOP, ONE-WAY, YIELD, WRONG WAY, DO NOT ENTER).			34,500.00
2	Traffic Paint, reflective beads, stencil guard, flushing material for street legends (STOP, KEEP CLEAR, PED XING, SPEED XX MPH, etc.) and curb painting (red no parking, yellow loading zone,			5,000.00

Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 034 Traffic Control

Account Number /Title / Budget Line item Descriptions				Amount
2	green 24 minute parking, etc.).			
3	Type II barricades, (new) Type I barricades, cones, delineators, stainless steel hardware, reflective sheeting, sign posts, temporary signs, graffiti remover, flashers, rapid set concrete.			14,000.00
4	Striper repair parts-hoses, valves, screens, tips.			1,400.00
	Total Account	100-18-034-5217	Departmental Supplies	54,900.00

1	Warehouse allocation. Based on historical use.			2,000.00
	Total Account	100-18-034-5611	Warehouse Purchases	2,000.00

1	Per Finance			20,250.00
	Total Account	100-18-034-5641	Fleet Rental Allocation	20,250.00

1	Finance analysis			9,206.00
	Total Account	100-18-034-5642	Fleet Maintenance Allocation	9,206.00

1	Proposed Cips			150,000.00
	Total Account	231-18-034-6222	CIP Street Improvements - CYr	150,000.00

	Program Total	034	Traffic Control	505,646.00

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Department: 18 Public Works
 Minor Program: 041 Bldg & Grounds Maintenance

Account Number / Title / Budget Line item Descriptions				Amount
041 Bldg & Grounds Maintenance				
1	MAINTENANCE WORKER IV, 4 BUILDING REPAIR CRAFTSPERSON			337,704.00
2	Vacancy Factor Offset 4.6%			(15,534.00)
	Total Account	615-18-041-4101	Salaries & Allowances	322,170.00

1	Emergency Repairs, Standby, and work after hours. 140 hours @ \$45.00 per hour.			6,300.00
	Total Account	615-18-041-4111	Overtime Regular Employees	6,300.00

1	MAINTENANCE WORKER IV, 4 BUILDING REPAIR CRAFTSPERSON			48,732.00
2	Vacancy Factor Offset 4.6%			(2,242.00)
	Total Account	615-18-041-4201	Group Medical Insurance	46,490.00

1	MAINTENANCE WORKER IV, 4 BUILDING REPAIR CRAFTSPERSON			4,897.00
2	Vacancy Factor Offset 4.6%			(225.00)
	Total Account	615-18-041-4202	Medicare	4,672.00

1	MAINTENANCE WORKER IV			2,201.00
2	Vacancy Factor Offset 4.6%			(101.00)
	Total Account	615-18-041-4204	401A Plan City	2,100.00

1	Per Finance.			360.00
	Total Account	615-18-041-4205	Workers Compensation	360.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			4,740.00

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Department: 18 Public Works
 Minor Program: 041 Bldg & Grounds Maintenance

Account Number / Title / Budget Line Item Descriptions			Amount
Total Account		615-18-041-4206 Medical Retirement Contributions	4,740.00
1	MAINTENANCE WORKER IV, 4 BUILDING REPAIR CRAFTSPERSON		43,280.00
2	Vacancy Factor Offset 4.6%		(1,991.00)
Total Account		615-18-041-4211 PERS Regular Contributions	41,289.00
1	HVAC Maintenance: ~ Contract extended - year to year status~ City Hall: 2 Chillers, 3 Air Handlers, 1 Boiler with HW pump, Air Compressor and Air Dryer, and 14 Exhaust Fans of various sizes~ ~ PD: 2 Chillers, 6 Air Handlers, 1 Boiler, 10 Stand Alone Units, and 17 Exhaust Fans of various sizes~ ~ Fire: 2 Package Unit and Utility Heater~ ~ Public Works Yard: 5 Package Units, 9 Utility Heater, 2 Split Systems (window mount), and 6 Exhaust Fans~ ~ Annex: 3 Package Units, 5 Exhaust Fans~ Joslyn Center : 4 Roof Package Units~ LOP Scout House: 2 Utility Heaters -1 Wall Heater LOP Recreation Center: 2 Roof Package Units~ LOP Recreation Hall: 1 Utility Heater~ Manhattan Heights Community Center Buildings: 4 Roof Package Units~ Creative Arts Center: 1 Large Package Unit~ Marine Avenue Park Community Center Building: 1 Central Heat only Unit		170,185.00
2	Automatic Entrance Doors Preventative		13,300.00

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Department: 18 Public Works
 Minor Program: 041 Bldg & Grounds Maintenance

Account Number /Title / Budget Line item Descriptions	Amount
2 Maintenance, Repairs & Safety Upgrades~ City Hall Doors Quarterly Service:~ Main Entrance Double Doors West Entrance Handicap Entrance Door~ Garage Entrance Handicap Entrance Door \$3695~ Main Entrance Double Doors - Sensor, Controls & Motor Repairs - Projected \$1,260~ West Entrance Handicap Entrance Door - Sensor, Controls & Motor Repairs - Projected \$683~ Garage Entrance Handicap Entrance Door - Sensor, Controls & Motor Repairs - Projected \$450~ City Hall Annex (Post Office) Doors Quarterly Service:North Entry Double Doors South Entry Double Doors \$2550~ Joslyn Center Sliding East Entry Door Quarterly Service \$1310~ Joslyn Center Sliding East Entry Door Sensor, Controls and Motor Repairs - Projected \$1000~ Manhattan Heights Sliding West Entry Door Quarterly Service - \$1275~ Manhattan Heights Sliding West Entry Door Sensor, Sensor, Controls & Motor Replacement - Projected \$1000	44,300.00
3 Overhead and Sectional Door Contract; and Police Jail Door Maintenance~ City Hall & City Hall Parking - 6 Roll-up Doors \$2120 ~ Fire Station 1 - 8 Apparatus Bay Overhead Doors \$3575 ~ Fire Station 1 - 1 Rolling Gate \$1600 ~ Police Station - 22 Jail/Secure Doors \$11,420~ Police Station Street Entry - 2 Rolling Gates \$3200 ~ Police Station Garage Entry & Exit - Roll-up Gates \$4145 ~	

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Department: 18 Public Works
 Minor Program: 041 Bldg & Grounds Maintenance

Account Number /Title / Budget Line item Descriptions	Amount
3 Fire Station 2 - 2 Apparatus Bay Overhead Doors \$900~ Public Works Yard = 31 Various Types of Sliding & Overhead Doors \$14,850 ~ Marine Avenue Park Roll-up Doors \$710 ~ Marine Sports Complex Roll-up Doors \$1770	
4 Elevator monthly maintenance and inspection contract (Mandatory)~ Includes: City Hall, PD/FD, Wheelchair Lifts at City Hall, Marine Sports Complex and the ~ new Lift for the Stage at the Joslyn Center:~ City Hall Elevator \$3,830~ City Hall Handicap Lift \$1,600~ Public Safety PD Elevator \$4,800 ~ Public Safety Parking Lot Elevator \$4,800~ Marine Ave Sports Complex Handicap Lift \$1,600~ Joslyn Center Stage Handicap Lift \$1,600	18,230.00
5 Janitorial Maintenance - ~ City Hall \$33,615 ~ Public Works \$17,560~ Police & Fire Admin. Department \$26,340~ Police Jail OPS \$39,360~ City Hall Annex (Post Office) \$4,190~ Public Works Facility Warehouse \$4,300	125,400.00
6 Janitorial extras for City Hall, PD, Annex, PW. City Hall Carpet: Total \$4,332 Upper Level - Biannually \$1,117 X 2=\$2,334 Lower Level - Biannually \$798 X 2=\$1,596 Council Chambers - Biannually \$251 X 2=\$502~ Shampoo City Hall chairs in office areas - 230 chairs - City Council chambers - 108 chairs - \$1,607 x 2 = \$3,214~ City Hall Hard Floors: Travertine Strip, Wash, Seal & Buff - Biannually \$2,052 X 2=\$4,104~ City Hall Restrooms - Deep Clean & Acid Wash	55,735.00

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Department: 18 Public Works
 Minor Program: 041 Bldg & Grounds Maintenance

Account Number /Title / Budget Line item Descriptions	Amount
6 Grout - Biannually \$969 X 2=\$1,938~ City Hall Window Interiors - Biannually \$667 X 2=\$1,334~ City Hall Window Exteriors - Quarterly \$1,003 X 4=\$4,013~ City Hall Annex (Post Office) Deep Clean & Buff All Common Floors - Quarterly \$741 X 4=\$2,964~ Public Safety Windows Interiors - Biannually \$2,508 X 4=\$5,016~ Public Safety Windows Exteriors - Biannually \$2,508 X 2=\$5,016~ Public Safety Restrooms Deep Clean & Acid Wash Grout - Biannually \$969 X 2=\$1,938~ Public Safety Carpet - Biannually \$1,072 X 2=\$2,144 Public Safety Hard Surfaces: Total = \$2,599 Travertine Seal & Buff - Biannually~ \$855 x 2=\$1,710 VCT Flooring Strip & Wax - Biannually \$445 X 2=\$890~ Public Works Facility Windows Interiors - Biannually @\$798=\$1,596~ Public Works Windows Exteriors - Biannually \$912 X 2=\$1,824~ Public Works Restrooms Quarterly \$741 X 4=\$2,964 Public Works Carpet - Biannually \$827 X 2=\$1,654 Public Works Hard Surfaces - Quarterly \$513 X 4=\$2,052	
7 Pest Control - Major Increase in Service Due to Rodent & Insect Infestations~ City Hall Interior \$140 X 12 Months=\$1,680~ City Hall Exterior \$110 X 12 Months=\$1,320~ Public Safety Interior \$140 X 12 Months=\$1,680 ~ Public Safety Exterior \$110 X 12 Months=\$1,320~ Public Works Interior \$160 X 12 Months=\$1,920~ Public Works Exterior \$160 X 12 Months=\$1,920~ Fire Station - 2 Interior \$90 X 12 Months=\$1,080	30,360.00

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Department: 18 Public Works
 Minor Program: 041 Bldg & Grounds Maintenance

Account Number /Title / Budget Line item Descriptions	Amount
7 Fire Station - 2 Exterior \$ 80 X 12 Months=\$960~ Joslyn Center Interior \$80 X 12 Months=\$960~ Joslyn Center Exterior \$140 X 12 Months=\$1,680~ LOP Buildings/Scout House Interiors \$240 X 12 Months=\$2,880~ LOP Buildings/Scout House Exteriors \$260 X12 Months=\$3,120~ Manhattan Heights Buildings Interiors \$120 X 12 Months=\$1,440=\$1,440~ Manhattan Heights Buildings Exteriors \$220 X 12 Months=\$2,640~ Marine Ave Park Buildings Interiors \$80 X 12 Months=\$960~ Marine Ave Park Buildings Exteriors \$140 X 12 Months=\$1,680~ Sports Complex Buildings Interiors \$120 X 12 Months=\$1,440~ Sports Complex Buildings Exteriors \$140 X12 Months=\$1,680	
8 Replacement glass and repairs	2,755.00
9 Emergency & Preventative Drain Jetting & Rooter Service	6,000.00
10 Portable Fire Safety and Suppression Units Located in Vehicles and Buildings~ Fire extinguisher service (based on historical monthly trend) - Test, Refill, Replace as required"~ Portable Units Located in Vehicles~ Portable Units Located in Buildings & Facilities	4,600.00
11 Extras for unknown maintenance. (Based on historical use).~ May include: HVAC coil replacements, pump motors, extra pest control service, door repair.	15,200.00
12 Phones for Supervisor, 4* Building Repair	3,745.00

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Department: 18 Public Works
 Minor Program: 041 Bldg & Grounds Maintenance

Account Number /Title / Budget Line item Descriptions	Amount
12 Technicians , and 1 Standby iphone. ~ Supervisor iPhone 1 X \$72=\$72 X 12 Months = \$864 4 Building Repair Technicians 4 X \$50=\$200 X 12 Months = \$2,400~ 1 Standby iphone 12x\$40 = \$480	
13 Yearly Generator & Transfer Switch Maintenance, Inspection & Testing~ City Hall Generator Minor - \$327~ City Hall Generator Major - \$1346~ City Hall Generator Transfer Switch - \$979~ Public Safety Generator Minor - \$327~ Public Safety Generator Major - \$1346~ Public Safety Generator Transfer Switch - \$479 ~ Fire Station 2 Generator Minor - \$327~ Fire Station 2 Generator Major - \$1346~ Fire Station 2 Generator Transfer Switch - \$979~ Public Works Facility Generator Minor - \$327~ Public Works Facility Generator Major - \$1346~ Public Works Facility Generator Transfer Switch - \$979~ Portable Generator - Minor - \$327~ Portable Generator - Major - \$1,346~ Portable Generator - Transfers - \$979	13,260.00
14 Public Works Facility Street Sweeping~ Yard Sweeping 3 times per week. \$65 per week.	3,380.00
15 Public Safety Miscellaneous~ bumper blocks, lamps, appliance repairs, plumbing repairs, alarming maintenance, fire suppression maintenance; fixed sprinklers, and misc. rental equipment.	11,385.00
16 Fire Alarm & Security Monitoring: Logix Monitoring ~ City Hall Fire Alarm ~ Creative Arts Center Security ~	4,000.00

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Department: 18 Public Works
 Minor Program: 041 Bldg & Grounds Maintenance

Account Number /Title / Budget Line item Descriptions	Amount
16 Manhattan Heights Fire Alarm~ Joslyn Center Fire Alarm ~ Historical House	
17 Weekly Floor Mat Service~ City Hall ~ Public Safety ~ Public Works	3,710.00
18 Electrical contract service	81,200.00
19 Wall Coating Maintenance for Restrooms~ Spot maintenance, painting doors and walls~~ Shed door replacements	16,580.00
20 Roof Maintenance for Select City facilities ~ Additional Roof Coverage for:~ Heights Satellite Buildings~ Marine Ave Park Buildings~ Public Works Facilities Buildings~ Live Oak Recreation Hall	13,250.00
21 Tree Trimming	5,815.00
22 Duct Cleaning for:~ City Hall~ Public Works Yard~ Manhattan Heights~ Public Safety Facility (PD/FD)	35,000.00
Total Account 615-18-041-5101 Contract Services	677,390.00

1 Training for Facilities Supervisor~~ Computer Program Training	1,200.00
2 Employee Training~ Crane certification, locksmith classes, jail lock training, HVAC training, computer program classes	3,300.00
Total Account 615-18-041-5205 Training	4,500.00

1 Uniform package cost per employee-\$814 x 4	3,256.00

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Department: 18 Public Works
 Minor Program: 041 Bldg & Grounds Maintenance

Account Number / Title / Budget Line item Descriptions				Amount
1	employees = \$3256~ 5% Prudential uniform increase in FY15-16 per Purchasing Manager~ Uniform cost breakdown:~ Prudential Uniforms-\$235 (package combination of 11 pieces per employee per MOU~ T-Shirts-\$98 (\$14 per shirt, 5 + 2 replacement shirts per employee)~ Hat-\$34 (\$17 each, 1 + 1 replacement per employee) Safety Jacket-\$80 (1 per employee)~ Safety Vest-\$20 (1 per employee per MOU)~ Boot allowance-\$335 (per employee per MOU)~ T-Shirts-\$75 - \$11 per shirt, 7 shirts per employee~ Safety Jacket-\$75~ Boot allowance-\$335			
	Total Account	615-18-041-5206	Uniforms/Safety Equipment	3,256.00
<hr/>				
1	Ad space for project bid notices			1,000.00
	Total Account	615-18-041-5207	Advertising	1,000.00
<hr/>				
1	AutoCAD2015 License			1,000.00
2	Approved Supplemental (4/17/15): Carryforward IPAD Purchase (1)			873.00
3	Approved Supplemental (4/17/15): Ruggedized Laptop Purchase for field use			3,100.00
	Total Account	615-18-041-5210	Computers, Supplies & Software	4,973.00
<hr/>				
1	Door Hardware - Keys, Locks, Hinges, Closers, Door Stops, Thresholds & Card Keys.			16,200.00
2	Paint - Interior, Exterior, Special Coatings, Painting Tools & Preparation Materials.			13,750.00

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Department: 18 Public Works
 Minor Program: 041 Bldg & Grounds Maintenance

Account Number /Title / Budget Line item Descriptions	Amount
3 Lumber, Drywall, Laminates, Miscellaneous Hardware, & Floor & Wall Tile.	24,200.00
4 Doors, Windows, Restroom Partitions, Restroom/Kitchen Fixtures and Hardware	31,350.00
5 Plumbing - Valves, Faucets, Sinks, Water Heaters & Other Plumbing Supplies.	10,120.00
6 Electrical-ballasts, lamps, wire, switches, etc.	28,600.00
7 Signage-information directories.	4,950.00
8 Janitorial supplies-paper goods, chemicals, deodorizers, cleaners, etc.	1,760.00
9 Holiday LED Lighting Replacements City Hall - \$2,600 Public Safety - \$2,250	5,335.00
10 Appliance Replacement Costs	7,150.00
11 SCAQMD Permit Fees (State Mandated)~ Service Station: Storage and Dispensing~ PW Generator~ City Hall Generator~ Fire Dept. Generator~ PSF Generator~ Mobile Generator	6,350.00
12 Tools; such as: cordless drill motors/batteries, drain auger cables, saw blades, and expendable drill bits and router bits	5,600.00
13 Ceiling repairs	12,500.00
14 Ceramics Storage	10,000.00
15 Approved Supplemental (4/17/15): Police/Fire Conference Room Furnishings	20,004.00
Total Account 615-18-041-5217 Departmental Supplies	197,869.00

1 Business cards for Facilities Supervisor.	150.00
Total Account 615-18-041-5225 Printing	150.00

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Department: 18 Public Works
 Minor Program: 041 Bldg & Grounds Maintenance

Account Number / Title / Budget Line item Descriptions				Amount
1	Per Finance, based on trends.			600.00
	Total Account	615-18-041-5501	Telephone	600.00

1	Per Finance, based on trends.			105,789.00
	Total Account	615-18-041-5502	Electricity	105,789.00

1	Per Finance, based on trends.			6,371.00
	Total Account	615-18-041-5503	Natural Gas	6,371.00

1	Per Finance, based on trends.			20,225.00
	Total Account	615-18-041-5504	Water	20,225.00

1	Warehouse Inventoried Materials purchased in bulk by Purchasing Division Janitorial Supplies - paper goods, hand soap, trash container inserts & various cleaning chemicals, lamps, painting supplies, safety gear, PPE, batteries, flashlight & various small expendable tools.			19,000.00
	Total Account	615-18-041-5611	Warehouse Purchases	19,000.00

1	I.S. allocation analysis			27,434.00
	Total Account	615-18-041-5621	Information Systems Allocation	27,434.00

1	Per Finance			43,910.00
	Total Account	615-18-041-5641	Fleet Rental Allocation	43,910.00

1	Fleet Maintenance Allocation Calculation			27,619.00
	Total Account	615-18-041-5642	Fleet Maintenance Allocation	27,619.00

Program Total		041	Bldg & Grounds Maintenance	1,568,207.00

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Department: 18 Public Works
 Minor Program: 042 Parks Maintenance

Account Number /Title / Budget Line item Descriptions				Amount
042 Parks Maintenance				
1	1 MAINTENANCE WORKER I/II			62,172.00
2	Vacancy Factor Offset 4.6%			(2,860.00)
	Total Account	100-18-042-4101	Salaries & Allowances	59,312.00

1	Overtime approx. 15 hours at OT rate for average MW I/II			720.00
	Total Account	100-18-042-4111	Overtime Regular Employees	720.00

1	1 MAINTENANCE WORKER I/II			17,734.00
2	Vacancy Factor Offset 4.6%			(816.00)
	Total Account	100-18-042-4201	Group Medical Insurance	16,918.00

1	1 MAINTENANCE WORKER I/II			901.00
2	Vacancy Factor Offset 4.6%			(41.00)
	Total Account	100-18-042-4202	Medicare	860.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			1,044.00
	Total Account	100-18-042-4206	Medical Retirement Contributions	1,044.00

1	1 MAINTENANCE WORKER I/II			7,988.00
2	Vacancy Factor Offset 4.6%			(367.00)
	Total Account	100-18-042-4211	PERS Regular Contributions	7,621.00

1	Regular monthly landscaping services. Landscaping includes mowing, edging, detailing, fertilizing, de-thatching, irrigation monitoring, restrooms, tree trimming, pest control.~ \$17,861 X 12~ Locations:~			214,400.00

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Department: 18 Public Works
 Minor Program: 042 Parks Maintenance

Account Number /Title / Budget Line item Descriptions	Amount
1 Marine Ave Park - 1625 Marine Ave.-~ Marine Sports Complex - 1801 Marine Ave.- ~ Sand Dune Park - 33rd St @ Bell Ave.- ~ Public Works Yard - 3621 Bell Ave.- ~ Creative Arts Center - 1560 MBB- ~ Manhattan Heights Community Center - 1600 MBB- ~ Polliwog Park - 1601 MBB-~ Bruce's Beach- 2601 Highland Ave.~ Village Soccer Field- 1300 Parkview Ave- ~ Fire Station 2 - 1400 MBB- ~ Live Oak Park & Dorsey Field - 1901 N Valley Dr.- Veterans Parkway- ~ Joslyn Center & Postal Annex - 1601 N Valley Dr & 425 15th St-	
2 Extra Landscaping - not included in base contract-to include summer hydroseeding w/sports turf blend,annual infield BB diamond rehab 7 diamonds (LOP, Dorsey, Sports Complex, Heights, Premier) each ,additional mowing, edge, detail (weekly mowing during winter season),additional aeration of turf areas, add additional infield BB diamond prep (2 add'l. days), tree trimming- trees over 30', parkway and median tree replacements, winter overseeding/ non-athletic areas, repair to medians from vehicle damage, Veteran's Parkway select wood chips.	279,000.00
3 Parking lot sweeping-~ Marine Ave Park~ Marine Sports Complex~ Cultural Arts Center~ Premier Field Lot~ Manhattan Village	12,550.00
4 Chain saw sharpening.	1,200.00
5 Painting as needed.	14,950.00

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Department: 18 Public Works
 Minor Program: 042 Parks Maintenance

Account Number /Title / Budget Line item Descriptions			Amount
6	Sand Dune Replenishment~ Replenish the sand to the top of the dune at Sand Dune Park twice per year, @ \$5,000 per replenish.		10,000.00
7	Sand Dune fence monthly rental \$108.33 X 12 months.		1,300.00
8	Contract Electrician~ ~ Repair/Replace/Upgrade Park Lighting underground electrical wiring in parks for security, field and court lighting, irrigation controllers, etc.		27,000.00
Total Account		100-18-042-5101	560,400.00

1	UNIFORM PACKAGE COST PER EMPLOYEE - \$814.00 x 1 employee~ 5% Prudential uniform increase in FY15-16 per Purchasing Manager~~ Uniform cost breakdown:~ Uniforms-\$247 - (package combination of 11 pieces per employee per MOU)~~ T-Shirts-\$98 - (\$14 per shirt, 5 + 2 replacement shirts per employee)~~ Hat-\$34 - (\$17 each, 1 + 1 replacement per employee)~~ Safety Jacket-\$80 -(1 per employee)~~ Safety Vest-\$20 - (1 per employee per MOU)~~ Boot allowance-\$335 - (per employee per MOU)~		814.00
Total Account		100-18-042-5206	814.00

1	Fencing materials-chain link fabric, railing, posts, gates, clips, wire, hinges, bolts, etc.		14,500.00
2	Park furnishings-windcreens, netting, signs, pre-cast benches, tables, etc., bbq's		10,000.00
3	Ballasts, switches, contactors, wire, conduit,		4,800.00

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Department: 18 Public Works

Minor Program: 042 Parks Maintenance

Account Number / Title / Budget Line item Descriptions				Amount
3	lamps, security lighting fixtures. Misc, electrical repair parts and components			
4	Replacement trees, root barriers, lodge poles, ties.			4,800.00
5	Replacement irrigation controllers (Rainbird, Soletrol), controller repairs and upgrades to Maxicom Central irrigation control, irrigation boxes, valves (ball, gate, and solenoid controlled), PVC pipe, brass and galvanized steel risers, Febco 825Y backflows, direct burial wire, conduit, sprinkler heads and nozzles, drinking fountain and misc. and plumbing repair parts			20,000.00
6	Lumber for pathways, play equipment repair (repair and replacement of swing seats, slides, spring toys, chain, from Miracle and Kompan), EPDM resilient rubber surfacing material and urethane based binder for rubber surfacing repairs.			8,000.00
7	Concrete and hot mix asphalt for pathway repairs, PCC for sidewalk repairs.			10,000.00
	Total Account	100-18-042-5217	Departmental Supplies	72,100.00

1	Per Finance, based on trends.			51,115.00
	Total Account	100-18-042-5502	Electricity	51,115.00

1	Per Finance, based on trends.			438.00
	Total Account	100-18-042-5503	Natural Gas	438.00

1	Per Finance, based on trends.			277,861.00
	Total Account	100-18-042-5504	Water	277,861.00

1	Warehouse Allocation. Based on historical use.			660.00

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Department: 18 Public Works

Minor Program: 042 Parks Maintenance

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	100-18-042-5611 Warehouse Purchases	660.00
1	Per Finance, liability and property analysis.			12,300.00
		Total Account	100-18-042-5631 Insurance Allocation	12,300.00
1	Per Finance			4,380.00
		Total Account	100-18-042-5641 Fleet Rental Allocation	4,380.00
1	Finance analysis			4,603.00
		Total Account	100-18-042-5642 Fleet Maintenance Allocation	4,603.00
Program Total			042 Parks Maintenance	1,071,146.00

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Department: 18 Public Works
 Minor Program: 043 School District Maintenance

Account Number /Title / Budget Line item Descriptions	Amount
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043 School District Maintenance

1	MBUSD Master Agreement. FY15-16 is year 3 of 3 year contract. Agreement expires 6/30/2016. FY15-16 work includes \$30,000 for Begg School asphalt repair, slurry seal, and striping. All other sites completed in FY14-15.	30,000.00
2	Regular Landscape and irrigation based on monthly cost \$6511.~ Locations:~ Grandview Elementary School - 455 24th St- ~ Pacific Field - 1214 Pacific Avenue- ~ Center Field - Poinsettia @ 19th St- ~ Begg Field - 1431 15th St- ~ Begg Pool grounds - 1431 15th St- ~ Manhattan Beach Middle School - 1501 N Redondo Ave- ~ Pennekamp School - 110 S Rowell Ave- ~ Robinson School - 80 Morningside Drive- ~ Meadows Elementary School - 1200 N Meadows Av- ~ Mira Costa High School Fields -	78,140.00
3	Extra Landscaping - not included in base contract- to include summer hydroseeding w/ sports turf blend, infield BB diamond rehab 3 diamonds (Begg, Middle School),additional mowing, edge, detail (weekly mowing during winter season),additional aeration of soccer turf areas,add additional infield BB diamond prep (2 add'l. days)	81,900.00
4	Contract Electrician for Mira Costa Tennis Courts, Begg Pool, and Begg Field	11,400.00
Total Account 100-18-043-5101 Contract Services		201,440.00

1	Irrigation repair parts-pipe, valves, valve boxes	4,180.00
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Fiscal Year 2016
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 043 School District Maintenance

Account Number / Title / Budget Line item Descriptions				Amount
1	sprinkler heads.			
2	Replacement of lamps and ballasts for field lights - Mira Costa Tennis, Begg Pool, and Begg Field.			5,000.00
	Total Account	100-18-043-5217	Departmental Supplies	9,180.00

1	Per Finance, based on trends.			230.00
	Total Account	100-18-043-5501	Telephone	230.00

1	Per Finance, based on trends.			2,405.00
	Total Account	100-18-043-5502	Electricity	2,405.00

1	Per Finance, based on trends.			112,612.00
	Total Account	100-18-043-5504	Water	112,612.00

	Program Total	043	School District Maintenance	325,867.00

Fiscal Year 2016
 Level 3
 Fund AB 2766 Air Quality Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
 2:23:41PM

Department: 18 Public Works
 Minor Program: 091 Transportation

Account Number / Title / Budget Line item Descriptions				Amount
091 Transportation				
1	Level budget based on 2015 estimate			9,000.00
	Total Account	232-18-091-4123	Commuter Pay	9,000.00

1	Based on the FY2014-2015 analysis performed by Revenue & Cost Specialist. Represents support received from the General Fund in the form of salary & benefits of support staff, utilities, depreciation on buildings, and other indirect costs. The study is repeated approximately every four years.			2,100.00
	Total Account	232-18-091-5601	Administrative Service Charge	2,100.00

Program Total		091	Transportation	11,100.00

Fiscal Year 2016

Level 3

Fund Street Lighting & Landscape Fund

<p align="center">CITY OF MANHATTAN BEACH FY 2015-2016 Dept Request Level 3 Itemized Line Item Detail Controllable Costs</p>
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Data Date

5/5/2015

2:23:41PM

Department: 18 Public Works

Minor Program: 111 Street Lighting

Account Number /Title / Budget Line item Descriptions

Amount

111 Street Lighting

1 Annual Street Lighting Assessment Engineer Report and direct assessment to County Auditor Controller Harris & Associates proposal for 15-16 remains at 7,000 7,000.00

2 Contract Electrician - Repair/Replace Underground Wiring Walk Streets- Strand-5 Corners Street Light Repair 4,000.00

Total Account 201-18-111-5101 Contract Services 11,000.00

1 Public Hearing Advertisement~ Transferred from Finance 100-12-011-5207 400.00

Total Account 201-18-111-5207 Advertising 400.00

1 Strand Lights - Walk Street Lights - Lamps, Ballasts & Controls - Conduit & Wiring Repairs ~ Test Cobra Heads - 5 Corners 2 X \$ 850=\$1,700 3,500.00

Total Account 201-18-111-5217 Departmental Supplies 3,500.00

1 Per Finance, based on trends. 295,651.00

Total Account 201-18-111-5502 Electricity 295,651.00

1 Per Finance, based on trends. 72,545.00

Total Account 201-18-111-5503 Natural Gas 72,545.00

1 Based on the FY2014-2015 analysis performed by Revenue & Cost Specialist. Represents support received from the General Fund in the form of salary & benefits of support staff, utilities, depreciation on buildings, and other indirect costs. The study is repeated approximately every 35,775.00

Fiscal Year 2016

Level 3

Fund Street Lighting & Landscape Fund

<p align="center">CITY OF MANHATTAN BEACH FY 2015-2016 Dept Request Level 3 Itemized Line Item Detail Controllable Costs</p>
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Data Date 5/5/2015 2:23:41PM

Department: 18 Public Works

Minor Program: 111 Street Lighting

Account Number / Title / Budget Line item Descriptions				Amount
1	four years.			
		Total Account	201-18-111-5601	
			Administrative Service Charge	35,775.00
<hr/>				
	Program Total		111	Street Lighting
				418,871.00

Fiscal Year 2016

Level 3

Fund Street Lighting & Landscape Fund

<p align="center">CITY OF MANHATTAN BEACH FY 2015-2016 Dept Request Level 3 Itemized Line Item Detail Controllable Costs</p>
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Data Date

5/5/2015

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Department: 18 Public Works

Minor Program: 112 Arbolado Tract Lighting

Account Number / Title / Budget Line item Descriptions

Amount

112 Arbolado Tract Lighting

1	Purchasing LED Retro-fit Kits in Lieu of replacing Lamps and Ballasts				2,500.00
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	Total Account	201-18-112-5217	Departmental Supplies		2,500.00
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1	Per Finance, based on trends.				2,933.00
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	Total Account	201-18-112-5502	Electricity		2,933.00
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Program Total		112	Arbolado Tract Lighting		5,433.00
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Fiscal Year 2016
 Level 3
 Fund Street Lighting & Landscape Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 121 Streetscape Maintenance

Account Number / Title / Budget Line item Descriptions				Amount
121 Streetscape Maintenance				
1	Landscape maintenance based on \$3910 per month.			46,920.00
2	Landscape extras: Tree trimming, palm tree replacement, shrubbery replacement, mulching, etc.			9,000.00
3	Contract Powerwashing			55,230.00
4	Pest control for commercial district.			3,600.00
5	Contract electrical services			3,805.00
	Total Account	201-18-121-5101	Contract Services	118,555.00

1	Bulbs, ballasts, voltage reducers, transformers, and electrical supplies. Major failures due to age and environment. Landscape lighting repair/replacement.			10,300.00
2	Irrigation supplies			700.00
3	Replacement signs, Tile grout, Flexcrete.			2,400.00
4	Tree well covers			1,000.00
5	Street light poles - replace due to traffic collision knockdowns			4,000.00
6	Special pavement markings			500.00
	Total Account	201-18-121-5217	Departmental Supplies	18,900.00

1	Per Finance, based on trends.			10,875.00
	Total Account	201-18-121-5502	Electricity	10,875.00

1	Per Finance, based on trends.			6,678.00
	Total Account	201-18-121-5504	Water	6,678.00

1	Based on the FY2014-2015 analysis performed by Revenue & Cost Specialist. Represents support received from the General Fund in the form of			15,364.00

Fiscal Year 2016

Level 3

Fund Street Lighting & Landscape Fund

<p align="center">CITY OF MANHATTAN BEACH FY 2015-2016 Dept Request Level 3 Itemized Line Item Detail Controllable Costs</p>
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Data Date

5/5/2015

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Department: 18 Public Works

Minor Program: 121 Streetscape Maintenance

Account Number /Title / Budget Line item Descriptions				Amount
1	salary & benefits of support staff, utilities, depreciation on buildings, and other indirect costs. The study is repeated approximately every four years.			
	Total Account	201-18-121-5601	Administrative Service Charge	15,364.00

1	Warehouse purchases: gloves, graffiti removal supplies, spray paint, brushes, rollers, safety equipment, etc.			345.00
	Total Account	201-18-121-5611	Warehouse Purchases	345.00

1	Per Finance			12,070.00
	Total Account	201-18-121-5641	Fleet Rental Allocation	12,070.00

1	Finance analysis			7,738.00
	Total Account	201-18-121-5642	Fleet Maintenance Allocation	7,738.00

	Program Total	121	Streetscape Maintenance	190,525.00

Fiscal Year 2016
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 211 Water Administration

Account Number / Title / Budget Line item Descriptions				Amount
211 Water Administration				
1	Based on recent trends			25,000.00
	Total Account	501-18-211-5231	Bank Service Charge	25,000.00

1	Per Finance, based on trends.			2,400.00
	Total Account	501-18-211-5501	Telephone	2,400.00

1	Per Finance, based on trends.			328.00
	Total Account	501-18-211-5503	Natural Gas	328.00

1	Based on the FY2014-2015 analysis performed by Revenue & Cost Specialist. Represents support received from the General Fund in the form of salary & benefits of support staff, utilities, depreciation on buildings, and other indirect costs. The study is repeated approximately every four years.			1,643,157.00
	Total Account	501-18-211-5601	Administrative Service Charge	1,643,157.00

1	Per Finance			5,710.00
	Total Account	501-18-211-5641	Fleet Rental Allocation	5,710.00

1	Finance analysis			1,866.00
	Total Account	501-18-211-5642	Fleet Maintenance Allocation	1,866.00

1	Finance analysis			124,341.00
	Total Account	501-18-211-5651	Building & Operations Allocation	124,341.00

1	Proposed Cips			841,228.00

Fiscal Year 2016
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 211 Water Administration

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	501-18-211-6212 CIP Bldg & Facility - CYr	841,228.00
1	Proposed Cips			763,606.00
		Total Account	501-18-211-6232 CIP Utility Improvements - CYr	763,606.00
1	Proposed Cips			1,720,519.00
		Total Account	501-18-211-6242 CIP Line Improvememnts - CYr	1,720,519.00
1	Water Refunding Bonds, per debt service schedule.			117,293.00
		Total Account	501-18-211-7101 Bond Principal	117,293.00
1	Water Refunding Bonds, per debt service schedule.			53,519.00
		Total Account	501-18-211-7102 Bond Interest	53,519.00
1	Water Refunding Bonds.			500.00
		Total Account	501-18-211-7103 Bond Administration Fee	500.00
Program Total		211	Water Administration	5,299,467.00

Fiscal Year 2016
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 221 Water Source Of Supply

Account Number /Title / Budget Line item Descriptions	Amount
221 Water Source Of Supply	
1 California Department of Health fees for services rendered related to water quality. Compliance tracking, data review 100 hrs x \$127/hr.	10,270.00
2 Local water conservation public outreach program - mailers, flyers, pamphlets, bill inserts.	10,000.00
3 Groundwater Well 15 and Well 11 Property Tax - Finance allocated charge.	2,800.00
4 WBMWD Reclaimed Water Purchases; ~ Tier 1 @ ((290 AF x \$1,003/AF) + Tier 2 @ (100 AF x \$993)) = \$390,170.	390,170.00
5 WBMWD Capacity Reservation Charge:~ (10 cfs x \$6mo x 719/mo) + (10cfs x 6mo x \$755/mo).	88,440.00
6 WBMWD Monthly Water Service Charge:~ 15 CFS @ \$56/CFS x 12 months.	10,080.00
7 WBMWD Imported Water Purchases: ~ (\$1,265 x 1,780 AF) + (\$1,330 x 1,575 AF).	4,346,450.00
8 California Department of Health Annual Water System Inspection 40 hrs x \$240/hr.	9,600.00
9 California Department of Water Resources Water Master Service. ~ (1,132 AF + 950 AF) x \$4.30/AF	8,953.00
10 Groundwater Lease from Chevron - 950 AF @\$115/AF.	109,250.00
11 Mandated by the Department of Water Resources, Urban Water Management Plans are prepared every five years by California's urban water suppliers to support their long-term resource planning, and ensure adequate water supplies are available to meet existing and future water demands. The 2015 Urban Water Management Plan is due for completion before June, 2016.	30,000.00

Fiscal Year 2016
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works

Minor Program: 221 Water Source Of Supply

Account Number /Title / Budget Line item Descriptions				Amount
Total Account		501-18-221-5101	Contract Services	5,016,013.00
1	West Basin Membership Dues.			550.00
2	West Basin Fee Based on Adjudicated Rights - \$1.10/AF @ 1132 AF.			1,245.20
3	Rounding.			0.80
Total Account		501-18-221-5202	Memberships & Dues	1,796.00
1	Per Finance, based on trends.			1,348.00
Total Account		501-18-221-5502	Electricity	1,348.00
Program Total		221	Water Source Of Supply	5,019,157.00

Fiscal Year 2016
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 231 Water Pumping

Account Number /Title / Budget Line item Descriptions				Amount
231 Water Pumping				
1	0.5 WATER DISTRIBUTION SUPERVISOR, SENIOR WATER PLANT OPERATOR, WATER PLANT OPERATOR, 0.35 ELECTRICIAN			220,100.00
2	Vacancy Factor Offset 4.6%			(10,125.00)
	Total Account	501-18-231-4101	Salaries & Allowances	209,975.00

1	After-Hours overtime for water related emergencies: 100 hours @\$55/Hour.			5,500.00
	Total Account	501-18-231-4111	Overtime Regular Employees	5,500.00

1	0.5 WATER DISTRIBUTION SUPERVISOR, SENIOR WATER PLANT OPERATOR, WATER PLANT OPERATOR, 0.35 ELECTRICIAN			37,503.00
2	Vacancy Factor Offset 4.6%			(1,725.00)
	Total Account	501-18-231-4201	Group Medical Insurance	35,778.00

1	0.5 WATER DISTRIBUTION SUPERVISOR, SENIOR WATER PLANT OPERATOR, WATER PLANT OPERATOR, 0.35 ELECTRICIAN			3,191.00
2	Vacancy Factor Offset 4.6%			(147.00)
	Total Account	501-18-231-4202	Medicare	3,044.00

1	0.5 WATER DISTRIBUTION SUPERVISOR			1,090.00
2	Vacancy Factor Offset 4.6%			(50.00)
	Total Account	501-18-231-4204	401A Plan City	1,040.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			2,868.00
	Total Account	501-18-231-4206	Medical Retirement Contributions	2,868.00

Fiscal Year 2016
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 231 Water Pumping

Account Number /Title / Budget Line item Descriptions			Amount
1	0.5 WATER DISTRIBUTION SUPERVISOR, SENIOR WATER PLANT OPERATOR, WATER PLANT OPERATOR, 0.35 ELECTRICIAN		28,224.00
2	Vacancy Factor Offset 4.6%		(1,298.00)
	Total Account	501-18-231-4211	PERS Regular Contributions
			26,926.00
1	Emergency Pump, Motor and VFD repairs; chlorination equipment, cathodic protection inspections, chlorine analyzer service for Peck & B35 Reservoirs.		80,000.00
2	Annual maintenance/service contract for emergency generator at for Block 35 and Peck Reservoirs, Well 11, Well 15 and, Larsson Boosters - 5 sites @ \$2,780 each.		13,900.00
3	Fire alarm monitoring and maintenance for Block 35 - LOGIX and Facility protection. Quarterly monitoring @ \$138/quarter + maintenance @ \$1,638/yr.		2,190.00
4	2 Cell phones - Sr. Plant Operator and Standby @ \$62/month x 12 months.		1,488.00
5	SCAQMD - 5 water facility stations:~ 5 stations x \$146 Flat Fee~ 5 stations x \$199 AQMD Fee~ 5 stations x \$398 ICE Fee		3,715.00
6	So Cal Edison pump efficiency and diagnostic testing - 10 pumps @ \$460/pump.		4,600.00
7	Pump control valve preventative maintenance - 8 valves @ \$520 per valve.		4,160.00
8	Annual routine maintenance and diagnostics of variable frequency drives for Peck Reservoir, Block 35, and Larsson Booster - 11 VFD's @ \$450.		4,050.00
9	Power surge protection wells, reservoirs, and booster station: ~		24,000.00

Fiscal Year 2016
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 231 Water Pumping

Account Number / Title / Budget Line item Descriptions				Amount
9	(5 Transfer switches x \$2,000) + (7 motors x \$2,000).			
10	CM Approved Supplemental (4/17/15): Carryforward Cell Phone Upgrades - (\$155 for cell phone (5217) + \$540 for data plan (5101); total of 6 across various funds totaling \$4,170) in the following programs: 100-18-011 (1), 100-18-021 (2), 100-18-032 (1), 501-18-231 (1), 503-18-321 (1)			540.00
	Total Account	501-18-231-5101	Contract Services	138,643.00

1	SCADA Maintenance: Repairs, Hardware, Diagnostics, Programming; and Rockwell SCADA Software Technical Support (40% distribution of expenses for all Utilities Accounts).			6,623.00
	Total Account	501-18-231-5104	Computer Contract Services	6,623.00

1	Backflow and cross connection training: 1 Operator @ \$825.			825.00
2	Class B drivers license renewals. (2 renewals @ \$72; 2 physicals @ \$89).			322.00
	Total Account	501-18-231-5205	Training	1,147.00

1	UNIFORM PACKAGE COST PER EMPLOYEE - \$814.00 x 2 5% Prudential uniform increase in FY15-16 per Purchasing Manager~~ Uniform cost breakdown:~ Uniforms-\$247 - (package combination of 11 pieces per employee per MOU)~~ T-Shirts-\$98 - (\$14 per shirt, 5 + 2 replacement shirts per employee)~~ Hat-\$34 - (\$17 each, 1 + 1 replacement per employee)~~ Safety Jacket-\$80 -(1 per employee)~~			1,628.00

Fiscal Year 2016
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
 2:23:41PM

Department: 18 Public Works

Minor Program: 231 Water Pumping

Account Number /Title / Budget Line item Descriptions				Amount
1	Safety Vest-\$20 - (1 per employee per MOU)~~ Boot allowance-\$335 - (per employee per MOU)~			
	Total Account	501-18-231-5206	Uniforms/Safety Equipment	1,628.00

1	Portable parallel water sample analyzer.			3,300.00
2	Hand Tools.			900.00
	Total Account	501-18-231-5209	Tools & Minor Equipment	4,200.00

1	Approved Supplemental (4/17/15): Carryforward IPAD Purchase (3)			2,618.00
	Total Account	501-18-231-5210	Computers, Supplies & Software	2,618.00

1	Reservoir Screening/Roofing Materials - \$1,000~ Valve Control Solenoids - 2 @ \$382 ~ Painting 15 gallons @ \$50/gallon~ Pipe and Copper Tubing @ \$300~ Pressure Gauges - 4 @ \$101~ Pressure Reducing Valve 3 @ \$100 each~ Small Ball Valves - 8 @ \$54~ Hardware @ \$530			4,480.00
2	Chlorinator Parts:~ Cl2 Analyzer maint parts @ \$276~ Sch 80 PVC Fittings @ \$291~ Ball Valves- 2 @ \$86~ Polyvinyl Tubing @ \$266~ Polyvinyl Fittings @ \$266~ Pressure Regulator @ \$239~ Diaphragm Repair Kit @ \$409~ Check Valves @ \$172			2,091.00
3	Electrical Control Hardware:~ SCADA Input/Output Cards @ \$1,327~ Relays - 2 @ \$133~ Electrical Breakers 3 @ \$483 ~			3,334.00

Fiscal Year 2016
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 231 Water Pumping

Account Number /Title / Budget Line item Descriptions				Amount
3	Fuses - 5 @ \$26~ Control Panel Switches - 3 @ \$54 each			
4	Turbine Oil, Bearing Lubricant:~ NSF 60 Well Oil Lube 55gal @ \$1,671~ Bearing Grease - 5 Tubes @ \$16			1,751.00
5	CM Approved Supplemental (4/17/15): Carryforward Cell Phone Upgrades - (\$155 for cell phone (5217) + \$540 for data plan (5101); total of 6 across various funds totaling \$4,170) in the following programs: 100-18-011 (1), 100-18-021 (2), 100-18-032 (1), 501-18-231 (1), 503-18-321 (1)			155.00
	Total Account	501-18-231-5217	Departmental Supplies	11,811.00
1	Groundwater well water assessment includes 1,132 AF of adjudicated right plus 950 AF of leased groundwater rights from Chevron. \$282/AF x (1,132 AF + 950 AF).			587,124.00
	Total Account	501-18-231-5240	Assessments & Taxes	587,124.00
1	Per Finance, based on trends.			71,500.00
	Total Account	501-18-231-5501	Telephone	71,500.00
1	Per Finance, based on trends.			261,557.00
	Total Account	501-18-231-5502	Electricity	261,557.00
1	Warehouse Allocation Charges - safety glasses, gloves, hard hats, rain gear, reflective vests, particle masks, batteries			250.00
	Total Account	501-18-231-5611	Warehouse Purchases	250.00
1	Finance Analysis			38,925.00

Fiscal Year 2016
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 231 Water Pumping

Account Number /Title / Budget Line item Descriptions				Amount
		Total Account	501-18-231-5621 Information Systems Allocation	38,925.00

1	Per Finance	Total Account	501-18-231-5641 Fleet Rental Allocation	7,770.00

1	Finance analysis	Total Account	501-18-231-5642 Fleet Maintenance Allocation	11,073.00

1	Proposed Cips	Total Account	501-18-231-6232 CIP Utility Improvements - CYr	74,550.00

Program Total			231 Water Pumping	1,504,550.00

Fiscal Year 2016
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 241 Water Treatment

Account Number /Title / Budget Line item Descriptions			Amount
241	Water Treatment		
1	Bacteriological: ~ Total Coliform - 12 samples/week x 52 weeks x \$7.40 ~ Heterotrophic Plate Counts -12 samples/week x 52 weeks x \$6.00		8,362.00
2	Disinfection Byproducts ~ Trihalomethanes - 25 samples @ \$67/sample~ Halocetic Acids - 25 samples @67/sample~ Bromate - 25 samples @67/sample~ Chlorite: 25 samples @67/sample		6,700.00
3	Secondary Standard:~ Iron and Manganese - 2 samples/week x 52 weeks x \$15~ True Color - 2 samples/week x 52 weeks \$5.50~ Turbidity - 2 samples/week x 52 weeks x \$4.50		2,600.00
4	West Basin Metropolitan Water District water quality laboratory analysis costs covering Title 22 @ \$3,600 unregulated contaminants @ \$3,400.		7,000.00
5	West Basin MWD Administration and Engineering Evaluation Fees for Title 22 Water Quality Monitoring: ~ (2 Wells @ \$370) + (\$0.50/AF x 3,355/AF).		2,418.00
6	Print and mail annual Consumer Confidence Water Quality Report post card notification as mandated by the California Department of Health: \$0.40/postcard x 13,500 customers.		6,000.00
7	LA County DHS backflow device administration fee for City owned backflow devices.		670.00
Total Account		501-18-241-5101	33,750.00
		Contract Services	

1	Backflow inspectors annual certification renewal		630.00
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Fiscal Year 2016
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works

Minor Program: 241 Water Treatment

Account Number /Title / Budget Line item Descriptions				Amount
1	- 2 x \$305.			
2	USC Backflow & Cross Connection Association Fee.			710.00
3	DHS Water Treatment Certification - 2 Treatment II employees @ \$90.00 each.			288.00
Total Account		501-18-241-5202	Memberships & Dues	1,628.00
<hr/>				
1	Pumps and Pumping Workshop - 4 Operators @ \$350/Operator.			1,400.00
Total Account		501-18-241-5205	Training	1,400.00
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1	Chlorine for water treatment - Disinfection of 2,082 AF of groundwater rights, plus 20% rechlorination: \$19/AF x (1.2(1,132AF + 950AF)).			47,470.00
2	Backflow units-new and replacement parts - springs, diaphragms, seats, o-rings.			2,575.00
3	Water Treatment Supplies: ~ chlorine/nitrification/ammonia residual packets - \$700~ chlorine analyzer electrolyte - \$300~ 40 Chem keys @ \$25 each			2,000.00
Total Account		501-18-241-5217	Departmental Supplies	52,045.00
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1	Warehouse Allocation Charges - safety glasses, gloves, hard hats, rain gear, reflective vests, particle masks, batteries.			250.00
Total Account		501-18-241-5611	Warehouse Purchases	250.00
<hr/>				
Program Total		241	Water Treatment	89,073.00

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 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 251 Water Maintenance

Account Number /Title / Budget Line item Descriptions				Amount
251 Water Maintenance				
1	0.5 WATER DISTRIBUTION SUPERVISOR, 6 MAINTENANCE WORKER I/II, WATER METER READER, SECRETARY			513,185.00
2	Vacancy Factor Offset 4.6%			(23,606.00)
	Total Account	501-18-251-4101	Salaries & Allowances	489,579.00

1	After-Hours overtime for water related emergencies: 395 hours @\$44.06/Hour.			17,403.70
2	Rounding.			0.30
	Total Account	501-18-251-4111	Overtime Regular Employees	17,404.00

1	0.5 WATER DISTRIBUTION SUPERVISOR, 6 MAINTENANCE WORKER I/II, WATER METER READER, SECRETARY			94,450.00
2	Vacancy Factor Offset 4.6%			(4,345.00)
	Total Account	501-18-251-4201	Group Medical Insurance	90,105.00

1	0.5 WATER DISTRIBUTION SUPERVISOR, 6 MAINTENANCE WORKER I/II, WATER METER READER, SECRETARY			7,441.00
2	Vacancy Factor Offset 4.6%			(342.00)
	Total Account	501-18-251-4202	Medicare	7,099.00

1	0.5 WATER DISTRIBUTION SUPERVISOR			1,090.00
2	Vacancy Factor Offset 4.6%			(50.00)
	Total Account	501-18-251-4204	401A Plan City	1,040.00

1	Per Finance.			116,160.00
	Total Account	501-18-251-4205	Workers Compensation	116,160.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			10,140.00

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CITY OF MANHATTAN BEACH
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Department: 18 Public Works

Minor Program: 251 Water Maintenance

Account Number / Title / Budget Line item Descriptions			Amount	
Total Account		501-18-251-4206	Medical Retirement Contributions	10,140.00
1	0.5 WATER DISTRIBUTION SUPERVISOR, 6 MAINTENANCE WORKER I/II, WATER METER READER, SECRETARY		65,036.00	
2	Vacancy Factor Offset 4.6%		(2,992.00)	
Total Account		501-18-251-4211	PERS Regular Contributions	62,044.00
1	Landscape maintenance for Well #11A - (MBB @ Green Lane in Redondo Beach) \$111 per month.		1,332.00	
2	Landscape maintenance for Well #13 - (6th @ Aviation) \$111 per month.		1,332.00	
3	Landscape maintenance for Well #15 - (MBB @ Vail in Redondo Beach) \$62 per month		744.00	
4	Landscape maintenance for Peck Reservoir - (1800 North Peck Avenue) \$232 per month		2,784.00	
5	Landscape maintenance for Block 35 - (1431 6th Street) \$248 per month		3,024.00	
6	Landscape maintenance for Larsson Street Parkette (211 Larsson Street) (pump station for water distribution). \$332 per month.		3,984.00	
7	Landscape maintenance for 8th Street Parkette (1746 8th Street) (old well site). \$203 per month.		2,436.00	
8	Landscape contract extras, not part of base contract -tree trimming, removal, replacement, plant and shrub replacement.		8,000.00	
9	Stand-by pager @ \$6.00 per months x 12 months.		72.00	
10	Tremco Roof Maintenance Program.		1,912.00	
11	3 Cell phones @ \$62/month for the Water Distribution Standby, City Hall Worker and Water Field Supervisor.		2,232.00	
12	Bee removals from public right of way - 20		1,200.00	

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Department: 18 Public Works

Minor Program: 251 Water Maintenance

Account Number /Title / Budget Line item Descriptions				Amount
12	removals @ 60.			
13	Class A License Renewal - 2 renewals @ \$69 and 2 physicals @ \$86			310.00
14	Water meter accuracy testing and calibration: 50 meters @ \$47/meter.			2,350.00
15	Underground Service Alert - Utility substructure location and e-mail notification service charge: 1,100 Tickets @ \$1.60/Ticket.			1,760.00
	Total Account	501-18-251-5101	Contract Services	33,472.00

1	Annual renewal of Neptune Technical Service for meter reading hand held device.			3,800.00
	Total Account	501-18-251-5104	Computer Contract Services	3,800.00

1	Water Distribution Operator Certification renewals required by Dept. of Public Health - 6 Operators @ \$96/Certification.			576.00
2	American Water Works Association membership for 1 Supervisor.			515.00
	Total Account	501-18-251-5202	Memberships & Dues	1,091.00

1	AWWA Annual Standards Updates.			515.00
	Total Account	501-18-251-5203	Reference Books & Periodicals	515.00

1	Distribution and Treatment Operator certification contact hour training workshop for 11 Operators.			2,000.00
2	Basic electricity and safety principles 4 employees x \$800.			3,200.00
3	Backhoe training and certification 6 employees @ \$400			2,400.00

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CITY OF MANHATTAN BEACH
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Department: 18 Public Works
 Minor Program: 251 Water Maintenance

Account Number /Title / Budget Line item Descriptions				Amount
Total Account		501-18-251-5205	Training	7,600.00
1	UNIFORM PACKAGE COST PER EMPLOYEE - \$814.00 x 7~ 5% Prudential uniform increase in FY15-16 per Purchasing Manager~~ Uniform cost breakdown:~ Uniforms-\$247 - (package combination of 11 pieces per employee per MOU)~~ T-Shirts-\$98 - (\$14 per shirt, 5 + 2 replacement shirts per employee)~~ Hat-\$34 - (\$17 each, 1 + 1 replacement per employee)~~ Safety Jacket-\$80 -(1 per employee)~~ Safety Vest-\$20 - (1 per employee per MOU)~~ Boot allowance-\$335 - (per employee per MOU)~			5,698.00
Total Account		501-18-251-5206	Uniforms/Safety Equipment	5,698.00
1	Small Hand Tools \$1,500~ Chop Saw Blades - 5 @ \$275			5,700.00
Total Account		501-18-251-5209	Tools & Minor Equipment	5,700.00
1	Approved Supplemental (4/17/15): Ruggedized Laptop Purchase for field use			3,100.00
Total Account		501-18-251-5210	Computers, Supplies & Software	3,100.00
1	Polymer meter boxes:~ 1" Meters - 400 @ \$70~ 1.5" - 2" Meters - 100 @ \$145			42,500.00
2	Fire Hydrant Replacement and Repair:~ Hydrant - 30 @ \$1545~ Hydrant Spools -15 @ \$32~ Break-Off Check Valve - 5 @ \$868			51,170.00

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CITY OF MANHATTAN BEACH
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Department: 18 Public Works
 Minor Program: 251 Water Maintenance

Account Number /Title / Budget Line item Descriptions	Amount
3 Year 6 of 10 year Meter Replacement Program: ~	190,897.00
3/4" Meters-917 @ \$85~	
1" Meters - 365 @ \$124~	
1.5" Meters - 41 @ \$324~	
2" Meters - 25 @ \$465~	
3" meters - 3 @ \$2,706~	
4" Meters - 3 @ \$3,173~	
6" Meters - 3 @ \$3,658~	
8" Meters - 1 @ \$3,981~	
10" Meter - 1 @ \$4,940~	
3/4" Meter Gaskets - 2500 @ \$0.39~	
1" Meter Gaskets - 1200 @ \$0.40~	
1.5" Meter Gaskets - 200 @ \$1~	
2' Meter Gaskets - 100 @ \$1.03~	
Meter Nuts - 300 @ \$1.10~	
Meter Bolts - 300 @ \$1.91~	
Meter Washers - 100 @ \$0.50~	
Meter Valves (3/4"-1") - 50 @ \$43~	
Meter Couplings 3/4" - 20 @ \$5~	
Meter Couplings 1" - 20 @ \$8.44~	
Meter Flanges" - 10 @ \$12.20	
4 Valves, fittings, misc. distribution supplies:~	29,716.00
6" Gate Valve - 10 @ \$902~	
8" Gate Valve - 5 @ \$1,166~	
Valve Box (Galvanized) - 25 @ \$34~	
4" Flex Couplings - 4 @ \$202~	
6" Flex Couplings - 8 @ \$222~	
8" Flex Couplings - 4 @ \$268~	
10" Flex Couplings - 4 @ \$345~	
Brass Fittings 3/4" \$2,000~	
Brass Fittings 1" \$2,500~	
Brass Fittings 1.5" \$1,500~	
Brass Fittings 2" \$1,500~	
Copper 3/4" - 100 ft @ \$7.00/ft~	
Copper 1" - 100 ft. @ \$7.80/ft	

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Department: 18 Public Works

Minor Program: 251 Water Maintenance

Account Number / Title / Budget Line item Descriptions				Amount
5	Concrete and Paving:~ Hot asphalt - street cuts for water works repairs - 25 tons @ \$82 per ton.~ Concrete - sidewalk cuts for water works repairs - 15 yards @ \$113 per yard.			3,745.00
6	Drinking Fountains:~ Control valve - 4 @ \$185~ Fountain Strainer Assembly - 2 @ \$116~ Bubbler Head - 1 @ \$79~ Pedestal Access Plate (upper) - 1 @ \$68~ Pedestal Access Plate (lower) - 1 @ \$64			1,183.00
7	Miscellaneous administration supplies based on historical use.			260.00
	Total Account	501-18-251-5217	Departmental Supplies	319,471.00
1	Printing.			260.00
2	Business cards			100.00
	Total Account	501-18-251-5225	Printing	360.00
1	Per Finance, based on trends.			170.00
	Total Account	501-18-251-5501	Telephone	170.00
1	Per Finance, based on trends.			35,994.00
	Total Account	501-18-251-5504	Water	35,994.00
1	Warehouse Allocation Charges - safety glasses, gloves, hard hats, rain gear, reflective vests, particle masks, batteries			2,000.00
	Total Account	501-18-251-5611	Warehouse Purchases	2,000.00
1	Finance Analysis			19,463.00

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CITY OF MANHATTAN BEACH
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Department: 18 Public Works
 Minor Program: 251 Water Maintenance

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		501-18-251-5621	Information Systems Allocation	19,463.00
1	Per Finance, liability and property analysis.			40,140.00
Total Account		501-18-251-5631	Insurance Allocation	40,140.00
1	Per Finance			64,950.00
Total Account		501-18-251-5641	Fleet Rental Allocation	64,950.00
1	Finance analysis			54,268.00
Total Account		501-18-251-5642	Fleet Maintenance Allocation	54,268.00
1	Approved Supplemental (4/17/15): Vacuum Excavation Machine Equipment Purchase			97,000.00
2	Approved Supplemental (4/17/15): Meter Reading Devices Equipment Purchase			18,000.00
3	Approved Supplemental (4/17/15): Portable Air Compressor Equipment Purchase			27,250.00
Total Account		501-18-251-6121	Machinery & Equipment	142,250.00
Program Total		251	Water Maintenance	1,533,613.00

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CITY OF MANHATTAN BEACH
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Department: 18 Public Works
 Minor Program: 311 Storm Drain Maintenance

Account Number /Title / Budget Line item Descriptions				Amount
311 Storm Drain Maintenance				
1	SEWER MAINTENANCE WORKER			65,254.00
2	Vacancy Factor Offset 4.6%			(3,002.00)
	Total Account	502-18-311-4101	Salaries & Allowances	62,252.00

1	After-Hours overtime for stormwater related emergencies: 86.5 hours @\$46.25/Hour.			4,000.63
2	Rounding.			0.37
	Total Account	502-18-311-4111	Overtime Regular Employees	4,001.00

1	SEWER MAINTENANCE WORKER			13,887.00
2	Vacancy Factor Offset 4.6%			(639.00)
	Total Account	502-18-311-4201	Group Medical Insurance	13,248.00

1	SEWER MAINTENANCE WORKER			946.00
2	Vacancy Factor Offset 4.6%			(44.00)
	Total Account	502-18-311-4202	Medicare	902.00

1	SEWER MAINTENANCE WORKER			8,384.00
2	Vacancy Factor Offset 4.6%			(386.00)
	Total Account	502-18-311-4211	PERS Regular Contributions	7,998.00

1	Landscape maintenance at Aviation Sump (601 Aviation Way) \$262 per month.			3,144.00
2	Landscape maintenance at Meadows and Bryant \$135 per month.			1,620.00
3	Landscape extras - tree trimming, plant replacements, extra work.			3,748.00
4	Landscape maintenance at Parkview Avenue E/O			804.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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 Controllable Costs

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Department: 18 Public Works
 Minor Program: 311 Storm Drain Maintenance

Account Number /Title / Budget Line item Descriptions	Amount
4 Parkway - Marriot Sump \$67 per month.	
5 Landscape Maintenance at Martyrs Sump (Laurel Ave & 15th St) \$82 per month.	984.00
6 Sump Pump & Control Repairs: ~ Marriot Pumps - 4 @ \$1700~ Metlox Pumps - 2 @ \$640~ Live Oak Pumps - 1 @ \$740~ Electrical Service Work \$65/hr x 50 hrs.	12,070.00
7 Geosyntec Engineering, Inc. Consulting services for NPDES compliance @ \$69,000.~ NPDES Coordinated Integrated Management Program @ \$200,000.	269,000.00
8 NPDES Santa Monica Bay Beaches Bacteria Total Maximum Daily Load Testing Program of Ocean Shoreline Water Quality.	31,000.00
9 Southern California Edison Pump Efficiency and Diagnostic Testing - 7 Pumps @ \$440/Pump.	3,080.00
10 Clean Bay Restaurant Certification Inspections and Industrial/Commercial facilities inspections Per NPDES Permit Requirements - Contract with John Hunter & Associates.	27,872.00
11 Los Angeles County Sanitation District Wastewater/Stormwater Treatment Surcharge - NPDES Point Source Low-Flow Stormwater Diversion at the Pier Weir Preventing.	7,000.00
12 NPDES Annual Testing and Calibration of Pier Weir.	1,960.00
13 Streetsweeping Contract.	334,288.00
14 Stormwater Assessment Process: Education Materials including FAQs, Talking Points, Presentation, Fact Sheets, Newsletter Articles, Speakers Kit, Direct Main, Website Pages, and Press Releases; Community Outreach and Engagement including Stakeholder Interviews, Stakeholder	125,000.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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Department: 18 Public Works
 Minor Program: 311 Storm Drain Maintenance

Account Number /Title / Budget Line item Descriptions				Amount
14	Advisory group, Presentations, Social Media, and Media Relations; and Community Survey(s).			
	Total Account	502-18-311-5101	Contract Services	821,570.00
<hr/>				
1	SCADA Maintenance: Repairs, Hardware, Diagnostics, Programming; and Rockwell SCADA Software Technical Support (40% distribution of expenses for all Utilities Accounts).			2,480.00
	Total Account	502-18-311-5104	Computer Contract Services	2,480.00
<hr/>				
1	UNIFORM PACKAGE COST PER EMPLOYEE - \$814.00 x 2~ 5% Prudential uniform increase in FY15-16 per Purchasing Manager~~ Uniform cost breakdown:~ Uniforms-\$247 - (package combination of 11 pieces per employee per MOU)~~ T-Shirts-\$98 - (\$14 per shirt, 5 + 2 replacement shirts per employee)~~ Hat-\$34 - (\$17 each, 1 + 1 replacement per employee)~~ Safety Jacket-\$80 -(1 per employee)~~ Safety Vest-\$20 - (1 per employee per MOU)~~ Boot allowance-\$335 - (per employee per MOU)~			1,628.00
	Total Account	502-18-311-5206	Uniforms/Safety Equipment	1,628.00
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1	Sand Bags for Stormwater and Wastewater Containment.			2,730.00
2	Miscellaneous Supplies:~ Polliwog Bubbler Air Filters - 12 @ \$ 28 each ~ Nozzles for Hydro - 2 @ \$545 each ~ Vac-Con Canna-Flex Hose - 1 @ \$ 545 each~ Sodium Hypochlorite \$1,400 ~ Data Logger Paper 14 rolls @ \$30 each			3,791.00

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Department: 18 Public Works
 Minor Program: 311 Storm Drain Maintenance

Account Number / Title / Budget Line item Descriptions				Amount
3	Electrical Control hardware: transformers, switches, overloads, fuses, brakers, wire, and relays.			3,800.00
4	Small hand tools/minor equipment: shovels, manhole hooks, disposable coveralls.			515.00
	Total Account	502-18-311-5217	Departmental Supplies	10,836.00
<hr/>				
1	NPDES Stormwater Management Education and Outreach - Direct Mailings, Calendars, Posters, Publications.			10,000.00
	Total Account	502-18-311-5225	Printing	10,000.00
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1	Per Finance, based on trends.			12,506.00
	Total Account	502-18-311-5502	Electricity	12,506.00
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1	Per Finance, based on trends.			3,000.00
	Total Account	502-18-311-5504	Water	3,000.00
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1	Based on the FY2014-2015 analysis performed by Revenue & Cost Specialist. Represents support received from the General Fund in the form of salary & benefits of support staff, utilities, depreciation on buildings, and other indirect costs. The study is repeated approximately every four years.			161,191.00
	Total Account	502-18-311-5601	Administrative Service Charge	161,191.00
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1	Warehouse Allocation Charges - safety glasses, gloves, hard hats, rain gear, reflective vests, particle masks, batteries.			155.00

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Department: 18 Public Works

Minor Program: 311 Storm Drain Maintenance

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	502-18-311-5611 Warehouse Purchases	155.00
<hr/>				
1	Finance analysis			10,362.00
		Total Account	502-18-311-5651 Building & Operations Allocation	10,362.00
<hr/>				
1	Proposed Cips			600,215.00
		Total Account	502-18-311-6212 CIP Bldg & Facility - CYr	600,215.00
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Program Total		311	Storm Drain Maintenance	1,722,344.00

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CITY OF MANHATTAN BEACH
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 Itemized Line Item Detail
 Controllable Costs

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Department: 18 Public Works
 Minor Program: 321 Sewer Maintenance

Account Number /Title / Budget Line item Descriptions				Amount
321 Sewer Maintenance				
1	3 SEWER MAINTENANCE WORKER, 0.45 ELECTRICIAN			230,113.00
2	Vacancy Factor Offset 4.6%			(10,585.00)
	Total Account	503-18-321-4101	Salaries & Allowances	219,528.00

1	After-Hours overtime for sewer related emergencies: 285 hours @\$46.25/Hour.~ of average Sewer Maint Worker			13,181.25
2	Rounding			0.75
	Total Account	503-18-321-4111	Overtime Regular Employees	13,182.00

1	3 SEWER MAINTENANCE WORKER, 0.45 ELECTRICIAN			42,381.00
2	Vacancy Factor Offset 4.6%			(1,950.00)
	Total Account	503-18-321-4201	Group Medical Insurance	40,431.00

1	3 SEWER MAINTENANCE WORKER, 0.45 ELECTRICIAN			2,390.00
2	Vacancy Factor Offset 4.6%			(110.00)
	Total Account	503-18-321-4202	Medicare	2,280.00

1	Per Finance.			199,380.00
	Total Account	503-18-321-4205	Workers Compensation	199,380.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			3,420.00
	Total Account	503-18-321-4206	Medical Retirement Contributions	3,420.00

1	3 SEWER MAINTENANCE WORKER, 0.45 ELECTRICIAN			29,565.00
2	Vacancy Factor Offset 4.6%			(1,360.00)
	Total Account	503-18-321-4211	PERS Regular Contributions	28,205.00

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CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 18 Public Works
 Minor Program: 321 Sewer Maintenance

Account Number /Title / Budget Line item Descriptions	Amount
1 Sewer Pump and Motor Repairs:~ Pump/Motor - 4 @ \$2,120 Each; Labor & Materials - 4 @ \$2,120 Each	16,960.00
2 Stand-by pager @ \$6.50 per months x 12 months.	78.00
3 Landscape maintenance at Voorhees Lift Station \$88 per month	1,056.00
4 Annual fee for our sewer connection agreement with the City of Redondo Beach.	1,493.00
5 Annual maintenance/service contract for emergency generator at for sewer lift stations - 6 stations @ \$2,780 each.	16,680.00
6 4 cell phones @ \$61.80/mo for Supervisor, Electrician, Wastewater Standby and VacCon Crew.	2,976.00
7 Southern California Air Quality Management District Emergency Generator Emissions Fees:~ 6 stations x \$147 Flat Fee~ 6 stations x \$199 AQMD Fee~ 6 stations x \$398 ICE Fee	4,464.00
8 Southern California Edison Pump Efficiency and Diagnostic Testing:~ 6 Pumps @ \$460/Pump. ~ Electrical Service Work \$65/hr x 50 hrs.	6,010.00
9 FOG Restaurant Program Inspections and Administration.	18,923.00
10 Hydro Ranger Level Control Rebuild - 2 @ \$1600.	3,200.00
11 Confined Space Gas Detector Calibration: ~ 4/yr x 2 units x \$300/unit	2,400.00
12 CM Approved Supplemental (4/17/15): Carryforward Cell Phone Upgrades - (\$155 for cell phone (5217) + \$540 for data plan (5101); total of 6 across various funds totaling \$4,170) in the following programs: 100-18-011 (1), 100-18-021 (2), 100-18-032 (1), 501-18-231 (1), 503-18-321 (1)	540.00

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Department: 18 Public Works
 Minor Program: 321 Sewer Maintenance

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		503-18-321-5101	Contract Services	74,780.00
1	SCADA Maintenance: Repairs, Hardware, Diagnostics, Programming; and Rockwell SCADA Software Technical Support (45% distribution of expenses for all Utilities Accounts).			7,447.00
Total Account		503-18-321-5104	Computer Contract Services	7,447.00
1	Class B licenses: 2 renewals @ \$72 and 2 physicals @ \$85.			310.00
Total Account		503-18-321-5202	Memberships & Dues	310.00
1	Sewer Line Cleaning Procedure Workshop.			400.00
Total Account		503-18-321-5205	Training	400.00
1	UNIFORM PACKAGE COST PER EMPLOYEE - \$814.00 x 4~ 5% Prudential uniform increase in FY15-16 per Purchasing Manager~~ Uniform cost breakdown:~ Uniforms-\$247 - (package combination of 11 pieces per employee per MOU)~~ T-Shirts-\$98 - (\$14 per shirt, 5 + 2 replacement shirts per employee)~~ Hat-\$34 - (\$17 each, 1 + 1 replacement per employee)~~ Safety Jacket-\$80 -(1 per employee)~~ Safety Vest-\$20 - (1 per employee per MOU)~~ Boot allowance-\$335 - (per employee per MOU)~			3,256.00
Total Account		503-18-321-5206	Uniforms/Safety Equipment	3,256.00
1	Approved Supplemental (4/17/15): Ruggedized Laptop Purchase for field use			3,100.00

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CITY OF MANHATTAN BEACH
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Department: 18 Public Works
 Minor Program: 321 Sewer Maintenance

Account Number /Title / Budget Line item Descriptions			Amount	
Total Account		503-18-321-5210	Computers, Supplies & Software	3,100.00
1	Supplies for sewer lift station repairs:~ Sewer lift station sump pumps - 1 @ \$572~ Sewer lift station fan motors - 2 @ \$155~ Sewer Pump Impellers - 1 @ \$2,704~ Transducers - 2 @ \$953 Each~ Hydranger Elevation Sensor @ \$2500			7,992.00
2	Nozzles, hoses and tiger tails:~ Vehicle # 529 ~ 1" main reel hose 500 ft @ \$1420~ 1" leader hose - 3 @ \$134~ 1" tiger tails 3 @ \$56~ 1" nozzle - 2 @ \$546~ Vehicle 529~ 3/4" main reel hose, 500 ft @ \$1421~ 3/4" leader hose - 2 @ \$1614~ 3/4" tiger tails 4 @ \$56~ 3/4" nozzle - 2 @ \$546			9,047.00
3	Hand Tools:~ Manhole Hooks, Pipe Wrenches, Shovels, and Brooms.			1,000.00
4	Manhole covers/rings 2 @ \$1100 each.			2,200.00
5	Sewer Pipe:~ 6" Clay Wye - 1 @ \$68~ 6" Clay Y Saddle w/Flange - 1 @ \$60~ 8" x 6" Clay Band Seal Wye - 1 @ \$88~ 4" x 6' Clay Pipe - 1 @ \$25~ 8" x 6' Clay Pipe - 1 @ \$65~ 4" Clay x 4" CI Shielded Coupling - 1 @ \$43~ 6" Clay x 4" CI Sheilded Coupling - 1 @ \$108			457.00
6	Sewer line jetting nozzle - warthog 2 @ \$3,100.			3,100.00
7	CM Approved Supplemental (4/17/15): Carryforward Cell Phone Upgrades - (\$155 for cell phone (5217) + \$540 for data plan (5101); total of 6 across			155.00

Fiscal Year 2016
 Level 3
 Fund Wastewater Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 18 Public Works

Minor Program: 321 Sewer Maintenance

Account Number / Title / Budget Line item Descriptions				Amount
7	various funds totaling \$4,170) in the following programs: 100-18-011 (1), 100-18-021 (2), 100-18-032 (1), 501-18-231 (1), 503-18-321 (1)			
	Total Account	503-18-321-5217	Departmental Supplies	23,951.00
1	Business cards for Wastewater Supervisor.			85.00
2	Sewer System Management Plan Community Outreach for Root Control Program - \$0.40/Postcard x \$15,000 postcards.			6,000.00
	Total Account	503-18-321-5225	Printing	6,085.00
1	Based on recent trends			8,000.00
	Total Account	503-18-321-5231	Bank Service Charge	8,000.00
1	Per Finance, based on trends.			24,819.00
	Total Account	503-18-321-5502	Electricity	24,819.00
1	Per Finance, based on trends.			2,955.00
	Total Account	503-18-321-5504	Water	2,955.00
1	Based on the FY2014-2015 analysis performed by Revenue & Cost Specialist. Represents support received from the General Fund in the form of salary & benefits of support staff, utilities, depreciation on buildings, and other indirect costs. The study is repeated approximately every four years.			430,226.00
	Total Account	503-18-321-5601	Administrative Service Charge	430,226.00
1	Warehouse Allocation Charges - safety glasses, gloves, hard hats, rain gear, reflective vests,			1,000.00

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 Level 3
 Fund Wastewater Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
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Department: 18 Public Works
 Minor Program: 321 Sewer Maintenance

Account Number / Title / Budget Line item Descriptions				Amount
1	particle masks, and batteries.			
	Total Account	503-18-321-5611	Warehouse Purchases	1,000.00

1	Per Finance, liability and property analysis.			
	Total Account	503-18-321-5631	Insurance Allocation	3,960.00

1	Per Finance			
	Total Account	503-18-321-5641	Fleet Rental Allocation	67,580.00

1	Finance analysis			
	Total Account	503-18-321-5642	Fleet Maintenance Allocation	20,080.00

1	Finance analysis			
	Total Account	503-18-321-5651	Building & Operations Allocation	31,085.00

1	Proposed Cips			
	Total Account	503-18-321-6212	CIP Bldg & Facility - CYr	472,146.00

1	Proposed Cips			
	Total Account	503-18-321-6242	CIP Line Improvememnts - CYr	690,721.00

1	Wastewater Refunding Bonds, per debt service schedule.			
	Total Account	503-18-321-7101	Bond Principal	57,707.00

1	Wastewater Refunding Bonds, per debt service schedule.			
	Total Account	503-18-321-7102	Bond Interest	26,331.00

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 Fund Wastewater Fund

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 FY 2015-2016 Dept Request Level 3
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Department: 18 Public Works

Minor Program: 321 Sewer Maintenance

Account Number / Title / Budget Line item Descriptions				Amount
1	Wastewater Refunding Bonds			200.00
	Total Account	503-18-321-7103	Bond Administration Fee	200.00

	Program Total	321	Sewer Maintenance	2,462,565.00

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CITY OF MANHATTAN BEACH
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Department: 18 Public Works

Minor Program: 411 Refuse Management

Account Number /Title / Budget Line item Descriptions				Amount
411 Refuse Management				
1	0.75 SENIOR MANAGEMENT ANALYST, 0.50 MAINTENANCE WORKER I/II			106,302.00
2	Vacancy Factor Offset 4.6%			(4,890.00)
	Total Account	510-18-411-4101	Salaries & Allowances	101,412.00

1	Refuse-related OT for (1) MW I/II			400.00
	Total Account	510-18-411-4111	Overtime Regular Employees	400.00

1	Special events - City Staff special event set up, collection, and tear-down of refuse and recycling containers and set up, tear-down and staffing of city booth focused on recycling.			1,000.00
	Total Account	510-18-411-4114	Overtime Special Events	1,000.00

1	0.75 SENIOR MANAGEMENT ANALYST, 0.50 MAINTENANCE WORKER I/II			9,678.00
2	Vacancy Factor Offset 4.6%			(445.00)
	Total Account	510-18-411-4201	Group Medical Insurance	9,233.00

1	0.75 SENIOR MANAGEMENT ANALYST, 0.50 MAINTENANCE WORKER I/II			1,541.00
2	Vacancy Factor Offset 4.6%			(71.00)
	Total Account	510-18-411-4202	Medicare	1,470.00

1	0.75 SENIOR MANAGEMENT ANALYST			3,031.00
2	Vacancy Factor Offset 4.6%			(139.00)
	Total Account	510-18-411-4204	401A Plan City	2,892.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			1,332.00

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 Fund Refuse Fund

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Department: 18 Public Works

Minor Program: 411 Refuse Management

Account Number /Title / Budget Line item Descriptions			Amount
Total Account		510-18-411-4206	Medical Retirement Contributions
			1,332.00

1	0.75 SENIOR MANAGEMENT ANALYST, 0.50 MAINTENANCE WORKER I/II		12,649.00
2	Vacancy Factor Offset 4.6%		(582.00)
Total Account		510-18-411-4211	PERS Regular Contributions
			12,067.00

1	Professional Consulting: Provide assistance as needed to Sr. Mgt. Analyst regarding the City's solid waste contract (new contract start date was June 1, 2011)		2,000.00
2	Refuse Collection Contract with Waste Management (residential and commercial service). Fifth year of new contract (July 2015-June 2016). WM contract term from June 1, 2011 - June 30, 2018, plus (2) 1-year optional extensions.~ ~ Based on 2.8% increase per Rate Adjustment letter dated 3/19/15.		3,495,200.00
3	Special Events Refuse Collection - 3rd party vendor porter refuse collection at Earth Day		5,000.00
4	Composting Bin Subsidy. City shares the cost for each bin sold. 50 bins x \$34. (Hauler is the supplier) Resident pays \$35 to Hauler, City pays \$34 to Hauler per bin. Program assists the city meet AB 939 diversion goals. This is a program promoted by both Manhattan Beach and the City's Hauler.		1,700.00
5	Worm Bin Subsidy, City shares the cost for each bin sold. 30 bins x \$58 (Hauler is the supplier). Resident pays \$35 to Hauler, City pays \$58 to Hauler per bin. Program assists the City meet AB 939 diversion goals.		1,700.00

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Department: 18 Public Works

Minor Program: 411 Refuse Management

Account Number /Title / Budget Line item Descriptions			Amount
6	Biennial Audit of Waste Management (third party contractor) to be conducted in FY 15-16. \$50K to be reimbursed by WM (offsetting revenue account 510-3750).		50,000.00
7	New in 14-15 per resident demand: (2) Document Shredding events. Waste Management sponsors (1) event in spring. City will sponsor (2) additional events (summer and fall). Event = 4 hours. \$300 per hour x 4 hours = \$1200 per event. Rounding = \$2500 total.		2,500.00
Total Account		510-18-411-5101	
		Contract Services	
			3,558,100.00

1	South Bay Business Environmental Coalition (SBBEC) membership for the City of Manhattan Beach.		100.00
2	Los Angeles Regional Agency (LARA) Membership Renewal: For regional reporting (annual AB 939 report) to the California Integrated Waste Management Board as part of a local government effort to share information with other agencies and remain involved in solid waste legislative issues. (Membership amount is based upon the tonnage of solid waste disposed by each member city. Annual tonnage x \$0.15=LARA membership).		4,000.00
3	Southern California Waste Management Forum (SCWMF) membership for (1) Sr. Management Analyst. SCWMF offers day conferences on cutting-edge solid waste issues.		25.00
4	California Resource Recovery Association (CRRRA) membership for (1) Sr. Management Analyst. CRRRA is a strong refuse-related resource on solid waste issues in California. Sr. Analyst attends the CRRRA state conference annually.		200.00

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 Fund Refuse Fund

CITY OF MANHATTAN BEACH
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Department: 18 Public Works

Minor Program: 411 Refuse Management

Account Number / Title / Budget Line item Descriptions			Amount	
Total Account		510-18-411-5202	Memberships & Dues	4,325.00
1	Refuse Industry Books - for the purchase of books focusing on topics such as refuse management, recycling and sustainable practices.			50.00
Total Account		510-18-411-5203	Reference Books & Periodicals	50.00
1	Solid Waste Conference (various conferences related to national, regional and state waste disposal issues) for Sr. Management Analyst.			800.00
2	Solid waste local one-day conferences and meetings (SWANA, SCWMF, HHWIE, etc.).			200.00
Total Account		510-18-411-5204	Conferences & Meetings	1,000.00
1	AB 939 Compliance Training: Training for the Sr. Mgt. Analyst for AB939.			200.00
Total Account		510-18-411-5205	Training	200.00
1	UNIFORM PACKAGE COST PER EMPLOYEE - \$814.00 x 0.5 employee ~ 5% Prudential uniform increase in FY15-16 per Purchasing Manager~~ Uniform cost breakdown:~ Uniforms-\$247 - (package combination of 11 pieces per employee per MOU)~~ T-Shirts-\$98 - (\$14 per shirt, 5 + 2 replacement shirts per employee)~~ Hat-\$34 - (\$17 each, 1 + 1 replacement per employee)~~ Safety Jacket-\$80 -(1 per employee)~~ Safety Vest-\$20 - (1 per employee per MOU)~~ Boot allowance-\$335 - (per employee per MOU)~			407.00

Fiscal Year 2016
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 FY 2015-2016 Dept Request Level 3
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Department: 18 Public Works

Minor Program: 411 Refuse Management

Account Number / Title / Budget Line item Descriptions			Amount	
Total Account		510-18-411-5206	Uniforms/Safety Equipment	407.00
1	Advertising to promote Composting Classes, and other Solid Waste programs. Assists with meeting the goals of AB 939 and primarily funded by grants from Cal Recycle.			10,000.00
Total Account		510-18-411-5207	Advertising	10,000.00
1	City Refuse and Recycling Containers: Maintenance, repair, replacement and minor additions to the City's over 500 public right-of-way trash and recycling containers for use by visitors. Hover lids, liners, doors, hardware, signs, etc.			15,000.00
2	Promotional and educational items for solid waste reduction programs including Earth Day (1 day event) and Hometown Fair (2 day event). Assists with meeting AB939 goal. Promotional materials are made from recycled material.			5,500.00
3	Container Replacement Program~ Replace old cans due to wear and tear.			10,000.00
Total Account		510-18-411-5217	Departmental Supplies	30,500.00
1	Printing costs related to solid waste outreach. Examples include brochures and information about recycling, municipal codes related to refuse, etc.			1,000.00
Total Account		510-18-411-5225	Printing	1,000.00
1	Based on recent trends			10,000.00
Total Account		510-18-411-5231	Bank Service Charge	10,000.00
1	Per Finance, based on trends.			350.00

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Department: 18 Public Works

Minor Program: 411 Refuse Management

Account Number / Title / Budget Line item Descriptions	Amount
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Total Account	510-18-411-5501	Telephone	350.00
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1	<p>Based on the FY2014-2015 analysis performed by Revenue & Cost Specialist. Represents support received from the General Fund in the form of salary & benefits of support staff, utilities, depreciation on buildings, and other indirect costs. The study is repeated approximately every four years.</p>	191,142.00
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Total Account	510-18-411-5601	Administrative Service Charge	191,142.00
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1	<p>Mutt Mitt Program: Warehouse will purchase Mutt Mitt cases. All materials charged to Public Works. Parks/Rec = Labor for 7 dispensers; PW = Labor for 16 dispensers.~ Mutt Mitt Locations:~ The following are maintained by Parks and Recreation (Parks and Rec. maintained Mutt Mitts labor performed 5 days per week by Recreation Coordinator and charged to 100-14-021-4101)~ 1. Live Oak Park Dog Run~ 2. Live Oak Park @ Scout House~ 3. Sand Dune Park 31st and Bell~ 4. Sand Dune Park 31st Street cul-de-sac~ 5. Polliwog Park #1~ 6. Polliwog Park #2~ 7. Polliwog Park #3~ ~ The following are maintained by Public Works:~ 1. Marine Ave. Park Dog Run~ 2. 8th and Rowell~ 3. Bruce's Beach #1~ 4. Bruce's Beach #2~ 5. MBB & Strand / North side ~</p>	17,000.00
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 Fund Refuse Fund

CITY OF MANHATTAN BEACH
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Department: 18 Public Works

Minor Program: 411 Refuse Management

Account Number / Title / Budget Line item Descriptions				Amount
1	6. MBB & Strand / South side~ 7. 4th and Strand~ 8. 19th and Strand~ 9. 26th and Strand~ 10. 40th and Strand~ 11. 44th and Strand~ 12. 1st and Greenbelt~ 13. 6th and Greenbelt~ 14. 19th and Greenbelt~ 15. 27th and Greenbelt~ 16. Pacific and Greenbelt			
	Total Account	510-18-411-5611	Warehouse Purchases	17,000.00

1	Per Finance, liability and property analysis.			32,160.00
	Total Account	510-18-411-5631	Insurance Allocation	32,160.00

1	Proposed Cips			281,853.00
	Total Account	510-18-411-6212	CIP Bldg & Facility - CYr	281,853.00

	Program Total	411	Refuse Management	4,267,893.00

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 Fund Parking Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 18 Public Works
 Minor Program: 511 Street Meters & City Lots and Structure

Account Number /Title / Budget Line item Descriptions				Amount
511 Street Meters & City Lots and Structures				
1	2 - 0.6 METER REPAIR WORKER, 0.2 ELECTRICIAN			84,456.00
2	Vacancy Factor Offset 4.6%			(3,885.00)
	Total Account	520-18-511-4101	Salaries & Allowances	80,571.00

1	After-Hours overtime for parking meter related issues: 6 hours @\$45.12/Hour.			270.72
2	Rounding			0.28
	Total Account	520-18-511-4111	Overtime Regular Employees	271.00

1	2 - 0.6 METER REPAIR WORKER, 0.2 ELECTRICIAN			20,791.00
2	Vacancy Factor Offset 4.6%			(956.00)
	Total Account	520-18-511-4201	Group Medical Insurance	19,835.00

1	2 - 0.6 METER REPAIR WORKER, 0.2 ELECTRICIAN			1,225.00
2	Vacancy Factor Offset 4.6%			(56.00)
	Total Account	520-18-511-4202	Medicare	1,169.00

1	Per Finance.			46,020.00
	Total Account	520-18-511-4205	Workers Compensation	46,020.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			1,464.00
	Total Account	520-18-511-4206	Medical Retirement Contributions	1,464.00

1	2 - 0.6 METER REPAIR WORKER, 0.2 ELECTRICIAN			10,421.00
2	Vacancy Factor Offset 4.6%			(479.00)
	Total Account	520-18-511-4211	PERS Regular Contributions	9,942.00

1	Parking Lot/Landscape maintenance Lot#1 10th and			2,520.00

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 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 18 Public Works
 Minor Program: 511 Street Meters & City Lots and Structure

Account Number /Title / Budget Line item Descriptions	Amount
1 Bayview. Landscape at \$55 per month and sweeping at \$155 per month.	
2 Parking Lot/Landscape maintenance Lot #2 12th & Bayview. Sweeping at \$194 per month.	2,328.00
3 Parking Lot/Landscape maintenance Lot #3 12th and Morningside, 3 story structure. Landscape at \$54 per month and sweeping at \$114 per month.	2,016.00
4 Parking Lot/Landscape maintenance Lot #4 Rosecrans & Highland, 2 story structure. Landscape at \$78 per month and sweeping at \$117 per month.	2,340.00
5 Parking Lot/Landscape maintenance Lot #6 14th & Highland. Landscape at \$54 per month and sweeping at \$116 per month.	2,040.00
6 Parking Lot/Landscape maintenance Lot #7 Valley/Ardmore south of MBB. Landscape at \$280 per month and sweeping at \$116 per month.	4,752.00
7 Metlox monthly sweeping at \$306 per month.	3,672.00
8 Landscape for 26th and Vista at \$139 per month.	1,668.00
9 Parking Lot/Landscape maintenance Lot #8 Valley/Ardmore between 15th & MBB. Landscape at \$407 per month and sweeping at \$278 per month.	8,220.00
10 All City Lots Pressure washing Charge	8,714.00
11 Contract extras (plant replacements).	10,500.00
12 Recording Secretary for Board of Parking Place Commission Meetings. Hourly rate: \$17.33. 10 hours per month x 12 months.	2,079.00
13 Metlox - Plaza (steam, custodial, escalators, elevators, stairwells) at \$4968 per month.	59,616.00
14 Plaza extras (Metlox and City Hall).	2,328.00
15 Metlox - Fire monitoring (LOGIX) \$227 x 12 months.	2,724.00
16 Metlox - Fire sprinkler controls (hardware and	6,575.00

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Department: 18 Public Works
 Minor Program: 511 Street Meters & City Lots and Structure

Account Number /Title / Budget Line item Descriptions	Amount
16 software) - National Fail Safe.Test Elevators Additional Requirements from State-Additional \$850.00	
17 Metlox - Fire sprinkler plumbing inspection -COSCO DCS-Testing RLH Fire Sprinkler Systems Increased State test requirements.~ Add required testing and calibration of CO sensors that control air quality fans and sensor failure contingency.	7,879.00
18 Metlox - Annex office and restroom janitorial per CleanStreet contract \$238 per month.	2,856.00
19 Metlox - Annual pressure test, inspection and fees for elevator - AMTECH.	3,531.00
20 Metlox - Annual escalator inspection - AMTECH.	5,746.00
21 Metlox- Emergency and inspection generated escalator/elevator calls for repair and code upgrades.	7,500.00
22 Metlox - Escalator/Elevator maintenance.	39,766.00
23 Metlox- Escalator Replacement Fund (Per Contract) We will reserve \$8151 per year - City funds - \$2,500 Tolkin Funds -total \$10,000. See agreement.	8,151.00
24 IPS Meter administrative charges:~ Transactions (T) = \$0.06/T x 1,355,200 Ts / yr = \$81,312~ Security/System Mgmt = \$8 / meter x 1,395 meters x 12 months = \$133,920	215,232.00
25 Service and Maintenance of Coin Counter Machine Maintenance.	443.00
26 Pressure washing charge for Lot M, City Hall, PD/FD, Lot 3, Lot 4, Lot 2. CleanStreet contract @\$8654 annually.	8,654.00
27 Service and Maintenance Repair of Out-of Warranty IPS Meters - 230 Meters @ \$83/Meter.	19,090.00

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Department: 18 Public Works
 Minor Program: 511 Street Meters & City Lots and Structure

Account Number /Title / Budget Line item Descriptions	Amount
28 Contract Electrician - Metlox Plaza Fountain Electrical Repairs and Upgrades.	3,000.00
29 Contract Electrician - Metlox Plaza Lighting Electrical Repairs and Upgrade.	4,500.00
30 Contract Electrician - Metlox Parking Level Lighting Electrical Repairs and Upgrades.	6,000.00
31 Fountain Maintenance at Civic Center Plaza and Metlox Plaza: Special Cleanings, Extra Maintenance/Repairs.	6,800.00
32 Contract Electrician - Lot 3 Upper Level Lighting Repairs/Upgrades.	9,000.00
33 Contract Electrician - Civic Center Parking Lighting Repairs/Upgrades.	3,000.00
34 Contract Electrician - Parking Lot 2 Parking Lighting Repairs/Upgrades.	3,500.00
35 Metlox Plaza Pest Control Service.	3,861.00
36 1 cell phone @ \$62/month for Meter Maintenance Worker.	744.00
37 Sewer and storm water sump pump service/maintenance. Monthly service for the following locations: ~ Metlox (4)~ City Hall garage (2)~ Public Safety Garage (4) pumps	10,000.00
38 Yearly sewer and storm sump maintenance drain, clean and check connections for the following locations: ~ Metlox (2) ~ City Hall garage (1)~ Public Safety Garage (2)	6,400.00
Total Account 520-18-511-5101 Contract Services	497,745.00
1 UNIFORM PACKAGE COST PER EMPLOYEE - \$814.00 x 2~	1,628.00

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Department: 18 Public Works
 Minor Program: 511 Street Meters & City Lots and Structure

Account Number /Title / Budget Line item Descriptions			Amount
1	5% Prudential uniform increase in FY15-16 per Purchasing Manager~~ Uniform cost breakdown:~ Uniforms-\$247 - (package combination of 11 pieces per employee per MOU)~~ T-Shirts-\$98 - (\$14 per shirt, 5 + 2 replacement shirts per employee)~~ Hat-\$34 - (\$17 each, 1 + 1 replacement per employee)~~ Safety Jacket-\$80 -(1 per employee)~~ Safety Vest-\$20 - (1 per employee per MOU)~~ Boot allowance-\$335 - (per employee per MOU)~	520-18-511-5206	Uniforms/Safety Equipment
Total Account			1,628.00
<hr/>			
1	Sign replacements/asphalt/wheel stops.		500.00
2	Paint supplies, coatings, door repair parts, hardware, etc.:~ Lot 2 (\$500) ~ Lot 3 (\$500) ~ Lot 4 (\$500) ~ Lot M (\$1,800)		3,300.00
3	IPS meter replacement parts:~ Battery packs -500 @ \$32 each~ Lexan top covers - 50 @ \$32 each~ Coin validators - 75 @ \$75 each~ Key pads - 75 @ \$29 each		25,400.00
4	Duncan meter repair parts:~ Housing locks - 100 @ \$35 each~ Comp X locks - 100 @ \$29 each		6,400.00
5	Hand tools:~ Grinder Tips~ Tap/Dies/Drill Bits~ Sockets and Allen Set~ Drill and Screw Driver Batteries		700.00

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Department: 18 Public Works
 Minor Program: 511 Street Meters & City Lots and Structure

Account Number /Title / Budget Line item Descriptions				Amount
6	Galvanizing ~ Meter Housings - 60 @ \$28~ Hinge Replacements - 25 @ \$17			2,105.00
7	Metlox Plaza Fountain Electrical Repairs and Upgrades:~ Electrical Controls (\$2,200) - Fountain Lighting (\$2,500)			4,700.00
8	Metlox Plaza Lighting Electrical Repairs.			1,200.00
9	Metlox Parking Level Lighting Electrical Repairs/Upgrades.			7,200.00
10	Fountain Maintenance at Civic Center Plaza and Metlox Plaza: Special Cleanings, Extra Maintenance/Repairs:~ Membrane Filters (\$800) - Pumps (\$4,000) - UV Filters (\$400)			5,200.00
11	Lot 3 Top Level Lighting Repairs/Upgrades.			16,200.00
12	Lot 3 Middle Level Lighting Repairs/Upgrades.			8,200.00
13	Civic Center Parking Lighting Repairs/Upgrades.			6,100.00
14	Parking Lot 2 Parking Lighting Repairs/Upgrades.			6,800.00
	Total Account	520-18-511-5217	Departmental Supplies	94,005.00

1	Parking Permit Printing For City Parking Lots.			3,842.00
	Total Account	520-18-511-5225	Printing	3,842.00

1	Based on recent trends			240,000.00
	Total Account	520-18-511-5231	Bank Service Charge	240,000.00

1	Based on trends			109,000.00
	Total Account	520-18-511-5266	DMBBPA Allocation	109,000.00

1	Per Finance, based on trends.			3,300.00

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CITY OF MANHATTAN BEACH
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Department: 18 Public Works
 Minor Program: 511 Street Meters & City Lots and Structure

Account Number / Title / Budget Line item Descriptions				Amount
	Total Account	520-18-511-5501	Telephone	3,300.00
1	Per Finance, based on trends.			82,189.00
	Total Account	520-18-511-5502	Electricity	82,189.00
1	Per Finance, based on trends.			4,327.00
	Total Account	520-18-511-5503	Natural Gas	4,327.00
1	Per Finance, based on trends.			14,215.00
	Total Account	520-18-511-5504	Water	14,215.00
1	Based on the FY2014-2015 analysis performed by Revenue & Cost Specialist. Represents support received from the General Fund in the form of salary & benefits of support staff, utilities, depreciation on buildings, and other indirect costs. The study is repeated approximately every four years.			392,161.00
	Total Account	520-18-511-5601	Administrative Service Charge	392,161.00
1	Warehouse Allocation Charges - T-8 lamps, safety glasses, gloves, hard hats, rain gear, reflective vests, particle masks, and batteries.			545.00
	Total Account	520-18-511-5611	Warehouse Purchases	545.00
1	Finance Analysis			9,731.00
	Total Account	520-18-511-5621	Information Systems Allocation	9,731.00
1	Per Finance			6,880.00
	Total Account	520-18-511-5641	Fleet Rental Allocation	6,880.00

Fiscal Year 2016
 Level 3
 Fund Parking Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 18 Public Works
 Minor Program: 511 Street Meters & City Lots and Structure

Account Number /Title / Budget Line item Descriptions				Amount
1	Finance analysis			13,810.00
	Total Account	520-18-511-5642	Fleet Maintenance Allocation	13,810.00
<hr/>				
1	Proposed Cips			1,131,500.00
	Total Account	520-18-511-6212	CIP Bldg & Facility - CYr	1,131,500.00
<hr/>				
1	Proposed Cips			118,629.00
	Total Account	520-18-511-6222	CIP Street Improvements - CYr	118,629.00
<hr/>				
1	Metlox Refunding Bonds, per debt service schedule.			395,000.00
	Total Account	520-18-511-7101	Bond Principal	395,000.00
<hr/>				
1	Metlox Refunding Bonds, per debt service schedule.			318,463.00
	Total Account	520-18-511-7102	Bond Interest	318,463.00
<hr/>				
1	Metlox Refunding Bonds			1,300.00
	Total Account	520-18-511-7103	Bond Administration Fee	1,300.00
<hr/>				
Program Total		511	Street Meters & City Lots and Structures	3,597,542.00

Fiscal Year 2016
 Level 3
 Fund State Pier and Parking Lot Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
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Department: 18 Public Works
 Minor Program: 512 State Lot A - Pier

Account Number / Title / Budget Line item Descriptions				Amount
512 State Lot A - Pier				
1	2 - 0.2 METER REPAIR WORKER			23,063.00
2	Vacancy Factor Offset 4.6%			(1,061.00)
	Total Account	522-18-512-4101	Salaries & Allowances	22,002.00

1	After-Hours overtime for parking related emergencies: 40 hours @\$45.12/Hour.			1,804.80
2	After-Hours overtime for facilities related emergencies: 40 hours @\$45.12/Hour.			1,804.80
3	Rounding			0.40
	Total Account	522-18-512-4111	Overtime Regular Employees	3,610.00

1	2 - 0.2 METER REPAIR WORKER			6,427.00
2	Vacancy Factor Offset 4.6%			(296.00)
	Total Account	522-18-512-4201	Group Medical Insurance	6,131.00

1	2 - 0.2 METER REPAIR WORKER			334.00
2	Vacancy Factor Offset 4.6%			(15.00)
	Total Account	522-18-512-4202	Medicare	319.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			420.00
	Total Account	522-18-512-4206	Medical Retirement Contributions	420.00

1	2 - 0.2 METER REPAIR WORKER			2,820.00
2	Vacancy Factor Offset 4.6%			(130.00)
	Total Account	522-18-512-4211	PERS Regular Contributions	2,690.00

1	Parking Lot / Landscape Maintenance. Landscape at \$1918 per month and sweeping at \$232 per month.			25,800.00

Fiscal Year 2016

Level 3

Fund State Pier and Parking Lot Fund

<p align="center">CITY OF MANHATTAN BEACH FY 2015-2016 Dept Request Level 3 Itemized Line Item Detail Controllable Costs</p>
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Department: 18 Public Works

Minor Program: 512 State Lot A - Pier

Account Number /Title / Budget Line item Descriptions	Amount
2 Extra landscaping/special events extra work/plant replacements. Includes tree trimming and inventory. New paintings on south slope.	15,000.00
3 Custodial maintenance for Comfort Station and Pier restrooms: ~ Normal \$4,424 X 12 months (= \$53,089)~ Add Female Porter June thru September~ \$3,411 X 4 months (= \$13,646).	64,953.00
4 Custodial maintenance for special events overtime and reg time at the Comfort Station and Pier restrooms.	4,016.00
5 Pest control for the Roundhouse. Increased service due to rodent and bug infestation.	1,890.00
6 Roll-up shutter repairs and maintenance.	2,000.00
7 Glazing and screening.	700.00
8 Elevator repairs in Roundhouse.	1,575.00
9 Miscellaneous roundhouse and comfort station repairs.	2,100.00
10 Rescue Rooter Jetting and Rooter Service to clear sand and debris:~ Preventative Call outs - Once each month June thru September - One in November and December Prior to Events Two Plus More.	6,600.00
11 HVAC Maintenance for the Roundhouse. Honeywell Contract.	1,007.00
12 Touch up railings.	2,500.00
13 Electrical contract service to maintain lighting and other electrical maintenance. Install and remove holiday lighting.	9,000.00
14 IPS Meter administrative charges:~ Transactions (T) = \$0.06/T x 123,200 T / yr = \$7,392~ Security/System Mgmt = \$8 / meter x 118 meters x	18,720.00

Fiscal Year 2016
 Level 3
 Fund State Pier and Parking Lot Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 18 Public Works

Minor Program: 512 State Lot A - Pier

Account Number /Title / Budget Line item Descriptions			Amount
14	12 months = \$11,328		
15	Pumpkin Race: Crown Building Maintenance \$650; CLE Electric \$800; Clean Street Porters \$725.		2,175.00
16	Service and Maintenance Repair of Out-of Warranty IPS Meters - 40 Meters @ \$83/Meter.		3,320.00
17	Pier sewer pump service/maintenance.		2,500.00
18	Pier sewer pump station drain, clean and check connections.		2,300.00
Total Account		522-18-512-5101	
		Contract Services	166,156.00
<hr/>			
1	Electrical wiring replacement.		2,000.00
2	Plumbing repair parts - drinking fountains, hose bibs, faucets, flush valves. Multiple repairs required		1,500.00
3	Paint-touch up, graffiti removal		500.00
4	Cleaning Chemicals - Bleach, Vinegar, Dynamint & Grout/Tile Cleaner		1,250.00
5	Pier signage. New signs required		7,000.00
6	Irrigation repair parts-heads, controller repair, pipe, and wire.		2,500.00
7	Holiday Pier Light Replacement:~ 88 LED Strands X \$25.00 (\$2,200)~ 72 LED Strands X \$17.50 (\$1,260)~ 22 LED Rope Lights X \$250.00 (\$5,500).		8,960.00
8	Pier Railing Maintenance and Repair Supplies~ Railing Parts Tubing and Welding Supplies.		2,000.00
9	IPS meter replacement parts:~ Battery packs - 120 @ \$32~ Lexan top covers - 25 @ \$32 each~ Coin validators - 25 @ \$75 each~ Key pads - 25 @ \$28 each		7,215.00
10	Hand Tools: ~		105.00

Fiscal Year 2016
 Level 3
 Fund State Pier and Parking Lot Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
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Department: 18 Public Works

Minor Program: 512 State Lot A - Pier

Account Number /Title / Budget Line item Descriptions				Amount
10	Larger Drill Bits~ Pipe Straightening Jaws			
11	Galvanizing ~ Meter Housings - 25 @ \$28~ Hinge Replacements - 5 @ \$17			785.00
	Total Account	522-18-512-5217	Departmental Supplies	33,815.00

1	Based on recent trends			6,000.00
	Total Account	522-18-512-5231	Bank Service Charge	6,000.00

1	Per Finance, based on trends.			870.00
	Total Account	522-18-512-5501	Telephone	870.00

1	Per Finance, based on trends.			31,547.00
	Total Account	522-18-512-5502	Electricity	31,547.00

1	Per Finance, based on trends.			20,128.00
	Total Account	522-18-512-5504	Water	20,128.00

1	Based on the FY2014-2015 analysis performed by Revenue & Cost Specialist. Represents support received from the General Fund in the form of salary & benefits of support staff, utilities, depreciation on buildings, and other indirect costs. The study is repeated approximately every four years.			90,863.00
	Total Account	522-18-512-5601	Administrative Service Charge	90,863.00

1	Warehouse Allocation Charges - Janitorial supplies for Pier Restrooms: Paper Goods, Mutt Mitts, Graffiti Removal Supplies.			4,500.00

Fiscal Year 2016

Level 3

Fund State Pier and Parking Lot Fund

<p align="center">CITY OF MANHATTAN BEACH FY 2015-2016 Dept Request Level 3 Itemized Line Item Detail Controllable Costs</p>
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Department: 18 Public Works

Minor Program: 512 State Lot A - Pier

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	522-18-512-5611 Warehouse Purchases	4,500.00
<hr/>				
1	Proposed Cips			1,600,000.00
		Total Account	522-18-512-6212 CIP Bldg & Facility - CYr	1,600,000.00
<hr/>				
Program Total		512	State Lot A - Pier	1,989,051.00

Fiscal Year 2016
 Level 3
 Fund County Parking Lots Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 18 Public Works
 Minor Program: 513 County Lot B - 26th St.

Account Number /Title / Budget Line item Descriptions				Amount
513 County Lot B - 26th St.				
1	2 - 0.1 METER REPAIR WORKER			11,531.00
2	Vacancy Factor Offset 4.6%			(530.00)
	Total Account	521-18-513-4101	Salaries & Allowances	11,001.00

1	After-Hours overtime for water related emergencies: 3 hours @\$45.12/Hour.			135.36
2	Rounding			0.64
	Total Account	521-18-513-4111	Overtime Regular Employees	136.00

1	2 - 0.1 METER REPAIR WORKER			3,214.00
2	Vacancy Factor Offset 4.6%			(148.00)
	Total Account	521-18-513-4201	Group Medical Insurance	3,066.00

1	2 - 0.1 METER REPAIR WORKER			167.00
2	Vacancy Factor Offset 4.6%			(8.00)
	Total Account	521-18-513-4202	Medicare	159.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			204.00
	Total Account	521-18-513-4206	Medical Retirement Contributions	204.00

1	2 - 0.1 METER REPAIR WORKER			1,410.00
2	Vacancy Factor Offset 4.6%			(65.00)
	Total Account	521-18-513-4211	PERS Regular Contributions	1,345.00

1	Landscape maintenance \$620/mo.			7,440.00
2	Landscape extras - plant replacements and irrigation repairs, etc.			1,239.00
3	Lot sweeping per contract @ \$234/mo.			2,808.00

Fiscal Year 2016
 Level 3
 Fund County Parking Lots Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works

Minor Program: 513 County Lot B - 26th St.

Account Number /Title / Budget Line item Descriptions			Amount
4	Minor repairs to railings, tiger teeth, bumper blocks, extra sweeping, etc.		1,330.00
5	Electrical Contract Services for minor repairs.		900.00
6	IPS meter administrative charges:~ Transactions (T) = \$0.06/T x 70,400 T = \$4,224 Security/System Mgmt = \$8 / meter x 68 meters x 12 months = \$6,528		10,752.00
7	Service and Maintenance Repair of Out-of Warranty IPS Meters - 40 Meters @ \$83/Meter.		3,320.00
Total Account		521-18-513-5101	Contract Services
			27,789.00

1	Sign replacements, wheel stops, asphalt, painting supplies.		2,100.00
2	Lighting and electrical supplies.		1,000.00
3	Duncan meter repair parts:~ Housing locks - 20 @ \$35 each~ Comp X locks - 20 @ \$28 each		1,260.00
4	Hand Tools: ~ Screw Drivers ~ Files ~ Cutting Wheels		105.00
5	Galvanizing ~ Meter Housings - 20 @ \$28~ Hinge Replacements - 5 @ \$17		645.00
6	IPS meter replacement parts:~ Lexan top covers - 15 @ \$32 each-		480.00
Total Account		521-18-513-5217	Departmental Supplies
			5,590.00

1	Per Finance, based on trends.		623.00
Total Account		521-18-513-5504	Water
			623.00

1	Based on the FY2014-2015 analysis performed by		34,551.00

Fiscal Year 2016
 Level 3
 Fund County Parking Lots Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 18 Public Works
 Minor Program: 513 County Lot B - 26th St.

Account Number / Title / Budget Line item Descriptions				Amount
1	Revenue & Cost Specialist. Represents support received from the General Fund in the form of salary & benefits of support staff, utilities, depreciation on buildings, and other indirect costs. The study is repeated approximately every four years.	Total Account	521-18-513-5601	Administrative Service Charge
				34,551.00
<hr style="border-top: 1px dashed black;"/>				
1	County Lots Land Lease	Total Account	521-18-513-7301	Land Leases
				90,000.00
				90,000.00
<hr style="border-top: 1px dashed black;"/>				
	Program Total		513	County Lot B - 26th St.
				174,464.00

Fiscal Year 2016
 Level 3
 Fund County Parking Lots Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
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Department: 18 Public Works
 Minor Program: 514 County Lot C - El Porto

Account Number /Title / Budget Line item Descriptions				Amount
514 County Lot C - El Porto				
1	2 - 0.1 METER REPAIR WORKER			11,531.00
2	Vacancy Factor Offset 4.6%			(530.00)
	Total Account	521-18-514-4101	Salaries & Allowances	11,001.00

1	After-Hours overtime for water related emergencies: 5 hours @\$45.12/Hour.			225.60
2	Rounding			0.40
	Total Account	521-18-514-4111	Overtime Regular Employees	226.00

1	2 - 0.1 METER REPAIR WORKER			3,214.00
2	Vacancy Factor Offset 4.6%			(148.00)
	Total Account	521-18-514-4201	Group Medical Insurance	3,066.00

1	2 - 0.1 METER REPAIR WORKER			167.00
2	Vacancy Factor Offset 4.6%			(8.00)
	Total Account	521-18-514-4202	Medicare	159.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			204.00
	Total Account	521-18-514-4206	Medical Retirement Contributions	204.00

1	2 - 0.1 METER REPAIR WORKER			1,410.00
2	Vacancy Factor Offset 4.6%			(65.00)
	Total Account	521-18-514-4211	PERS Regular Contributions	1,345.00

1	Landscape maintenance @ \$620 per month (includes Strand Gardens).			7,440.00
2	Landscape extras - tree and plant replacements.			1,549.00
3	Street sweeping per contract @ \$309 per month.			3,708.00

Fiscal Year 2016
 Level 3
 Fund County Parking Lots Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 18 Public Works

Minor Program: 514 County Lot C - El Porto

Account Number /Title / Budget Line item Descriptions	Amount
4 Contract electrical maintenance includes wiring, fixture and lamp repair.	5,800.00
5 IPS Meter administrative charges:~ Transactions (T) = \$0.06/T x 211,200 Ts / yr = \$12,672 ~ Security/System Mgmt = \$8 / meter x 227 meters x 12 months = \$21,792	34,464.00
6 Service and Maintenance Repair of Out-of Warranty IPS Meters - 80 Meters @ \$83/Meter.	6,640.00
Total Account 521-18-514-5101 Contract Services	59,601.00
<hr style="border-top: 1px dashed black;"/>	
1 Asphalt for pavement repairs, concrete for curb and sidewalk repair, stainless steel cable and fittings for rail repair, railing repair parts.	10,000.00
2 Replacement signs.	400.00
3 Irrigation repairs parts.	500.00
4 Electrical repair parts, lamps, wire pull boxes etc.	5,500.00
5 Duncan meter repair parts:~ Housing locks - 20 @ \$34~ Comp X locks - 20 @ \$27	1,220.00
6 Hand Tools: ~ Bore Brushes~ Small Screw Drivers~ Needle Nose Pliers	110.00
7 Galvanizing:~ Galvanized housings - 45 @ \$28~ Hinge Replacements - 5 @ \$17	1,345.00
8 IPS meter replacement parts:~ Lexan top covers - 45 @ \$32 each	1,440.00
Total Account 521-18-514-5217 Departmental Supplies	20,515.00

Fiscal Year 2016
 Level 3
 Fund County Parking Lots Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 18 Public Works
 Minor Program: 514 County Lot C - El Porto

Account Number / Title / Budget Line item Descriptions				Amount
1	Per Finance, based on trends.			1,085.00
	Total Account	521-18-514-5502	Electricity	1,085.00

1	Per Finance, based on trends.			3,032.00
	Total Account	521-18-514-5504	Water	3,032.00

1	County Lots Land Lease			360,000.00
	Total Account	521-18-514-7301	Land Leases	360,000.00

	Program Total	514	County Lot C - El Porto	460,234.00

Fiscal Year 2016
 Level 3
 Fund Fleet Management Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 18 Public Works
 Minor Program: 611 Fleet Maintenance

Account Number /Title / Budget Line item Descriptions				Amount
611 Fleet Maintenance				
1	EQUIPMENT MAINTENANCE SUPERVISOR, 2 EQUIPMENT MECHANIC I/II			246,062.00
2	Vacancy Factor Offset 4.6%			(11,319.00)
	Total Account	610-18-611-4101	Salaries & Allowances	234,743.00

1	Weekend and evening repair of Police and Fire Dept. Emergency vehicles (P.D. Skid Pan Training). 40 hours at MOU OT rate for average Equip Mech I/II .			2,140.00
	Total Account	610-18-611-4111	Overtime Regular Employees	2,140.00

1	EQUIPMENT MAINTENANCE SUPERVISOR, 2 EQUIPMENT MECHANIC I/II			32,518.00
2	Vacancy Factor Offset 4.6%			(1,496.00)
	Total Account	610-18-611-4201	Group Medical Insurance	31,022.00

1	EQUIPMENT MAINTENANCE SUPERVISOR, 2 EQUIPMENT MECHANIC I/II			2,228.00
2	Vacancy Factor Offset 4.6%			(103.00)
	Total Account	610-18-611-4202	Medicare	2,125.00

1	EQUIPMENT MAINTENANCE SUPERVISOR			2,288.00
2	Vacancy Factor Offset 4.6%			(105.00)
	Total Account	610-18-611-4204	401A Plan City	2,183.00

1	Per Finance.			170,040.00
	Total Account	610-18-611-4205	Workers Compensation	170,040.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			3,216.00

Fiscal Year 2016
 Level 3
 Fund Fleet Management Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 18 Public Works
 Minor Program: 611 Fleet Maintenance

Account Number /Title / Budget Line item Descriptions				Amount
Total Account		610-18-611-4206	Medical Retirement Contributions	3,216.00
<hr/>				
1	EQUIPMENT MAINTENANCE SUPERVISOR, 2 EQUIPMENT MECHANIC I/II			31,151.00
2	Vacancy Factor Offset 4.6%			(1,433.00)
Total Account		610-18-611-4211	PERS Regular Contributions	29,718.00
<hr/>				
1	Parts, washing machines serviced by Safety Kleen. Reduced to one (1) washing machine.			1,060.00
2	Demurrage (rent) on acetylene & oxygen welding tanks and supplies.			945.00
3	Hazardous waste disposal for two City Yard clarifiers. Includes vacuum service and disposal. Vac-Con truck cannot be cleaned out by Utilities Division.			5,320.00
4	Disposal and recycling of tires. Waste oil, oil filters, absorbent blankets, and anti-freeze are collected and recycled through Waste Management's new contract ("City-Facility HHW Collection") as of June 2011.			525.00
5	Hazardous waste generator fees. Annual expense for generating hazardous waste. Monies paid to State Board of Equalization, Environmental Fees Division (Mandated).			735.00
6	Cleaning of fuel tanks to remove contaminants in fuel. One (1) time annually (May/June) based on BMP.			3,790.00
7	Care Station Hepatitis "B" shots due to working on sewer equipment (Precautionary measure).			200.00
8	LA County ,State Board of equalization special taxes and fees division,and CUPA permit fees for underground storage tanks located at City Hall,			4,880.00

Fiscal Year 2016
 Level 3
 Fund Fleet Management Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 611 Fleet Maintenance

Account Number /Title / Budget Line item Descriptions	Amount
8 and Public Works Facility. (Mandated)	
9 UPS Shipping costs. Emergency vehicles' electronic components to manufacture for repair.	100.00
10 Phone \$40 per month x 12 (Fleet Supervisor)	505.00
11 Repairs of hoists, air compressors, and brake lathe.	1,500.00
12 Car Washing (Red Carpet) - paid once every fiscal year.	3,255.00
13 CNG fuel station maintenance.	5,060.00
14 Underground Storage Tank Inspection Service for tanks at PW and City Hall - Certified Operator (Mandated monthly inspections and annual training).	2,785.00
15 Annual fueling system software service agreement with E.J. Ward. (Paid in Feb/Mar) (Increase based on actual billing amount).	4,500.00
16 Towing Service for City vehicles. Cost is per tow for wrecks and breakdowns. Some towing costs recoverable. Based on historical use.	7,540.00
17 Equipment rental; as needed if City equipment is expected to be out of service for repairs for more than a few days.	3,000.00
18 Zonar GPS tracking for 38 Public Works and 6 community development vehicles.	8,495.00
19 New in 14-15 to Contract Services (used to be in Contract Personnel - change per Finance Dept)~~ Temporary Mechanic for assisting in maintenance of equipment. 1,000 hrs @ \$30 p/hr = \$30,000	30,000.00
20 Repairs to fuel tanks/fuel dispensing systems.	4,260.00
21 Outside automotive repairs: Includes transmission overhauls, large truck repairs, suspension work, truck certifications, police vehicles: black and white setups, other specialized repairs and	73,500.00

Fiscal Year 2016
 Level 3
 Fund Fleet Management Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

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Department: 18 Public Works
 Minor Program: 611 Fleet Maintenance

Account Number / Title / Budget Line item Descriptions				Amount
21	vehicle detailing. Moved from 610-18-611-5221 in FY15-16.			
	Total Account	610-18-611-5101	Contract Services	161,955.00
1	Yearly software application updates to Fleet Software System: RTA (Ron Turley & Assoc.) application.			1,700.00
2	Annual renewal and yearly upgrades for fleet maintenance repair scanner software.			900.00
3	ALLDATA maintenance repair software.			1,000.00
	Total Account	610-18-611-5104	Computer Contract Services	3,600.00
1	MEMA (Mechanical Equipment Maintenance Assn) Annual Membership (\$75) for Equip. Maint. Supervisor			275.00
2	Maintenance Superintendent Association			75.00
	Total Account	610-18-611-5202	Memberships & Dues	350.00
1	Municipal Equipment Maintenance Assoc. (MEMA) - General monthly meetings and Annual Tradeshow for Equipment Maintenance Supervisor			150.00
	Total Account	610-18-611-5204	Conferences & Meetings	150.00
1	Automotive technical training.			600.00
2	On-site (PW Yard) RTA Training for PW Staff			3,000.00
3	Class A Drivers License renewals are needed to drive some of the City's larger vehicle and trailer combo's. 2 x \$80.00			160.00
	Total Account	610-18-611-5205	Training	3,760.00
1	Uniform package cost per employee: \$814 x 2.5			2,035.00

Fiscal Year 2016
 Level 3
 Fund Fleet Management Fund

CITY OF MANHATTAN BEACH
 FY 2015-2016 Dept Request Level 3
 Itemized Line Item Detail
 Controllable Costs

Data Date 5/5/2015
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Department: 18 Public Works
 Minor Program: 611 Fleet Maintenance

Account Number / Title / Budget Line item Descriptions	Amount
1 employees (0.5 is for Temp Equip Mechanic) = \$2,035 total~ 5% Prudential uniform increase in FY15-16 per Purchasing Manager~ ~ Uniform cost breakdown:~ Uniforms - \$247 (package combination of 11 pieces per employee per MOU)~ ~ T-Shirts - \$98 (\$14 per shirt, 5 + 2 replacement shirts per employee)~ ~ Hat - \$34 (\$17 each, 1 + 1 replacement per employee)~ ~ Safety Jacket - \$80 (1 per employee)~ ~ Safety Vest - \$20 (1 per employee per MOU)~ ~ Boot Allowance - \$335 (per employee per MOU)	441.00
2 Prudential Fleet Extras~~ Towels, mats, dust control (\$36.75 per month)	441.00
Total Account 610-18-611-5206 Uniforms/Safety Equipment	2,476.00
<hr style="border-top: 1px dashed black;"/>	
1 Tool allowance for 2 Mechanics, per MOU.	1,400.00
Total Account 610-18-611-5209 Tools & Minor Equipment	1,400.00
<hr style="border-top: 1px dashed black;"/>	
1 Miscellaneous Supplies: nuts and bolts, automotive electrical wires, razor blades, electrical tape, air hose fittings, air hose reels, 3M grinding, wheels, silicone gasket materials, wire ties, automobile door hardware fasteners, chemicals, soap for garage maintenance and floor sweep (Based on historical use).	8,500.00

Fiscal Year 2016
 Level 3
 Fund Fleet Management Fund

CITY OF MANHATTAN BEACH
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Department: 18 Public Works

Minor Program: 611 Fleet Maintenance

Account Number /Title / Budget Line item Descriptions				Amount
2	Replacement of common tools for rotor, drum lathe, and miscellaneous garage tools. For the purchase of automotive parts from external vendors, who do not supply parts to the warehouse (moved from 610-18-611-5211 in FY15-16).			68,900.00
	Total Account	610-18-611-5217	Departmental Supplies	77,400.00

1	Business cards for Fleet Supervisor			150.00
2	Operating Reporting Forms (vehicle forms)			1,250.00
	Total Account	610-18-611-5225	Printing	1,400.00

1	Gasoline: 34,000 Gallons of 89 Octane x \$4.00			136,000.00
2	Gasoline: 49,000 gallons of 87 Octane x \$3.95			193,550.00
3	Gasoline: 11,000 gallons of Diesel Fuel x \$4.10			45,100.00
4	Propane 1,500 Gallons x 1.95			2,925.00
5	Engine oil for gas and diesel engines, transmission oil A.T.F. (automatic, and rear axle and mechanical transmission oil.			5,500.00
6	CNG therms used and Clean Energy (outside fueling station) use.			11,500.00
7	Automotive fuel purchases made with gasoline credit cards due to Yard fueling station repairs/testing. (Chevron USA and Shell Oil Co.)			15,000.00
	Total Account	610-18-611-5226	Automotive Fuel	409,575.00

1	Warehouse purchases based on historical data.			800.00
	Total Account	610-18-611-5611	Warehouse Purchases	800.00

1	For the purchase of automotive parts through the City warehouse. Reduction in FY12-13 based on usage and new vehicle purchases.			25,000.00

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 Fund Fleet Management Fund

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Department: 18 Public Works

Minor Program: 611 Fleet Maintenance

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	610-18-611-5612 Garage Purchases	25,000.00
1	I.S. allocation analysis	Total Account	610-18-611-5621 Information Systems Allocation	27,434.00
1	Per Finance, liability and property analysis.	Total Account	610-18-611-5631 Insurance Allocation	10,980.00
1	Per Finance	Total Account	610-18-611-5641 Fleet Rental Allocation	15,820.00
Program Total		611	Fleet Maintenance	1,217,287.00

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Department: 18 Public Works
 Minor Program: 621 Fleet Replacement

Account Number / Title / Budget Line item Descriptions				Amount
621 Fleet Replacement				
1	Replacement of Vehicle #120 (PD)			34,982.00
2	Replacement of Vehicle #165 (PD) including build-out			58,891.00
3	Replacement of Ambulances #720 and #721 including build-out (Estimated at \$180,000 each)			360,000.00
	Total Account	610-18-621-6131	Vehicles	453,873.00

1	Vehicle Lease			190,595.00
	Total Account	610-18-621-7302	Property & Equipment Principal	190,595.00

1	Vehicle Lease			7,264.00
	Total Account	610-18-621-7303	Property & Equipment Interest	7,264.00

	Program Total	621	Fleet Replacement	651,732.00
18	Total Public Works			51,723,257.00

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 Fund Information Technology Fund

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Department: 19 Information Technology
 Minor Program: 051 Information Technology

Account Number /Title / Budget Line item Descriptions				Amount
051 Information Technology				
1	INFORMATION SYSTEMS DIRECTOR, 2.0 NETWORK ADMINISTRATORS, 3.0 INFORMATION SPECIALISTS, INFORMATION SYSTEMS MANAGER			791,685.00
2	Vacancy Factor Offset 4.6%			(36,418.00)
	Total Account	605-19-051-4101	Salaries & Allowances	755,267.00

1	One (1) Information Systems Specialist part time 500 hrs x \$30.31/hr = \$15,155			15,155.00
2	Two (2) Administrative Interns (Information Systems Division) 1500 hrs x \$13.49/hr x 2 Interns = \$40,470			40,470.00
	Total Account	605-19-051-4103	Part Time Employee Salaries	55,625.00

1	Overtime for Network Administrators and I.S. Specialists to provide broadcast and web stream of City Council and City meetings (25 regular and 60 estimated additional meetings), Planning Commission meetings (16 meetings), routine and emergency network support and maintenance (36 hours) that cannot be performed during normal business hours (ex. server and infrastructure upgrades and replacements) and scheduled after hours rollouts/deployments (Exchange, workstation deployments, Eden Financials, email security, Storage Area Network, etc.)			64,000.00
	Total Account	605-19-051-4111	Overtime Regular Employees	64,000.00

1	INFORMATION SYSTEMS DIRECTOR, 2.0 NETWORK ADMINISTRATORS, 3.0 INFORMATION SPECIALISTS, INFORMATION SYSTEMS MANAGER			111,815.00
2	Vacancy Factor Offset 4.6%			(5,143.00)

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 Level 3
 Fund Information Technology Fund

CITY OF MANHATTAN BEACH
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Department: 19 Information Technology
 Minor Program: 051 Information Technology

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		605-19-051-4201	Group Medical Insurance	106,672.00
1	INFORMATION SYSTEMS DIRECTOR, 2.0 NETWORK ADMINISTRATORS, 3.0 INFORMATION SPECIALISTS, INFORMATION SYSTEMS MANAGER			11,479.00
2	Vacancy Factor Offset 4.6%			(528.00)
3	PART-TIME MEDICARE			580.00
Total Account		605-19-051-4202	Medicare	11,531.00
1	INFORMATION SYSTEMS DIRECTOR, INFORMATION SYSTEMS MANAGER			15,324.00
2	Vacancy Factor Offset 4.6%			(705.00)
Total Account		605-19-051-4204	401A Plan City	14,619.00
1	Per Finance.			13,620.00
Total Account		605-19-051-4205	Workers Compensation	13,620.00
1	Per Finance. Year 2 of 2014 Actuarial Study.			3,660.00
Total Account		605-19-051-4206	Medical Retirement Contributions	3,660.00
1	INFORMATION SYSTEMS DIRECTOR, 2.0 NETWORK ADMINISTRATORS, 3.0 INFORMATION SPECIALISTS, INFORMATION SYSTEMS MANAGER			100,575.00
2	Vacancy Factor Offset 4.6%			(4,626.00)
Total Account		605-19-051-4211	PERS Regular Contributions	95,949.00
1	\$10,110 Smartphone and wireless connection for voice and data service plan (increase to support addition of Department Head).			10,110.00
2	\$9,720 Mobile Device Management and Telephony			9,720.00

Fiscal Year 2016
 Level 3
 Fund Information Technology Fund

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Department: 19 Information Technology
 Minor Program: 051 Information Technology

Account Number /Title / Budget Line item Descriptions	Amount
2 Expense Management services for City mobile devices (iPad/iPhone).	
3 \$4800 Broadband mobile connection for IS administration, testing, public WiFi at various City locations (Council Chambers, Public Safety Facility, Joslyn Auditorium, Heights, CAC, City Yard)	4,800.00
4 Telephone system maintenance contract (exclusive of adds, moves and changes) and voicemail support; increase due to possible overlap with old phone system support.	38,348.00
5 Verizon TV and Internet services for broadcast and network testing.	1,971.00
6 Time Warner fiber maintenance services for select City locations.	52,800.00
7 Telephone System adds, moves, and changes for all departments. Most minor a/m/c's are being done in-house if staffing is available. Cost to be allocated to departments.	7,000.00
8 Approved Supplemental 4/17/15: Broadcast Contract Services (Estimated 500 hours annually at \$100/hr)	50,000.00
Total Account 605-19-051-5101 Contract Services	174,749.00
<hr/>	
1 Support for infrastructure, fiber, data, voice, storage and network	32,600.00
2 Support for website applications, monthly access, storage, and maintenance ~ Vision Internet \$28,122 (hosting/content management tool)~ GovOutreach \$10,200 (work orders)~ AlertWorks \$2,500 (notifications)~ Granicus \$14,400 (video stream)~ SiteAlarm \$5,520 (site maintenance)~	98,142.00

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 Fund Information Technology Fund

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Department: 19 Information Technology
 Minor Program: 051 Information Technology

Account Number / Title / Budget Line item Descriptions				Amount
2	ArchiveSocial \$4,800 (backup solution)~ Nixle \$2,900 (civic engagement)~ Shutterstock \$2,400 (website content)~ HootSuite \$19,500 (social media content management)~ Peak Democracy \$7,800 (civic engagement)			
3	Internap Internet access for city-wide Internet connectivity			94,287.00
4	CommVault enterprise backup solution			10,000.00
5	Security assessment of network and data infrastructure including Department of Justice and SCADA			15,000.00
6	Professional service for software application installations and upgrades; to include but not limited to Eden Financial System,SQLFire, Document Management, Microsoft servers, etc.			3,000.00
7	Professional services for broadcasting, audio visual related hardware, software, infrastructure upgrades and/or installations.			15,000.00
	Total Account	605-19-051-5104	Computer Contract Services	268,029.00
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1	Department Office Supplies			500.00
	Total Account	605-19-051-5201	Office Supplies	500.00
<hr/>				
1	Membership to Municipal Information Systems Association of California (MISAC) for Information Systems Manager and IT Director			480.00
2	Membership to National Association of Government Webmaster (NAGW) for government web professionals (Information Systems Manager and IT Director)			200.00
3	Membership to State of California and Nevada Chapter (SCAN) for broadcasting for IS Manager and IT Director			160.00

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 Fund Information Technology Fund

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Department: 19 Information Technology
 Minor Program: 051 Information Technology

Account Number /Title / Budget Line item Descriptions				Amount
4	Membership to California Association of Public Information Officers (CAPIO) for Information Systems Manager and IT Director (related to website administration and technology)			450.00
5	Membership to National Association of Telecommunications, Officers and Advisors (NATOA) for communications, broadband and technology for Information Systems Manager and IT Director			1,170.00
		Total Account	605-19-051-5202 Memberships & Dues	2,460.00
<hr/>				
1	Magazines, books, technical manuals and reference materials for audio visual, network, storage, etc.			500.00
		Total Account	605-19-051-5203 Reference Books & Periodicals	500.00
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1	California Association for Public Information Officers (CAPIO) Conference for Information Systems Manager; includes registration and travel expenses			1,000.00
2	Eden Users Conference for Eden Financial Management System; includes registration and travel expenses for Information System Manager and IT Director			5,000.00
3	Security Conference for Network Administrator; includes registration and travel expenses; to support AB1149 and PCI compliance			3,700.00
4	Municipal Information Systems Associations of California for Information Systems Manager; includes registration and travel expenses			500.00
5	Public CIO Technology Summit for IT Director; includes registration, lodging and travel expense			2,500.00
6	League of California Cities annual conference for IT Director; includes registration and travel arrangements			1,500.00

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Department: 19 Information Technology
 Minor Program: 051 Information Technology

Account Number /Title / Budget Line item Descriptions				Amount
7	\$2600 Environmental Systems Research Institute (ESRI) user conference for Information Systems Manager; includes registration and travel expenses			2,600.00
	Total Account	605-19-051-5204	Conferences & Meetings	16,800.00
<hr/>				
1	Technical training for IS Division; training is required to maintain skills with evolution of technology and systems			6,500.00
2	Enterprise-wide Microsoft office training.			6,000.00
	Total Account	605-19-051-5205	Training	12,500.00
<hr/>				
1	Citywide replacement and refresh of the following: desktops 76x\$1,200=\$91,200 & new standard 22-inch monitors: 77 x \$450 = \$34,650; laptops: 11 x \$2,000 = \$22,000; workcenter printers: 10 x \$5,000 = \$50,000; mobile device replacements (iPads) 6 x \$966 = \$5,796; peripherals and computer supplies = \$12,000~ ~ Printers are replaced as needed (6 years)~ Mobile devices are replaced every 2 years~ Per ISMP, 25% of city desktops and laptops are replaced every four years			215,646.00
2	Microsoft Enterprise Agreement (EA) for City desktops and laptops: desktop operating system; Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook and Publisher); EA includes licenses for backoffice solutions such as Microsoft Windows Server, Microsoft Project,~ Microsoft SQL, Configuration Management, Microsoft Exchange Server Enterprise, and Outlook Web Access remote accounts; also includes 311 Client Access License (CALs) for~			103,000.00

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 Fund Information Technology Fund

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Department: 19 Information Technology
 Minor Program: 051 Information Technology

Account Number / Title / Budget Line item Descriptions				Amount
2	Microsoft Exchange, Microsoft Server and Microsoft SQL ~ Note: Enterprise Agreement is a three year contract established in September 2014 with an annual renewal			
3	Software upgrades and maintenance for network and desktop applications, programs include but not limited to: server backup, utilities, diagnostics, patch management, network management, help desk, Internet filter, anti-virus, spam, mobile phone and email, encryption, etc.			65,670.00
4	I.S. Division print consumables i.e. color toner and maintenance kits			7,000.00
5	Broadcast/Audio-visual replacements, upgrades, maintenance and/or backup of equipment, hardware, and/or software which include but not limited to Tascam DVD players, amplifier, etc.			20,000.00
	Total Account	605-19-051-5210	Computers, Supplies & Software	411,316.00
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1	Desktop, printers and other peripherals maintenance and upgrades			8,000.00
2	Uninterruptable power supplies (UPS) for network servers, routers, switches			10,000.00
3	Minor adds, moves and changes to network infrastructure (\$650 per data/voice add/move/change)			2,600.00
	Total Account	605-19-051-5213	Computer Maintenance & Repairs	20,600.00
<hr/>				
1	Departmental Supplies i.e. business cards, asset tags, ergonomic office items			1,000.00
	Total Account	605-19-051-5217	Departmental Supplies	1,000.00

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 Fund Information Technology Fund

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Department: 19 Information Technology
 Minor Program: 051 Information Technology

Account Number /Title / Budget Line item Descriptions				Amount
1	Per Finance, based on trends.			2,600.00
		Total Account	605-19-051-5501 Telephone	2,600.00

1	Based on historical data			300.00
		Total Account	605-19-051-5611 Warehouse Purchases	300.00

1	Finance analysis			36,243.00
		Total Account	605-19-051-5651 Building & Operations Allocation	36,243.00

1	Citywide replacement and refresh of City servers: 8 x \$8800 = \$70,400. Servers are replaced and refreshed every four years			70,400.00
2	Approved Supplemental 4/17/15: Mobile Encoder for internal streaming			10,428.00
3	Approved Supplemental 4/17/15: WAN Expansion (Carryforward from FY14/15)			273,000.00
4	Approved Supplemental 4/17/15: Data Encryption - AB1149 Data Security (Carryforward from FY14/15)			100,000.00
5	Approved Supplemental 4/17/15: Audio Upgrades at Joslyn Center and Police/Fire Conference Room. (PEG funds will be used for hardware costs estimated at \$40,000)			10,000.00
		Total Account	605-19-051-6141 Computer Equipment & Software	463,828.00

	Program Total		051 Information Technology	2,532,368.00

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Department: 19 Information Technology
 Minor Program: 052 Geographic Information Services

Account Number / Title / Budget Line item Descriptions				Amount
052 Geographic Information Services				
1	GIS ANALYST, GIS TECHNICIAN			181,339.00
2	Vacancy Factor Offset 4.6%			(8,342.00)
	Total Account	100-19-052-4101	Salaries & Allowances	172,997.00

1	Overtime due to broadcast assistance (GIS Tech average 3 hrs/month)			1,000.00
	Total Account	100-19-052-4111	Overtime Regular Employees	1,000.00

1	GIS ANALYST, GIS TECHNICIAN			14,404.00
2	Vacancy Factor Offset 4.6%			(663.00)
	Total Account	100-19-052-4201	Group Medical Insurance	13,741.00

1	GIS ANALYST, GIS TECHNICIAN			2,629.00
2	Vacancy Factor Offset 4.6%			(121.00)
	Total Account	100-19-052-4202	Medicare	2,508.00

1	GIS ANALYST			2,744.00
2	Vacancy Factor Offset 4.6%			(126.00)
	Total Account	100-19-052-4204	401A Plan City	2,618.00

1	Per Finance. Year 2 of 2014 Actuarial Study.			2,700.00
	Total Account	100-19-052-4206	Medical Retirement Contributions	2,700.00

1	GIS ANALYST, GIS TECHNICIAN			22,882.00
2	Vacancy Factor Offset 4.6%			(1,053.00)
	Total Account	100-19-052-4211	PERS Regular Contributions	21,829.00

1	The 3 year Enterprise License Agreement (ELA)			35,000.00

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Department: 19 Information Technology
 Minor Program: 052 Geographic Information Services

Account Number / Title / Budget Line item Descriptions	Amount
1 with Environmental Systems Research Institute (ESRI) was approved by City Council in November 2013; this is an IS Master Plan initiative. This platform supports enterprise-wide GIS software, integration and online services with City systems including but not limited to Permitting, Work Order Management, and Asset Management, Public Safety Systems and Document Management. Year 2 of 3; up for renewal in Nov 2016.	
2 Annual Maintenance fo Latitude Graphics~ Geocortex Essentialssoftware;provides Intranet~ mapping applications for use by staff	3,700.00
3 Los Angeles Region - Imagery Acquisition~ Consortium (LAR-LAC). Payment for updated aerial photography	7,000.00
4 Annual Maintenance for Latititude Geographics~ Internet Mapping Hosting Service; provides~ Internet mapping application for use by the public	7,520.00
5 Corelogic RealQuest online user account for GIS~ Analyst; required to provide parcel information via Intranet mapping application	2,250.00
6 Amazon Web Services (AWS) monthly subscription~ for cloud computing fo rinternet map applications	6,000.00
Total Account 100-19-052-5104 Computer Contract Services	61,470.00
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1 Membership in Urban and Regional Information~ Systems Association (URISA) for GIS Analyst and~ GIS Technician	350.00
Total Account 100-19-052-5202 Memberships & Dues	350.00
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1 Magazines, books, technical manuals an reference materials for GIS	200.00

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Department: 19 Information Technology
 Minor Program: 052 Geographic Information Services

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-19-052-5203	Reference Books & Periodicals	200.00
1	Quarterly GIS User Group Meetings; cost for~ parking and fees			55.00
2	Environmental Research Institue (ESRI)~ User Conference for GIS Analyst and GIS~ Technician; includes registration and travel~ expenses based on historical trends			2,700.00
Total Account		100-19-052-5204	Conferences & Meetings	2,755.00
1	ArcGIS Pro software training for GIS Analyst to~ stay current with emerging technology			2,500.00
Total Account		100-19-052-5205	Training	2,500.00
1	Supplies for Hewlett-Packard Z6200 plotter at~ City Hall; includes paper, ink cartridges, print heads, and other supplies as needed; based on~ past usage.			2,000.00
Total Account		100-19-052-5210	Computers, Supplies & Software	2,000.00
1	Maintenance for Hellett-Packard Z6100 plotterat~ City Hall; includes on-site technician costs as~ needed. Scheduled replacement in FY 2015-16			2,000.00
Total Account		100-19-052-5212	Office Equipment Maintenance	2,000.00
1	Departmental Supplies (i.e., business cards, parcel data CD).			300.00
Total Account		100-19-052-5217	Departmental Supplies	300.00
1	Approved Supplemental (4/17/15) ISMP GIS Enhancements~			55,136.00

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Department: 19 Information Technology
 Minor Program: 052 Geographic Information Services

Account Number /Title / Budget Line item Descriptions				Amount
1	(Carryforward partial funds from FY 13/14, FY 14/15)			
	Total Account	100-19-052-6141	Computer Equipment & Software	55,136.00
	Program Total	052	Geographic Information Services	344,104.00
19	Total Information Technology			2,876,472.00
	City Totals			120,552,546.00